

**Executive Numbered Memo 007-2017-18**  
**Required District Continuous Improvement Plans**

**TO:** Superintendents and District Administrators  
**FROM:** Colt Gill, Director of the Oregon Department of Education  
**DATE:** June 19, 2018  
**RE:** Required District Continuous Improvement Plans

**Continuous Improvement Process and Plans**

As described in OAR 581-022-2250 all districts must submit a continuous improvement plan to the Oregon Department of Education (ODE) every three years. **ODE will require all districts to submit a plan no later than June 28, 2019.** Details related to the completion and submission of plans will be outlined in a memo in the fall of 2018.

When we talk about continuous improvement, we are promoting a process where districts:

- Determine what is working and what needs to change;
- Establish a process to engage stakeholders to effect change;
- Leverage effective practices to implement a plan;
- Use data to monitor and make timely adjustments to improve outcomes.



**Support from ODE**

To support all Oregon districts in a continuous improvement process, ODE will publish a high-level, evidenced-based needs assessment, an aligned planning tool, and corresponding guidance by September 2018.

**2018-19 School Year**

Date	Activity
September 2018	ODE will: <ul style="list-style-type: none"> <li>• Publish a high-level needs assessment</li> <li>• Publish a district-level planning tool</li> <li>• Publish guidance and resources on data routines and stakeholder engagement</li> </ul>
October 2018	ODE will: <ul style="list-style-type: none"> <li>• Publish redesigned “at-a-glance” district and school report cards</li> <li>• Partner with districts who have schools identified for comprehensive or targeted supports</li> </ul>

October – December 2018	Districts will: <ul style="list-style-type: none"> <li>• Review accountability and local data</li> <li>• Engage stakeholders in identifying values, needs, and priorities</li> <li>• Engage in a high-level needs assessment process</li> <li>• Begin to develop a district-wide Continuous Improvement Plan</li> </ul>
March - June 2019	Districts will: <ul style="list-style-type: none"> <li>• Submit a Continuous Improvement Plan to ODE no later than June 28, 2019</li> </ul>

**Resources**

Please visit [ODE’s continuous improvement webpage](#) where resources will be posted as they are made available, including a list of [frequently asked questions](#).

If you have any questions, please contact [Tim Boyd](#), Director of District and School Effectiveness, at 503-947-5621.