


Planning Year Best Practices

Proposed Timeline	Deliverables
<p>August and September</p>	<ul style="list-style-type: none"> • CS 101 meeting • Meet with stakeholders, parents, and community members to invite to the SBLT meetings • Build partnerships • CS coordinator and principal meeting once a week  <p>“Go to the people, Live among them, Learn from them, Appreciate them, Start with what they know, Build on what they have; But of the best leaders when their task is done, The people will remark. We have done it ourselves.” — Lao Tzu</p>
<p>October and November</p>	<ul style="list-style-type: none"> • Engage in systematic review and analysis of relevant data sets to inform the upcoming needs assessment process. • Facilitate a structured brainstorming session with the SBLT to generate key questions and topics for exploration during the needs assessment. • Develop a comprehensive plan and scope for the assessment, outlining objectives, methodologies, timelines and resource requirements. • Onboarding and professional development for CS coordinator and SBLT (current members) - QMC regional schedule
<p>December</p>	<ul style="list-style-type: none"> • Qualitative and quantitative data, community level data (census, demographics). • Preliminary asset mapping (meet with and record information about current partners and assets; invite current partners to SBLT)

<p>January and February</p>	<ul style="list-style-type: none"> • Tentatively due; needs and asset assessments  <p>Resources:</p> <p>Needs and Asset Assessments Article.pdf (feraonline.com)</p> <p>Assets and Needs Final.pdf - Google Drive</p>
<p>March</p>	<ul style="list-style-type: none"> • Begin root cause analysis (RCA) <p>Resource:</p> <p>Microsoft Word - NIRN-ImplementationDriversAssessingBestPractices-01-27-2015.docx (nyscommunityschools.org)</p>
<p>April</p>	<ul style="list-style-type: none"> • RCA complete • Organize the CS strategic plan elements into PED template and align with all school plans such as 90-day NM DASH plan, and strategic plan.
<p>May and June</p>	<ul style="list-style-type: none"> • Implementation Year 1 Preparation (logistical preparation): Professional service contracts, build calendar for the next year including but not limited to (SBLT meetings, family engagement, etc). • MLSS Self-Assessment due in June

Implementation - Year 1 Best Practices

Proposed Timeline	Deliverables
August and September	<ul style="list-style-type: none"> ● 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. ● Expanded CS 101 meeting ● Continue recruitment of SBLT and building relationships ● CS coordinator and principal 1x/week meetings
October	<ul style="list-style-type: none"> ● Begin implementation of initiatives in the CS strategic plan ● This happens throughout the whole year of implementation year 1 <p>Resource:</p> <p>UCS-Strategic Plan_4.17.23.pdf (uticak12.org)</p>
December	<ul style="list-style-type: none"> ● Refine and update planning year needs and asset assessments ● Questions to ask: How are we leveraging data to inform our decisions effectively? Do we require expanded data sources and surveys to glean deeper insights into the needs of the community? Should we seek to identify and collaborate with additional community stakeholders to enrich our collective impact? Tell the story of your community. ● These inquiries serve as pivotal points for our ongoing strategic deliberations. ● Check-in with PED for deliverables
January	<ul style="list-style-type: none"> ● Establish and implement continuous improvement goals for implementation ● Implementation of identified initiatives in the CS strategic plan
February	<ul style="list-style-type: none"> ● Prepare budget proposal for next year for the grant application PED
March and April	<ul style="list-style-type: none"> ● Expanded and updated RCA ● Updated financial sustainability plan ● Work on an updated CS strategic plan



May and June

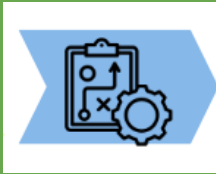
- Data collection on impact and outcomes of implementation initiatives to inform continuous improvement and updated CS strategic plan
 - Summary of initiatives can be included
 - Community partners integrated into this data collection
 - Share the story of how your community has grown and changed and reflect on how your collaborative work has affected your journey.




- Updated CS strategic plan complete
- MLSS Self-Assessment complete


Implementation - Year 2-3 Best Practices

Proposed Timeline	Deliverables
September	<ul style="list-style-type: none"> Continue meeting with SBLT 2x/month Continue principal and CS coordinator meeting 1x/week <p>Strategic data reflection:</p> <ul style="list-style-type: none"> Did we meet the goals? What changed? Any adjustments needed based on measures? Priorities for the coming year? Analyze current data on students, stakeholders and relevant metrics. Highlight both positive and negative trends Celebrate successes and update the CS Strategic Plan accordingly <p>Expand on CS 101 meeting:</p> <ul style="list-style-type: none"> Welcome new staff, students, and families Focus on strengthening and deepening relationships How well does the community know the CS model? 
October	<ul style="list-style-type: none"> Enhanced and refreshed needs and asset assessments Continuously engage in ongoing assessment, focusing particularly on newly integrated populations within the community. <p>Resource:</p> <p>Outcomes and Indicators: A Guide for Implementers and Evaluators (learningpolicyinstitute.org)</p>
December	<ul style="list-style-type: none"> Check-in with PED for deliverables 
January	<ul style="list-style-type: none"> Expanded and updated RCA Focus and shared decision making on sustainability <p>Financial sustainability plan for the strategy</p>

	<ul style="list-style-type: none"> • Discuss partnerships, systems, and initiatives with SBLT at school level. Hold district-level talks on sustainability. <p>Systemic sustainability</p> <ul style="list-style-type: none"> • Ensure integrated support, collaborative leadership, and democratic processes in the CS strategic plan for sustained school stability amid leadership changes (CS coordinator or principal).
<p>February and March</p>	<ul style="list-style-type: none"> • Updating the CS strategic plan 
<p>June</p>	<ul style="list-style-type: none"> • MLSS Self-Assessment and CS strategic plan
<p>Due in the Spring</p>	<ul style="list-style-type: none"> • Turn in a budget to PED for approval (Years 1-2). • Complete application for renewal year (Year 3).

Graduated Cohort Study Group Best Practices

Proposed Timeline	Deliverables
<p>August and September</p>	<ul style="list-style-type: none"> • CS 101 site level meeting/gathering/event • Continue meeting with SBLT 2x/month • Continue principal and CS coordinator meeting 1x/week <p>Reflection on implementation years - renewal year is a catalyst to the next 4 years</p> <ul style="list-style-type: none"> • Review past data for gaps and identify new data needs. Celebrate achievements and assess necessary adjustments. 
<p>October to December</p>	<ul style="list-style-type: none"> • Perform a new needs assessment every 3-4 years. In renewal years, conduct a comprehensive assessment building on the previous planning year's assessment. • Update asset map, add new partners, identify gaps, and assess current partners This builds on the previous planning year's comprehensive assessment. <p>Initiate discussions and decisions on sustainability plans.</p> <p>Financial – If the CSC position is still funded by PED grant funding, plan with the district on how that will be sustained. This blended, braided, and leveraged funding should also support the CS strategy and initiatives.</p> <p>Systemic – Ensure sustainability of initiatives rests with the entire SBLT, not solely the CS coordinator. Assess SBLT capacity and integration of other school committees into unified decision-making.</p>

<p>April</p>	<ul style="list-style-type: none"> • Update RCA every 3-4 years, with renewal years completing a comprehensive assessment building on the planning year's analysis. • Complete the Systemic Sustainability Plan and the Financial Sustainability Plan. • Begin MLSS group discussions.  <p>Resource:</p> <p>Microsoft Word - NIRN-ImplementationDriversAssessingBestPractices-01-27-2015.docx (nyscommunityschools.org)</p>
<p>May</p>	<ul style="list-style-type: none"> • Update the CS strategic plan based on new assessments and data reflection. Incorporate updates and potentially new initiatives within the 6 Key Practices.
<p>June</p>	<ul style="list-style-type: none"> • MLSS Self-Assessment due. • Continue to be supported by PED after the grant. • Attend the CS annual conference. • Participate in any PED support, sessions, site visits.