

MIM Schools Data Collection Schedule

Month	Instrument	Purpose	Administration
January	Mid-Year Meeting Evaluation	Share questions about MIM implementation to be addressed by MIM management team.	Completed by participants before leaving the mid-year meeting.
February-April	Advanced Questionnaire	Obtain input from all stakeholders within school community.	Completed by all parents, students, faculty, staff, board of education; paid for by MIM evaluators; results analyzed by MIM evaluators and reported to districts.
April	MIM Process Checklist (due May 15, 2009)	Identify current status of MIM process implementation.	Completed by Implementation Facilitators in collaboration with MIM School Team.
May	MIM Budget Report (due May 15, 2009)	Report updated budget information.	Completed by MIM School Team by May 15th; uploaded to www.MIMschools.org/cop .
June	MIM Summer Institute Evaluation	Share questions about the MIM process to be addressed by MIM management team.	Completed by participants before leaving the institute.
July	MIM Process Checklist (Only if Not Complete)	Identify current status of MIM process implementation.	Completed by Implementation Facilitators in collaboration with MIM School Team.
September	School Profile	Update school profile for www.MIMschools.org .	Upload updated information to www.MIMschools.org/cop .
October	MIM Process Checklist (Only if Not Complete)	Identify current status of MIM process implementation.	Completed by Implementation Facilitators in collaboration with MIM School Team.
November	Form Hog Data Entry	Enter data on MIM indicators to be analyzed with auto-fill data from DESE.	Completed by MIM School Team on http://www.formhog.com/ .

MIM School Leadership Teams may choose to have all school faculty complete the optional Essential Features Faculty Survey. Instructions for the survey can be found at www.MIMschools.org/cop.

Questions about MIM Schools data collection can be directed to Drs. Pattie Noonan, pnoonan@ku.edu, and Amy Gaumer Erickson, aerickson@ku.edu.

MIM Budget Report

Due Date:

May 15, 2009

Submit via upload to:

<http://www.mimschools.org>
login to COP and upload report to
“Submit your MIM forms here”.

The MIM School Activity Report shall be submitted by each pilot building for the duration of the pilot project. Please complete the below form.

Additional questions regarding completing and uploading this form may be directed to: Pattie Noonan at pnoonan@ku.edu .

District/School Information

District and School Name	
Submission Date	

Budget Information for the last six months for SPDG funds

Total Funds spent from August 1, 2008 to April 30 2009 for Salaries & Stipends	\$
Total Funds spent from August 1, 2008 to April 30, 2009 for Purchased Services & Travel	\$
Total Funds spent from August 1, 2008 to April 30, 2009 for Supplies & Materials	\$
Other (insert description)	\$
Transfer of funds to RPDC	\$ 10,000
TOTAL EXPENDED	\$
Initial Grant Dollars Received in 08-09 (August payment)	\$
UNEXPENDED AMOUNT (Carryover)	\$

Also submit the following:

1. Copy of completed process checklist updated through April. (This can be completed with your Implementation Facilitator.)
2. Narrative: (**BRIEF** description of successes, barriers, insights, etc. in your journey with MIM over this first year)

Advanced Questionnaire Survey Information

The Missouri Integrated Model pilot project is using Advance Questionnaire data obtained from students, parents, and school staff to help monitor the progress of educational processes in your school and/or district. Survey data will be organized and analyzed on each of the MIM Essential Features in an effort to inform your MIM Leadership Team(s) and assist your school in the implementation of the MIM process.

The spring administration of the Advanced Questionnaire is only required for districts that did NOT complete it during the fall of 2008 as part of their MSIP cycle.

To administer the Advanced Questionnaire as part of MIM:

1. Decide whether the Advanced Questionnaire will be administered at only the pilot school or district-wide.
2. Choose a 2-week period for administration between February 1st and April 10th 2009.
3. Contact Dr. Amy Gaumer Erickson, aerickson@ku.edu, identifying the school(s) and timeframe for administration.
4. Complete the Advanced Questionnaire within your identified timeframe.

Specific directions for administering the Advance Questionnaires are provided to the Superintendent two to four weeks prior to the district receiving these questionnaires. These directions are also sent with the forms shipped to each district. Districts should review these directions carefully in order to facilitate the administration process and to provide as much confidentiality to respondents as possible.

Please contact Dr. Pattie Noonan, pnoonan@ku.edu, or Dr. Amy Gaumer Erickson, aerickson@ku.edu, with questions regarding MIM data requirements.

Essential Features Faculty Survey

Are you having difficulty identifying your school's level on an Essential Feature? Would you like input from more faculty at your school? Do you need evidence of your school's level on an Essential Feature?

If you answered 'YES' to any of these questions, the **Essential Feature Questionnaire** is the tool for you! This quick, online questionnaire can be emailed to *all faculty at your school* to get their input on one or more of the Essential Features. This short and simple survey will provide you with valuable data. All you have to do is:

1. Choose the Essential Feature that you want to know more about.
 - *Shared vision and commitment*
 - *Leadership*
 - *Collaborative environment*
 - *Ongoing professional development*
 - *Educator support through mentoring and coaching*
 - *Culturally responsive practices*
 - *Resource mapping*
 - *Family and community involvement*
 - *Evidence-based practices*
 - *Data-based decision-making*
 - *Monitoring of Student Progress*
2. Modify the announcement below, filling in the blanks.
3. Then email the announcement to your school faculty and to Dr. Amy Gaumer Erickson at aerickson@ku.edu.

Seriously, that's it. We will collect and analyze the data and send you the raw data, a summary of the results, and graphs to share with your MIM leadership team and school faculty. If you have any questions, please contact Dr. Amy Gaumer Erickson at aerickson@ku.edu.

Faculty,

As part of the MIM process, it is important to get your input on the current status at our school. The Essential Features Questionnaire will provide valuable data that will be used to improve education for all students at our school. Please go to http://www.surveymonkey.com/s.aspx?sm=R5J1OeNyhaz8A2AeUF6g_2bA_3d_3d and complete the short survey on _____ (**choose one Essential Feature from the list above**). Submit your survey by _____ (**one week from today**). The data will then be analyzed and shared with you on _____ (**at the next inservice or via email**).

Thank you in advance for completing the survey.

Sincerely,