CONTINUOUS IMPROVEMENT PLAN (2019-2020)

NARRATIVE - TEMPLATE PART 1 - OPTION A

OVERVIEW OF STATUTORY REQUIREMENTS

Districts and charter schools must review, update, and post an annual Continuous Improvement Plan to the district or charter school website no later than October 1 each year.

Please note: your Continuous Improvement Plan (CIP) must include the minimum requirements as outlined in the law. It may include additional information or be combined with a broader strategic planning process.

Section 33-320, Idaho Code, addresses Continuous Improvement Plans. This section of statute was amended during the 2019 legislative session; changes are effective July 1, 2019. The amended section of code states, in part:

"CONTINUOUS IMPROVEMENT PLANS AND TRAINING. (1) Each school district and public charter school in Idaho shall develop an annual plan that is part of a continuous focus on improving the student performance of the district or public charter school.

(2) (a) The board of trustees and the superintendent shall collaborate on the plan and engage students, parents, educators and the community as appropriate.

(b) The annual continuous improvement plan shall:

(i) Be data driven, specifically in student outcomes, and shall include, but not be limited to, analyses of demographic data, student achievement and growth data, graduation rates, and college and career readiness;

(ii) Set clear and measurable targets based on student outcomes;

(iii) Include a clearly developed and articulated vision and mission;

(iv) Include key indicators for monitoring performance;

(v) Include, at a minimum, the student achievement and growth metrics reported on each school and district's report card as required by the state board of education and published by the state department of education; and

(vi) Include a report of progress toward the previous year's improvement goals…"

The college and career readiness metric required as a Continuous Improvement Plan measure is clarified in IDAPA 08.02.01.801, subsection 04.

In addition to the Continuous Improvement Plan requirements outlined above, Section 33-320, Idaho Code requires the board of trustees of each school district or the board of directors for each public charter school to continuously monitor progress toward the goals identified in the plan by utilizing relevant data to measure growth and to include consideration of the progress in evaluations of the district superintendent or administrator of a public charter school.

POSTING / SUBMITTING YOUR PLAN

- If your Continuous Improvement Plan is a stand-alone document (and does not include the Advising Plan or Literacy Plan), **you must post it to your website by October 1**. To aid the Office of the State Board of Education in our review process and to assure we are accessing the correct document, **please send an e-mail to plans@osbe.idaho.gov by October 1st including a hyperlink** to the section of your website where the plan is posted. You are welcome to include the plan as an attachment on the e-mail, but please also send us a link.

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- If your Continuous Improvement Plan is a Combined District Plan (including the Advising Plan and Literacy Plan), **you must submit it to the Office of the State Board of Education via e-mail** (in PDF or Word and Excel) **by October 1** (IDAPA 08.02.01.801) to **plans@osbe.idaho.gov**. Please also provide a hyperlink to the section of your website where the plan is posted.

GENERAL GUIDANCE FOR USING THE PLAN TEMPLATES

Please Note: Charter schools with performance certificates that meet *all* of the requirements of the Continuous Improvement Plan, including a link to the charter school's report card, may submit their performance certificate in lieu of part or all of the Continuous Improvement Plan.

2019-2020 Templates for the Continuous Improvement Plan

1) Districts and charter schools (Local Education Agencies or LEAs) are not required to submit your Continuous Improvement Plan in one of our provided templates. You may provide your plan in any format you choose. If you are submitting your plan in a locally-developed format, we encourage you to use our template(s) as a guide to identify the required plan elements and data that should be included in your plan.

2) This template is designed to allow you create and submit a stand-alone Continuous Improvement Plan. If you are interested in providing your Continuous Improvement Plan as a part of a Combined District Plan (that includes the Continuous Improvement Plan, College and Career Advising and Mentoring Plan, and Literacy Intervention Program Plan), we recommend you use the 2019-20 Combined District Plan Template (or review it to understand the requirements and then provide a plan in another format).

The Continuous Improvement Plan Template is split into two (2) pieces. **To complete your plan using this format, you need both a Narrative (Part 1) and Metrics (Part 2). The following templates are available to help you meet the requirements:**

- 2019-20 Continuous Improvement Plan Narrative – Template Part 1 (Option A or B)
- 2019-20 Continuous Improvement Plan Metrics – Template Part 2

You may post / submit your Continuous Improvement Plan as two separate documents (Word and Excel or PDF) or combine them into a single PDF.

Substantial Revisions vs. Plan Update (when to submit a new Narrative)

The LEA plans (Continuous Improvement Plan, College and Career Advising and Mentoring Plan, and Literacy Intervention Program Plan) are ongoing plans that need to be *updated* annually.

If you have made changes to your mission, vision, or community involvement processes, you need to submit a new Narrative. However, if you meet *both* of the following qualifications, you do *not* need to submit a new Continuous Improvement Plan (CIP) **Narrative** for 2019-20:

CONTINUOUS IMPROVEMENT PLAN (2019-2020)

NARRATIVE - TEMPLATE PART 1 - OPTION A

- Your LEA has *not* made changes to your mission, vision, or community involvement practices described in your previous CIP Narrative; and
- Your LEA had a fully compliant CIP Narrative in 2018-19.

If you are unsure if your LEA meets the qualifications listed above, please contact Alison Henken (alison.henken@osbe.idaho.gov; 208-332-1579) prior to the October 1 plans submission deadline.

If your LEA has met the qualifications and is not submitting a new narrative, when you submit your web link and/or plan documents, please indicate in the body of your e-mail that you believe you meet the qualifications and have no changes to your CIP Narrative.

Please note: The Metrics and Demographics spreadsheet (Template Part 2) is considered the Progress Report (required by law) that *must* be updated with new data and submitted annually.

To help guide you in identifying what you should submit in 2019-20, we have provided an updated decision tree with recommendations called "Determining which Templates to Use" on our website at https://boardofed.idaho.gov/k-12-education/school-district-charter-school-planning-training/.

FUNDS FOR TRAINING

Up to $6,600 is available for each LEA, on a reimbursement basis, for LEA superintendents/administrators and boards of trustees/directors for training in continuous improvement processes and planning, strategic planning, finance, administrator evaluations, ethics and governance. A list of Approved Trainers is available on the State Board of Education website at https://boardofed.idaho.gov/k-12-education/school-district-charter-school-planning-training/.

ADDITIONAL RESOURCES

Additional templates, recorded webinars, and the Review Checklists are available on our website at https://boardofed.idaho.gov/k-12-education/school-district-charter-school-planning-training/

CONTINUOUS IMPROVEMENT PLAN (2019-2020)

NARRATIVE - TEMPLATE PART 1 - OPTION A

School District	**#**	**Name:**	
Superintendent	Name:		Phone:
	E-mail:		
CIP Contact	Name:		Phone:
	E-mail:		

Instructions: Your Continuous Improvement Plan must include a mission statement and vision statement. Please provide them in this section.

Mission and Vision - REQUIRED

Instructions: Per statute, please describe how your school district or charter school considered input from the community in developing or revising your Continuous Improvement Plan.

Community Involvement in Plan Development - REQUIRED

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Please proceed to the Continuous Improvement Plan Metrics and Demographics – Template Part 2.

Performance Metrics and Demographics Instructions:

Provide your data and set Benchmarks (performance targets) using the **2019-20 Continuous Improvement Plan Metrics – Template Part 2**. The template includes three (3) tabs: Instructions and Examples, Metrics, and Demographics. Please review the Instructions and Examples tab before entering your data into the Metrics tab.