

Suggested Timeline for Creating a SIP for Schools with an Existing SIP

If your school has a current SIP, use the suggested timeline¹:

	Current Year SIP Implementation	Next Academic Year SIP Planning
Aug	Review SIP content and SIT membership to ensure they meet the requirements of the EAA. Gather available data: Attendance, suspension, SAT, AP enrollment, EOY local assessment data, etc. Reflect on the previous year's goals using available data.	
Sept	Communicate to all stakeholders this year's priorities, goals, and initiatives. Post SIP on the website. 1st SIT Meeting: Revisit/revise initiative owners, set progress monitoring expectations, and share reflections from August.	
Oct	<u>Faculty Meeting:</u> Communicate progress monitoring expectations. 2nd SIT Meeting: Problem-solve any challenges (staffing, buy-in, barriers).	2nd SIT Meeting: Conduct a needs assessment with the available data, identify draft priorities.
Nov	3rd SIT Meeting: Look at accountability (Report Card) and state assessment data, reflect on/revise priorities and goals if needed. <u>Suggested:</u> Share summative reflection on SIP with the Superintendent.	3rd SIT Meeting: Revisit needs assessment with accountability and assessment data and finalize priorities.
Dec	4th SIT Meeting: Compare current priorities with new priorities as identified in the 3rd SIT meeting.	4th SIT Meeting: Conduct root cause analyses (part I), for some of the identified priorities.

¹ Principals are encouraged to consider their local budgeting calendar and requirements when planning for initiatives and revise this timeline as needed.

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Jan	<p>5th SIT Meeting: Mid-year progress monitoring of initiatives and action steps.</p> <p>Questions to consider: Are we completing our action steps? Are we demonstrating enough progress to meet our goals (as indicated on our progress monitoring tools)?</p> <p><u>Faculty Meeting:</u> Present mid-year progress.</p>	<p>5th SIT Meeting: Conduct root cause analyses (part II), for the remainder of the priorities.</p>
Feb	<p>6th SIT Meeting: Adjust current plan as necessary based on mid-year progress monitoring results.</p>	<p>6th SIT Meeting: Set SMART+E Goals. For existing initiatives, decide whether to keep, adjust or drop.</p> <p>Plan new initiatives as needed.</p> <p><u>During this month:</u> Draft action steps and budget, including funding sources and estimates.</p>
Mar	<p><u>Faculty Meeting:</u> Review revisions to the current plan, preview next year's priorities, goals, and initiatives. Solicit feedback on next year's SIP.</p>	<p>7th SIT Meeting: Consult with SIT members on finalizing goals, initiatives, and actions steps.</p> <p>Send SIT recruitment details to the community.</p>
Apr		<p>8th SIT Meeting:</p> <p>Finalize the new SIP with action steps and the budget plan.</p>
May	<p>9th SIT Meeting: Conduct an end of year reflection on initiatives and action steps.</p>	<p>Send next year's SIT membership to the Superintendent</p>
Jun	<p>10th SIT Meeting: Prepare highlights of EOY reflections and accomplishments for the faculty meeting.</p> <p><u>Faculty Meeting:</u> Present EOY reflections and accomplishments of the SIP.</p>	<p>10th SIT Meeting: Based on EOY reflections, adjust SIP as necessary. Submit the new SIP to the Superintendent via the Strategic Planning System. Superintendent approval of SIP is required by July 1.</p>