

SCHOOL DISTRICT
of
MANATEE COUNTY



Schoolwide Improvement
Planning
MANUAL

Revised June 2019

Introduction

The purpose of this manual is to provide support to school administrators to establish and implement the Schoolwide Improvement Plan using the Department of Education's online Floridacims website (<https://www.floridacims.org/>). The resulting plan should be a reflection of the functioning system(s) developed by the school to support student success. The online template is a fluid document which allows for reflection and revision as the year progresses.

All Manatee County schools are required to complete and submit their Schoolwide Improvement Plan through the Floridacims website. This manual is designed to include step-by-step directions for completing the template. Included in the manual are suggestions for activities to engage School Leadership Teams as well as teacher teams in collaborative discussions to build capacity and ensure buy-in from all stakeholders.

The <https://www.floridacims.org> website is divided into five sections. Section I requires schools to complete a narrative reflecting the current school status. Section II asks schools to conduct a Needs Assessment/Analysis. Section III focuses on Planning for Improvement. Section IV fulfills the Title I Requirements, and Section V is to develop the budget.

Section III requires site-based administrators to collaborate with their leadership teams to work through the following four elements of Schoolwide Improvement Planning:

- **Problem Identification** – Based on an analysis of the data, identify one to five Areas of Focus for the coming year. Include a rationale that explains how the team identified these areas.
- **Gap Analysis** – Review the school's current school grade and Federal Index subgroup achievement data and set reasonable targets for the Areas of Focus for the coming year. Identify who is responsible for monitoring the outcome.
- **Plan Development** – Develop a comprehensive plan that includes evidence-based strategies and action steps necessary to ensure the school is able to reach the targets in each Area of Focus.
- **Plan Monitoring** – Establish a system to monitor implementation, effectiveness, and impact of the identified strategies and action steps on supporting the school to achieve its identified targets.

For more information or additional support to develop your plan, contact your School Improvement Team.



Section I – SCHOOL INFORMATION

Objective: Complete the narrative section of the Schoolwide Improvement Plan.

A. School Mission and Vision

Revisit the school’s mission and vision statements to make sure they accurately address the current mindset of the school. Allowing time to adequately address the school’s mission and vision will lead to greater relevancy in setting academic and behavioral targets which ultimately leads to greater potential for success. Questions to consider include:

- a. Where are we now?
- b. Where do we want to be in 5 years?
- c. What has to change each year to reach our target?

B. School Leadership Team – Identify members of each of the following teams/council and explain their duties and outcomes. *If you are unable to find your members’ names in the dropdown box, contact the Director of School Improvement to have their names added.*

C. Demographic Information

Most of the information on this page will be prepopulated and includes the new Federal Index subgroup data, school grades history, and Differentiated Accountability history. However, you are required to **enter the principal’s start date.**

D. Early Warning Systems

Only schools with grades K through 8 are required to complete this section, pursuant to 1001.42(18)(a)2., F.S. The prior year’s data will be prepopulated on this page provided you entered the data in the previous year. **Schools with grades K through 8 are required to enter the current year’s data using the data from Focus and BrightBytes.**

Section II – NEEDS ASSESSMENT/ANALYSIS

A. School Data

This page is prepopulated with school grade data from the last two years. The Early Warning System data input on the previous page will also be prepopulated onto this page. Additional school data and the ability to compare to other schools can be accessed by clicking on [Data Analysis Module](#) at the bottom of the page (formerly Step Zero).

B. Grade Level Data

This page is prepopulated with raw data from all students who tested at the school. This is not school grade data.

C. Subgroup Data

This page is prepopulated with the subgroup data for the Federal Index. The data contained here is comprised of data from the two most recent school years.

D. ESSA Data

This page is prepopulated with the relevant Every School Succeeds Act (ESSA) data and is drawn from the school’s ESSA Report Card. It is linked to the EduData site (edudata.fldoe.org). Specific information relating to each subgroup falling below 41% will be listed.

E. Analysis

1. Data Reflection

This is where schools begin the process of analyzing their and developing the plan. Teams will be required to answer the following reflection prompts based on analysis of data provided in the previous pages.

- a. Which data component showed the lowest performance? Explain the contributing factor(s) to last year's low performance and discuss any trends.
- b. Which data component showed the greatest decline from the prior year? Explain the factor(s) that contributed to this decline.
- c. Which data component had the greatest gap when compared to the state average? Explain the factor(s) that contributed to this gap and any trends.
- d. Which data component showed the most improvement? What new actions did your school take in this area?
- e. Reflecting on the EWS data from Part I (D), identify one or two potential areas of concern?
- f. Rank your highest priorities (*maximum of 5*) for schoolwide improvement in the upcoming school year.

Section III – PLANNING FOR IMPROVEMENT

In this part of the SIP, you will develop specific plans for addressing the school's highest-priorities by identifying the most important Areas of Focus based on the data from Section II (Needs Assessment/Analysis).

A. Areas of Focus

In this section you will need to add each priority under Areas of Focus. Enter the highest priority where it says **New Activity**. For each additional priority you will need to click **+Add an Area of Focus**. Once you hit enter, the system will take you to the next page where you will be required to complete your plan for that area of focus. **Complete this process for each area of focus.**

Problem Identification	<ul style="list-style-type: none">• Identify your school's most critical Area(s) of Focus based on the data review from Section II (Needs Assessment/Analysis).• Include a Rationale that explains how this Area of Focus was identified as a critical need and how it impacts student learning and success.
Gap Analysis	<ul style="list-style-type: none">• State the specific measurable outcome the school plans to achieve. This should be data-based, objective outcome.• Identify the person responsible for monitoring this outcome
Plan Development	<ul style="list-style-type: none">• Identify the Evidence-based Strategy being implemented for this Area of Focus.• Explain the Rationale for selecting this specific strategy.• Describe the resources/criteria used for selecting this strategy.
Plan Monitoring	<ul style="list-style-type: none">• List the Action Steps that will be taken as part of this strategy to address the Area of Focus.• Identify the person responsible for monitoring the Action Steps

B. Additional Schoolwide Improvement Priorities (optional)

Explain how you will address the remaining schoolwide improvement priorities.

Section IV: TITLE I REQUIREMENTS

This section must be completed if the school is implementing a Title I, Part A schoolwide program and opts to use the SIP to satisfy the requirements of the schoolwide program plan, as outlined in the Every Student Succeeds Act, Public Law No. 114-95, § 1114(b). This section is not required for non-Title I schools.

There are five additional questions to complete to fulfill the Title I requirements that are not embedded in other parts of the SIP. The Parent and Family Engagement Policy (PFEP) may also be uploaded in this section. The guiding document named the SIP-Title I Crosswalk can be found at www.floridacims.org in the Toolkit under the SIP tab.

Section V: BUDGET

-Unified School Improvement Grant (UniSIG)

This section will assist in generating a UniSIG budget for submission based upon each budget item tied to an Area of Focus identified in the Part III: Planning for Improvement.

Access the budget by clicking the blue **Manage Budget** button. This will direct you to the Budget page. This page includes the Summary/Reports, Indirect Costs, and Areas of Focus tabs.

A. Area of Focus

Click the Area of Focus (identified in Part III: Planning for Improvement) tab to add individual budget line items that are tied to that specific Area of Focus. Each Area of Focus contains Action Steps. Add as many budget line items as necessary to address the Action Steps (*that require funding*) within the Area of Focus.

B. Function: Choose the appropriate function code. These function codes are described in the Red Book.

C. Object: Choose the appropriate object code. These object codes are described in the Red Book.

D. School Name: This prepopulates the school's name, no action required.

E. Funding Source: Select UniSIG from dropdown menu. If UniSIG is not chosen, the budget item will not rollup to the UniSIG budget.

F. FTE: Complete the Full Time Equivalent (FTE) percentage for the position listed. If not applicable, leave this blank.

G. Amount: Enter cost amount.

H. Budget Narrative: Budget notes are required. Indicate the purpose of each budget line.

- a. Click the green plus sign to add additional budget lines for the Area of Focus.
- b. Click the blue button to copy budget line items.
- c. Click the red trash can to delete budget lines; you must click Save Changes for the budget line to delete.
- d. Click the red Cancel Changes button to cancel changes.
- e. Click the green Save Changes button to save all changes.
- f. **Make sure to click the green Save Changes button before leaving this page.**

I. Indirect Costs: Click the Indirect Costs tab to enter Indirect Cost budget line items. The district and school will work collaboratively to identify what indirect costs, based on the district rate, need to be appropriated from the budget request. Select Function Code 7200 (General Administration) and Object Code 790 (Miscellaneous Expenses).

J. Summary/Reports: Click the Summary/Reports tab to export the budget to an Excel file. This will display the information entered in the Area of Focus tab.

Notes

School improvement is

- Dependent on the needs of the learner
- Focused on acceleration and not remediation
- Built on a foundation of collaboration

School Improvement Team