Mi•Map

Mapping Your School's Resources

Why go this route?

- By mapping your school's resources, you can combine the results with other data such as housing information, juvenile crime statistics, educational attainment data, and your Geographic Information System (GIS) map to create a comprehensive picture of the school that can be used for social marketing.

- By mapping your school's resources, you can identify gaps, overlaps and duplication of services, programs and resources.

- By mapping your school's resources, you can identify the school's goals and projects structure that could contribute to the strategic planning process.

You'll know you've arrived when...

- You have published a school resources map that can be used as both an orientation tool for new staff and as a visual image that allows staff and others to see potential new links between students and resources and thus, develop new and sustain current projects or programs.

- You have reallocated resources where there is the greatest need based on your completed mapping.

- You have identified and reduced/eliminated barriers to student learning at your school.

Construction Zone

You'll need to be organized to handle the large amount of information that you will collect from resource mapping, especially if you decide to include the community surrounding your school.

It's about TIME

- Allot in-school meeting time to the group which is assigned the task of publishing the school's completed resource map if possible.

- The school resource mapping activity should be completed within a two to four week span.

Potential COSTS

The cost for most of the supplies needed to complete a mapping project i.e. photocopier, paper, computer printing supplies, lamination fees are covered by the school's office supply budget. Duplication cost may reach up-wards toward $100.

The Process

A step-by-step guide

to mapping your

school's resources

NOTE: Steps marked with a ⬤

are accompanied by one or more

inserts, included in this packet.

① **Inventory your school's resource people.** Charter a team to summarize your findings in a 1-2 page overview.

INSERT for Step 1 offers a template, which can be edited and customized to your situation. You'll have to be ruthless to force each service into a single cell, but it pays to do it. Only if it's a very high level overview will it stand a chance of actually being read.

② **Cluster programs, activities and services** currently operating in your building into large categories, depending on the outcome they work toward.

INSERT for Step 2 provides a format. You may have other clusters. Again, your goal is brevity and succinctness. This is a map for seeing relationships and getting the big picture. More detail will be needed about any one program or activity.

③ **Elaborate on the programs in each cluster** by researching eligibility, capacity, budget and dollars. Ask each program for a brochure or one-page program description

Copy INSERT for Step 3 and use a separate sheet to list relevant facts about all the activities, programs or services you located in a given cluster.

④ **Publish your school's Geographic Information System map.** Sort the programs into three categories: in-school services, services available within 1-2 miles of the school, and services within 3-4 miles. Attach your condensed resource descriptions from Step 1.

INSERT for Step 4 suggests a model format for displaying your "map."

⑤ **Collect, organize and evaluate information** from the programs you listed. Ask programs to report daily or weekly on numbers of students and families using the service.

INSERTS A-C for Step 5 provide a system for electronically compiling service data for providers. Tracking usage can become part of the service's evaluation process.

Getting more mileage from mapping your school resources

How understanding and connecting resources to needs

can benefit your school in regard to the following initiatives:
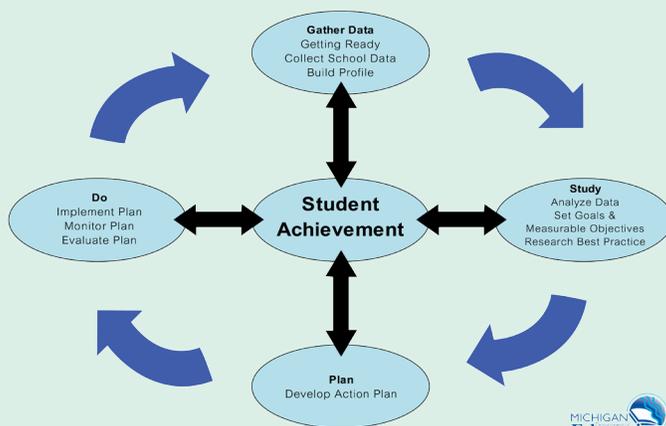
Elementary and Secondary Education Act (ESEA)

- ESEA includes opportunities for flexibility in the use of federal funds and mandates specifying how funds must be used.

- Individual schools must be able to accurately identify resources and needs to ensure their share of funding. Resource mapping will also enable the school to identify needs and focus efforts in the pursuit of federal, state, and private grant opportunities.

State Accreditation System

- Michigan's accreditation system measures student achievement with multiple indicators and multiple years of data. Documenting your schools resources and how they are used is a key performance indicator in the system.

Michigan Continuous School Improvement Process (Mi-CSI)
Michigan School Improvement Framework

Gather Data
Getting Ready
Collect School Data
Build Profile

Do
Implement Plan
Monitor Plan
Evaluate Plan

Student Achievement

Study
Analyze Data
Set Goals &
Measurable Objectives
Research Best Practice

Plan
Develop Action Plan

MICHIGAN Education

Once an action plan has been developed, this packet can help with identifying and aligning resources in the school and community that can support your activities.

Resources

Books, Articles, Websites

Resource Mapping and Management to Address Barriers to Learning

H. Adelman and L. Taylor. UCLA, Los Angeles, CA.

http://www.smhp.psych.ucla.edu./

How can a school address barriers to student learning? By taking stock of the resources already being expended and considering how these valuable resources can be used to greatest effect.

Addressing Barriers to Learning: A Set of Surveys to Map What a School Has and What It Needs

H. Adelman and L. Taylor. UCLA, Los Angeles, CA.

http://www.smhp.psych.ucla.edu./

Surveys for programs that are focused on 1) classrooms, 2) crisis help 3) transition help, 4) home involvement, 5) student/family assistance, 6) outreach.

Resource Mapping

Ohio Learning Work Connection. Ohio State University College of Ed.
http://www.ohiolearningwork.org/whatisres-mapping.asp/

Community asset mapping is another name for resource mapping.These authors talk about how to involve the community.

People

Intermediate School Districts/RESAs can serve as a resource.

For more information, contact

Michigan Department of Education

Office of Education
Improvement and Innovation
517-241-3147

School Improvement Unit
517-373-8480

Curriculum and Instruction Unit
517-241-4285

Office of Assessment
and Accountability
517-373-0048

Office of Early Childhood
and Family Services
517-241-3592

Office of Field Services
517-373-3921

Office of Professional Preparation
and Teacher Certification
517-373-6505

Office of Special Education
and Early Intervention Services
517-373-9433

MICHIGAN Department of **Education**
Office of School Improvement

www.michigan.gov/mde