2018 AASB Annual Convention
Clinic Session

Building the Best

Tips for Developing, Implementing, and Sustaining Best Practices

LEAN frog
People • Process • Technology

What is a Best Practice?

Best – Optimal
Practice – Procedure

"A Best Practice is a procedure that has been shown by research and experience to produce optimal results and that is established or proposed as a standard suitable for widespread adoption."

--Merriam Webster

Why is Important to Have Best Practices?

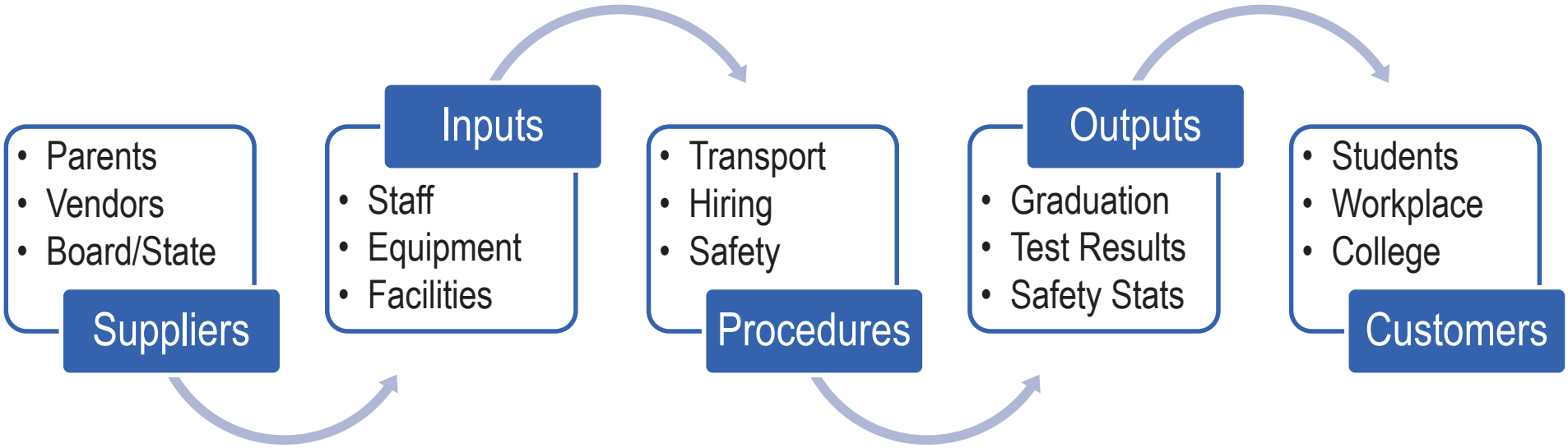
Remember – a Best Practice is an Optimal Procedure.

We have procedures in our personal and our professional lives.

- Cleaning the house
- Grocery shopping
- Going on vacation
- Paying bills
- Disciplining children

- Purchasing school supplies
- Transporting students
- Hiring teachers
- Taking leave
- Signing in visitors

PROCEDURE: a sequence of interdependent and linked steps that consume one or more resources (employee time, energy, machines, money) at every stage to convert inputs (data, material, parts, etc.) into outputs



You cannot change outcomes without changing the **procedures** that lead to those outcomes!

Effective Procedures/Best Practices Lead to Student Achievement!

Student in School
Transportation
Attendance Tracking

Effective Teacher in Class
Professional Development
Hiring& Succession Planning
Evaluations & Assessments

Aligned Curriculum
Curriculum Design & Implementation
Material Selection & Procurement

Instruction
Instructional & Educational Technology
Professional Development

Nourished – Mind, Body, & Spirit
Physical Education
Child Nutrition Program
Counseling Services
Library & Research Practices
Health Services

Administrative
Finance
Operations
Human Resources

Building & Environment
Safety & Security
Building Maintenance & Renovation

STUDENT ACHIEVEMENT

Alabama's Best

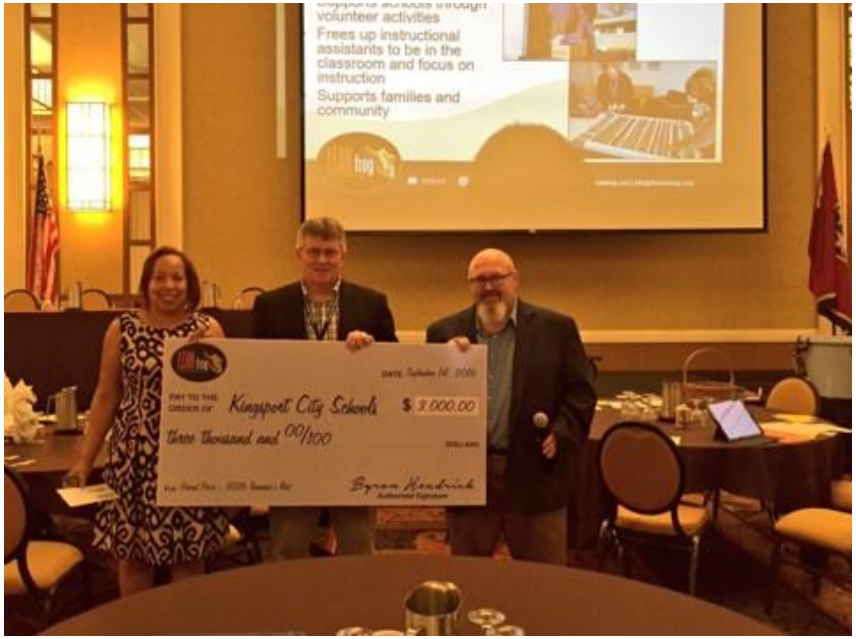
Non-Instructional Practices

Alabama's Best

Instructional and Non-Instructional Practices

Alabama's Best

Instructional and Non-Instructional Practices



Tennessee's Best

Instructional and Non-Instructional Practices

Tri-State Best
(Alabama,
Louisiana,
Tennessee)

Alabama Finalists

Tri-State Best (Alabama, Louisiana, Tennessee)

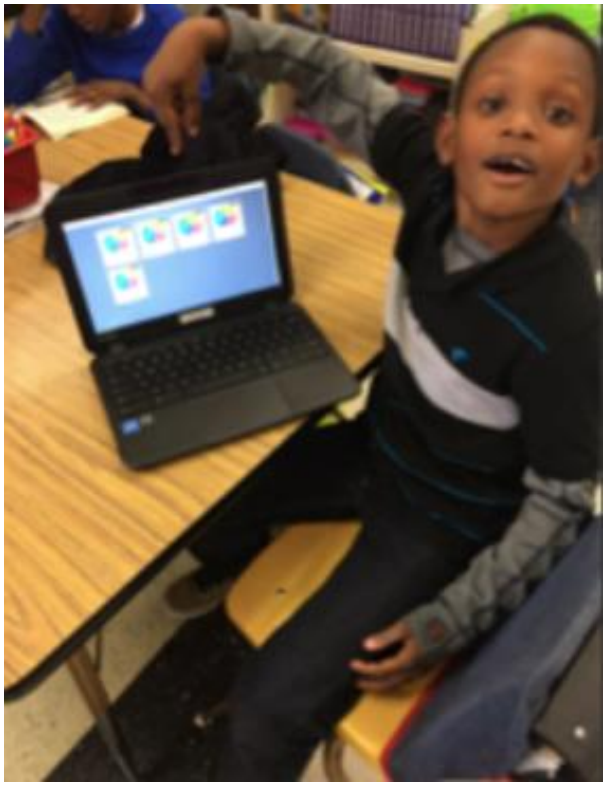
Louisiana Finalists

Tri-State Best (Alabama, Louisiana, Tennessee)

Tennessee Finalists

When we think of Best Practices in any field, whether it be Healthcare, Accounting, Construction, Transportation, Public Education…

The goal is to share Best Practices

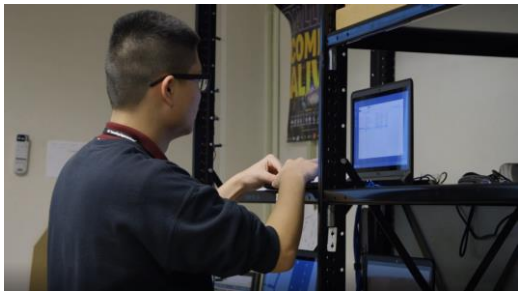


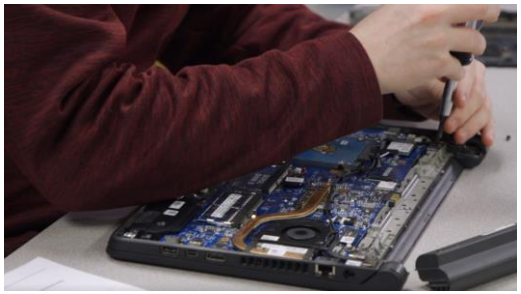
Instructional Practices

District math and science teachers work with local businesses in their respective settings to better understand the application of the subjects they teach and provide students with real-world applications.

Clarksville-Montgomery County School System (TN)
Summer STEM Externships for Teachers

Non-Instructional Practices





- Student-directed and staffed
- Provides full-time tech services for 1,400 student/teacher laptops
- Provides real world IT experience for students
- Students receive certification
- Saves district more than $20k annually

Central Community School System (LA)
Student Run Help Desk

CREATIVE

Tipton County (Covington, TN) renovated a school bus and turned it into a mobile feeding site with diner style seating. The Hunger Stop Café provides hot meals to Tipton County students aged 18 and under and serves lunches to children at four local housing projects within the county during summer months.

Gadsden City Schools (AL)
Beautiful Rainbow Catering and Garden

Enables adolescents and young adults with significant cognitive disabilities to acquire functional academic and vocational skills leading to integrated community-based employment through organic gardening and catering services.

Make an

Putnam County School System
Virtual Instruction to Accentuate Learning (VITAL) Program

- District-wide; supports 23 schools throughout the rural system
- 1 in 3 children live in poverty in the area served by VITAL
- 55% economically disadvantaged, 5% English Language Learners
- District failure rates declined by 33%
- High school graduation rate increased from 86% to 96%

Austin Elementary School #Austin Innovators (Entrepreneurial School)

Bringing entrepreneurial thinking and skills to elementary students

SUSTAINABLE

St. Helena Parish School District's

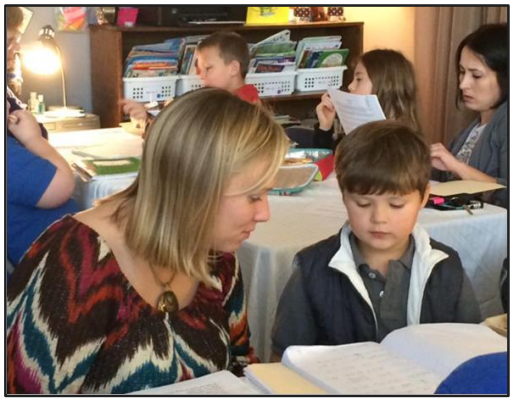
Blue Print to Excellence

St. Helena Parish School District Blue Print to Excellence

St. Helena Parish School District: Blue Print to Excellence

VISION COMPONENT: Increase Student Achievement					
VITAL GOALS	SACS Standard	District Level Bold Plays	Responsible Person(s)	District Implementation Timeline	Measure
VG 1: Students will improve their literacy and reading comprehension	Standard 3	• Assign Response to Intervention (RtI) teachers to each elementary grade level • Administer a benchmark assessment every quarter - Mastery Connect • Assign a Master Teacher to each school site • Utilize data walls and other data-driven decision making programs to track student progress • Utilize Louisiana A+ arts integration • Early Childhood (Act 3) • CAUW Summer Learning Gain Program • Utilize The Mindful Teaching Framework to support high engaged instruction	Superintendent Academic Department School Leadership Teams	Fall 2014	Percentage of students earning mastery on ELA/Reading and Social
VG 2: Students will improve their mathematical literacy and comprehension	Standard 3	• Semi-departmentalization of 3rd – 6th grade classes. • Utilize data walls and other data-driven decision making programs to track student progress • Focus on math literacy interventions for all students through RtI process. • Develop stronger relationship with Head Start to promote transition effectivness for students (Act 3). • Utilize The Mindful Teaching Framework to support high engaged instruction	Superintendent Academic Department SHATA Leadership Team	Fall 2013	Percentage of students earning mastery on Math and Science standardized assessments (K-12)
VG 4: Students will acquire Executive Function skills to improve their level of	Standard 3	• Guiding Coalition standards and resourses manual • Year-long Professional Development on Executive Function • District-level sessions with grade levels to address Executive Function	Superintendent Academic Department	Fall 2017	Percentage of students earning mastery on all standardized assessments

We assign responsibility for each Bold Play (action item).



Administrative Support Center

- Supports schools through volunteer activities
- Frees up instructional assistants to be in the classroom and focus on instruction
- Supports families and community

- Detailed process shared with stakeholders
- Performance is tracked
  - 1,300 volunteer hours
  - $15,600 annual savings

Kingsport City Schools

So what makes a

STRONG

Best Practices Contest Entry?

EVIDENCE
EVIDENCE
EVIDENCE

Tipton County Schools TN

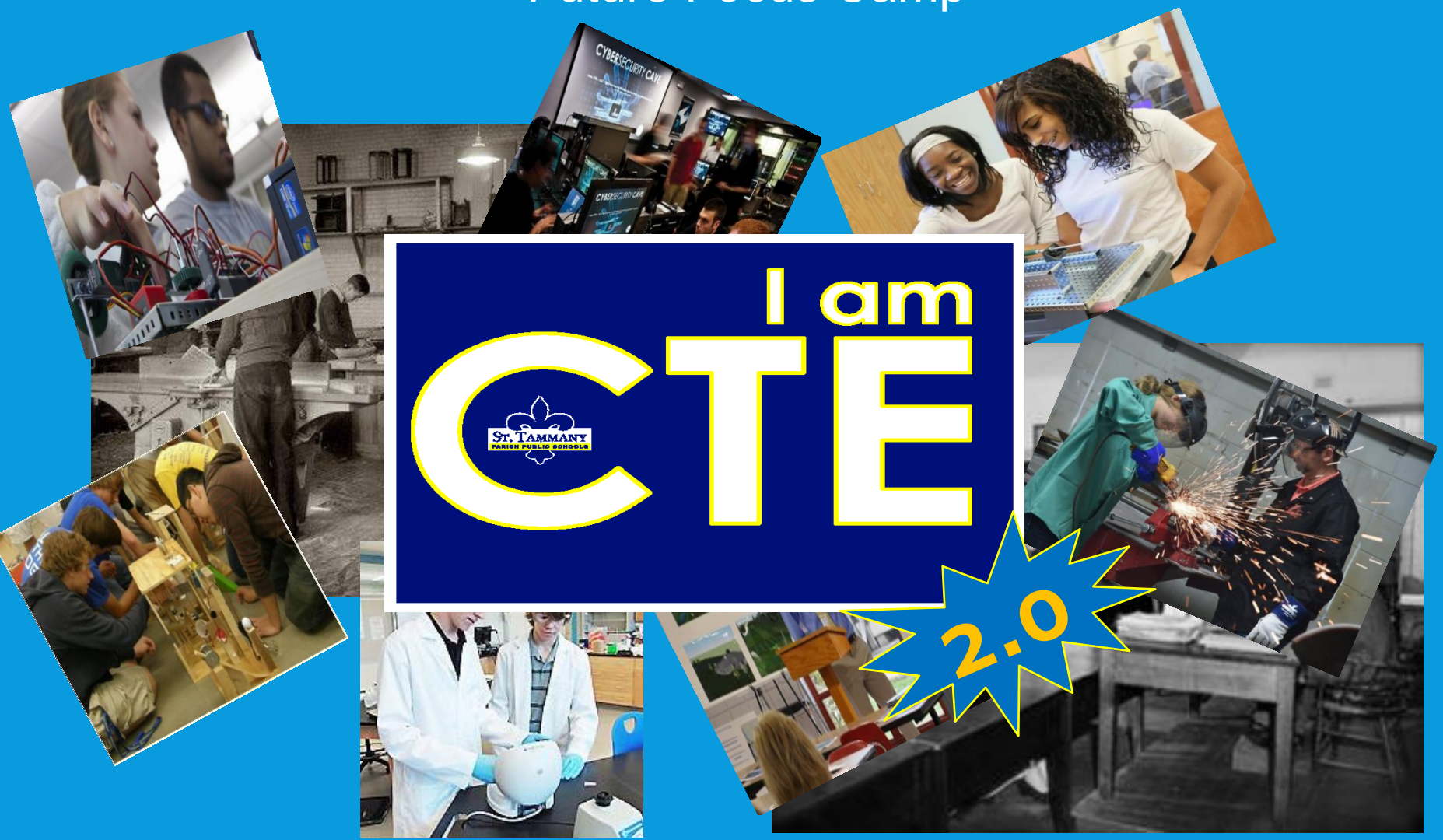
Promoting Energy Conservation Awareness

School year	kwh used	cost
(baseline year - before energy awareness)		
2010-2011	16,628,443	$1,824,166.50

(years since awareness)

School year	kwh used/year	annual cost	savings/year	cost avoidance
2011-2012	14,965,715	$1,709,978.30	$109,062.44	$186,867.13
2012-2013	13,723,921	$1,600,939.50	$223,227.00	$338,957.71
2013-2014	13,679,781	$1,598,176.50	$225,990.00	$344,403.72
2014-2015	13,630,974	$1,591,096.73	$233,069.77	$349,804.63
	-10,484,107		-$791,349.21	$1,220,033.19

St. Tammany Parish Public Schools
Future Focus Camp



Specific outcomes in mind for Teacher PD

- Provided specific workplace training
- Provided relevant, engaging curricular resources
- Provided economic overview relative to business and industry workforce needs
- Tour local businesses
- Participation in open forum between educators and economic development representatives

Results:

- Increased high school graduation rates
- Increased number of industry-based credentials (IBSs) aligned to high-demand, high-wage jobs

Sustainability:

- BOE has put in strategic plan the core task of "Cultivating Community Relationships and Shared Understanding
- Fund program through Career Development Funds provided by Louisiana DOE

Provided documentation with their submission

Example: "Site Visit Notes"

1. How many employees do you have
2. What positions do you fill?
3. What should students know about your visit?
4. What are the requirements for an entry level position at this workplace?
5. Are there opportunities for advancement at this company?
6. Describe the hiring practice for this company.
7. What type of certification/degree/skill set does a person need to be employed here?
8. Do you invest in continuing education for your employees? If so, what type of continuing education?
9. What "hard" and "soft" skills are needed in this company? Which ones are needed in your industry?

How the CHS Help Desk works!

The following workflow, descriptions and documentation help explain how the student-run Help Desk at Central High School functions. These examples describe are our current practices, but we are constantly striving to find more efficient ways to help our school community.

Examples Included:

Example A: Help Desk Workflow
Example B: Google From and Student Laptop progress sheet
Example C: Help Desk Device Work-log
Example D: Teacher Resource Page
Example E: Student Created training excerpt

CHS Help Desk Workflow

A student accidentally knocks your laptops off the desk! What do you do now?!?!

No Worries!!
Head to the Help Desk and let one of the student workers help out.

Help Desk Staff have student complete a work form and fill out a Google Form. See Example B

Parts usually come in the next day. HD workers will sort and replace parts.

Laptops with physical damage such as a broken screen are place in hardware issues for the part to be ordered.

Once the laptop's issues are logged, Help Desk students begin the troubleshooting process. See Example C

Once students have verified that the issue is fixed, they complete a checklist to ensure complete functionally. See Example C

HD workers will message the student informing them that their laptop is ready to be picked up

Example A: Help Desk Workflow

Device work log

Name: _____ Service Tag: _____ Date: _____

HELP DESK Support Request Form

****BE SURE TO COMPLETELY FILL OUT THE FORM***

Please answer the following questions as completely as possible.

Type of Issue: (circle one) **Hardware** **Software** **Other**

Hardware – Any issues that involve the actual parts of the computer.
Software – Any issues that involve websites, viruses, internet, etc.

Issue Description: Be detailed!

_____
_____
_____
_____
_____
_____
_____

Do you have all of your needed files backed up? (Circle one) Yes No

By signing this form, you acknowledge that your laptop has been returned to you!

Date Returned: _____ **Signature:** _____

Start Here

Troubleshooting: Initial thoughts after pulling the computer in.

Explain: _____

☐ Run Diagnostics Initial:____ Date:____
☐ Everything Connected? Initial:____ Date:____
☐ Bad Battery Initial:____ Date:____
☐ Other: _____ Initial:____ Date:____

Hardware: Something physical is broken. Make sure to record diagnostic codes if any.

○ Explain: _____

☐ Top Assemble Replaced:___ Initial:____ Date:____
☐ Harddrive EC:_____ VC:_____ Replaced:___ Initial:____ Date:____
☐ Palmrest Replaced:___ Initial:____ Date:____
☐ Battery EC:_____ VC:_____ Replaced:___ Initial:____ Date:____
☐ Other: _____ EC:_____ VC:_____ Replaced:___ Initial:____ Date:____

Software (Imaging): Something wrong with the software of the computer.
DON'T IMAGE THE COMPUTER UNLESS IT IS NECESSARY!

○ Explain: _____

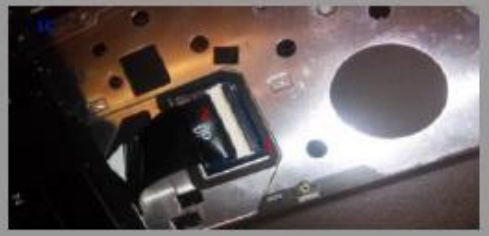
☐ Started Imaging: *Make sure this actually needs to be done.* Initial:____ Done:___ Date:____

DO THE FOLLOWING CHECKS ON EVERY COMPUTER

☐ Login With Admin Initial:____ Date:____
☐ Dvdrow Working? Initial:____ Date:____
☐ ***Did you make sure that the issue was fixed?***
☐ Tighten the screws. _____ (Worker Initial)
☐ SEND THE STUDENT A MESSAGE ON SCHOOLOGY
☐ Returned to Student_____ Help Desk Staff that completed this Form
(Print Name)_____

WAS THE PROBLEM FIXED?

Example C: Help Desk Device Work-log



PALMREST REPLACEMENT

- Take off battery
- Take back off
- Take off screen (see page ###)
- In picture 1B unscrew screws 1, 2, 3, 4, and 5. In picture 1C flip up holder 1 and pull out number 2.
- Unplug cords numbered red on picture 1A
- Unscrew screws numbered 1, 2, 3, 4, 5, 6, 7, and 8 in green on picture 1A
- Take off fan, headphone jack, charging port. They should just lift out.
- Pull down to take out hard drive
- Click out the speakers located on the bottom of the computer.
- Pull the motherboard out carefully
- Put it back in the new palm rest

Example E: Student Created training excerpt

Featuring students

For Kids, By Kids

Check out the video!

Thank you and keep up the good work!

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Types of Best Practices

- Instructional
  - Instructional Practices
  - Curriculum
  - Teacher Preparation
  - Instructional Technology
  - College and Career
  - Curriculum Resources
- Non-Instructional
  - Transportation
  - Nutrition
  - Counseling
  - Facilities/Operations
  - Finance
  - Safety and Security
  - Health Services
  - Technology
  - Human Resources
  - Community Engagement