

Local Education Agency/Campus Sample Improvement Planning Calendar

This calendar is offered as a flexible and optional tool for improvement planning. State and local planning requirements may vary. See the key at the bottom for acronyms.

Month	School	Local Education Agency (LEA)
July	Current Year - Revise planning calendar for the new school year - Schedule committee meetings for the year - Schedule formative review meetings for the year - Review/Update school's mission and vision for alignment with LEA	Current Year - Revise planning calendar for the new school year - Update/Revise Comprehensive Needs Assessment (CNA) / District Improvement Plan (DIP) with new data as needed - Schedule committee meetings for the year - Schedule formative review meetings for the year
August	Current Year - Conduct required committee election and adjust committee membership - Review school's and LEA's mission and vision with staff - Make any final adjustments to the Campus Improvement Plan (CIP) - Present draft CIP to staff	Current Year - Conduct required committee election and adjust committee membership - Update/revise CNA with new data as needed - Review district improvement goals, performance objectives, strategies, and funding sources - Make any final adjustments to the DIP
September	- Review campus improvement goals, performance objectives, strategies, and funding sources - Present CIP to Campus Advisory Council for approval - Present CIP to Board for approval - Implement progress monitoring by collecting and analyzing evaluation data sources	Current Year - Present DIP to District Decision Making Committee for approval - Present DIP to Board for approval - Implement progress monitoring by collecting and analyzing evaluation data sources.
October	Current Year - Monitor and review CIP implementation - Prepare for the first formative review - Share campus reports with district leadership (formative review w/notes, HB3, fund summary) - Collect any new data to update Comprehensive Needs Assessment (CNA)/CIP (teacher attendance, student attendance, report card grades, Multiple Tiered System Support (MTSS) data, Special Education (SPED) referrals, discipline, etc.	Current Year - Monitor and review DIP implementation - Complete scheduled formative reviews - Review campus formative review report - Share district/campus reports with district leadership/board (formative review w/notes, HB3, fund summary) - Collect any new data to update CNA/CIP (teacher attendance, student attendance, report card grades, MTSS data, SPED referrals, discipline, etc.
November	Current Year Monitor and review CIP implementation	Current Year Monitor and review DIP implementation

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	- Progress monitor strategies - Complete scheduled formative reviews - Monitor/revise strategies that are not progressing. - Share the formative review report with staff/stakeholders - Collect any new data to update CNA/CIP (teacher attendance, student attendance, report card grades, MTSS data, SPED referrals, discipline, etc.	- Complete scheduled formative reviews - Review campus formative review report - Share district/campus formative review reports to district leadership/Board - Collect any new data to update CNA/CIP (teacher attendance, student attendance, report card grades, MTSS data, SPED referrals, discipline, etc.
December	Current Year - Monitor and review CIP implementation - Progress monitor strategies - Complete scheduled formative reviews - Monitor/revise high-stakes strategies that are not progressing - Share the formative review report with staff/stakeholders Upcoming Year - Collect data to update CNA/CIP	Current Year - Monitor and review DIP implementation - Complete scheduled formative reviews - Review campus formative review report - Share district/campus formative review reports to district leadership/board Upcoming Year - Collect data to update CNA/DIP
January	Current Year - Monitor and review CIP implementation - Progress monitor strategies - Complete scheduled formative reviews - Monitor/revise strategies that are not progressing - Share the formative review report with staff - Organize data analysis teams for CNA by each multiple measure - Train data analysis team on the CNA process - Collect any new data to update CNA/CIP (teacher attendance, student attendance, report card grades, MTSS data, SPED referrals, discipline, etc.)	Current Year - Monitor and review CIP implementation - Progress monitor strategies - Complete scheduled formative reviews - Monitor/Revise strategies that are not progressing. - Share district/campus formative review reports to district leadership/Board - Organize data analysis teams for CNA by each multiple measure - Train data analysis team on the CNA process - Compile and organize all data for the CNA by data analysis teams - Begin with available data, such as teacher attendance, student attendance, report card grades, MTSS data, SPED referrals, discipline, etc.
February	Current Year - Monitor and review CIP implementation - Progress monitor strategies - Complete scheduled formative reviews - Monitor/Revise strategies that are not progressing. - Share the formative review report with staff/stakeholders	Current Year - Monitor and review DIP implementation - Progress monitor strategies - Complete scheduled formative reviews - Monitor/revise strategies that are not progressing. - Share district/campus formative review reports to district

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	● Begin to compile and organize all data collected for the CNA from data analysis teams. ● Take action as needed using available data, such as: - Administer and analyze survey data from parents, community members, etc. ● Conduct student, staff, parent, and community surveys to gather feedback and data	● Pull CNA (Summary, Strengths, and Problem Statement with Root Causes) from Question to Consider answers. ● Conduct student, staff, parent, and community surveys for needed feedback and data
March	Current Year ● Monitor and review CIP implementation ● Progress monitor strategies ● Complete scheduled formative reviews ● Monitor/revise strategies that are not progressing ● Share the formative review report with staff/stakeholders Upcoming Year ● Complete the “Question to Consider” in each Multiple Measures Analysis Team Comprehensive Needs Assessment ● Pull CNA (Summary, Strengths, and Problem Statement with Root Causes) from Question to Consider answers ● Review the proposed budget and identify personnel expenses	Current Year ● Monitor and review DIP implementation ● Progress monitor strategies ● Complete scheduled formative reviews ● Monitor/revise strategies that are not progressing. ● Share district/campus formative review reports to district leadership/Board Upcoming Year ● Compile and organize all data for the CNA provided by data analysis teams ● Complete CNA (Summary, Strengths and Problem Statements with Root Causes) ● Review the proposed budget and identify personnel expenses
April	Current Year ● Monitor and review CIP implementation ● Progress monitor strategies ● Complete scheduled formative reviews ● Monitor/Revise high-stakes strategies that are not progressing ● Share the formative review report with staff/stakeholders Upcoming Year ● Conduct Comprehensive Needs Assessment ● Write CNA (Summary, Strengths, and Problem Statements with Root Causes)	Current Year ● Monitor and review DIP implementation ● Progress monitor strategies ● Complete scheduled formative reviews ● Monitor/revise high-stakes strategies that are not progressing. ● Share district/campus formative review reports to district leadership/Board Upcoming Year ● Review CNA (Summary, Strengths, and Problem Statements with Root Causes) ● Review/Update Mission and Vision ● Review/Update district goals
May	Current Year ● Organize/send notifications for upcoming Annual Summative Evaluation	Current Year ● Organize/send notifications for upcoming Annual Summative Evaluation

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	Upcoming Year - Identify all proposed expenditures in the CIP - Align CIP with proposed budget	Upcoming Year - Identify all proposed expenditures in the DIP - Align DIP with proposed budget
June	Current Year - Conduct Summative Evaluation, including recommendations for upcoming CIP - The Campus Decision-Making Committee confirms the alignment and focus of CIP with priority problem statements and continued performance objectives/strategies - Document Campus Decision-Making Committee approval date - Document Campus Decision-Making Committee Meeting (Sign-in Sheet, Agenda with Notes) - Summative Evaluation Report to District Leadership Upcoming Year - Update/Create Performance Objectives/Strategies - Develop CIP with CNA and Summative Evaluation - Plan and organize committee elections - Plan to share CIP with staff during August staff development days	Current Year - Conduct Summative Evaluation, including recommendations for upcoming DIP. - The Decision-Making Committee confirms the alignment and focus of DIP with priority problem statements and continued performance objectives/strategies. - Document Decision-Making Committee approval date - Document Decision-Making Committee Meeting (Sign-in Sheet, Agenda with Notes) - Summative Evaluation Report to District Leadership/Board - Archive DIP/CIPs Upcoming Year - Update/create Performance Objectives/Strategies - Develop CIP with CNA and Summative Evaluation - Revise planning calendar - Plan and organize committee elections - Plan to share CIP with staff during August staff development days

CIP - Campus Improvement Plan or Continuous Improvement Plan

CNA - Comprehensive Needs Assessment

DIP - District Improvement Plan

HB3 - House Bill 3 (Texas only)

LEA - Local Education Agency

MTSS - Multiple Tiered System Support

Performance Objective - Measurable Goal

SPED - Special Education

Multiple Measures refers to the Data Analysis and the research of Dr. Victoria Bernhardt