

Checklist for the School Improvement Process – D & F Letter Grades

1. GENERAL ITEMS

- Sent letter grade notification to required stakeholders
- Scheduled public meeting
- Completed school and LEA contact forms at www.azed.gov/improvement
- Principal has access to ALEAT

2. COMPREHENSIVE NEEDS ASSESSMENT

- Completed as a team and used the FY20 CNA spreadsheet.
- Data tabs entered (K-8 AzMERIT/AZELLA, HS AzMERIT, Misc. Data, Teachers) or has this data collected in-district in a different format.
- Patterns and Trends completed for all 6 principles
- Primary need identified for all 6 principles
- Final summary page completed, and primary needs narrowed down to 3-4 main targets.
*After the fishbones are completed the final summary page is also updated to include the corresponding root causes, need statements, and desired outcomes.
- Comprehensive Needs Assessment uploaded to ALEAT (Title 1 Schools) or emailed to specialist (Non-Title Schools)

3. ROOT CAUSE ANALYSIS

- Fishbone conducted on each primary need from the final summary page of the CNA
- Each fishbone includes:
 - primary need (head) the indicator from the CNA that is your top need
 - root causes (middle bones) what is/is not happening/is causing the problem
 - need statement (tail) what needs to be done to remedy your primary need
 - desired outcome (statement at the bottom) the action you will take to fix the problem
- All identified TSI subgroups are considered/represented in your root cause analysis work, either through inclusion as a subcategory in a fishbone or its own fishbone diagram.
- Fishbones uploaded to ALEAT (Title Schools) or emailed to specialist (Non-Title Schools)

4. CREATING SMART GOALS

- SMART goal for ELA based on AZ Merit data
- SMART goal for Math based on AZ Merit data
- SMART goal for Science based on AIMS data
- Additional process goals based on data analysis and desired outcomes
- TSI subgroup SMART goal for each identified subgroup.

5. TARGETED AND FOCUSED INTEGRATED ACTION PLAN FOR TITLE 1 SCHOOLS

- For your top primary needs you must include in the principle summary box:
 - primary need
 - root cause
 - needs statement
 - desired outcome
 - SMART goals

LEA Overview | Plan | File Cabinet

Home > Plan > 1-Effective Leadership

PRINCIPLE SUMMARY

Title *

1 - Effective Leadership

Need Statement and Desired Outcome *

Instructions

Using the ADF Comprehensive Needs Assessment, evaluate your school against the indicators of an effective school and determine the areas of focus. After determining the area of need, create a Need Statement and list Desired Outcomes. Then develop strategies and action steps to address the Principle. If multiple areas of need are identified under the same Principle, an additional Principle may be added by clicking on the Manage Principle tab.

Review the Integrated Action Plan Guidance Document found under the Resources icon and under the ALENT Help link to ensure that all required components are included in the LEA/School Integrated Action Plan.

Original Description

Effective leaders interact among professional advice and integrity to shape a vision of academic success for all students. They analyze and attack challenges and manage systems to position the school and students to achieve at high levels. They set clear, measurable and attainable goals. They create a cadre of high-quality teachers and cultivate leadership in others.

- Evidence-based strategies are included to support the achievement of the desired outcome. Add a strategy by clicking on strategy tab and then filling in the title and description of the strategy. Always click SAVE.

Strategies (0) | Resources (1)

Add Strategy

Reorder | Save | Cancel

Page size: 25 | 0 to 0 of 0 items

Sort Order	Title	Description	# Of Action Steps
No strategies available			

ADD A PLAN STRATEGY

Title *

Define teacher and learning

Local Description *

Admin will define the 3-4 teacher expectations of what instruction will look like for the 2019-2020 school year as well as define 3-4 learning behaviors for the students.

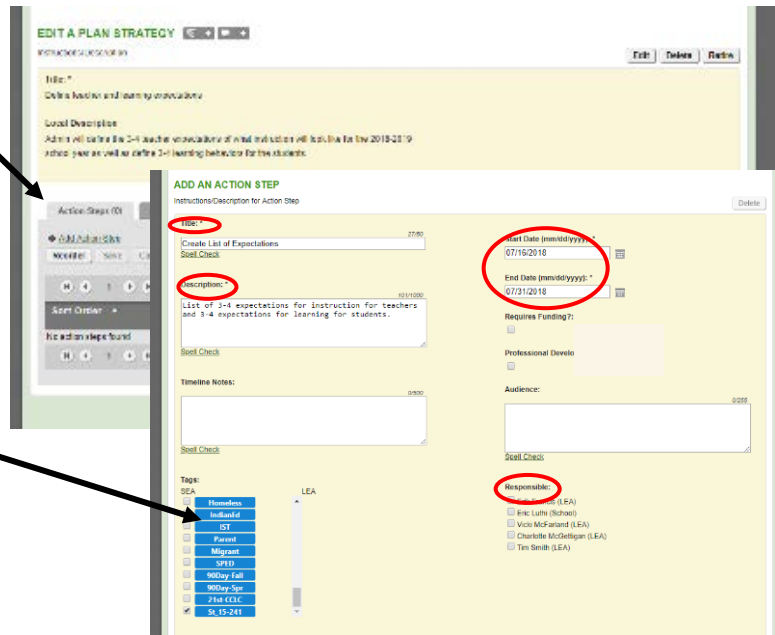
Save | Save and Add Another | Cancel

Return to Integrated Action Plan

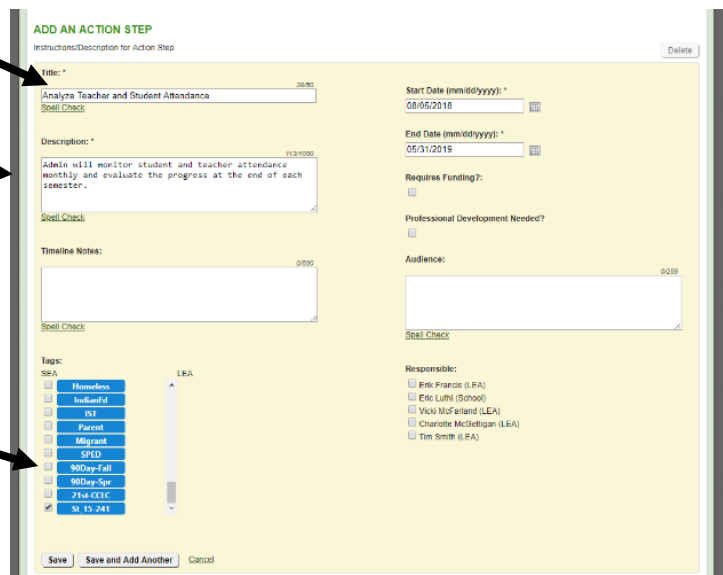
- Action steps are included that will lead to implementing the strategies listed above. Included are the title, narrative, start-end dates, and person responsible.

Blue program tags are used for all action steps associated with school improvement. Use the Blue tag **St_15-241**. Use the blue **TSI** tag for any Actions that affect your TSI Subgroup(s).

Green funding tags are used for action steps that are funded through a grant.



- Monitoring and evaluation actions are listed as the last action step under each strategy. Please include: name of the evidence, description of when you we analyze the data, start and end times, and tag the action step with the appropriate program tag.



6. DEVELOPING A TARGETED AND FOCUSED INTEGRATED ACTION PLAN FOR NON-TITLE SCHOOLS

- An action plan is developed using one of our template worksheets or one of your own that includes all required components.

INTEGRATED ACTION PLAN FOR NON-TITLE SCHOOLS					
The following information is required for the Integrated Action Plan for Non-Title Schools.	Primary Issue (and all sub-issues)				
	Event Cause				
	Need Statement (Date of follow-up)				
	Desired Outcome (Always statement written in a positive)				
	SMART Goal (If the primary need is fixed how will your % proficient be affected?)				
To complete this table, please provide the following information: Title: _____ No. of IAP: _____	Action Step Title	Action Step Narrative	Start and End Dates	Person Responsible	Date to Collect for Monitor and Evaluate

- SMART goals for ELA, Math, Science and additional goals based on the CNA analysis and TSI subgroups are included.
- Evidence-based strategies are included to support the achievement of each desired outcome.
- Action steps are included that will lead to implementing the strategies listed above. Include the title, narrative, start-end dates, and person responsible
- Monitoring and evaluation action steps are included.
- Email the Integrated action plan worksheet to your specialist

7. IF APPLYING FOR A SCHOOL IMPROVEMENT GRANT

- Grant recorded webinar was viewed. Grant scoring rubric was reviewed.
- Grant application is thoroughly completed in GME, and all budgeted items are allowable, aligned to and stated in the IAP. Items budgeted for are tagged with the appropriate funding tag in ALEAT. Budget narratives are detailed.
- Signature page and evidence-based forms are uploaded in GME. Any scopes of work for consultants are also uploaded. If tutoring funding is requested, a detailed tutoring plan must be included.