



Practical School Improvement Timeline

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Fall Months: August ... (updated December 29, 2014)

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 Analysis[∞]. For high schools, this will require utilizing previous spring's MME data to validate strategies/activities chosen. SUBMIT the SDA in ASSIST 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 ASSIST in June) NO LATER than September 1 (PA 25)
- Transmit** all School Data Analyses (SDA) (these should have been **submitted** in ASSIST 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.

[∞] Click the link for additional resources online
Utilize the website for complete functionality;

Portions Updated: 1/5/2015





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Fall Months: September ... *(updated March, 2013)*

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 ... *(updated January 5, 2015)*

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, 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
 - 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 ASSIST now has surveys available that should 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 late November. 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 in early December.
- MDE posts final allocations, and amendment window opens in mid-October. Check status of federal funds for each school that receives money.

[∞] Click the link for additional resources online
Utilize the website for complete functionality;

Portions Updated: 1/5/2015





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Fall Months: November ... *(updated November 11, 2014)*

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?
- Administer parent survey[∞] at conferences or another venue (or during winter conferences) Remember ASSIST now has surveys available that should be initiated at the district level.
- Provide input on the staff survey, if developing locally, or use ASSIST.
- Implement the **School Systems Review (SSR₂₆)**, formerly **SPR₉₀**, 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
- 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 1 **and prior to initiating the Title I Comparability** (MDE recommends completion by November 1).
- Title I Comparability Reports available in MEGS+, an EXCEL workbook completed, uploaded, and due in early December.
- Final Expenditure Report (FER) has a final submission date of late November (**November 28, 2014**) 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 15, 2015**.
- December 1 is the final submission data 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**.

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