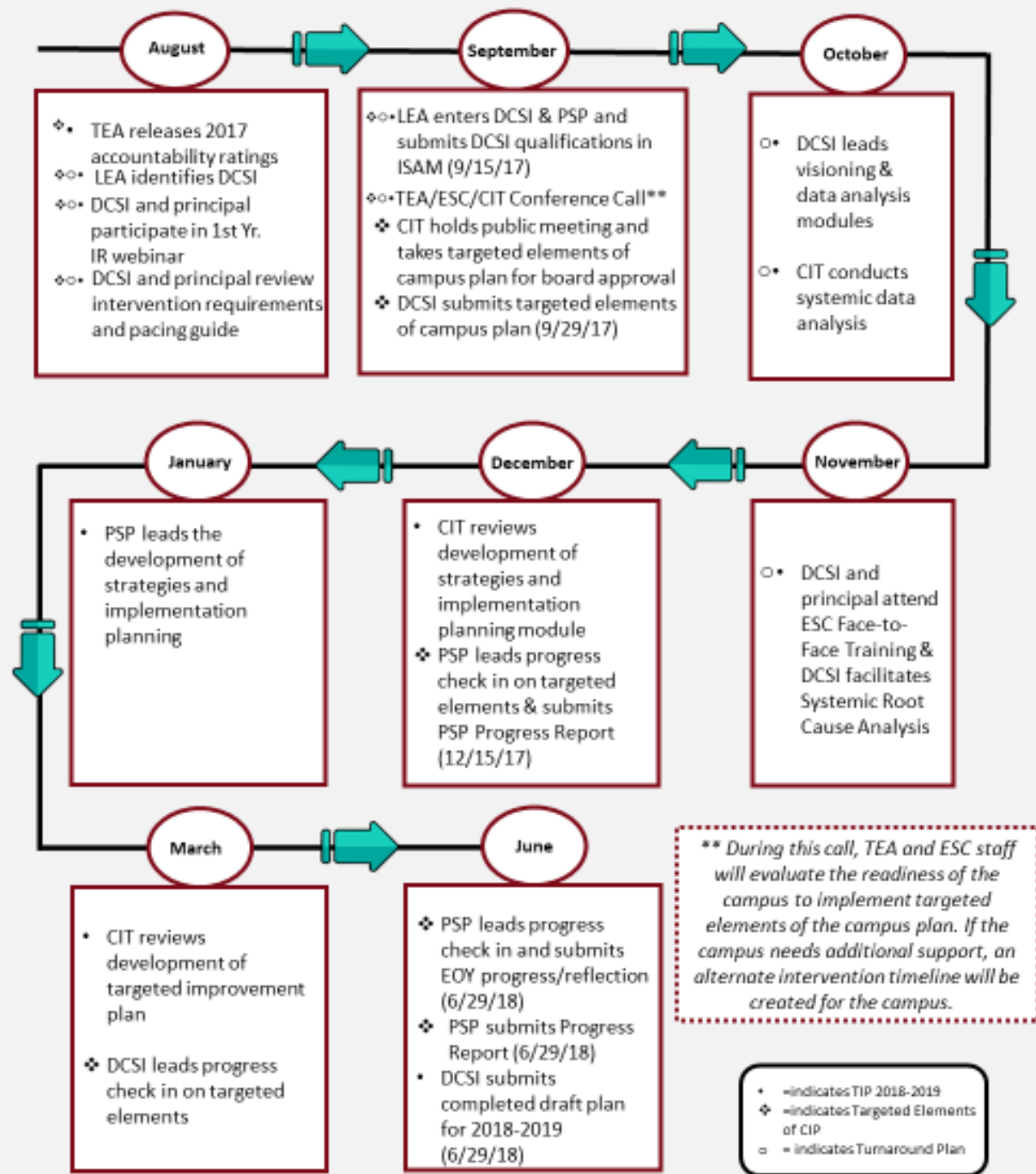




IR 1 IMPLEMENTATION PACING GUIDE 2017-18 INTERVENTIONS

2017-2018 1st Year IR Intervention Calendar

Purpose: Implement targeted elements of the campus improvement plan while intentionally learning the continuous improvement framework to address systemic issues and develop a targeted improvement plan that promotes sustainability.



ABOUT THE PACING GUIDE	<p>The purpose of the pacing guide is to provide step-by-step guidance for Campus Intervention Teams (CITs) and Campus Leadership Teams (CLTs) as they navigate the school improvement process throughout the school year. This is not intended as a compliance document, and it will not be submitted to TEA.</p> <p>The pacing guide is structured chronologically. Following the overall 2017-2018 intervention calendar, each page is dedicated to one month with a list of all corresponding interventions and submissions as well as suggested actions to keep the CIT and CLT on track to meet all requirements.</p>
RESOURCES	<p>The following resources are found at www.tea.texas.gov/schoolimprovement</p> <ul style="list-style-type: none"> ● IR1 Introductory Webinar ● Board Approval and Public Meeting Requirements ● Targeted Elements of Campus Improvement Plan Guidance ● Visioning Module (to be released September 2017) ● Data Analysis Training Module (to be released September 2017) ● Systemic Root Cause Analysis Training (face to face in October 2017) ● New Targeted Improvement Plan Template Guidance <p>Additional resources can be found at www.taisresources.net.</p>

AUGUST 2017

- ❖• TEA releases 2017 accountability ratings
- ❖• LEA identifies DCSI
- ❖• DCSI and principal participate in 1st Yr. IR webinar
- ❖• DCSI and principal review intervention requirements and pacing guide

What's coming up in September?

- *ISAM update with PSP information*
- *ISAM update with DCSI information and DCSI qualifications*
- *Board approval of targeted elements of Campus Improvement Plan (CIP)*
- *Targeted elements of Chapter 11 CIP due to agency*
- *Conference call with TEA/ESC/CIT*

What needs to be completed now and in preparation for next month?

- ☐ Review accountability rating and To the Administrator Addressed letter
- ☐ Ensure appropriate staff have ISAM access
- ☐ Update school and staff information in AskTED
- ☐ Review DCSI job description and select DCSI (ensure the DCSI can perform all the job duties)
- ☐ View IR1 Introduction Webinar and review Pacing Guide and Intervention Calendar
- ☐ Interview and select PSP (review PSP availability in your region)
- ☐ Prepare Campus Improvement Plan (CIP) in accordance with TEC 11.251
- ☐ Identify proposed targeted elements of CIP (see guidance on IR 1 webpage)
- ☐ Determine other members of Campus Leadership Team (CLT)
- ☐ Identify September conference call participants
- ☐ Schedule public meeting (stakeholder review of CIP and targeted elements)
- ☐ Ensure approval process of targeted elements is on board agenda for September meeting

Extension opportunities:

- ★ TAIS Overview Video
 - http://www.tcdss.net/resources/tag/tais_framework
- ★ Continuous Improvement Overview videos and Extended Learning Opportunities by Dr. Laura Lipton
 - <http://www.taisresources.net/continuous-improvement-overview/>

SEPTEMBER 2017

- ❖•LEA enters DCSI & PSP and submits DCSI qualifications in ISAM (9/15/17)
- ❖•TEA/ESC/CIT Conference Call**
- ❖ CIT holds public meeting and takes targeted elements of campus plan for board approval
- ❖ DCSI submits targeted elements of campus plan (9/29/17)

What's coming up in October?

- *Visioning and systemic data analysis modules*
- *Systemic data analysis by CIT*

What needs to be completed now and in preparation for next month?

- ☐ Enter PSP and DCSI information, including qualifications, in ISAM
- ☐ Work with TEA consultant to schedule conference call
- ☐ Note action items from call and assign tasks to CIT/CLT members
- ☐ Identify implementation timeline for targeted elements and determine monitoring process
- ☐ Communicate plan elements and responsibilities to teachers and administrative staff
- ☐ Present targeted elements of CIP for board approval
- ☐ Submit targeted elements of CIP in ISAM
- ☐ Calendar time for DCSI to lead the visioning and data analysis modules in October
- ☐ Schedule date for CIT to conduct systemic data analysis in October
- ☐ Create an inventory of current data sources

Extension opportunities:

- ★ Conduct any surveys needed to establish data baselines
- ★ Prepare for October's Visioning module:
 - Todd Whitaker's expert voice video: *Clear Vision and Focus*
 - <http://www.taisresources.net/clear-vision-and-focus/>
- ★ Prepare for October's Data Analysis module:
 - Data Analysis Videos and Extended Learning Guides by Dr. Victoria Bernhardt, Dr. Margaret Heritage, and Dr. Laura Lipton
 - <http://www.taisresources.net/data-analysis/>

OCTOBER 2017

- DCSI leads visioning & data analysis modules
- CIT conducts systemic data analysis

What's coming up in November?

- *Face-to-face training lead by ESC on systemic root cause analysis*
- *Facilitation of systemic root cause analysis by DCSI*

What needs to be completed now and in preparation for next month?

- ☐ Complete visioning and data analysis module
- ☐ Identify staff to participate in visioning and data analysis
- ☐ Conduct systemic data analysis (see module for process)
- ☐ Record observations and trends gathered during the systemic data analysis
- ☐ Plan to attend systemic root cause training at ESC
- ☐ Schedule date to conduct systemic root cause analysis
- ☐ Continue monitoring implementation of improvement strategies from TIP
- ☐ Collect and analyze data points to reflect on progress of TIP
- ☐ Synthesize data into findings to share with Agency consultant, if requested
- ☐ Communicate implementation progress and data analysis results to relevant stakeholders

Extension opportunities:

- ★ Prepare for November's Root Cause Analysis
 - Needs Assessment videos and Extended Learning Guides by Dr. Margaret Heritage and Dr. Laura Lipton
 - <http://www.taisresources.net/needs-assessment/>

NOVEMBER 2017

- • DCSI and principal attend ESC Face-to-Face Training & DCSI facilitates Systemic Root Cause Analysis

What's coming up in December?

- *Development of strategies and implementation planning module*
- *Progress check on targeted elements*
- *PSP Progress Report*

What needs to be completed now and in preparation for next month?

- ☐ Attend face-to-face training at ESC
- ☐ Identify staff to participate in systemic root cause analysis process
- ☐ Conduct systemic root cause analysis
- ☐ Record observations and trends gathered during the systemic root cause analysis
- ☐ Continue monitoring implementation of improvement strategies from targeted elements of CIP to evaluate effectiveness of activities
- ☐ Adjust implementation as needed
- ☐ Schedule date for review of upcoming modules
- ☐ Identify a method to conduct the December progress check-in
- ☐ Calendar time for progress check-in led by PSP
- ☐ Communicate implementation progress and systemic root cause analysis results to relevant stakeholders

Extension opportunities:

- ★ Prepare for December's Strategy and Implementation module
 - Prepare for January's implementation planning:
 - Implementation and Monitoring videos and Extended Learning Guides by Dr. Mike Schmoker, Dr. Margaret Heritage, and Dr. Michael Fullan
 - <http://www.taisresources.net/implement-and-monitor/>
 - Improvement Planning videos and Extended Learning Guides by Dr. Margaret Heritage and Dr. Michael Fullan
 - <http://www.taisresources.net/improvement-planning/>

DECEMBER 2017

- CIT reviews development of strategies and implementation planning module
- ❖ PSP leads progress check in on targeted elements & submits PSP Progress Report (12/15/17)

What's coming up in January?

- *Strategies and implementation planning lead by PSP*

What needs to be completed now and in preparation for next month?

- ☐ Review development of strategies and implementation module
- ☐ Implement progress check-in process (identified in November)
- ☐ Record trends gathered during the progress check-in
- ☐ Collect and analyze data points to reflect on progress of TIP
- ☐ Synthesize data into findings to share with Agency consultant, if requested
- ☐ Continue monitoring implementation of improvement strategies from targeted elements of CIP to evaluate effectiveness of activities
- ☐ Document suggested revisions to progress check-in method (if applicable)
- ☐ Submit PSP Progress Report in ISAM
- ☐ Communicate progress check in results to relevant stakeholders
- ☐ Schedule time for development of strategies and improvement planning

Extension opportunities:

- ★ Prepare for January's implementation planning:
 - Implementation and Monitoring videos and Extended Learning Guides by Dr. Mike Schmoker, Dr. Margaret Heritage, and Dr. Michael Fullan
 - <http://www.taisresources.net/implement-and-monitor/>
 - Improvement Planning videos and Extended Learning Guides by Dr. Margaret Heritage and Dr. Michael Fullan
 - <http://www.taisresources.net/improvement-planning/>

JANUARY - FEBRUARY 2018

- PSP leads the development of strategies and implementation planning

What's coming up in March?

- *Targeted improvement plan development review by CIT*
- *Progress check on targeted elements*

What needs to be completed now and in preparation for next month?

- ☐ Review results of systemic data analysis and root cause analysis
- ☐ Research strategies that are aligned to the identified systemic root cause
- ☐ Review improvement plan template and begin outlining plan
- ☐ Review trends gathered during the December progress check-in; identify which strategies are not improving student outcomes and consult PSP/ESC/TEA consultant to identify new strategies (or make other mid-course corrections)
- ☐ Continue monitoring implementation of improvement strategies from targeted elements of CIP to evaluate effectiveness of activities
- ☐ Communicate any strategy implementation changes to relevant stakeholders
- ☐ Schedule date(s) for CIT to draft proposed targeted improvement plan

Extension opportunities:

- ★ Prepare for March's Targeted Improvement Plan Development
 - Improvement Planning videos and Extended Learning Guides by Dr. Margaret Heritage and Dr. Michael Fullan
 - <http://www.taisresources.net/improvement-planning/>
 -
- ★ Prepare for March's progress check in:
 - Implementation and Monitoring videos and Extended Learning Guides by Dr. Mike Schmoker, Dr. Margaret Heritage, and Dr. Michael Fullan
 - <http://www.taisresources.net/implement-and-monitor/>

MARCH - APRIL - MAY 2018

What's coming up in April-June?

- *Targeted improvement plan development by CIT*
- *Progress check on targeted elements*

- CIT reviews development of targeted improvement plan
- ❖ DCSI leads progress check in on targeted elements

What needs to be completed now and in preparation for next month?

- ☐ Continue monitoring implementation of improvement strategies from targeted elements of CIP to evaluate effectiveness of activities
- ☐ Collect and analyze data points to reflect on progress of TIP
- ☐ Synthesize data into findings to share with Agency consultant, if requested
- ☐ Using the research from January, identify the final strategy or strategies that will be included in the targeted improvement plan
- ☐ Outline implementation plans
- ☐ Record trends gathered during the progress check-in
- ☐ DCSI: Communicate progress check in results to district staff and other relevant stakeholders
- ☐ Schedule date(s) for CIT to complete draft of proposed targeted improvement plan by June 29th

Extension opportunities:

- ★ Prepare for June's progress check in:
 - Implementation and Monitoring videos and Extended Learning Guides by Dr. Mike Schmoker, Dr. Margaret Heritage, and Dr. Michael Fullan
 - <http://www.taisresources.net/implement-and-monitor/>

JUNE - JULY 2018

- ❖ PSP leads progress check in and submits EOY progress/reflection (6/29/18)
- ❖ PSP submits Progress Report (6/29/18)
- DCSI submits completed draft plan for 2018-2019 (6/29/18)

What's coming up in July and August?

- *Identify and complete any professional development needs*
- *Review 2018 Accountability Ratings*
- *Identify potential DCSI for 2018-19*

What needs to be completed now and in preparation for the next school year?

- ☐ Collect and analyze data points from the school year to evaluate for EOY reflection
- ☐ Synthesize data into findings to share with Agency consultant
- ☐ Conduct end-of-year progress check-in
- ☐ Record trends gathered during the progress check-in
- ☐ Finalize draft targeted improvement plan
- ☐ Identify elements of TIP to be implemented prior to August and assign tasks
- ☐ Submit EOY progress update/data reflection
- ☐ Submit PSP Progress Report
- ☐ Submit completed draft plan for 2018-2019

Extension opportunities:

- ★ Align August professional development to strategies in the 2018-2019 Targeted Improvement Plan