



Creating a Culture of Continuous School Improvement

AUGUST

BUILDING ACTIVITIES

- CNA Required
- _____ If not completed as recommended by June, complete each component of the **School Improvement Plan and appropriate Title I Diagnostic (if applicable)** and **submit by September 1st** to Superintendent for approval. Post only the goals to school website.
- _____ Prepare the **Stakeholder Feedback Surveys** the year of your External Review (4 weeks prior or by March date).
- CNA Required
- _____ Prepare to share essential activities of the **School Improvement Plan** at first faculty meeting.
- _____ Provide an orientation for the **School Improvement Team** to share roles, responsibility descriptions, decision making process and documentation tool, and develop key working agreements.
- _____ Review **Professional Learning Plan** for alignment to SIP.
- _____ Revisit/Refine a **Fidelity of Implementation Monitoring Plan and Calendar**.
- _____ Finalize '**Look Fors**' for observations (**from critical components non-negotiables**). Identify focus of classroom observations.
- _____ Organize/Confirm/Communicate **SI Team Membership: Required Members**
- Administrator
 - Parent of Title I student (not a school employee)
 - Parent of non-Title I student (not a school employee)
 - Teacher(s)
 - Other school employee
 - School Board Member
- _____ Check **AdvancED (AdvancED) ACCESS CODE and PASSWORDS** for proper working order; update PROFILE – for Troubleshooting, Contact **HELP DESK at 517.492.1359**.

Color Key

Activities not submitted

Required submission

Support and hyperlinks



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SEPTEMBER (Hold 1st SI Meeting/Implement SI Plan)

CNA Required

___ Review **SIP and how best to share essential information with all faculty at first faculty meeting.**

- Implementation, Monitor and Evaluation Activities

___ Review **Mission/Vision/Beliefs Statements as a SI Team..**

CNA Required

___ Update and share **School Data:**

- Review student achievement data (grad rates, failure rates, core subject student performance)
- Share data acquired after school ended

___ Create yearly **School Improvement Meeting Calendar.**

___ Meet with Leadership Team to dialogue **Strategy Implementation** by content area and/or grade level and how to support.

___ Share the **Program Evaluation Tool** results with Leadership Team so they can share at Department/Grade Level meetings in October.

___ Update **Building Assessment Calendar** for current year.

___ Set **October Agenda Outcomes.**

BUILDING ACTIVITIES

___ Schedule **Universal Screening (Benchmark #1)** for all students.

___ Review test scores/universal screening results for students new to school.

___ **'Set the Stage'** for work to conduct in PLCs or collaborative team meetings with staff.

___ Implement a **Fidelity of Implementation Monitoring Plan.**

___ Communicate **Goals in SI Plan:**

- Internally (to staff)
- Externally (all stakeholders)

___ Leadership team to share the **Program Evaluation Tool** results with at Department/Grade Level meetings in October.

___ Based on State Assessment and Benchmark Data, Departments/Grade level teams work together to determine SMART goals in alignment with School Improvement Plan

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OCTOBER (*Hold 2nd SI Meeting*)

- ___ Collect, organize, and analyze **data** for students new to the school.
- ___ **Collect and analyze Demographic Data** on staff and students.
- ___ Identify **November agenda items**.
- ___ **Guiding questions** below for Implementation/Monitoring of SI Plan:

As you implement your plan, consider these questions that will help when you need to evaluate the implementation of your plan.

- ***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 by staff with fidelity?***
- ***What is our structure for the school improvement team meetings to discuss progress throughout the year?***

BUILDING ACTIVITIES

- ___ Share data collected from **Fidelity of Implementation Monitoring**.
- ___ Analyze progress monitoring data and make refinements in instructional practice.
- ___ Target October and November **'Look Fors' (Non-negotiables)**.

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Required submission

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NOVEMBER (Hold 3rd School Improvement Meeting)

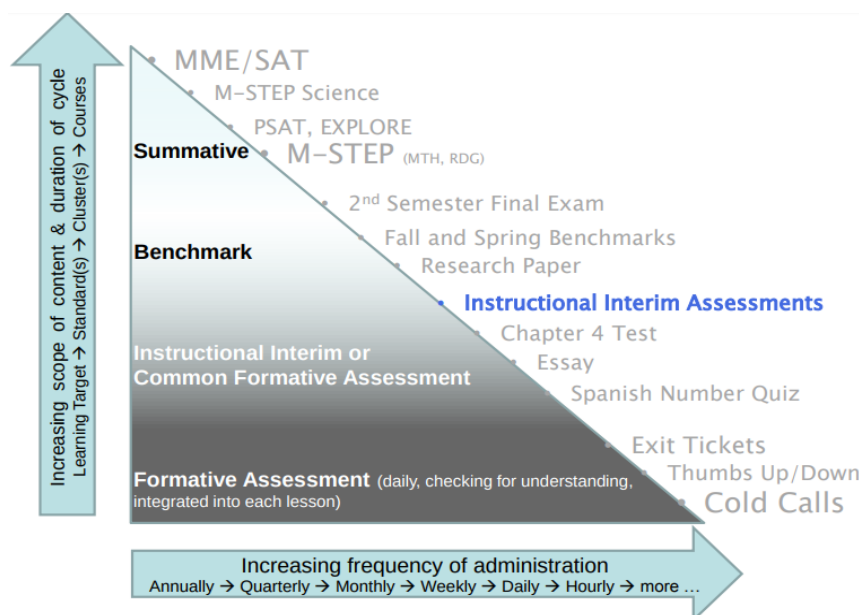
___ Implementation of essential activities of the School Improvement Plan

As you implement your plan, consider these questions that will help when you need to evaluate the implementation of your plan.

- ***How do we know we're implementing our goals?***
- ***How do we know the identified high leverage strategies are impacting student learning and achievement?***
- ***How do we know the action steps are leading us toward increased student learning and achievement?***

- ___ Monitor and dialogue (**Dialogue**) about the **high leverage IMPACT strategies** are having on student learning and achievement.
- ___ Collect **Perception Data** of all stakeholders (ex. P/T Conferences)
- ___ Address **results from monitoring** during meeting.
- ___ Measure **Student Impact** toward goals. Ask: What benchmarking data is being collected or needs to be collected?
- ___ Review **Formative/Benchmark Assessment Results**. Ask: Are we collecting informative data? Update **Building Assessment Calendar**.
- ___ How do you know which students are on a path to **fail courses**?
- ___ Create a **plan to assist students** who are failing.
- ___ How are we balancing our assessment system from formative to summative?

CNA Required





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DECEMBER (*Hold 4th School Improvement Meeting*)

CNA Required

- ___ Begin to build a **School Process Profile**. If you have not already selected 3-5 indicators, it is recommended to use MDE's [School Systems Review \(SSR\)](#) all 26 indicators OR AdvancED Michigan's [Interim Self Assessment \(ISA\)/Self Assessment \(SA\)](#) all 33 indicators. Once completed, then choose 3-5 indicators to focus on.
- ___ Identify **Barriers and Challenges** that have surfaced since implementing the SI plan in September. Take the necessary steps to address these challenges and/or barriers.

CNA Required

- ___ Staff and Leadership Team review **Formative Assessment and Benchmarking results** to **monitor implementation of plan**. Make necessary adjustments for 2nd Semester.

State Required

- ___ Present to **School Board** the status of your School Improvement Plan.
- ___ Identify **Agenda Outcomes for January**.

BUILDING ACTIVITIES

- ___ Assess if teachers require **additional training** to assess and monitor student growth. Model how you expect the staff to focus on student learning and achievement during SI meetings, PLC, and/or teacher collaborative time. Adjust **Professional Learning Plan**.
- ___ **Identify students** who will require additional screening for 2nd Semester course placement.
- ___ Make refinements to 2nd Semester course offerings and **student placement in TIER II and TIER III classes**.
- ___ Meet as a staff to review November's Fidelity of Implementation data and **identify barriers and next steps**.
- ___ Staff celebrates with students the growth that has occurred.
- ___ Teachers continue measuring how students are individually moving toward their goals.

Color Key

Activities not submitted

Required submission

Support and Hyperlinks



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JANUARY (*Hold 5th School Improvement Meeting*)

CNA Required

- _____ Continue review of the 3-5 primary indicators you identified in your **School Process Profile** while you continue to collect, organize, and label **EVIDENCE** to use in meeting **ESSA**.
- _____ Evaluate the **IMPACT** of SIP implementation 1st Semester and continue to **progress monitor the plan**.
- _____ Update **Strategies/Activities in SIP**: Review any current processes, practices or programs that need to be **strengthened/abandoned** because they no longer support current goals/needs and/or **EVIDENCE** indicates they are not effective.
- _____ Create a **School-wide Data Wall** from Fidelity of Implementation Monitoring, Benchmark testing, and Gap Analysis conducted.
- _____ Identify **February Agenda Outcomes**.

BUILDING ACTIVITIES

- _____ Celebrate **Staff and Student Successes**
- _____ Conduct a **'What Worked' and 'What Needs to Work Better'** activity with staff for the following:
 - Goals Management Strategies and Activities
 - PLC or Collaborative Practices
 - Data Collection of Benchmark Assessments
 - Data Analysis of Formative and Benchmark Assessments
 - Universal Screening Process
 - Communication Process
 - Decision Making Documentation
- _____ Identify new **'Look Fors' (Critical Components; Non-negotiables)** with staff for 2nd Semester.
- _____ Continue **Fidelity of Implementation Monitoring** for Strategy Implementation
- _____ Administer benchmark assessment (**Benchmark #2**).
- _____ Teachers teams analyze benchmark results to conduct demographic Gap Analysis activities. **Submit results to SI Team**.

Color Key

Activities not submitted

Required submission

Support and Hyperlinks



Creating a Culture of Continuous School Improvement

FEBRUARY (*Hold 6th School Improvement Meeting*)

- _____ Check [SI.Timeline](#) for [Data Dialogue/Analysis Protocols](#)
- CNA Required _____ Begin completion of the **School Process Profile** using the 3-5 selected indicators from MDE's [School Systems Review \(SSR\)](#) OR AdvancED Michigan's [Interim Self Assessment \(ISA\)/Self Assessment \(SA\)](#).
- CNA Required _____ Continue to update the four types of data (Achievement, Demographic, Perception, and Process).
- _____ Identify a process to **assess the fidelity of implementation** for a high leverage strategy, initiative or program. Suggest using the 5 driving questions from the [Program Evaluation Tool \(PET\)](#).
- _____ Complete and post to school website **Annual Education Report (AER)** (**Anticipate a short 2 week window to complete this reporting requirement. Deadline TBD**)

MARCH-APRIL (*Hold 7th School Improvement Meeting*)

- CNA Required _____ Use all data collected during the school year to [analyze the 4 types of data collected](#); [Use the CNA Guidance Document](#) to analyze improvements against SIP objective statements and identify:
 - Where are we now?
 - What progress did we make?
 - How close did we come to our measurable objective?
 - Were our subgroup(s) gap(s) narrowed? Why?

Color Key

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Required submission

Support and Hyperlinks



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MAY-JUNE (*Hold final School Improvement Meeting*)

- _____ Analyze state (if available) and local summative data to determine the degree of impact. Analyze trend data as is available. This will **inform the identification/revision of Goals in your SI Plan generation.**
- _____ Use the '[Assessing the Fidelity of Implementation protocol](#)' with grade level or department level teams to create current reality statements for the 5 PET questions. This process will help all stakeholders:
 - Implement one high leverage strategy
 - Understand the connection between **the fidelity of implementation** data and **student impact** (achievement) data.
 - By providing guidance for revising the following year's school improvement plan at the strategy and activity level.
- _____ Complete the conclusion impact questions using appropriate data to inform [MDE's Program Evaluation Tool](#). **Submit in ASSIST by June 30, 2018.**
- _____ Use **Matrix (Matrix)** to plan for strategy development across the four activity phases: Getting Ready, Implement, Monitor, and Evaluate at the activity level.
- _____ For NCA or Advanc-ED accredited schools, use the [Interim Self Assessment \(ISA\)/Self Assessment \(SA\)](#) and **Summarize** areas of challenge at the activity level needing to be addressed.
- _____ School Improvement Plans and Title I diagnostics (if appropriate): [Title I Diagnostic](#) and [Goals/Plan](#) to share with district leadership by **June 1 for Consolidated Application and District Improvement Plan.**
- _____ Complete [Professional Learning Plan \(needs to align with SIP\)](#)
- _____ Celebrate **Successes with Staff and Students.**

BUILDING ACTIVITIES

- _____ Administer Final Benchmarking Assessment (**Benchmark #3**)
- _____ Conduct a '**What Worked**' and '**What Needs to Work Better**' activity with staff for the following:
 - Goals Management Strategies and Activities
 - PLC or Collaborative Practices
 - Data Collection of Benchmark Assessments
 - Data Analysis of Formative and Benchmark Assessments
 - Universal Screening Process
 - Communication Process
 - Decision Making Documentation
- _____ Celebrate **Staff and Successes**