

# Creating a Culture of Continuous School Improvement

## Monthly Checklist



**Required Reports**  
**Requirements**  
**Local Activities**  
**Reminders/Deadlines**

### **AUGUST**

#### **ADMINISTRATOR ACTIVITIES**

- \_\_\_ Complete each component of the **School Improvement Plan: Executive Summary, Improvement Plan Stakeholder Involvement, School Data Analysis\*, Additional Requirements, Title I (if applicable), and Goals** and **submit by September 1<sup>st</sup>** to Superintendent for approval. Post only the goals to school website.
- \_\_\_ Complete **\*School Data Analysis Diagnostic** and **submit by September 1<sup>st</sup> OR Student Performance Diagnostic** the year of your External Review.
- \_\_\_ Complete the **Stakeholder Feedback Surveys** the year of your External Review.
- \_\_\_ Complete and post to school website **Annual Education Report 15 days prior to school starting.**
- \_\_\_ Prepare to share **School Improvement Plan** at first faculty meeting
- \_\_\_ Provide an orientation for the **School Improvement Team** to share roles and responsibility descriptions, decision making process and documentation tool, and develop key working agreements.
- \_\_\_ Review **Professional Learning Plan** for alignment to SIP transmitted to MDE.
- \_\_\_ Revisit/Refine **Administrative Monitoring Plan** to capture strategy and activity implementation data for purposes of teacher reflection of instructional practice with SI Team. Think: Create **'Look Fors' (non-negotiables)** based on Classroom Adult Behaviors and Classroom Student Behaviors.
- \_\_\_ Revisit/Refine **Administrative Monitoring Calendar** with SI Team.
- \_\_\_ Organize/Confirm the **School Improvement Team membership:**  
**Required Members**
  - Administrator
  - Parent of Title I student (not a school employee)
  - Parent of non-Title I student (not a school employee)
  - Teacher
  - Other school employee
  - School Board Member
- \_\_\_ Check **Advanded ACCESS CODE** and **PASSWORDS** for proper working order; update PROFILE Trouble Shooting, Contact **HELP DESK at 517.492.1390.**



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### **SEPTEMBER**

#### **Hold FIRST School Improvement Meeting and Implement SI Plan**

- \_\_\_ Develop **Goals Communication Process/Plan** for School Improvement Plan. Set date to Communicate Process/Plan.
- \_\_\_ Review **Mission/Vision/Beliefs Statements with staff.**
- \_\_\_ Update and prepare to share **School Data Analysis:**
  - Review student achievement (grad rates, failure rates, core subject student performance data)
  - Share data acquired after school ended
- \_\_\_ Create yearly **School Improvement Meetings Calendar.**
- \_\_\_ Meet with Leadership Team to dialogue **Strategy Implementation** by content area and/or grade level.
- \_\_\_ Review **Implementation, Monitor and Evaluation** activities in SIP with Leadership Team. **Required by NCLB and PA 25**
- \_\_\_ Set **October Agenda Outcomes.**

#### **ADMINISTRATOR ACTIVITIES**

- \_\_\_ Schedule **Universal Screening** for student new to school:
  - Review test scores/universal screening results for students new to school
- \_\_\_ **'Set the Stage'** for work to conduct in PLCs or collaborative team meetings with staff.
- \_\_\_ Implement **Administrative Monitoring Plan** of strategies/activities.
- \_\_\_ Communicate **Goals in SI Plan:**
  - Internally (to staff)
  - Externally (all stakeholders)
- \_\_\_ Share School **Annual Education Report** at a parent meeting by October 15<sup>th</sup>.
- \_\_\_ Share the **Strategy/Initiative Evaluation Tool** with Leadership Team so they can share at Department or Grade Level meetings in October.
- \_\_\_ Work with Leadership Team to develop an **Assessment Calendar** for the year.

#### **STAFF ACTIVITIES**

- \_\_\_ Departments and Grade level teams work together to complete **Columns 1-3 of Strategy Implementation Matrix 2**



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### **OCTOBER**

#### Hold 2<sup>nd</sup> School Improvement Meeting

- \_\_\_ Collect, organize, and analyze **data** for students new to the school.
- \_\_\_ Identify November agenda items.
- \_\_\_ Implementation and Monitoring of School Improvement Plan:

*As you implement your plan, consider these questions that will help when you need to evaluate the implementation of your plan.*

- *How will we make sure action steps in each goal are moving forward under the identified timelines?*
- *How will we know that action steps are being implemented by staff with fidelity?*
- *What is our structure for the school improvement team meetings to discuss progress throughout the year?*

#### **ADMINISTRATOR ACTIVITIES**

- \_\_\_ Hold **Public Meeting** for School **Annual Education Report** by Oct. 15<sup>th</sup> Date: \_\_\_\_\_
- \_\_\_ Share results from Administrative progress monitoring and observations.

#### **STAFF ACTIVITIES**

- \_\_\_ Analyze progress monitoring data and make refinements in instructional practice.
- \_\_\_ Target October and November **'Look Fors' (Non-negotiables)**.



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### **NOVEMBER**

#### **Hold 3rd School Improvement Meeting**

\_\_\_ Implementation of School Improvement Plan

*As you implement your plan, consider these questions that will help when you need to evaluate the implementation of your plan.*

- *How do we know we're doing it?*
- *How do we know the strategy is impacting student achievement?*
- *How do we know the action steps are making a difference for student achievement?*

- \_\_\_ Teacher Learning Teams administer **Benchmark Assessments** by end of November.
- \_\_\_ Monitor the **IMPACT strategies** are having on student achievement.
- \_\_\_ Address **results from monitoring** at Leadership Team meeting.
- \_\_\_ Measure **Student Progress** toward goals. Ask: What benchmarking data is being collected?
- \_\_\_ Review **Formative/Benchmark Assessment Plan and Results**. Ask: Are we collecting informative data?
- \_\_\_ How do you know which students are **passing or failing courses**?
- \_\_\_ Create a **plan to assist students** who are failing.
- \_\_\_ Use Benchmarking and Formative Assessment data to complete **column 4 (November/December) on Matrix 2**.

#### **EXAMPLES OF ASSESSEMENTS:**

- District/local assessments
- Grade level formative assessments
- State assessments
- Classroom charts and check lists
- Observations
- Student work products
- Collaborative group work

#### **A BALANCED ASSESSMENT PORTFOLIO: Do we have a good mix of:**

- Formative, Interim, and Summative
- Screening, Diagnostic, Progress Monitoring, Outcome



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### **DECEMBER**

#### **Hold 4th School Improvement Meeting**

- \_\_\_ Begin progress review of your **School Process Profile**: (40/90 OR ISA /SA) **Due submitted online 03.21.14**
- \_\_\_ Check status of your **Title \$\$** for each school that receives money.  
Has your grant been approved?
- \_\_\_ Identify **Barriers and Challenges** that have surfaced since implementing the SI plan in September.
- \_\_\_ Identify steps to take to address challenges and/or barriers.
- \_\_\_ Present to **School Board** the status of your School Improvement Plan.
- \_\_\_ Review and/or Plan **Perception Data** collection of all stakeholders.
- \_\_\_ Identify Agenda Outcomes for January.

#### **ADMINISTRATOR ACTIVITIES**

- \_\_\_ Review the requirements for Michigan's School Accreditation with staff
- \_\_\_ Assess if teachers require additional training to assess and monitor student growth. Model how you expect the staff to focus on student achievement during SI meetings, PLC, and/or collaborative time.
- \_\_\_ Assist with Targeting students who require additional screening for 2<sup>nd</sup> Semester course placement.
- \_\_\_ Make refinements to 2<sup>nd</sup> Semester course offerings and student placement in TEIR II and III classes.
- \_\_\_ Share results of **School-wide Data Profile MATRIX 3** with staff.

#### **STAFF ACTIVITIES**

- \_\_\_ Staff celebrates with students the growth that has occurred.
- \_\_\_ Staff and Leadership Team reviews **Formative Assessment and Benchmarking results** to **monitor implementation of plan**. Make necessary adjustments for 2<sup>nd</sup> Semester.
- \_\_\_ Teachers continue measuring how students are individually moving toward their goals.
- \_\_\_ Teachers administer benchmark assessments by December 15.
- \_\_\_ Teachers analyze benchmark results to conduct demographic Gap Analysis activities. Submit results to SI Team.



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### **JANUARY**

#### **Hold 5th School Improvement Meeting**

- \_\_\_ Continue progress review of **School Process Profile**: (40/90 OR ISA /SA) **Due submitted online March 21, 2014**
- \_\_\_ Continue to collect, organize, and label **EVIDENCE** to use in completing the School Process Profile: 90/40 OR Assist SA/SAI
- \_\_\_ Evaluate the **IMPACT** of the SIP 1<sup>st</sup> Semester and Progress Monitor on the AdvancED website.
- \_\_\_ Revise **Strategies/Activities in SIP**: any current processes, practices, programs that will be **strengthened or abandoned** because they no longer support current goals/needs and/or EVIDENCE indicates they are not effective.
- \_\_\_ Create a **School-wide Data Wall** from Administrative Observations, Benchmark and Gap Analysis completed in December.
- \_\_\_ Identify February Agenda Outcomes.

#### **ADMINISTRATOR ACTIVITIES**

- \_\_\_ Celebrate **Staff and Successes**
- \_\_\_ Conduct a **'What Worked' and 'What Needs to Work Better'** activity with staff for the following:
  - Goals Management Strategies and Activities
  - PLC or Collaborative Practices
  - Data Collection of Benchmark Assessments
  - Data Analysis of Formative and Benchmark Assessments
  - Universal Screening Process
  - Communication Process
  - Decision Making Documentation
- \_\_\_ Set new **'Look Fors' (Non-negotiables)** with staff for 2<sup>nd</sup> Semester Based on **School-wide Data Profile MATRIX 3**.
- \_\_\_ Continue Progress Monitoring of Strategy Implementation
- \_\_\_ Check ASSIST **AdvancED ACCESS CODE and PASSWORD** for proper use.



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### **FEBRUARY**

#### **Hold 6th School Improvement Meeting**

- \_\_\_ Continue progress review of your [School Process Profile](#): (90/40 OR SA/ISA) **Due submitted online 03.21.14**
- \_\_\_ Continue collecting and analyzing data for [School Data Analysis](#)  
**Due submitted online 09.01.14**  
Think: perception surveys, formative assessments, etc.
- \_\_\_ Identify a process to '[Assess the Impact](#)' of a high leverage Reading and/or Math strategy, initiative or program.

### **MARCH-APRIL**

#### **Hold 7th School Improvement Meeting**

- \_\_\_ Submit [School Process Profile](#): (90/40 OR SA/ISA) **Due submitted online 03.21.14 (These do not get APPROVED by the Superintendent)**
- \_\_\_ Use **MEAP scores** and other data points; analyze improvements against SIP objective statements and identify:
  - Where are we now?
  - What progress did we make?
  - How close did we come to our measurable objective?
  - Did we narrow our sub-group/s gap/s?
- \_\_\_ Use **Data Points** to analyze the **impact** of adult implementation behaviors of strategies and activities and identify:
  - the degree of impact of strategies on student achievement
  - if the strategies were implemented with fidelity
  - if the plan was implemented? Why or why not?
- \_\_\_ Use **Data Points** to analyze **expenditures** and identify:
  - if the strategies and activities funded made a difference on student achievement
  - what strategies should continue
  - what strategies should continue with refinements
  - what strategies need to stop
- \_\_\_ Use the '[Assessing the Impact](#)' protocol with stakeholders to create current reality statements for each of the 4 questions in the MDE Program Evaluation Tool. (Title I Buildings)



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### **MAY-JUNE**

#### **Hold 8th School Improvement Meeting**

- \_\_\_ Analyze benchmarking and summative data **to inform identification/revision of Goals in SIP.**
- \_\_\_ Use the '**Assessing the Impact' protocol** with stakeholders to create current reality statements for each of the 4 questions in the MDE Evaluation Tool. (Non- Title I Buildings)
- \_\_\_ Complete the reflection questions on **MDE's Program Evaluation Tool. (Optional)**
- \_\_\_ Title I buildings: complete SIP and submit to District as appropriate
- \_\_\_ Complete **Professional Learning Plan (needs to align with SIP)**
- \_\_\_ Submit **CIMS-2 Transmittal Form** to District Improvement Team **(Seek Support from Special Ed Director)**
- \_\_\_ District determines process to share Transmittal Form to individual buildings so that the strategies and activities can be embedded into building level SI Plans as necessary.
- \_\_\_ **School Improvement Plan with required Diagnostics and Plan** submitted by Principal to District Level (Superintendent will **APPROVE** or **Return Plan** for revisions if necessary).

#### **ADMINISTRATOR ACTIVITIES**

- \_\_\_ Celebrate **Staff and Successes**

***Communication comes in both words and deeds.  
Nothing undermines change more than behavior by leaders that is  
inconsistent with the verbal communication" ~ Kotter***