



Colorado's Unified Improvement Plan for Schools for 2012-13

Organization Code: 0880 District Name: DENVER COUNTY 1 School Code: 2880 School Name: FAIRVIEW ELEMENTARY SCHOOL SPF Year: 2012 Accountable by: 1 Year

Section I: Summary Information about the School

Directions: This section summarizes your school's performance on the federal and state accountability measures in 2011-12. In the table below, CDE has pre-populated the school's data in blue text. This data shows the school's performance in meeting minimum federal and state accountability expectations as shared through the School Performance Framework (SPF) data. This summary should accompany your improvement plan.

Student Performance Measures for State and Federal Accountability

Performance Indicators	Measures/ Metrics	2011-12 Federal and State Expectations		2011-12 School Results		Results	Meets Expectations?		
			Elem	MS	HS	Elem	MS	HS	
Academic	TCAP/CSAP, CoAlt/CSAPA, Lectura, Escritura	R	71.65%	-	-	38.27%	ı	1	Overall Rating for
Achievement	Description: % P+A in reading, writing, math and science	М	70.89%	-	-	33.75%	-	-	Academic Achievement: Does Not Meet
(Status)	Expectation: %P+A is at or above the 50 th percentile by using 1-year or 3-years of data	W	53.52%	-	-	24.69%	-	-	* Consult your School Performance Framework for the ratings for each
	by using 1-year or 3-years or data	S	47.53%	-	-	37.5%	-	-	content area at each level.
			Medi	an Adequate	SGP		Median SGF)	
Academic Growth	Median Student Growth Percentile Description: Growth in TCAP/CSAP for reading, writing and math and growth in CELApro for English language proficiency		Elem	MS	HS	Elem	MS	HS	Overall Rating for Academic Growth:
		R	54	-	-	63	-	-	Meets
	Expectation: If district met adequate growth: then	М	75	-	-	61	-	-	* Consult your School Performance
	median SGP is at or above 45. If district did not meet adequate growth: then median	W	68	-	-	65	-	-	Framework for the ratings for each content area at each level.
	SGP is at or above 55.	ELP	32	-	-	50	-	-	content area at each level.





Student Performance Measures for State and Federal Accountability (cont.)

Performance Indicators	Measures/ Metrics	2011-12 Federal and State Expectations	2011-12 School Results	Meets Exp	ectations?
Academic Growth Gaps	Median Student Growth Percentile Description: Growth for reading, writing and math by disaggregated groups. Expectation: If disaggregated groups met adequate growth, median SGP is at or above 45. If disaggregated groups did not meet adequate growth, median SGP is at or above 55.	See your school's performance frameworks for listing of median adequate growth expectations for your district's disaggregated groups, including free/reduced lunch eligible, minority students, students with disabilities, English Language Learners and students below proficient.	See your school's performance frameworks for listing of median growth by each disaggregated group.	* Consult your School I Framework for the ratir disaggregated group a at each level.	Performance
	Graduation Rate Expectation: at 80% or above on the most recent At 80% or above		Best of 4-year through 7- year Grad Rate	_	
	4-year, 5-year, 6-year or 7-year graduation rate.	710 00 70 OI above	- using a - year grad rate		
Post Secondary/ Workforce	Disaggregated Graduation Rate Expectation: at 80% or above on the disaggregated group's most recent 4-year, 5-year, 6-year or 7-year graduation rate.	At 80% or above for each disaggregated group	See your school's performance frameworks for listing of 4-year, 5-year, 6-year and 7-year graduation rates for disaggregated groups, including free/reduced lunch eligible, minority students, students with disabilities, and English Language Learners.	-	Overall Rating for Post Secondary Readiness:
Readiness	Dropout Rate Expectation: At or below State average overall.	-	-	-	reauliless: -
	Mean ACT Composite Score Expectation: At or above State average	-	-	-	





Accountability Status and Requirements for Improvement Plan

Program	Identification Process Ide	ntification for School	Directions for Completing Improvement Plan				
State Accountability	State Accountability						
Preliminary Recommended Plan Type	Plan assigned based on school's overall school performance framework score (achievement, growth, growth gaps, postsecondary and workforce readiness)		Based on preliminary results, the school meets or exceeds state expectations for attainment on the performance indicators and is required to adopt and implement a Performance Plan. The plan must be submitted to CDE by April 15, 2013 to be uploaded on SchoolView.org, unless other programs require an earlier submission. Refer to the UIP website for more detailed directions on plan submission, as well as the UIP Handbook to ensure that all required elements are captured in the school's plan at: http://www.cde.state.co.us/uip/UIP_TrainingAndSupport_Resources.asp. Once the plan type for the school has been finalized, this report will be re-populated in December 2012.				
ESEA and Grant Accountab	ility						
Title I Formula Grant	Program's resources are allocated based upon the poverty rates of students enrolled in schools and districts and are designed to help ensure that all children meet challenging state academic standards.	Title I Schoolwide	In addition to the general requirements, all schools operating a Title I Schoolwide program must complete the Schoolwide addendum. Schools identified under another program (e.g., state accountability) will need to submit a plan for review by CDE by January 15, 2013. All other Title I schools will submit their plan to CDE for posting on SchoolView.org by April 15, 2013. CDE may require a review of the school's UIP during a monitoring site visit or during a desk review.				
Title I Focus School	Title I school with a (1) low graduation rate (regardless of plan type), and/or (2) Turnaround or Priority Improvement plan type with either (or both) (a) low-achieving disaggregated student groups (i.e., minority, ELL, IEP and FRL) or (b) low disaggregated graduation rate. This is a three-year designation.	Not identified as a Title I Focus School	This school has not been identified as a Title I Focus school and does not need to meet the additional requirements.				
Tiered Intervention Grant (TIG)	Competitive grant (1003g) for schools identified as 5% of lowest performing Title I or Title I eligible schools to implement one of four reform models as defined by the USDE.	Not a TIG Awardee	This school does not receive a TIG grant and does not need to meet those additional requirements.				
Improvement Support Partnership (ISP) or Title I School Improvement Grant	Competitive Title I grant to support school improvement through a diagnostic review (i.e., facilitated data analysis, SST) or an implementation focus (i.e., Best First Instruction, Leadership, Climate and Culture).	Not a Title I School Improvement Grant Awardee	This school does not receive a School Improvement grant and does not need to meet those additional requirements.				





Section II: Improvement Plan Information
Directions: This section should be completed by the school or district.

Additional Information about the School

Comprehensive Review and Selected Grant History				
Related Grant Awards	Has the school received a grant that supports the school's improvement efforts? When was the grant awarded?	SIG Grant, awarded 2010		
School Support Team or Expedited Review	Has (or will) the school participated in an SST review or Expedited Review? When?	No		
External Evaluator	Has the school partnered with an external evaluator to provide comprehensive evaluation? Indicate the year and the name of the provider/tool used.	No		

Improvement Plan Information The school is submitting this in

ne scnool is submitting this imp	rovement plan to satisfy requirements for (check all that apply):	
X State Accountability	X Title IA (Targeted Assistance or Schoolwide) X Title I Focus School	☐ Tiered Intervention Grant (TIG)
☐ Implementation Suppo	rt Partnership Grant (ISP) or Title I School Improvement Grant	Other:

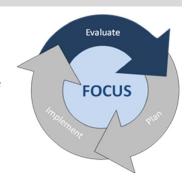
	School Contact Information (Addit	ional contacts may be added, if needed)
1	Name and Title	Norma Giron
	Email	Norma_giron@dpsk12.org
	Phone	720-424-7540
	Mailing Address	2715 West 11th, Denver CO 80203
2	Name and Title	
	Email	
	Phone	
	Mailing Address	





Section III: Narrative on Data Analysis and Root Cause Identification

This section corresponds with the "evaluate" portion of the continuous improvement cycle. The main outcome is to construct a narrative that describes the process and results of the analysis of the data for your school. The analysis should justify the performance targets and actions proposed in section IV. Two worksheets have been provided to help organize your data analysis for your narrative. This analysis section includes: identifying where the school did not at least meet minimum state and federal accountability expectations, describing progress toward targets for the prior school year, describing what performance data were used in the analysis of trends, identifying trends and priority performance challenges (negative trends), describing how performance challenges were prioritized, identifying the root causes of performance challenges, describing how the root causes were identified and verified and what data were used, and describing stakeholder involvement in the analysis. Additional guidance on how to engage in the data analysis process is provided in Unified Improvement Planning Handbook.



Worksheet #1: Progress Monitoring of Prior Year's Performance Targets

Directions: This chart supports analysis of progress made towards performance targets set for the 2011-12 school year (last year's plan). While this worksheet should be included in your UIP, *the main intent is to record your school's reflections to help build your data narrative.*

Performance Indicators	Targets for 2011-12 school year (Targets set in last year's plan)	Performance in 2011-12? Was the target met? How close was school in meeting the target?	Brief reflection on why previous targets were met or not met.
Academic Achievement (Status)	Reading 45% Writing 27% Math 42% Science 16%	Actual Reading - 40% Not Met (5% below target) Actual Writing 22% - Not Met (5% below target) Actual Math 34% - Not Met (8% below target) Actual Science 32% - Met (16% above target)	The school did not have a systematic way providing interventions for ALL students in Literacy and Math, preventing many students from moving into proficient and advanced. The school implemented consistent science instruction using TRACKS curriculum application with used to the school implemented consistent science instruction.
Academic Growth	Reading Increase growth from 32.5 to 54 Writing Increase growth from 35.5 to 68 Math increase growth from 39 to 75	Actual Reading – 63 Met (9 pts above target) Actual Writing – 65 Not Met (3 pts below target) Actual Math – 61 Not Met (14 pts below target)	using TRACKS curriculum, supplemented with weekly co-teaching by a partner from Anschutz. The school had a focus in the content area of Writing. Coaching support was provided in every classroom during implementation period.
Academic Growth Gaps	Increase MGP in Writing for Non ELL students from 25 to 36	Actual Non ELL Writing MGP – 60 Met (24 pts above target)	





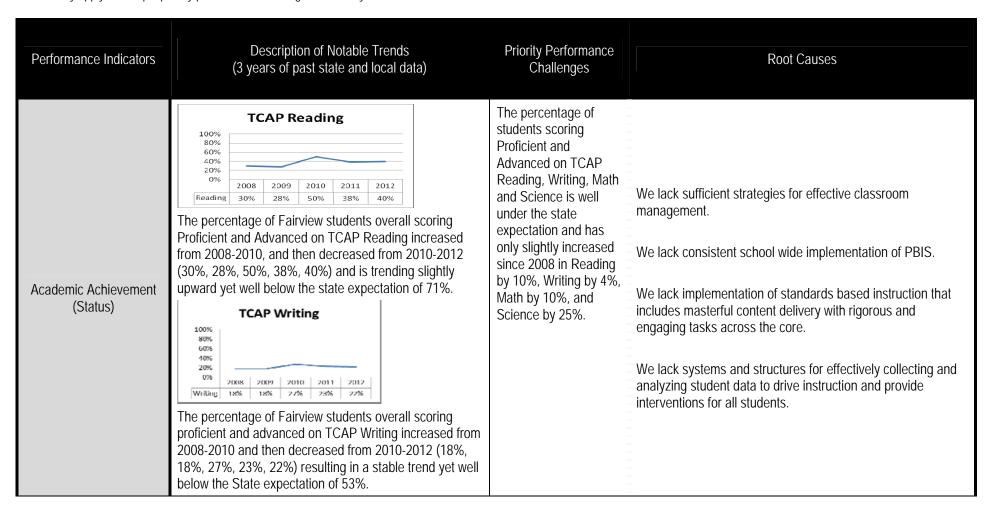
Performance Indicators	Targets for 2011-12 school year (Targets set in last year's plan)	Performance in 2011-12? Was the target met? How close was school in meeting the target?	Brief reflection on why previous targets were met or not met.
Post Secondary Readiness			





Worksheet #2: Data Analysis

Directions: This chart supports planning teams in recording and organizing observations about school-level data in preparation for writing the required data narrative. Planning teams should describe positive and negative trends for all of the four performance indicators using at least three years of data and then prioritize the performance challenges (based on notable trends) that the school will focus its efforts on improving. The root cause analysis and improvement planning efforts in the remainder of the plan should be aimed at addressing the identified priority performance challenges is recommended (no more than 3-5); a performance challenge may apply to multiple performance indicators. At a minimum, priority performance challenges must be identified in any of the four performance indicator areas where minimum state and federal expectations were not met for accountability purposes. Furthermore, schools are encouraged to consider observations recorded in the "last year's targets" worksheet. Finally, provide a brief description of the root cause analysis for any priority performance challenges. You may add rows, as needed.







Performance Indicators	Description of Notable Trends (3 years of past state and local data)	Priority Performance Challenges	Root Causes
	TCAP Math 100% 14176 100% 14176 100% 14176 100% 14176 100% 14176 100% 14176 100% 14176 100% 14176 100% 14176 100% 14176 100% 14176 100% 14176 100% 14176 14		





Performance Indicators	Description of Notable Trends (3 years of past state and local data)	Priority Performance Challenges	Root Causes
Academic Growth	TCAP Reading MGP SO 2000 2010 2011 2011 2011 The MGP for students at Fairview overall in TCAP Reading has increased from 2008-2012 (39, 59.5, 69, 32.5, 63) resulting in an upward trend and is above the State expectation of 54. TCAP Math MGP 10 10 10 10 10 TCAP Math MGP 10 10 10 10 TCAP Math MGP 10 10 10 10 TCAP Math MGP 10 10 10 10 TCAP Writing in a decreasing trend and is below the State expectation of 75. TCAP Writing MGP 10 10 10 10 TCAP Writing MGP 10 10 10 10 10 10 TCAP Writing MGP 10 10 10 10 10 10 TCAP Writing MGP 10 10 10 10 10 10 10 TCAP Writing MGP 10 10 10 10 10 10 10 1	The MGP for students at Fairview in TCAP Math has increased only 3 pts over the past five years from 58 to 61 while Writing has increased only 4 pts from 61 to 65. We lack sustainability and stability in growth across all content areas and sub groups.	We lack sufficient strategies for effective classroom management. We lack consistent school wide implementation of PBIS. We lack implementation of standards based instruction that includes masterful content delivery with rigorous and engaging tasks across the core. We lack systems and structures for effectively collecting and analyzing student data to drive instruction and provide interventions for all students.





Performance Indicators	Description of Notable Trends (3 years of past state and local data) Writing has slightly increased from 2008-2012 (61, 49, 61, 35.5, 65) resulting in a slightly upward trend but is below the State expectation of 68.	Priority Performance Challenges	Root Causes
Academic Growth Gaps	TCAP Writing MGP 10	Our Non ELL students were the subgroup that has seen the least amount of growth from 2008-2012. They have declined during that period in Writing from 61 to 60 pts and in Math from 57 to 41 pts. Non ELL students have increased their Reading MGP from 2008-2012 but only by 12 pts and are significantly below the MGP of their ELL counterparts who have increased from 45 to 75.5 pts.	We lack sufficient systems and structures to support ALL students with quality core instruction and interventions in Literacy and Language. We lack sufficient strategies for effective classroom management. We lack consistent school wide implementation of PBIS. We lack implementation of standards based instruction that includes masterful content delivery with rigorous and engaging tasks across the core. We lack systems and structures for effectively collecting and analyzing student data to drive instruction and provide interventions for all students.





Performance Indicators	Description of Notable Trends (3 years of past state and local data)	Priority Performance Challenges	Root Causes
Post Secondary &			
Workforce Readiness			





Data Narrative for School

Directions: Building on the data organized in Worksheet #1 and Worksheet #2, describe the process and results of the data analysis for the school, including review of prior years' targets, trends, priority performance challenges and root cause analysis. The narrative should address each aspect of the descriptions below. The narrative should not take more than five pages.

Data Narrative for School

Description of School Setting and Process for Data Analysis: Provide a very brief description of the school to set the context for readers (e.g., demographics). Include the general process for developing the UIP and participants (e.g., SAC).	Review Current Performance: Review the SPF and document any areas where the school did not meet state/ federal expectations. Consider the previous year's progress toward the school's targets. Identify the overall magnitude of the school's performance challenges.	Trend Analysis: Provide a description of the trend analysis that includes at least three years of data (state and local data). Trend statements should be provided in the four indicator areas and by disaggregated groups. Trend statements should include the direction of the trend and a comparison to state expectations or trends to indicate why the trend is notable.	Priority Performance Challenges: Identify notable trends (or a combination of trends) that are the highest priority to address (priority performance challenges). No more than 3-4 are recommended. Provide a rationale for why these challenges have been selected and takes into consideration the magnitude of the school's over-all performance challenges.	Root Cause Analysis Identify at least one root cause for every priority performance challenge. Root causes should address adult actions, be under the control of the school, and address the priority performance challenge(s). Provide evidence that the root cause was verified through the use of additional data.				
used item analysis data fro knowledge of basic facts.								





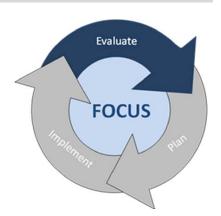
Section IV: Action Plan(s)

This section addresses the "plan" portion of the continuous improvement cycle. First, you will identify your annual performance targets and the interim measures. This will be documented in the required School Target Setting Form below. Then you will move into action planning, which should be captured in the Action Planning Form.

School Target Setting Form

Directions: Complete the worksheet below. While schools may set targets for all performance indicators, at a minimum, they must set targets for those priority performance challenges identified in Section III (e.g., by disaggregated student groups, grade levels, subject areas).

Schools are expected to set their own annual targets for academic achievement, academic growth, academic growth gaps and postsecondary and workforce readiness. At a minimum, schools should set targets for each of the performance indicators where state expectations are not met – in each area where a priority performance challenge was identified; targets should also be connected to prioritized performance challenges. Consider last year's targets (see Worksheet #1) and whether adjustments need to be made. For each annual performance target, identify interim measures that will be used to monitor progress toward the annual targets at least quarterly during the school year.







School Target Setting Form

School Target	Setting Form			Appual Darfa	rmanco Targote	Intorim Magguros for	
Performance Indicators	MAAGIIIAGI MAIIIAG		Priority Performance Challenges	2012-13	rmance Targets 2013-14	Interim Measures for 2012-13	Major Improvement Strategy
		R	The percentage of students scoring Proficient and Advanced on TCAP Reading, Writing, Math and Science is well	Reading 43%	Reading 50%	STAR Interim Benchmarks Data Teams/SMART goals	We will design and implement systems and structures for teachers to collaborate in analyzing student data to determine
		М	and Science is well under the state				next steps using a consistent and systematic
		W	expectation and has				Data Driven Decision
Academic Achievement (Status)	TCAP/CSAP, CoAlt/CSAPA , Lectura, Escritura	S	only slightly increased since 2008 in Reading by 10%, Writing by 4%, Math by 10%, and Science by 25%.				Making for Results process. We will provide teacher development and support in standards based instruction that includes masterful content delivery, rigorous, and engaging tasks across the core. We will improve the implementation of positive behavior intervention and supports, and provide professional development and support for teachers in effective classroom management.





Academic Growth	Median Student Growth Percentile (TCAP/CSAP & CELApro)	R M	The MGP for students at Fairview in TCAP Math has increased only 3 pts over the past five years from 58 to 61 while Writing has increased only 4 pts from 61 to 65. We lack sustainability and stability in growth across all content areas and sub groups.		We will design and implement systems and structures for teachers to collaborate in analyzing student data to determine next steps using a consistent and systematic Data Driven Decision Making for Results process. We will provide teacher development and support in standards based instruction that includes masterful content delivery, rigorous, and engaging tasks across the core. We will improve the implementation of positive behavior intervention and supports, and provide professional development and support for teachers in effective classroom management.





		ELP			
		R M	Our Non ELL students were the subgroup that		We will design and implement systems and structures for teachers to
Academic Growth Gaps	Median Student Growth Percentile	W	has seen the least amount of growth from 2008-2012. They have declined during that period in Writing from 61 to 60 pts and in Math from 57 to 41 pts. Non ELL students have increased their Reading MGP from 2008-2012 but only by 12 pts and are significantly below the MGP of their ELL counterparts who have increased from 45 to 75.5 pts.		structures for teachers to collaborate in analyzing student data to determine next steps using a consistent and systematic Data Driven Decision Making for Results process. We will provide teacher development and support in standards based instruction that includes masterful content delivery, rigorous, and engaging tasks across the core. We will improve the implementation of positive behavior intervention and supports, and provide professional development and support for teachers in effective classroom management.
Post	Graduation Rate	e			





Secondary & Workforce Readiness	Disaggregated Grad Rate			
	Dropout Rate			
	Mean ACT			





Action Planning Form for 2012-13 and 2013-14

Directions: Identify the major improvement strategy(s) for 2012-13 and 2013-14 that will address the root causes determined in Section III. For each major improvement strategy, identify the root cause(s) that the action steps will help to dissolve. Then, indicate which accountability provision or grant opportunity it will address. In the chart below, provide details about key action steps necessary to implement the major improvement strategy. Details should include the action steps that will be taken to implement the major improvement strategy, a general timeline, resources that will be used to implement the actions, and implementation benchmarks. Add rows in the chart, as needed. While space has been provided for three major improvement strategies, the school may add other major strategies, as needed.

Major Improvement Strategy #1: We will design and implement systems and structures for teachers to collaborate in analyzing student data to determine next steps using a consistent and systematic Data Driven Decision Making for Results process.

Root Cause(s) Addressed: We lack systems and st	ructures for effectively collecting and analyzing student data to drive ins	struction and provide interventions for all students.
☐ School Plan under State Accountability	Addressed by this Major Improvement Strategy (check all that apply): Title I Schoolwide or Targeted Assistance plan requirements or a Tiered Intervention Grant (TIG) Improvement Support Partners	☐ Title I Focus School Plan requirements ship (ISP) or School Improvement Grant

Description of Action Steps to Implement the Major Improvement Strategy	Timeline (2012-13 and 2013-2014)	Key Personnel*	Resources (Amount and Source: federal, state, and/or local)	Implementation Benchmarks	Status of Action Step* (e.g., completed, in progress, not begun)
Provide training and guidance around the Six Step Data Teams Process for facilitator, Amy Whited	November 2012	Norma Giron Dana Gaertner SIP	None	Ongoing support from SIP for five sessions.	In progress
Implement a Data Teams structure that supports collection of data, analysis, differentiation, instructional strategies, and progress monitoring, in a clear and systematic way.	2012-2013	Dana Gaertner Amy Whited- Facilitator, Norma Giron	None	Math Interim data to drive data team cycle starting December 20th	Not begun
Monitor use of instructional strategies and monitor Data Team process	2012-2013	Norma Giron, Dana Gaertner, Chris Black, Amy Whitehead	None	Monitor strategies using attached template (See section V) once per data team cycle.	Not begun

^{*} Note: These two columns are not required to meet state or federal accountability requirements, although completion is recommended. "Status of Action Step" may be required for certain grants (e.g., Tiered Intervention Grant).





Major Improvement Strategy #2: We will provide teacher development and support in standards based instruction that includes masterful content delivery, rigorous, and engaging tasks across the core.

Root Cause(s) Addressed:

We lack implementation of standards based instruction that includes masterful content delivery with rigorous and engaging tasks across the core.

'	, , , , , , , , , , , , , , , , , , , ,	
Accountability Provisions or Grant Opportunities	Addressed by this Major Improvement Strategy (check all that apply):	
☐ School Plan under State Accountability	☐ Title I Schoolwide or Targeted Assistance Plan requirements	☐ Title I Focus School Plan requirements
☐ Application for	or a Tiered Intervention Grant (TIG) $\;\;\square$ Improvement Support Partner	ship (ISP) or School Improvement Grant

Description of Action Steps to Implement the Major Improvement Strategy	Timeline (2012-13 and 2013-2014)	Key Personnel*	Resources (Amount and Source: federal, state, and/or local)	Implementation Benchmarks	Status of Action Step* (e.g., completed, in progress, not begun)
We will focus professional development on using Content and Language objectives that align with the CCSS and include rigorous and engaging tasks	2012-2013	Norma Giron, Amy Whitehead, Chris Black, Dana Gaertner, TEC	None	80% implementation during walkthroughs	Not begun
Unpack CCSS to identify alignment to the curriculum and collaborate on supplemental materials which will strengthen the connection to the common core.	January 4 th , 2013	Norma Giron, Carol Carpenter TEC	None	Upcoming EDM unit planned and aligned to the CCSS by grade level teams- Mid January	Not begun





Major Improvement Strategy #3: We will improve the implementation of positive behavior intervention and supports, and provide professional development and support for teachers in effective classroom management.

Root Cause(s) Addressed: We lack sufficient strategies for effective classroom management. We lack consistent school wide implementation of PBIS.

Accountability Provisions or Grant Opportunities School Plan under State Accountability Application for	☐ Title I School	olwide or Targeted Assist	03	Title I Focus School Plan re SP) or School Improvement (•
Description of Action Steps to Implement the Major Improvement Strategy	Timeline (2012-13 and	Key Personnel*	Resources (Amount and Source: federal, state,	Implementation Benchmarks	Status of Action Step* (e.g., completed in progress, not begun

Description of Action Steps to Implement the Major Improvement Strategy	Timeline (2012-13 and 2013-2014)	Key Personnel*	Resources (Amount and Source: federal, state, and/or local)	Implementation Benchmarks	Status of Action Step* (e.g., completed, in progress, not begun)
Hired Social worker for extra day	2012-2013	Norma Giron, School Social Worker	\$1500 from general budget	Added third day, September 2012.	Completed
Training in No Nonsense Nurturing	December 2012	All Staff	None	100% of staff trained by December	Completed
Implement No Nonsense Nurturing	November 2012	All Staff	None	80% implementation in classrooms by November	In Progress
Real time coaching with No Nonsense Nurturing	November 2012- May 2013	Teachers Real time coach TEC	None	8 training sessions with ongoing support from TEC	Not begun
Continue parent- teacher home visit program to continue to increase relationships with families.	August 2012- May 2013	All Staff	None	Every teacher completes 10/semester	In Progress
Second Step program to imbed conflict management language within the classroom.	2012-2013	School Social Worker	None	4 times monthly	In Progress

Section V: Appendices

Some districts/consortia will need to provide additional forms to document accountability or grant requirements:





- Title I Schoolwide Program (Required)
 Title I Targeted Assistance Program (Required)
 Additional Requirements for Turnaround Status Under State Accountability (Required)

Common Instructional Strategy from Steps 4 & 5:								
	ited	☐ Not Implemented						
1. Has this strategy been implemented?								
2. Reasons implementation was incomplete or did not occur:								
3. With actual student papers/work in hand, look for & write down evidence of student learning:								
4. Is the common instructional strategy having an impact? Reason(s):	□ Yee	□ No						
5. Suggested adjustments or recommendations:								
6. Next steps:								
	_							