



**DISTRICT IR/PBMAS  
PACING GUIDE  
2017-18 INTERVENTIONS**

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**ABOUT THE  
PACING GUIDE**

The purpose of the pacing guide is to provide step-by-step guidance for District Coordinators of School Improvement (DSCI) and District Leadership Teams (DLTs) as they navigate the continuous improvement process throughout the school year. This is not intended as a compliance document, and it will not be submitted to TEA.

The pacing guide is structured in a chronological manner. Following the overall 2017-2018 intervention calendar, each page is dedicated to one month with a list of all corresponding interventions and submissions as well as suggested actions to keep the DCSI and DLT on track to meet all requirements.

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**SUGGESTED  
RESOURCES**

The following resources are found at [www.tea.texas.gov/schoolimprovement](http://www.tea.texas.gov/schoolimprovement)

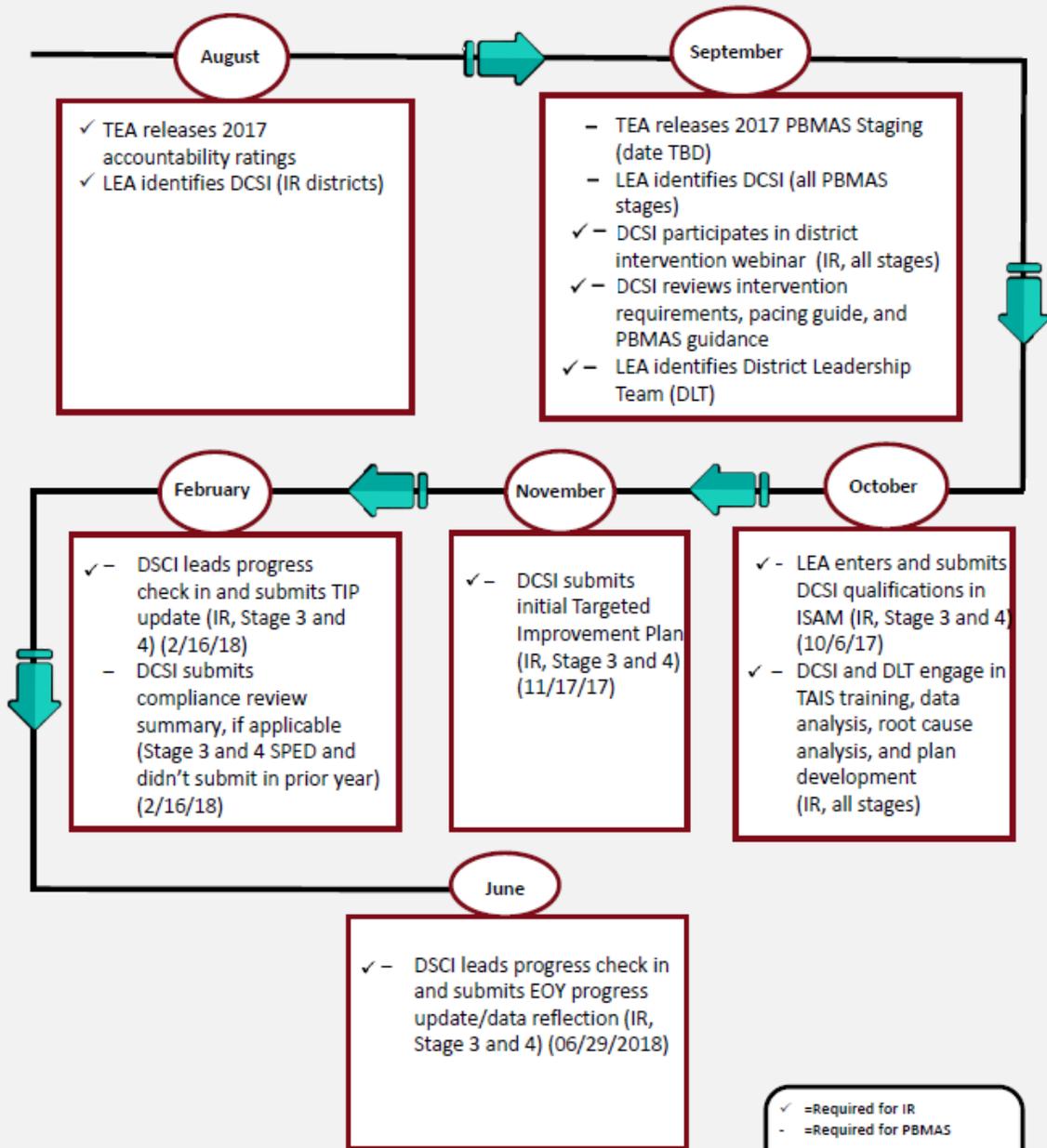
- District IR/PBMAS Introductory Webinar
- PBMAS Guidance

You may also wish to visit [www.taisresources.net](http://www.taisresources.net) for more information and guidance.

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# 2017-2018 District IR/PBMAS Intervention Calendar

**Purpose:** Identify systemic areas of low performance at the district level, and implement a targeted plan to address areas of low performance and/or program effectiveness.



# AUGUST 2017

- ✓ TEA releases 2017 accountability ratings
- ✓ LEA identifies DCSI (IR districts)

## *What's coming up in September?*

- *District Leadership Team (DLT) identification*
- *District intervention webinar*
- *2017 PBMAS staging*
- *DCSI identification (all PBMAS stages)*
- *District intervention pacing guide*
- *PBMAS guidance*

## **What needs to be completed now and in preparation for next month?**

- Review accountability rating and To the Administrator Addressed letter (IR)
- Ensure appropriate staff have ISAM access (IR)
- Update school and staff information in AskTED (IR)
- Review DCSI job description and begin DCSI selection process (ensure the DCSI can perform all the job duties) (IR)
- Schedule time to view the District IR/PBMAS introductory webinar (IR)
- Determine stakeholders necessary for improvement planning team (IR)

## **Extension opportunities:**

- ★ TAIS Overview Video
  - [http://www.tcdss.net/resources/tag/tais\\_framework](http://www.tcdss.net/resources/tag/tais_framework)
- ★ Continuous Improvement Overview videos and Extended Learning Opportunities by Dr. Laura Lipton
  - <http://www.taisresources.net/continuous-improvement-overview/>

# SEPTEMBER 2017

- TEA releases 2017 PBMAS Staging (date TBD)
- LEA identifies DCSI (all PBMAS stages)
- ✓ - DCSI participates in district intervention webinar (IR, all stages)
- ✓ - DCSI reviews intervention requirements, pacing guide, and PBMAS guidance
- ✓ - LEA identifies District Leadership Team (DLT)

## *What's coming up in October?*

- *TAIS Training for DCSI and DLT*
- *ISAM update with DCSI information (IR, PBMAS Stage 3 and 4)*

## **What needs to be completed now and in preparation for next month?**

- Review PBMAS Reports and Staging (all PBMAS stages)
- Review DCSI job description and begin DCSI selection process (ensure the DCSI can perform all the job duties) (all PBMAS stages if not already completed for IR interventions)
- Ensure appropriate staff have ISAM access (all PBMAS stages)
- Update school and staff information in AskTED (all PBMAS stages)
- Determine stakeholders necessary for improvement planning team (all PBMAS stages)
- View District Interventions Pacing Guide (IR and all PBMAS stages)
- View District Interventions Webinar (IR and all PBMAS stages)
- Review PBMAS Guidance document (all PBMAS stages)
- Identify members of District Leadership Team (DLT)
- Create and adjust inventory of current data sources
- Schedule dates for DCSI and DLT to complete TAIS training by the end of October (IR and all PBMAS stages)

## **Extension opportunities:**

- ★ Prepare for October's leadership team training:
  - District-Wide Ownership and Accountability video and Extended Learning Guides by Dr. Sheila Bethel
    - <http://www.taisresources.net/district-wide-ownership-and-accountability/>
  - CSF: Leadership Effectiveness videos and Extended Learning Guides by Dr. Todd Whitaker and Dr. Mike Schmoker
    - <http://www.taisresources.net/leadership-effectiveness/>

# OCTOBER 2017

- ✓ – LEA enters and submits DCSI qualifications in ISAM (IR, Stage 3 and 4) (10/6/17)
- ✓ – DCSI and DLT engage in TAIS training, data analysis, root cause analysis, and plan development (IR, all stages)

## *What's coming up in November?*

- *Targeted Improvement Plan submission (IR, PBMAS Stage 3 and 4)*

## **What needs to be completed now and in preparation for next month?**

- Enter DCSI information, including qualifications, in ISAM (IR, Stage 3 and 4)
- Complete TAIS training (all stages)
- Identify stakeholders needed to participate in each of the following activities: data analysis, needs assessment, and plan development for TIP (IR, PBMAS Stage 3 and 4)
- Schedule time and location to conduct data analysis
- Schedule time and location to conduct needs assessment
- Schedule time and location to begin TIP development
- Begin TAIS improvement planning process to complete initial TIP by November 17
- Communicate data analysis results to relevant stakeholders

## **Extension opportunities:**

- ★ Prepare for November's implementation planning:
  - Implementation and Monitoring videos and Extended Learning Guides by Dr. Mike Schmoker, Dr. Margaret Heritage, and Dr. Michael Fullan
    - <http://www.taisresources.net/implement-and-monitor/>

# NOVEMBER- JANUARY 2017

- ✓ – DCSI submits initial Targeted Improvement Plan (IR, Stage 3 and 4) (11/17/17)

## *What's coming up in February?*

- *Progress check-in led by DCSI (IR, PBMAS Stage 3 and 4)*
- *TIP Update in ISAM (IR, PBMAS Stage 3 and 4)*
- *Compliance review summary (PBMAS Stage 3 or 4 SPED and didn't submit prior year)*

## **What needs to be completed now and in preparation for February check-in?**

- Complete data analysis, root cause analysis, and plan development
- Record observations and trends gathered as a result of the data and root cause analysis
- Research strategies aligned to the identified root cause for implementation through the TIP
- Submit TIP in ISAM (IR, PBMAS Stage 3 and 4)
- Determine process for monitoring TIP and conducting progress check ins
- Establish data sources to guide compliance review summary (PBMAS Stage 3 SPED and didn't submit in prior year)
- Schedule date to begin compliance review summary (PBMAS Stage 3 or 4 SPED and didn't submit in prior year)

## **Extension opportunities:**

- ★ Prepare for February's progress check in:
  - Support System videos and Extended Learning Guides by Dr. Andy Hargreaves, Dr. Heather Zavadsky, Dr. Paul Bambrick-Santoyo, and Dr. Ervin Knezek
    - <http://www.taisresources.net/support-systems-overview/>

# FEBRUARY-MAY 2018

- ✓ - DCSI leads progress check in and submits TIP update (IR, Stage 3 and 4) (2/16/18)
- DCSI submits compliance review summary, if applicable (Stage 3 and 4 SPED and didn't submit in prior year) (2/16/18)

## *What's coming up in June?*

- *Progress check-in led by DCSI*
- *EOY progress update with data reflection*

## **What needs to be completed now and in preparation for next month?**

- Monitor implementation of improvement strategies from TIP
- Collect and analyze data points to monitor progress of implementation plan
- Synthesize data into findings to share with agency consultant (IR, PBMAS Stage 3 and 4)
- Communicate implementation progress and data analysis results to relevant stakeholders
- Record trends gathered during the progress check-in
- Submit TIP update with supporting data in ISAM (IR, PBMAS Stage 3 and 4)
- Submit compliance review summary (Only if Stage 3 or 4 SPED and did not submit in prior year)

## **Extension opportunities:**

- ★ Prepare for June's progress check in:
  - Implementation and Monitoring videos and Extended Learning Guides by Dr. Mike Schmoker, Dr. Margaret Heritage, and Dr. Michael Fullan
    - <http://www.taisresources.net/implement-and-monitor/>

# JUNE 2018

- ✓ – DSCI leads progress check in and submits EOY progress update/data reflection (IR, Stage 3 and 4) (06/29/2018)

## **What needs to be completed this month:**

- Implement progress check-in process
- Record trends gathered during the progress check-in
- Collect and analyze data points to reflect on progress of TIP
- Synthesize data into findings to share with agency consultant (IR, PBMAS Stage 3 and 4)
- Submit EOY progress update/data reflection in ISAM (IR, PBMAS Stage 3 and 4)
- Communicate progress check in results to relevant stakeholders