

NWT Student Success Initiative



User Guide

2007-2008

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NWT Student Success Initiative



User Guide

2007-2008

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A. Introduction and User Guide Purposes

The purpose of this *NWT SSI User Guide* is to provide teachers, principals and board personnel with a condensed, plain language version of the information needed for planning, writing, implementing, managing, evaluating, and reporting school improvement projects.

The *NWT SSI Administrative Handbook* is a more complete reference that provides assistance to school boards in the creation, planning and implementation of valuable, meaningful and sustainable NWT Student Success Initiatives.

B. NWT SSI Requirements and Processes Framework

The NWT SSI requirements and processes framework was developed to assist personnel involved in school improvement projects in understanding the “what”, “how”, “when” and “who” of NWT SSI before commencing the needs and planning processes for their improvement projects.

GOAL: Improve Student Learning and Performance in the NWT



GOAL: Projects directly involve students and impact student achievement



GOAL: Professional Development Initiatives are ongoing throughout the school year, have a practical application in the classroom, and have a demonstrated link to student success



OUTCOME: DEMONSTRABLE IMPROVED STUDENT LEARNING AND PERFORMANCE IN THE NORTHWEST TERRITORIES

C. Requirements

C.1 Funding

1. Funding from ECE for the NWT Student Success Initiative (NWT SSI) is committed for the 2007-2008 school year. Any unallocated monies in the NWT SSI fund after March 31 is lapsed and cannot be carried into the new fiscal year.

2. Funding reserved for “Focus Schools”

Funding reserved for “Focus Schools”	\$100,000
Commission scolaire base amount	\$ 15,000
N’Dilo and Dettah base amount	\$ 15,000
<u>DEC and YK DEA base amount \$55,000 x 7</u>	<u>\$385,000</u>
Total Funding for NWT SSI 2007/2008	\$515,000

In ECE results reporting, as can be seen in the *Towards Excellence* document, schools in small communities have greater challenges as shown by:

- number of students needing support
- number of students completing high school credits
- significantly lower graduation rates

To address the particular needs of small communities, funding has been set aside to allow an intense focus on one or two small community schools.

Focus School(s) will be determined by the Department of ECE. A focus school is one that has some of the following characteristics: a significant percentage of students functioning below grade level, identification of a high percentage of students with special needs or learning disabilities, the need for cultural enrichment, or a high rate of non-attendance. Focus schools will be identified in communities where the *school community* demonstrates the readiness to address the issues that have been identified for its school.

School Community – in addition to students, staff and families, school community includes school councils and agencies providing services that affect the ability of the children to be successful learners.

Small Communities - includes all communities except Yellowknife, Fort Smith, Hay River and Inuvik.

3. Additional funding for NWT Student Success Initiatives is also available. This funding is specifically for professional development opportunities involving teachers that will further enhance the effectiveness of an NWT Student Success Initiative. See Section F
4. All application forms for NWT SSI funding, including those completed by principals and teachers, must be submitted to the divisional Superintendent for review and approval. Approved applications will then be forwarded to ECE for review and approval for funding by the NWT SSI Selection Committee.
5. The integrity of funding to schools by DEAs and DEC's must remain consistent with past practice. Any funding received through NWT SSI must be considered separate and apart from regular funding allocation to schools and must not be deducted from a school's operating budget.
6. NWT SSI project funding will be dispersed in the form of an adjustment to the monthly contributions made by ECE to each board (Divisional Education Councils (DEC) and Yellowknife Divisional Education Authorities (DEA)).
7. Funding for NWT SSI projects at this time is for the 2007-2008 school year. Although school boards, in planning their improvement projects, should not extend funding beyond the 2007-2008 school year, projects should reflect long term planning and sustainable goals that extend beyond one year.
8. The NWT SSI Selection Committee is comprised of the following individuals:
 - Coordinator of NWT SSI, Education Operations and Development
 - Assistant Deputy Minister, Education and Culture
 - Director of Education, Operations and Development and designates
 - Director of Early Childhood and School Services and designates
 - NWTTA representatives (3)

C.2 Improvement Targets, Measurement and Evidence of Success

1. The types of measures used will be determined by the nature of each improvement project, its expected performance or achievement, and the need to provide evidence of improvement. The measures must be appropriate to the nature of the improvement sought and should not “drive” the project design.
2. Since each NWT SSI proposal reflects the unique needs and circumstances within the school jurisdiction, the number of measures should be sufficient to demonstrate “evidence of success” in terms of interim (progress) and final outcomes.

Project measurement must include one source of quantitative evaluation data and one source of qualitative evaluation data.

	Quantitative	Qualitative
Local	<ul style="list-style-type: none"> • Attendance data • Program participation • Local jurisdiction tests • Rubrics correlated to curriculum outcomes • Learning outcome checklists • Tests from testing services 	<ul style="list-style-type: none"> • Observation • Portfolios • Case studies • Interviews • Work-based program assessment by “job” supervisor • Staff surveys relating to Professional Development • Student surveys relating to newly acquired skills
Territorial	<ul style="list-style-type: none"> • Rubrics correlated to curriculum outcomes • Participation rates including work-based programs • Alberta Provincial achievement tests (3, 6, 9) • Alberta Provincial diploma exams (12) • Continuation rates 	<ul style="list-style-type: none"> • Satisfaction surveys (students, parents, public) • Anecdotal reporting

3. While the focus of NWT SSI measurement is on “end results” and “outcomes”, it is essential to collect initial, interim and final implementation data in order to track student performance over time.
4. The fundamental purpose of measurement is to demonstrate or provide evidence of student success for any project.
5. “Evidence of success” is the amount of movement toward the set improvement target(s) based upon evaluative information. Multiple data sources and methods are encouraged. Generally speaking, evidence of success should indicate a positive trend. A major consideration is that more than one year may be required to achieve success. An apparent decline in a single year may not be a reflection of lack of success but would need to be investigated further.
6. Where appropriate, ECE encourages the inclusion of readily available measures such as Alberta Provincial Achievement Tests and Functional Grade Level data. Some examples of quantitative and qualitative measures are listed in item 2 on previous page.

C.3 Proposal Endorsement and Final Report

1. Each proposal must include an implementation strategy, which includes a budget that details the planned expenditures for each NWT SSI project.
2. The project coordinator(s) or leader(s) is/are to attest in *Form G.2 Project Proposal* that the project meets all NWT SSI requirements, that the proposal is accurate and reasonable and that the project, as designed, has a reasonable chance of success. If a project has only one leader or coordinator, then only one attestation signature is required.
3. The Superintendent is to attest in *Form G.1 School Board Summary* to the accuracy of the proposal(s), that all NWT SSI requirements are met and that the school board has management systems and processes in place that meet general accounting and audit principles and that approved NWT SSI funding will be utilized only for the intended and specified purposes.
4. *Form G.3 Final Report* for each project requires initial, interim and final results for students or other measurement data that relate to the individuals targeted by the project by May 30, 2008. Achievement results that are not available at the time the final report is submitted must be submitted as soon as they are available and they will be appended to the final report.
5. Financial reporting will be completed at the board office in each jurisdiction. Separate schedules for each project will summarize expenditures for each NWT SSI project and will be verified through the annual audit. Appendix A provides examples of financial reporting for projects funded either by NWT SSI funding from ECE or NWTTA SSI professional development funding, or a combination of both funding sources. Select the example that corresponds to funding allocation for each NWT SSI project.
6. Any professional development expenses applied against the NWTTA SSI Professional Development Fund will be reimbursed to each board based on the total reported in the year-end audit.

D. NWT SSI Local and Territorial Processes

D.1 School Board Project Preparation

1. School boards and/or schools identify needs and develop school improvement projects based on those needs.
2. Provide evidence of research and literature on improvement in the proposal. Provide a bibliography of resources and reference material used to inform proposal design. This requirement to reflect school improvement research insights is not meant to discourage innovation but rather to ensure that there is a strong possibility for success.
3. Given that collaboration is an essential element for school improvement, proposals should reflect support of those who will implement the projects and include meaningful involvement of the school community. Letters of support from community agencies, documented support of teachers (NWTTA Members) should accompany proposal submissions.
4. It is recognized that school improvement is not a “quick fix” activity, but rather an ongoing process that requires collaboration, commitment, and sustained support. NWT SSI requirements of budgeting, reporting and accountability are an attempt to promote long-term efficiency and effectiveness, not short-term changes.
5. When NWT SSI projects have a professional development focus, final reports **must** demonstrate a link between professional development activity and increased student success.
6. While the method for identifying and approving improvement projects is a regional or school decision, initiatives should be identified, planned and designed to meet “local unique needs and circumstances.” These could be:
 - district-wide priorities and/or needs (e.g., early literacy, class size)
 - grade/subject specific needs (e.g., elementary reading, junior high math, high school completion)
 - school-specific needs (e.g., high needs students)
 - local community needs (e.g., pre-K readiness for high needs children)
 - a combination of the above

D.2 NWT SSI Project Timeline

WHAT	HOW	WHEN
Proposal Development	Identify student needs and initiative focus at board or school level	April/May 2007
Proposal Submission	1 day release time for writing proposal	May 31, 2007
Initial Professional Development Workshop	Facilitator works with school/district staff for professional development projects	August/September 2007
Student Baseline Data collected	Survey/Rubric/Checklist	September, 2007
Begin Project Implementation (ongoing)	Staff – Monthly focus group meetings Students – teaching new strategies and skills in classroom	September/October, 2007
Interim Data Collection	Survey/Rubric/Checklist	End January 2008
Continued project implementation	Staff – monthly focus group meetings Students – review/reflect/revise implementation plan as necessary	February, 2008
Final Data Collection	Survey/Rubric/Checklist	End April, 2008
Data Compilation	Graphs/ database	May, 2008
Final Report Summary	1 day release time for writing report	May 31, 2008
Ongoing project implementation	Staff – monthly focus group meetings Students – teaching new strategies and skills in classroom	End June, 2008
Financial Reporting	Audited statements submitted to ECE	July, 2008
Professional Development Reimbursement	NWTTA reimburses each DEC for approved NWT SSI professional development expenditures in 2007-08	July, 2008

- Local planning, implementation, and ongoing support and assessment are critical to the success of each and every school improvement project. Many sound initiatives fail at this stage since implementation planning and execution are often taken for granted. The success of a school improvement project depends on appropriate and ongoing support.

D.3 School Board Proposal Preparation and Submission

1. Submissions must be provided to the Education Operations and Development Division no later than May 30, 2007.
2. Superintendents must complete and submit *Form G.1 School Board Summary* to ensure all required elements for each proposal submission have been met. This form must be included in the submission.
3. A summary of each project must accompany each jurisdiction proposal; the project summary is shown in *Form G.2 Project Proposal* in Section G of the manual. The elements of each project summary should include:
 - ❑ needs identification
 - ❑ research and literature basis
 - ❑ strategy(strategies)
 - ❑ goal(s)
 - ❑ budget
 - ❑ timeframe
 - ❑ improvement targets (interim and final)
 - ❑ measures – include all measurement instruments to be used in the project implementation
 - ❑ evaluation methods
 - ❑ evidence of meaningful community involvement – letters of support
 - ❑ evidence of commitment by those involved in the implementation
 - ❑ team expertise – facilitator(s) or team leader(s) for learning communities
 - ❑ evidence of an implementation plan including ongoing evaluation
 - ❑ evidence of an implementation plan including ongoing professional development strategy
4. As part of the “accountability” process, the Superintendent will need to certify that the proposal meets requirements. Each Project Leader(s)/Coordinator(s) will need to certify that each project meets requirements; see sections C.3 and Section G, Forms G.1 and G.2 of this handbook for details.

D.4 Territorial Review and Approval Process

1. The NWT SSI Selection Committee may seek NWT SSI advice from project coordinators and board office staff as it reviews proposals. Project coordinators or board staff may be contacted when a proposal requires project and/or process clarification and, when necessary, to have access to pertinent documentation.
2. The NWT SSI Selection Committee will use a checklist approach for proposal and project review and approval. If all sections of *Form G.2 Project Proposal* are thoroughly completed, the criteria for application should be met.
3. The NWT SSI Selection Committee will make a final decision and notify the school authority no later than 1 week after proposal review.

D.5 Review Processes for Problematic Proposals

1. If there are any problem areas in the proposal(s), the NWT SSI Selection Committee will try to resolve the outstanding issue(s) through a consultation process with the project coordinator(s) and school board.

D.6 Local Implementation Planning and Execution

1. Each project should have a documented implementation strategy, meeting and workshop dates, and timeline with sufficient resources allocated and dedicated to adequately support each project.
2. Initial data for each project must be collected during the early stages of project implementation. This data is necessary for comparing with the interim and final evaluation data at the conclusion of the project.

D.7 Local and Territorial Reporting

1. Evidence of Success, Judgment and Continued Funding
 - The specific format and requirements for the final report is found in Section G *Form G.3 Final Report Template*.
 - The NWT SSI Selection Committee will consult and collaborate with its partners and school boards in the evaluation of final reports to review “evidence of success” for projects with multi-year timelines.
 - The principles of “directional” results, i.e., trends rather than single events, and professional judgement will be used in making decisions.
2. Evaluation reports are to be certified by the Superintendent and submitted by May 30, 2008. Assessment results not available at the time of the writing of the final report must be submitted and appended to the final report as soon as they become available.
3. Each school jurisdiction must include a Special Program Schedule for each project with the year-end audited financial statement. Any professional development expenses applied against the NWTTA SSI Professional Development Fund will be reimbursed to each board based on the total reported in the year-end audit.

E. Education, Culture and Employment Contacts and Assistance

1. For assistance contact the Education Operations and Development Division in the Department of Education, Culture and Employment (ECE).

Contact	Phone	Fax	E-mail
Joanne McGrath Coordinator, Ed. Ops.	873-7458	873-0338	joanne_mcgrath@gov.nt.ca
Janet Grinsted Director, Ed. Ops.	873-7673	873-0338	janet_grinsted@gov.nt.ca
Director, ECSS	920-3491	873-0109	
Address:	Education Operations and Development Education, Culture and Employment Government of the NWT P.O. Box 1320 Yellowknife, NT X1A 2L9		

F. Memorandum of Understanding

Memorandum of Understanding

Between

The Government of the Northwest Territories and

The Northwest Territories Teachers' Association

The NWT Teachers' Association and the Government of the NWT recognize the critical role teachers in the Northwest Territories play in supporting the success of students. The parties agree it is important to provide teachers with access to professional development to assist them in employing effective teaching strategies with their students.

The parties agree to work together to further develop processes to use additional professional development funding, in the amount of .75% of the gross basic salary of teachers to whom this agreement applies calculated at the start of the academic year, for professional development activities that support the goals of the Student Success Initiatives.

A committee consisting of two representatives of the Association and two representatives of the Employer will make recommendations on this matter to the President of the Association and the Deputy Minister of Education, Culture and Employment within four months of the date of ratification.

Based on 2006-2007 calculations, approximate allocations for NWT Student Success Initiative Professional Development funding for each school board is as follows:

Beaufort Delta Divisional Education Council	\$68,000
Commission scolaire francophone de division	\$ 6,100
Dehcho Divisional Education Council	\$29,400
Sahtu Divisional Education Council	\$29,000
South Slave Divisional Education Council	\$65,000
Tlicho Community Services Agency	\$29,000
Yellowknife Catholic Schools	\$48,000
Yellowknife Education District No. 1	\$68,000

G. Forms

- G.1 NWT SSI School Board Summary (summary of all proposals)
- G.2 NWT SSI Project Proposal
- G.3 NWT SSI Final Report Template
- G.4 Appendix A: Special Program Schedules (4 examples)

Form G.1 NWT SSI School Board Summary

Note: Each school board submitting projects for NWT SSI funding must complete applicable sections of this proposal form that summarizes all the individual projects.

Full Name of School Board: _____

1. Scope of all NWT SSI proposals for school board for 2007-2008.

Proposal Details (Summary of all projects)	2007/2008
Number of Projects	
Number of Involved Students Attending School	
*Number of Preschool Children Involved	
Number of Schools Involved	
Grades Involved	
Student Age Range	

*only if one or more projects include preschool children

2. Complete the following two schedules. The total requested funding cannot exceed the NWT SSI funding entitlement for the board.
(Add or delete categories as needed.)

(a) NWT SSI Funding

Budget Categories	2007/2008
Staffing and Benefits	
Supply and Services	
Equipment	
Other Capital	
Other Expenditures	
Total Budget Object Categories	

(b) NWTTA Professional Develop Budget Schedule
(Add or delete categories as needed.)

Professional Development Expense Area	2007/2008
Facilitator Contract	
Facilitator Expenses (travel, per diem, accommodation, etc.)	
Teacher Release Time (Sub Fees)	
Workshop Expenses	
Total Professional Development Budget	

(c) Total Budget Summary **(See User Guide Section C.1 Funding)**

NWT SSI Budget Total (a)	
NWTTA SSI Professional Development (b)	
Total of (a) and (b)	

(d) Summarize all measures over all projects
See Section C.3 of the NWT SSI User Guide for explanation and details.

Scope	Quantitative	Qualitative	List Measures
Local			
Territorial			

3. Check each of the following to ensure proposals are complete.

Does each project:	Yes
a) Have the support of those who will implement it? Letters of support or staff survey showing support	
b) Have meaningful involvement of the community, including school councils? Attach letters of support/survey	
c) Include an identification of needs?	
d) Have a research/literature base? (3 sources cited)	
e) Have interim targets and plan to collect interim results?	
f) Have achievable final "end-result" improvement targets?	
g) Identify measures that are reasonable?	
h) Identify appropriate evaluation methods?	
i) Identify strategies that have a reasonable chance of achieving the improvement goal and target(s)?	

4. Please provide any other relevant information.

- a. **Where surveys, rubrics and checklists are selected/designed to collect measurement data, a sample of these measurement instruments must accompany each project proposal.**
- b. **For professional development activities, please include survey results from staff members that indicate their support of the proposed professional development strategy.**

5. Certification

To the best of my knowledge and belief, the information provided is accurate and all NWT SSI requirements have been met. Further, the school jurisdiction has the management systems and processes in place to properly account for NWT SSI funds. Approved NWT SSI funding will be used only for approved purposes.

Superintendent of Schools (Print Name)

Superintendent of Schools (Signature)

Date

4. The improvement goals and measurement tools are:

Goals	Measurement Tool
1.	
2.	
3.	

5. The specific improvement targets (interim and final) follow:

Improvement Goals	Improvement Targets	
	Interim	Final
1.		
2.		
3.		

6. Attach a copy of measurement instruments such as rubrics, surveys and checklists.

7. Briefly describe the evaluation method(s), data sources, etc.

If professional development activities are planned, include the dates of the meetings and the number of individuals who will be involved.

8. Briefly describe the implementation elements, including ongoing monitoring and hands-on assistance and support to the project.

TIMELINE

9. The implementation to achieve the improvement goal(s) and targets are:

WHAT	HOW	WHEN
Proposal Development	Identify Student Needs and Initiative Focus (at school or board level)	April/May 2007
Proposal Submission	1 day release time for writing proposal	May, 2007
Initial Professional Development Workshop		August/September 2007
Student Baseline Data collected		September, 2007
Begin Project Implementation (ongoing)		September/October, 2007
Interim Data Collection		End January 2008
Continued project implementation		February, 2008
Final Data Collection		End April, 2008
Data Compilation		May, 2008
Final Report Summary	1 day release time for writing report	May 31, 2008
Ongoing project implementation		End June, 2008

BUDGET

10. Please complete the following two budget projections for each project:

(a) NWT SSI Budget Categories (add or delete categories as needed)

Budget Categories	2007/2008
Staffing and Benefits	
Supply and Services	
Equipment	
Other Capital	
Other Expenditures	
Total Budget Object Categories	

(b) NWTTA SSI Professional Develop Budget (add or delete categories as needed)

Professional Development Expense Area	2007/2008
Facilitator Contract	
Facilitator Expenses (travel, per diem, accommodation, etc.)	
Teacher Release Time (Sub Fees)	
Workshop Expenses	
Total Professional Development Budget	

(c) Budget Summary for Project

NWT SSI Budget (a)	
NWTTA SSI Professional Development (b)	
Total of (a) and (b)	

11. Certification by Project Coordinator(s)/Leaders/Supervisor(s)

We the undersigned, state that the information provided, to the best of our knowledge and belief, is accurate. The project, as designed, has a reasonable expectation of achieving the improvement goal(s) and target(s) that will ultimately have a meaningful and sustainable effect on learning and performance by involved students.

Data	1	2	3
Name (please type)			
Position	Superintendent	Coordinator/Principal	* Project Coordinator
Location (address)			
Phone Number			
Fax Number			
E-mail Address			
Signature:			

* Proposals that include a professional development component funded by the NWTTA SSI Professional Development Fund must include signature of an NWTTA Regional Representative involved in the project implementation.

Form G.3 NWT SSI Final Report Template

This form is available electronically and should be submitted electronically.

Project Demographics

School Board			
Project Title			
Schools Involved			
Project Scope	Number of Students:	Grades:	
Project Description			
Project Purpose			
Improvement Goals			
Budget for 2006-07	NWT SSI funds	NWTTA SSI PD funds	Total for Project
Approved Budget			
Actual Budget			

List Number of Staff Involved in NWT SSI

(Add or delete rows as applicable to this project)

Position	Names and role of all staff needed for NWT SSI Project implementation	NWT SSI Funded (Yes/No)
Certified Teachers		
Coordinator		
Teaching Assistants		
Admin/Support staff		
Volunteer Workers		
Total FTE		

For NWT SSI Professional Development Initiatives, please complete the following table.

Delete first two rows that are included as examples only.

Board/ School	Professional Development Topic and/or Professional Working Group Focus Area	No. of Workshop or meeting days per year	% of teaching staff from the board or school that participated in P.D. activities	% of support staff from the board or school that participated in P.D. Activities
NWT School District	EBS Workshop September 4/5	2 X year	50/50 = 100%	17/20 = 85%
NWT K-12 School	Primary Writing Assessment	8 x year	4/12 = 33%	2/5 = 40%

Quantitative Measures

Add or delete rows as applicable to this project.

First two rows are included as examples only.

Measure	Initial	Interim	Final	Target	Number measured
Classroom Achievement	% of students at grade level in reading	% of students at grade level in reading	% of students at grade level in reading	80% of students at grade level in reading	50 grade 2 students
Attendance Records	68% attendance	80% attendance	90% attendance	85% of students have 90% attendance	30 students grades 10-12
Learning Outcome Checklists					
Rubric correlated to curriculum					
Functional Grade Level Data					
Alberta Achievement Tests					
Diploma Exams					

Comments on Results:

Qualitative Measures

*Add or delete rows as applicable to this project.
First two rows are included as examples only.*

Measure	Initial Data - Established at start of project	Interim Data	Improvement Reported	Actual # of Surveys Returned	Response Rate
Student Surveys	60% of students use 5 reading strategies	75% of students use 5 reading strategies	80% of students use 7 reading strategies	20/25	80%
Teachers PD Surveys	60% of teachers teach 6 learning strategies consistently	80% of teachers teach 7 learning strategies consistently	80% of teachers teach 9 learning strategies consistently	12/12	100%
Parent Surveys					
Case Studies					
Interviews					
Anecdotal reporting					

Comments on Qualitative Measures:

Description of Quality Measures

Complete each of the following sections (point form is acceptable).

Initial Situation – Student needs addressed by NWT SSI project

Desired Change – What results did you intend to achieve through NWT SSI?
What was measured? How was it measured? When was it measured?
How are measurements reported?

Success Indicators – What improvements were documented as a result of NWT SSI project?

Professional Development Participation Table

Delete first two rows that are provided as an example only.

Name of NWTTA Staff Member	Professional Development Topic/ Professional Working Group Topics	No. of Workshop or meeting days per year
Jane Collins	Primary Writing Assessment Working Group	.5 x 6 = 3 days
Andrew Moore	EBS School Team	.5 x 10 = 5 days

Attachments - Please list any attachments to this final project report.

- ❑ Data collection tables – EBS summary data/ Attendance/ etc.
- ❑ Survey Summaries – teachers/parents/students
- ❑ Survey results – tabulated / graphed
- ❑ Assessment data results, summaries and/or graphs

G.4 Appendix A – Schedule of Specific Programs

Sample schedule for a project funded solely by NWT SSI funding from the Department of Education, Culture and Employment.

Funding from the Department of Education, Culture and Employment for NWT SSI projects are advanced to each board during the school year through adjustments to the monthly contribution.

SCHEDULE 20

**NWT DEC
SCHEDULE OF SPECIFIC PROGRAMS
NWT STUDENT SUCCESS INITIATIVE FOR THE YEAR ENDED JUNE 30, 2007**

**NWT Student Success Initiative
Mathematics Skill Development Initiative
Title of Project: K-3 Mathematics Literacy Initiative**

	NWT SSI Funding
REVENUE	<u>5,500</u>
EXPENDITURES	
Salaries/Wages	
Facilitator Wages	
Substitute Teacher Wages	
Travel	
Facilitator Travel	
Air Charter	
Staff Travel	
Accommodation	
Daily per diems	
Other expenses	
Workshop Expenses	
Room Rental	
Supplies	4,841
Refreshments	
Miscellaneous	
Total Expenditures	<u>4,841</u>
Net Surplus/Deficit	<u><u>659</u></u>

Sample schedule for a project funded solely by NWTTA SSI professional development funding.

District Education Councils will be reimbursed by the NWTTA, for the professional development funds that were expended for project implementation, upon receipt of the year-end audited statements.

SCHEDULE 21

**NWT DEC
SCHEDULE OF SPECIFIC PROGRAMS
NWT STUDENT SUCCESS INITIATIVE FOR THE YEAR ENDED JUNE 30,
2007**

**NWT Student Success Initiative
Professional Development Initiative
Title of Project: School Writing Project**

	NWTTA SSI PD Funding
REVENUE	<u>4,200</u>
EXPENDITURES	
Salaries/Wages	
Facilitator Wages	
Substitute Teacher Wages	4,247
Travel	
Facilitator Travel	
Air Charter	
Staff Travel	
Accommodation	
Daily per diems	
Other expenses	
Workshop Expenses	
Room Rental	
Supplies	
Refreshments	
Miscellaneous	
Total Expenditures	<u>4,247</u>
Net Surplus/Deficit	<u><u>(47)</u></u>

Appendix A – Schedule of Specific Programs

Sample schedule for a project funded by a combination of NWT SSI funding from the Department of Education, Culture and Employment and the NWTTA SSI professional development funding.

NWT SSI funding for combined projects is advanced to each board during the school year through adjustments to the monthly contribution.

District Education Councils will be reimbursed by the NWTTA, for the professional development funds that were expended for project implementation, upon receipt of the year-end audited statements.

SCHEDULE 22

NWT DEC

SCHEDULE OF SPECIFIC PROGRAMS

NWT STUDENT SUCCESS INITIATIVE FOR THE YEAR ENDED JUNE 30, 2007

**NWT Student Success Initiative
Professional Development Initiative
Title of Project: K-3 Math Manipulative Initiative**

	NWT SSI Funding	NWTTA SSI PD Funding	Total
REVENUE	<u>31,450</u>	<u>975</u>	<u>31,450</u>
EXPENDITURES			
Salaries/Wages			
Facilitator Wages	2,000	975	2,975
Substitute Teacher Wages	10,276		10,276
Travel			
Facilitator Travel	2,000		2,000
Air Charter			
Staff Travel			
Accommodation			
Daily per diems			
Other expenses			
Workshop Expenses			
Room Rental			
Supplies	12,001		12,001
Refreshments			
Miscellaneous			
Total Expenditures	<u>26,277</u>	<u>975</u>	<u>27,252</u>
Net Surplus/Deficit			<u><u>4,198</u></u>

Sample schedule for a Focus School Initiative implemented in 2 schools in a district. More often the Focus School funding is used to implement projects in one school. Funding is forwarded to the District Education Council through an adjustment to the monthly contribution.

SCHEDULE 23

**NWT DEC
SCHEDULE OF SPECIFIC PROGRAMS
NWT STUDENT SUCCESS INITIATIVE FOR THE YEAR ENDED JUNE 30, 2007**

**NWT Student Success Initiative
Professional Development Initiative
Title of Project: School A and School B Focus Literacy Project**

	<u>School A</u>	<u>School B</u>	<u>Total</u>
REVENUE			40,050
EXPENDITURES			
Salaries/Wages			
Facilitator Wages	5,912	5,912	11,824
Travel			
Facilitator Travel	322	912	1,234
Air Charter			
Staff Travel			
Accommodation	387	537	924
Daily per diems			
Other expenses			
Workshop Expenses			
Room Rental			
Supplies	12,998	15,349	28,347
Refreshments			
Miscellaneous			
Total Expenditures	<u>19,619</u>	<u>22,710</u>	<u>42,329</u>
Net Surplus/Deficit			<u><u>(2,279)</u></u>

