

RCN PACING GUIDE 2023-2024

September	October	November
<ul style="list-style-type: none"> ● START Updates ● PD and Resource dissemination plan ● Coaching Structure and coaching plan ● Identify Classrooms to utilize the CETA ● Identify focus students and collect beginning of year data ● Review plan for peer to peer goals ● Review plan for family engagement and connection with Michigan Alliance for Family (MAF) representative(s) ● Plan for Additional Activities ● Work on RCN Contract Activities Worksheet ● Review budget plan ● Review meeting dates and agendas 	<ul style="list-style-type: none"> ● START Updates ● Finish and submit RCN Contract Activities Worksheet - due October 27, 2023 ● Submit baseline data for focus students via online system - due November 3, 2023 ● Complete baseline CETAs - due November 3, 2023; set goals by January 1, 2024 ● Discuss RCN Contract Goal Areas and/or Meeting Focus on Contract Goal Area(s) (including family engagement) ● Review and update budget ● Register attendees for the Fall RCN Leadership Day (Registration form will be emailed to RCN leadership) 	<ul style="list-style-type: none"> ● START Updates ● Update on RCN Contract Goal Areas and/or Focus Meeting on Specific Contract Goal Area(s) (including family engagement) ● Submit baseline data for focus students via online system - due November 3, 2023 ● Complete baseline CETAs - due November 3, 2023; set goals by January 1, 2024 ● Review and update budget
December	January	February
<ul style="list-style-type: none"> ● START Updates ● Update on RCN Contract Goal Areas and/or Focus Meeting on Specific Contract Goal Area(s) (including family engagement) ● Set CETA goals - by January 1, 2024 ● Review and update budget ● Update all building forms for all districts in region in the Peer to Peer Program Data Collection System - Due March 1, 2024 	<ul style="list-style-type: none"> ● START Updates ● Set CETA goals - by January 1, 2024 ● Complete mid-year contract progress report (including updated Contract Activities Worksheet) – due February 2, 2024 ● Update on RCN Contract Goal Areas and/or Focus Meeting on Specific Contract Goal Area(s) (including family engagement) ● Review and update budget ● Update all building forms in the Peer to Peer Program Data Collection System - due March 1, 2023 	<ul style="list-style-type: none"> ● START Updates ● Submit mid-year report (including updated Contract Activities Worksheet) – due February 2, 2024 ● Update on RCN Contract Goal Areas and/or Focus Meeting on Specific Contract Goal Area(s) (including family engagement) ● Review and update budget ● Update all building forms in the Peer to Peer Program Data Collection System - due March 1, 2024
March	April	May-June
<ul style="list-style-type: none"> ● START Updates ● Update on RCN Contract Goal Areas and/or Focus Meeting on Specific Contract Goal Area(s) (including family engagement) ● Review and update budget; identify any areas of underspending and or adjustments needed and reach out to START representative as appropriate. ● Begin updating Coaching Capacity Tool - due May 20, 2024 	<ul style="list-style-type: none"> ● START Updates ● Register attendees for the Spring RCN Leadership Day (Registration form will be emailed to RCN leadership) ● START Updates ● Update on RCN Contract Goal Areas and/or Focus Meeting on Specific Contract Goal Area(s) (including family engagement) ● Review and update budget; identify any areas of underspending and or adjustments needed and reach out to START representative as appropriate. 	<ul style="list-style-type: none"> ● START Updates ● Report Focus Student End of Year data - due May 20, 2024 ● Complete CETA Reflections forms - due May 20, 2024 ● Complete End of Year Progress Report (including updated Contract Activities Worksheet) – due June 28, 2024 ● Review and update budget and submit end of year financial year report - due July 19, 2024 ● Write new RCN Contract Application – due July 1, 2024

Note: The RCN Pacing Guide indicates the monthly goals, activities, and dates to meet the RCN contract requirements. You may add RCN-specific information to the pacing guide.