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# WVDE GPS PLANNING TOOL TRAINING GUIDE

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A Guide for Creating Strategic plans in GPS

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# Best Practice

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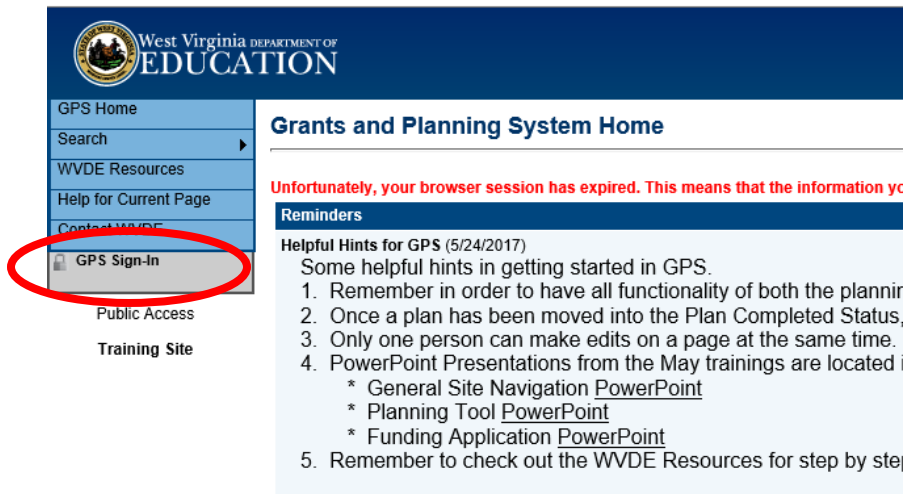
The strategic planning process provides a values-based, systemic approach to assess community values and planning for the future. To support the integrity of the strategic planning process and aid in the completion of the LEA and School strategic plans, the WVDE Office of Federal Programs highly recommends that teams draft the plan prior to entering it into the GPS platform. Each LEA/school may use their own digital preference for the draft. However, there is an available draft template (WORD version) on the GPS platform, under the **WVDE Resources link** > Planning Tool. This is only a suggested template and not required. The draft template can create ease in copying and pasting the information from the template into the GPS Strategic Plan sections. If you should need assistance, please contact the Office of Federal Programs, 304-558-7805.

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# Login

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1. Click on the GPS Sign-In Button



2. Enter in your Webtop Credentials

# WVDE Authentication Portal

## Webtop Login

The application **Grants Management System** is asking you to log in with your Webtop/SSO username or email address.

User Name or Email:

Password:

[Forgot user name and/or password?](#)

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## Announcements and Reminders

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1. Please review announcements and reminders for important updates each time you access the system.

GPS Home	<b>Grants and Planning System Home</b>	
Search ▶	Berkeley County Schools (004) Public District	
Inbox ▶	<b>Associated Organizations</b>	
Planning ▶	<b>Organization Number</b>	<b>Organization Name</b>
Grant Summary ▶	004	Berkeley County Schools
LEA Document Library	<b>Announcements</b>	
Address Book	<b>Welcome to GPS!</b> (4/1/2017) Welcome to GPS, WVDE's new Grants and Planning System. Please check back regularly for additional updates.	
WVDE Resources	<b>Reminders</b>	
Help for Current Page	<b>Test Reminder</b> (4/1/2017) <ul style="list-style-type: none"><li>▪ <b><i>Nice content</i></b></li></ul>	
Contact WVDE	Training Users:	
GPS Sign Out	<ul style="list-style-type: none"><li>▪ LEA Superintendent - XXX_Super@wv.k12.us</li><li>▪ LEA Fiscal Representative - XXX_FiscalRep@wv.k12.us</li><li>▪ LEA Plan Data Entry - XXX_LeaPlanDataEntry@wv.k12.us</li></ul>	

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# Session Time-Out

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1. WVDE GPS has a 60-minute time-out. The timeout clock is beneath the main left-hand navigation menu. The clock will reset every time you move to a new page or if you perform a save on the page with *Go To: Current Page*

The screenshot displays the 'Grants and Planning System Home' page. On the left is a navigation menu with items like 'GPS Home', 'Search', 'Inbox', 'Planning', 'Funding', 'Grant Summary', 'LEA Document Library', 'Address Book', 'WVDE Resources', 'Help for Current Page', 'Contact WVDE', and 'GPS Sign Out'. Below the menu, the user is identified as 'User: ConDirector'. A 'Training Site' box shows a 'Session Timeout' of '00:59:18', which is circled in red. The main content area includes a table for 'Associated Organizations' with columns for 'Organization Number' (004) and 'Organization Name' (Berkeley County Schools). There are also sections for 'Announcements' (Welcome to GPS!) and 'Reminders' (Test Reminder).

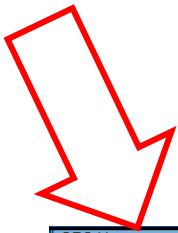
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## Navigation

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1. The Navigation Menu on the left provides links to
  - a. Search – allows you to search Organizations and Grants
  - b. Inbox – Email message archive
  - c. Planning – Strategic Planning Section.
  - d. Funding – Applicable Funding Applications
  - e. Grant Summary – Allows you to look at previous and current year grant applications
  - f. LEA Document Library – Area to upload requested documentation
  - g. Address Book – Has a listing of the funding application and planning tool contacts
  - h. WVDE Resources –Guidance and reference documents to assist with completing plans and applications.

- i. Help for Current Page - Contains helpful hints and instructions for the specific page selected. It also contains the link to a resource document that will have screenshots and step by step instructions to help further explain each page.



GPS Home

Search

Inbox

Planning

Funding

Grant Summary

LEA Document Library

Address Book

WVDE Resources

Help for Current Page

Contact WVDE

GPS Sign Out

User, ConDirector

Training Site

Session Timeout 00:59:18

## Grants and Planning System Home

Berkeley County Schools (004) Public District

Associated Organizations

Organization Number	Organization Name
004	Berkeley County Schools

**Announcements**

**Welcome to GPS! (4/1/2017)**  
Welcome to GPS, WVDE's new Grants and Planning System. Please check back regularly for additional updates.

Training Users:

- LEA Superintendent - XXX\_Super@wv.k12.us
- LEA Fiscal Representative - XXX\_FiscalRep@wv.k12.us
- LEA Plan Data Entry - XXX\_LeaPlanDataEntry@wv.k12.us
- User Access Admin - XXX\_UserAccessAdmin@wv.k12.us
- LEA Consolidated Update - XXX\_ConUpdate@wv.k12.us
- LEA Consolidated Director - XXX\_ConDirector@wv.k12.us

**Reminders**

**Test Reminder (4/1/2017)**

- Nice content

- 2. WVDE Contact Page – Area to submit requests for technical assistance on specific sections of the planning tool and application. This section contains a form to complete that will allow you to specify your area of concern. It will also help WVDE track and respond to any issues system wide. Please use this option as your primary communication for WVDE GPS technical assistance.

GPS Home

Administer

Search

Reports

Inbox

WVDE Resources

Help for Current Page

Contact WVDE

GPS Sign Out

Crawford, Robert

Training Site

Session Timeout 00:51:44

## Contact WVDE

**General Support Questions**

If you have a program-related question or an issue with GPS and cannot resolve it by reviewing the information found on each page's "Help" link or by reviewing the [WVDE Resources](#), please contact WVDE by clicking on the "Support Request" link below.

[Support Request](#)

**Technical Questions**

- If you are experiencing a technical issue within GPS, please review the browser requirements by clicking on the following link.  
[View Workstation Requirements](#)
- If you are experiencing a technical issue and are receiving an error message within GPS, please click on the "Support Request" link below and enter the following information in your support request.
  - The error message and number you are receiving.
  - Your operating system (e.g. Windows XP/7/8, Mac OS X, etc).
  - Your web browser type (e.g. IE/Safari/Firefox/Chrome) and version.
  - Steps to reproduce the problem.

[Support Request](#)

## WVDE GPS Help Form

\* = required field

Name \*

Email \*

County \*

Type of question \*

If your area of concern was not listed above, or if you have other information, please provide it here.

Please fill in the text as indicated below.

1259

The screenshot shows the 'Grants and Planning System Home' page. On the left is a navigation menu with items like 'GPS Home', 'Administer', 'Search', 'Reports', 'Inbox', 'WVDE Resources', 'Help for Current Page', 'Contact WVDE', and 'GPS Sign Out'. Below the menu, the user's name 'Crawford, Robert' is displayed, along with a 'Training Site' button and a 'Session Timeout' timer showing '00:43:53'. The main content area has a 'Welcome to GPS!' announcement dated 4/1/2017, a list of 'Training Users' with their email addresses, and a 'Reminders' section with a 'Test Reminder' dated 4/1/2017 and a 'Nice content' link. A red circle with a diagonal slash is overlaid on the browser's back and forward buttons in the top left corner.

- Do not use the browser's forward and back buttons. It will create an error message. To correct, make a selection from the *Go To* Menu or the Main Navigation Menu.

## User Profile Update

- Click on your name to pull up the User Profile.

GPS Home  
 Administer  
 Search  
 Reports  
 Inbox  
 WVDE Resources  
 Help for Current Page  
 Contact WVDE  
 GPS Sign Out  
 Crawford, Robert  
 Training Site  
 Session Timeout  
 00:43:53

## Grants and Planning System Home

### Announcements

**Welcome to GPS!** (4/1/2017)  
 Welcome to GPS, WVDE's new Grants and Planning System. Please check back regularly for additional updates.

Training Users:

- LEA Superintendent - XXX\_Super@wv.k12.us
- LEA Fiscal Representative - XXX\_FiscalRep@wv.k12.us
- LEA Plan Data Entry - XXX\_LeaPlanDataEntry@wv.k12.us
- User Access Admin - XXX\_UserAccessAdmin@wv.k12.us
- LEA Consolidated Update - XXX\_ConUpdate@wv.k12.us
- LEA Consolidated Director - XXX\_ConDirector@wv.k12.us

### Reminders

**Test Reminder** (4/1/2017)

- Nice content

- Once you are in the User Profile Screen please update the phone and fax numbers and press save.

West Virginia Department of **EDUCATION**

GPS Home  
 Administer  
 Search  
 Reports  
 Inbox  
 WVDE Resources  
 Help for Current Page  
 Contact WVDE  
 GPS Sign Out  
 Crawford, Robert  
 Training Site  
 Session Timeout  
 00:57:55

## User Profile

Profile	
Email Address:	<input type="text" value="rcrawford@k12.wv.us"/>
First Name:	<input type="text" value="Robert"/>
Last Name:	<input type="text" value="Crawford"/>
Phone Number:	<input type="text" value="-- --"/>
Phone Extension:	<input type="text"/>
Fax Number:	<input type="text" value="-- --"/>

## Accessing the Plan

- Select Planning from the Navigation Options then select Planning Tool. This page is where you will select the year you want to access.
- Click on the Strategic Plan you wish to access and edit.



West Virginia DEPARTMENT OF EDUCATION

GPS Home  
Administer  
Search  
Reports  
Inbox  
Planning  
Funding  
Grant Summary  
LEA Document Library  
Address Book  
WVDE Resources  
Help for Current Page  
Contact WVDE  
GPS Sign Out

**LEA and School Planning**

Berkeley County Schools (004)

2020 Active

Planning Tool  
Last Page Visited

**School Strategic Plan** All

Back Creek Valley Elementary  
Bedington Elementary School  
Berkeley Heights Elementary  
Bunker Hill Elementary (004-2  
Burke Street Elementary Sch  
Eagle School Intermediate (00

## Sections Page

- The tops of this page displays the County or School name and number along with the fiscal year.
  - Note: You must change the Plan Status to Strategic Plan Started in order to be able to use all functionality of the strategic plan.*
- View Change Log – allows a user to view all changes that have occurred within the original strategic plan or revision

West Virginia DEPARTMENT OF EDUCATION

GPS Home  
Administer  
Search  
Reports  
Inbox  
Planning  
Funding  
Grant Summary  
LEA Document Library

**LEA Strategic Plan Sections**

Berkeley County Schools (004) Public District - FY 2020 - LEA Strategic Plan - Rev 0

Plan Status: LEA Strategic Plan Not Started

Change Status To: LEA Strategic Plan Started 1

View Change Log 2

Description ( View Sections Only View All Pages )

3. In the Description Header you can choose to either have it display the section titles only or all pages. You can expand and collapse the individual sections by selecting the “+” and “-“ signs in front the section title.
4. The section titles are listed in the common order that you might use them to complete the plan. However, you can access any page of the plan using links from this page. The section titles are:
  - a. Strategic Plan History Log
  - b. Strategic Planning Team and Core Beliefs / Mission
  - c. Strategic Plan Needs Assessment –
  - d. Strategic Plan Prioritized Goals, Performance Measures, Strategies and Action Steps
  - e. Strategic Plan Alternate Views
  - f. Strategic Plan Components
  - g. Strategic Plan Related Documents
  - h. Strategic Plan Checklist
5. From the Sections page of your plan you can
  - View the plan organization
  - Access different sections or pages
  - Print the entire plan, a plan section or a plan page
  - View validation messages that identify errors that must be corrected before submitting the plan, such as not filling in a required field
6. Validations – Provides messages related to each section and page.
  - a. *Note: Messages display errors and warnings. Errors must be addressed in order to successfully submit the strategic plan.*
  - b. Section messages will display errors and warnings for the selected section or page.
  - c. All messages will display errors and warnings for all sections of the strategic plan.

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation
All	<a href="#">Messages</a>
<input type="checkbox"/> School Strategic Plan History Log	
<a href="#">School Strategic Plan History Log</a>	
<a href="#">Create Comment</a>	
<input type="checkbox"/> School Strategic Planning Team and Core Beliefs / Mission	<a href="#">Messages</a>
<a href="#">School Strategic Planning Team</a>	<a href="#">Messages</a>
<a href="#">School Strategic Plan Core Beliefs / Mission</a>	<a href="#">Messages</a>
<input type="checkbox"/> School Strategic Plan Needs Assessment	<a href="#">Messages</a>

6.c

6

School Strategic Planning Team and Core Beliefs / Mission

	School Strategic Planning Team	
<a href="#">Review</a>	Questions marked with an asterisk (*) require a response.	Error
	School Strategic Plan Core Beliefs / Mission	
<a href="#">Review</a>	Questions marked with an asterisk (*) require a response.	Error

6.b

School Strategic Plan Needs Assessment

	School Strategic Plan - Academic Data	
<a href="#">Review</a>	Questions marked with an asterisk (*) require a response.	Error
	School Strategic Plan - High School Graduation and Student Success Data	
<a href="#">Review</a>	Questions marked with an asterisk (*) require a response.	Error
	School Strategic Plan - Attendance and Behavior Data	
<a href="#">Review</a>	Questions marked with an asterisk (*) require a response.	Error
	School Strategic Plan - Educator Effectiveness Data	
<a href="#">Review</a>	Questions marked with an asterisk (*) require a response.	Error

## *Planning Team and Core Beliefs / Mission*

1. The Planning Team section is used to list the planning team members, including team members' titles and email addresses.
  - a. *Note: This box is required and will result in an error which will prevent the strategic plan from being ready to submit if not completed.*
2. The Core Beliefs and Mission Statement section is used to answer what the LEA/School believes their core beliefs are that guide continuous improvement and then identify their mission statement.
  - a. *Note: This box is required and will result in an error which will prevent the strategic plan from being ready to submit if not completed.*


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# Needs Assessment

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The guiding statements or questions for the Needs Assessment serve as a guide to assist you in examining different types of data relevant to your district / school. State accessible data has been pre-populated for you. Your team will need to look at all relevant data and analyze the results to be included in the text boxes.

The sections of the Needs are Assessment are:

	<b>LEA Strategic Plan Needs Assessment</b>
	<a href="#"><u>LEA Strategic Plan - Demographic Data</u></a>
	<a href="#"><u>LEA Strategic Plan - Academic Data</u></a>
	<a href="#"><u>LEA Strategic Plan - High School Graduation and Student Success Data</u></a>
	<a href="#"><u>LEA Strategic Plan - Attendance and Behavior Data</u></a>
	<a href="#"><u>LEA Strategic Plan - Educator Effectiveness Data</u></a>

1. Updates that have been implemented for the 2020 Strategic plan are as follows:
  - a. Subgroup information has been updated to include the new subgroups of Military Connected, Homeless and Foster Care on all data tables throughout the Needs Assessment.
  - b. Each section has a text box for the LEA / School to list any additional data sources that have been reviewed by the team and will be part of the needs assessment summary.
  - c. Color Reference Guide has been added to the top of each section that is part of the state accountability system. The Guide includes the Rating, Color, Points Range and the Proficiency Percentage of points earned.
  - d. 2030 Annual Goal Targets have been added before each relevant section.
  - e. Each relevant data table contains:
    - i. For LEA Plans - the most current year of State data, the last 3 years of County data and the 2018 Scorecard Rating
    - ii. For School Plans - the most current year of State data, most current year of County data, the last 3 years of School data and the 2018 Scorecard rating.

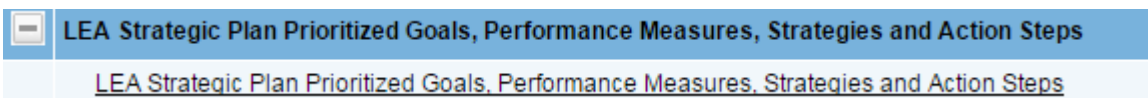
- f. The Needs Assessment Summary text box will be used to describe relationships between the multiple data points that have been provided by WVDE and identified by the LEA / School.
- g. Improvement Practices / Strategies Currently Implemented box will be used to list the specific practices / strategies currently used by the LEA / School in relation to the current section. In the next column, provide a brief description of implementation effectiveness for each practice / strategy.
  - i. Note: Only one practice / strategy should be listed in the box at a time. In order to add in other practices / strategies click on the Add Row button.*
- h. For most sections, the last box is for the LEA / School to list what practices / strategies the LEA / School plans to start, stop or continue.
- i. English Language Proficiency Assessment (ELPA) has been added to the Academic Needs Assessment Section. This section is relevant to the LEAs / Schools that have English Learners (EL) who have taken the ELPA21.
  - i. Note: for those LEAs / Schools that do not have ELs please select the Not Applicable box under the data tables.*
- j. 10<sup>th</sup> graders On Track data table has been added in the High School Graduation and Student Success Section.
- k. On the Educator Effectiveness Section for the LEA Strategic Plan, the Beginning Teachers Data table is available.

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## *Prioritized Goals, Performance Measures, Strategies and Action Steps*

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1. Creating a Goal
  - a. From the Sections page, click on Strategic Plan Prioritized Goals, Performance Measures, Strategies and Action Steps.



2. Select Create Goal at the top of the screen.

## LEA Strategic Plan Prioritized Goals, Performance Measures, Strategies and Action Steps

Barbour County Schools (002) Public District - FY 2018 - LEA Strategic Plan - Rev 0

Go To 

[Create Goal](#)

**Plan Items** [Expand All](#) [Collapse All](#)

3. After clicking Create Goal give your goal a title and a description (both of these are required for the goal level only). Click Save

### Create Goal

Barbour County Schools (002) Public District - FY 2018 - LEA Strategic Plan - Rev 0

**Create Goal**

\*Goal Title:

of 500 characters

\*Goal Description:

of 2000 characters

4. Once the Goal title / description has been saved it will take you back the main screen for Goals, Performance Measures, Strategies and Action Steps.
  - a. Click the “+” icon in order to expand the goal to review the goal description.
  - b. Complete the steps again for any additional goals that need to be added.

## LEA Strategic Plan Prioritized Goals, Performance Meas






Barbour County Schools (002) Public District - FY 2018 - LEA Strategic Plan - Rev 0

Go To 

Create Goal






Plan Items [Expand All](#) [Collapse All](#)






     1 [name of goal](#)

     2 [Academic Goal](#)

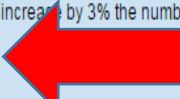
5. Creating a Performance Measure (Performance Measures are the tools you plan to implement to determine progress towards goal attainment.)
  - a. Click the “+” icon next to the goal to add in the performance measures for that particular goal.
  - b. Click Create Performance Measure

Plan Items [Expand All](#) [Collapse All](#)

     1 [name of goal](#)

     2 [Academic Goal](#)

Description:  
Barbour County schools will increase by 3% the number of students performing at mastery on the state summative assessment by the end of the 2017-18 school year.

[Create Performance Measure](#) 

- c. Name the measure(s) to be used. Only the title is required for Performance Measures. The Description box is optional.

### Create Performance Measure

Berkeley County Schools (004) Public District - FY 2020 - LEA Strategic Plan - Rev 0

Create Performance Measure

Goal Title: Goal 1: School Readiness and Third Grade Literacy (Improve Teaching and Learning)

\*Performance Measure Title: STAR Reading Assessment, Reading Inventory, Interim Benchmarks, Classroom Formative Assessment

94 of 500 characters

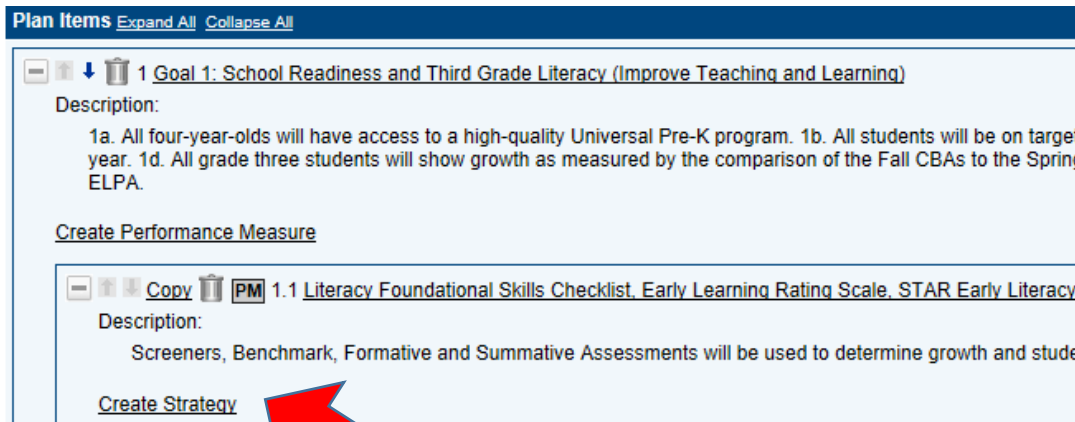
Performance Measure Description:

0 of 2500 characters

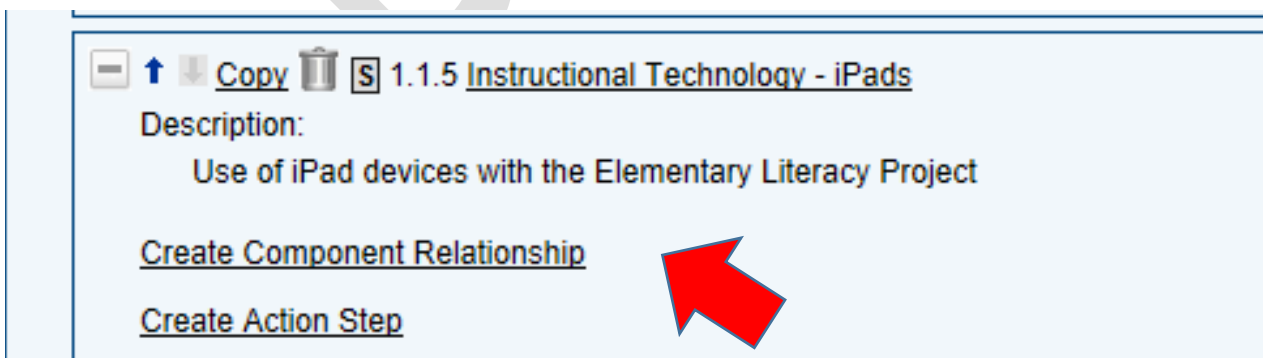
- d. Click Save
- 6. Creating a Strategy (Strategies are related to the Goal and are the intended course you will take to achieve the goal.) Follow link to example strategies for strategic planning

<https://tinyurl.com/GPSstrategies>

- a. Click the “+” icon next to the performance measure to add in the goal strategies.
- b. Click Create Strategy



- c. Name the strategy to be used. Only the title is required for Strategies. The Description box is optional.
  - i. Note: The title with a brief description can be entered into the Title box field.
- d. Click Save
- e. Complete the steps again for any additional strategies that need to be added.
- 7. Creating Component Relationships for the LEA Strategic Plan. (Components Relationships are connected to the requirements for program funding and implementation.)
  - a. Click the “+” icon next to the Strategy to add in the Component Relationships.
  - b. Click on Create Component Relationship at the Strategy level of the Goal.



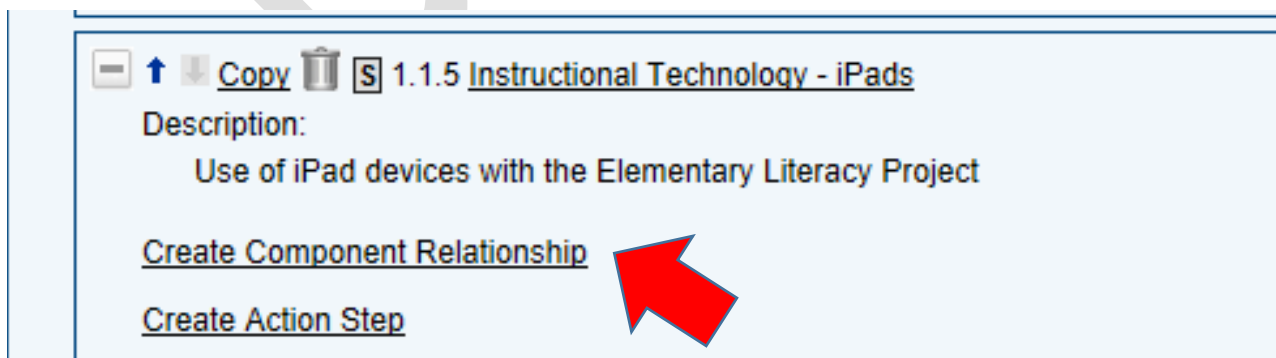
- c. The LEA can pick from the following components:



- i. LEA ESEA Consolidated Plan
  - ii. WVSIPP
  - iii. Early Literacy
- d. Under each of the components is a list of item names to choose from.
- e. Click Save
- f. Multiple component relationships can be added to a single strategy, but will need to be added individually by completing the above steps.

Create Strategy/Component Relationship	
Goal Title:	Goal 1: School Readiness and Third Grade Literacy (Improve Teaching and Learning)
Performance Measure Title:	Literacy Foundational Skills Checklist, Early Learning Rating Scale, STAR Early Literacy, STAR, CBAs, WVGSA
Strategy Title:	Instructional Technology - iPads
Strategy Description:	Use of iPad devices with the Elementary Literacy Project
Component:	LEA ESEA Consolidated Plan
Item Name:	Monitor students' progress in meeting the challenging State academic standards
Component Item Description:	<p>Address strategies to monitor students' progress in meeting the challenging State academic standards by:</p> <ul style="list-style-type: none"> <li>- Developing and implementing well-rounded program of instruction</li> <li>- Identifying at-risk students</li> <li>- Providing additional educational assistance</li> <li>- Implementing instructional and other strategies to improve student learning</li> </ul>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- g. Once the component relationship has been added to the strategy it will connect the Goal, Performance Measure and Strategy to the LEA Strategic Plan Components Section.
8. Creating Component Relationships for the School Strategic Plan. (Only Title I Schoolwide and TAS schools can create component relationships)
- a. Click the “+” icon next to the Strategy to add in the Component Relationships.
  - b. Click on Create Component Relationship at the Strategy level of the Goal.



- c. The School can pick from the following components:

- i. Title I Schoolwide
- ii. Title I TAS
- d. Under each of the components is a list of item names to choose from.
- e. Click Save
- f. Multiple component relationships can be added to a single strategy, but will need to be added individually by completing the above steps

Create Strategy/Component Relationship	
Goal Title:	Early Learning Engagement
Performance Measure Title:	Early Learning Engagement - Behavior
Strategy Title:	Early Learning Engagement - Behavior
Strategy Description:	Back Creek Valley will continue to work with 212 degrees and the Energy Bus.
Component:	Title I Schoolwide
Item Name:	Opportunities for all children including subgroups
Component Item Description:	Address strategies to create opportunities for all children including subgroups

- 9. Once the component relationship has been added to the strategy it will connect the Goal, Performance Measure and Strategy to the School Strategic Plan Components Section.
- 10. Creating an Action Step (Action Steps are the specific tasks you do to move your progress towards attaining the goal.)
  - a. Click the “+” icon next to the goal to add in the strategy for that particular goal.
  - b. Click Create Action Step

1.1.5 Instructional Technology - iPads

**Description:**

Use of iPad devices with the Elementary Literacy Project

[Create Component Relationship](#)

[Create Action Step](#)

- c. Name the Action Step to be used. Only the title is required for Action Steps. The description box is optional.
  - i. Note: The title with a brief description can be entered into the Title box field.
- d. The following fields need to be completed at the Action Step level:
  - i. Person Responsible
  - ii. Estimated Begin Date

iii. Estimated End Date

e. Click Save.

f. Complete the steps again for any additional Action Steps that need to be added.

11. Creating a Funding Source (By creating a funding source you will be tying the Goal, Performance Measure, Strategy and Action Step to a funding application. This will show in the funding applications)

a. Click the “+” icon next to the Action Step to add in the Funding Source

b. Click on Create Funding Source at the Action Step level of the Goal.

Create Action Step

[-] [refresh] [copy] [trash] AS 1.1.1.1 Pre-K for All

Description:  
1. All eligible 4-year olds in the district will have the opportunity to attend a BCS Pre-K Program. .

Person Responsible:  
Michele Martin

Estimated Begin Date:  
3/1/2018

Estimated Completion Date:  
5/31/2019

Create Funding Source

c. On the Create Funding Source screen select the Funding application this Action Step relates to. The options are:

- i. Consolidated
- ii. Early Literacy
- iii. Results – Driven Priorities
- iv. School Improvement
- v. Tools for Schools
- vi. Other

d. Then select the grant that accompanies the above chosen Funding Application.

e. Enter in the amount of funding for this action step

*i. Note: this is an estimated amount. It does not have to be down to the penny for what will be spent. This is more of a wish list for the LEA / School to use while completing the funding applications.*

f. Enter in any notes for this funding source

g. Click Save

- h. You can add in more than one funding source by completing the previous steps for the same action step

Create Funding Source	
Goal Title:	Goal 1: School Readiness and Third Grade Literacy (Improve Teaching and Learning)
Performance Measure Title:	Literacy Foundational Skills Checklist, Early Learning Rating Scale, STAR Early Literacy, STAR, CBAs, WVGSA
Strategy Title:	Universal Pre- K
Action Step Title:	Pre-K for All
Action Step Description:	1. All eligible 4-year olds in the district will have the opportunity to attend a BCS Pre-K Program. 2. Sixty-three classes of Pre-K are offered t
Funding Application:	<input type="text" value="Consolidated"/>
Grant:	<input type="text" value="Title I Part A"/>
Amount:	<input type="text" value="0"/>
Notes:	<input type="text"/> <input type="button" value="Check Spelling"/> <input type="text" value="0"/> of 50 characters

- i. Note: Creating a Funding Source is required for each grant under each funding application that is in GPS. If this step is not done the funding applications cannot be submitted for approval.*

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## *LEA / School Strategic Plan Components*


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This section is the way to show how strategies that an LEA / School has included within their strategic plan meet the requirements of various funding sources that are included in GPS. The use of this function eliminates a need to restate these strategies in associated funding applications.

1. There are three options to choose from for the LEA Strategic Plan Components:
  - a. LEA ESEA Consolidated Plan
  - b. WVSIPP
  - c. Early Literacy
  - d. WV math4life
2. LEA ESEA Consolidated Plan option has the 12 components listed that are required for the ESEA Consolidated Plan.
  - a. There are two main components of this section that need to be completed:
    - i. Component Met box needs checked

- ii. Components need to have either a narrative box description or have Strategies connected to them by using the Create Component Relationship option at the Strategy Level on the Prioritized Goals, Performance Measures, Strategies and Action Step Section.


Required Items [Expand All] [Collapse All]		Component Met
1)	<input type="checkbox"/> Monitor students' progress in meeting the challenging State academic standards	<input checked="" type="checkbox"/>
2)	<input type="checkbox"/> Address equity of students taught at higher rates by ineffective or inexperienced teachers	<input checked="" type="checkbox"/>
3)	<input type="checkbox"/> Carry out responsibilities for any Comprehensive Support Improvement and Targeted Support and Improvement Schools	<input checked="" type="checkbox"/>
4)	<input type="checkbox"/> Provide educational services for N & D children living in local institutions or participating in comm. day school programs	<input checked="" type="checkbox"/>
5)	<input type="checkbox"/> Provide services for homeless children and youth	<input checked="" type="checkbox"/>
6)	<input type="checkbox"/> Provide effective parent and family engagement	<input checked="" type="checkbox"/>
7)	<input type="checkbox"/> If applicable, support, coordinate, and integrate services with early childhood education programs	<input checked="" type="checkbox"/>
8)	<input type="checkbox"/> If appropriate, implement process to identify students for support under Targeted Assistance Program	<input checked="" type="checkbox"/>
9)	<input type="checkbox"/> Implement strategies to facilitate effective transitions for students between programmatic levels	<input checked="" type="checkbox"/>
10)	<input type="checkbox"/> Reduce the overuse of discipline practices that remove students from the classroom	<input checked="" type="checkbox"/>
11)	<input type="checkbox"/> If appropriate, support and coordinate CTE and work-based learning opportunities	<input checked="" type="checkbox"/>
12)	<input type="checkbox"/> Other appropriate strategies identified by the LEA	<input checked="" type="checkbox"/>



3. WVSIPP option has 5 components listed.

- a. There are two main components of this section that need to be completed:
  - i. Component Met box needs checked
  - ii. Components need to have either a narrative box description or have Strategies connected to them by using the Create Component Relationship option at the Strategy Level on the Prioritized Goals, Performance Measures, Strategies and Action Step Section.

Required Items [Expand All] [Collapse All]		Component Met
1)	<input type="checkbox"/> Induction of beginning teachers	<input checked="" type="checkbox"/>
2)	<input type="checkbox"/> Address support for experienced teachers	<input checked="" type="checkbox"/>
3)	<input type="checkbox"/> Support for student teachers	<input checked="" type="checkbox"/>
4)	<input type="checkbox"/> Support for other staff	<input checked="" type="checkbox"/>
5)	<input type="checkbox"/> Professional development	<input checked="" type="checkbox"/>

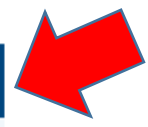


4. Early Literacy option has 4 components listed

- a. There are two main components of this section that need to be completed:
  - i. Component Met box needs checked

- ii. Components need to have either a narrative box description or have Strategies connected to them by using the Create Component Relationship option at the Strategy Level on the Prioritized Goals, Performance Measures, Strategies and Action Step Section.

Required Items [Expand All] [Collapse All]		Component Met
1)	<input type="checkbox"/> School Readiness	<input checked="" type="checkbox"/>
2)	<input type="checkbox"/> School Attendance	<input checked="" type="checkbox"/>
3)	<input type="checkbox"/> Extended Learning Opportunities	<input checked="" type="checkbox"/>
4)	<input type="checkbox"/> High Quality Early Literacy Instruction	<input checked="" type="checkbox"/>



Save And Go To

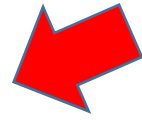
- 5. WV math4life option has 6 components listed.
  - a. There are two main components of this section:
    - i. Component Met box can be checked
    - ii. Components can have either a narrative box description or have Strategies connected to them by using the Create Component Relationship option at the Strategy Level on the Prioritized Goals, Performance Measures, Strategies and Action Step Section.
  - b. There is a Not Applicable button at the top of this page for any county that is not utilizing this page at this time.
- 6. There are two options for School Strategic Plan Components:
  - a. Title I Schoolwide
  - b. Title I TAS
- 7. Title I Schoolwide has 6 components listed that are required
  - a. There are two main components of this section that need to be completed:
    - i. Component Met box needs checked
    - ii. Components need to have either a narrative box description or have Strategies connected to them by using the Create Component Relationship option at the Strategy Level on the Prioritized Goals, Performance Measures, Strategies and Action Step Section.

- iii. *Note: If a school does not have a Title I Schoolwide program the Not Applicable Box will need to be checked at the top of the screen.*

Not Applicable

Required Items [Expand All] [Collapse All]		Component Met
1)	<input type="checkbox"/> Opportunities for all children including subgroups	<input checked="" type="checkbox"/>
2)	<input type="checkbox"/> Activities that strengthen a well-rounded educational program	<input checked="" type="checkbox"/>
3)	<input type="checkbox"/> Increase the quality and amount of learning time	<input checked="" type="checkbox"/>
4)	<input type="checkbox"/> Provide an enriched and accelerated curriculum	<input checked="" type="checkbox"/>
5)	<input type="checkbox"/> Address the needs of at-risk learners	<input checked="" type="checkbox"/>
6)	<input type="checkbox"/> Parent and family engagement	<input checked="" type="checkbox"/>

Go To ▶

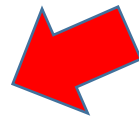


- 8. Title I TAS has 10 components listed that are required
  - a. There are two main components of this section that need to be completed:
    - i. Component Met box needs checked
    - ii. Components need to have either a narrative box description or have Strategies connected to them by using the Create Component Relationship option at the Strategy Level on the Prioritized Goals, Performance Measures, Strategies and Action Step Section.
  - iii. *Note: If a school does not have a Title I TAS program the Not Applicable Box will need to be checked at the top of the screen.*

Not Applicable

Required Items [Expand All] [Collapse All]		Component Met
1)	<input type="checkbox"/> Identify students to be served	<input type="checkbox"/>
2)	<input type="checkbox"/> Opportunities for all children including subgroups	<input type="checkbox"/>
3)	<input type="checkbox"/> Activities that strengthen a well-rounded educational program	<input type="checkbox"/>
4)	<input type="checkbox"/> Increase the quality and amount of learning time	<input type="checkbox"/>
5)	<input type="checkbox"/> Provide an enriched and accelerated curriculum	<input type="checkbox"/>
6)	<input type="checkbox"/> Address the needs of at-risk learners	<input type="checkbox"/>
7)	<input type="checkbox"/> Parent and family engagement	<input type="checkbox"/>
8)	<input type="checkbox"/> Coordination of program	<input type="checkbox"/>
9)	<input type="checkbox"/> Minimize pull-out instruction	<input type="checkbox"/>
10)	<input type="checkbox"/> Review progress of children served under the program	<input type="checkbox"/>

Go To ▶



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# Submitting the LEA / School Plan

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1. The following steps are for submitting the LEA Strategic Plan:

- a. Once all validations have been resolved and the plan is ready to submit the status on the sections page needs to be moved to LEA Strategic Plan Completed.
- b. Once the LEA plan has been moved to LEA Strategic Plan Completed status it will send an email to anyone in the LEA that has the LEA Superintendent Role in GPS.
- c. The LEA Superintendent will then go in and either return it back for edits or move the status to LEA Strategic Plan Superintendent Approved.
- d. Once the LEA plan has been moved to LEA Strategic Plan Superintendent Approved GPS will send an email to WVDE reviewers.

## LEA Strategic Plan Sections

Berkeley County Schools (004) Public District - FY 2020 - LEA Strategic Plan - Rev 0

Plan Status: LEA Strategic Plan Started

Change Status To: [LEA Strategic Plan Completed](#)



[View Change Log](#)

Description ( [View Sections Only](#) [View All Pages](#) )

All

LEA Strategic Plan History Log

[LEA Strategic Plan History Log](#)

[Create Comment](#)

- e. WVDE reviewers will use the LEA Strategic Plan Checklist located at the bottom of the Sections Page for any feedback that needs to go back to the LEA regarding the plan.
  - f. If there are any revisions that need to be made the LEA Strategic Plan will be returned to the LEA and will follow the previous steps for the resubmittal once those revisions have been completed.
  - g. If the Plan has been approved by WVDE reviewers the LEA Superintendent along with anyone with the LEA Data Entry role in GPS will receive the approval email from GPS.
2. The following steps are for submitting the School Strategic Plan:
- a. Once all validations have been resolved and the plan is ready to submit the status on the sections page needs to be moved to School Strategic Plan Completed.



- b. Once the School plan has been moved to School Strategic Plan Completed status it will send an email to anyone in the LEA that has the LEA Superintendent Role in GPS.
- c. The LEA Superintendent will then go in and either return it back for edits or move the status to School Strategic Plan Superintendent Approved.
  - i. *Note: LEAs review school level plans. The LEA may use their own method of communication to provide feedback on the plan to the schools. (Review Section on Creating Comments to use GPS as that communication tool.)*

## Printing the Plan

When it comes time to print the LEA / School Strategic Plan there are different methods that can be used. Outlined below are the different options that are included in GPS.


1. Print using the print option on the Sections page:
  - a. Print– Select print next to each section in order to print that specific page in a PDF Format.
  - b. Print Select Items - Selecting the Print Select Items checkbox allows you to select multiple sections and pages to print in a PDF Format.

*Note: You must have the pop up blocker turned off on your computer in order to be able to print selected pages*

Description (View Sections Only View All Pages)	Validation	Print <input type="checkbox"/> Select Items
All	<a href="#">Messages</a>	<a href="#">Print</a>
[-] LEA Strategic Plan History Log		<a href="#">Print</a>
<a href="#">LEA Strategic Plan History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
[-] LEA Strategic Planning Team and Core Beliefs / Mission	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">LEA Strategic Planning Team</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">LEA Strategic Plan Core Beliefs / Mission</a>	<a href="#">Messages</a>	<a href="#">Print</a>
[-] LEA Strategic Plan Needs Assessment	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">LEA Strategic Plan - Demographic Data</a>		<a href="#">Print</a>
<a href="#">LEA Strategic Plan - Academic Data</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">LEA Strategic Plan - High School Graduation and Student Success Data</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">LEA Strategic Plan - Attendance and Behavior Data</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">LEA Strategic Plan - Educator Effectiveness Data</a>	<a href="#">Messages</a>	<a href="#">Print</a>
[-] LEA Strategic Plan Prioritized Goals, Performance Measures, Strategies and Action Steps		<a href="#">Print</a>
<a href="#">LEA Strategic Plan Prioritized Goals, Performance Measures, Strategies and Action Steps</a>		<a href="#">Print</a>

2. Print by using Alternate Views:
  - a. Click on the type of view to print. The options are:

LEA Strategic Plan Alternate Views
<a href="#">Goals</a>
<a href="#">Goals and Strategies</a>
<a href="#">Goals, Strategies, and Action Steps</a>
<a href="#">Goals, Strategies, Action Steps, and Component Relationships</a>
<a href="#">Goals (Titles Only)</a>
<a href="#">Goals and Strategies (Titles Only)</a>
<a href="#">Goals, Strategies, and Action Steps (Titles Only)</a>
<a href="#">Goals, Strategies, Action Steps, and Component Relationships (Titles Only)</a>

- b. Once the type has been selected it will open up in a new screen with the contents of that section view.
- c. The selection can be exported by clicking  the drop down arrow.
- d. There are several options to export the document into:
  - i. XML file with report data
  - ii. CSV (Comma delimited)
  - iii. PDF
  - iv. MHTML (web archive)
  - v. Excel
  - vi. TIFF file
  - vii. Word
- e. If the document has been exported to Excel or Word it is now easily editable.

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## *History Log*

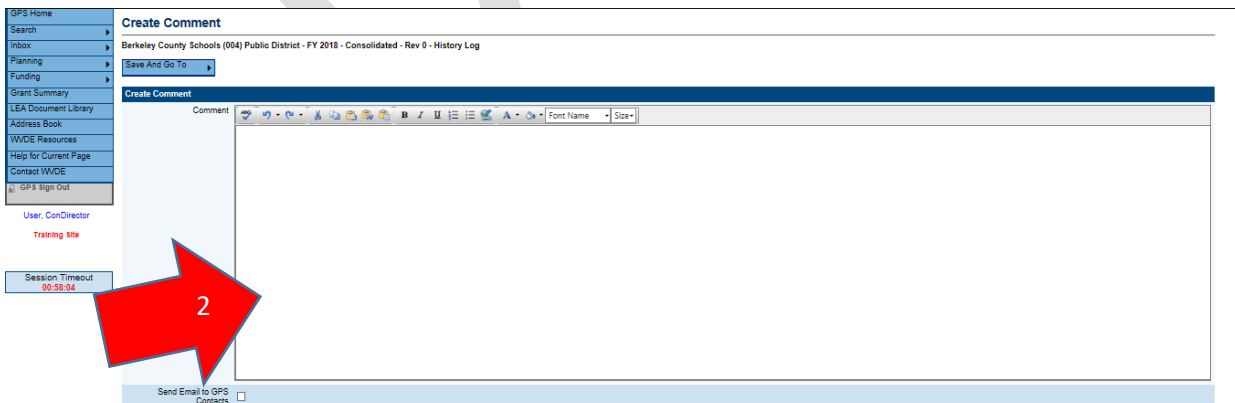
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1. History Log displays the history of comments and status changes within GPS.
2. S/C – Status changes are represented with the S and comments are represented by the C
3. Date – Displays the date that the status change or comment was entered.
4. User – Displays the user who made the status change or created the comment.

Date	User	Status (S)/Comment (C)	S/C
4/25/2017 2:04:10 PM	ConUpdate User	Test comment 2	C
4/25/2017 2:03:53 PM	ConUpdate User	Test comment	C
4/24/2017 1:49:12 PM	GMS Administrator	Status changed to 'Draft Started'.	S
4/24/2017 1:08:07 PM	GMS Administrator	Status changed to 'Not Started'.	S

## *Create Comment*

1. This is the screen where you can create comments that will be seen by all users that have access to the LEA / School Strategic Plan.
2. Enter comments directly into the rich text box, or copy and paste from a Word document into the text box.



3. Checking the Send Email to GPS Contacts Checkbox opens the available contact group area.

- a. *Note: If you check this box you will be required to enter a comment in order to leave the page. Deselect the box if you wish to not leave a comment.*
- b. The user is able to select and add contacts from multiple contact fields.
- c. Click the add button after selecting the appropriate contacts.
  - i. *Note: you can select multiple contacts in the same field by holding down the ctrl button.*
- d. The recipient summary displays all of the contacts you have successfully added to receive the comment.
- e. If you have incorrectly selected a contact you can remove them by clicking the trash can icon.

Send Email to GPS Contacts

**Available Contact Groups**

LEA Contacts By Funding Application: Consolidated | Title I Part A Contact | Add

LEA Contacts By Role: LEA Consolidated Director | Add

Other LEA Contacts: Planning Tool Contact | Add

WVDE Contacts: WVDE Grant Management Contact | Add

WVDE Miscellaneous Contacts: ConDirector User | Add

Additional Recipients: | Add

**Recipient Summary**

Contact Group(s) Selected

☒ Title I Part A Contact

☒ LEA Consolidated Update

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# Monitoring Status / Progress Notes

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Once an LEA / School Plan has been approved the next status for the LEA / School to move the Strategic Plan to is LEA / School Strategic Plan Monitoring. Under this status the Strategic Plan is opened back up for any updates that need to be made along with the addition of any progress notes.

## 1. Creating a Progress Note

a. Click the “+” icon next to the following:

- i. Goal
- ii. Performance Measure
- iii. Strategy
- iv. Action Step

1. The Progress note is created at the Action Step Level in the Strategic Plan

b. Click Add Progress Note across from the Action Step Name

*i. Note: If you do not see Add Progress Note double check that your Strategic Plan is in Monitoring Status.*

c. Once the Progress Note Screen is opened, select one of the following Progress Status:

- i. Not Started
- ii. In Progress
- iii. Complete

d. Enter in the Progress Note

e. Click Save

**Create Progress Note**

Action Step Title: Digital Tools

Progress Status: **Not Started**  
In Progress  
Complete

Progress Note:

Check Spelling

0 of 2000 characters

Save Cancel

*i. Note: Once a progress note has been entered and saved no edits can be made and it cannot be deleted.*

f. Once the progress note has been saved it will display under the Action Step.

DRAFT