

Tool 3b: SIP End of Year Reflection

Purpose

The *SIP End of Year Reflection* is the optional tool your school may use to review/reflect on your SIP Strategies and Goals from the previous year and consider how these will impact the SIP for the following year. This tool provides information and resources your school can use when closing out the previous year's SIP and looking towards next year's SIP. Note that this reflection is meant to be a higher level review - performing root cause analyses to dig into particular findings could be a worthwhile post-reflection activity. While this is not a required tool, it may assist in the drafting of your next SIP.

When to Use

This tool should be used early in the SIP drafting process. Ideal times include during the May Leadership Institute (to reflect on Strategies) and in mid-June, pending data availability (to reflect on Goals). This tool should be completed before the first draft of next year's SIP is submitted for review.

Completing the reflection prior to submitting the first draft of the SIP may be challenging with the timing of data availability, but this reflection will be productive

How to Use

1. Download *Tool 3b: End of Year Reflection Tool*, available as a Google Sheet at mmsd.org/sblttoolkit. There are different versions available by level (elementary, middle, high). Click the link for the Google Sheet and you will be prompted to save a local copy to your Google Drive. Add your school's name and the year to the filename (e.g., Emerson End of Year Reflection – 2016-17). Then, share the tool with your SBLT members or anyone else as appropriate.
2. Orient yourselves to the Google Sheet by reading the *End of Year Review Directions* tab that will provide a brief overview of the tool. The tool has four tabs: the *End of Year Review Directions* tab, the *SIP Strategy Review* tab, the *SIP Goals Review* tab, and the *Reflection Questions* tab.
3. Then, move to the tab titled *SIP Strategy Review*. Enter your school's Equity Vision Statement in the top box of the SIP Strategy Review. To begin, consider your current year's SIP and the Strategies within it. Copy and paste your Strategy, Focus Group, and End of the Year target in the cells shaded in orange. Working through the provided table, determine if the identified Target was met, how you know that (e.g., consult your Evidence of Implementation and Evidence of Success on the Strategies tab of your SIP), if the Strategy should be part of next year's SIP, and what you would change about implementing the strategy if you plan on including it in your next SIP. The purpose of this document is for reflection, not complete documentation. As such, focus more on the high-level summary in each box and don't worry about including lots of details.
4. Next, move to the *SIP Goals Review* tab, and work your way through the table. Again, go back to your SIP and copy and paste the following information about your Goals from the Goals tab: Focus Group, Baseline, and Goal. Then, input the Actual Results and determine if the Goal was met. To do so, access the relevant data via the Data Dashboard in the SIP Goals Report. NOTE: Year-end data is updated in the dashboard as it becomes available. Final counts for most goals will not be available until mid-June; however, there may be interim data available in late May to guide your thinking. Finally, determine how the implementation of strategies affected your outcomes, and explore those implications on your next SIP.
5. After completing these reflection activities, move to the *Reflection Questions* tab, and consider those reflection questions. You can use these questions to facilitate discussion about how your previous SIP and what you have learned reflecting on that SIP will impact the next year's SIP.

Mandatory Versus Flexible: SBLT Toolkit

Mandatory	Flexible
none	<i>Use of the reflection tool is completely flexible and not required</i>