



The District Improvement Planning (DIP) Process

This process is done year around and is based on district/school data and SI plans. Although it happens year around, the specific planning for the following year, including the completion of the Consolidated Application cannot be completed reviews of building school improvement plan portfolio drafts is completed in Spring of each year—the DIP/consolidated application are due to MDE by way of MEGS+ and ASSIST by July 1.

In addition, the instructional office will assure the Program Evaluation Tool (PET) is completed along with an evaluation of each district program/initiative/strategy. Reviews of all efforts are done by the District Improvement Team (DIT) members who represent all building sites/programs. This entails obtaining names and contact information from the Superintendent's office of any new members to the DIT as well as reaching out to members of the previous year's team and having monthly ongoing face-to-face and other necessary communications as determined as necessary.

Once contact is made and members from all stakeholder groups (building and program administrators, SI chairs, parents, etc.) are serving on the DIT a monthly meeting schedule is developed, along with possible topics so that the team can collect the appropriate data, analyze it, and complete a comprehensive needs assessment based on various pieces of data as they become available, including academic, attendance, discipline, etc.. The needs analysis begins with an examination of the district's PET, review of the district resource allocations, District Systems Review (DSR), and the Career and College Ready (CCR) diagnostic. Achievement, demographic, and perception data are considered throughout the winter and early spring as data become available.

The instructional office compiles data to present to the DIT and facilitates DIT meetings. Once data is analyzed, the grant director reviews SIP tasks and works to review building and District budgets for information on what initiatives etc. are being carried out at the building and District levels, looking for alignment. Based on the input of the DIT, building SIPs, and budgets, works to revise/write DIP.

The DIP is presented to the Superintendent for final review and approval by the School Board prior to submission. Once approval is received, the DIP is submitted to the MDE via ASSIST. Once the plan has been completed and approved, the Grant Director/curriculum office emails a final copy to the business office for final coding, school principals/SI team for implementation, and the IT staff for placement on the District main page of its website. These reports are updated on the website as revisions are made throughout the year.

- DIP, including all required components of the Consolidated Application
- Executive Summary – updated each year
- Stakeholder Involvement Diagnostic
- Additional Requirements Diagnostic
- Individual Building School Improvement Plans