

A Year in the Life of School Improvement Planning Year | Intensive Schools



		Key Activities	School Improvement Coordinators	ISBE	Board of Education	District Staff	Intensive School Principal	School Leadership Team	School Level Needs Assessment Vendor
PLANNING STAGE	OCTOBER	Summative designations released by ISBE.	After district receives communication from director, send communication to principal and district representative to schedule a meeting.	<ul style="list-style-type: none"> • Release summative designations. • Send initial notification letter to superintendent. 		<ul style="list-style-type: none"> • Receive designation letter. • Schedule time to meet with assigned School Improvement Coordinator. 	<ul style="list-style-type: none"> • Receive designation letter. • Schedule time to meet with assigned School Improvement Coordinator. 		Make initial contact with districts and schools.
	NOVEMBER	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.	
		Newly Designated Schools Webinar: Communicate to the district and schools on allocation, allowable expenses, processes, and deliverables.	<ul style="list-style-type: none"> • Listen and respond to questions from districts/schools during webinar. Provide individual follow-up as needed. • Provide support with writing the planning grant application. 	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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PLANNING STAGE NOVEMBER	<p>Monthly Topics & Tasks:</p> <ul style="list-style-type: none"> 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 their role in school improvement efforts. Review the Equity Journey Continuum (EJC). Introduce the Illinois Quality Framework Supporting Rubric (IQFSR.) <p>(Note: CPS schools completed Foundations at the beginning of the current school year and will not complete the IQFSR.)</p>	<p>Twice monthly meetings with schools:</p> <ul style="list-style-type: none"> Review indicators, data, and SLT structures. Support district and school leadership in reviewing EJC. Review the process of completing the IQFSR utilizing the provided guidance documents. 	<p>Monthly Topics & Tasks for ISI and Planning Year</p> <p>School Leadership Team guidance document</p> <p>School Leadership Team On-demand video</p> <p>School Leadership Team video presentation</p> <p>Illinois Quality Framework Supporting Rubric (IQFSR)</p> <p>Facilitating the IQFSR</p>		<ul style="list-style-type: none"> Meet with School Improvement Coordinator. With building principal, identify SLT that includes district and school leaders to guide the school improvement planning and implementation process. Prepare to facilitate the IQFSR, with the building principal. With school principal, review EJC. 	<ul style="list-style-type: none"> Meet with School Improvement Coordinator. Work with district staff and School Improvement Coordinator to identify SLT members. Prepare to facilitate the IQFSR, with district staff. With district staff, review EJC. 	Review composition of the SLT with school and district administration to ensure a diverse representation.	
	More rigorous needs assessment for Intensive Support and Improvement (ISI).			<ul style="list-style-type: none"> Approve contract with needs-assessment vendor. 	<ul style="list-style-type: none"> Execute a contract with the needs-assessment vendor. Schedule initial meetings with the vendor. 	Schedule initial meetings with the vendor.		<ul style="list-style-type: none"> Execute contract with district. Schedule initial outreach and overview. Confirm logistics and scheduling of meetings. Identify state administrative data.

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NOVEMBER		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.	
		<ul style="list-style-type: none"> Update Board of Education (BOE) on state-level assessment data and overview of more rigorous needs-assessment process. 			Receive update on state-level assessment data and overview of more rigorous needs- assessment process.	With school principal, present to BOE on state-level assessment data and overview of more rigorous needs assessment process.	With district staff, present to BOE on state-level assessment data and overview of more rigorous needs assessment process.		
DECEMBER	Monthly Topics & Tasks:	<ul style="list-style-type: none"> Discuss school level needs assessment process and progress thus far. Support district and school leadership to effectively facilitate and finalize the IQFSR. Provide SLT guidance - continuing to build capacity of school leadership team. 	Twice monthly meetings with schools: <ul style="list-style-type: none"> Support district and school leadership to effectively facilitate and finalize the IQFSR. Provide school leadership team guidance. 			<ul style="list-style-type: none"> Meet with School Improvement Coordinator to discuss IQFSR and the SLT. Facilitate the work of the IQFSR, with the building principal. 	<ul style="list-style-type: none"> Meet with School Improvement Coordinator to discuss IQFSR and the SLT. Facilitate the work of the IQFSR, with the building principal. 	Participate in IQFSR discussions with district and school administration.	
		More rigorous needs-assessment (ISI)				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.	Provide assistance for completing the planning year grant application.			Submit planning year grant application to ISBE.			

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DECEMBER		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.		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.	
JANUARY	Monthly Topics & Tasks:	<ul style="list-style-type: none"> School-level needs assessment update. Finalize IQFSR. Enter results of the IQFSR in IWAS (rest of state). The IQFSR is due Jan. 31. SLT update. 	Twice monthly meetings with schools:	In conjunction with IASB, provide BOE training.	Participate in training from IASB and ISBE on intensive schools and monitoring school improvement plans.	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. Enter results of IQFSR in IWAS 	Participate in consensus conversations to finalize IQFSR.	
	Monthly Topics & Tasks:	<ul style="list-style-type: none"> SLT Update 	Twice monthly meetings with schools:			Meet with School Improvement Coordinator to discuss building capacity of school principal to facilitate the SLT.	Meet with School Improvement Coordinator to discuss building capacity of teacher leaders around school improvement work.	Participate in discussion centered around building a shared purpose and common understanding of roles within and across school teams as a SLT member.	
FEBRUARY		State-Led Resource Allocation Review		Notify selected districts of participation in a resource allocation review.		Gather requested data and submit to ISBE.			

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FEBRUARY		More rigorous 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.
		Update BOE on more rigorous needs assessment process, including IQFSR data.		In conjunction with IASB, provide BOE training.	<ul style="list-style-type: none"> • Receive update on more rigorous needs-assessment process, including IQFSR data. • Participate in training from IASB and ISBE on intensive schools and monitoring school improvement plans. 	With school principal, update BOE on more rigorous needs-assessment process, including IQFSR data.	With district staff, update BOE on more rigorous needs-assessment process, including IQFSR data.		
PLANNING STAGE		Monthly Topics & Tasks: <ul style="list-style-type: none"> • Identify stakeholder advisory group • SLT Update 	Twice monthly meetings with schools: <ul style="list-style-type: none"> • Assist in identification of possible members for stakeholder advisory group. • Provide SLT guidance continuing to build capacity of school leadership team. 	Identifying a Stakeholder Advisory Group		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.	
	MARCH	Issue QER reminder. Third quarter reporting period ends on March 30.				Prepare QER for ISBE.			
		More rigorous 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"> • Provide a data report to the district. • Facilitate a review of resource allocation patterns. 		<ul style="list-style-type: none"> • Review data report supplied by ISBE. • Participate in a state-facilitated review of resource allocation patterns. 	<ul style="list-style-type: none"> • Review data report supplied by ISBE. • Participate in a state-facilitated review of resource allocation patterns. 		

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PLANNING STAGE	MARCH	Update BOE on school leadership team.		In conjunction with IASB provide BOE training.	<ul style="list-style-type: none"> • Receive update on school leadership team. • Participate in training from IASB and ISBE on intensive schools and monitoring school improvement plans. 	With school principal, update BOE on school leadership team.	With district staff, update BOE on school leadership team.		
	APRIL	Monthly Topics & Tasks: <ul style="list-style-type: none"> • SLT Update • Resource Equity Discussion 	Twice monthly meetings with schools: <ul style="list-style-type: none"> • Provide SLT guidance - continuing to build capacity of school leadership team. • Facilitate discussion on equitable use of resources including fiscal resources, time, and staffing. 			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.			
		More rigorous 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.
		Update BOE on stakeholder advisory group.			Receive update on stakeholder advisory group.	With school principal, update BOE on stakeholder advisory group.	With district staff, update BOE on stakeholder advisory group.		

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PLANNING STAGE MAY	Monthly Topics and Tasks: <ul style="list-style-type: none"> Final report issued for the school-level needs assessment. Root Cause Analysis. Identify priorities of focus for school improvement plan (SIP). 	Twice monthly meetings with schools: <ul style="list-style-type: none"> Discuss results of the school-level needs assessment with schools. Guide district staff and school principal through root cause analysis process. Assist in identifying priorities of focus for the school improvement plan (SIP). 	In conjunction with IASB, provide BOE training. Conducting a Root Cause Analysis		<ul style="list-style-type: none"> Read and discuss the report and results with the School Improvement Coordinator, the principal, and the SLT. Conduct root cause analysis. Identify priorities of focus for the SIP. 	<ul style="list-style-type: none"> Read and discuss the report and results with the School Improvement Coordinator, district staff, and the SLT. Conduct root cause analysis. Identify priorities of focus for the SIP. 	<ul style="list-style-type: none"> Participate in discussions around needs assessment report. 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. 	Provide final school-level needs assessment report.	
	Update BOE on equitable use of resources including fiscal resources, time, and staffing.			<ul style="list-style-type: none"> Participate in training from IASB and ISBE on intensive schools and monitoring school improvement plans. Receive update on equitable use of resources including fiscal resources, time, and staffing. 	With school principal, update BOE on equitable use of resources.	With district staff, update BOE on equitable use of resources.			
	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.			
	Participate in annual program survey.				Complete annual program survey.	Complete annual program survey.			

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PLANNING STAGE JUNE	Monthly Topics & Tasks: Collaborate with the SLT to develop a SIP using the required ISBE school improvement plan template. The SIP must include: <ul style="list-style-type: none"> • Two academic SMART goals. • An action plan. • Professional learning needs. • Relevant, evidence-based practices to support identified key activities. • Key activities, milestones, timelines, funding sources, and people responsible for implementation. 	Twice monthly meetings with schools: <ul style="list-style-type: none"> • Provide guidance on SIP. 	In conjunction with IASB, provide BOE training. The Importance of SMART Goals Finding Evidence-based Practices Elementary SIP Example Middle School SIP Example High School SIP Example Downloadable SIP template: Select Intensive School and Plan for School Improvement		<ul style="list-style-type: none"> • Meet with School Improvement Coordinator and: • Support the building principal and SLT with SIP development • Collaborate with school leadership team to communicate SIP to all stakeholders. 	<ul style="list-style-type: none"> • Meet with School Improvement Coordinator and: • Facilitate discussion with SLT to develop SIP. • Collaborate with school leadership team to communicate SIP to all stakeholders. 	<ul style="list-style-type: none"> • Ensure SLT conversations are focused on improvement, sustainability, and adjustments as indicated by the data when developing 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. 		
	<ul style="list-style-type: none"> • Local assessment(s) to measure academic progress. • Monitoring plan that includes all SMART goals. • Communication of SIP to all stakeholders. 								
	Update BOE on results of more rigorous needs-assessment, root cause analysis conversations, and priorities for school improvement plan.			Receive update on results of more rigorous needs-assessment, root cause analysis conversations, and priorities for school improvement plan.	With school principal, update BOE on results of more rigorous needs-assessment, root cause analysis conversations, and priorities for school improvement plan.	With district staff, update BOE on results of more rigorous needs-assessment, root cause analysis conversations, and priorities for school improvement plan.			

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PLANNING STAGE JULY	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. GPRS opens June 30 for completion - due to ISBE by July 30.	Provide technical assistance and support to schools to complete and submit Planning Year report and GPRS.				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.			
	Monthly Topics & Tasks: <ul style="list-style-type: none"> • BOE SIP Approval. • School improvement plan presentation by school/ district administration to BOE. • Implementation Grant. 	Twice monthly meetings with schools: <ul style="list-style-type: none"> • Provide guidance for BOE SIP approval • Discuss finalization of implementation grant 				Meet with School Improvement Coordinator and school principal to ensure SIP is ready for BOE approval and implementation grant questions have been answered. With school principal, present school improvement plan to BOE.	Meet with School Improvement Coordinator and district staff to ensure SIP is ready for BOE approval and implementation grant questions have been answered. With district staff, present school improvement to BOE.		
	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.	
	BOE approval of learning partner contracts.				Approve learning partner contract.	Schedule local BOE approval of learning partner contracts.			
	END OF PLANNING YEAR ACTIVITIES. MOVE TO YEAR IN THE LIFE IMPLEMENTATION YEAR FOR ISI SCHOOLS								