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MEMORANDUM

TO: ALL Superintendents (and Curriculum Directors)
FROM: Amy Fowler, Deputy Secretary
SUBJECT: Submitting LEA and School Continuous Improvement Plans
DATE: March 23, 2018

This memo outlines the general information and steps the Agency of Education (AOE) is using for collecting and reviewing the Continuous Improvement Plans (CIP) from all Vermont SU/SDs and individual schools within the SU/SDs for Spring 2018.

General Information applicable to all SUs/SDs and Schools:

- All SU/SDs and schools will submit Phase 1 of the CIPs in the Vermont AOE Grants Management System. A video recording has been created to walk you through this process. This video can be accessed [here](#). Most of you have probably been working on your CIPs in some electronic format; you may cut and paste this information directly into the Vermont AOE GMS.
- To log on to the new system, people who have Grantium logins should go to the [AOE GMS site](#), enter their email address and click “Forgot Password”. Then follow the instructions. A “how to logon” video is available on the main AOE GMS site if you have questions. If you need assistance, there is a link to the AOE GMS help desk on the main site.
- The SU/SD level CIPs will be submitted and reviewed first. Then, upon advancement, school-based plans will be submitted and reviewed. The AOE encourages all LEAs to submit plans when you are able; we believe that most LEAs will have plans submitted by April 1st. We have set aside time and resources to review plans and we will conduct reviews in order of receipt. During this FY19 submission cycle, we will be testing the review process and using the results for continuous improvement. [Here](#) are the current review questions.
- Please see the next page for a step by step guide for how to submit your CIP.

Steps in Submitting the Continuous Improvement Plan (CIP):

1. All SU/SDs will submit Phase 1 of the SU/SD level CIPs for advancement. Relevant and supporting documentation may be uploaded within the AOE Grants Management System as appropriate.
 - a. **When:** Beginning in March, SU/SD CIPs reviewed in the order they are received.
 - b. **Review:** AOE Education Quality Assurance Team, and other content specialists, will review SU level CIPs against the review questions checklist.
 - c. **Notification:** SU/SD will be notified of the status of their CIP through the VT AOE GMS system.
2. Once the SU/SD CIP has been advanced, schools will complete and submit their school-level CIPs, based on the specific goals and strategies identified and contained within the LEA-CIP and other local goals and strategies that may emerge from local needs assessments. Relevant and supporting documentation may be uploaded within the AOE Grants Management System as appropriate.
3. Once the CIP has been advanced at the school and LEA level, the LEA is now able to complete the CFP application when it becomes available. The AOE CFP team will not be able to approve investments without approved CIPs in place.

Resources to support a systemic approach to continuous improvement may be found on the Education Quality Assurance Team's [website](#).