

# **Continuous Improvement Plans 2022-2023**

Guidance Webinar: July 19, 2022

# Plans Overview

## Changes Effective July 1, 2021

### Continuous Improvement Plan

- CIP Metrics now include Advising and Literacy metrics (for all CIPs).
- CIP Metrics now includes a section for providing staff performance data.

### Literacy Intervention Program Plan

- All districts and charters are still required to maintain a Literacy Intervention Program Plan, and to update it when appropriate.
- You are no longer required to submit your Literacy Intervention Plan.

### College and Career Advising and Mentoring Plan

- LEAs are no longer required to update or submit your Advising Plan.
- We are continuing to provide templates for LEAs who wish to update your plan.

## Changes Effective July 1, 2022

### CIP Advising Metrics

- The list of required Advising Metrics was removed from rule. As a result, we were able to substantially reduce the Advising metrics included in the CIP (to only those required by statute).

# 2022-23 CIP Overview

## The Basics

- Continuous Improvement Plans (CIPs) Due: October 1, 2022
- Submit to: [plans@osbe.idaho.gov](mailto:plans@osbe.idaho.gov)
- Please include a link to the location on the district's website where the CIP is posted
- Templates and support are available on OSBE website at <https://boardofed.idaho.gov/k-12-education/school-district-charter-school-planning-training/>

## Annual Updates

- LEAs are required to review and update (as needed) annually.
- If your LEA had a fully compliant 2021-22 CIP Narrative or had a 2021-22 Narrative Exemption, you may have the option to receive a 2022-23 Narrative Exemption (and not submit a new Narrative).
- The CIP Metrics need to be revised and submitted annually.

# CONTINUOUS IMPROVEMENT PLAN (2022-2023)

## NARRATIVE - TEMPLATE PART 1

LEA	#	Name:
Superintendent	Name:	Phone:
	E-mail:	
CIP Contact	Name:	Phone:
	E-mail:	

**Instructions:** Your Continuous Improvement Plan must include a mission statement and vision statement. Please provide them in this section.

### Mission and Vision - REQUIRED

**Instructions:** Per statute, please describe how your school district or charter school considered input from the community in developing or revising your Continuous Improvement Plan.

### Community Involvement in Plan Development - REQUIRED

- These sections are unchanged since 2018-19.
- Ideally, your mission and vision statements should be 2 distinct statements. Other related statements can also be included.
- Make sure the Community Involvement section specifically addresses how the community is involved in updating the CIP.

# CIP Metrics

## 2022-23 Metrics Template

- The CIP Metrics template walk-through is done in the webinar via a direct look at the template.
- Please note that the CIP Metrics Template has 3 tabs – Instructions & Examples, Metrics, and Staff Performance Report.
- Please do not enter your LEA's information into the Instructions & Examples Tab. The Metrics and Staff Performance Report tabs are designed for your data entry.
- In the CIP Metrics tab, make sure to put a link to your District Report Card, as released by SDE. The report card addresses some of the requirements in the law, so it is required. **It should be a direct link to [idahoschools.org](https://idahoschools.org), *not* a link to your district or charter website.**
- If your LEA wants to use a district-created format, we strongly encourage you to review our metrics to make sure you include all requirements in your plan. This is particularly important for now, as requirements have changed in the past 2 years.

# Plans Templates Tips

## Tips Related to Using the Templates

### Read Only / Protected View

- Downloaded templates usually open in Read Only or Protected View.
- To work in the template, click “Enable Editing” at the top.

### Track Changes in Word

- With some of our templates in the past, we have had issues with Track Changes / Markup showing when you open the file. We have tried multiple things to prevent this, but some users may still have issues. If you type and the document shows mark-up, here are steps to turn it off:

Step One: Go to “Review” (or Track Changes). If you are seeing track changes when There should be a box that says “Simple Markup” or “All Markup.” Click on the small arrow to the right of the box and select “No Markup.”

Step Two: Click on “File” in the toolbar, then “Options.” In the Word Options, select “Trust Center” then “Trust Center Settings.” Select “Privacy Options.” Under “Document-specific settings” make sure the box next to “Make hidden markup visible when open or saving” is UNCHECKED. Hit OK. Re-save your document.

# District Plans – Optional Budgets

## Literacy Budget

- You are *not* required to submit a Literacy Budget to our office in the fall. We encourage you to continue to develop a budget annually to ensure that you spend the Literacy Funds appropriately.
- We are continuing to provide a Literacy Budget template on our website for your use, but you are not required to use it. Due to the new, more complicated funding formula, the Budget Estimator has been removed from the template (and previous years' Budget Estimators should not be used). If you need assistance estimating your budget, please contact the SDE's Finance Division.
- All districts and charter schools will still be required to submit an Expenditures Report to the SDE at the end of the 2022-23 school year (summer 2023).

## Advising Budget

- The College and Career Advising and Mentoring Plan is now optional, including the Budget. We are continuing to provide a template for your use.

# Tips for Using Optional Budget Templates

## LITERACY INTERVENTION PROGRAM PLAN (2022-2023)

### PROPOSED LITERACY BUDGET - TEMPLATE

LEA Number and Name:						
Estimated Total Literacy Funding for 2022-2023 :						
PERSONNEL COSTS					Proposed Budget	
Position / Item	Details	FTE	Cost Per FTE	Total Cost	Amount from Literacy Funds	Amount from Other Funds
EXAMPLE: Literacy Paraprofessionals	4 Paraprofessionals, 15 hrs per week x \$12 per hour	1.5	24,960.00	37,440.00	37,440.00	0.00
				0.00		0.00
				0.00		0.00
Benefits				0.00		0.00
Personnel Subtotal				0.00	0.00	0.00
PROGRAMS / CURRICULA COSTS					Proposed Budget	
Item	Details	# Items	Cost Per Item	Total Cost	Amount from Literacy Funds	Amount from Other Funds
EXAMPLE: Online Reading Curriculum	Licenses for all students who need interventions	29	56.00	1,624.00	1,200.00	424.00
				0.00		0.00
				0.00		0.00
Programs / Curricula Subtotal				0.00	0.00	0.00
TRANSPORTATION COSTS (NOTE: Literacy Funds may not be used in excess of \$100 per student for transportation)					Proposed Budget	
Item	Details	# Students	Cost Per Student	Total Cost	Amount from Literacy Funds	Amount from Other Funds
EXAMPLE: Bussing	Roundtrip for eligible students for summer school	29	330.00	9,570.00	2,900.00	6,670.00
				0.00		0.00
Transportation Subtotal				0.00	0.00	0.00
OTHER COSTS					Proposed Budget	
Item	Details	# Items	Cost Per Item	Total Cost	Amount from Literacy Funds	Amount from Other Funds
EXAMPLE: Tablet computers	1 per eligible student for using online early literacy program	29	600.00	17,400.00	14,400.00	3,000.00
				0.00		0.00
Other Costs Subtotal				0.00	0.00	0.00
<b>TOTAL COSTS &amp; BUDGET</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

- Start your entry UNDER the Example rows. They are not included in the formulas.
- Leave OR delete the Example rows.
- Add rows as necessary – if you do, insert with at least one row still above the subtotal, Excel should automatically add the new rows into the formulas.
- Double check all formulas, please.

# Contact Information

## Continuous Improvement Plans and Literacy Program

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Program Manager

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## College and Career Advising Program

(Please contact for College and Career Advising & Mentoring Program support, but not for anything related to the CIP)

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