

# Schedule for Plan Development

Leadership Team Meeting Schedule

Preparation for Leadership Team Meetings  
(Chair/Co-chairs and Facilitator)

Start Date \_\_\_\_\_ Projected Completion Date \_\_\_\_\_ Actual Completion Date \_\_\_\_\_

Process Timeframe		Tasks	Responsibility	Expected Date of Completion	Date of Completion
PREPARE FOR PLAN DEVELOPMENT		Introductory Session with Superintendent			
		DLT Orientation			
Stage 1: Identify Critical Needs of Districts and Schools		Review Structure and Organization of DF			
		Collect, Organize and Summarize Data			
		Complete the DF			
		Affirm Content and Expectations and Conditions Focus Areas			
		Stage 2: Develop a Focused Plan		Focused SMART Goals	
Research Based Strategies and Indicators					
Research-Based Actions					
Public Input, Plan Review and Adoption					
		Work with BLT to Develop Targeted SIPs			
d M o		Establish			

Process Timeframe		Tasks	Responsibility	Expected Date of Completion	Date of Completion
		collaborative structures and processes			
		Implement structures and processes			
		Communicate Plan to Stakeholders			
		Implement Plan With Resources			
		Approve and Support SIPs			
		Collect Data on Strategy Indicators			
		Use Monitoring and Evaluation Data to Modify Instructional Practice and Revise Plan			
Refine Plan Based on Data					
Stage 4: Evaluate the Improvement Process		Report Formative Plan Progress			
		Review Summative Data and Use and Allocation of Resources			
		Evaluate Plan Implementation, Impact on Student Achievement, and Changes in Educator Practices			
		Report Summative Plan Results			