

# Building Capacity: Campus Checklist



## *Assess:*

- ❑ Complete LoTi Digital-Age Survey to ascertain professional development needs of targeted staff members at participating campus.
- ❑ Conduct Pre LoTi/CIP data gathering in each targeted staff member's classroom in the Fall.
- ❑ Assess benchmarking process to ascertain the presence of four specific criteria: (1) possesses the look and feel of the actual statewide assessment, (2) measures what has already been taught, (3) ensures an efficient turn-around time for data analysis and summary, and (4) provides follow-up interventions for students at a LoTi 3+.



## *Plan:*

- ❑ Conduct review of most recent state assessment data with curriculum specialist/building administration and staff members; review testing schedule and address potential gaps.
- ❑ Develop Next Steps plan for campus focusing on SMART Goals and deliverables for the following indicators: LoTi (Levels of Teaching Innovation), CIP (Current Instructional Practices), and statewide assessment results.
- ❑ Ensure that all building administrators are proficient in the five-step Classroom Walkthrough with H.E.A.T. protocol, Digital-Age Best Practices, and the LoTi/H.E.A.T. model.

## *Implement:*

- ❑ Provide resource sharing sessions for targeted staff members focusing on:



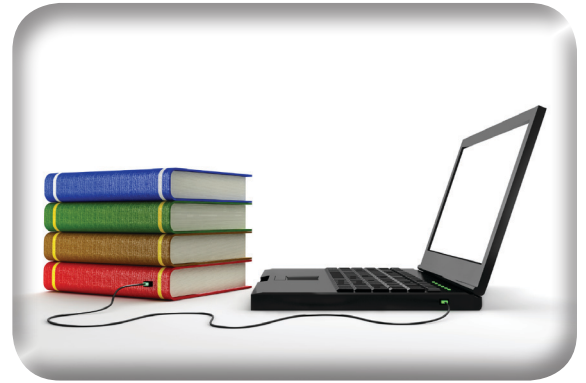
- 1 *Lesson Planning with H.E.A.T.*
- 2 *Levels of Teaching Innovation (LoTi)*
- 3 *Web Resources I*
- 4 *Web 2.0 Tools I*



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## Implement:

- Conduct H.E.A.T. orientation session for staff prior to the start of the academic year.
- Retrofit campus grade benchmark assessment interventions for each tested content area are at a LoTi 3+.
- Review expectations of campus LoTi Certified Mentor(s) for the targeted grade levels/content areas.
- Provide ongoing blended professional development interventions for targeted staff members focusing on retrofitting LoTi within the staff's rhythm of instruction and classroom routines.
- Provide ongoing in-class modeling and peer mentoring of targeted staff members throughout the school year.
- Focus on peer H.E.A.T. observations and LoTi lesson makeovers during the first semester.
- Focus on classroom walkthroughs with emphasis on the key H.E.A.T. look-fors during the second semester.
- Enable targeted staff members to enroll in professional development day-equivalent online courses addressing:
  - ① *Higher Level Thinking Processes*
  - ② *Engaging Students*
  - ③ *Authentic Connections*
  - ④ *Technology Tools*



## Sustain

- Provide monthly monitoring of all target staff members' H.E.A.T. Walkthroughs at the building and district levels beginning at the second semester.
- Review benchmarking results quarterly making adjustments and creating additional student interventions, if necessary, based on the data.
- Conduct Post LoTi/CIP data gathering in each targeted staff member's classroom in the Spring.
- Prepare Annual LoTi Evaluation Report.

*The LoTi Implementation Model Building Capacity Campus Checklist is used by LoTi Digital Age Schools during the first stage of implementation.*

For more information about Stages II and III, call Fred Saunders at (760)522-8567 or visit the LoTi Connection web site.

[www.loticonnection.com](http://www.loticonnection.com)

