

# District Annual Checklist Items

---

## Performed Monthly

### Communicate progress across teams and schools

Establishes timely feedback loops across the district.

---

### Provide time for systematic continuous improvement

Schedule and prioritize district improvement/action planning, professional development, etc.

---

### Communicate progress to families and stakeholders

Establishes feedback loops among staff (across teams and schools), families, students, and communities.

---

## Tasks For July

---

### Develop/update district communication plan

A written district communication plan ensures that internal and external stakeholders have relevant and timely information. Establishes feedback loops with district, staff, families, students, and communities.

---

## Tasks For August

---

## **Plan and provide professional development for new staff**

Build implementation knowledge and understanding for new staff and how it impacts their daily work.

---

## **Review purpose, expectations, and build capacity for systems' self-assessments with school building leaders**

System self-assessments guide team actions. Through system self-assessments teams monitor implementation progress, identify areas of growth, and determine system fidelity of an equitable, multi-level system of support.

---

## **Plan and provide professional development for new administrators**

Provides all administrators an understanding and a collective commitment to the vision and mission of the district.

---

# **Tasks For September**

---

## **Reserve time at a school board meeting**

Having the school board knowledgeable of the good work being done is important for policy and funding decisions.

---

# **Tasks For October**

---

## **Plan for and provide professional development for staff**

Build implementation knowledge and understanding for staff and how it affects their daily work.

---

## **Review district policy to ensure equitable access and outcomes**

Using disaggregated data, review district policies and guidelines to ensure students have equitable access and outcomes.

---

## **Connect with schools in your district via peer support/community of practice**

Connect and support schools across the district via networking events and open lines of communication for cross-school sharing.

---

## **Develop/update annual communication plan for stakeholders**

Openly communicates the important work happening in the district to all stakeholders (students, families, staff, schools, school board, community, etc.). Having a plan, helps ensure it gets done.

---

## **Tasks For November**

---

### **Analyze, share, and adjust improvement/action plan from all school system self-assessment results**

Provides evidence for where schools are along the journey. Data drives improvement/action planning and professional development. Reveals strengths and opportunities that determine system fidelity. Builds priority and efficiency of district supports. Celebrate successes!

---

## **Tasks For December**

---

### **Enjoy winter break and reflect on practices that worked well**

Recognize the hard work in your schools and refuel for the second half of the year.

---

## **Tasks For January**

---

### **Ensure funding is in place to support implementation for the next fiscal year**

Allocate funds for coaching support, collaboration time, materials, and professional development that are proven to impact/improve implementation.

---

## Tasks For February

---

### **Send reminder to schools teams about upcoming system self-assessments for behavior (Tiered Fidelity Inventory) and/or academics (School-wide Implementation Review)**

Confirms the assessment window will be opening soon. Remind school leadership teams to verify assessments are calendared and dates are communicated to the district.

---

## Tasks For March

---

### **Communicate value of system self-assessments to schools**

Clarify why it is important to complete system self-assessments to inform the continuous improvement process and long-term action planning.

---

### **Schedule assessment windows for all system self-assessments for each district school for next year**

Alerts schools so they can build capacity for all system self-assessment dates and ensure dates don't overlap.

---

## Tasks For April

---

### **Analyze aggregate system self-assessment results**

Provides evidence for improvement/action planning and professional development. Reveals strengths and opportunities that determine district-wide system fidelity. Celebrate successes!

---

### **Complete district improvement/ action plan based on aggregate system self-assessment results**

Provides direction and focus to move toward or sustain implementation.

---

# Tasks For May

---

## **Year-end review of district improvement/action plan**

Determines status of activities, informs decisions and next steps, and allows time to modify the plan when data suggests the need. Celebrate successes!

---

## **Develop annual evaluation report**

Contextualizes implementation strengths and areas of opportunity in your district's equitable, multi-level system of supports.

---

## **Follow up with schools to get system self-assessment dates for next year**

Clarifies what is happening at the school level and task is completed.

---

# Tasks For June

---

## **Plan team booster**

Prepares staff for improvement/action plan adjustments and professional development for upcoming year.

---

## **Disseminate the annual evaluation report**

Share successes with families, communities, school board, and staff.

---