Project EVOLVE Tasks & Timelines: January - April 2003

January

School Team Tasks
• Supply names and roles of faculty

• Provide feedback on questionnaires

• Provide feedback on Guidelines…

• Complete team membership list
• Make sure your team includes a person with a disability (student or adult)
• Make sure the team includes a "critical friend"
• Send 10 sheets of school letterhead to Project EVOLVE staff to be used to create billing statements (for first payment in Feb)

• School principal completes school demographic questionnaire and returns to Project staff within two weeks

• Principal establishes date (in early February) when Project EVOLVE staff can attend a whole school faculty meeting for 20 minutes to give brief explanation of project, distribute baseline questionnaires to be completed during the meeting and collected by EVOLVE staff. Parent questionnaires will be distributed through special educators. Faculty absent from the meeting will be left questionnaires along with a self-addressed, postage-paid envelope to return to UVM.

UVM Project EVOLVE Tasks
• Using names and roles to organize questionnaires for baseline data

• Editing and finalizing questionnaires

• Editing and finalizing Guidelines…

• Sending a 2-page questionnaire to the school principal to gather updated demographic information (coming week of Jan. 20th)

• Collecting examples of alternatives from across the country and organizing them into a short draft document (to be web posted) that accompanies Step 4 in the process
- School faculty complete baseline questionnaires at faculty meeting attended by Project EVOLVE staff. Arrangements are made to distribute questionnaires to parents through special educators. Questionnaires are left with principal for any faculty not in attendance at the meeting.

- Planning team members each become familiar with the Guidelines… document BEFORE their first meeting.
- Try to schedule first meeting for mid to late February, just prior to Winter Break would be ideal. As per page 6 of the Guidelines… we suggest you schedule 2 hours for the first meeting and complete Steps 2, 3 and 4 (you will notice Step 4 has some homework).

- Distribute copies of the Guidelines for Selecting Alternatives to Overreliance on Paraprofessionals to each school’s planning team AFTER baseline data has been received.

- Complete and post initial draft of the document to accompany Step 4, Alternatives to Overreliance or Inappropriate Utilization of Paraprofessionals, for use by teams.
- Approximately 3 to 4 weeks after data collection, staff submits first billing request (using letterhead previously sent by the schools) in the amount of $2,500.

- Developing computer coding and analysis system to summarize questionnaire data for each school to have available to them in Step 5.

- Project EVOLVE staff attends faculty meetings at schools to collect baseline data using questionnaires for teachers, special educators, administrators, and parents.

**February**
• Hold first meeting (complete Steps 2-4)
  Maintain master copy as data
• Schedule second meeting (allow 2 hours).
  Allow enough time in between first and second meeting for members to read Alternatives… and for UVM team to supply your team with school's summary of questionnaire data (we suggest the 3rd or 4th weeks in March if possible).

March

• Hold second meeting (complete Step 5)
  Maintain master copy as data
• Schedule third meeting (allow 2 hours). This meeting (to complete Steps 6 and 7) should be scheduled BEFORE we get together in April. We suggest you attempt to schedule this for early April.

• Code, enter, and analyze questionnaire data and supply to each school's planning team
• Ongoing data collection and analysis
• Continue to collect examples of alternatives and update Alternatives… document for updated web posting

April

• Hold third meeting (complete Steps 6 & 7)
  Maintain master copy as data

• Large group meeting with other schools and Advisory Council members
  April 16th (for St. Albans, Swanton, Twinfield, Enosburg & Green St.)
  April 20th (for Rutland & Poultney)
  Agenda, location, etc. forthcoming
  Part of the time will be large group work and part will be working in teams, fourth meeting, (hopefully to develop an Action Plan - Step 8).

• Preparing for April group meetings