



# 2021-22 End-of-Year Targeted Improvement Plan (EOY TIP) Development Guidance Document

## Submission Timeline

Date	Action
<b>May - June</b>	<ul style="list-style-type: none"> <li>Work to update the Targeted Improvement Plan for EOY submission</li> </ul>
<b>June 17<sup>th</sup></b>	<ul style="list-style-type: none"> <li>EOY TIP Submission is due in ISAM</li> </ul>

## Suggested Completion Process of EOY TIP

Review Step	Guidance
<b># 1</b>  <a href="#">Review Cycle 3 in Current TIP</a>	<ul style="list-style-type: none"> <li>What steps can leaders take to identify whether they met their 90-day and/or annual outcomes?</li> <li>Consider whether these outcomes were grounded within the language of the Effective Schools Framework (ESF).</li> <li>Did these outcomes give leaders a clear and accurate picture of mastery within this Prioritized Focus Area (PFA)?</li> </ul>
<b># 2</b>  <a href="#">Complete ESF Self-Assessment Tool in 806</a>  <i>*only applicable to LEAs without a Fall 2021 or Spring 2022 diagnostic</i>	<ul style="list-style-type: none"> <li>Check the key practices against evidence to reflect on where the campus is before adjusting PFAs for Cycle 4.</li> <li>What were the campus' PFAs? What does the cycle 3 review say about the implementation of the associated key practice?</li> <li>What additional steps are being planned to implement this key practice?</li> </ul>
<b># 3</b>  Build Plan for <a href="#">Cycle 4</a>	<ul style="list-style-type: none"> <li>Use previous TIP data and the ESF self-assessment tool to determine PFAs for Cycle 4 &amp; outcomes for subsequent submission cycles.</li> <li>Complete all required components for Cycle 4 submission.</li> </ul>
<b># 4</b>  Review EOY TIP for ISAM Submission	<ul style="list-style-type: none"> <li>Review the TIP to ensure that all areas are completed and accurately reflect the work of your campus.</li> <li>Submit the TIP to ISAM.</li> </ul>

## Document Bookmarks

[Self-Assessment](#), [Cycle 3 Review](#), [Prioritized Focus Areas-Cycle 4](#), [Essential Actions-Cycle 4](#), [Grant Budget Object Codes](#)

# How to Complete EOY TIP Plan Elements

## Plan Set-up

No new submission requirements

## Needs Assessment

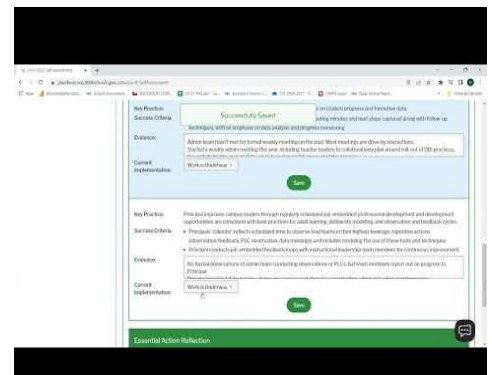
### Student Data

No new submission requirements

### Self-Assessment\*

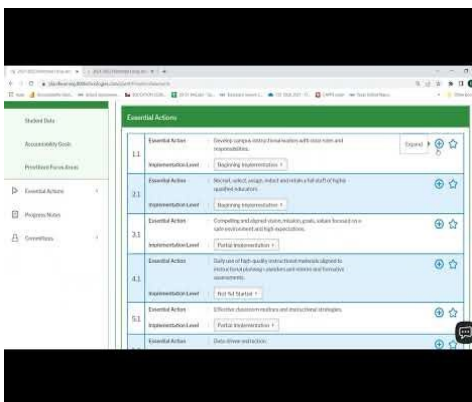
\*Only applicable to LEAs that *did not* have a Fall 2021 or Spring 2022 diagnostic.

- EA 1.1 Analysis: Evidence and current implementation for each key practice and essential action-reflection
- EA 2.1 Analysis: Evidence and current implementation for each key practice and essential action-reflection
- EA 2.1 Analysis: Evidence and current implementation for each key practice and essential action-reflection
- EA 3.1 Analysis: Evidence and current implementation for each key practice and essential action-reflection
- EA 4.1 Analysis: Evidence and current implementation for each key practice and essential action-reflection
- EA 5.1 Analysis: Evidence and current implementation for each key practice and essential action-reflection
- EA 5.3 Analysis: Evidence and current implementation for each key practice and essential action-reflection



Click the image above to view an instructional video on accessing the Self-Assessment tool in the TIP.

## Prioritized Focus Areas-Cycle 4



Click the image above to view an instructional video on accessing Prioritized Focus Areas in Cycle 4 of the TIP.

As a reminder, this area was not completed as part of the initial TIP submission. It should be completed now, after the end of Cycle 3.

The purpose of the 90-day action plan is to prepare for the upcoming school year. The essential actions the campus prioritized may change based on progress made in the school year or based on ESF Diagnostic results.

Complete this portion of the plan by reflecting on progress made by the campus this school year and identifying focus areas for the next year. The Cycle 4 Prioritized Focus Areas serve as the foundation for the development of next year's TIP.

## Complete each section listed below:

- **Essential Action:** In the drop-down menu, select the 2-3 Essential Actions the campus chose to prioritize in SY 2021-22.
- **Implementation Level:** If the campus had a Fall 2021 or Spring 2022 ESF Diagnostic Visit, include the implementation levels from the ESF Final Report for each Essential Action. If the campus completed the Self-Assessment tool, ensure that the implementation levels listed match the Assessment.
- **Rationale:** Explain the reason(s) the campus chose to focus on these Essential Actions.
- **Who will you partner with?:** Select the campus' capacity builder for each Essential Action from the drop-down menu.
- **How will you build capacity?:** Describe the key practices, skills, processes, and practices that will be further developed with this partner. Also note, the type of support the partner will offer and how capacity will be built on the campus.
- **Communication:** Describe how priorities will be communicated to stakeholders and how the campus will gain buy-in from key stakeholder groups.
- **Desired Annual Outcome:** For each Prioritized Focus Area selected, create an annual goal that is SMART. (Specific, Measurable, Attainable, Realistic, Time-bound)
- **District Actions for this Cycle:** List what the district will do to support the campus during this 90-day cycle to achieve the desired outcome.
- **District Commitment Theory of Action:** For each Prioritized Pocus Area selected, list what the district will do to support the campus to achieve its desired annual outcome. ESF District Commitments may be found here: <https://texasesf.org/framework/>

## Essential Actions

### Cycle 1

No new submission requirements

### Cycles 2 & 3

No new submission requirements

### Cycle 4

- **Action Plan:** In each row, list the actions the campus is taking during this cycle to achieve its desired outcomes and address the identified challenges to implementation.

For each action step, indicate:

- the prioritized essential action it is aligned to.
- evidence used to determine progress.
- the person(s) responsible for ensuring each task is accomplished.
- the resources needed to complete the action step.
- identify whether it addresses an identified challenge.
- the appropriate funding sources when needed, such as resources, budget object code, and dollar amount. Only include funding sources if the LEA expects to expend the funds before SY 2022-23.
- the start date and evidence collection date.
- the frequency of the action step. Will the action occur once, daily, weekly, quarterly, or is it ongoing?

For each prioritized focus area, also indicate:

- challenges the campus might encounter when trying to achieve its desired campus or student outcomes for this cycle. Consider challenges related to knowledge, mindsets, skills, and resources.
- specific action steps that address all previously listed challenges.

# Reporting Progress on a TIP

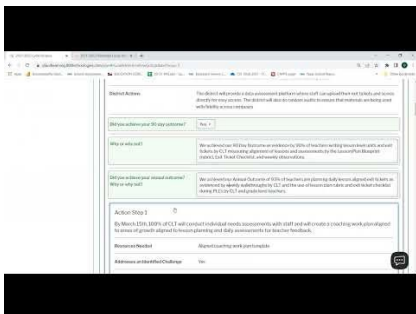
## Cycle 3 Review

### Domain 1

For each subject tested, update your cycle 3 Summative assessment data to include actual results for approaches, meets, and masters.

### Domain 3

For each focus group, update your cycle 3 Summative assessment data to include actual results.



Click the image above to view an instructional video on accessing the Cycle 3 Review portion of the TIP.

### Reflection and Planning for the Next 90-Day Cycle:

For each action step, identify progress.

Why or why not?

For each prioritized focus area selected, indicate whether you achieved your desired annual outcome.

Why or why not?

### Reflection on Action Steps:

For each prioritized focus area selected, indicate whether you achieved your desired 90-day and annual outcome. Please include your rationale.

For all action steps not met, please include adjustments and next steps.

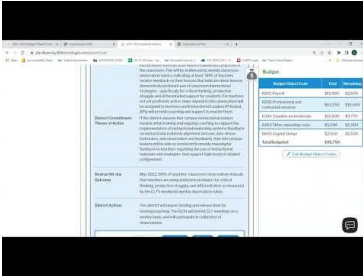
### Student Data Reflection

Indicate whether you achieved your student performance goals for each cycle.

Why or why not?

# Grant Funding Reminders for the TIP

## Budget Object Code Budget Amounts



Remember that all campus funding must be within budget. As budget object code budget amounts are reviewed, ensure no budget object code or total budget is 'overspent.'

All LEAs should close the 2021-22 grant on the TIP. *Do not* add anticipated funding for the 2022-23 school year. All budget objects codes and total budget should be as close to \$0 as possible, reflecting that the LEA has expended the allocated funds in a single year's TIP.

*Click the image above for video instructions on how to access the budget object code amounts in your web-based TIP*