



Procedure to Set the School Improvement Process Timeline

The Executive Director of School Improvement breaks apart the Comprehensive Needs Assessment (CNA), Program Evaluation Tool (PET), and Title I Schoolwide Components (TISWC) into benchmark components based on when they should be completed in order to inform the School Improvement Team (SIT). Once required elements of the School Improvement Process are broken into manageable sections to be completed throughout the year, ensuring a continuous School Improvement Process, coordinate due dates for each benchmark with the District-wide testing calendar to ensure that benchmarks are reasonable and do not place undue burden on schools. The Executive Director of School Improvement then submits the completed timeline for approval by the Executive Team. After any revisions are made by the Executive Team to the timeline, the Executive Director of School Improvement finalizes the timeline.

A Survey Monkey survey is sent to all principals requesting the name of the School Improvement Team's (SIT) chairperson for the year. The Executive Director of School Improvement creates a memo to accompany the School Improvement Process timeline that indicates what components are to be completed and what SITs will be expected to submit as evidence for each benchmark, including evidence for those components that must be submitted in ASSIST. In addition, a list of any schools targeted for intensive support will be provided to The Executive Director of School Improvement for approval by the Executive Team. Once survey responses are approved the memo and timeline are emailed to all principals and SIT chairs. Schools that have been approved for targeted support are notified privately of the services that will be provided to them throughout the year. All other schools are notified that School Improvement support is available to them upon request. The Executive Director of School Improvement reviews each benchmark component as they are submitted and provide feedback in a timely manner so SITs can make any adjustments as they move through the process. The component due dates will also be provided to the Deputy Superintendent so they may be included in his weekly due date memos.

Upon receipt of each school's SIP, the Executive Director of School Improvement compares it to the final school-level budgets submitted to the State and Federal Grants Manager to ensure alignment of the SIP to the school level budgets. Should there be questions about budget items that do not align with a school's SIP, the Executive Director of School Improvement will email the school's principal and SIT chair to notify them of this issue so revisions can be made before the date the SIP is due to the MDE.