

## Innovative Education Program Implementation Application Guiding Questions and Review Criteria

### Purpose

The purpose of this document is to outline the key elements reviewed for the Innovative Education Program Planning Proposal. Under each key element, questions have been designed to assist schools and districts think and plan deeply in preparation for the application process. Also included are the criteria that will be considered for program review and approval.

### Key Element 1: Planning Proposal

- Guiding questions addressed during planning year.

#### *Review Criteria: Planning Proposal*

*The implementation application includes the following.*

1. Evidence of a minimum of one year of planning.

### Key Element 2: Stakeholder Engagement

- When and how frequently were stakeholders engaged during the planning process?
- How will the school balance the need for comprehensive input with the project's timeline and resource constraints?
- Are there specific phases (e.g., initial consultation, feedback on drafts) where stakeholder input is critical? How will engagement continue through the program implementation?
- How was stakeholder input used to inform the development of the school's innovation plan.
- How will the school ensure transparency and accountability?
- During the stakeholder engagement process, what challenges were presented and how did the school address them?

#### *Review Criteria: Stakeholder Engagement*

*The implementation application includes how the planning process involved stakeholders.*

1. A description of the diverse stakeholder groups engaged to inform the implementation proposal.
2. A description of how the stakeholder input was used to inform the development of the implementation proposal.

## Key Element 3: Implementation Plan

- What is the innovative aspect of the plan? How will this impact education?
- How does the plan align with stakeholders' needs and priorities?
- How will the plan ensure equitable access to innovation? Is this available to all students?  
A sub-population of students?
- What are the key activities, and what is their timeline for implementation?
- What resources are required for success?
- Who will be involved in the innovation plan, and who is responsible for the implementation?

### *Review Criteria: Implementation Plan*

*The implementation application includes a plan for implementing the innovation.*

1. A summary of what was learned during the planning year, including:
  - a. A description of key issues to be addressed by the innovation.
  - b. An outline of the proposed solutions to the issues.
  - c. Evidence, data, or literature that supports the proposed solutions.
  - d. A description of how stakeholders were engaged in the exploration, planning, and decision-making.
2. The plan for implementing the innovation, including:
  - a. A graphical representation (e.g., logic model) of the innovation, including available resources, activities of the innovation, outputs of the innovation, and short-, medium-, and long-term goals.
  - b. A detailed plan to roll out the innovation.
  - c. A timeline that includes steps for completing each part of the roll-out, including responsible parties.
3. A description of any partners (e.g., consultants, REAs, businesses) in the innovation, including:
  - a. A description of the partner.
  - b. A description of the role of the partner.
  - c. Evidence of commitment from partners.
4. A description of how the innovation is expected to meet one or more elements required by state statute.
  - a. Improve delivery of education.
  - b. Improve the administration of education.
  - c. Provide increased education opportunities.
  - d. Improve the academic success of students.
5. Identifying applicable local, state, and federal programs and how they align with the innovation.

## Key Element 4: Local Governing Board Involvement and Approval

- Guiding questions addressed during the planning year.

*Review Criteria: Local Governing Board Involvement and Approval*

*The implementation application includes evidence of local governing board involvement and approval.*

1. Approved minutes describing the discussion and approval of the implementation plan signed by the board chair, superintendent, or chief executive officer (as applicable for the entity).

## Key Element 5: Professional Development

- What professional development activities were pursued to support innovation education? What professional development activities will be needed to continue to support the innovation?
- What is the district's commitment to schedule and sustain the need for professional development? What support structures will the district provide to ensure successful implementation?
- Is there a need for addressing the ongoing implementation of professional development?
- How will the professional development be designed to engage staff and ensure embedded practices?
- What is the district's plan for providing training and information needed for stakeholders?
- How will professional development be evaluated and impact determined?

*Review Criteria: Professional Development*

*The implementation application includes a professional development plan.*

1. A plan for building staff engagement and knowledge, including:
  - a. A plan or schedule of activities for professional development aligned to the proposed innovation (e.g., school visits, research, book study, training).
  - b. A description of how staff time is allotted to professional development.
  - c. A plan for funding and supporting ongoing professional development aligned to the proposed evaluation.
2. A plan for providing training and information on the innovation to stakeholders.
3. A plan for the ongoing evaluation of PD and stakeholder involvement (may be embedded in continuous improvement/formative evaluation).
4. A plan for modifying PD based on the results of the evaluations (may be embedded in continuous improvement/formative evaluation).

## Key Element 6: Continuous Improvement/Formative Evaluation

- What specific formative evaluation questions will guide the review of the innovation plan?
- How will the school use multiple measures to determine impact?
- What data sources will be used to evaluate the implementation of instructional practices tied to the innovative practice?
- What data collection tools will be used to gather the quantitative and qualitative data? Who is responsible? Will outside entities be used to measure progress?
- What is the schedule for data collection and reporting?
- How will evaluation data drive formative changes to the innovation?
- Who will be part of the leadership team responsible for using data to make formative program changes?

### *Review Criteria: Continuous Improvement/Formative Evaluation*

*The implementation application includes a plan for assessing progress and making adjustments based on the data.*

1. Formative evaluation question(s) that will be considered during the review.
2. Multiple and varied sources of data (both quantitative and qualitative) that can be used to answer the questions:
  - a. Cultural measures (e.g., Attendance, Discipline, Engagement, Student voice, Stakeholder surveys).
  - b. Measures of instructional practices.
3. A description of the data collection tools, including existing and newly developed tools.
4. The timeline of data collection activities.
5. A description of how the data will be analyzed or summarized.
6. A description of how the data will be interpreted to provide answers to your evaluation questions.
7. A description of how the data will be used to inform formative changes to innovation.
8. A description of the leadership team, including stakeholders, that will use the data to make formative program changes.
9. A description of how the school or district will meet the annual reporting requirement, including:
  - a. Data collected and findings from that data
  - b. Formative evaluation results and the changes made in response to the data.

## Key Element 7: Sustainability

- How will the innovation be funded? What resources are required to sustain this work? Which grants can help contribute? What commitments will be made by the local school board?
- How will stakeholder engagement be sustained over time?
- How will the innovation practices be embedded into existing systems and structures?
- How will leadership support the innovation sustainability?
- What are the plans for replication and scale?
- What partners will the school engage with to support sustainability?

### *Review Criteria: Sustainability*

*The implementation application includes a plan for ensuring the long-term sustainability of the innovation.*

1. A description of policies and procedures that will be implemented in case of leadership changes.
2. A description of how resources will be reallocated to support the sustainability of the innovation.

## Key Element 8: Evaluation Criteria

- What are the short-term, mid-term, and long-term outcomes the school will be monitoring?
- How will student performance outcomes be incorporated into evaluation questions?
- What data sources will be considered to measure impact and progress?
- What findings will be included in annual reports? How will these results be shared more broadly with the educational community?

### *Review Criteria: Evaluation Criteria*

*The implementation application includes a plan for evaluating the success of the program.*

1. Summative evaluation question(s) based on the short-, medium-, long-term outcomes.
  - a. Must include student performance outcomes.
2. Multiple and varied sources of data (both qualitative and quantitative) that can be used to answer the questions
3. A description of the data collection tools, including existing and newly developed tools.
4. The timeline of data collection activities.
5. A description of how the data will be analyzed or summarized.
6. A description of how the data will be interpreted to provide answers to your evaluation questions.
7. A plan for reporting and disseminating the results and success of the innovation in achieving one or more of the four program goals.