



Creating a Culture of Continuous School Improvement

Building: _____ School Year: _____

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August

- ☐ Prepare to share your updated School Improvement Plan and goals at back-to-school PD or first faculty meeting
- ☐ Identify your School Improvement Team members. *School Improvement Teams should include the building principal, at least one teacher from each grade-level/content-area, and a parent representative.*
- ☐ Review PD plans for alignment to the School Improvement Plan

September

- ☐ Hold first School Improvement Team (SIT) meeting
- ☐ Review with your SIT your School Improvement Plan, Goals, Objectives, and Activities
- ☐ Identify a plan for continuous communication with all staff on Plan, Goals, Objectives, and Activities
- ☐ Review required activities with your SIT; authority for design, implementation, monitoring, and evaluation for State and Federal Programs
- ☐ Share current state assessment data and analyze data to look for patterns or areas of possible growth
- ☐ Share/develop assessment calendar

October

- ☐ Hold second SIT meeting
- ☐ Review baseline assessment data for students
- ☐ Identify how/when/where your Title IA parent meeting will occur and how information will be communicated
- ☐ Consider these questions as you complete monthly SIT work
 1. How will we make sure action steps in each goal are moving forward?
 2. How will we know that action steps are being implemented by staff with fidelity?
 3. What is our structure for our SIT meetings to discuss progress throughout the year?
- ☐ Introduce CNA
- ☐ Complete "Establishing a School Improvement Planning Team" section from the CNA

November

- ☐ Hold third SIT meeting
- ☐ Consider these questions as you complete monthly SIT work regarding the need to evaluate SIP strategies or activities
 1. How do we know we are doing the SIP strategies and activities?
 2. How do we know the strategy is influencing student achievement?
 3. How do we know the action steps are making a difference for student achievement?
- ☐ Address ongoing assessment/progress monitoring data
- ☐ Address how the school is creating plans to assist students who are at-risk or showing content deficiencies
- ☐ Complete "Developing a Vision" and "Creating the School Profile" sections from the CNA

December

- ☐ Hold fourth SIT meeting
- ☐ Identify barriers or challenges that have surfaced since implementing the SIP and State and Federal Programs
- ☐ Identify steps taken or determine steps needed (if any) to address barriers that have surfaced
- ☐ Discuss how staff are focusing on data and data analysis during collaborative time
- ☐ Address ongoing assessment/progress monitoring data



☐ Celebrate school successes and growth

January

☐ Hold fifth SIT meeting

☐ Begin your SSR/Self-Assessment (Due in March) by reviewing questions and data from previous year

☐ Begin to review, in detail, objectives, strategies and activities including in your current SIP

☐ Complete "Demographic Data (students, teacher/school leader(s) and community)" section from the CNA

February

☐ Hold sixth SIT meeting

☐ Continue progress towards completing your SSR/Self-Assessment (Due in March)

☐ Continue to address ongoing assessment/progress monitoring data

☐ Continue to review SIP objectives, strategies and activities, looking for possible changes

☐ Complete "Process Data" and Achievement/Outcome Data" sections from the CNA

March-April

☐ Hold seventh and eighth SIT meeting

☐ Submit SSR/Self-Assessment in ASSIST

☐ Look at all SIP objectives, strategies and activities and consider the following questions:

1. Where are we now?

2. What progress did we make?

☐ Continue to address ongoing assessments/progress monitoring data

☐ Identify which program will be evaluated for the yearly Program Evaluation in ASSIST

☐ Identify possible PD needed for the following year

☐ Complete "Perception Data (student, parent/guardian and stakeholder/community)" section of the CAN (in March)

☐ Provide completed CAN documents to Director of Elementary Education and Student Support Services (in April)

May-June

☐ Hold ninth and tenth SIT meeting

☐ Identify any additions that may be needed to the SIP

☐ Complete your new SIP

☐ Complete your Program Evaluation

☐ Complete your PD plan (and add to your SIP)

☐ Celebrate successes with students and staff