
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.

Send reminder to schools teams about upcoming staff perception assessments: Self-Assessment Survey (SAS—behavior) and All Staff (academics)

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

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.
