

A Year in the Life of School Improvement Implementation Year | All Schools



	Key Activities	School Improvement Coordinators	School Improvement Director	ISBE	District Staff	Building Principal	School Leadership Team
IMPLEMENTATION STAGE AUGUST	<p>Monthly topics and tasks</p> <ul style="list-style-type: none"> • Prepare for benchmark assessments. • Review school improvement goals with staff. • Review composition, meetings dates, and structure of school leadership team (SLT). • Review composition and meeting dates of Stakeholder Advisory Group (SAG). • Review the Equity Journey Continuum (EJC). 			School Leadership Team Guidance Document	<p>Support building principal with:</p> <ul style="list-style-type: none"> • Preparing for benchmark assessments. • Reviewing school improvement goals with staff. • Reviewing composition, meeting dates, and structure of SLT. • Reviewing composition and meeting dates of SAG. • Reviewing the EJC. 	<ul style="list-style-type: none"> • Prepare staff and students for benchmark assessments. • Review school improvement goals with staff. • Review composition of SLT to ensure diverse representation of staff. • With SLT, finalize yearly schedule for school leadership team meetings. • With SLT, establish a formal structure for SLT meetings, with a focus on the School Improvement Plan (SIP), individual and team roles and responsibilities, and methods of two-way communication with the school staff. • Review composition and meeting dates of SAG. • With district staff, review the EJC. 	<ul style="list-style-type: none"> • With building principal, review composition of the SLT to ensure a diverse representation of staff. • With building principal, schedule all SLT meetings for the year (monthly or twice monthly). • With building principal, establish a formal structure for SLT meetings with a focus on the SIP, individual and team roles and responsibilities, and methods of two-way communication with the school staff.

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IMPLEMENTATION STAGE	SEPTEMBER	<p>Monthly topics and tasks</p> <ul style="list-style-type: none"> • Conduct benchmark assessments and prepare to analyze data. • Establish method of collaboration between district and school administration, SLT, and school staff (e.g., grade level teams, departments). 				<ul style="list-style-type: none"> • Ensure completion of benchmark assessments. • After benchmark assessments complete, prepare data reports necessary for data analysis. • With building principal and SLT, establish methods of collaboration between district and school administration, SLT, and school staff (e.g., grade level teams, departments). 	<ul style="list-style-type: none"> • Ensure completion of benchmark assessments. • After benchmark assessments complete, prepare data reports necessary for data analysis. • With district staff and SLT, establish methods of collaboration between district and school administration, SLT, and school staff (e.g., grade level teams, departments). 	<p>With district staff and building principal, establish methods of collaboration between district and school administration, SLT, and school staff (e.g., grade level teams, departments).</p>
	OCTOBER	<p>Monthly topics and tasks</p> <p>Utilize the following questions to conduct beginning of year data meeting and reflect on SIP:</p> <ul style="list-style-type: none"> • What are our sources of data? • How are we analyzing our data? • What does the data tell us about staff practice progress? • What specific factors can be credited for success? • What specific factors could be the cause of areas of need? 			<ul style="list-style-type: none"> • Annual summative designations released. 	<ul style="list-style-type: none"> • With building principal, facilitate the review of state/local data and SIP. 	<ul style="list-style-type: none"> • With district staff, facilitate the review of state/local data and SIP. • With SLT, formulate plan to share state/local assessment data with school staff. 	<ul style="list-style-type: none"> • With district staff and building principal, participate in conversations on improvement, sustainability, and adjustments to SIP as indicated by the data. • With building principal, formulate plan to share state/local assessment data with school staff.

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IMPLEMENTATION STAGE	OCTOBER	<ul style="list-style-type: none"> • What are the needs of the staff and how do they need to be supported for success with the goals that are specific, measurable, achievable, relevant, and time-bound (SMART)? • How are these needs determined? • What does the data tell us about student success and areas of concern? • Analyze state assessment results and share data. 				<ul style="list-style-type: none"> • With SLT, ensure school staff are adequately supported (e.g., professional development needs, reports) to discuss benchmark assessment data at grade levels and content areas to guide instructional decisions for Tier 1 (whole group) and individual student interventions, as well as have individual student data conversations with students. 	<ul style="list-style-type: none"> • With building principal, ensure school staff are adequately supported (e.g., professional development needs, reports) to discuss benchmark assessment data at grade levels and content areas to guide instructional decisions for Tier 1 (whole group) and individual student interventions, as well as have individual student data conversations with students.
	NOVEMBER	<p>Monthly topics and tasks</p> <ul style="list-style-type: none"> • Reflect on professional learning aligned to SIP. • Discuss vertical/horizontal articulation implementation. 			<p>K-12 Vertical and Horizontal Articulation</p> <p>Support building principal and SLT with reflection on professional learning aligned to SIP and vertical/horizontal articulation.</p>	<ul style="list-style-type: none"> • With SLT, reflect on professional learning aligned to SIP. • With SLT, discuss vertical/horizontal articulation opportunities focused on curricular content and instructional practices. 	<ul style="list-style-type: none"> • With building principal, reflect on professional learning aligned to SIP. • With building principal, discuss vertical/horizontal articulation opportunities focused on curricular content and instructional practices.
	DECEMBER	<p>Monthly topics and tasks</p> <p>Prepare/conduct benchmark assessments and prepare to analyze data.</p>				<ul style="list-style-type: none"> • Ensure completion of benchmark assessments. • After benchmark assessments complete, prepare data reports necessary for data analysis. 	<ul style="list-style-type: none"> • Ensure completion of benchmark assessments. • After benchmark assessments complete, prepare data reports necessary for data analysis.

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IMPLEMENTATION STAGE	DECEMBER						<ul style="list-style-type: none"> • With SLT, ensure school staff are adequately supported (e.g., professional development needs, reports) to discuss benchmark assessment data at grade levels and content areas, as well as have individual student data conversations with students. 	
		<ul style="list-style-type: none"> • Annual ESSA Conference. 	<ul style="list-style-type: none"> • Plan logistics, communicate with schools, and facilitate session. 	<ul style="list-style-type: none"> • Lead ESSA Conference. 	<ul style="list-style-type: none"> • Plan overall schedule to include peer sessions. 	<ul style="list-style-type: none"> • Attend ESSA Conference. 	<ul style="list-style-type: none"> • Attend ESSA Conference. 	<ul style="list-style-type: none"> • Attend ESSA Conference.
	JANUARY	<p>Monthly topics and tasks</p> <p>Mid-year data meeting:</p> <ul style="list-style-type: none"> • What does the data tell us about student success and areas of concern? • What does the data tell us about staff practice progress? • What specific factors can be credited for success? • What are the needs of the staff and how do they need to be supported for success with the SMART goals? • How are these needs determined? 				<ul style="list-style-type: none"> • With building principal, facilitate the review of benchmark assessment data and SIP. • With building principal, update BOE on progress made toward goals in SIP. 	<ul style="list-style-type: none"> • With district staff, update BOE on progress made toward goals in SIP. 	<ul style="list-style-type: none"> • With district staff and building principal, participate in conversations on improvement, sustainability, and adjustments to SIP as indicated by the data. • With building principal, formulate plan to share benchmark assessment data with school staff.

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IMPLEMENTATION STAGE	JANUARY	<ul style="list-style-type: none"> • Revisit and reflect on school improvement plan and action steps. • Update local Board of Education (BOE) on progress made toward goals in SIP. 					<ul style="list-style-type: none"> • With SLT, ensure school staff are adequately supported (e.g., professional development needs, reports) to discuss benchmark assessment data at grade levels and content areas to guide instructional decisions for Tier 1 (whole group) instruction as well as for student intervention purposes. • With district staff, update BOE on progress made toward goals in SIP. 	<ul style="list-style-type: none"> • With building principal, ensure school staff are adequately supported (e.g., professional development needs, reports) to discuss benchmark assessment data at grade levels and content areas to guide instructional decisions for Tier 1 (whole group) instruction as well as for student intervention purposes.
	FEBRUARY	<p>Monthly topics and tasks</p> <ul style="list-style-type: none"> • Review methods of collaboration between district and school administration, SLT, and school staff (e.g., grade level teams, departments). • Reflect on professional development as aligned to SIP. 				<ul style="list-style-type: none"> • With building principal and SLT, review methods of collaboration 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"> • With district staff and SLT, review methods of collaboration between district and school administration, the SLT, and the whole staff (e.g., grade level teams, departments) to ensure current processes are effective. • With SLT, reflect on professional development thus far and any additional needs identified. 	<ul style="list-style-type: none"> • With district staff and building principal, review methods of collaboration between district and school administration, the SLT, and the whole staff (e.g., grade level teams, departments) to ensure current processes are effective. • With building principal, reflect on professional development thus far and any additional needs identified.

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IMPLEMENTATION STAGE	MARCH	Monthly topics and tasks <ul style="list-style-type: none"> • Continue vertical/horizontal articulation conversations focused on curricular content and instructional practices. • Review SIP and monitor progress of key activities. 				Support building principal and SLT with reflection on vertical/horizontal articulation, review of the SIP, and progress monitoring of key activities.	<ul style="list-style-type: none"> • With SLT, discuss vertical/horizontal articulation opportunities focused on curricular content and instructional practices. • With SLT, review SIP and monitor progress of key activities. 	<ul style="list-style-type: none"> • With building principal, discuss vertical/horizontal articulation opportunities focused on curricular content and instructional practices. • With building principal, review SIP and monitor progress of key activities.
	APRIL	Monthly topics and tasks Prepare/conduct benchmark assessments and prepare to analyze data.				<ul style="list-style-type: none"> • Ensure completion of benchmark assessments. • After benchmark assessments complete, prepare data reports necessary for data analysis. 	<ul style="list-style-type: none"> • Ensure completion of benchmark assessments. • After benchmark assessments complete, prepare data reports necessary for data analysis. • With SLT, ensure school staff are adequately supported (e.g., professional development needs, reports) to discuss benchmark assessment data at grade levels and content areas, as well as have individual student data conversations with students. 	<ul style="list-style-type: none"> • With building principal, ensure school staff are adequately supported (e.g., professional development needs, reports) to discuss benchmark assessment data at grade levels and content areas, as well as have individual student data conversations with students.

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IMPLEMENTATION STAGE MAY	<p>Monthly topics and tasks</p> <p>End-of-year data meeting:</p> <ul style="list-style-type: none"> • What does the data tell us about student success and areas of concern? • What does the data tell us about progress in staff practice? • What specific factors can be credited for success? • What specific factors could be the cause of areas of need? • What are the needs of the staff and how do they need to be supported for success with the SMART goals? • How are staff needs determined? <ul style="list-style-type: none"> • Survey staff to gather feedback on implementation of SIP and determine what future professional learning needs exist. 				<ul style="list-style-type: none"> • With building principal, facilitate review of benchmark assessment data and SIP. • With building principal, develop and provide survey to staff to gather feedback on implementation of SIP and determine what future professional learning needs exist. 	<ul style="list-style-type: none"> • With district staff, facilitate review of benchmark assessment data and SIP. • With SLT, formulate plan to share benchmark assessment data with school staff. • With district staff, develop and provide survey to staff to gather feedback on implementation of SIP and determine what future professional learning needs exist. 	<ul style="list-style-type: none"> • With district staff and building principal, participate in conversations on improvement, sustainability, and adjustments to SIP as indicated by data. • With building principal, formulate plan to share benchmark assessment data with school staff. • Complete and encourage participation from school staff on survey to gather feedback on implementation of SIP and determine what future professional learning needs exist.

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IMPLEMENTATION STAGE JUNE	<p>Monthly topics and tasks Analyze and update the following elements within the SIP:</p> <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 <p>Update action plan based on assessment data and staff survey:</p> <ul style="list-style-type: none"> • Action needed, by whom, by when • Resources to support Action Plan (professional development needs). • Funding sources • Measures to monitor implementation of Action Plan. 			<p>All Schools SIP Template</p> <p>All Schools SIP - Middle School Example</p> <p>All Schools SIP - High School Example</p> <p>All Schools SIP - Elementary Example</p>	<ul style="list-style-type: none"> • Support building principal with analyzing and updating SIP based on data and review of survey results. • Support building principal with mapping out PD topics for the upcoming school year. • With building principal, update BOE on progress made toward goals in SIP. • Schedule BOE approval of next school year's SIP. 	<ul style="list-style-type: none"> • With SLT, analyze and update SIP based on data and review of survey results. • With SLT, map out PD topics for the upcoming school year. • With district staff, update BOE on progress made towards goals in SIP. 	<ul style="list-style-type: none"> • With building principal, analyze and update SIP based on data and review of survey results. • With building principal, map out PD topics for the upcoming school year.

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IMPLEMENTATION STAGE	JUNE	<ul style="list-style-type: none"> Map out PD topics and focus for the upcoming school year. Update local BOE on progress made toward goals in SIP. Schedule BOE approval of next school year's SIP. 						
	JULY	<ul style="list-style-type: none"> Data Review and Verification Tool opens in MyIRC. Submit updates in the Employee Information System (EIS) for any changes to principal and/or superintendent roles. 				<ul style="list-style-type: none"> Review data released in MyIRC and submit any needed corrections in the corresponding IWAS system. Submit updates in EIS for any changes to principal and/or superintendent roles. 	Review data released in MyIRC and submit any needed corrections in the corresponding IWAS system.	