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# District Annual Checklist Items

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## Performed Monthly

### Communicate progress across teams and schools

Establishes timely feedback loops across the district.

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### Provide time for systematic continuous improvement

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

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### Communicate progress to families and stakeholders

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

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## Tasks For July

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### 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.

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## Tasks For August

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

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

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## **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.

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## **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.

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# **Tasks For September**

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## **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.

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## **Send reminder to schools teams about upcoming system self-assessments (Self-Assessment Survey [SAS] and All Staff)**

Schools that have district expectations and support are more likely to continue to assess their implementation and plan from the results.

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# **Tasks For October**

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

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

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## **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.

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## **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.

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## **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.

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# **Tasks For November**

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## **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!

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# **Tasks For December**

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## **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.

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# **Tasks For January**

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## **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.

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## **Tasks For February**

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### **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.

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## **Tasks For March**

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### **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.

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### **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.

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## **Tasks For April**

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### **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!

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

Provides direction and focus to move toward or sustain implementation.

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### **Tasks For May**

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#### **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!

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#### **Develop annual evaluation report**

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

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#### **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.

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### **Tasks For June**

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#### **Plan team booster**

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

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#### **Disseminate the annual evaluation report**

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

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