Tools in Order of Appearance in Book

Tool Number	Tool Name	Chapter Number	Section Where First Mentioned
1	Budget Planning	11	Estimating Costs
2	Planning Schedule	11	Basic Time Line
3	Leadership Meeting PowerPoint	11	Meeting Between Team Leader and School Leadership Team
4	Leadership Meeting Agenda	11	Meeting Between Team Leader and School Leadership Team
5	Effectiveness Indicator Overview	11	Meeting Between Team Leader and School Leadership Team
6	On-Site School Review Overview	11	Meeting Between Team Leader and School Leadership Team
7	Teacher Survey Example	11	Meeting Between Team Leader and School Leadership Team
8	Collecting Student Work—Letter to Instructional Staff	11	Meeting Between Team Leader and School Leadership Team
9	Team Member Information Form	12	Arranging for the Review Team's Visit
10	Team Member Welcome Letter	12	Arranging for the Review Team's Visit
11	Sample Planning Schedule (Secondary)	12	Scheduling Interviews and Focus Groups for Staff and Students
12	Interview and Focus Group Sign-Up Form	12	Scheduling Interviews and Focus Groups for Staff and Students
13	Sample Student Work Analysis	12	Planning for the Collection of Student Work
14	All-Staff Meeting PowerPoint	12	All-Staff Meeting With Team Leader

Tool Number	Tool Name	Chapter Number	Section Where First Mentioned
15	Team Member Update Letter	12	Communicating With Team Members After the All-Staff Meeting
16	Master Matrix	12	Using the Master Matrix
17	Teacher Survey	12	Preparing and Administering Surveys
18	Classified Staff Survey	12	Preparing and Administering Surveys
19	Parent Survey	12	Preparing and Administering Surveys
20	Student Survey	12	Preparing and Administering Surveys
21	District Administrator Interview	12	Preparing Interview and Focus Group Questions
22	School Administrator Interview	12	Preparing Interview and Focus Group Questions
23	Curriculum Administrator Interview	12	Preparing Interview and Focus Group Questions
24	Teacher Interview	12	Preparing Interview and Focus Group Questions
25	Counselor Interview	12	Preparing Interview and Focus Group Questions
26	Community Interview	12	Preparing Interview and Focus Group Questions
27	Board Member Interview	12	Preparing Interview and Focus Group Questions
28	Teacher Focus Group	12	Preparing Interview and Focus Group Questions
29	Classified Staff (Instructional) Focus Group	12	Preparing Interview and Focus Group Questions

Tool Number	Tool Name	Chapter Number	Section Where First Mentioned
30	Classified Staff (Noninstructional) Focus Group	12	Preparing Interview and Focus Group Questions
31	Student Focus Group (Elementary)	12	Preparing Interview and Focus Group Questions
32	Student Focus Group (Secondary)	12	Preparing Interview and Focus Group Questions
33	School Leadership Team Focus Group	12	Preparing Interview and Focus Group Questions
34	Family/Community Focus Group	12	Preparing Interview and Focus Group Questions
35	Family and Community Meeting Invitation Letter	12	Planning for the Family and Community Meeting
36	Interview/Observation Schedule Template (Secondary)	12	Scheduling Team Interviews and Observations
37	Interview/Observation Schedule Template (Elementary)	12	Scheduling Team Interviews and Observations
38	Equipment, Supplies, and Materials Checklist	12	Equipment and Supply Needs
39	Student Announcement	12	Reminders to the School Staff
40	Sample Data Packet	13	Collecting and Analyzing State Achievement Data
41	Sample Team Member Data Brief	13	Team Member Data Brief
42	Student Work Taxonomy and Rigor Analysis Worksheet	13	Analyzing Student Work
43	Classroom Observation Form	14	Data Squared: Observations
44	Daily Tally of Interactions	14	Data Squared: Observations—Level of Engagement

Tool Number	Tool Name	Chapter Number	Section Where First Mentioned
45	Family and Community Meeting Agenda	14	Family and Community Meeting
46	Effectiveness Indicator Map	14	Facilitated Communication
47	Oral Exit Report Agenda	14	The Last Day of Interviews and Observations: Oral Exit Report
48	On-Site School Review Evaluation Form	14	The Last Day of Interviews and Observations: Evaluation
49	Sample Final Report	15	Final Report
50	Final Report Template	15	Final Report
51	Final Report Workshop Agenda	15	Final Report Inservice Workshop
52	Professional Development Evaluation Form	15	Evaluation
53	Decision-Making Matrix	16	Leadership for Planning
54	How Teams Function	16	Getting Started on the School Strategic Plan
55	Group Facilitation Models	16	Getting Started on the School Strategic Plan
56	Strategic Planning Workshop Agenda	16	Getting Started on the School Strategic Plan
57	Action-Planning Template	16	Writing the School Strategic Plan
58	Designing School Strategic Plan Workshop Agenda	16	Writing the School Strategic Plan
59	Sample Professional Development and Team Meeting Calendar	16	Professional Development: Time for Professional Development