

A Year in the Life of School Improvement Implementation Year | Comprehensive



	Key Activities	School Improvement Coordinators	Director of School and District Improvement	ISBE	District Staff	Comprehensive School Principal	School Leadership Team	Approved Learning Partner
IMPLEMENTATION STAGE AUGUST	<p>Monthly Topics & 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). 	Meet with district staff and principal to discuss monthly topics and tasks.		School Leadership Team Guidance Document	<ul style="list-style-type: none"> • Meet with school improvement coordinator and principal to discuss monthly topics and tasks. <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. 	<ul style="list-style-type: none"> • Meet with school improvement coordinator and district staff to discuss monthly topics and tasks. • Prepare staff and students for benchmark assessments. • Review school improvement goals with staff. • Review composition of SLT to ensure diverse representation of staff. • Consult with SLT and finalize yearly schedule for SLT meetings. 	<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	AUGUST						<ul style="list-style-type: none"> • Consult with SLT and 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. 		
	SEPTEMBER	<p>Monthly Topics & 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). • QER reminder: First-quarter reporting period ends on Sept. 30. 	Meet with district staff and principal to discuss monthly topics and tasks.			<ul style="list-style-type: none"> • Meet with school improvement coordinator and principal to discuss monthly topics and tasks. • Ensure completion of benchmark assessments. • After benchmark assessments are completed, prepare data reports necessary for data analysis. 	<ul style="list-style-type: none"> • Meet with school improvement coordinator and district staff to discuss monthly topics and tasks. • Ensure completion of benchmark assessments. • After benchmark assessments are completed, prepare data reports necessary for data analysis. 	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).	

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IMPLEMENTATION STAGE	SEPTEMBER					<ul style="list-style-type: none"> Consult with building principal and SLT and establish methods of collaboration between district and school administration, SLT, and school staff (e.g., grade-level teams, departments). Prepare QER for ISBE. 	<ul style="list-style-type: none"> Consult with district staff and SLT and establish methods of collaboration between district and school administration, SLT, and school staff (e.g., grade-level teams, departments). 		
	OCTOBER	<p>Monthly Topics & Tasks: 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"> Meet with district staff and principal to facilitate and lead the review of SMART goals, monitoring data, Action Plan/key activities, and fiscal allocations. Send follow-up communication to schools that SIR window has opened in IWAS. Provide technical assistance and support to school to complete and submit SIR. 	<ul style="list-style-type: none"> Send communication that window for SIR completion has opened. 	<ul style="list-style-type: none"> Annual summative designations released. 	<ul style="list-style-type: none"> Meet with school improvement coordinator and principal for review of SMART goals, monitoring data, Action Plan/key activities, and fiscal allocations. Consult with building principal and facilitate the review of state/local data and SIP. Submit QER to ISBE. 	<ul style="list-style-type: none"> Meet with school improvement coordinator and district staff for review of SMART goals, monitoring data, Action Plan/key activities, and fiscal allocations. Consult with district staff and facilitate the review of state/local data and SIP. Consult with SLT and 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 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 with school staff. • SIR reminder: Reporting periods ends on Oct. 31. • QER due to ISBE by Oct. 20. 					<ul style="list-style-type: none"> • Consult with SLT and 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 data conversations with students. • Begin working on SIR in IWAS. 	<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. 	

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IMPLEMENTATION STAGE	NOVEMBER	Monthly Topics & Tasks: <ul style="list-style-type: none"> • Reflect on professional learning aligned to SIP. • Discuss vertical/horizontal articulation implementation. • Reflect on learning partner match relevant to the needs of the school at this time of the year. • SIR due to ISBE by Nov. 20. 	<ul style="list-style-type: none"> • Meet with district staff and principal to discuss monthly topics and tasks. • Check for completion of SIR and provide assistance to complete, as necessary. 	Communicate with schools and districts about completion of SIR.	K-12 Vertical and Horizontal Articulation	<ul style="list-style-type: none"> • Meet with school improvement coordinator and principal to discuss monthly topics and tasks. • Support building principal and SLT with reflection on professional learning aligned to SIP and vertical/horizontal articulation. • Reflect on learning partner match relevant to the needs of the school at this time of the year. • Review and approve SIR in IWAS for each school in school improvement status. 	<ul style="list-style-type: none"> • Meet with school improvement coordinator and district staff to discuss monthly topics and tasks. • Consult with SLT and reflect on professional learning aligned to SIP. • Consult with SLT and discuss vertical/horizontal articulation opportunities focused on curricular content and instructional practices. • Reflect on learning partner match relevant to the needs of the school at this time of the year. • Complete SIR in IWAS and submit to district staff for review and approval. 	<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	Monthly Topics & Tasks: <ul style="list-style-type: none"> • Prepare/conduct benchmark assessments and prepare to analyze data. • QER reminder: Second-quarter reporting period ends on Dec. 31. 	Meet with district staff and principal to discuss monthly topics and tasks.			<ul style="list-style-type: none"> • Meet with school improvement coordinator and principal to discuss monthly topics and tasks. • Ensure completion of benchmark assessments. 	<ul style="list-style-type: none"> • Meet with school improvement coordinator and district staff to discuss monthly topics and tasks. • Ensure completion of benchmark assessments. 		

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IMPLEMENTATION STAGE	DECEMBER					<ul style="list-style-type: none"> • After benchmark assessments are completed, prepare data reports necessary for data analysis. • Prepare QER for ISBE. 	<ul style="list-style-type: none"> • After benchmark assessments are completed, prepare data reports necessary for data analysis. • Consult with SLT and 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 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. 	
		<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 & Tasks:</p> <p>Conduct 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? 	Meet with district staff and principal to facilitate and lead the review of SMART goals, monitoring data, Action Plan/key activities, and fiscal allocations.			<ul style="list-style-type: none"> • Meet with school improvement coordinator and principal to discuss the review of SMART goals, monitoring data, Action Plan/key activities, and fiscal allocations. 	<ul style="list-style-type: none"> • Meet with school improvement coordinator and district staff to discuss the review of SMART goals, monitoring data, Action Plan/key activities, and fiscal allocations. 	<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"> • 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? • Revisit and reflect on school improvement plan and action steps. • Update local Board of Education (BOE) on progress made toward goals in SIP. • QER due to ISBE on Jan. 20. 				<ul style="list-style-type: none"> • Consult with building principal and facilitate the review of benchmark assessment data and SIP. • Consult with building principal and update BOE on progress made toward goals in SIP. • Submit QER to ISBE. 	<ul style="list-style-type: none"> • Consult with district staff and facilitate the review of benchmark assessment data and SIP. • Consult with SLT and formulate plan to share benchmark assessment data with school staff. • Consult with SLT and 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. • Consult with district staff and 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. 	

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IMPLEMENTATION STAGE FEBRUARY	Monthly Topics & Tasks: <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. • Reflect on learning partner effectiveness. • SIR reminder: Reporting period ends on Feb. 28. 	<ul style="list-style-type: none"> • Meet with district staff and principal to discuss monthly topics and tasks. • Send follow-up communication to schools that SIR window has opened in IWAS. • Provide technical assistance and support to school to complete and submit SIR. 	Send communication that window for SIR completion has opened.		<ul style="list-style-type: none"> • Meet with school improvement coordinator and principal to discuss monthly topics and tasks. • Consult with building principal and SLT and 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. • Reflect on learning partner effectiveness relevant to the needs of the school at this time of the year. 	<ul style="list-style-type: none"> • Meet with school improvement coordinator and district staff to discuss monthly topics and tasks. • Consult with district staff and SLT and 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. • Reflect on learning partner effectiveness relevant to the needs of the school at this time of the year. • Begin working on SIR in IWAS. 	<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 & 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. • SIR due to ISBE on March 20. • QER reminder: Third-quarter reporting period ends on March 30. 	<ul style="list-style-type: none"> • Meet with district staff and principal to discuss monthly topics and tasks. • Check for completion of SIR and provide assistance to complete, as necessary. 	Communicate with schools and districts on the completion of SIR.		<ul style="list-style-type: none"> • Meet with school improvement coordinator and principal to discuss monthly topics and tasks. • Support building principal and SLT with reflection on vertical/horizontal articulation, review of the SIP, and progress monitoring of key activities. • Review and approve SIR in IWAS for each school in school improvement status. • Prepare QER for ISBE. 	<ul style="list-style-type: none"> • Meet with school improvement coordinator and district staff to discuss monthly topics and tasks. • Consult with SLT and discuss vertical/horizontal articulation opportunities focused on curricular content and instructional practices. • Consult with SLT and review SIP and monitor progress of key activities. • Complete SIR in IWAS and submit to district staff for review and approval. 	<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 & Tasks: <ul style="list-style-type: none"> • Prepare/conduct benchmark assessments and prepare to analyze data. • QER due to ISBE on April 20. 	Meet with district staff and principal to discuss monthly topics and tasks.			<ul style="list-style-type: none"> • Meet with school improvement coordinator and principal to discuss monthly topics and tasks. • Ensure completion of benchmark assessments. • After benchmark assessments are completed, prepare data reports necessary for data analysis. • Submit QER to ISBE. 	<ul style="list-style-type: none"> • Meet with school improvement coordinator and district staff to discuss monthly topics and tasks. • Ensure completion of benchmark assessments. • After benchmark assessments are completed, prepare data reports necessary for data analysis. 	<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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APRIL						<ul style="list-style-type: none"> Consult with SLT and 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 data conversations with students. 		
MAY	<p>Monthly Topics & Tasks: Conduct 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"> Meet with district staff and principal to facilitate and lead the review of SMART goals, monitoring data, Action Plan/key activities, learning partner support, and fiscal allocations. Listen and respond to questions from districts/schools during webinar. Provide technical assistance and approve finalized grant applications and/or amendments. 	Coordinate and lead webinar on requirements for program, fiscal allocations, reporting, and how to complete implementation grant application.	<ul style="list-style-type: none"> Provide live webinar support. Release grant application. 	<ul style="list-style-type: none"> Meet with school improvement coordinator and principal to discuss the review of SMART goals, monitoring data, Action Plan/key activities, learning partner support, and fiscal allocations. Consult with building principal and facilitate review of benchmark assessment data and SIP. 	<ul style="list-style-type: none"> Meet with school improvement coordinator and district staff to discuss the review of SMART goals, monitoring data, Action Plan/key activities, learning partner support, and fiscal allocations. Consult with district staff and facilitate review of benchmark assessment data and 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 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. 	Attend webinar.

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IMPLEMENTATION STAGE MAY	<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"> Consult with building principal and develop and provide survey to staff to gather feedback on implementation of SIP and determine what future professional learning needs exist. Attend webinar. Collaborate with building principal to complete and submit grant application. Complete annual program survey. 	<ul style="list-style-type: none"> Consult with SLT and formulate plan to share benchmark assessment data with school staff. Consult with district staff and develop and provide survey to staff to gather feedback on implementation of SIP and determine what future professional learning needs exist. Attend webinar. Collaborate with leadership team and district staff to complete grant application. 		
	<ul style="list-style-type: none"> Implementation Grant Webinar: Communicate to districts, schools, and learning partners about requirements for program, fiscal allocations, and reporting, and how to write implementation grant. ISBE release of implementation grant application. Participate in annual program survey. 							

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IMPLEMENTATION STAGE JUNE	<p>Monthly Topics & 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. • Map out PD topics and focus for the upcoming school year. 	<ul style="list-style-type: none"> • Meet with district staff and principal to discuss monthly topics and tasks. • Review and approve finalized grant application. • Send follow-up communication to schools that SIR window has opened in IWAS. • Provide technical assistance and support to school to complete and submit SIR. 	<p>Communicate with schools and districts about completion of SIR.</p>		<ul style="list-style-type: none"> • Meet with school improvement coordinator and principal to discuss monthly topics and tasks. • 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. • Consult with building principal and update BOE on progress made toward goals in SIP. • Schedule BOE approval of SIP for next school year. 	<ul style="list-style-type: none"> • Meet with school improvement coordinator and district staff to discuss monthly topics and tasks. • Consult with SLT and analyze and update SIP based on data and review of survey results. • Consult with SLT and map out PD topics for the upcoming school year. • Consult with district staff and update BOE on progress made toward goals in SIP. • Work on SIR in IWAS. 	<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"> Update local BOE on progress made toward goals in SIP. Schedule BOE approval of next school year's SIP. Implementation grant application due to ISBE. SIR reminder: Reporting period ends on June 30. QER reminder: Fourth-quarter reporting ends on June 30. 							
	JULY	<ul style="list-style-type: none"> Data Review and Verification Tool (DRVT) opens in MyIRC. Submit updates in the Employee Information System (EIS) for any changes to principal and/ or superintendent roles. School Improvement Report (SIR) due to ISBE by July 20. Quarterly Expenditure Report (QER) due to ISBE by July 20. District summer check-in meeting. 	<ul style="list-style-type: none"> Facilitate and discuss needs of school(s) at check-in meeting with district staff. Provide technical assistance for DRVT in MyIRC. Check for completion of SIR and provide assistance in completing, as necessary. 	Communicate with schools and districts on the completion of SIR.		<ul style="list-style-type: none"> Meet with school improvement coordinator to discuss needs of school(s). 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 and approve SIR in IWAS for each school in school improvement status. Submit QER to ISBE. 	<ul style="list-style-type: none"> Review data released in MyIRC and submit any needed corrections in the corresponding IWAS system. Complete SIR in IWAS and submit to district staff for review and approval. 		