

# The School BPIE Assessment Process At-a-Glance – for School Administrators

## BEFORE the BPIE Team Meeting

### STEP ONE: Read School BPIE Information Provided

1. Read materials provided by the district ESE office regarding School BPIE.
2. Review the information to log in and access your school's individual online BPIE account using your MSID. **Note: Please do not disseminate your online BPIE account username or password.**

### STEP TWO: Identify, Schedule and Invite the BPIE Assessment Team

3. Identify your school's BPIE team members.
4. With your FIN facilitator or FIN-trained leader, schedule a date, time and location for the BPIE team meeting(s).
5. Send an invitation to the team; include a downloaded attachment or the link to download and read the "School BPIE Assessment" and "BPIE Team Directions" documents.

### STEP THREE: Prepare for the BPIE Team Meeting

6. Gather and analyze data to support indicator ratings.
7. Ask team members review the BPIE Assessment indicators/examples (PDF file) and complete the "School BPIE Assessment."
8. Prepare all materials (print and electronic) for the BPIE team meeting.

## DURING the BPIE Team Meeting

### STEP FOUR: Participate in the BPIE Team Meeting and Indicator Ratings Process

9. Access the school's online BPIE account with the administrative username and password provided.
10. Participate in the structured team process for completing and rating all indicators, including entry of data sources and comments in the online assessment.

### STEP FIVE: Prioritize BPIE Indicators for Planning Short and Long-Term Improvement Efforts

11. Participate in the team discussion to prioritize indicators for planning improvement efforts.
12. Participate in selecting a minimum of one school priority indicators in the online BPIE assessment.
13. Email your final BPIE assessment results to your district ESE administrator, yourself, and other designated staff.

## AFTER the BPIE Team Meeting

### STEP SIX: Coordinate and Schedule the Planning Process

14. Identify team members to participate in planning improvement efforts, based on the priority indicators chosen.
15. Coordinate, schedule, and conduct a meeting to plan short and long-term efforts using SMART goals and action steps to address priority indicators.
16. Contact FIN for services and supports.