

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



	Key Activities	School Improvement Coordinators	ISBE	District Staff	Targeted School Principal	School Leadership Team
PLANNING STAGE OCTOBER NOVEMBER	Summative designations released by ISBE.	Email newly designated districts/schools to share next steps and connect to available resources to guide the work of the planning year.	<ul style="list-style-type: none"> Release summative designations Send initial notification letter to superintendent Annual Summative Designations	Receive designation letter.	Receive designation letter.	
	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.
	<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 SLT and their role in school improvement efforts. 	<ul style="list-style-type: none"> Support schools with identifying and preparing the School Leadership Team to engage in the work of the planning year. For assistance, please contact schoolimprovement@isbe.net (217)-524-1817 	School Leadership Team guidance document School Leadership Team On-demand video School Leadership Team video presentation	<ul style="list-style-type: none"> Identify a school leadership team that includes district and school leaders to guide the school improvement planning and implementation process. Access and view the School Improvement on-demand video/presentation, "Identifying the School Leadership Team." 	<ul style="list-style-type: none"> Work with the district to identify school leadership team members. Access and view the School Improvement On-demand video/presentation, "Identifying the School Leadership Team." 	Review composition of the SLT with school and district administration to ensure a diverse representation.
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. For assistance, please contact the School Improvement helpline: SchoolImprovement@isbe.net (217) 524-1817 	Provide live webinar support on requirements for program, fiscal, reporting; and planning grant application writing.	Attend district/school information webinar as part of leadership team.	Attend district/school information webinar as part of leadership team.		

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PLANNING STAGE	NOVEMBER	<p>Monthly Topics and Tasks:</p> <ul style="list-style-type: none"> Identify local needs by using multiple sources of data, including the Equity Journey Continuum (EJC), and complete the school-level needs assessment. Start the process of completing 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>	<ul style="list-style-type: none"> Support schools with identifying the various sources of data to include in the school-level needs assessment. Provide assistance with the IQFSR. For assistance, please contact the School Improvement helpline: SchoolImprovement@isbe.net (217) 524-1817 	<p>Monthly Topics & Tasks for Targeted Schools - Planning Year</p> <p>Illinois Quality Framework Supporting Rubric (IQFSR)</p> <p>Facilitating the IQFSR</p>	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 leadership. 	Consistently collect and analyze various sources of data as part of the needs assessment process.
		Begin process in IWAS for the planning year grant application.	<ul style="list-style-type: none"> Support districts in process, help reinforce intended purpose and communications with schools. For assistance, please contact the School Improvement helpline: SchoolImprovement@isbe.net (217) 524-1817 	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.
	DECEMBER	<p>Monthly Topics and Tasks:</p> <ul style="list-style-type: none"> Identify local needs by using multiple measures of data to complete the school-level needs assessment. Continue working on the IQFSR. 	<p>Support schools with identifying various sources of data to include in the school-level needs assessment.</p> <p>Provide assistance with the IQFSR.</p> <p>For assistance, please contact the School Improvement helpline: SchoolImprovement@isbe.net (217) 524-1817</p>		<ul style="list-style-type: none"> Support the building principal by identifying and providing district-level data. Facilitate the work of the IQFSR, with the building principal. 	<ul style="list-style-type: none"> Facilitate discussion with SLT and staff on identifying multiple measures of data to include in the school-level needs assessment. Facilitate the work of the IQFSR, with district leadership. 	Consistently collect and analyze various sources of data as part of the needs assessment process.
		Issue reminder for Quarterly Expenditure Report (QER). Second quarter reporting period ends on Dec. 31.			Prepare QER for ISBE.		

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DECEMBER	Planning year grant application is due to ISBE by the date identified in the grant application.	Provide assistance for completing the planning year grant application. For assistance, please contact theSchool Improvement helpline: SchoolImprovement@isbe.net (217) 524-1817		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		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 and Tasks <ul style="list-style-type: none"> Identify local needs by using multiple measures of data to complete the school-level needs assessment. Finalize the IQFSR. Enter results of the IQFSR in IWAS (rest of state). The IQFSR is due on Jan. 31. 	Provide assistance for completing IQFSR and the school-level needs assessment. For assistance, please contact theSchool Improvement helpline: SchoolImprovement@isbe.net (217) 524-1817	IWAS Reporting System Guidance for the IQFSR	<ul style="list-style-type: none"> Support the building principal by providing district-level data. Facilitate and finalize the IQFSR, with the building principal and SLT. 	<ul style="list-style-type: none"> Facilitate discussion with SLT and staff on identifying multiple measures of data to include in the school-level needs assessment. Facilitate and finalize the IQFSR, with district leadership and SLT. Enter results of IQFSR in IWAS. 	Consistently collect and analyze various sources of data as part of the needs assessment process.
	QER is due by Jan. 20.			Submit QER to ISBE.		
FEBRUARY/MARCH	Monthly Topics and Tasks: <ul style="list-style-type: none"> Conduct a root cause analysis of indicators and data. Identify priorities for focus in the School Improvement Plan. (SIP) 	Provide guidance to conduct the root cause analysis document. For assistance, please contact theSchool Improvement helpline: SchoolImprovement@isbe.net (217) 524-1817	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 identifying 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.
	Issue QER reminder. Third quarter reporting period ends on March 30.			Prepare QER for ISBE.		

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PLANNING STAGE	APRIL	<p>Monthly Topics and Tasks</p> <p>Collaborate with the school leadership team to develop a SIP that:</p> <ul style="list-style-type: none"> • Includes two academic SMART goals. • Includes an action plan. • Determines professional learning needs. • Includes relevant, evidence-based practices to support identified key activities. 	<p>Provide assistance to support schools with developing a SIP with all required components.</p> <p>For assistance, please contact the School Improvement helpline: SchoolImprovement@isbe.net (217) 524-1817</p>	<p>The Importance of SMART Goals</p> <p>Finding Evidence-based Practices</p> <p>Elementary SIP Example</p> <p>Middle School SIP Example</p> <p>High School SIP Example</p> <p>Optional downloadable SIP template Select "Targeted School" and "Plan for School Improvement"</p>	<p>Collaborate with the leadership team to develop a SIP that:</p> <ul style="list-style-type: none"> • Includes two academic SMART goals. • Includes an action plan. • Determines professional learning needs. • Includes relevant, evidence-based practices to support identified key activities. 	<p>Collaborate with the leadership team to develop a SIP that:</p> <ul style="list-style-type: none"> • Includes two academic SMART goals. • Includes an action plan. • Determines professional learning needs. • Includes relevant, evidence-based practices to support identified key activities. 	<p>Ensure SLT conversations are focused on improvement, sustainability, and adjustments as indicated by the data when developing the SIP.</p>
		Identify stakeholder advisory group in collaboration with district and school.		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.
		Submit QER by April 20			Submit QER		
	APRIL/MAY	<p>Interview/identify approved learning partner(s). Use of a partner is optional for Targeted schools.</p>	<p>Answer questions about working with a learning partner. Use of a partner is optional.</p> <p>For assistance, please contact the School Improvement helpline: SchoolImprovement@isbe.net (217) 524-1817</p>		<p>Meet with school principal and leadership team to interview/identify learning partner(s) that align with school/district needs.</p>	<p>Meet with district staff and leadership team to interview/identify learning partner(s) that align with school/district needs.</p>	<p>Meet with district and school administration to interview/identify learning partner(s) that align with school/district needs.</p>

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PLANNING STAGE MAY	Monthly Topics and Tasks Finalize SIP with the following components: <ul style="list-style-type: none"> • 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 	Provide assistance to support schools with finalizing a SIP with all required components. For assistance, please contact the School Improvement helpline: SchoolImprovement@isbe.net (217) 524-1817		<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Facilitate discussion with SLT to finalize the 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 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. 	
	Local BOE approval of learning partner contracts (use of a partner is optional for Targeted schools).			Schedule local BOE approval of any learning partner contracts.			
	District information webinar for the implementation year grant application 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 assistance with writing the implementation year grant application. For assistance, please contact the School Improvement helpline: SchoolImprovement@isbe.net (217) 524-1817	Provide live webinar support for program requirements, fiscal requirements, and reporting requirements.	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.	For assistance, please contact the School Improvement helpline: SchoolImprovement@isbe.net (217) 524-1817	Release grant application.	Collaborate with school principal and leadership team to complete grant application.	Collaborate with district staff and leadership team to complete grant application.	Collaborate with district and school administration to complete grant application.	

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PLANNING STAGE	JUNE	Local BOE approval of School Improvement Plan for each designated school.			Submit SIPs for local BOE approval.		
		Finalize implementation year grant application in IWAS and submit to ISBE.	Review and approve finalized grant application.		Submit finalized grant application to ISBE.		
		Issue Planning Year Report (SIR) reminder. The reporting period ends on June 30; Planning Year report is due to ISBE on July 20.	Provide technical assistance via the helpline and support to schools to complete and submit Planning Year Report and GPRS.		Review and approve the Planning Year report in IWAS for each school in status.	Complete Planning Year report in IWAS and submit to the district for review and approval.	
		GPRS opens June 30 for completion - due to ISBE by July 30.	For assistance, please contact the School Improvement helpline: SchoolImprovement@isbe.net (217) 524-1817				
		Issue QER reminder. Fourth- quarter reporting period ends on June 30; QER due to ISBE on July 20.			Submit QER.		

PROCEED TO A YEAR IN THE LIFE IMPLEMENTATION FOR TARGETED SCHOOLS