A Year in the Life of School Improvement Getting Started | All Schools

		Key activities	ISBE Resources	District Staff	School Principal	School Leadership Team
GETTING STARTED	**Month 1**	View School Improvement On-Demand Learning Series 1.	[School Improvement On-Demand Learning Series 1](#)	View School Improvement On-Demand Learning Series 1.	View School Improvement On-Demand Learning Series 1.	View School Improvement On-Demand Learning Series 1.
		• Identify a school leadership team (SLT) that includes school and district staff to guide the school improvement planning and implementation process. • Prepare to work with the school leadership team and its role in school improvement efforts.	[School Leadership Team Guidance Document](#) [School Leadership Team On-Demand Video](#) [School Leadership Team Presentation](#)	• Identify a school leadership team that includes district and school leaders to guide the school improvement planning and implementation process. • View "Identifying the School Leadership Team" video.	• Work with the district to identify school leadership team members. • View "Identifying the School Leadership Team" video.	Review composition of the SLT with district and school administration to ensure a diverse representation of staff.
		Monthly Topics and Tasks • Identify local needs by using multiple sources of data, including Equity Journey Continuum (EJC) data, and complete the school-level needs assessment. • Start the process of completing the Illinois Quality Framework Supporting Rubric (IQFSR).	Monthly Topics and Tasks for All Schools [Illinois Quality Framework Supporting Rubric (IQFSR)](#) [Facilitating the IQFSR](#)	• Review indicators, data, teaming structures. • Meet with school staff to discuss needs and support for school. • Prepare to facilitate the work of the IQFSR with the building principal.	• Review indicators, data, teaming structures. • Meet with district staff to discuss needs and support for school. • Prepare to facilitate the work of the IQFSR with district staff.	Consistently collect and analyze various sources of data as part of the needs assessment process.

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ILLINOIS STATE BOARD OF EDUCATION

July 2024

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GETTING STARTED	**Month 2**	**Monthly Topics and Tasks** • Identify local needs by using multiple measures of data to complete the school-level needs assessment. • Continue working on the IQFSR.		• Support the building principal by identifying and providing district-level data. • Facilitate the work of the IQFSR with the building principal.	• Facilitate discussion with SLT and district staff on identifying multiple measures of data to include in the school-level needs assessment. • Facilitate the work of the IQFSR with district staff.	Consistently collect and analyze various sources of data as part of the needs assessment process
		View School Improvement On-Demand Learning Series 2.	[School Improvement On-Demand Learning Series 2](#)	View School Improvement On-Demand Learning Series 2.	View School Improvement On-Demand Learning Series 2.	View School Improvement On-Demand Learning Series 2.
	Month 3	**Monthly Topics and Tasks** • Identify local needs by using multiple measures of data to complete the school-level needs assessment. • Finalize the IQFSR.		• Support the building principal by providing district-level data. • Facilitate and finalize the IQFSR with the building principal and SLT.	• Facilitate discussion with SLT and district staff on identifying multiple measures of data to include in the school-level needs assessment. • Facilitate and finalize the IQFSR with district staff and SLT.	Consistently collect and analyze various sources of data as part of the needs assessment process
	Month 4	**Monthly Topics and Tasks** • Conduct a root cause analysis of indicators and data. • Identify priorities for focus in the School Improvement Plan (SIP).	[Conducting a Root Cause Analysis](#)	Support the building principal in facilitating the root cause analysis and identifying priorities for focus in the SIP.	Facilitate the root cause analysis with district staff and the SLT and identify priorities for focus in the SIP.	Ensure SLT conversations are focused on improvement, sustainability, and adjustments as indicated by the data when conducting root cause analysis and identifying priorities for focus in school improvement planning.

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GETTING STARTED	**Month 5**	**Monthly Topics and Tasks** Collaborate with the school leadership team to develop a SIP that: • Includes two academic goals that are specific, measurable, achievable, relevant, and time-bound (SMART). • Includes an action plan. • Determines professional learning needs. • Includes relevant, evidence-based practices to support identified key activities.	The Importance of SMART Goals Finding Evidence-Based Practices Elementary SIP Example Middle School SIP Example High School SIP Example Optional downloadable SIP template: Select All Schools and Plan for School Improvement	Collaborate with the leadership team to develop a SIP that: • Includes two academic SMART goals. • Includes an action plan. • Determines professional learning needs. • Includes relevant, evidence-based practices to support identified key activities.	Collaborate with the leadership team to develop a SIP that: • Includes two academic SMART goals. • Includes an action plan. • Determines professional learning needs. • Includes relevant, evidence-based practices to support identified key activities.	Ensure SLT conversations are focused on improvement, sustainability, and adjustments as indicated by the data when developing the SIP.
		Identify stakeholder advisory group.	Stakeholder Advisory Group	Work to identify members of a stakeholder advisory group in collaboration with school principal and SLT.	Work to identify members of a stakeholder advisory group in collaboration with district staff and SLT.	Work to identify members of a stakeholder advisory group in collaboration with district and school administration.
	Month 6	**Monthly Topics and Tasks** Finalize SIP with the following components: • Two academic SMART goals. (Modify as needed based on end-of-year data review.) • Key activities, milestones, timelines, funding sources, and people responsible for implementation. • Local assessment(s) to measure academic progress. • Monitoring plan that includes all SMART goals. Communication of SIP to all stakeholders.		• Support the building principal and SLT with finalizing the SIP. • Review and approve final SIP to be shared with local Board of Education (BOE). • Collaborate with school leadership team to communicate SIP to all stakeholders.	• Facilitate discussion with SLT to finalize the SIP. • Collaborate with school leadership team to communicate SIP to all stakeholders.	• Ensure SLT conversations are focused on improvement, sustainability, and adjustments as indicated by the data when finalizing the SIP. • Review methods of collaboration and communication between district and school administration, the SLT, and the whole staff (e.g., grade-level teams, departments) to ensure current processes are effective.

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GETTING STARTED	Month 7	BOE approval of school improvement plan.		Submit SIPs for local BOE approval.		