



**Foundation :** The goals of the Laying the Foundation Stage are to: (a) establish and monitor essential components for the work of transformation; (b) assess and describe the current reality of the school; and (c) and describe the school's vision, including what full implementation of the SWIFT Domains and Feature would look like in the local context. In this start-up Technical Assistance (TA) with the SWIFT Center, schools determine the goodness of fit between SWIFT Features and their vision.

**Date :**

**State, District & School :**

Team Development & Communication Structures			
Foundation Component	In Place (2)	Initiated or Partially In Place (1)	Not Yet In Place (0)
<p><b>Team Membership &amp; Capacities</b></p>	<p><b>We:</b></p> <ul style="list-style-type: none"> <li>·developed a clear, documented purpose for the School Transformation Team's work</li> <li>·considered team roles, characteristics, and expertise to inform membership of the Team; and</li> <li>· documented a membership list.</li> </ul> <p><b>We</b> did what was needed in order to establish this team or repurpose/expand a current team to serve as a School Transformation Team.</p> <p><b>We</b> agree that we have the availability for the various meetings and workload.</p> <p><b>We</b> agree that we have the knowledge and skills, or a plan to acquire the knowledge and skills, to fulfill the team's purpose.</p>	<p>We finalized at least two components but not all four.</p>	<p>We finalized fewer than two components.</p>



Team Development & Communication Structures			
Foundation Component	In Place (2)	Initiated or Partially In Place (1)	Not Yet In Place (0)
<b>Team Functioning &amp; Operations</b>	<p>Our team documented meeting norms and a process for monitoring team functioning.</p> <p>Our team documented roles/responsibilities.</p> <p>Our team documented our scope of decision-making authority and guidelines for how we will make decisions (e.g. consensus will be used for decision related to a schoolwide program; majority vote will be used for logistics; tools will be used to make explicit decisions).</p>	We finalized at least two components but not all four.	We finalized fewer than two components.
<b>Team Meetings &amp; Collaboration</b>	<p>We created and disseminated a meeting schedule for School and District Teams.</p> <p>We created a document describing the agreements for communication within the School Team.</p> <p>We created a document describing the agreements for sharing data and feedback on implementation, collaboration, and decision making across School and District Implementation Teams.</p>	We finalized at least two components but not all three.	We finalized fewer than two components.
<b>Communication Structures &amp; Strategies for Stakeholders</b>	<p>Communication Structures &amp; Strategies for Stakeholders</p> <p>We have documentation identifying when and how we will communicate about our transformation efforts with various stakeholders. This documentation includes communication and engagement with:</p> <ul style="list-style-type: none"> <li>• school board</li> <li>• district administrators and staff</li> <li>• all faculty/staff—including those who work part-time, are contracted through other agencies, do not (yet) attend staff meetings, etc.</li> <li>• families and family groups</li> <li>• community partners</li> </ul>	We have initiated but not finalized this component.	We have not initiated this component.



## Current Reality

Foundation Component	In Place (2)	Initiated or Partially In Place (1)	Not Yet In Place (0)
<b>Resource Map &amp; Data Profile</b>	We understand our current resources and data and have completed the Resource Map and School Data Profile.	We have initiated but not finalized this component.	We have not initiated this component.
<b>Initiatives Inventory</b>	We have inventoried our current initiatives and understand how they align with the SWIFT Features.	We have initiated but not finalized this component.	We have not initiated this component.
<b>Master Schedule</b>	We understand the importance of the current Master Schedule and how it informs schoolwide transformation. We have compared and contrasted the Sample Master Schedule with our current Master Schedule.	We have initiated but not finalized this component.	We have not initiated this component.
<b>Tiered Intervention Matrix</b>	<p>We understand our current curriculum and instruction and intervention practices by:</p> <ul style="list-style-type: none"> <li>· reviewing and discussing the Sample Tiered Intervention Matrix in relation to our current practices; and</li> <li>· completing the Tiered Intervention Matrix based on our current practices.</li> </ul>	We have initiated but not finalized this component.	We have not initiated this component.
<b>SWIFT-FIA Baseline Administration</b>	We understand our current level of implementation of the SWIFT Domains and Features and have completed a baseline SWIFT-FIA.	We have initiated but not finalized this component.	We have not initiated this component.
<b>SWIFT-FIT Baseline Administration</b>	<p>We understand our current level of implementation of the SWIFT Domains and Features through an external evaluation by:</p> <ul style="list-style-type: none"> <li>· providing the SWIFT-FIT assessor evidence for FIT administration; and</li> <li>· completing a baseline SWIFT-FIT assessment.</li> </ul>	We have initiated but not finalized this component.	We have not initiated this component.



Develop Shared Understanding			
Foundation Component	In Place (2)	Initiated or Partially In Place (1)	Not Yet In Place (0)
<b>School Leadership Team Understanding SWIFT Domains &amp; Features</b>	<p>We learned about SWIFT Domains and Features on the SWIFT Field Guide, by engaging with such materials as:</p> <ul style="list-style-type: none"> <li>· SWIFT-in-60 videos</li> <li>· Discussion Guides</li> <li>· “Introduction” presentations</li> </ul> <p>We can describe, in everyday language, how the Domains and Features relate to and integrate with each other.</p>	<p>We have initiated but not finalized this component.</p>	<p>We have not initiated this component.</p>
<b>School Leadership Team Understanding TA Practices (Implementation Science)</b>	<p>We learned about SWIFT TA Practices in the SWIFT TA Playbook by engaging with such activities as:</p> <ul style="list-style-type: none"> <li>· viewing each SWIFT TA-in-60 video</li> <li>· reading the Practice Briefs</li> <li>· reading and discussing the “Differentiated TA for Sustainable Transformation” Brief</li> </ul>	<p>We have initiated but not finalized this component.</p>	<p>We have not initiated this component.</p>
<b>Stakeholder Understanding SWIFT Domains &amp; Features and TA Practices</b>	<p>All stakeholders (staff, families, school board, etc.) have a general understanding of SWIFT and the Domains and Features.</p>	<p>We have initiated but not finalized this component.</p>	<p>We have not initiated this component.</p>
<b>Understanding Strengths</b>	<p>All components under Current Reality are “in place”.</p> <p>We identified and documented strengths in our School Data Snapshot.</p> <p>We understand how leveraging our strengths will enhance our transformation efforts.</p> <p>We are committed to utilizing a strengths- based approach to school transformation.</p>	<p>We have initiated but not finalized this component.</p>	<p>We have not initiated this component.</p>



Develop Shared Understanding			
Foundation Component	In Place (2)	Initiated or Partially In Place (1)	Not Yet In Place (0)
<b>Articulate a Future Vision</b>	<p>We created and documented statements that describe the vision of our ideal school. These statements capture full implementation of SWIFT Features in our local context.</p> <p>We used a process for creating statements describing our vision that:</p> <ul style="list-style-type: none"> <li>· fostered local authorship and ownership; and</li> <li>· encouraged partnership with key stakeholders (e.g., family and community partners).</li> </ul>	We have initiated but not finalized this component.	We have not initiated this component.
<b>Align Vision and SWIFT Framework</b>	<p><b>We documented:</b></p> <ul style="list-style-type: none"> <li>· a map showing how our descriptive statements align with SWIFT Features; and</li> <li>· a rationale for proceeding with implementation, including how using SWIFT Framework and Tools will help us achieve our vision.</li> </ul>	We have initiated but not finalized this component.	We have not initiated this component.
<b>Promote Information with Stakeholders</b>	<p>We promoted our “alignment” summary and our descriptive statements with internal and external stakeholders.</p> <p>We provided opportunities for internal and external stakeholders to learn about the implementation process and contribute their thoughts. (See Communication Plan)</p>	We have initiated but not finalized this component.	We have not initiated this component.
<b>Commitment to Proceed with Implementation</b>	<p>We documented the parameters for a vote to adopt our descriptive statements (e.g., who gets to vote vs. give input).’</p> <p>We conducted our adoption vote via a SWIFT Center survey.</p> <p>We passed our adoption vote with 80% or higher agreement.</p> <p>We developed a plan for continuously promoting, monitoring, and revising our statements.</p>	We have initiated but not finalized this component.	We have not initiated this component.