



Practical School Improvement Timeline

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Winter Months: January ...

Classroom Activities

- Compile formative assessment data as it relates to both fidelity of implementation of SI strategies and student progress toward proficiency; analyze data and make refinements to instruction
- If applicable, complete all progress monitoring tasks specific to current Instructional Learning Cycle^o; detailed data will be necessary for reporting conversation
- Compile summative assessment and/or Informed Interim Assessment data as appropriate to measure student proficiency on targeted standards and ultimate success of implementation
- Celebrate with students the growth that has occurred!
- Gather any additional data expected by School Improvement Team for all regular meetings

Building Activities

- Administer Winter Benchmarking assessments (Delta Math, DIBELS, Writing prompts, etc.)
- Continue **School Process Profile**: (SPR 40 or SPR 90 or SA or ASSIST SA)
 - o Gather information: Teacher perspective on process re: building system
 - Small groups to address segments of rubrics and report out
 - Online survey tools available on the Practical School Improvement Timeline site as a Google Form
 - o Study and Discuss: Celebrate a few and narrow focus to 3-5 to improve
- Provide input on Student Survey
- Hold Monthly School Improvement Meeting (5th for the school year)
 - o As you *gather* the four types of data (process data from SPR or SA, demographic & achievement data in SDP/A, and perception data from parent, student, staff surveys), remember to engage in conversations around “what” stood out and “why” we believe this is happening; create or review action steps for collecting the rest of the data to compile the Comprehensive Needs Assessment and assist in “Defining the Problem”. NOTE: you most likely will not gather all this information in just this one month ... this is a **process not a single event**.
 - o Utilize the Data Dialogue Protocol^o which helps to filter key aspects from the sea of data and begins asking stakeholders to identify the causality. (OR facilitate this conversation in your own way by focusing on “what” and “why”)
 - o MEAP data is most likely released so it is a good time to celebrate some successes and identify key needs (these can be found in the SDP/A, the raw data file from OEAA, and/or a data warehouse).
- Identify February 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. Make adjustments to District Improvement Plan based on analysis of building-level summaries



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- Depending on the timing of the meeting, buildings should report out on the progress of initiatives regarding evidence of adult implementation and student impact from benchmarking, end of the semester reports and/or MEAP data if released from embargo.
- Continue formal evaluation of existing supplementary programs and SI Plan (Dec – March)
- Address the DPR 19 with the District Improvement Team if planning to model effective practices for gathering information at the building level (i.e. divide/conquer or electronic survey), highlight a smaller subset of indicators and discuss causality. (Alternative would be to use the SPR results to drive the DPR in March)
- Review plan for Title I services for the following year in preparation for meeting with Private/Non-Public schools in your region in February or March.
- Support school buildings in the collection of data: surveys, School Process Rubrics, School Data Profile and local data.
- Begin district budget planning process.

Winter Months: February ...

Classroom Activities

- Cycle repeats itself with the same responsibilities as seen in January

Building Activities

- Finish **School Process Profile**: (SPR 40 or SPR 90 or SA or ASSIST SA) **DUE early March** (building must “submit” report and districts must “transmit” by March deadline)
- Survey secondary students (MDE suggests surveys for community and elementary students as well) NOTE: 2012/13 MDE has paid for online surveys for ALL schools, visit www.advanced.org/mde and click on resources (bottom of the right column)
- **School Data Profile/Analysis (SDP/A)** (finish by mid-April)
 - Check for availability on AdvancED
 - Previous responses should be pre-populated for the 80+ questions (review all and updated those needed)
 - All demographic and state-level achievement data should be pre-populated
 - If AdvancED has not made SDP/A available similar to 2011/12, you may wish to do the following to stay within a practical timeline:
 - Print the previous SDP/A off AdvancED and highlight questions most likely to need updating
 - Use www.mischooldata.org to view demographic and state level achievement data to update the majority of the questions
 - Suggestion: create subgroups to analyze different sections of the SDP/A and different content areas using the Data Dialogue Protocol[∞] then report significant findings to the larger group
 - Record updated questions, strengths, weaknesses and other significant findings in AdvancED or Google Doc[∞]
 - Districts will need to ADD the following data:
 - Staff Demographics (gathered in October)
 - Suspension/Expulsion data (gathered in November)
 - Survey data: Parents (October), Staff (December) and Students (February)

[∞] Item hyperlinked on website with more information

Utilize the website for complete functionality; checklist is limited.

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- ADD local data such as Fall, Winter, prior year Spring Benchmarking and ACT Plan/Explore (or other local data that shows achievement and growth)
 - When questions have been updated, buildings need to submit to AdvancED, and districts must transmit
- Hold Monthly School Improvement Meeting (6th for the school year)
 - As you *gather* the four types of data (process data from SPR or SA, demographic & achievement data in SDP/A, and perception data from parent, student, staff surveys), remember to engage in conversations around “what” stood out and “why” we believe this is happening; create or review action steps for collecting the rest of the data to compile the Comprehensive Needs Assessment and assist in “Defining the Problem.”
NOTE: you most likely will not gather all this information in just this one month ... this is a **process not a single event** (completion of the SDP/A and reporting out will take more than a one hour meeting)
- Identify March SIT meeting objectives; build meeting agenda.

District Activities

- **Transmit** School Process Profiles by early March, following buildings’ submission of reports. Pay particular attention to honesty in the report (unlikely everything should be marked implemented or above). Also, review closely the concluding remarks at the end of the report prior to transmitting.
- Collect and submit MSDS data for Title I, Section 31a and Homeless. This includes the mid-year report for Title I-A and Section 31a counts eligible for free breakfast, lunch, or milk (submit after winter count day and prior to the end of March)
- Send letter of invitation to Private/Non-Profit (P/NP) schools serving students living in your district. Include which buildings/grade levels are eligible for Title I Services and offer
- Check MDE website or with OFS representative for initial allocations, then communicate to buildings projected allocations



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Spring Months: March ...

Classroom Activities

- Run grade level reports looking for trends such as State level data over the past few years, focusing on deficiency areas as priorities in the final months of school. NOTE: You should take a fresh look at proficiency trends through the lens of the new cut scores available to the public on <http://mischooldata.org> or your local data warehouse.
- Compile summative assessment data (rather Informed Interim Assessments) as appropriate to measure student proficiency on targeted standards, with particular attention to additional interventions necessary as the year draws to a close.
- Complete all progress monitoring tasks specific to current Instructional Learning Cycle; detailed data will be necessary for reporting conversation.
- Compile formative assessment data as it relates to fidelity of implementation of SI strategies, paying particular attention to the data that will most effectively inform the school improvement team as they make decisions regarding which strategies to retain for next year.

Building Activities

- SPR or SA should have been completed in mid-February, now DUE in AdvancED
- School Improvement Team should collect and analyze survey results:
 - Required perception data: Parents, staff and secondary students
 - Suggested perception data: Community and elementary students
 - Integrate MiPHY, HSAT and other survey results and accompanying tools.
 - Use the 6-7 questions in the SDP/A as a conversation guide.
 - In addition, create a summary of perceptions to present to staff by lifting a few key celebrations and a few key areas to focus on improving. Allow the entire staff to brainstorm solutions to assure buy-in.
 - NOTE: MDE has paid for online surveys for ALL schools beginning in 2012, visit www.advanc-ed.org/mde and click on resources (bottom of the right column)
- **School Data Profile/Analysis (SDP/A)** (finish by mid-April)
 - Over 30% of your SDP/A is completed through the collection and discussion of perception surveys (you may note the community is suggested, not required)
 - NOTE: In addition to the Process Profiles (SPR 40/90 or SA) and the perception surveys, the SDP/A focuses primarily on demographic and achievement data in order to address the four types of data. The SDP/A and SPR 40/90 (or SA) make up the Comprehensive Needs Assessment (CNA).
 - Create subgroups to analyze different sections of the SDP/A and different content areas using the Data Dialogue Protocol[∞]
 - Utilize MiSchoolData.org to look at enrollment and schools of choice data across subgroups plus achievement trends compared to state or ISD averages per grade level per content.
 - Drill down beyond global data found on MI School Data to include timely, diagnostic and local data such as (ACT Plan, Explore, Delta Math, DIBELS, etc.) Also include HS Strand and EL/MS GLCE Historical trend reports most likely available on a local data warehouse (IGOR, IRIS, Data Director, etc.)
 - Lift key findings and report out to the larger group
- Identify April SIT meeting objectives; build meeting agenda

∞ Item hyperlinked on website with more information

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District Activities

- Finalize formal evaluation of existing supplementary programs and SI Plan (Dec – March)
- Submit by the end of March, MSDS data for Title I, Section 31a and Homeless. This includes the mid-year report for Title I-A and Section 31a counts eligible for F/R.
- Check status of federal funds for each school that receives money; make all necessary modifications and begin budgeting process.
- Notify buildings of estimated allocations for State and Federal funds.
- Indicate on the School Infrastructure Data (SID) those buildings that are Title I School wide.
- Arrange meeting with Private/Non-Profit (P/NP) schools serving students living in your district who responded to the letter of invitation.
- Prepare DIP, TISS, Cons App for mid-May submission if planning early obligation date.

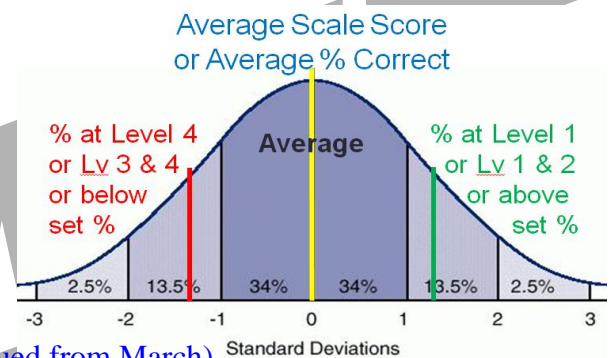
Spring Months: April ...

Classroom Activities

- Continue activities as seen in March details

Building Activities

- School Data Profile/Analysis (SDP/A) (continued from March)
 - Complete this month to allow analysis to drive SI Plan to be completed in mid-May
 - Follow guidance provided in March and greater detail found on the website
 - New perspective in 2011/12 with the retroactive cut scores. Keep in mind that we now have a new “bubble” group on the *bell shaped curve*. Since the bubble may now look at your above average students, use percent of students at level 4 (not proficient) to measure below average students (formerly not proficient on old cut scores) and the average scale score to measure the median (all three measures are available on MiSchoolData.org) Another option would be to continue to use percent correct such as decrease number of student below 40% accuracy, increase the average percent correct, and increase the number of students at 80% or better correct. NOTE: Looking at average scale score will give you a better indication of your “slope of improvement” used as 25% of your ranking on the Top to Bottom list.
- Hold Monthly School Improvement Meeting (may have become bi-weekly at this point)
 - The Comprehensive Needs Assessment (CNA), consisting of the SPR 40/90 (or SA) and the SDP/A are two driving forces of your School Improvement Plan (SIP). Both documents lead to updating the gap statements and causality. NOTE: Cause for gap should focus on factors that are within our control.
 - Update current SIP initiatives with data from SDP/A that helps answer the question: “Is what we’re doing working to improve learning and how do we know?” (see draft Evaluation Template[∞] for more detailed structure for program monitoring/evaluation).
 - Based on data highlighted by the CNA, write S.M.A.R.T[∞] objectives that address below average, average and above average students (just as we expect teachers to differentiate by teaching to those “ready to learn,” “already know it,” and those who “lack the foundational skills” and need intervention and/or accommodations.



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- Include subgroups with significant gaps in S.M.A.R.T[∞] objectives such that the improvement closes the gap. Include all subgroups with significant gaps.
 - Based on the School Process Profile (SPR 40/90 or SA), update the selection of Target Areas in Goals Management if applicable
 - Refer to the Sample District Improvement Plan[∞] to see sample gap, cause for gap and S.M.A.R.T[∞] objectives.
 - Based on the CNA, gap and identified causality, brainstorm solutions by adding to Data Dialogue step “What Now?” and current initiatives. Do not eliminate any suggestions at this point since the goal is to create a safe environment and to challenge staff to think outside the box.
- Identify May SIT meeting objectives; build meeting agenda.

District Activities

- Homeless Student (McKinney Vento) Grants Application due mid-April in MEGS+
- District Improvement Team Meeting
 - Updates from Tech Planning and/or progress monitoring of Tech Plan
 - Updates from building level perception surveys and key indicators from the School Process Profile (seeking commonalities in the district to be addressed at the District Level and/or on the District Improvement Plan)
 - Look at district level data on MiSchoolData.org with guidance from building leaders, looking for key areas that deserve celebration and areas that stand out for improvement.
 - Utilize the Data Dialogue Protocol[∞] to engage the group in conversation around data and begin brainstorming possible solutions to the problems. Hopefully, some of the solutions will be current initiatives that are showing promise in closing gaps.
- Notify all buildings of funding allocations and/or estimations so that building level teams may begin selecting strategies based on need and resources.
- Complete meeting(s) with Private/Non-Profit (P/NP) schools serving students living in your district who responded to the letter of invitation.
- Prepare Title I School Selection
- Summer Migrant Application due May 1 if applicable



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Spring Months: May & June

Classroom Activities

- Complete all progress-monitoring tasks specific to the final Instructional Learning Cycle; detailed data will be necessary for reporting conversation.
- Compile formative assessment data as it relates to fidelity of implementation of SI strategies, paying particular attention to the data that will most effectively inform the school improvement team as they make decisions regarding which strategies to retain for next year.
- Compile summative assessment data as appropriate to measure student proficiency on targeted standards, document student growth, and connect to classroom instructional strategies utilized.
- Prioritize content expectations to be intentionally targeted before the end of the school year based on data analysis and/or dialogue with grade level or content teams; make instructional adjustments accordingly.
- Identify students who may benefit from summer remediation opportunities; pay specific attention to strategies/target areas from the school improvement plan when determining summer programming requirements/format.
- Report results of Instructional Learning Cycle(s), formative/summative assessment data analysis, and any additional discussion to school improvement team (SIT) prior to May SIT meeting.

Building Activities

- (Title I) Review and update if necessary Parent/Student/School Compact and building level Parent Involvement Plan (be sure to involve parents with planning and evaluation).
- (SPED) Complete CIMS requirements such as Corrective Action Plans and embed into the School Improvement Plan
- Submit Strategies and Activities with funding resources to the district office. These must be included in the District Improvement Plan and Consolidated Application, due late June.
- REP report due in June which includes Teacher Effectiveness Ratings beginning in 2012.
- Hold School Improvement Meeting(s):
 - Through dialogue around data, have gaps been identified and objectives set on how achievement will improve for the high, average, and low students, including specific gaps between sub-populations (race, gender, socio-economic status, language barriers, and special needs)?
 - Through dialogue around the data, have you clearly identified what the staff believes to be the causes for each deficiency? NOTE: Causes should be factors over which educators have control or influence (we have no influence over an increase in the economically disadvantaged population; however, we can influence parent involvement).
 - Do the strategies selected address the causes identified with sufficient research and staff buy-in? What groups will the strategy specifically address? If the strategy is a continuation, does the evidence indicate it is working, needs modification, or should be dropped?

∞ Item hyperlinked on website with more information

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- Create action steps in the activity section that specifically state what staff will do in terms of getting ready, implementing and monitoring.
 - How will you ensure that staff has the knowledge and skills to implement the strategy? Consider PD, materials, communication and other factors
 - How will you ensure successful implementation and what does it look like? Include staff actions and expectations. What are the essential or non-negotiable components? **These essential components will most likely translate to the 1-2 page SIP Summary sheet that all staff agrees is the focus for next year.**
 - How will the strategy be monitored for fidelity of implementation? What impact does the strategy have on student achievement (local level, both formative and summative)?
 - NOTE: Determine appropriate funding and be sure to list expenses for state and federal grant funds such as Section 31A and Title I-A.

- Additional updates may be addressed by specific members of the staff where applicable (such as assurances, Title I requirements, stakeholders, etc.). Visit www.advanced.org/mde to assure the School Improvement Plan has met format qualifications (green checks) prior to submission.

- Use the draft Program Evaluation[∞] tool to document data and dialogue around strategy effectiveness for strategies that were implemented during the previous school year.

NOTE: Much of this work such as program evaluation may be facilitated by subgroups of your staff. As a personal example, we had about forty certified staff where everyone joined one of the five goal areas: Math, Reading, Writing, Tech Integration and PBIS (only the first three goals were recorded in AdvancED). These subgroups facilitated staff dialogue, planned PD, gathered evidence for program evaluation and assured staff buy-in with fidelity of implementation. The principal is key to providing the framework and guidance throughout the year.

- Review AYP and accreditation status if released by MDE and watch for appeal timelines
- Complete the building-level Professional Development Plan so that it aligns with the District PD plan and embedded in the School Improvement Plan.
- Assign roles for completing the Annual Education Report by mid-August.
- CELEBRATE staff, parent, and student successes for the school year!
- Create school improvement team meeting schedule for next year (to be revisited/revise in August).
- Identify August SIT meeting objectives; build meeting agenda.

District Activities

- District Improvement Team Meeting
 - Building reps report out on their strategies chosen and the evidence supporting their choice.
 - Gather district wide data and discuss district wide initiatives to keep, modify, or drop.
- Gather building Professional Development Plans and School Improvement Plans (minimally strategies, activities and resources) to inform DIP and Consolidated Grant Application
- Work collaboratively with stakeholders to complete applicable reports that are due in “substantially approvable” form at the end of June, including Consolidated Application (Cons App) and District Improvement Plan (DIP). The Cons App is considered “substantially approvable” ONLY IF each of the following conditions are met:
 - TISS is submitted including all schools in the district and all necessary data
 - Cons App meets all required elements from Cons App Checklist[∞]
 - Cons App funding is focused on academic achievement and is comprehensive
 - Each activity funded is allowable, allocable, necessary and meets State/Federal guidelines
 - School-level budgets are completed for ALL Title I schools
 - LEA has applied for 100% of the posted allocations

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- Complete the Title I School Selection (TISS) in MEGS+ by late June
- Enter Registered Educational Personnel (REP) data such as Principal Effectiveness Rating for June due date.
- Consult MDE staff on required modifications for Consolidated Application after submission; make all necessary modifications throughout the summer.
- Complete Section 31a Program Report due in mid-July in MEGS+
- If applicable, complete the Title I-D Application and Formal Agreement by late June
- If applicable, complete Summer Migrant Application DUE May 1 and Final Summer Migrant Application due in MEGS+ in early June
- Prepare and complete the Annual Education Report (AER) by Mid-August

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Fall Months: August ...

Building Activities

- Complete Annual Education Report (AER) fifteen days prior to the start of school. Post AER on the website, have AER available in the office, and include it as part of public meetings such as fall open house and the September Board of Education meeting.
- Make final revisions to the School Data Profile/Analysis[∞]. For high schools, this will require utilizing previous spring's MME data to validate strategies/activities chosen. **SUBMIT** the SDP/A in AdvancED so that your district can **TRANSMIT** by September 1 (most likely this was done in the spring if following a practical timeline).
- 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 Development Plan for the school year with staff
- Review Mission, Vision, and Belief Statements

District Activities

- Complete Annual Education Report (AER) due mid-August (post to website, have printed copies available in the office, and briefly cover as a line item on the upcoming Board of Education meeting). Notify parents about teacher/paraprofessional qualifications.
- Transmit** all school improvement plans (these should have been **submitted** on AdvancED in June) **NO LATER** than September 1 (PA 25)
- Transmit** all School Data Profile/Analyses (SDP/A) (these should have been **submitted** in AdvancED in May) **NO LATER** than September 1 (PA 25)
- 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, and Section 31a.

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Fall Months: September ...

Classroom Activities

- Pre-test students, then utilize pre-test data and benchmarking data to drive instruction
- Implement specific activities from “School Improvement One-Pager” (one to two page summary of school improvement plan)
- Begin an Instructional Learning Cycle within your PLC, department, or grade level.

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



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Fall Months: October ...

Classroom Activities

- Collect, organize and analyze data of students new to the school.
- Implement specific activities from School Improvement Plan.
- Complete Instructional Learning Cycle within your PLC, department or grade level and consider beginning a new ILC based on reflection on the first.
- Continue to track student progress with formative assessments; analyze data and make refinements to instruction.

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 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
- Hold public meeting for School Annual Education Report by October 15
 - Date Held: _____
- Administer parent survey at conferences or another venue
- Discuss School Process Profile and how to collect staff perspective on 40 or 90 indicators
 - Option 1: Send out an electronic survey tool for all staff to complete then discuss key indicators in a follow-up staff meeting
 - Option 2: Divide indicators to be addressed by staff teams that are composed of a variety of grade levels and/or departments.
 - Option 3: Combine the two previous options OR create your own process
- Collect (update) data for staff demographic section of School Data Profile
- 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. Make adjustments to District Improvement Plan based on analysis of building-level summaries
- Final Expenditure Report (FER) for previous school year grants available in the Cash Management System (CMS) with *Final Submission DUE* by late November
- Title I Comparability Reports open in mid-October and due in early December
- REP (Registry of Educational Personnel) recommended due date of November 1
- MDE posts final allocations, and amendment window opens in mid-October. Check status of federal funds for each school that receives money. Remember only *ONE amendment allowed prior to December 15.*



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Fall Months: November ...

Classroom Activities

- Submit progress data for each of your school improvement initiatives
- Teacher teams track student progress with formative assessments; analyze data and make refinements to instruction.
- Consider keeping Instructional Learning Cycles as a part of your PLC time.

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?
- If not completed in October, administer parent survey
- Provide input on the staff survey
- Update the School Data Profile with previous school year suspensions/expulsions and excessive absents
- Implement the SPR survey to staff if this was the chosen route for data collection
- Ensure that the strategies/interventions supporting each student performance goal are moving forward under the identified timelines
- Begin formal evaluation of existing supplementary programs and SI Plan (Dec – March)
- Identify December SIT meeting objectives; build meeting agenda

District Activities

- REP (Registry of Educational Personnel) submission DUE December 1 (though MDE recommends completion by November 1)
- Final Expenditure Report (FER) has a final submission date of late November (Nov 29, 2011) for current fiscal year grants. Carryover is automatically calculated and incorporated into next year's consolidated application when FER is certified in CMS.
- Title I Comparability DUE in MEGS typically the first week in December
- MDE has posted final allocations (sometime in October) and amendment window is open. Remember only ONE amendment allowed for Consolidated App prior to **December 15**
- December 1 is the final submission data for the original Consolidated Application with LEA-Planning Cycle (replaced by DIP in 2012/13) and Title I School Selection (TISS)
- Begin formal evaluation of existing supplementary programs and SI Plan(Dec – March)



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Winter Months: December ...

Classroom Activities

- Review Formative and Summative Assessment Data. Make necessary adjustments for 2nd Semester and inform SI Team.
- Continue measuring how students are individually moving toward their goals.
- Consider completing another Instructional Learning Cycle.
- Celebrate with students the growth that has occurred.

Building Activities

- Hold Monthly School Improvement Meeting (4th for the school year)
- Begin School Process Profile: (SPR 40 or SPR 90 or SA or ASSIST SA)
 - Gather information: Teacher perspective on process re: building system. (Could use small groups to address segments of rubrics and report out or online survey tools)
 - Study and Discuss: Celebrate a few and narrow focus to 3-5 to improve
- Compile summaries of both adult monitoring data (fidelity of implementation of SI strategies) and student impact data (generated from Fall benchmarking or other assessments) to use when reporting to District Improvement Team during December meeting
- Identify barriers and challenges that have occurred since implementing the SI plan.
- Identify steps to take to address challenges and/or barriers.
- Target students who require additional screening for 2nd Semester course placement
- Make refinements to 2nd Semester courses and student placement in Tier II and III classes
- Determine if teachers require additional training to monitor student growth; model expected focus on student achievement during SI meetings, PLCs, and/or collaborative time
- Administer **staff** perception survey
- Identify January SIT meeting objectives; build meeting agenda

District Activities

- Begin discussion of completion of the District Process Rubrics (DPR) (DUE April 2, 2012)
 - Option 1: meet with appropriate school leaders and use completion of the DPR to model completion of the School Process Rubrics (SPR)
 - Option 2: use SPR data submitted by buildings to complete DPR
- Registry of Educational Personnel (REP) submission DUE December 1
- Title I Comparability DUE in MEGS typically the first week in December
- December 15 is final submission date for amendments for all budgets (including carryover funds and final allocations) addressing final semester and summer programs
- Check status of your Federal funds for each school that receives money. Has your grant been approved? *Remember ONE amendment allowed prior to December 15.*