

# A Year in the Life of School Improvement Planning | Comprehensive Schools



	Key Activities	School Improvement Coordinators	ISBE	District Staff	Comprehensive School Principal	School Leadership Team	School Level Needs Assessment Vendor	
PLANNING STAGE	OCTOBER	Summative designations released by ISBE.	<ul style="list-style-type: none"> <li>Release summative designations.</li> <li>Send initial notification letter to superintendent.</li> </ul> <a href="#">Annual Summative Designation</a>	<ul style="list-style-type: none"> <li>Receive designation letter.</li> <li>Schedule time to meet with assigned School Improvement Coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>Receive designation letter.</li> <li>Schedule time to meet with assigned School Improvement Coordinator.</li> </ul>		Make initial contact with districts and schools.	
	NOVEMBER	View School Improvement On-demand Learning Series 1.		<a href="#">School Improvement On-demand Learning Series 1</a>	View School Improvement On-demand Learning Series 1.	View School Improvement On-demand Learning Series 1.	View School Improvement On-demand Learning Series 1.	
		<b>Newly Designated Schools Webinar:</b> Communicate to the district and schools on allocation, allowable expenses, processes, and deliverables.	<ul style="list-style-type: none"> <li>Listen and respond to questions from districts/schools during webinar. Provide individual follow-up as needed.</li> <li>Provide support with writing the planning grant application.</li> </ul>	Provide live webinar support on program requirements, fiscal requirements, and reporting requirements.	Attend district/school information webinar as part of leadership team.	Attend district/school information webinar as part of leadership team.		
	Introduction meeting	Contact districts and schools to schedule the introduction meeting.		Attend introduction meeting with the School Improvement Coordinator.	Attend introduction meeting with the School Improvement Coordinator.			

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<b>PLANNING STAGE</b> <b>NOVEMBER</b>	<b>Monthly Topics &amp; Tasks:</b> <ul style="list-style-type: none"> <li>Identify a school leadership team (SLT) that includes school and district staff to guide the school improvement planning and implementation process.</li> <li>Prepare to work with the School Leadership Team and their role in school improvement efforts.</li> <li>Introduce the Illinois Quality Framework Supporting Rubric (IQFSR).</li> </ul> <p>(Note: CPS schools completed Foundations at the beginning of the current school year and will not complete the IQFSR.)</p>	<b>Monthly meeting with schools:</b> <ul style="list-style-type: none"> <li>Review indicators, data, and SLT structures.</li> <li>Support district and school leadership in preparing to effectively facilitate the IQFSR.</li> <li>Review the process of completing the IQFSR utilizing the provided guidance documents.</li> </ul>	<a href="#">Monthly Topics &amp; Tasks for ISL and CSI Planning Year</a> <a href="#">School Leadership Team guidance document</a> <a href="#">School Leadership Team On-demand video</a> <a href="#">School Leadership Team video presentation</a> <a href="#">Illinois Quality Framework Supporting Rubric (IQFSR)</a> <a href="#">Facilitating the IQFSR</a>	<ul style="list-style-type: none"> <li>Meet with School Improvement Coordinator.</li> <li>With building principal, identify SLT that includes district and school leaders to guide the school improvement planning and implementation process.</li> <li>Prepare to facilitate the IQFSR, with the building principal.</li> </ul>	<ul style="list-style-type: none"> <li>Meet with School Improvement Coordinator.</li> <li>Work with district staff and School Improvement Coordinator to identify SLT members.</li> <li>Prepare to facilitate the IQFSR, with district staff.</li> </ul>	Review composition of the SLT with school and district administration to ensure a diverse representation.		
	School needs assessment for Comprehensive Support and Improvement.			<ul style="list-style-type: none"> <li>Execute a contract with the needs-assessment vendor.</li> <li>Schedule initial meetings with the vendor.</li> </ul>	Schedule initial meetings with the vendor.		<ul style="list-style-type: none"> <li>Execute contract with district.</li> <li>Schedule initial outreach and overview.</li> <li>Confirm logistics and scheduling of meetings.</li> <li>Identify state administrative data.</li> </ul>	
	Begin process in IWAS for the planning year grant application.	Support districts in process, help reinforce intended purpose and communications with schools.	ISBE releases fiscal allocations for planning.	Gain IWAS access, review grant application and fiscal allocation(s).	Collaborate with leadership team to determine needs, timeline, and process for submitting planning grant application.	Collaborate with district and school administration on planning grant application.		

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<b>PLANNING STAGE</b> <b>DECEMBER</b>	<b>Monthly Topics &amp; Tasks:</b> <ul style="list-style-type: none"> <li>• Discuss school level needs assessment process and progress thus far.</li> <li>• Support district and the SLT to effectively facilitate and finalize the IQFSR.</li> <li>• Provide SLT guidance - continuing to build capacity of school leadership team.</li> </ul>	<b>Monthly meeting with schools:</b> <ul style="list-style-type: none"> <li>• Support district and school leadership to effectively facilitate and finalize the IQFSR.</li> <li>• Provide school leadership team guidance.</li> </ul>		<ul style="list-style-type: none"> <li>• Meet with School Improvement Coordinator to discuss IQFSR and the SLT.</li> <li>• Facilitate the work of the IQFSR, with the building principal.</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with School Improvement Coordinator to discuss IQFSR and the SLT.</li> <li>• Facilitate the work of the IQFSR, with the building principal.</li> </ul>	Participate in IQFSR discussions with district and school administration.		
	Needs assessment			Facilitate school and district data collection and analysis with building principal and school level needs assessment vendor.	Facilitate school and district data collection and analysis with district staff and school level needs assessment vendor.		School and district data collection and analysis.	
	Issue reminder for Quarterly Expenditure Report (QER). Second quarter reporting period ends on Dec. 31.			Prepare QER for ISBE.				
	Planning year grant application is due to ISBE the date identified in the grant application.	Provide assistance for completing the planning year grant application.		Submit planning year grant application to ISBE.				
	Annual ESSA Conference.		Plan logistics, communicate with schools, and facilitate sessions.	Attend ESSA Conference.	Attend ESSA Conference.	Attend ESSA Conference.		
	View School Improvement On-demand Learning Series 2.		<a href="#">School Improvement On-demand Learning Series 2</a>	View 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.	

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PLANNING STAGE	JANUARY	<p><b>Monthly Topics &amp; Tasks:</b></p> <ul style="list-style-type: none"> <li>School-level needs assessment update.</li> <li>Finalize IQFSR.</li> <li>Enter results of the IQFSR in IWAS (rest of state). The IQFSR is due Jan. 31.</li> <li>SLT update.</li> </ul>	<p><b>Monthly meeting with schools:</b></p> <ul style="list-style-type: none"> <li>Discuss school level needs assessment process and progress thus far.</li> <li>Support district and the SLT to effectively facilitate and finalize the IQFSR.</li> <li>Provide SLT guidance - continuing to build capacity of school leadership team.</li> </ul>	<p><a href="#">IWAS Reporting System Guidance for the IQFSR</a></p>	<p>Meet with School Improvement Coordinator to discuss school level needs assessment progress, finalization IQFSR, and building capacity of school principal to facilitate the school leadership team.</p>	<ul style="list-style-type: none"> <li>Meet with School Improvement Coordinator to discuss school level needs assessment progress, finalization of IQFSR, and building capacity of teacher leaders around school improvement work.</li> <li>Enter results of IQFSR in IWAS.</li> </ul>	<p>Participate in consensus conversations to finalize IQFSR.</p>	
	FEBRUARY	<p><b>Monthly Topics &amp; Tasks:</b></p> <ul style="list-style-type: none"> <li>SLT Update</li> </ul>	<p><b>Monthly meeting with schools:</b></p> <ul style="list-style-type: none"> <li>Provide SLT guidance - continuing to build capacity of school leadership team.</li> </ul>		<p>Meet with School Improvement Coordinator to discuss building capacity of school principal to facilitate the SLT.</p>	<p>Meet with School Improvement Coordinator to discuss building capacity of teacher leaders around school improvement work.</p>	<p>Participate in discussions centered around building a shared purpose and common understanding of roles within and across school teams as a SLT member.</p>	
		<p>State-Led Resource Allocation Review.</p>		<p>Notify selected districts of participation in a resource allocation review.</p>	<p>Gather requested data and submit to ISBE.</p>			
	<p>Needs assessment</p>			<p>Facilitate school and district data collection and analysis with building principal and school level needs assessment vendor.</p>	<p>Facilitate school and district data collection and analysis with district staff and school level needs assessment vendor.</p>		<p>School and district data collection and analysis.</p>	

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PLANNING STAGE	<b>Monthly Topics &amp; Tasks:</b> <ul style="list-style-type: none"> <li>Identify stakeholder advisory group.</li> <li>SLT Update.</li> </ul>	<b>Monthly meeting with schools:</b> <ul style="list-style-type: none"> <li>Assist in identification of possible members for stakeholder advisory group.</li> <li>Provide SLT guidance - continuing to build capacity of school leadership team.</li> </ul>	<a href="#">Identifying a Stakeholder Advisory Group</a>	Meet with School Improvement Coordinator to identify members of a stakeholder advisory group in collaboration with school principal and SLT and discuss building capacity of school principal to facilitate the SLT.	Meet with School Improvement Coordinator to identify members of a stakeholder advisory group in collaboration with district staff and SLT and discuss building capacity of teacher leaders around school improvement work.	Work to identify members of a stakeholder advisory group in collaboration with district and school administration.	
	Issue QER reminder. Third quarter reporting period ends on March 30.	Submit survey on school progress to ISBE.		Prepare QER for ISBE.			
	Needs assessment			Facilitate school and district data collection and analysis with building principal and school level needs assessment vendor.	Facilitate school and district data collection and analysis with district staff and school level needs assessment vendor.		School and district data collection and analysis.
	State-Led Resource Allocation Review.		<ul style="list-style-type: none"> <li>Provide a data report to the district.</li> <li>Facilitate a review of resource allocation patterns.</li> </ul>	<ul style="list-style-type: none"> <li>Review data report supplied by ISBE.</li> <li>Participate in a state-facilitated review of resource allocation patterns.</li> </ul>	<ul style="list-style-type: none"> <li>Review data report supplied by ISBE.</li> <li>Participate in a state-facilitated review of resource allocation patterns.</li> </ul>		
APRIL	<b>Monthly Topics &amp; Tasks:</b> <ul style="list-style-type: none"> <li>SLT Update.</li> <li>Resource Equity Discussion.</li> </ul>	<b>Monthly meeting with schools:</b> <ul style="list-style-type: none"> <li>Provide SLT guidance - continuing to build capacity of school leadership team.</li> <li>Facilitate discussion on equitable use of resources including fiscal resources, time, and staffing.</li> </ul>		Meet with School Improvement Coordinator to discuss building capacity of school principal to facilitate the SLT and equitable use of resources.	Meet with School Improvement Coordinator to discuss building capacity of teacher leaders around school improvement work and equitable use of resources.	Participate in discussions to ensure SLT meetings are focused on improvement, sustainability, and adjustments as indicated by data.	
	Submit QER by April 20.			Submit QER.			

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PLANNING STAGE	APRIL	Needs assessment		Facilitate school and district data collection and analysis with building principal and school level needs assessment vendor.	Facilitate school and district data collection and analysis with district staff and school level needs assessment vendor.		School and district data collection and analysis.	
	MAY	<p><b>Monthly Topics and Tasks:</b></p> <ul style="list-style-type: none"> <li>Final report issued for the school-level needs assessment.</li> <li>Schedule an in-person meeting to conduct the root cause analysis.</li> <li>Identify priorities of focus for school improvement plan (SIP).</li> </ul>	<p><b>Monthly meeting with schools:</b></p> <ul style="list-style-type: none"> <li>Discuss results of the school-level needs assessment with schools.</li> <li>Schedule an in-person meeting to conduct the root cause analysis.</li> <li>Assist in identifying priorities of focus for the school improvement plan (SIP).</li> </ul>	<p><a href="#">Conducting a Root Cause Analysis</a></p>	<ul style="list-style-type: none"> <li>Read and discuss the report and results with the School Improvement Coordinator, the principal, and the SLT.</li> <li>Schedule an in-person meeting to conduct the root cause analysis.</li> <li>Identify priorities of focus for the SIP.</li> </ul>	<ul style="list-style-type: none"> <li>Read and discuss the report and results with the School Improvement Coordinator, district staff, and the SLT.</li> <li>Schedule an in-person meeting to conduct the root cause analysis.</li> <li>Identify priorities of focus for the SIP.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in discussions around needs assessment report.</li> <li>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.</li> </ul>	Provide final school-level needs assessment report.
		District information webinar to communicate allocation, allowable expenses, processes, and deliverables to districts, schools, and learning partners.	Listen and respond to questions from districts/schools during webinar. Provide individual follow-up as needed.	Provide live webinar support.	Attend district/school information webinar as part of the leadership team.	Attend district/school information webinar as part of the leadership team.		
		ISBE release of grant application for Implementation Year 1.		Release grant application.	Collaborate with school principal and leadership team to complete grant application.	Collaborate with leadership team to complete grant application.	Collaborate with school administration to complete grant application.	
		Participate in annual program survey.			Complete annual program survey.	Complete annual program survey.		

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<b>PLANNING STAGE</b> <b>JUNE</b>	<b>Monthly Topics &amp; Tasks:</b> Collaborate with the SLT to develop a SIP that includes: <ul style="list-style-type: none"> <li>• Two academic SMART goals.</li> <li>• An action plan.</li> <li>• Professional learning needs.</li> <li>• Relevant, evidence-based practices to support identified key activities.</li> <li>• Key activities, milestones, timelines, funding sources, and people responsible for implementation.</li> <li>• Local assessment(s) to measure academic progress.</li> <li>• Monitoring plan that includes all SMART goals.</li> <li>• Communication of SIP to all stakeholders.</li> </ul>	<b>Monthly meeting with schools:</b> <ul style="list-style-type: none"> <li>• Provide guidance on SIP.</li> </ul>	<a href="#">The Importance of SMART Goals</a> <a href="#">Finding Evidence-based Practices</a> <a href="#">Elementary SIP Example</a> <a href="#">Middle School SIP Example</a> <a href="#">High School SIP Example</a> Downloadable SIP template: <a href="#">Select Comprehensive School and Plan for School Improvement</a>	<ul style="list-style-type: none"> <li>• Meet with School Improvement Coordinator and:</li> <li>• Support the building principal and SLT with SIP development.</li> <li>• Collaborate with school leadership team to communicate SIP to all stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with School Improvement Coordinator and:</li> <li>• Facilitate discussion with SLT to develop SIP.</li> <li>• Collaborate with school leadership team to communicate SIP to all stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure SLT conversations are focused on improvement, sustainability, and adjustments as indicated by the data when developing the SIP.</li> <li>• Review methods of collaboration and communication between district and school administration, the SLT, and the whole staff (e.g., gradelevel teams, departments) to ensure current processes are effective.</li> </ul>	
	Implementation year grant discussion.	Provide technical assistance for grant application.		Collaborate with school principal and leadership team to complete grant application.	Collaborate with leadership team to complete grant application.	Collaborate with district and school administration to finalize grant application.	
	Planning Year Report reporting period ends on June 30.  Implementation grant application due to ISBE.	Provide technical assistance and support to schools to complete and submit Planning Year report.		Approve Planning Year report in IWAS once submitted by school principal.	Submit Planning Year report in IWAS.		
	Issue QER reminder. Fourth-quarter reporting period ends on June 30.  QER is due to ISBE on July 20.			Submit QER.			

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<b>PLANNING STAGE</b> <b>JULY</b>	<b>Monthly Topics &amp; Tasks:</b> <ul style="list-style-type: none"> <li>• BOE SIP Approval.</li> <li>• Implementation Grant.</li> </ul>	<b>Monthly meetings with schools:</b> <ul style="list-style-type: none"> <li>• Provide guidance for BOE SIP approval.</li> <li>• Discuss finalization of implementation grant.</li> </ul>		Meet with School Improvement Coordinator and school principal to ensure SIP is ready for BOE approval and implementation grant questions have been answered.	Meet with School Improvement Coordinator and school principal to ensure SIP is ready for BOE approval and implementation grant questions have been answered.		
	Finalize Implementation year grant application in IWAS and submit to ISBE.  Interview/identify approved learning partner(s).	Review and approve finalized grant application.  Guide the alignment of learning partner(s) to school needs using the Learning Partner Selection Rubric.		Submit finalized grant application to ISBE.  Meet with school principal and leadership team to interview/identify learning partner(s) that align with school/district needs.	Meet with district staff and leadership team to interview/identify learning partner(s) that align with school/district needs.	Meet with district and school administration to interview/identify learning partner(s) that align with school/district needs.	
	Local Board of Education (BOE) approval of learning partner contracts.			Schedule local BOE approval of learning partner contracts.			
<b>END OF PLANNING YEAR ACTIVITIES. MOVE TO YEAR IN THE LIFE IMPLEMENTATION YEAR CSI SCHOOLS</b>							