


## District-Wide Planning Year Guide

<b>Proposed Timeline</b>	<b>Deliverables Best Practices</b>
<b>September</b>	<p>Establish members of the new district-based leadership team (DBLT)</p> <ul style="list-style-type: none"> <li>• Collaborative – includes board members, district superintendent, community partners that cover multiple schools</li> <li>• CS managers and agencies (NEA, ABC, etc) at the district level should be included in high-level collaboration, meetings and committees.</li> <li>• District level involvement with SBLT, applications, budgeting for sustainability of community schools</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Meetings are held once a month.</li> <li>• The inaugural meeting is convened for collaboration.</li> <li>• Develop a comprehensive plan with the district leadership team and scope for the assessment, outlining objectives, methodologies, timelines and resource requirements.</li> </ul>
<b>December and January</b>	<ul style="list-style-type: none"> <li>• District wide surveys and quantitative data, community level data (census, and demographics)</li> </ul> 
<b>February</b>	<ul style="list-style-type: none"> <li>• Based on data, conduct a root cause analysis on trends</li> </ul> <p>Resource:  <a href="#">Microsoft Word - NIRN-ImplementationDriversAssessingBestPractices-01-27-2015.docx (nyscommunityschools.org)</a></p>
<b>March and April</b>	<ul style="list-style-type: none"> <li>• Complete a needs assessment and asset assessment report with data</li> </ul> <p>Resource:  <a href="#">Needs and Asset Assessments Article.pdf (feraonline.com)</a></p>
<b>May and June</b>	<ul style="list-style-type: none"> <li>• Create Financial Sustainability Plan for the district</li> </ul>

## District-Wide Implementation - Years 1-3 Guide

Proposed Timeline	Deliverables
September	<ul style="list-style-type: none"> <li>Engage in a reflective analysis of achievements and identify areas that require further attention. Collectively assess what has been accomplished thus far and outline the remaining tasks essential for realizing the overarching objectives.</li> <li><b>Meet with the District Leadership Team monthly</b></li> </ul>
November and December	<ul style="list-style-type: none"> <li>Create a district strategic plan and implement plan</li> </ul> <p>Example:  <a href="https://www.uticak12.org/UCS-Strategic-Plan_4.17.23.pdf">UCS-Strategic Plan_4.17.23.pdf (uticak12.org)</a></p>
January	<ul style="list-style-type: none"> <li>Establish and implement continuous improvement goals for implementation through your strategic plan.</li> <li>Implementation of identified initiatives in the district strategic plan</li> </ul>
February and March	<ul style="list-style-type: none"> <li>Refine and update planning year needs and asset assessments.</li> </ul>
April and May	<ul style="list-style-type: none"> <li>Expanded and updated Root Cause Analysis</li> <li>Updated Financial Sustainability Plan</li> <li>Work on updating the district strategic plan</li> </ul>
June	<ul style="list-style-type: none"> <li>Data collection on impact and outcomes of implementation initiatives to inform continuous improvement and updated district strategic plan</li> <li>District partners integrated into this data collection</li> </ul>