

Douglas County School Accountability Committee  
Unified Improvement Planning  
Process Guide

Unified Improvement Planning should be a collaborative process between school staff and the School Accountability Committee (SAC).

School Leadership Role	School Accountability Role
<ul style="list-style-type: none"> <li>● Review and explain school performance data</li> <li>● Update SAC on school priorities and plan implementation</li> <li>● Solicit feedback from SAC on plan</li> </ul>	<ul style="list-style-type: none"> <li>● Participate in performance data discussions</li> <li>● Provide feedback to school leadership regarding the school's plan</li> </ul>

School Accountability Committee Responsibility -  
(§ 22-11-402 (1))

(b) To **advise** the principal of the public school and, in the case of a district public school, the superintendent of the school district concerning the **preparation** of a school performance or improvement **plan**, if either is required pursuant to section 22-11-210, and to submit **recommendations** to the principal, and superintendent if applicable, concerning the **contents** of the **performance or improvement plan**;

(c) To **advise** the local school board or the institute concerning the **preparation** of a school priority improvement or turnaround **plan**, if either is required pursuant to section 22-11-210, and to **submit recommendations** to the local school board or the institute concerning the **contents** of the **priority improvement or turnaround plan**;

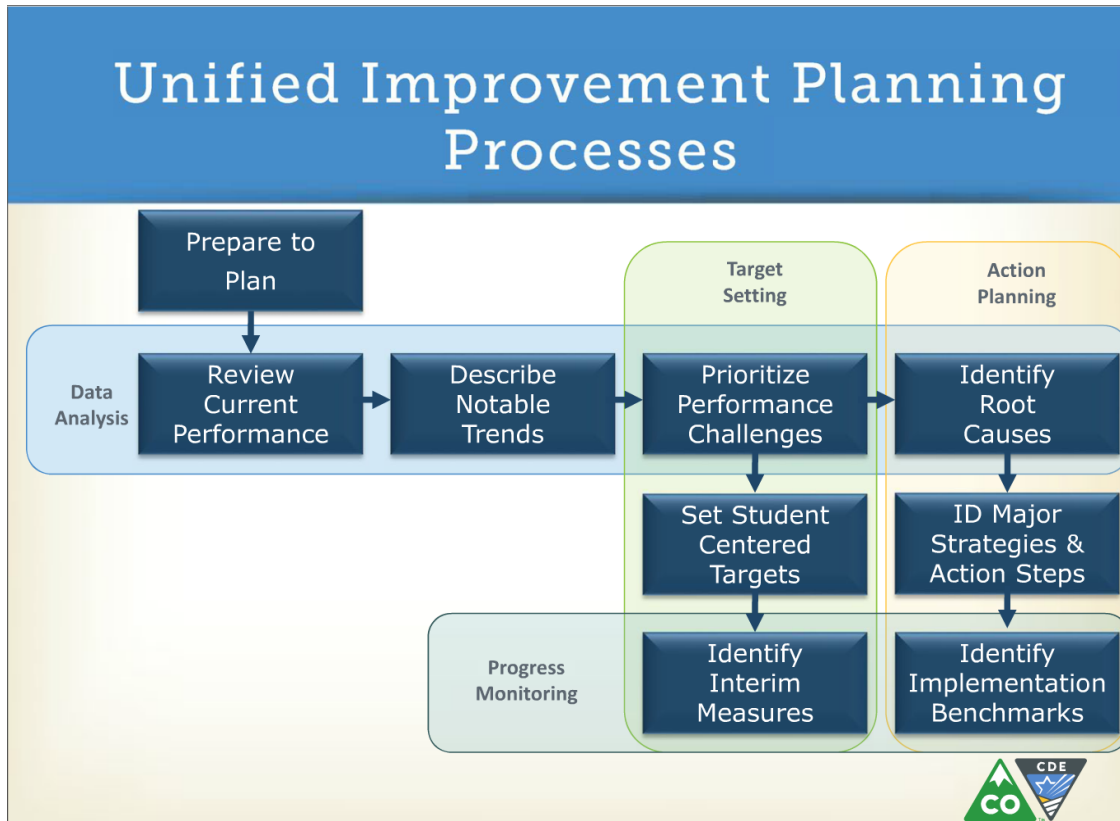
(d) To meet at least quarterly to **discuss** whether school leadership, personnel, and infrastructure are advancing or impeding **implementation** of the public school's performance, improvement, priority improvement, or turnaround **plan**, whichever is applicable, or other progress pertinent to the public school's accreditation contract with the local school board or the institute;

General UIP timeline:

August - September	October - January	February - March	April
<ul style="list-style-type: none"> <li>● Preliminary School Performance Framework released</li> <li>● Review Performance data</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Fall DAC Forum (UIP Process)</b></li> <li>● Review current UIP plan</li> <li>● Status update on plan implementation</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Winter DAC Forum (SPF Overview)</b></li> <li>● Update UIP (if necessary)</li> <li>● Status update on plan implementation</li> </ul>	<ul style="list-style-type: none"> <li>● UIP submission - April 15 for posting on Schoolview</li> </ul>

Questions to start the conversation regarding Unified Improvement Planning:

- **What is our current data on the school's performance framework?**
- **Are there patterns in the performance framework data? (Achievement, Growth or Postsecondary Workforce Readiness)**
- **What is our school currently working on?**
- **What are the future plans?**



## Additional Materials

- [Colorado Department of Education - Unified Improvement Planning site](#)
- [Accountability Handbook \(17-18 Edition\)](#)
- [Principal's Integrated Timeline \(PDF\)](#)
- [Online tutorial video](#)
- [Revisions to the UIP Template 2017-18 \(PDF\)](#)