

School Improvement Process 2013-14

Date	What	Status
April 4 July 22	Calendar for SIP process distributed Trainings Conducted PCS Version of State SIP explained	Leadership Meeting Copies of calendar covering deliverable dates thru 10-14-13 Description of process delivered at two leadership meetings MoodleLMS opens with directions and resources
July 30	DecisionED folder for SIP data available	Most data needed for SIP draft in Decision ED.
August 1	Email from DOE template developers	Schools can use DOE site and principals will receive a password shortly (July 29 but actually 8-2)
August 2	MBC runs a test with principal friends to check usability of site	Principals report ease of use and AMOs prepopulated data
August 4	MBC sent email to all principals with explanation of DOE site	Details of DOE site sent to principals with options given for their method of use and turn in to Area Superintendents
August 7	Area Superintendents and Executive Directors meet to review rubric for evaluation of Draft SIPs	Review process established with various people owning parts of the feedback process Folders for each area and level created on server for rubric and for SIP
August 7	Folders created on server to hold each Areas rubrics and SIPS. Multiple reviewers given access.	Folders on server divided by Area and then by Level. Named rubric for each school placed in folder for access by all reviewers to comment on the same form.
August 8	SIP Drafts due to Area Superintendent	Principals reported how they were submitting SIP. Either by DOE website review or PCS SIP Template or Hard Copy or mixture of both
August 20	Meeting with Executive Directors and Deputy Superintendent to discuss feedback process	Discussion on what to expect SIPs to have at this point. How to deal with those who used the DOE online version (D/F schools must use it eventually). Goal examples communicated in email to clarify discussion.
August 23	Description and Template for Executive Summary sent to all principals Principal Peer reviewers attached.	Directions to capture essential description of school and major components of SIP in summary for presentation to Board. Paired with principal for peer review. Due September 9 th to Area Superintendent.
August 26	Rubric for SIP returned to principals with feedback Additional feedback provided by Executive Directors	Rubrics included a scale and space for additional support to advise school on needed information.
September 3	Schools under Differentiated Accountability must turn in drafts to state Regional Executive Directors	Drafts of DA school and district plans are due to the Regional Executive Director (RED) for review and feedback.
September 5	School Improvement Plans due to Area Superintendent as final version	Schools can use either PCS word template or DOE site to submit final plans.
September 9-13	Multiple Peer Reviews from SIP Certified Staff members	School and District personnel who attended all four District Trainings received certification in SIP. These individuals evaluate assigned SIPs using the 2013-14 Summative Rubric.
September 13	Executive Summaries of SIPs are reviewed at Agenda Prep in preparation for 9-24 School Board meeting.	Printed copies of all Executive Summaries will be added to the Board Agenda for 9-24-2013 Full copies of plans available from school, district, or DOE site.
September 24	School Board Agenda item requests approval of School Improvement Plans	Executive Summaries published as summation of SIPs for Board approval
October 14	All School Improvement Plans are transferred to state online site	Schools that have not yet used the DOE site have until 10-14 to do so.

