

## Continuous Improvement Calendar

Month/Tasks	√	Date	Additional Information	
<b>July</b>				
No meetings - BREAK!				
<b>August</b>				
School/District Improvement Team (DIT) Meeting		e.g. first Friday /month	Create an agenda for every team meeting in advance, providing it to all team members one week prior to meeting.	Example
Preview School/District Goals			Review the checklist (completed in June) with district improvement goals (along with schools), outlining critical initiatives, data measures, key roles - and process for engagement, implementation, results summary, sustainability process, and embeddedness).	Example
Review Surveys for Fall Administration (September)			Comparing apples to apples, you will review the same survey administered last year during the <b>FALL</b> . Does it include the information necessary to measure what you want it to measure? Establish those dates you will send out and add to your calendar all tasks associated with the administration of surveys.	Example
Introduce eleot to leaders and coaches			Provide the eleot handout (available in eProve Resources) to administrators and coaches. Download the eleot application. Assign training seats.	Example
Other				
<b>September</b>				
School/District Improvement Team (DIT) Meeting			Agenda (see example) that includes what you discussed last meeting and what topics are important for the next.	Example
Review School/District Goals			Share progress of district improvement goals (along with schools) that align with checklist.	

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Administer surveys (students, staff, families)			Send out brief communication to all stakeholders to share the importance of stakeholder feedback.	Communication
Assign standards for review and progress			Assign Cognia performance standards review to DIT (e.g. divide improvement team in three to review leadership, learning, resource standards).	Example
Leaders introduce eleot to educators (first PD)			Plan a 30 minute session for eleot review. Begin with most important environment first (e.g. supportive) and spend two weeks on each one, adding an additional environment after the second week.	Example
Other				
<b>October</b>				
School/District Improvement Team Meeting			Agenda (see example) that includes what you discussed last meeting and what topics are important for the next.	
Review School/District Goals			Share progress of district improvement goals (along with schools) that align with checklist.	
Analyze and interpret survey data			Pull data reports from eProve/My Journey. Analyze data by pulling reports, discussing survey results, determining meaning (interpretation), and establishing next steps for improvement.	
Continuation of performance standards review and progress			Continue reviewing Cognia performance standards and how the district (and schools) is meeting them.	
eleot observations (conducted by admin/coaches/peer reviewers)			Create an observation schedule for administrators, instructional coaches, and peer reviewers.	
Other				
<b>November</b>				
School/District Improvement Team Meeting			Agenda (see example) that includes what you discussed last meeting and what topics are important for the next.	

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Review District Goals			Share progress of district improvement goals (along with schools) that align with checklist.	
Survey data results - review and next steps			Additional discussion on survey reports. What are stakeholders saying? What do the data reveal? What changes/improvements will be implemented? How will this information be shared with stakeholders? What are the next steps?	
Continuation of performance standards review and progress			Begin completing the Performance Standards Data Analysis Template (DAT) that aligns with the i3 rubric. How are you engaging stakeholders, implementing programs, using results, ensuring sustainability, and establishing embeddedness? What evidence aligns with the standard?	
eleot review and data reporting			Pull your first eleot report to determine student engagement as a district and then by school. Discuss the results.	
Other				
<b>December</b>				
School/District Improvement Team Meeting			Agenda (see example) that includes what you discussed last meeting and what topics are important for the next.	
Review District Goals			Share progress of district improvement goals (along with schools) that align with checklist.	
Survey data results - review and next steps			Answers to the previous questions should be outlined. How are improvements or changes communicated to all stakeholder groups? What has been the effect?	

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Continuation of performance standards review and progress			Continue completing/reviewing the Performance Standards Data Analysis Template (DAT) that aligns with the i3 rubric. How are you engaging stakeholders, implementing programs, using results, ensuring sustainability, and establishing embeddedness? What evidence aligns with the standard?	
eleot review and data reporting			Pull your second eleot report to compare with first. Determine improvement of student engagement as a district and then by school. Discuss the results.	
Other				
<b>January</b>				
School/District Improvement Team Meeting			Agenda (see example) that includes what you discussed last meeting and what topics are important for the next.	
Review District Goals			Share progress of district improvement goals (along with schools) that align with checklist.	
Review Surveys for SPRING Administration (March/April/May)			Comparing apples to apples, you will review the same survey administered last year during the SPRING. Does it include the information necessary to measure what you want it to measure? Establish those dates you will send out and add to your calendar all tasks associated with the administration of surveys.	
Continuation of performance standards review and progress			Continue completing the Performance Standards Data Analysis Template (DAT), aligning district evidence and school evidence to performance standards.	

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eleot review and data reporting			Pull your third eleot report to compare with first and second/collectively. Determine improvement of student engagement as a district and then by school. Discuss the results.	
Other				
<b>February</b>				
School/District Improvement Team Meeting			Agenda (see example) that includes what you discussed last meeting and what topics are important for the next.	
Review District Goals			Share progress of district improvement goals (along with schools) that align with checklist.	
Survey data results - review and next steps			Depending on when surveys will be administered, the DIT will decide on what surveys will be administered during the spring and when they will go out to stakeholders.	
Continuation of performance standards review and progress			Continued completion of the DAT form and discussion about those standards that remain questionable about whether or not they are meeting them.	
eleot review and data reporting			Pull your fourth eleot report to compare with first, second, third. Determine improvement of student engagement as a district and then by school. Ask the big question? IS ENGAGEMENT IMPROVING? Why or why not? What are the next steps?	
Other				
<b>March</b>				
School/District Improvement Team Meeting			Agenda (see example) that includes what you discussed last meeting and what topics are important for the next.	

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Review District Goals			Share progress of district improvement goals (along with schools) that align with checklist.	
Survey data results - review and next steps			Depending on when surveys will be administered, the DIT will decide on what surveys will be administered during the spring and when they will go out to stakeholders.	
Continuation of performance standards review and progress			Continued completion of the DAT form and discussion about those standards that remain questionable about whether or not they are meeting them.	
eleot review and data reporting			Pull eleot report to compare with previous reports. IS ENGAGEMENT IMPROVING? Why or why not? What are the next steps?	
Other				
<b>April</b>				
School/District Improvement Team Meeting			Agenda (see example) that includes what you discussed last meeting and what topics are important for the next.	
Review District Goals			Share progress of district improvement goals (along with schools) that align with checklist.	
Survey data results - review and next steps			Send out brief communication to all stakeholders to share the importance of stakeholder feedback.	
Continuation of performance standards review and progress			Continued completion of the DAT form and discussion about those standards that remain questionable about whether or not they are meeting them.	
eleot review and data reporting			Pull eleot report to compare with previous reports. IS ENGAGEMENT IMPROVING? Why or why not? What are the next steps?	
Other				

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May				
School/District Improvement Team Meeting			Agenda (see example) that includes what you discussed last meeting and what topics are important for the next.	
Review District Goals			Share progress of district improvement goals (along with schools) that align with checklist.	
Survey data results - review and next steps			Pull data reports from eProve/My Journey. Analyze data by pulling reports, discussing survey results, determining meaning (interpretation), and establishing next steps for improvement.	
Continuation of performance standards review and progress			Continued completion of the DAT form and discussion about those standards that remain questionable about whether or not they are meeting them.	
eleot review and data reporting			Pull eleot report to compare with previous reports. IS ENGAGEMENT IMPROVING? Why or why not? What are the next steps?	
Other				
June				
School/District Improvement Team Meeting			Agenda (see example) that includes what you discussed last meeting and what topics are important for the next.	
Examine district/school improvement outcomes, using performance standards DAT, stakeholder voice, student engagement, and other district improvement data, results, analysis, interpretation.			Discussion of district improvement goals outcomes and the creation of new improvement goals based on data.	

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Survey data results - review and next steps			Additional discussion on survey reports. What are stakeholders saying? What do the data reveal? What changes/improvements will be implemented to inform our next improvement iteration? How will this information be shared with stakeholders? What are the next steps?	
Continuation of performance standards review and progress			Report out on performance standards. How are we meeting them. Of those we aren't meeting, how do we plan to do so?	
elect review and data reporting			Overall Engagement Comparison Report - run - illustrating engagement at the beginning of the year compared to the end. What environments made significant improvements and what environments should be our focus for the new year?	
Other				