School Continuous Improvement Plan (SCIP) Timeline 2024-2025

This is a guide to give principals and leadership team members a sense of when they can expect various data to be available for their review, general suggestions for what school leadership teams could be doing at their leadership meetings related to their continuous improvement work, SCIP monitoring process, and provide a timeline for important dates throughout the school year for when items are due/can be expected for completion. Given the unique contexts of our sites, the timeline/items might be organically adjusted according to readiness to best meet the needs of our school communities.

Month	SCIP Leadership Team Action Items Access Links to SCIPs	Suggested SCIP Data for Review
August 2024	☐ Update/review SCIP school-wide goals, and goals for math, and reading. ☐ Manage users (with editing or viewing rights) in SCIP school view to represent current staff ☐ Update SCIP How section to make sure dates and names point people assigned reflect current reality	 MCA data gets publicly released and updates can be made in SCIPs ACCESS data released MCAs available via MN Report Card and in BOLT
September 2024	 □ Review/establish team mission, vision, and norms; set calendar for the leadership team. Access to LT Resources. □ Determine how the information will be communicated between the leadership team and staff, PLCs, school support teams, committees, and the community □ Plan for Title I annual meeting; including SCIP review, Compacts, FEP □ Determine/review academic and non-academic data sources that you will be collecting to inform improvement efforts at your site. These data sources can be accessed in SCIP roadmaps, column D) □ Adjust/update Action Steps as most current data might indicate □ A1- Public View SCIP Information: Due 10/30 	 FAST (K-8) Fall Assessment Window, (Testing Calendar) Attendance, grades, demographics, technology use data, credit attainment etc. Non-academic: PBIS/SEL/behavior data (e.g. TIC/TFI, SEL grading tasks,
October 2024	 □ Review/establish communication and feedback loops for all stakeholders. □ Plan for and present SCIP at the Title I annual meeting □ Start collecting relevant academic and non-academic data sources to inform progress on student learning and adult practices at your site □ Start organizing/planning fall data dig review □ Adjust the SCIP and fall plan/do/study/act cycle action steps as appropriate □ B1- Minnesota School Report Card publicized: Due 10/16 □ A1- Public View SCIP Information: Due 10/30 	 I meeting, stakeholder groups) Mid-quarter grades Non-academic (attendance, technology, PBIS/SEL/SWIS/Campus Data, fall Student Climate Survey) Implementation data (e.g. pre/post assessments, walkthroughs, surveys, other as described in SCIP) Feedback data (Open House/Title I meeting, stakeholder groups) PLC data

2024	☐ Submit Leadership Team Rubric Fall Results: CSI/TSI sites; non-CSI/TSI sites ☐ Share tools/content from Leadership Academy meetings with the leadership team	loss, grades, student engagement survey) • Secondary grades, end of Q-1 (11/11)
	 □ Plan/conduct fall data digs, and update SCIP roadmap. □ Continue to adjust SCIP as appropriate □ Plan or conduct fall walkthroughs according to SCIP □ Monitor the SCIP platform by completing action steps and reflecting per Plan/Do/Study/Act items based on review dates □ Continue to adjust the SCIP action plan as appropriate 	 Non-academic (attendance, technology, PBIS/SEL/SWIS/Campus Data) Parent Conferences/Family events Data Implementation data/perception data (walkthroughs, PD surveys, coaching, staff/student/stakeholder input, other as described in SCIP). PLC data
December 2024	□ Leadership Team Rubric Fall 2024 due Dec. 2nd, 2024 □ Submit Leadership Team Rubric Fall Results: CSI/TSI sites; non-CSI/TSI sites □ Share tools/content from Leadership Academy with the leadership team □ Plan winter walkthroughs according to SCIP action steps □ Continue to adjust SCIP as appropriate	 Non-academic (attendance, technology, PBIS/SEL/SWIS/Campus Data) Implementation data/perception data (walkthroughs, PD surveys, coaching, staff/student/stakeholder input, other as described in SCIP). PLC data

• Quarter 1 data: (attendance, credit

☐ <u>Leadership Team Rubric</u> due Dec. 2nd, 2024

November

January 2025	 □ Share tools/content from Leadership Academy with the leadership team □ Celebrate successes to date (mid-year review) □ Monitor progress toward leadership team rubric goals □ Plan/conduct winter walkthroughs according to SCIP □ Continue to adjust SCIP as appropriate □ Monitor by completing action steps and reflecting on Plan/Do/Study/Act items based on review dates 	 FAST (K-8) Winter Assessment Window Non-academic (attendance, technology PBIS/SEL/SWIS/Campus Data) Implementation data/perception data (walkthroughs, PD surveys, coaching, staff/student/stakeholder input, other as described in SCIP) PLC data
February 2025	 □ Share tools/content from Leadership Academy and/or data with the leadership team □ Monitor progress toward leadership team rubric goals □ Plan/conduct winter walkthroughs according to SCIP □ Conduct winter data dig □ Celebrate successes to date □ Monitor by completing action steps and reflecting on Plan/Do/Study/Act items based on review dates 	 FAST (K-8) Winter data Quarter 2 data (attendance, credit loss, grades) Secondary Grades, end of Q-2 1/27 • Non-academic (attendance, technology, PBIS/SEL/SWIS/Campus Data) Implementation data/perception data (walkthroughs, PD surveys, coaching, staff/student/stakeholder input, other as described in SCIP) PLC data
March 2025	 □ Share tools/content from Leadership Academy with the leadership team □ Monitor progress toward leadership team rubric goals □ Continue to update/adjust SCIP as needed □ Plan/conduct spring walkthroughs 	 ACCESS Data Non-academic (attendance, technology, PBIS/SEL/SWIS/Campus Data) Implementation data/perception data
	 ■ Monitor by completing action steps and reflecting on Plan/ ■ Do/Study/Act items based on review dates 	(walkthroughs, PD surveys, coaching, staff/student/stakeholder input, other as described in SCIP) • PLC data

April	☐ Complete Leadership Team Spring Rubric Due April 28	Quarter 3 data (attendance, credit
2025	☐ Submit Leadership Team Rubric Spring Results: CSI/TSI sites: Non-CSI/TSI	loss, grades)
	sites Conduct spring data dig include analysis in SCIP	 Secondary grades posted, end of
	☐ Monitor SCIP by completing action steps and reflecting on the spring Plan/Do/Study/Act	Q-3 3/31
	cycle based on review dates	 Non-academic (attendance,
	☐ Gather input for 'SY24-25' SCIP planning	technology, PBIS/SEL/SWIS/Campus
	☐ Start drafting PD Calendar for 'SY24-25'	Data, spring
		Student Climate Survey)
		 Implementation data/perception data
		(walkthroughs, PD surveys, coaching,
		staff/student/stakeholder input, other
		as described in SCIP)
May	☐ Draft 'SY24-25' PD plan/calendar	PLC data
2025	☐ Complete monitoring of SCIP action steps per Plan/Do/Study/Act spring	a Dualitation and NACA slate
	cycle Complete most recent data analysis and include reflections in SCIP	Preliminary MCA data FAST (K. 8) Spring Assessment Window
	☐ Communicate SCIP progress and priorities to staff	 FAST (K-8) Spring Assessment Window Non-academic (attendance,
	☐ Finalize SCIP reflections for SY24-25 to inform SCIP goals and targets for SY24-25 ☐ A3-	technology, PBIS/SEL/SWIS/Campus
	Documentation of stakeholder (families and staff) review of SCIP Evaluation and update of SCIP	Data)
	plan for next school year: Due 6/1	Implementation data/perception data
	plantor hexesonoor years bace of 1	(walkthroughs, PD surveys, coaching,
		staff/student/stakeholder input, other
_		as described in SCIP)
June	☐ Complete SCIP SY24-25 reflections in the SCIP platform	• PLC data
2024	☐ Complete goals and implementation targets for 'SCIP SY24-25 due 6/17	1
	☐ To notify SCIP SY24-25 is ready for review and approval, fill out the 'SCIP SY24-25 Submission	
	Form'	

Continuous Improvement Office Hours: Friday 1-2 pm, join the link: <u>Join Microsoft Teams Meeting</u> Helpful Link (detailed version across multiple teams): <u>Title I and Continuous Improvement Timeline</u>