


District-Wide Planning Year Guide

Proposed Timeline	Deliverables Best Practices
September	<p>Establish members of the new district-based leadership team (DBLT)</p> <ul style="list-style-type: none"> • Collaborative – includes board members, district superintendent, community partners that cover multiple schools • CS managers and agencies (NEA, ABC, etc) at the district level should be included in high-level collaboration, meetings and committees. • District level involvement with SBLT, applications, budgeting for sustainability of community schools
November	<ul style="list-style-type: none"> • Meetings are held once a month. • The inaugural meeting is convened for collaboration. • Develop a comprehensive plan with the district leadership team and scope for the assessment, outlining objectives, methodologies, timelines and resource requirements.
December and January	<ul style="list-style-type: none"> • District wide surveys and quantitative data, community level data (census, and demographics) 
February	<ul style="list-style-type: none"> • Based on data, conduct a root cause analysis on trends <p>Resource: Microsoft Word - NIRN-ImplementationDriversAssessingBestPractices-01-27-2015.docx (nyscommunityschools.org)</p>
March and April	<ul style="list-style-type: none"> • Complete a needs assessment and asset assessment report with data <p>Resource: Needs_and_Asset_Assessments_Article.pdf (feraonline.com)</p>
May and June	<ul style="list-style-type: none"> • Create Financial Sustainability Plan for the district

District-Wide Implementation - Years 1-3 Guide

Proposed Timeline	Deliverables
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. Meet with the District Leadership Team monthly
November and December	<ul style="list-style-type: none"> Create a district strategic plan and implement plan <p>Example: UCS-Strategic Plan_4.17.23.pdf (uticak12.org)</p>
January	<ul style="list-style-type: none"> Establish and implement continuous improvement goals for implementation through your strategic plan. Implementation of identified initiatives in the district strategic plan
February and March	<ul style="list-style-type: none"> Refine and update planning year needs and asset assessments.
April and May	<ul style="list-style-type: none"> Expanded and updated Root Cause Analysis Updated Financial Sustainability Plan Work on updating the district strategic plan
June	<ul style="list-style-type: none"> Data collection on impact and outcomes of implementation initiatives to inform continuous improvement and updated district strategic plan District partners integrated into this data collection