

# Receivership Needs Assessment and Continuation Plan Development Meeting and Support Timeline Spring 2026

## Roles and Responsibilities

Role	Responsibility
<b>Principal</b>	The principal will lead the selection and work of the School Improvement Team during the needs assessment and Continuation Plan development processes. The SBL and School Improvement Team will convene Team Meetings to complete this work and will be supported by the OISR Liaison, SSP, and district leaders throughout these processes.
<b>District Leader</b>	District leaders will support the school building leader and the School Improvement Team to complete all aspects of the needs assessment and the Continuation Plan writing process. As part of this support, they will also participate in all touchpoint meetings with the OISR liaison.
<b>School Improvement Team</b>	Comprised of various school and district staff, the team will work together to complete all needs assessment activities and analyze the results to inform the development of the Continuation Plan.
<b>Office of Innovation and School Reform (OISR) Liaison</b>	All schools in the Receivership support model are supported by a liaison from the OISR. Liaisons will have a minimum of four touchpoints during the Needs Assessment and Continuation Plan development process and then will be the primary contact and support for school and district leaders during plan implementation through the Performance Management and Technical Assistance process.
<b>School Support Partner (SSP)</b>	SSPs are external partners contracted by the New York State Education Department (NYSED) to provide targeted leadership support, coaching, and improvement assistance to schools under Receivership. A dedicated SSP will provide coaching and support to the school building leader throughout the Needs Assessment and Continuation Plan writing processes.

## SBL and School Improvement Team Meeting and Support Timeline

The table below provides a sequence and timeline for School Improvement Teams to complete the Receivership Needs Assessment and Continuation Plan development process between February-June 2025.

A detailed list of Receivership Needs Assessment activities, the Continuation Plan Template and guidance, and other useful resources can be found on the OISR [Receivership Needs Assessment and Continuation Plan](#) webpage.

Month	Timeframe	Team Actions
<b>February</b>  <b>Primary Areas of Focus:</b> <b>Assemble School Improvement Planning Team and participate in virtual Receivership Training</b>	<b>After receiving final determinations and before 2/24/26.</b>	<p>The principal, with support from the district, will:</p> <ul style="list-style-type: none"> <li>Identify and assemble members of the <a href="#">School Improvement Planning Team</a>.</li> <li>Participate in the OISR Virtual Receivership Training on <b>February 24, 2026, from 1:00-3:30 p.m.</b></li> </ul>
<b>March</b>  <b>Primary Area of Focus:</b> <b>Complete all needs assessment activities</b>	<b>Week 1</b> <b>3/2/26 - 3/6/26</b>	<ol style="list-style-type: none"> <li>The principal, with support from the district, will: <ul style="list-style-type: none"> <li>Review and administer the <a href="#">Systems and Structures Self-Assessment</a> and completion, and ensure Improvement Planning Team takes the systems and structures self-assessment.</li> <li>Administer the Teacher Survey, Student Survey and Family Survey located on the <a href="#">Receivership Needs Assessment and Continuation Plan</a> webpage.</li> </ul> </li> <li>The principal will meet with OISR Associate virtually for Check-in 1. District level staff must attend.</li> </ol>
	<b>Week 2</b> <b>3/9/26 - 3/13/26</b>	<p>The first <i>virtual</i> SSP meeting with the principal will be held for coaching and support.</p>
	<b>Week 3</b> <b>3/16/26 - 3/20/26</b>	<ol style="list-style-type: none"> <li>The first <i>in-person</i> SSP meeting with the principal will be held for coaching and support.</li> <li>The principal, with support from the district and SSP will <ul style="list-style-type: none"> <li>Schedule and facilitate <b>Team Meeting 1: Review of Surveys and Systems and Structures Self-Assessment Results</b></li> <li>Prepare for Team Meeting 2: Review of the NYSED Assessment Report</li> </ul> </li> </ol>
	<b>Week 4</b> <b>3/23/26 - 3/27/26</b>	<ol style="list-style-type: none"> <li>The principal, with support from the district and SSP will <ul style="list-style-type: none"> <li>Schedule and facilitate <b>Team Meeting 2: Review of the NYSED Assessment Report</b></li> <li>Prepare for Team Meeting 3: Student Interviews</li> </ul> </li> <li>Second <i>virtual</i> meeting with the SSP for coaching and support.</li> </ol>
<b>April</b>  <b>Primary Areas of Focus:</b>	<b>Week 1</b> <b>3/30/26 - 4/3/26</b>	<p>The principal, with support from the district and SSP will schedule and facilitate <b>Team Meeting 3: Student Interviews</b></p> <ul style="list-style-type: none"> <li><b>Optional:</b> Family Focus Groups to better understand the variations identified in the Family Survey.</li> </ul>

<b>Complete student interviews, select DI Indicators, and convene CET</b>	<b>Week 2</b> <b>4/6/26 - 4/10/26</b>	The principal will <ul style="list-style-type: none"> <li>Meet virtually with the OISR liaison for Check-in #2. District level staff must attend.</li> <li>Prepare for Team Meeting 4: Demonstrable Improvement Indicator Selection, and Team Meeting 5: Plan Writing</li> </ul>
	<b>Week 3</b> <b>4/13/26 - 4/17/26</b>	The principal, with support from the district and SSP will schedule and facilitate <b>Team Meeting 4: Demonstrable Improvement Indicator Selection</b>
	<b>Week 4</b> <b>4/20/26 - 4/24/26</b>	The principal, with support from the district and SSP will schedule and facilitate <b>Team Meeting 5: Plan Writing</b>
	<b>Week 5</b> <b>4/27/26 - 5/1/26</b>	The principal, with support from the district and SSP, will schedule and facilitate a <b>Community Engagement Team (CET) Meeting with the School Improvement Team to</b> <ul style="list-style-type: none"> <li>share an analysis of the school's need assessment, and</li> <li>gain corresponding feedback and guidance regarding plan development.</li> </ul>
<b>May</b>  <b>Primary Area of Focus:</b> <b>Begin writing the 2026-2027 Receivership Continuation Plan</b>	<b>Week 1</b> <b>5/4/26 – 5/8/26</b>	The principal will meet virtually with Liaison for Check-in #3. District level staff must attend.
	<b>Week 2</b> <b>5/11/26 – 5/15/26</b>	The principal, with support from the district and SSP, continues the plan writing process with feedback from the OISR liaison and the CET.
	<b>Weeks 3 and 4</b> <b>5/18/26 – 5/29/26</b>	The principal and School Improvement Planning Team continue to advance the plan writing process with district, SSP, and OISR support.
<b>June</b>  <b>Primary Area of Focus:</b> <b>Complete and submit the 2026-2027 Receivership Continuation Plan</b>	<b>Weeks 1 - 4</b> <b>6/1/26 – 6/26/26</b>	<ol style="list-style-type: none"> <li>The principal and School Improvement Planning Team, with support from the district and OISR Liaison complete steps to finalize Continuation Plan writing and development.</li> <li>The principal meets virtually with the OISR Liaison for Check-in #4. District level staff must attend.</li> <li>The finalized 2026-2027 Continuation Plan (including all required signatures in the Assurance and Attestation) must be <b>submitted to <a href="mailto:OISR@nysed.gov">OISR@nysed.gov</a> by COB, June 30, 2026.</b></li> </ol>
<b>July/August</b>  <b>Primary Area of Focus:</b> <b>NYSED and district BOE approval of Continuation Plan</b>	<b>N/A</b>	<ol style="list-style-type: none"> <li>The finalized Continuation Plan is submitted to the District BOE for approval.</li> <li>NYSED reviews the Continuation Plan for approval.</li> </ol>