



**Executive Numbered Memo 001-2019-20  
Required District Continuous Improvement Plans (CIPs)**

**TO:** Superintendents  
**FROM:** Colt Gill, Director of the Oregon Department of Education  
**DATE:** August 13, 2019  
**RE:** Continuous Improvement Plan (CIP) Submission Date Extension in Coordination with the Student Success Act

The Student Success Act (SSA) is a historic opportunity to ensure equitable learning outcomes for students in Oregon. It calls on us to join together around innovation, improvement and investment to build our collective capacity and center our work around equity and community and student voice. The SSA can help us rethink the way we engage stakeholders, lead for change, and approach planning for instructional improvement. It is our goal at ODE to lead this effort in ways that demonstrate shared accountability for student success and shared ownership for the shifts this will require. We are in this work together.

The purpose of this executive numbered memo is to clarify key dates, outline how the CIP and SSA interconnect, and to better inform districts on the process.

**How can the CIP Process set Districts up for Success with the Student Success Act?**

Governor Brown and the Legislature built the SSA on existing structures and processes already in place for Oregon school districts. Later this winter, school districts and eligible charter schools will be applying for funds from the SSA's Student Investment Account to expand learning time, reduce class size, address student health and safety, and provide a well-rounded education. Both your district's CIP, due this fall, and application for SSA Student Investment Account funds are to be informed by a local needs assessment that engages your community and staff.

Needs Assessment Alignment and Resources

The SSA altered the requirements for the local needs assessment and engagement process that informs both the CIP and the SSA Student Investment Account application process. The needs assessment must:

- Be conducted in a manner that is inclusive of school employees, specific student groups and families of those students, including:
  - students of color;
  - students with disabilities;
  - emerging bilingual students;
  - students navigating poverty, homelessness, and foster care; and

- other students that have historically experienced disparities in our schools.
- Address the following priorities:
  - Reducing academic disparities for students
  - Meeting students' mental or behavioral health needs
  - Providing equitable access to academic courses
  - Allowing teachers and staff to have sufficient time to:
    - Collaborate with other teachers and staff
    - Review data on students' grades, absences and discipline, based on school and grade level or course
    - Develop strategies to ensure that at-risk students stay on track to graduate
  - Establishing partnerships

### Community Engagement Alignment and Resources

Later this month, ODE will release an Engagement Toolkit that will provide districts and eligible charter schools with guidelines and tools to support authentic and inclusive engagement processes to inform their local needs assessment. Links to this Engagement Toolkit will be available on both the [CIP Process and Planning](#) and [Student Success Act](#) webpages.

### **Clarifying CIP Submission Dates and Next Steps**

The date for districts to submit their CIP to ODE, as reflected in [Executive Numbered Memo 005-2018-19](#), is November 1, 2019.

Some districts may need more time to complete high quality community engagement, a thorough needs assessment, and the creation of a substantive CIP. With this memo, we are extending the CIP submission window to allow districts additional time to engage staff and community in the needs assessment process. Districts should thoughtfully consider the school year timeline before opting to delay CIP submission. This [SSA Student Investment Account Planning Guide for the 2019-20 School Year](#) may be helpful for planning purposes.

In summary, districts who are set to meet the November 1 deadline should still submit on that date. Districts that need additional time for this process may have an extension and submit no later than December 6, 2019.

The CIP submission form and directions are available on the [CIP Process and Planning](#) webpage.

### **Summary of Requirements**

- Due this fall: Community engagement in your district self-evaluation/needs assessment is required by [ORS 329.095](#) along with updated engagement requirements from the [Student Success Act](#). Document all of your needs assessment and engagement participation, activities and input.
- Due this fall: The CIP is required for your district to access federal funds and by [ORS 329.095](#).

- Due this winter: The district or eligible charter school SSA Student Investment Account plan and application, under the [Student Success Act](#), must be informed by (1) stakeholder engagement in your needs assessment process, (2) your strategic planning/CIP process, and (3) the [Quality Education Model Report](#).

### **Partnership and Support**

A needs assessment with authentic community and staff engagement is required to complete your CIP this fall and your SSA Student Investment Account application later this winter. Our ODE Team will strive to support you in this process.

To support all Oregon districts in a continuous improvement process, ODE has published an evidence-based needs assessment of school and district systems, guidance to support the use of the needs assessment tools, and a continuous improvement plan template.

Please visit ODE's [CIP Process and Planning](#) webpage where needs assessment and continuous improvement planning resources are posted. On this page you can access the tools listed above as well as a video that helps explain the process. You can also [sign up for the Continuous Improvement Listserv](#) to stay informed.

If you have any questions regarding the Needs Assessment and CIP process, please contact [Tim Boyd](#), Director of District and School Effectiveness or [Deb Lange](#), Director of Federal Programs.

You can also access the [Student Success Act](#) webpage where a link to ODE's Engagement Toolkit will be available later this month. This webpage also includes a link to submit questions regarding the Student Success Act.

At ODE, we share responsibility for this historic opportunity to equitably improve student outcomes and we care about coming alongside you in a way that is consistent, responsive and supportive. Join us! Our Students, Our Success.