

	Key activities	IL-EMPOWER coordinators	IL-EMPOWER director	ISBE	District staff	Comprehensive school principal	Targeted school principal	Primary partner	Approved learning partner	School-level needs assessment vendor	External evaluator
PLANNING STAGE October/November	Summative designations released by ISBE	After district receives communication from director, send communication to principal and district representative to schedule a meeting.	Send initial notification letter to superintendent.	Summative designation released by ISBE.	<ul style="list-style-type: none"> Receive designation letter. Schedule time to meet with assigned IL-EMPOWER coordinator (comprehensive schools only). 	<ul style="list-style-type: none"> Receive designation letter. Schedule time to meet with assigned IL-EMPOWER coordinator. 	Receive designation letter.				
	<ul style="list-style-type: none"> Identify a school leadership team that includes school and district staff to guide the school improvement planning and implementation process. Identify stakeholder advisory group in collaboration with district and school. 				<ul style="list-style-type: none"> Identify a school leadership team that includes both district and school leaders to guide the school improvement planning and implementation process. Work to identify members of a stakeholder advisory group in collaboration with school. 	<ul style="list-style-type: none"> Work with district to identify school leadership team members. Work to identify members of a stakeholder advisory group in collaboration with district. 	<ul style="list-style-type: none"> Work with district to identify school leadership team members. Work to identify members of a stakeholder advisory group in collaboration with district. 				



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PLANNING STAGE	November	District information meeting Communicate to the districts, schools, and learning partners on allocation, allowable expenses, processes, and deliverables.	Attend meeting.	Coordinate and lead meeting on requirements for program, fiscal, reporting; and planning grant application writing.	Provide live webinar support.	Attend district/school information meeting as part of leadership team.	Attend district/school information meeting as part of leadership team.	Attend district/school information meeting as part of leadership team.	Attend primary partner information meeting.	Attend approved learning partner information meeting.		Attend approved learning partner information meeting.
		Initial meetings with schools.	<ul style="list-style-type: none"> Schedule and meet with district and comprehensive school principal. Review indicators, data, teaming structures. 			Attend meeting to discuss needs and support for school.	Attend meeting to discuss needs and support for school.	Meet with district representative to discuss needs and support for school.				
		Begin planning grant application process.	Support districts in process, help reinforce intended purpose and communications with schools.		ISBE releases fiscal allocations for planning.	<ul style="list-style-type: none"> District applies on behalf of the school and communicates with schools. Review district fiscal allocation. Finalize planning grant application. 	Collaborate with leadership team to determine needs, timeline, and process for submitting planning grant application.	Collaborate with leadership team to determine needs, timeline, and process for submitting planning grant application.				

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PLANNING STAGE	December	<p>Monthly topics and tasks</p> <p>Identify local needs by using multiple measures of data and completing the local system needs assessment (School-Level Needs Assessment: (Illinois Quality Framework Supporting Rubric [IQFSR] or School Excellence Framework [SEF]).</p>	<ul style="list-style-type: none"> Monthly check-in with schools. Facilitate and lead based on monthly topic and task; submit survey on school progress to ISBE. 			<ul style="list-style-type: none"> Support the building principal with the monthly topics and tasks. Meet with IEC to discuss monthly topics and tasks (comprehensive schools only). 	<ul style="list-style-type: none"> Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.) Meet with IEC to discuss monthly topics and tasks. 	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)				
		<p>Quarterly Expenditure Report (QER) reminder.</p> <p>Second-quarter reporting period ends on 12/31.</p>				Prepare QER for ISBE.						
		<ul style="list-style-type: none"> Conduct an IQFSR or SEF. Complete an IQFSR or SEF. 	Provide technical assistance to complete an IQFSR or SEF.		Provide a contracted service by a third-party vendor for an IQFSR or SEF.	Contribute district-level data as needed (IQFSR or SEF).	Contribute school-level data as needed (IQFSR or SEF).	Contribute school-level data as needed (IQFSR or SEF).				IQFSR or SEF.

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PLANNING STAGE	January	Monthly topics and tasks Select relevant, evidence-based practices and interventions.				<ul style="list-style-type: none"> Support the building principal with the monthly topics and tasks. Meet with IEC to discuss monthly topics and tasks (comprehensive schools only). 	<ul style="list-style-type: none"> Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.) Meet with IEC to discuss monthly topics and tasks. 	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)				
		QER due to ISBE on 1/20.				Submit QER to ISBE.						
		Conduct Root Cause Analysis of indicators and data.	<ul style="list-style-type: none"> Facilitate Root Cause Analysis and review of data/findings for Comprehensive Support and Improvement schools. Submit survey on school progress to ISBE. 	Provide support in preparation of Root Cause Analysis.		<ul style="list-style-type: none"> Collect needed local data and participate in Root Cause Analysis with stakeholder advisory group. Present results to stakeholder advisory group. 	<ul style="list-style-type: none"> Collect needed school data and participate in Root Cause Analysis. Present results to stakeholder advisory group. 	<ul style="list-style-type: none"> Collect needed school data and conduct Root Cause Analysis. Present results to stakeholder advisory group. 				

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PLANNING STAGE		Monthly topics and tasks <ul style="list-style-type: none"> Develop SMART goals. Develop action plan. Determine professional learning needs. 				<ul style="list-style-type: none"> Support the building principal with the monthly topics and tasks. Meet with IEC to discuss monthly topics and tasks (comprehensive schools only). 	<ul style="list-style-type: none"> Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.) Meet with IEC to discuss monthly topics and tasks. 	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)				
	February	Development of School Improvement Plan (SIP) including: <ul style="list-style-type: none"> SMART goals. (Modify 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. 	<ul style="list-style-type: none"> Provide guidance and consultation in the writing of SMART goals. Support the development of an action plan for progress monitoring. Determine the professional needs to support the development of school staff. 	Review SIPs and consult with IL-EMPOWER coordinators.		Collaborate with leadership team to develop a SIP: <ul style="list-style-type: none"> In partnership with stakeholders, including school leaders, teachers and parents. That is informed by all ESSA indicators. Includes evidence-based practices (EBPs). Is based on school-level needs assessment. Identifies resource inequities. 	<ul style="list-style-type: none"> Collaborate with leadership team to align SIP SMART goals and strategies to ESSA indicators and root causes. Ensure proposed (EBPs) meet ESSA criteria. 	<ul style="list-style-type: none"> Collaborate with leadership team to align SIP SMART goals and strategies to ESSA indicators and root causes. Ensure proposed (EBPs) meet ESSA criteria. 				

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PLANNING STAGE	March	Identify primary and/or approved learning partner(s) <ul style="list-style-type: none"> Comprehensive schools (required). Targeted schools (optional). 	<ul style="list-style-type: none"> Guide the alignment of learning partner to school needs. Submit survey on school improvement planning progress to ISBE. 	Support IL-EMPOWER coordinators in determining support for schools.		Meet with leadership team to identify primary partner and/or approved learning partner that aligns with school/ district needs (targeted schools optional).	Meet with leadership team and IEC to identify primary partner and/or approved learning partner that aligns with school/ district needs (required).	Meet with leadership team to identify approved learning partner that aligns with school/ district needs (optional).	Demonstrate alignment of services with ESSA tiers of evidence.	Demonstrate alignment of services with ESSA tiers of evidence.	Demonstrate alignment of services with ESSA tiers of evidence.	
		<ul style="list-style-type: none"> Review of initial draft SIP for comprehensive schools. District reviews initial draft SIP for targeted schools. 	Review, provide feedback, and support ongoing development of initial draft SIP for comprehensive schools.		Summative designations released by ISBE.	Review, provide feedback, and support ongoing development of initial draft SIP for comprehensive and targeted schools.	Submit initial draft of SIP to district, then to IEC for review and feedback.	Submit initial draft of SIP to district for review and feedback.				
		QER reminder. Third-quarter reporting period ends on 3/30.				Prepare QER for ISBE.						
	April	QER due to ISBE on 4/20.				Submit QER to ISBE.						
		District information meetings Communicate to the districts, schools, and learning partners on allocation, allowable expenses, processes, and deliverables.	Attend meeting.	<ul style="list-style-type: none"> Coordinate and lead meeting on requirements for program, fiscal, and reporting. Write planning grant application. 	Provide live webinar support.	Attend district/ school information meeting as part of leadership team.	Attend district/ school information meeting as part of leadership team.	Attend district/ school information meeting as part of leadership team.	Attend primary partner information meeting.	Attend approved learning partner information meeting.		Attend approved learning partner information meeting.

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PLANNING STAGE May	Finalize SIP with the following elements: <ul style="list-style-type: none"> • SMART goals (Modify 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. District reviews final draft SIP for targeted schools.	Ensure schools are able to submit SIP to ISBE.			<ul style="list-style-type: none"> • Review and approve final SIP. • Collaborate with school leadership teams to communicate SIP to all stakeholders. 	<ul style="list-style-type: none"> • Finalize SIP and prepare for submission as a part of the grant application. • Communicate SIP to all stakeholders. 	<ul style="list-style-type: none"> • Finalize SIP and prepare for submission as a part of the grant application. • Communicate SIP to all stakeholders. 				
	<ul style="list-style-type: none"> • ISBE release of grant application. • Participate in annual program survey. 	Provide technical assistance (for comprehensive schools) and approve finalized grant application and/or amendments.		Release grant application.	<ul style="list-style-type: none"> • Collaborate with leadership team to complete grant application. • Complete annual program survey. 	<ul style="list-style-type: none"> • Collaborate with leadership team to complete grant application. • Complete annual program survey. 	<ul style="list-style-type: none"> • Collaborate with leadership team to complete grant application. • Complete annual program survey. 				Send annual program survey to schools and districts.

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PLANNING STAGE June	Grant application due to ISBE.	Review and approve finalized grant application.		Review and approve finalized grant application.	Submit finalized grant application to ISBE.						
	<ul style="list-style-type: none"> School Improvement Report (SIR) reminder. Reporting period ends on 6/30. SIR due to ISBE on 7/20. (See Implementation Years document.) 	<ul style="list-style-type: none"> Send follow-up communication to schools that the window has opened. Provide technical assistance and support to schools to complete and submit SIR. 	Send communication to comprehensive and targeted schools that window for SIR completion has opened.		Work on SIR in IWAS.	Work on SIR in IWAS.	Work on SIR in IWAS.				
	<ul style="list-style-type: none"> QER reminder. fourth-quarter reporting period ends on 6/30. QER due to ISBE on 7/20. (See Implementation Years document.) 				Prepare QER for ISBE.						

End of planning year activities. Move to implementation Year 1, July tasks