



Practical School Improvement Timeline

www.sitimeline.weebly.com for more details



Summer Months: August ...

Building Activities

- Organize/Confirm the School Improvement Team:
 - **Required members**
 - Administrator
 - Parent of Title I student (not a school employee)
 - Parent of non-Title I student (not a school employee)
 - Teacher
 - Other school employee
 - School Board Member

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 Plan.
- Begin an Instructional Learning Cycle within your PLC, department or grade level.

Building Activities

- Present to **School Board** your “accreditation” status and practical School Improvement Plan (share a timeline for Strategies and Action Steps plus monitoring plan).
- Administer Fall Benchmarking assessments (Delta Math, DIBELS, Writing prompts, etc.)
- Hold Monthly School Improvement Meeting (1st for the school year)
- Establish a School Improvement Meeting Calendar
- Review implementation, monitoring and evaluation of SI Plan (Required by PA 25)
- Review Mission, Vision and Belief Statements
- 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
- Set October Agenda Outcomes

District Activities

- Transmit** all SI Plans (these should have been **submitted** on AdvancED in June) NO LATER than September 1 (PA 25)
- Transmit** all School Data Profile/Analysis (SDP/A) (these should have been **submitted** on AdvancED in May) NO LATER than September 1 (PA 25)
- Check status of your Federal funds for each school that receives money. Has your grant been approved or are modifications required?
- Registered Educational Personnel (REP) data entry begins



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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 the Instructional Learning Cycle within your PLC, department or grade level and consider beginning a new ILC based on reflection of the first.
- Teacher teams 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?*
 - *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?*
- Implementation of School Improvement Plan
- Share results from School-wide SNAPSHOT from Admin Monitoring Observations.
- Hold **Public Meeting** for School Annual Education Report by October 15
 - Date Held: _____
- Document results from assessments in AdvancED using Progress Monitoring Tab
- Administer Parent Survey at Conferences or another venue
- School Process Profile discussion on 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
- School Data Profile COLLECT (update) staff demographic section for current school year
- Identify November agenda items

District Activities

- 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 your Federal funds for each school that receives money. **Remember only ONE amendment allowed prior to December 15.**

NOTE: AdvancED has promised to open SPR 40/90, SIP and DIP/LEA-PC on October 19, 2011. (SDP/A TBD)

Created by Doug Greer, Ottawa Area ISD. Resources gathered from Laurie Schmitt, Sharon Dodson, Lindsay Brindley Lisa Asaro, Jennifer Sabsook, Scott Felkey and others.

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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 student 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)

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 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

- Teachers review **Formative and Summative Assessment Data**. Make necessary adjustments for 2nd Semester and inform SI Team.
- Teachers continue measuring how students are individually moving toward their goals.
- Consider completing another Instructional Learning Cycle.
- Staff celebrates 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
 - Small groups to address segments of rubrics and report out
 - Online survey tools available at OAISD through Google Docs
 - Study and Discuss: Celebrate a few and narrow focus to 3-5 to improve (may save discussion till January)
- Identify **Barriers and Challenges** that have occurred since implementing the SI plan.
- Identify steps to take to address challenges and/or barriers.
- Review and/or Plan **Perception Data Collection** of all Stakeholders
- Target students who require additional screening for 2nd Semester course placement
- Make refinements to 2nd Semester course offerings and student placement in TEIR II and III classes
- Assess if teachers require additional training to assess and monitor student growth. Model how you expect the staff to focus on student achievement during SI meetings, PLC, and/or collaborative time
- Identify Agenda Outcomes for January.

District Activities

- REP (Registry of Educational Personnel) 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.**
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