



**MISSOURI MODEL DISTRICTS (MMD)
 BUILDING ACTIVITIES DOCUMENTATION FORM TO ACCOMPANY MMD INVOICE #1**

BUILDING NAME	BUILDING CODE	DATE
BUILDING CONTACT PERSON	EMAIL	
PHONE	FAX	

INSTRUCTIONS

Check each completed activity below, up to and including the date of submission. **Submit the completed form to the district MMD contact.**

DEFINITIONS

BUILDING SIZE: To be used to calculate allowable amount.

Small: Enrollment of 0-350
 Medium: Enrollment of 351-700
 Large: Enrollment above 701

B. BUILDING BASE ACTIVITIES: Check all activities that have been completed.

<input type="checkbox"/>	<p>Coaching Support Team (CST) Work with district’s MMD implementation facilitator/CST to assess and address building needs based on the Self-Assessment Practice Profile (SAPP) tool. Use the building assessments to help the district select activities and practices to address needs across the district.</p>
<input type="checkbox"/>	<p>Collaborative Teams (CT) Instructional staff will complete DESE-approved CT training and participate in at least one building level collaboration 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.</p>
<input type="checkbox"/>	<p>School-Based Implementation Coaching (SBIC) Instructional staff will complete DESE-approved SBIC training.</p>
<input type="checkbox"/>	<p>Effective Teaching/Learning Practices (ET/LP) Instructional staff will complete training and implement Assessment Capable Learners (ACL) as the initial practice. Buildings that have already implemented ACL may choose a different ET/LP according to district directive.</p>
<input type="checkbox"/>	<p>Common Formative Assessment (CFA) Instructional staff will:</p> <ol style="list-style-type: none"> 1. Complete DESE-approved CFA training according to district/building’s identified needs as determined by district leadership team, building leadership team and CST facilitator. 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 per building). 3. Analyze CFA data results and use results to guide future instruction.
<input type="checkbox"/>	<p>Data-Based Decision Making (DBDM) Instructional staff will complete DESE-approved DBDM training according to district/building’s identified needs as determined by district leadership team, building leadership and the CST facilitator.</p>

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B. BUILDING BASE ACTIVITIES: Check all activities that have been completed.

<input type="checkbox"/>	Monitor instructional staff on the selected effective teaching/learning (ET/LP) and at least one additional element using the practice profiles entered online through the automated system. 1. Actively participate on a collaborative team. 2. Successfully demonstrate administration and use of CFAs to guide future instruction.
<input type="checkbox"/>	Collaborative Work Implementation Survey (CWIS) All building instructional staff will participate in the administration (fall, spring or both) of the CWIS.
<input type="checkbox"/>	Virtual Learning Package (VLP) All building instructional staff will select and use at least one VLP and provide feedback regarding usability to DESE.

C. BUILDING VALUE-ADDED ACTIVITIES: Check all activities that have been completed.

<input type="checkbox"/>	Collaborative Teams (CT) Collaborative teams demonstrate mastery of the practice as evidenced by documentation on the practice profile. Eighty percent of instructional staff performing at the proficiency level demonstrate mastery.
<input type="checkbox"/>	School-Based Implementation Coaching (SBIC) Instructional staff support one another by completing peer observation(s) with feedback using information obtained from training as documented on the practice profile. Note number of observations and dollar amounts.
<input type="checkbox"/>	Effective Teaching/Learning Practices (ET/LP) Instructional staff demonstrate mastery of at least one ET/LP as documented on the practice profile. Eighty percent of instructional staff performing at the proficiency level demonstrate mastery.
<input type="checkbox"/>	Common Formative Assessment (CFA) 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 one time quarterly. Eighty percent of instructional staff performing at the proficiency level demonstrate mastery.
<input type="checkbox"/>	Data-Based Decision Making (DBDM) At least one half of the building's collaborative teams self-evaluate the team's performance by completing the DBDM practice profile and participate in a discussion about the results.

CERTIFICATIONS

I certify 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.

PRINCIPAL SIGNATURE	DATE
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