



July-August

- Elect any new SIT members and update membership online
- Meet with SIT to plan meetings and identify meeting times
- Share SIT meeting dates with all stakeholders
- Identify SIP champions (i.e. goal managers and key process managers) and update them in your plan
- Review/Revise SIP per new legislation
- Submit SIT meeting and quarterly review dates to Special Assistant (Year Round / Modified)

September

- Establish monitoring systems and structures for SIP implementation
- Monitor and support committee/task force meetings
- Facilitate SIT meeting through inquiry-based data analysis
- [Attend Regional SIT Chair Meeting 9/20/16 East Millbrook MS, 3-5PM](#)
- Submit SIT meeting and quarterly review dates to Special Assistant (Traditional)
- Make necessary changes to Intervention Matrix and update online by September 30

October

- Monitor and support committee/task force meetings
- Facilitate ongoing collection and analysis of data to assess the progress towards the attainment of the goals and key processes
- Facilitate SIT meeting through inquiry-based data analysis
- Share data findings with all stakeholders
- Communicate and celebrate progress of the SIP to the staff

November

- Facilitate SIP quarterly review-** upload documents to google drive
- Share data findings with all stakeholders
- Monitor and support committee/task force meetings
- Facilitate ongoing collection and analysis of data to assess the progress towards the attainment of the goals and key processes
- Communicate and celebrate progress of the SIP to the staff
- [Attend Regional SIT Chair Meeting 11/15/16 East Millbrook MS, 3-5PM](#)

December

- Facilitate SIT meeting through inquiry-based data analysis
- Share data findings with all stakeholders
- Monitor and support committee/task force meetings
- Facilitate ongoing collection and analysis of data to assess the progress towards the attainment of the goals and key processes
- Communicate and celebrate progress of the SIP to the staff

January

- Facilitate SIT meeting through inquiry-based data analysis
- Share data findings with all stakeholders
- Monitor and support committee/task force meetings
- Facilitate ongoing collection and analysis of data to assess the progress towards the attainment of the goals and key processes
- Communicate and celebrate progress of the SIP to the staff

February

- Facilitate SIP quarterly review-** upload documents to google drive
- Share data findings with all stakeholders
- Monitor and support committee/task force meetings
- Facilitate ongoing collection and analysis of data to assess the progress towards the attainment of the goals and key processes
- Communicate and celebrate progress of the SIP to the staff
- [Attend Regional SIT Chair Meeting 2/21/17 East Millbrook MS, 3-5PM](#)

March

- Facilitate SIT meeting through inquiry-based data analysis
- Share data findings with all stakeholders
- Monitor and support committee/task force meetings
- Facilitate ongoing collection and analysis of data to assess the progress towards the attainment of the goals and key processes
- Communicate and celebrate progress of the SIP to the staff

April

- Facilitate SIP quarterly review-** upload documents to google drive
- Share data findings with all stakeholders
- Monitor and support committee/task force meetings
- Facilitate ongoing collection and analysis of data to assess the progress towards the attainment of the goals and key processes
- Communicate and celebrate progress of the SIP to the staff
- [Attend Regional SIT Chair Meeting 4/18/17 East Millbrook MS, 3-5PM](#)
- Submit 17-18 PD Plan

May

- Facilitate SIT meeting through inquiry-based data analysis
- Share data findings with all stakeholders
- Monitor and support committee/task force meetings
- Facilitate ongoing collection and analysis of data to assess the progress towards the attainment of the goals and key processes
- Communicate and celebrate progress of the SIP to the staff

June

- Facilitate End-of-Year quarterly review-** upload documents to google drive
- Share data findings with all stakeholders
- Monitor and support committee/task force meetings
- Facilitate ongoing collection and analysis of data to assess the progress towards the attainment of the goals and key processes
- Celebrate progress of SIP with stakeholders
- Schedule SIP Process Evaluation/Year End Review with Special Assistant