

APPENDIX A

School Improvement: *Year at a Glance*

Task or Activity	Time Frame
1. Notify parents that the school's <i>No Child Left Behind School Public Accountability Report</i> (NCLB SPAR), produced by the Florida Department of Education, is available at school and where it may be found throughout the year. Schools will not be responsible for producing individual SPARS. Your NCLB SPAR will arrive at your school in your regular OCPS courier mail.	August, prior to the opening of school
2. Organize and conduct elections of new SAC members.	August – September
3. Appoint business/community people to the SAC.	August – September
4. Review new SAC membership for balance and representation.	October
5. Report membership and composition of the SAC to your area superintendent using the SAC Membership Roster and Summary Report template.	By October 26
6. Develop a collective vision for your school.	October
7. Conduct a needs assessment based on an analysis of student achievement and other school performance data.	October – December
8. Report results of the needs assessment activities you have completed to date to your area superintendent.	December
9. Conduct a mid-year review and update the current year's school improvement plan. Report results to your area superintendent.	January
10. Begin developing your plan for next year. Use needs assessment results to address budget, training, instructional materials, technology, staffing, student support services, specific school safety, discipline strategies, student health and fitness, including physical fitness, parental information on student health/fitness, and indoor environmental air quality.	January – February
11. Address all required objectives for your school's level and add any optional objectives needed.	January – March
12. Develop a tentative annual objective for each multi-year objective as you do next year's plan. Draft action plans to support each annual objective.	January – March
13. Involve the SAC in preparation of school budget.	January – March
14. Build accountability/evaluation components for each of your action plans.	January – March
15. Share drafts of preliminary annual objectives and action plans with your area superintendent.	March – early April
16. Incorporate feedback from your area superintendent into final wording of action plans.	March – early April
17. Communicate a draft of your plan to your school community.	April
18. Complete next year's school improvement plan with the SAC without finalizing targets for annual objectives. Submit a draft to your area superintendent for review.	May
19. Review year-end assessment data to determine results for the current year.	June
20. Negotiate specific targets for annual objectives on your new plan based on results from the current year with your area superintendent and add them to the plan.	July – August
21. Print a final copy of your new plan including the current year's results and targets for the upcoming year. Be sure it is principal-approved before submitting it to your area superintendent for approval. The area superintendent will then submit it for final school board approval.	By September 1