

Practical School Improvement Timeline

siTimeline.com for more details

Fall Months: August ... *(updated February 17, 2017)*

Building Activities

- Prepare the Annual Education Report (AER). This is normally due fifteen days prior to the start of school. However, this year new assessment and accountability processes has delayed the production of AERs. Use the School AER template (see sitimeline.com) or modify last year's cover letter to update fields required by state law with available information (ex.Process for assigning pupils, status of SIP, specialized schools, explanation and link to curriculum documents, etc.). AERs will be due in late fall 2017. Do NOT post or publish letter, as Accountability information is EMBARGOED until the public release.
- Make final revisions to the [School Data Analysis](#)[∞]. For high schools, this will require utilizing previous spring's MME data to validate strategies/activities chosen.
- Make final revisions to the [School Improvement Plan \(SIP\)](#)[∞] Review the plan with staff, and facilitate a conversation that narrows the bulky SIP down to a one-to-two page summary of the critical or non-negotiable components teachers will implement in their classroom. These critical components should in turn become a part of principal and/or peer walk-throughs, Instructional Rounds, Instructional Learning Cycles, and/or formal evaluations.
- Organize/Confirm membership of the School Improvement Team:
 - **Required members**
 - Administrator
 - Parent of Title I student (if Title I, not a school employee)
 - Parent of non-Title I student (not a school employee)
 - Teacher(s)
 - Other school employee(s)
 - School Board Member
 - Secondary student(s)
 - Note: School Code (380.1277) states "may include" the above members, therefore invitations are key; however, do not cancel the meeting based on missing a member. Also, not all members need to be at all meetings; parents, students and board members usually find the most engagement at the overview-type meetings typical at the beginning and end of the school year.
- Review/revise school improvement team meeting schedule for the school year as necessary; distribute appropriately.
- Review Professional Learning Plan for the school year with staff
- Review Mission, Vision, and Belief Statements

District Activities

- Prepare Annual Education Report (AER). This is normally due mid-August. However, this year new assessment and accountability processes has delayed the production of AERs, now due in late fall 2017. Do NOT post or publish copies, as Accountability information is EMBARGOED until the public release. Notification to parent about teacher/paraprofessional qualification will still be required.
- **Transmit** all school improvement plans (these should have been **submitted** in ASSIST in June) **NO LATER** than September 1 (PA 25))

∞ Click the link for additional resources online

Utilize the website for complete functionality;

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- Consult MDE staff on required modifications for Consolidated Application after submission; make all necessary modifications throughout the summer.
- Implement a process for collecting data for updating CEPI (MSDS, REP, SID, FID, EEM), including student participation data for Title IA, IC,III, IV and Section 31a.

Fall Months: September ... *(updated February 17, 2017)*

Building Activities

- Present to School Board your “accreditation” status, Annual Ed Report and practical School Improvement Plan (suggested key data points and overview of strategies)
- Administer fall benchmarking assessments (Delta Math, DIBELS, writing prompts, etc.)
- Hold monthly school improvement meeting (1st for the school year)
 - *How will we make sure action steps in each goal are moving forward under the identified timelines?*
 - *How will we know that action steps are being implemented with fidelity by staff?*
 - *What is our structure for the school improvement team meetings to discuss progress throughout the year?*
- Establish a school improvement meeting calendar
- Review implementation, monitoring, and evaluation of SI Plan
- Establish universal screening for new, incoming students
- Share school Annual Education Report at a parent meeting by October 15
- Implement administrative monitoring plan of strategies/activities
- Provide input on parent survey to be given at conferences
- Identify October SIT meeting objectives; build meeting agenda

District Activities

- Check status of federal funds for each school that receives money; make all necessary modifications.
- Begin Registered Educational Personnel (REP) data entry

Fall Months: October ... *(updated February 17, 2017)*

Building Activities

- Hold Monthly School Improvement Meeting (2nd for the school year)
 - *How will we make sure action steps in each goal are moving forward under the identified timelines and being implemented with fidelity by staff?*
- Implement, monitor, and support specific activities of School Improvement Plan
- Compile summaries of both adult monitoring data (fidelity of implementation of SI strategies) and student impact data (generated from Fall benchmarking or other assessments – identifies student need as it relates to chosen strategies) to use when reporting to District Improvement Team during October meeting

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- Hold public meeting for School Annual Education Report by October 15 (often at school open house or public board meeting) Date Held:
- Administer [parent survey](#)[∞] at conferences or another venue (or during winter conferences) Remember e-Prove now has surveys available that could be initiated at the district level.
- Discuss **School Systems Review** and how to collect staff perspective on the **26 indicators**
 - Option 1: Re-evaluate the essential indicators identified from the previous year, monitor and update those indicators only and roll-over the remaining indicators in ASSIST
 - Option 2: Divide indicators to be addressed by staff teams that are composed of a variety of grade levels and/or departments.
 - Option 3: Send out an electronic survey tool for all staff to complete then discuss key indicators in a follow-up staff meeting
- Identify November SIT meeting objectives; build meeting agenda

District Activities

- Hold District Improvement Team (DIT) meeting to analyze building-level summaries of both adult monitoring and student impact data. How does central office support the implementation of school and classroom level activities?
- Final Expenditure Report (FER) for previous school year grants available in the Cash Management System (CMS) with *Final Submission DUE* by **November 2017**. Complete amendment when the FER is complete. Remember only *ONE* amendment allowed.
- REP (Registry of Educational Personnel) recommended due date of November 1
- Title I Comparability Reports available in MEGS+ (must be initiated after REP submission), an EXCEL workbook completed/uploaded and due **December 2017**.
- MDE posts final allocations, and amendment window opens in mid-November. Check status of federal funds for each school that receives money.

Fall Months: November ... *(updated February 17, 2017)*

Building Activities

- Hold monthly School Improvement Meeting (3rd for the school year)
 - Monitor the *impact* strategies are having on student achievement
 - Measure student progress towards measurable objectives
- Collect progress monitoring data of school improvement initiatives.
 - Does the data support implementation with fidelity?
 - Does the data show initial indications of student success?
 - Is what we are doing working and how do we know?
- Administer [parent survey](#)[∞] at conferences or another venue (or during winter conferences) Remember **e-Prove** now has surveys available that should be initiated at the district level.
- Provide input on the staff survey, if developing locally, or use **e-Prove**.
- Implement the **School Systems Review (SSR₂₆)** survey to staff if this was the chosen route for data collection. **NEW surveys and support online**[∞]
- Ensure that the strategies/interventions supporting each student performance goal are moving forward under the identified timelines

[∞] Click the link for additional resources online

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- Begin completing Q1-Q3 of the MDE Program Evaluation tool directly in [ASSIST](#) or on the [Google Doc](#)[∞] provided for the chosen initiative that will be thoroughly evaluated this year.
- Begin formal evaluation of existing supplementary programs and SI Plan (Dec – March) OR wait until March and evaluate all programs based on the 2x2 Quadrants rating Fidelity and Impact as suggested on the page for [introducing program evaluation](#)[∞]
- Identify December SIT meeting objectives; build meeting agenda

District Activities

- REP (Registry of Educational Personnel) submission DUE December and prior to initiating the **Title I Comparability** (MDE recommends completion by November).
- Title I Comparability Reports available in MEGS+, an EXCEL workbook completed, uploaded, and due **December 2017**.
- Final Expenditure Report (FER) has a final submission date of **November 2017** for current fiscal year grants. Carryover is automatically calculated and incorporated into next year's consolidated application when FER is certified in CMS ([Key Reminders](#)[∞])
- MDE has posted final allocations (sometime in October) and amendment window is open. Remember only ONE amendment allowed for Consolidated App prior to **January 2017**.
- December is the final submission date for the original Consolidated Application supported by the DIP and Title I School Selection (TISS)
- Begin formal evaluation of existing supplementary programs and SI Plan (Dec – Mar), consider using the **One-Page Compact Evaluation Tool**[∞] or the 2x2 Quadrant from the [Intro Page](#).