TEA
Texas Education Agency

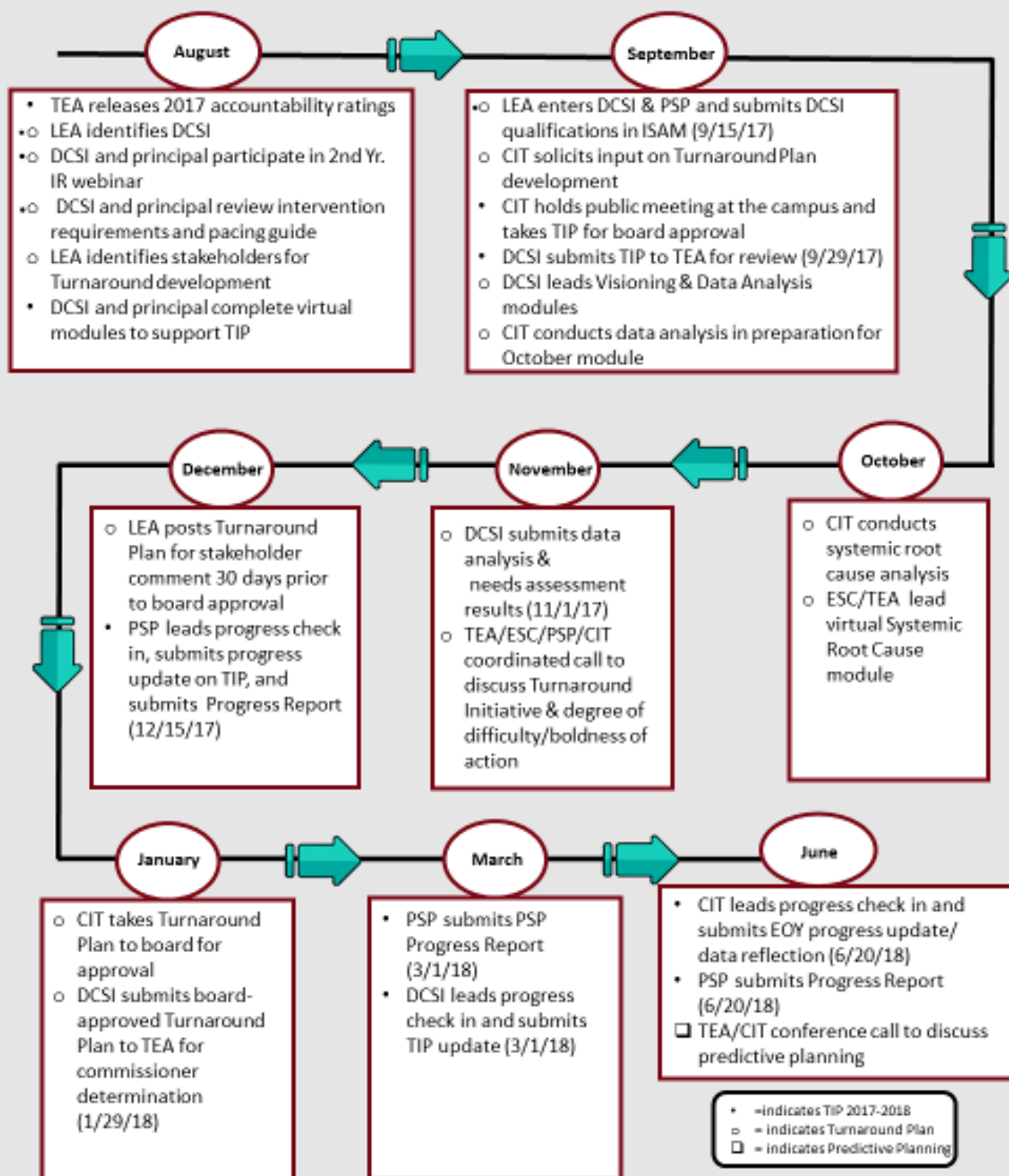# 2ND YEAR IR IMPLEMENTATION PACING GUIDE 2017-18 INTERVENTIONS

2017-2018 2nd Year IR Intervention Calendar

Purpose: Implement a targeted improvement plan (TIP) while digging into systemic areas of low performance to build a bold and robust turnaround plan.

August
- TEA releases 2017 accountability ratings
- ○ LEA identifies DCSI
- ○ DCSI and principal participate in 2nd Yr. IR webinar
- ○ DCSI and principal review intervention requirements and pacing guide
- ○ LEA identifies stakeholders for Turnaround development
- DCSI and principal complete virtual modules to support TIP

September
- ○ LEA enters DCSI & PSP and submits DCSI qualifications in ISAM (9/15/17)
- ○ CIT solicits input on Turnaround Plan development
- CIT holds public meeting at the campus and takes TIP for board approval
- DCSI submits TIP to TEA for review (9/29/17)
- ○ DCSI leads Visioning & Data Analysis modules
- ○ CIT conducts data analysis in preparation for October module

October
- ○ CIT conducts systemic root cause analysis
- ○ ESC/TEA lead virtual Systemic Root Cause module

November
- ○ DCSI submits data analysis & needs assessment results (11/1/17)
- ○ TEA/ESC/PSP/CIT coordinated call to discuss Turnaround Initiative & degree of difficulty/boldness of action

December
- ○ LEA posts Turnaround Plan for stakeholder comment 30 days prior to board approval
- PSP leads progress check in, submits progress update on TIP, and submits Progress Report (12/15/17)

January
- ○ CIT takes Turnaround Plan to board for approval
- ○ DCSI submits board-approved Turnaround Plan to TEA for commissioner determination (1/29/18)

March
- PSP submits PSP Progress Report (3/1/18)
- DCSI leads progress check in and submits TIP update (3/1/18)

June
- CIT leads progress check in and submits EOY progress update/ data reflection (6/20/18)
- PSP submits Progress Report (6/20/18)
- ❑ TEA/CIT conference call to discuss predictive planning

- • = indicates TIP 2017-2018
- ○ = indicates Turnaround Plan
- ❑ = indicates Predictive Planning

TEA

ABOUT THE PACING GUIDE

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.

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.

RESOURCES

The following resources are found at
http://www.tea.texas.gov/si/accountabilitymonitoring/
- 2nd Year IR Introductory Webinar
- Board Approval and Public Meeting Requirements
- Targeted Improvement Plan Update Guidance
- Turnaround Plan Guidance
- Turnaround Plan Template
- Visioning Module (to be released September 2017)
- Data Analysis Training Module (to be released September 2017)
- Systemic Root Cause Analysis Training (to be released September 2017)
- New Targeted Improvement Plan Template Guidance

Additional resources can be found at www.taisresources.net.

AUGUST 2017

- TEA releases 2017 accountability ratings
- ○ LEA identifies DCSI
- ○ DCSI and principal participate in 2nd Yr. IR webinar
- ○ DCSI and principal review intervention requirements and pacing guide
- ○ LEA identifies stakeholders for Turnaround development
- DCSI and principal complete virtual modules to support TIP

What's coming up in September?

- *ISAM update with PSP information*
- *ISAM update with DCSI and DCSI qualifications*
- *Turnaround Plan development input*
- *Board approval of Targeted Improvement Plan (TIP)*
- *TEA review of TIP*
- *Visioning and Data Analysis modules*
- *Data analysis lead by 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 2nd Year IR 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
- ❏ Determine other members of Campus Leadership Team (CLT)
- ❏ Notify stakeholders of campus' 2nd Year IR rating
- ❏ Schedule public meeting (targeted improvement plan)
- ❏ Schedule public meeting to solicit input on turnaround plan (within 60 days of preliminary rating)
- ❏ Ensure approval process of targeted improvement plan is on board agenda for September meeting
- ❏ Identify staff to participate in TAIS 201 virtual modules
- ❏ Complete virtual modules (TAIS 201)
- ❏ Schedule public meeting for input on Turnaround Plan development
- ❏ Schedule public meeting for board approval of TIP
- ❏ Calendar time for DCSI to review and lead the visioning and data analysis modules

TEA.

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/
- ★ Prepare for September's Visioning module:
  - ○ Todd Whitaker's expert voice video: *Clear Vision and Focus*
    - ■ *http://www.taisresources.net/clear-vision-and-focus/*
- ★ Prepare for September'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/

SEPTEMBER 2017

- •o LEA enters DCSI & PSP and submits DCSI qualifications in ISAM (9/15/17)
- o CIT solicits input on Turnaround Plan development
- • CIT holds public meeting at the campus and takes TIP for board approval
- • DCSI submits TIP to TEA for review (9/29/17)
- o DCSI leads Visioning & Data Analysis modules
- o CIT conducts data analysis in preparation for October module

What's coming up in October?
- ● *Systemic Root Cause Analysis module*
- ● *Conduct systemic root cause analysis*

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

- ❏ Enter PSP and DCSI information, including qualifications, in ISAM
- ❏ Develop updated TIP using TAIS 201 modules
- ❏ Hold public meeting(s) to gather stakeholder input
- ❏ Present TIP for board approval
- ❏ Submit TIP in ISAM
- ❏ Create an inventory of current data sources
- ❏ Complete Visioning and Data Analysis modules
- ❏ Conduct data analysis
- ❏ Record observations and trends gathered during the systemic data analysis
- ❏ Calendar time for Systemic Root Cause Analysis module and schedule time to conduct systemic root cause analysis (to be done in October)
- ❏ Determine process for monitoring TIP and conducting progress check ins

Extension opportunities:

- ★ Prepare for October'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/

OCTOBER 2017

o CIT conducts systemic root cause analysis
o ESC/TEA lead virtual Systemic Root Cause module

What's coming up in November?

- *Submission of data analysis and needs assessment results*
- *TEA/ESC/PSP/CIT coordinated call*
- *Draft turnaround plan*

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

- ❏ Complete Systemic Root Cause Analysis module
- ❏ Identify staff and stakeholders who will engage in the systemic root cause analysis
- ❏ Conduct systemic root cause analysis
- ❏ Record observations and trends gathered as a result of the root cause analysis in the data analysis/needs assessment template (to be submitted Nov. 1)
- ❏ Research strategies that are aligned to the identified systemic root cause and begin to identify Turnaround Initiative(s)
- ❏ Identify call participants and work with TEA consultant to schedule November call to discuss Turnaround Initiative

Extension opportunities:

- ★ Prepare for October's Data Analysis submission:
  - ○ Data Analysis Videos and Extended Learning Guides by Dr. Victoria Bernhardt, Dr. Margaret Heritage, and Dr. Laura Lipton
    - ■ http://www.taisresources.net/data-analysis/
- ★ Prepare for November's Needs Assessment submission
  - ○ Needs Assessment videos and Extended Learning Guides by Dr. Margaret Heritage and Dr. Laura Lipton: http://www.taisresources.net/needs-assessment/

NOVEMBER 2017

o DCSI submits data
  analysis &
   needs assessment
  results (11/1/17)
o TEA/ESC/PSP/CIT
  coordinated call to
  discuss Turnaround
  Initiative & degree of
  difficulty/boldness of
  action

What's coming up in December?

- *Turnaround Plan stakeholder comment*
- *Progress check*
- *Progress update*
- *PSP Progress Report*

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

❏ Submit data analysis and needs assessment results in ISAM
❏ Participate in coordinated call to discuss Turnaround Initiative ideas
❏ Review turnaround plan guidance
❏ Draft turnaround plan using results from data analysis, root cause analysis and information from coordinated call
❏ Calendar 30 day time period for stakeholder comment on Turnaround Plan
❏ Identify a method to conduct the December progress check-in
❏ Calendar time for progress check-in led by PSP

Extension opportunities:
★ Prepare for December'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/

TEA

DECEMBER 2017

> ○ LEA posts Turnaround Plan for stakeholder comment 30 days prior to board approval
> • PSP leads progress check in, submits progress update on TIP, and submits Progress Report (12/15/17)

What's coming up in January?

- *Board approval of Turnaround Plan*
- *TEA determination of board-approved Turnaround Plan*

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

❏ Post Turnaround Plan to district website for stakeholder comment (30 days prior to board approval)
❏ Ensure approval process for turnaround plan is on board agenda for January meeting
❏ Implement progress check-in process (identified in November)
❏ Record trends gathered during the progress check-in
❏ Continue monitoring implementation of TIP 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
❏ Document suggested revisions to progress check-in method (if applicable)
❏ Submit PSP Progress Report in ISAM
❏ Communicate progress check in results to relevant stakeholders

TEA

JANUARY – FEBRUARY 2018

○ CIT takes Turnaround Plan to board for approval
○ DCSI submits board-approved Turnaround Plan to TEA for commissioner determination (1/29/18)

What's coming up in March?
- *PSP Progress Report*
- *TIP update*

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

❏ Present Turnaround Plan for board approval
❏ Submit board-approved Turnaround Plan in ISAM
❏ Respond to any additional agency requests regarding the turnaround plan
❏ Continue monitoring implementation of TIP to evaluate effectiveness of activities
❏ Schedule date for DCSI to lead and complete progress check-in for submission by March 1

Extension opportunities:

★ 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/

TEA

MARCH – APRIL – MAY 2018

- PSP submits PSP Progress Report (3/1/18)
- DCSI leads progress check in and submits TIP update (3/1/18)

What's coming up in June?

- *Progress check*
- *EOY progress update and data reflection*
- *PSP Progress Report*
- *TEA/CIT conference cal*

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

- ❏ Implement progress check-in process (identified in the fall)
- ❏ Record trends gathered during the progress check-in
- ❏ 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
- ❏ Document suggested revisions to progress check-in method (if applicable)
- ❏ Submit PSP Progress Report in ISAM
- ❏ Submit TIP update with supporting data in ISAM
- ❏ Communicate progress check in results to relevant stakeholders

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/

TEA

JUNE – JULY 2018

- CIT leads progress check in and submits EOY progress update/ data reflection (6/20/18)
- PSP submits Progress Report (6/20/18)
- ❑ TEA/CIT conference call to discuss predictive planning

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*
- *If turnaround plan is approved and campus is projected to go IR3, begin implementation work*

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

- ❑ Implement progress check-in process (identified in Fall)
- ❑ 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
- ❑ Submit EOY progress update/data reflection in ISAM
- ❑ Submit PSP Progress Report in ISAM
- ❑ Communicate progress check in results to relevant stakeholders
- ❑ Identify conference call participants
- ❑ Work with TEA consultant to schedule conference call
- ❑ Identify and assign continuous improvement tasks to be completed in July/August

Extension opportunities:

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

TEA