

## Monitoring & Revising Plans in NCStar

- Schools are encouraged to try and meet set target dates for both actions (tasks) and objectives.
- Schools monitor the actions (tasks) and objectives in the Monitor Stage of the Success Cycle.
- A recurring action (task) should have the date set for the end of the year when it is created. The School Improvement Team (SIT) should be monitoring the action (task) until it is an embedded process, system or structure at the school. In other words, recurring actions (tasks) should not be marked as “completed” until the SIT feels comfortable that it is now a systemic practice that will continue to occur successfully without the need for supervision.
- IF an action (task) or objective will not be completed by the target date, the school may edit the date in the Create Stage of the Success Cycle.
- IF an action (task) was marked as completed then the school has 2 options:
  - If it was marked completed by mistake, then the school can reset the action (task) by clearing the completed date in the Monitor Stage
  - If the action (task) needs to happen again the following school year, then the school rewrites the action (task) with a new date. In other words, add an action (task) in the Create Stage.
- Remember that once all actions (tasks) are completed the school will be asked to choose whether the objective is completed (provide evidence) or the objective requires more actions (tasks).
  - If the objective was marked completed by mistake or you simply would like to open the objective again, then you can reset the objective by adding a new action step (task)
- When the team meets during the summer or before school begins, the team should be sure to do the following:
  - Revisit the Plan and see if any updates need to be made to current objectives/actions (tasks) in the Success Cycle.
  - Review actions (tasks) that were marked completed and see if some will be repeated.
  - If desired, choose additional indicators in Set Direction to include in Plan.
- NCStar does have a rollover/reset date for any met/completed objective or fully implemented indicator. This means that the indicator will completely reset and be ready to be “re-assessed” 2 years after being marked full or completed. An “Indicator History” button will appear that will show you all actions (tasks) that were archived in the past for that objective, so that you may borrow ideas from previous work.