

# DISTRICTS AND THE PLAN DEVELOPMENT PROCESS

## District-Level Plan

- Form a team comprised of district and school leaders.
- Ensure at least one team member is also part of a school-level team.
- Issue District Survey.

## Complete the District-Level Needs Assessment

### Meeting 1: (Internal district staff only)

- Complete the District Consistency and Coherence Self-Assessment.

### Meeting 2: (Full team)

- Review the SCEP Systems and Structures Self-Assessments taken by the school SCEP teams.
- Review District Survey and compare it to the District Consistency and Coherence Self-Assessment completed during Meeting 1.
- Refine/Establish Shared Vision for High-Quality Instruction (may require additional meetings).

### Meeting 3: District Equity Analysis

- Complete the District Equity Analysis and identify inequities to be addressed in two ways:
  - Actions that will reduce the gap between schools over time
  - Ways to provide additional support knowing that gap exists

### Meeting 4: Plan Writing

- Write the plan for how the district will leverage the Title I 1003 School Improvement Grant (SIG) funding through specific district actions that will support strengthening core structures within schools.

## School-Level Support

- Identify a district representative for each school team.
- Connect with each school to identify preliminary instructional key strategies for 2026-27.
- Support the school to complete their first steps
- Support schools in CSI and ATSI to select their Supplemental Support.

## Support School-Level Plan Development

### Participate in SCEP Team Meetings

- All SCEP Teams should have a representative from the district.

### Attend Liaison Check-Ins

- Schools in the CSI Support Model should have a representative from the district on the Liaison check-ins with NYSED.

### Disseminate District Vision for High-Quality Instruction

- All schools will need the District's Vision for High-Quality Instruction to complete their SCEP.

### Ensure Alignment Between District and School Level Plans

- The plan development process is organized to support coherence within a district. Make sure there is alignment between the district vision for supporting core instructional programming, structures for student success, and the school's vision.

### Ensure Plans Meet Minimum District and NYSED Expectations

- All plans must be approved by the district, and must meet NYSED's minimum expectations.

FIRST STEPS

SPRING NEEDS ASSESSMENT AND PLAN DEVELOPMENT