

Striving Readers Management Timeline

Milestones by Month

2008-2009 (Year 3)

LIST OF ABBREVIATIONS

CCHS = Chicopee Comprehensive High School
CCO = Chief Communications Officer for Striving Readers (Matt Rigney)
CHS = Chicopee High School
CIO = Chief Implementation Officer for Striving Readers (Ann Ferriter)
CPS = Chicopee Public Schools
DFA = District Formative Assessments
GRADE = reading progress assessment used in SIM Extreme Reading
HS = High School
HSST = High School of Science & Technology
PD = Professional Development
PVTHS = Putnam Vocational Technical High School
READ 180 EE = Scholastic's Read 180 Enterprise Edition (the second targeted intervention)
RED = Scholastic Read 180 Online Training
SASi = Student ID system
SDRT-4 = Stanford-4 Diagnostic Reading Test
SDRT-10 = Stanford-10 battery of tests
SIM CERT = Content Enhancement Routines for Teachers (the whole school intervention)
SIM Extreme = Strategic Instruction Model, Extreme Reading (one of the SR Targeted Interventions)
SIM = Strategic Instruction Model (reading intervention developed by the University of Kansas)
SPS = Springfield Public Schools
SR Adv = Striving Readers Advisory Group
SRI = Scholastic Reading Inventory (assessment for reading progress)
USDOE = US Dept of Education (Washington, DC)

CONTACT INFORMATION

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Directions For Using This Document

>>> Columns are self-explanatory as to content, etc. To determine who is responsible and the desired outcomes for those activities that are not self-explanatory and require this level of detail, hold cursor over the colored box if the box has a small red triangle in the upper righthand corner. This is a comment box. The comment will open when the cursor is over the colored square selected.

>>> For an explanation of Column Headers and for who is generally responsible for oversight or action steps within those column sections per month, move cursor over one of the colored box sections, below. The comments for the headers on this page apply to the column headers on all pages.

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| Month | Contractual | Testing | Students | Data & Evaluation | USDOE | Planning | Hiring/ Training | Meetings | Budget | Hardware & Software |
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| SEPTEMBER '08 | | | | | | | | | | |
| Week 1, Sept 1-5 | Labor Day, Monday, Sept 1. School begins Sept 2 | | | BROWN: ID, randomize & place new SR students using MCAS | | | Aug 25-26 Xtreme trainings in Cmnty Bldg & Word Level>> Strat PD Reading & Writing | Aug 25-26 Read 180 PD (new teachers) Impl Training Day 1 + Using SRI, Lexiles, etc. | | Confirm hardware set up |
| Week 2, Sept 8-12 | | | Revisions to student scheduling | BROWN: ID, randomize & place new SR students using MCAS | | Complete Yearly testing schedule sent to teachers and reviewed | | USDOE call | Ongoing budget review by CIO | |
| | | | Identification of students new to district/ switched schools | BROWN: Data Meeting Sept 10 | | CIO check in with HR and other departments for necessary coordination | | | | |
| Week 3, Sept 15-19 | Read 180 1st SRI Test Sept 15- 19 | | Scheduling adjustments--last week in Chicopee | | | | SIM School visitation Sept 16-19 | | | |
| Week 4, Sept 22-26 | | | Scheduling adjustments--last week in Springfield | | | | Scholastic classroom visits Sept 23-26 | Conf call with Brown re: data collection for Dec Report | | |
| | | | | | | | | USDOE call | | |
| | | | | | | | | SR Work Group | | |

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| OCTOBER '08 | | | | | | | | | | |
| Week 1, Sept 29- Oct 3 | | Fall GRADE test administered to Xtreme Stu Sept 29-Oct 10 | | BROWN & DISTRICTS Verification of student placement | | | Oct 1, Read 180 PD Teach Impl Day 2 | First Scholastic Quarterly Mtg (general) | | |
| Week 2, Oct 6-10 | | Fall GRADE test administered to Xtreme Stu Sept 29-Oct 10 | | | Begin collecting data for Dec Report (CCO) | | SIM School visitation Oct 7-10 | SR Work Group First SIM Quarterly Meeting (general) | Ongoing budget review by CIO | |
| Week 3, Oct 13-17 | Columbus Day, Monday Oct 13 | | | | | Evaluator visits finalized for November | | SR Work Group | | |
| Week 4, Oct 20-24 | | | | | Continue collecting data for Dec Report (CCO) | Plan Second Quarter SIM & Scholastic meeting times | | SR Work Group | | |
| Week 5, Oct 27-31 | | | | DISTRICTS: data transfer to Brown | Continue collecting data for Dec Report (CCO) Begin Year 3 APR (CCO) | Arrange for Scholastic Data Aggregation Arrange Scholastic Leadership & RED trainings | SIM classroom visitations Oct 28-31 & PD dates for Xtreme and Strategic Oct 29 Scholastic Read 180 Oct 28-30 | Scholastic RED Cadre Meeting #1 Year 3 Oct 29 Scholastic Year 1-3 Seminars Oct 27 | | Problem solve new issues as they are sent to help desk through the year |

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| NOVEMBER '08 | | | | | | | | | | |
| Week 1, Nov 3-7 | | | | DISTRICTS: data transfer to Brown | Continue collecting data for Dec Report (CCO) | Arrange for Scholastic Data Aggregation | | | | Problem solve new issues as they are sent to help desk through the year |
| | | | | | Begin Year 3 AYP (CCO) | Arrange Scholastic Leadership & RED trainings | | | | |
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| Week 2, Nov 10-14 | Vendors submit new scopes of work & final figures for subsequent year programming | MCAS ELA Re-test Grades 11-12 Nov 5-7 | | | Intensive work on writing district portions of Dec Report with Brown (CCO) | CIO check in with HR and other departments for necessary coordination | Scholastic classroom visits Nov 12-14 plus RED Cadre Meeting #1 Y2 | USDOE call | Ongoing budget review by CIO | End of Marking Period:SPS Nov 7 CPS Nov 9 |
| | Veterans Day, Tuesday Nov 11 | | | | Continue APR (CCO) | | | | | |
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| Week 3, Nov 17-21 | | MCAS Math Re-test, Nov 12-13 | | | Intensive work on writing district portions of Dec Report with Brown (CCO) | CCO communicate beginning of contracting process for vendors | | | | |
| | | | | | Continue APR (CCO) | | | | | |
| | | | | | | | | | | |
| Week 4, Nov 24-28 | | | | | Intensive work on writing district portions of Dec Report with Brown (CCO) | Aggregation confirmation | | | | |
| | | | | | Continue APR (CCO) | Set up Third Quarter SIM and Scholastic Meetings | | | | Thanksgiving Vacation, November 26-28 |
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| DECEMBER '08 | | | | | | | | | | |
| Week 1, Dec 1-5 | Contract process begun for all vendors--SIM, Read 180, Consultants, Evaluator | | Second semester scheduling of students begun | First Scholastic Data Aggregation, Dec1-2 | First draft review of Dec Report by Nov 30 | Set up Jan Scholastic Classroom visits | Scholastic classroom visits Springfield only Dec 1-2 | SIM Classroom visitations Dec 2-5 and Xtreme/Strat PD days Dec 3 | | |
| | | | | | | | | | Intensive work on APR (CCO) | Confirm SRI dates for January |
| Week 2, Dec 8-12 | | DFA ELA SPS Dec 3-7 | | BROWN: Collect major course material from each Control group teacher | Intensive work on revising Dec Report with Brown (CCO) | | | | Ongoing budget review by CIO | |
| | | | BROWN: observation of trainings | Intensive work on AYP (CCO) | | | | | | |
| Week 3, Dec 15-19 | | DFA Math SPS Dec 10-14 | | APR Due Dec 15 (CCO) | Intensive work on revising Dec Report with Brown (CCO) DUE DEC 15 | Scholastic RED Cadre Meeting #1 Year 1 Dec 17 | Scholastic classroom visits Dec 16-18 | | | |
| Week 4, Dec 22-26 | Holiday Vacation, December 19-Jan 4, Monday--Friday | | | | | | | | | |
| Week 5, Dec 29-Jan 2 | Holiday Vacation, December 19-Jan 4, Monday--Friday | | | | | | | | | |

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| JANUARY '09 | | | | | | | | | | |
| Week 1, Jan 5-9 | Progress on contracts evaluated | Read 180 2nd SRI, Jan 5-9 | | | | Arrange with Tech & Read 180 Resource Teacher for Scholastic Data Aggregation | | | | |
| | Jan 1 Schools Closed, reopen January 5 | | | | | CIO check in with HR and other departments for necessary coordination | | | | |
| Week 2, Jan 12-16 | | District Finals (Sci-Tech) and Mid-Terms Jan 14-18 | | DISTRICT: Data collection for year end report begins | | Plan for Brown observations and surveys, teacher and staff interviews | Ongoing SIM Lit Coach PD and support | | | |
| | | | | BROWN: start planning focus groups and data planning | | Read 180 Seminar Planned | | | | |
| | | | | | | Make March Washington, DC arrangements | | | | |
| Week 3, Jan 19-23 | MLK Day SPS Schools & Offices Closed Jan 19 | | | Second Scholastic Data Aggregation Jan 22-23 | | Read 180 Seminar Reminder | | | Ongoing budget review by CIO | |
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| Week 4, Jan 26-30 | | | | | | | SIM classroom visits Jan 28-30 and Xtreme and Strat PD Jan 28 | Scholastic RED Cadre Meeting #2 Year 1 Jan 28 | Budget Revisions made | CPS Midterms Jan 22-25 End of Marking Period: SPS Jan 23 CPS Jan 25 |
| | | | | BROWN: interviews of school and district staff for Striving Readers | | Plan for Scholastic classroom coaching & visits | Scholastic classroom visits Jan 27-29 | USDOE call est | | SPS Day Off Jan 31 |

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| FEBRUARY '09 | | | | | | | | | | |
| Week 1, Feb 2-6 | Contracts signed & returned by vendors | MCAS HS Bio (some stu) Grades 9, 10, 11 February 2-3 | | BROWN: Collect data | | Aggregation confirmation | | Data Aggregation follow-up with Technology | | |
| | Contracts brought to school committee (January 11) | | | | | Start process of identifying Next CERT teacher cohort | | | | |
| | Contracts sent to City Hall | | | | | Spring Testing Process Review CRITICAL | | | | |
| Week 2, Feb 9-Feb 13 | Contract status follow-up | DFA ELA Feb 11-15 | | BROWN: Collect data | | Plan for next round of Brown teacher observations in March | Scholastic classroom visits Feb 10-11 & RED Cadre Meeting #3 Year 3 | | | |
| | | | | | | CIO check in with HR and other departments for necessary coordination | | | | |
| Week 3, Feb 16-20 | Contract status follow-up | | | | | Confirm March Washington, DC arrangements | | | Budget Revisions final | |
| February Vacation, Schools closed Feb 16-20, Monday--Friday | | | | | | | | | | |
| Week 4, Feb 23-27 | Fully executed contracts go back to vendors | | | | USDOE Washington DC Conference Feb 23-24 | Begin planning for USDOE April visit | SIM Classroom visits Feb 25-27 | USDOE call | | |

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| MARCH '09 | | | | | | | | | | |
| Week 1, Mar 2-6 | All contracts now in effect for subsequent SR year | MCAS Math Re-tests, 11th & 12th Grade March 5-6 & MCAS ELA Re-test, 11th & 12th Grade March 2-4 | | BROWN: Request schedule for interviews and obs | | Set up teacher evaluator interviews. >>> Read 180 Seminar Reminder | | | Third SIM Quarterly Meeting TBA | Problem solve new issues as they are sent to help desk through the year |
| Week 2, Mar 9-13 | | MCAS ELA & Math Re-tests, 11th & 12th Grade, March 10 | | BROWN: Confirm May data collection, CERT focus groups, etc. | | >> Update on Second CERT teacher cohort process >>> 8th Grade SRI Testing scheduled | | | | |
| Week 3, Mar 16-20 | | | | | | Set up Evaluator classroom observation schedule for April | Scholastic classroom visits March 17-19 | | Ongoing budget review by CIO | |
| | | | | | | Arrange for Teacher Interviews in April | Scholastic RED Cadre Meeting #2 Year 2 March 18 | | | |
| Week 4, Mar 23-27 | Final invoices due from all vendors for prior year | | | DISTRICTS: data transfer to Brown | | Set up Fourth Quarterly meetings with SIM and Scholastic | SIM CERT teacher coaching | | | |
| | | | | | | | Scholastic RED Cadre Meeting #3 March 18 & Year 1 Seminar March 20 | | | |
| Week 5, Mar 30-Apr 3 | | MCAS ELA/Comp & Reading, April 1-2, Grade 10 | | | | Inventory Assessment of SDRT-4s for May test | Next CERT teacher cohort identification complete | USDOE call | | |

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| APRIL '09 | | | | | | | | | | |
| Week 1, Apr 6-10 | | MCAS ELA Make-up April 7th, Grade 10 | | BROWN: CERT teacher focus groups | | Plan for 8th Grade SRI & review planning for SDRT-4 in May | | | | Good Friday SPS Day off April 10 |
| | | DFA Math April 7-11 | | | | CIO check in with HR and other departments for necessary coordination | All SR postings revisited | | | End of Marking Period: SPS April 3 CPS April 3 |
| Week 2, Apr 13-17 | | GRADE for Xtreme students, Apr 13-17 | | BROWN: Administer Read 180, Xtreme and Control teacher surveys ONLINE | | SDRT-4 Test Materials Preparation | | | | |
| | | | | | | Schedule Steering Committee Meeting for June??? | | | | |
| Week 3, Apr 20-24 | | | | | | Summer teacher trainings scheduled w/vendors | | | Ongoing budget review by CIO | |
| April Vacation, Schools closed April 20-24, Monday-Friday | | | | | | | | | | |
| Week 4, Apr 27-May 1 | | SRI Testing Apr 27-May 1 | Incoming 8th Grade SR students ID'd from SRI | | | Communicate 8th Grade SRI Testing to Middle Schools | All RED Online Courses completed by teachers | | | |
| | | | | | | Arrange with Tech & Read 180 Resource Teacher for Scholastic Data Aggregation | Scholastic classroom visits April 29-May 1 | | | |

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| MAY '09 | | | | | | | | | | |
| Week 1, May 4-8 | | | Teacher section scheduling begins for Fall (using placeholders) | BROWN: Administer CERT survey ONLINE | | | >>> # Teacher positions calculated >>>CERT posting written | | | |
| | | Year End HS SDRT-4 Administered , SPS/CPS May 4-15th | 8th Grade student scheduling for SR classes begins | | Third Scholastic Data Aggregation, May 6-7 | | | SIM Xtreme & Read 180 Teacher positions posted | | |
| Week 2, May 11-15 | | Year End HS SDRT-4 Administered , SPS/CPS May 4-15th | 8th Grade scheduling continues until August | BROWN: Classroom observations | | | | | | |
| | | | | | | Plan for teacher survey time and participation in Week 4 | | | | |
| | | | | | | Plan End of June CERT Trainings | | | | |
| Week 3, May 18-22 | | SDRT-4 Make-ups END 22nd | Grade 10-11 MCAS US History & Soc Sci May 21-28 | DISTRICTS: data transfer to Brown | | | Aggregation confirmation | | | Ongoing budget review by CIO |
| | | 10th Grade MCAS Math Sessions 1 & 2, May 19-20 | | BROWN: District interviews | | | Plan for Whole School CERT survey | | Data Aggregation follow-up with Technology | |
| Week 4, May 25-29 | | Grade 10-11 MCAS US History & Soc Sci May 21-28 | | BROWN: Receive student data via district SLD | | | >>> Plan for Scholastic classroom visits >>> Plan for Brown classroom observation | | | |
| | Memorial Day Schools Closed, Monday May 25th | | | BROWN: District interviews | | | | | | CPS Senior Exams May 26-28 |

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| JUNE '09 | | | | | | | | | | |
| Week 1, June 1-5 | | MCAS Science Grades 9&10, June 4-5 | | BROWN: District interviews | | Plan meeting with Technology (see Week 4) | Teacher interviews & hiring begins | Scholastic classroom visits June 1-3 | CHS Graduation, June 4 Graduation, June 5 | CCHS |
| Week 2, June 8-12 | | | | BROWN: Begin to randomize new teachers | | CIO check in with HR and other departments for necessary coordination | | | Commerce Graduation, June 10 Putnam Graduation, June 11 Tech Graduation, June 9 | Sci |
| Week 3, June 15-19 | | SDRT-4 Test Results known (estimated) | ID next year's SR students w/screening &diagnostic results | BROWN: Formalize ID of SR students based on test scores | | | Most of initial teacher hiring complete | SR Steering Committee End-of- Year Cmnty Building & Report Mtg?????? | | |
| | | <i>End of Marking Period: June 18</i> | CPS | BROWN: Continue new teacher randomization | | CHICOPEE LAST DAY OF SCHOOL, Planned Tuesday, June 18 | | | | |
| Week 4, June 22-26 | | SPS District Finals June 20th | Student scheduling begins for Fall | BROWN & DISTRICTS coordinate inclusion and exclusion criteria for finalizing pool of SR students | | Check quality of SDRT-4 Data (teacher and student info) | CERT Training SPS | USDOE call | Ongoing budget review by CIO | Begin Yearly End of Year Process. Advance students up a grade, input student from SASI for new year |
| | | <i>End of Marking Period: June 25</i> | SPS | | | | | | | SPRINGFIELD LAST DAY OF SCHOOL, Planned Thursday, June 25 |

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| JULY '09 | | | | | | | | | | |
| Week 1, June 29-July 3 | Chicopee: | | Student scheduling for Fall continues | BROWN: Complete student randomization: assignment to treatment & control groups | | Package and Ship SDRT-4 materials | | | | Notification of Hardware arrival |
| | Springfield: | | | | | Arrange with Tech & Read 180 Resource Teacher for Scholastic Data Aggregation | | | | |
| Week 2, July 6-10 | Chicopee: | | Student scheduling complete | | | SDRT-4 Inventory taken, orders placed | Teacher hiring complete | Scholastic Summative Data Presentation & General Planning Meeting | Assess all grant-related inventory | Begin to organize with Scholastic the training for the SPS technicians on hardware and software installation |
| | Springfield: | | | | | Work with District offices to create parent list and OK Parent Letter to be sent to new SR students | | | | |
| | | | | | | Write letter to new SR teachers | | | | |
| Week 3, July 13-17 | Chicopee: | | Letter to Parents of next year's SR students goes out | Fourth Scholastic Data Aggregation, July 15-16 | | New year's materials and supplies reviewed and ordered from SIM and Scholastic | Letter sent to new SR teachers | | | |
| | Springfield: | | | | | Begin planning for Sept & Oct PD from vendors | | | | |
| Week 4, July 20-24 | Chicopee: | | | | | Aggregation confirmation | | USDOE call est | | |
| | Springfield: | | | BROWN: Common core data transfer for whole school & interventions | | CIO check in with HR and other departments for necessary coordination | | | Ongoing budget review by CIO | |

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| Week 1, July 27-July 31 | Chicopee: | | | | | Schedule fall Evaluator meetings & presentations | | | | Begin setup of any new hardware in prep for training |
| | Springfield: | | | | | | | | | |

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| AUGUST '09 | | | | | | | | | | |
| Week 1, Aug 3-7 | Chicopee: | | | | | Schedule fall Evaluator meetings & presentations | | | | Begin setup of any new hardware in prep for training |
| | Springfield: | | | | | | | | | |

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| Week 2, Aug 3-9 | Chicopee: | | | BROWN & DISTRICTS: Evaluation Planning and Debriefing for upcoming Year | | Receipt of new vendor materials | | | | |
| | Springfield: | | | | | Distribution of new vendor materials begins | | | | |

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| Week 3, Aug 10-14 | Chicopee: | | | BROWN: Observe teacher trainings | | Distribution of new vendor materials completed | Teacher training begins | | | Finish Yearly End of Year Process. Advance students up a grade, input student from SASI for new year |
| | Springfield: | | | | | Set up Scholastic and SIM 1st Quarter meetings | | | | |

