

Revised June 2020, COMPREHENSIVE EDUCATION PLANNING (CEP) TIMELINE AND GUIDANCE FOR 2020-21

The Comprehensive Education Plan (CEP) aligns with the Chancellor’s expectations and four priorities: accelerate learning and instruction, partner with communities, develop people, and advance equity now. To accelerate learning in ways aligned to these priorities, the New York City Department of Education (NYCDOE) has adopted a strategy for Comprehensive School Support (CSS) and progress monitoring and has rolled out two frameworks for school improvement: the Instructional Leadership Framework (ILF), and the Supportive Environment Framework (SEF). As School Leadership Teams (SLTs) develop CEPs, they should keep these items at the core of their planning. The Chancellor’s Priorities illuminate what we are striving for, the SEF and ILF provide the roadmap for how we get there, and the CSS strategy guides where we place our focus and how we know when we are doing well.

For this year, in response to COVID-19, the process and timeline for developing the 2020-21 CEP has been modified to enable schools to focus on implementation of high-quality teaching and learning in a remote learning environment this spring, and adjust to whatever the “new normal” will look like when school resumes in September.

Schools in Good Standing will update their 2020-21 goals this spring and will have an opportunity to update their action plans in the early fall. Schools designated as Comprehensive Support & Improvement (CSI), including Receivership, and Targeted Support & Improvement (TSI) will be subject to additional NYSED planning requirements that will impact their timeline for CEP development.

While the process and timeline may be different this year as we navigate through the challenges and opportunities of this remote learning and working period, all schools are expected to continue to engage in continuous improvement planning by:

- Reviewing available quantitative and qualitative data to inform student and school progress,
- Examining root causes that impact student achievement,
- Prioritizing needs, and
- Developing annual SMART goals and action plans that will result in improved outcomes for students and schools.

Beginning in fall 2020, the NYCDOE will be rolling out a reimagined version of the CEP template and iPlan portal, together with a suite of professional learning opportunities, to ensure that schools will have a more effective and user-friendly tool to support continuous improvement planning and progress monitoring efforts for 2021-22 and beyond.

This guidance document outlines this year’s process and timeline for the development of the 2020-21 CEP based on school type/or ESSA accountability status. Schools should adhere to the guidance provided in each section below as applicable for their school category/type:

| Section | School Category/Type |
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| 1 | Good Standing Schools (including Recognition Schools) |
| 2 | Comprehensive Support and Improvement (CSI) Schools (including Receivership) |
| 3 | Targeted Support and Improvement (TSI) Schools |
| 4 | CSI and Receivership Schools |
| 5 | Transfer Schools |
| 6 | All Schools: Language Allocation Policy (LAP), Title III LEP, (if applicable), Language Translation and Interpretation Plan for Parents |

Note: Schools with a low participation rate, as identified by the New York State Education Department (NYSED), will need to develop a Participation Rate Improvement Plan (PRIP). Impacted schools will receive specific guidance and support for developing the PRIP.

| Section | 2020-21 CEP Development Guidance by School Type |
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| <p>Section 1: Good Standing And Recognition Schools</p> | <p><u>Good Standing Schools (including Recognition Schools):</u></p> <ul style="list-style-type: none"> • May – June: Principal and School Leadership Team (SLT) meet virtually to reflect on available quantitative and qualitative data regarding student and school progress, including pre-COVID-19 data as well as relevant information during remote learning, to inform the development of annual SMART Goals for SY' 2020-21. Note: Schools in Good Standing may continue to use the focus of their current CEP goals and just revise them into a SMART goal format for 2020-21. <ul style="list-style-type: none"> ○ To support principals and SLTs in developing their 2020-21 goals, a new SMART Goal Builder tool will be available in the iPlan portal in late May. This online tool allows SLTs to respond to a series of questions that will automatically populate a draft annual goal that is SMART. In advance of the release of the SMART Goal Builder, SLTs are encouraged to use this CEP Goal Worksheet. Schools can also refer to NYSED's guidance on Acceptable vs. Unacceptable Effective Practice CEP Goals. Guidance on using the SMART Goal Builder will be available here. • By July 24: Principal uses the SMART Goal Builder tool in iPlan to submit their goals, and completes the Online Attestation stating that the CEP goals align with the preliminary school-based budget. • By July 31: Principal receives feedback on the 2020-21 SMART goals provided by superintendent /BCO team. • By August 7: Principal revises 2020-21 SMART goals based on superintendent/BCO team feedback, as appropriate. • By August 14: Superintendent certifies the alignment of CEP annual goals with school-based budget. • September – October: Principal and SLT update CEP action plans to align with the 2020-21 CEP goals. • By October 30: Principal submits in iPlan the school's updated CEP action plans for the 2020-21 school year. • By November 20: School finalizes the 2020-21 CEP for superintendent's approval and public posting, and principal uploads in iPlan the SLT signature page and related documents. • By November 23: Superintendent approves finalized 2020-21 CEP goals and action plans. • November 23 – 30: The approved 2020-21 CEP is publicly posted in iPlan and on school webpage. • Ongoing: SLT monitors progress towards meeting annual CEP goals, at least twice yearly, and updates action plans in iPlan, as appropriate. |
| <p>Section 2: CSI and Receivership Schools</p> | <p><u>Comprehensive Support & Improvement (CSI), including CSI Transfer Schools and Receivership Schools:</u></p> <ul style="list-style-type: none"> • May – June: Principal and School Leadership Team (SLT) meet virtually to reflect on available quantitative and qualitative data regarding student and school progress, including pre-COVID-19 data as well as relevant information during remote learning, to inform the development of annual SMART Goals for SY' 2020-21. <ul style="list-style-type: none"> ○ To support principals and SLTs in developing their 2020-21 goals, a new SMART Goal Builder tool will be available in the iPlan portal in late May. This online tool allows SLTs to respond to a series of questions that will automatically populate a draft annual goal that is SMART. In advance of the release of the SMART Goal Builder, SLTs are encouraged to use this CEP Goal Worksheet. Schools can also refer to NYSED's guidance on Acceptable vs. Unacceptable Effective Practice CEP Goals. Guidance on using the SMART Goal Builder will be available here. ○ Principal refers to NYSED's Potential ESSA Indicator Goal Sheet to inform the development of 2020-21 goals. |

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| | <ul style="list-style-type: none"> ○ Receivership Schools should refer to their Demonstrable Improvement Indicators (DIIs) to inform the development of their SMART Goals. ○ Schools receive shoulder-to-shoulder support for updating CEP Snapshot inclusive of new NYSED requirements for 2020-21. Note: 1) CSI schools implementing the high school redesign option will use this high school redesign template in lieu of the CEP Snapshot. 2) While CSI schools may identify a goal for 2020-21 that is similar to the goal used for 2019-20, the actions to address this goal would be expected to look different. Either the previous actions were successful and the school is now ready for more sophisticated actions, or the previous actions were not successful and the school should find different strategies to address the goal. ● By July 13: CSI schools submit their 2020-21 CEP Snapshots via email to the superintendent, with a copy to the DSI, DCI, and SDIL/SIM. In preparation of the formal NYSED review process beginning on July 24, superintendent/BCO teams will provide feedback. ● July 14-17: NYSED is offering “office hour” sessions to provide CSI schools, that selected the default option, with informal feedback on the draft 2020-21 CEP Snapshots. ● By July 17: School receives informal feedback on the CEP Snapshot by superintendent/BCO teams. ● By July 23: Principal revises and submits CEP Snapshot, as appropriate, in response to feedback provided by NYSED and superintendent/BCO team. Principal emails the Final CEP Snapshot to the superintendent, with a copy to the DSI, DCI, and SDIL/SIM. ● By July 24: Principal uses the SMART Goal Builder tool in iPlan to submit their goals, and completes the Online Attestation stating that the CEP goals align with the preliminary school-based budget. ● July 24: NYSED’s formal review process begins. ● August 14: Superintendent certifies the alignment of CEP goals with school-based budget. ● September 4: School revises 2020-21 CEP Snapshot based on NYSED feedback. ● September - October: Final 2020-21 CEP Snapshot is shared with school community. ● By November 23: Superintendent approves finalized 2020-21 CEP Snapshot for public posting. ● November 23-30: The approved 2020-21 CEP is publicly posted in iPlan and on school webpage. ● Ongoing: School regularly monitors progress towards meeting annual CEP goals, using the Quarterly Progress Monitoring Tool in iPlan, and updates action plans in iPlan, as appropriate. |
| <p>Section 3: TSI Schools</p> | <p><u>Targeted Support & Improvement (TSI), including TSI Transfer Schools:</u></p> <ul style="list-style-type: none"> ● May – June: Principal and School Leadership Team (SLT) meet virtually to reflect on available quantitative and qualitative data regarding student and school progress, including pre-COVID-19 data as well as relevant information during remote learning, to inform the development of annual SMART Goals for SY’ 2020-21. <ul style="list-style-type: none"> ○ To support principals and SLTs in developing their 2020-21 goals, a new SMART Goal Builder tool will be available in the iPlan portal in late May. This online tool allows SLTs to respond to a series of questions that will automatically populate a draft annual goal that is SMART. In advance of the release of the SMART Goal Builder, SLTs are encouraged to use this CEP Goal Worksheet. Schools can also refer to NYSED’s guidance on Acceptable vs. Unacceptable Effective Practice CEP Goals. Guidance on using the SMART Goal Builder will be available here. ○ Principal refers to NYSED’s Potential ESSA Indicator Goal Sheet to inform the development of 2020-21 goals. ○ TSI Schools will receive shoulder-to-shoulder support for developing the CEP, via the TSI CEP Support Visits. Support Visit 3 will provide individualized support in reflecting on available data and lessons learned throughout the 2019-20 school year to inform the development of annual SMART Goals for SY’ 2020-21, based on areas of subgroup identification. |

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| | <ul style="list-style-type: none"> • By July 13: TSI schools submit their 2020-21 CEP Snapshots via email to the superintendent, with a copy to the DSI, DCI, and SDIL/SIM, in preparation of the review process by superintendent/BCO teams who will provide feedback. • By July 24: Principal uses the SMART Goal Builder tool in iPlan to submit their goals, and completes the Online Attestation stating that the CEP goals align with the preliminary school-based budget. • By July 31: Principal receives feedback on the 2020-21 SMART goals provided by superintendent /BCO team. • By August 7: Principal revises 2020-21 SMART goals based on superintendent/BCO team feedback, as appropriate. • By August 14: Superintendent certifies the alignment of CEP annual goals with school-based budget. • September – October: Principal and SLT update CEP action plans to align with the 2020-21 CEP goals. • By October 30: Principal submits in iPlan the school’s updated CEP action plans for the 2020-21 school year. • By November 20: School finalizes the 2020-21 CEP for superintendent’s approval and public posting, and principal uploads in iPlan the SLT signature page and related documents. • By November 23: Superintendent approves finalized 2020-21 CEP goals and action plans. • November 23 – 30: The approved 2020-21 CEP is publicly posted in iPlan and on school webpage. • Ongoing: SLT monitors progress towards meeting annual CEP goals, at least twice yearly, and updates action plans in iPlan, as appropriate. |
| <p>Section 5: Transfer Schools</p> | <p><u>All Transfer Schools:</u></p> <ul style="list-style-type: none"> • September-October: In addition to the CEP planning activities specified in Sections 1-4 of this document, as applicable, all Transfer Schools will be required to update the CEP action plans informed by the Transfer School Pillars aligned to their 2020-21 CEP goals; and update the At Risk Youth Historical Data Tables to reflect changes to their student population. Transfer school guidance is available here. |
| <p>Section 6: LAP Title III LEP (if applicable) Translation and Interpretation</p> | <p><u>SY 2020-21 Language Allocation Policy (LAP):</u></p> <ul style="list-style-type: none"> • By July 24: Principals submit a draft LAP for SY 2020-21 in iPlan that is updated to reflect plans to combat potential learning loss experienced by English Language Learners (ELLs) and former ELLs due to the transition to remote learning in response to COVID-19. <ul style="list-style-type: none"> ○ To support principals and LAP teams in developing their LAP, the Division of Multilingual Learners will release guidance on areas schools will need to focus on in drafting the SY 2020-21 LAP in P-Digest. • June/July: BCO Directors of MLLs/ELLs and their teams will provide support to schools in developing plans. • August-September: BCO Directors of MLLs/ELLs and their teams work collaboratively with superintendents in providing feedback on the LAP to schools. • By October 30: Principals submit a final plan that addresses the feedback provided. <p><u>Title III LEP (if applicable):</u></p> <ul style="list-style-type: none"> • By October 30: Principals submit a final plan that addresses the feedback provided. |