

**Executive Numbered Memo 002-2017-18**  
**Updates to Timelines for District Continuous Improvement Plan (CIP) Submission**

**TO:** Superintendents and District Administrators  
**FROM:** Salam A. Noor, Deputy Superintendent of Public Instruction  
**DATE:** September 1, 2017

The passage of the Every Student Succeeds Act (ESSA) and the development of Oregon’s State Plan provided the Oregon Department of Education (ODE) an opportunity to listen and learn from school districts and their local communities. One of the clearest themes to emerge from these opportunities was the need for flexibility and differentiated supports to districts and schools. An immediate request for this applied flexibility pertains to district Continuous Improvement Plans (CIP) and the subsequent cycles for submission.

**Continuous Improvement Plans (CIP)**

[Executive Numbered Memo 010-2015-16](#) suspended CIP submissions for the 2016-17 school year. When this decision was made, it was the intent of ODE to renew the CIP submission cycles for the 2017-18 school year. Given the need to continue developing aligned needs assessments and federal budget applications as well as the work underway to revise Oregon’s school and district report cards, ODE will not require school districts to submit a revised CIP until June 2019.

ODE is continuing to develop the appropriate guidance and resources that will promote flexibility and reduce duplicative processes of federal and state requirements. Our intent is to streamline and consolidate district submissions and build coherence across our collective work.

The CIP moving forward will be:

- Guided by a needs assessment;
- Informed by a robust review and analysis of data;
- Vetted with stakeholders;
- Value-added to the real work of districts and schools; and
- Continuously updated as planned activities are undertaken, to reflect the current state and progress towards ambitious goals.

**Indistar® Tool for Other Submissions in 2017-18**

During the 2017-18 school year, districts will continue to use Indistar® for revisions to their CIPs and submission of Division 22 assurances. In addition, districts will submit their High School Success (Measure 98) plans and update their District Improvement Partnerships plans using the Indistar® tool. For information and resources on continuous improvement planning, see the [ODE website](#).

**Timeline**

The following presents a timeline of expected activities to prepare for the submission date.

**2017-18 School Year**

School districts should:

- Review and enhance systems for data analysis.
- Review systems and structures for stakeholder engagement.

ODE will:

- Engage parents and stakeholders to redesign the Report Card to align with Oregon’s plan under ESSA.
- Continue to develop a consolidated needs assessment process.
- Develop guidance and toolkits on data routines and stakeholder engagement.
- Improve internal structures to better support districts, with the CIP as a cornerstone component of these structures.
- Provide necessary technical assistance to support this transition.

### **2018-19 School Year**

School districts will:

- Review accountability and local data through the lens of a comprehensive needs assessment.
- Engage stakeholders in identifying values, needs and priorities.
- Build strategic plans to address priority areas.

ODE will:

- Publish the redesigned Report Card aligned with Oregon’s plan under ESSA.
- Continue to develop a consolidated needs assessment process.
- Develop guidance and toolkits on data routines and stakeholder engagement.
- Provide necessary technical assistance to support this transition.
- Review districts’ CIP submissions and provide ongoing feedback.

### **Summer 2019**

- School districts will submit redesigned CIP.
- ODE will review districts’ CIP submissions and provide ongoing feedback.

ODE will continue to engage stakeholders – district and school leaders, educators, families, community members, and partners – to better inform the desired shifts aimed at improving outcomes for Oregon’s students.

For more information, please contact:

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