

Tool 33

School Leadership Team Focus Group

District/School:	Team Member:	Grade/Subject
Date:		
Time:		
Number Attending:		
Interviewer(s):		

Question #	Trait	Question	Response
1		Tell me about school improvement here at _____ School.	
2		When and how was the current school strategic plan developed?	
3	4A1	How do school administrators provide leadership in the school's strategic planning?	
4	5A1	What is the process for developing the schoolwide strategic plan?	
5	5B1	How does the planning team ensure that the strategic plan is focused on student learning?	
6	5C1	Describe the data the members of the planning team looked at as they analyzed student performance on state assessments.	
7	5D1	How did the planning team study the problems identified by the data analysis and identify solutions? How were the underlying causes validated by research?	
8	5D2	What hypotheses were developed by the planning team in addressing the problems identified by the data analysis?	

Question #	Trait	Question	Response
9	5E1	How did the planning team involve staff members and stakeholders in the discussion of school challenges and potential solutions?	
10	5F1	How does the planning team monitor the implementation of the strategic plan?	
11	5F2	What progress is being made in reaching the goals of the strategic plan?	
12	5G1	How were the actions within the strategic plan decided upon?	
13	5G2	Have planned activities been completed within the time lines specified in the strategic plan?	
14	5G3	How were resources allocated to the strategic plan, and how are they monitored for adequacy?	
15	5H1	How has the school's strategic plan affected student learning?	
16	5H2	How were formative and summative student achievement data and other data—such as attendance, dropout, and discipline data—used to make adjustments to the plan as needed?	
17		Is there anything you think we should know about but have not asked?	