

**FOR BUILDING USE**



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
DIVISION OF LEARNING SERVICES

**MISSOURI MODEL DISTRICTS (MMD)**

**BUILDING ACTIVITIES DOCUMENTATION FORM 2017-2018 School Year**

Building Name		Building Code		Date
Building Contact Person	Phone	Fax	E-mail	

**Instructions**

Check each activity below that has been completed, up to and including the date submitted.  
**Submit this form to the District MMD contact.**

**Building Demographic**

**Building Size:**

Small: enrollment of 0-350 students  
 Medium: enrollment of 351-700 students  
 Large: enrollment of > 700 students

**Activities**

**BUILDING BASE ACTIVITIES: Check all that have been completed.**

<input type="checkbox"/>	Work with the CST to assess and address building needs based on the Self-Assessment Practice Profile tool. Use the building assessments to help the district select activities and practices to address needs across the district.
<input type="checkbox"/>	<p><b>Collaborative Teams</b> Instructional staff will:</p> <ol style="list-style-type: none"> <li>1) Complete DESE approved Collaborative Team training.</li> <li>2) Participate on at least one building level collaborative team. Teams should be integrated with a mix of staff to include general education teachers, special education teachers, and special subject teachers within and across teams.</li> </ol>
<input type="checkbox"/>	<p><b>School-Based Implementation Coaching</b> Instructional staff will: Complete DESE approved School-Based Implementation Coaching training.</p>
<input type="checkbox"/>	<p><b>Effective Teaching/Learning Practices:</b> Instructional staff will: Complete training and implement Assessment Capable Learners (ACL) as the initial effective teaching/learning practice. Buildings that have already implemented ACL may choose a different effective teaching/learning practice according to district directive.</p>
<input type="checkbox"/>	<p><b>Common Formative Assessment (CFA)</b> Instructional staff will:</p> <ol style="list-style-type: none"> <li>1) Complete DESE approved CFA training according to district/building's identified needs as determined by district leadership team, building leadership, and CST Facilitator.</li> <li>2) Conduct CFAs in a variety of subject areas with sufficient frequency to enable decision-making about instructional effectiveness and student mastery of content (work with CST Facilitator to customize content per building).</li> <li>3) Analyze CFA data results and use results to guide future instruction.</li> </ol>

<input type="checkbox"/>	<b>Data-Based Decision Making:</b> Instructional staff will: Complete DESE approved Data-Based Decision Making training according to district/building's identified needs as determined by district leadership team, building leadership, and CST Facilitator.
<input type="checkbox"/>	<b>Monitor instructional staff on the selected effective teaching/learning practice and at least one additional element using the practice profiles which are entered into the automated online system.</b> <ul style="list-style-type: none"> <li>• Inclusion on a collaborative team</li> <li>• Administration and use of CFAs to guide future instruction</li> </ul>
<input type="checkbox"/>	All building instructional staff participate in the administration of the Collaborative Work Implementation Survey (CWIS).
<input type="checkbox"/>	Select and use at least one virtual learning package and provide feedback regarding usability to DESE.
<b>BUILDING VALUE-ADDED ACTIVITIES: Check all that have been completed.</b>	
<input type="checkbox"/>	<b>Collaborative Teams</b> Collaborative teams demonstrate mastery of the practice as documented on the Collaborative Teams Practice Profile. 80% of instructional staff perform at the proficient level on the practice profile demonstrating mastery.
<input type="checkbox"/>	<b>School-Based Implementation Coaching</b> Instructional staff support one another by completing peer observation(s) with feedback using information obtained from training as documented on the School-Based Implementation Coaching Practice Profile. Options for value add dollars are determined by either one or two observations with feedback and must be completed by each instructional staff member.
<input type="checkbox"/>	<b>Effective Teaching/Learning Practices</b> Instructional staff demonstrate mastery of at least one effective teaching/learning practice as documented on the selected Effective Teaching/Learning Practice Profile. 80% of instructional staff perform at the proficient level on the practice profile demonstrating mastery.
<input type="checkbox"/>	<b>Common Formative Assessment</b> Instructional staff demonstrate mastery of CFA administration and use the data to inform instructional effectiveness and future instruction. This test/reteach/retest cycle using CFAs is completed at least 1x quarterly. 80% of instructional staff perform on the Common Formative Assessment Practice Profile at the proficient level demonstrating mastery.
<input type="checkbox"/>	<b>Data-Based Decision Making</b> At least one half of the building's collaborative teams self-evaluate the team's performance by completing the Data-Based Decision Making Practice Profile and participate in a discussion about the results.
<b>Certifications</b>	
I avow that the activities checked as completed above are accurate, and documents are available at the building to substantiate that the required activities have been completed.	
<b>Principal Signature</b>	<b>Date</b>

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June 2017