

Initiative	Deliverable	Start Date	Completion	Status
PRIORITY 1: Establish a Clear, Inclusive Vision and Shared Ownership		02/01/23	07/25/24	In Progress
1A. QUALITY STANDARDS: Develop Quality Standards for the Special Education Department.	Quality Standards	03/01/23	06/28/24	In Progress
Review quality standards for inclusive schools provided by Stetson and Associates (department)	Obtain Quality Standards	03/01/23	05/29/23	In Progress
Crosswalk and refine district specific quality standards with Leadership Team		05/30/23	07/28/23	Not Started
Vet with district leadership and advisory committees/workgroups for publication		07/31/23	10/03/23	Not Started
Convene/select Principal work group for oversight and feedback	Meeting Held	10/04/23	11/08/23	Not Started
Use technical support from vendor to finalize district quality standards		11/09/23	12/06/23	Not Started
Communicate Quality Standards via Principals Weekly and Board Update	Quality Standards for AISD	12/07/23	12/18/23	Not Started
Integrate quality standards within training sequence and professional learning opportunities for administrators and staff	Checklist or Rubric to Validate Integration	12/19/23	06/28/24	Not Started
Update internal and external documents to reflect quality standards and inclusive vocabulary	Checklist or Rubric to Validate Integration	12/19/23	06/28/24	Not Started
1B. TRAINING: Provide training and resources to all campus principals and campus leadership teams to support their roles as knowledgeable instructional leaders with regard to students with disabilities.	Published Training Offerings	02/01/23	07/25/24	In Progress
Secure vendor to conduct Step-by-Step inclusive schools training	Contract	02/01/23	02/15/23	Complete
Provide Board Update with Step-by-Step Schedule for Training	Board Update	02/10/23	02/16/23	Complete
Identify Central Office personnel to attend for baseline and aligned support	Invitation and Sign In Sheet	02/16/23	02/16/23	Complete
Ensure each campus team is scheduled for Step-by-Step training (multi-year phase one).	Schedule of Training	02/16/23	04/14/23	Complete
Collaborate and schedule 23-24 meetings with the Office of School Leadership teams and principals to share Step-by-Step Updates and improve practice	Agendas with Scope and Sequence	07/10/23	06/28/24	Not Started
Contract and issue Purchase Order for Stetson to provide follow-up campus technical assistance for Step-by-Step training-Phase One SY22-23	Contract and Purchase Order Issued	02/16/23	03/01/23	Complete
Contract and issue Purchase Order for Stetson to provide follow-up campus technical assistance for Step-by-Step training-Phase Two SY23-24	Contract and Purchase Order Issued	07/10/23	08/01/23	In Progress
Provide consultation and coach campus leadership and instructional teams around Step-by-Step inclusive practices and scheduling practices- Phase One SY 22-23	Technical Assistance Calendar	03/02/23	06/30/23	In Progress
Provide consultation and coach campus leadership and instructional teams around Step-by-Step inclusive practices and scheduling practices- Phase Two SY 23-24	Technical Assistance Calendar	08/21/23	05/31/24	Not Started
Work with vendor and District leadership to create and publish guidance and continuation documents for the implementation of Step-by-Step Inclusive Schools training	Guidance Documents	03/20/23	06/28/24	In Progress
Emphasize Stetson Step-by-Step Training at Leadership Institute	BLEND Course/ Presentation Materials	07/25/24	07/25/24	Not Started

Create on-boarding model with the vendor for new Administrators	On-boarding model	06/05/23	08/04/23	Not Started
Provide fall and summer board update on training and implementation at BOY Scorecard Review and Presentation	Board Presentation Embedded with BOY Scorecard Info	10/13/23	10/27/23	Not Started
1C. CLARIFICATION OF ROLES AND RESPONSIBILITIES: Clarify roles and responsibilities of district-level staff within the Special Education Department	Roles & Responsibilities Scope & Sequence	02/16/23	06/28/24	In Progress
Secure vendor and set four dates for training	Calendared Dates and Invitations	02/16/23	02/28/23	Complete
Engage with vendor for professional development for departmental staff including coordinators and leadership in research-based strategies for Special Education to building capacity and knowledge	Contract with Vendors with Goals/Scope and Sequence	03/01/23	05/31/23	In Progress
Establish a cadence of meetings for all Department groups so staff meet regularly and Department expectations are consistently shared.	Work Group Invitations, Minutes and Artifacts	06/01/23	06/28/24	In Progress
Develop Agendas/ Scope and Sequence one week prior to each meeting for review	Agenda/ Scope and Sequence	06/01/23	06/28/24	In Progress
Update handbooks and materials for departmental training and development	Handbooks and Materials	06/01/23	06/28/24	In Progress
Meet regularly and establish business rules and expectations with regard to communication, confidentiality, and organizational structures that support the Department's initiative	Work Group Invitations, Minutes and Artifacts	06/01/23	06/24/24	In Progress
Create Outward-Facing Documents for Campus Support Guide Aligned to Departmental Expectations	Updated Support Guide	06/01/23	07/07/23	In Progress
1D. INTERNAL WEBSITE: Improve clarity, organization, and alignment within internal (staff) Austin ISD website.	Updated Internal Site	04/03/23	08/11/23	In Progress
Create Team to Perform Semester Review of Internal Website (Set Cadence each semester)		04/03/23	05/01/23	Complete
Supervisors/Directors will create a calendar of touch points to review progress		05/02/23	05/10/23	Complete
Develop calendar and rubric for review	Cadence of Meetings	05/02/23	05/10/23	In Progress
Each team will review and update each content area (campus support, related services, 504, dyslexia, compliance, C&I)	Updates to internal website added to shared drive	05/11/23	06/01/23	Not Started
Each team will use rubric to evaluate and provide updated content and action plan for future website updates		05/11/23	06/01/23	Not Started
Submission of phase one revision and updates implemented from action plans		05/11/23	05/30/23	Not Started
Completion of phase one revision and updates implemented from action plans	Updated Internal Website	06/02/23	07/28/23	Not Started
Supervisors/Directors will ensure updates are completed	Updated Internal Website	07/31/23	08/11/23	Not Started
1E. COMMUNITY CONNECTION: Increase family and community engagement and outreach to build trust		02/16/23	06/28/24	In Progress
Identify subject matter experts/contractors in enhancing vision of services, quality indicators, and common expectations	Contract with Vendors with Goals/Scope and Sequence	02/16/23	02/17/23	Complete
Review and refine the special education vision statement.	Update Vision Statement	03/20/23	05/31/23	Not Started
Vet with district leadership and stakeholder advisory committees (SEAC)/workgroups for publication	Presented at SEAC	04/19/23	11/16/23	Not Started

Update external website with district vision, mission and guiding principles on Austin ISD website	Updated Special Education Page	11/17/23	11/30/23	Not Started
Add parent component to external website to include information, resources, and opportunities for greater involvement	Updated Special Education Page	05/01/23	06/28/24	In Progress
Connect with Community Engagement, Provide Scope, and set timelines for communication and engagement for the external website	Cadence of Meetings	08/01/23	08/18/23	In Progress
Embed in training/information sessions for parents and community members (Parent Learning and Engagement Sessions, Parent Power Hours)	Updated Special Education Page	05/01/23	06/28/24	Not Started
Create a schedule and draft identify topics of Parent Learning and Engagement Sessions, Parent Power Hours	Cadence of Meetings	05/01/23	07/28/23	Not Started
Identify the location of Parent Learning and Engagement Sessions, Parent Power Hours	Locations secured	05/01/23	07/28/23	Not Started
Secure Vendors, if needed, to support Parent Learning and Engagement Sessions	Contract and Purchase Order	05/01/23	07/28/23	Not Started
Identify staff that will support at first semester Parent Learning and Engagement Sessions , Parent Power Hours	Staff schedule	05/01/23	07/28/23	Not Started
Create flyers for first semester Parent Learning and Engagement Sessions, Parent Power Hours	Creation of flyer	07/31/23	08/21/23	Not Started
Connect with DCCE on the distribution of Parent Learning and Engagement Sessions, Parent Power Power flyer and information		08/22/23	08/28/23	Not Started
Disseminate information on social media, district calendar, and parent/community newsletters monthly	Published on Social Media, District Calendar and Newsletters	08/29/23	06/28/24	Not Started
Send Principals Weekly with all Parent Learning and Engagement Sessions	Principals Weekly	08/29/23	06/28/24	Not Started
Send Board Update on Fall Parent Learning and Engagement Sessions (Parent Power Hours)	Board Update	08/29/23	06/28/24	Not Started
Each team will review and update external website by content area (campus support, related services, 504, dyslexia, compliance, C&I)	Updates to internal website added to shared drive	05/15/23	06/28/24	In Progress
Develop or secure a rubric to evaluate website components for public/community (phase 1)	Rubric	05/15/23	06/01/23	Not Started
Each team will use rubric to evaluate and provide updated content and action plan for future website updates	Updated Special Education Page	06/02/23	06/28/24	Not Started
Submission of phase one revision and updates implemented from action plans	Updated Special Education Page	06/02/23	08/01/23	Not Started
Completion of phase one revision and updates implemented from action plans	Updated Internal Website	08/02/23	08/30/23	Not Started
Work with the communications team to develop an external page on the status of special education	Published page on AISD Website	08/31/23	05/31/24	In Progress
Continuous updates of external page on the status of special education	Published page on AISD Website	08/31/23	05/31/24	Not Started
PRIORITY 2: Implement Strong Tier One instruction within a Multi-Tiered System of Supports		03/01/23	06/28/24	In Progress
2A. CROSS DEPARTMENTAL PARTNERSHIPS: Partner with Academics, Office of School Leadership (OSL), and Student Programs to train all district and campus staff on well-functioning MTSS Process		06/01/23	06/28/24	In Progress

Work with departments to update training modules, tools, and resources	Work Plan Creation	06/01/23	06/28/24	Not Started
Work with the departments to update and/or create a listing of research-based practices expected in every classroom across grade and content levels	Updated Classroom Resource	06/01/23	06/28/24	In Progress
Include research-based listing in the Instructional Playbook working with Employee Effectiveness	Add Resource in Instructional Playbook	09/01/23	03/29/24	Not Started
Train Coaches and Principals on updated modules, tools and resources	Published HCP Courses	04/01/24	06/28/24	Not Started
Ensure evidence of high-quality tier 1 in all professional development design	Updated Training Modules	03/04/24	06/28/24	Not Started
Meet with PPFT and Employee Effectiveness Team to ensure alignment in supporting documents and walkthrough tools.	MTSS Updates included in HC Documents	09/01/23	03/29/24	Not Started
Provide Spring Update for Summer and Beginning Of Year to Board on Training and Implementation	Board Presentation Embedded with BOY Scorecard Info	04/01/24	05/01/24	Not Started
2B. PROFESSIONAL LEARNING: Provide professional development to general and special education coordinators and their leadership staff in cutting-edge practices and research strategies to increase the application of these practices	Website Updates, HCP/Blend Sessions Published, Collaborative Meetings Held	04/03/23	05/31/24	In Progress
Contract with vendors for high-quality tier 1 instruction evidence-based curricular resources	Contracted Service Agreements	05/01/23	09/08/23	Not Started
Collaborate with departments to co-plan and co-teach sessions that will be shared with staff on how to differentiate Tier 1 instruction to meet the instructional needs of all learners.	Cadence of Meetings Established	04/03/23	12/22/23	In Progress
Provide professional learning sessions and coaching around instructional strategies	Published HCP Sessions	12/25/23	05/31/24	Not Started
Schedule collaborative meetings to review the effectiveness of instructional strategies and revise/update sessions, as needed.	Cadence of Meetings Established	07/03/23	05/31/24	Not Started
Add and revise teacher/teacher assistant component to the internal (staff) website to include inclusive teaching models, learning strategies, webinars, and information.	Internal Special Education & MTSS websites Updated	07/03/23	05/31/24	Not Started
2C. IMPLEMENTATION: Develop and implement a rubric for district personnel to use during walkthroughs to confirm the implementation of evidence-based practices	Campus Observation and Feedback System	08/25/23	06/06/24	Not Started
Using the updated evidence-based practices, create a rubric for campus instructional walkthrough document	Campus Walkthrough Document	04/01/24	05/16/24	Not Started
Embed rubric into principals training		05/17/24	06/06/24	Not Started
Using the Office of School Leadership instructional walkthrough schedule conduct campus visits to confirm implementation of evidence-based practices	Cadence of Walkthroughs	08/25/23	05/31/24	Not Started
Using findings from classroom visits, share written recommendations with the principal and teaching staff using the Department template. Follow-up with staff, as needed.	Walkthrough/Observation Feedback Forms	08/25/23	05/31/24	Not Started
2D. CONSISTENCY: Ask each campus to select a team of general and special educators to self-assess the extent to which each school meets MTSS standards. Provide a trained facilitator so that the understanding of these standards is consistent across the district and the self-assessment results are valid.		03/01/23	12/15/23	In Progress

Schedule and provide training for each campus team on sustaining an effective MTSS process on their campus		03/01/23	12/15/23	In Progress
2E. SYSTEMATIC TRAINING: Develop a yearly calendar of training for campus administrators, staff, and district leadership to build capacity around the implementation of evidence-based practices in parallel to MTSS improvements		04/03/23	02/07/24	In Progress
Identify current training offerings existing partnerships, and vendors that provide aligned training	Current PD Listing	04/03/23	05/31/23	In Progress
Identify yearly training needs through a comprehensive review of feedback, classroom visits, and student-level assessment data.		04/03/23	05/31/23	In Progress
Develop professional learning calendar	Professional Development Calendar	04/03/23	05/31/23	In Progress
Contract with vendors (as needed) to provide identified training needs to support inclusive teaching models, and instructional practices	Contracts	04/03/23	07/28/23	In Progress
Work with team and assign staff to develop and present trainings	Calendar and Assignments	04/03/23	07/28/23	In Progress
HCP course sections published for staff sign up	Published HCP courses	04/03/23	05/31/23	In Progress
Submit information to PL Team for summer publishing	Submission Process Followed	04/03/23	04/17/23	Complete
Design summer and fall professional learning and procure resources needed	Executed Contracts and Professional Learning Opportunities	06/01/23	02/07/24	In Progress
All Professional Development Offerings will be sent via Principals' Weekly, Distributed Fliers, and Summer and Fall PL Calendars	Published Communications	06/01/23	02/07/24	In Progress
Implement/deliver training at Monthly Admin Meetings	Develop Cadence of Meetings	06/01/23	10/04/23	In Progress
Implement training at Summer Leadership for Admin/Special Education Institute	SPED Training Session Held	06/01/23	10/04/23	In Progress
Implement training at EDU	SPED Training Session Held	06/01/23	10/04/23	In Progress
Implement training at Dyslexia Intervention Programming	SPED Training Session Held	06/01/23	02/07/24	In Progress
Implement training at New Teacher	SPED Training Session Held	06/01/23	10/17/23	Not Started
Implement training at Job-alike day August	SPED Training Session Held	06/01/23	10/17/23	Not Started
Implement training at Department Chair	SPED Training Session Held	06/01/23	02/07/24	Not Started
Develop a cadence and scope and sequence for cohort meetings	Cadence of Meeting Document	06/01/23	08/15/23	In Progress
Develop and follow set up process for all summer departmental professional learning and institutes	Professional Learning Survey	06/01/23	08/15/23	In Progress
PRIORITY 3: Meeting Evaluation and Compliance Requirements		05/09/22	11/11/24	In Progress
3A. FOCUSED SYSTEMS: Improve structures and systems focus on timely evaluations and quality IEPs	Evaluation & IEP System	05/09/22	06/28/24	In Progress
3A.1 Develop a system in PCG for tracking initial referrals to completion of the initial ARD/IEP.	Operational Tracking System in Use by Campuses	02/06/23	12/22/23	In Progress

Meet with PCG/Easy IEP to develop a referral tracker within their system.	Quote for Development	02/06/23	02/16/23	Complete
Submit IT Development Request Form for PCG/IEP to develop a referral tracker with the system	Submission of IT Development Request form	02/17/23	03/23/23	Complete
Review tool provided in May 2023 and provide input to vendor	Operational Referral Tracker	05/01/23	05/30/23	Not Started
Create guidance documents and BLEND training modules for new referral tracker system	Guidance Documents and BLEND Training Modules	05/31/23	07/06/23	Not Started
Train District staff on new referral tracker when the District moves from the current Smartsheet system	Training Dates Published in HCP	07/07/23	12/22/23	Not Started
3A.2 Refine the existing system for tracking initial referrals.				
Create smartsheet to track initial referral packets campuses are submitting.	Operational Smartsheet	05/09/22	12/22/23	In Progress
Develop and deliver training for the initial referral process	Presentation; Attendance Sheets	09/01/22	09/20/22	Complete
Maintain, update, and verify data on Smartsheet during system migration	Presentation; Attendance Sheets	05/09/22	07/22/22	Complete
Update and deliver training for District and campus level staff on the initial referral process	Track changes on Smartsheet	03/01/23	12/22/23	In Progress
Develop a rubric for quality control of initial referral packets submitted by campuses	SY23-24 HCP Sections Published; Presentation; Attendance Sheets	05/01/23	07/28/23	Not Started
Review a fall sampling of initial referrals to review the quality of campus submissions	Rubric	05/01/23	07/28/23	Not Started
Meet with campuses who are not providing robust referral packets or an overabundance of referrals for the size of the campus	Initial Referral Packet Rubric	07/31/23	12/22/23	Not Started
Meet quarterly with campus EDs whose campuses are not providing robust referral packets or an overabundance of referrals for the size of the campus	Individual Campus Meetings	09/04/23	12/22/23	Not Started
Meet quarterly with campus EDs whose campuses are not providing robust referral packets or an overabundance of referrals for the size of the campus	Individual Exec. Director Meetings	09/04/23	12/22/23	Not Started
Create a real-time virtual dashboard for initial referrals	SPED Compliance Dashboard	02/01/23	02/28/23	Complete
Create a BLEND online asynchronous training for initial referral process to be available to onboard new staff	Published BLEND Courses	07/10/23	09/01/23	Not Started
3A.3 Develop a compliance monitoring dashboard for referrals, annual and initial ARD meetings.				
Create a real-time virtual dashboard for annual and initial ARD meetings.	SPED Compliance Virtual Dashboard	02/01/23	12/22/23	In Progress
Provide information and monthly updates to district administrators and assigned campus level staff on dashboard	SPED Compliance Virtual Dashboard	02/01/23	02/14/23	Complete
Create a BLEND online asynchronous training for the dashboard that will be available to onboard new administrators	Campus Specific Compliance Dashboard; Email or PW communications	02/15/23	12/22/23	In Progress
Meet with Director of Data Management to discuss TABLEAU for an updated dashboard	Published BLEND Course	07/10/23	09/01/23	Not Started
Meet bi-weekly with Data Analytics team to work on transferring the dashboard data to TABLEAU	Meeting scheduled; Staff assignments given	02/22/23	02/22/23	Complete
	TABLEAU Dashboard; Meetings scheduled; Agenda of meetings	02/22/23	12/22/23	In Progress

3A.4 Implement a compliance monitoring system for initial and annual ARD meetings.		02/15/23	06/28/24	In Progress
Monitor weekly the out of compliance initial and annual ard meetings	SPED Compliance Dashboard	02/15/23	12/22/23	In Progress
Email campuses bi-weekly who are out of compliance with intial and annual ard meetings	Bi-Weekly Communication	02/15/23	12/22/23	In Progress
Email coordinators weekly whose campuses are out of compliance with intial and annual ard meetings	Weekly Communication	02/15/23	12/22/23	In Progress
Email campuses after an FIIE has been completed to hold and ARDC meeting.	Weekly Communication	02/15/23	12/22/23	In Progress
Create an ARD completion checklists to support campuses	ARD Meeting Checklists	06/30/23	08/30/23	Not Started
Train Special Education Leadership Staff on ARD checklists	ARD Meeting Checklist; Presentation; Attendance Sheets	07/17/23	08/31/23	Not Started
Train campus Department Chairs on ARD checklists	ARD Meeting Checklist; Presentation; Attendance Sheets	07/17/23	08/31/23	Not Started
Meet quarterly with the office of school leadership staff on trends and patterns in the compliance data.	ED meeting agendas; Calendar of Meetings	05/01/23	02/26/24	Not Started
Meet with principals at their monthly principal meeting on trends and patterns in FIIE/ARD compliance data.	Principal meeting agendas; Calendar of Meetings	03/06/23	06/28/24	In Progress
3B. PROFESSIONAL LEARNING AND RECRUITMENT: Develop extensive structures for improving quality Professional Learning, Capacity Building, and Recruitment for Evaluation Staff		11/09/22	11/11/24	In Progress
3B.1 Recruitment Special Education Evaluation and Related Services Staff		11/10/22	11/11/24	In Progress
Develop and implement a recruitment and communications plan in partnership with human capital.	Recruitment and Communications Plan	02/01/23	03/31/23	Complete
Contact universities from across Texas to partner with LSSP's programs to have interns apply with AISD	Partnership with Universities	03/27/23	12/22/23	In Progress
Work with Human Capital to consider two possible calender contracts for evaluators (197 days and 207 days) - to support family balance	Two duty day options	03/02/23	03/31/23	Complete
Explore and make recommendations around salary and salary ranges for new and existing AISD evaluators, retention bonuses, sign-on bonuses, relocation stipends, increased mentor and supervision stipends, etc.	Salary schedule; stipend lists	03/06/23	05/31/23	In Progress
Post evaluation postings on multiple educator websites TASB, TASP, NASP, TASA, etc.	Job Postings on External Sites	04/17/23	06/28/24	In Progress
Attend professional conferences and job fairs to recruit LSSPs and Educational Diagnosticians	Conference Registration; Job Fair Booth Registration	11/10/22	11/11/24	In Progress
3B.2 Provide professional development opportunities throughout the year for evaluators to enhance skills and maintain their certifications/licensures.		11/09/22	06/03/24	In Progress
Create and conduct a needs assessment for professional development to enhance the skills of the evaluation staff	Template for needs assessment; complete needs assessment form	04/03/23	05/31/23	In Progress
Develop Professional Development/Training Plan for Evaluators for certification, legal updates and best practices	Scope and Sequence of PD Plan	04/24/23	06/23/23	Not Started

Share Professional Development/Training Plan with evaluation team	Scope and Sequence of PD Plan	06/26/23	07/21/23	Not Started
Provide in-house training opportunities at the Evaluator monthly meeting from evaluation and compliance directors	HCP Trainings Published; Meeting Agendas; Attendance Sheets	03/06/23	06/03/24	In Progress
Provide opportunities to attend Region 13 conferences, webinars, and trainings	Training Schedule; Registration Confirmations	06/01/23	12/22/23	Not Started
Send leadership staff to a state or national conference to bring back knowledge and present to the evaluation team	List of conferences and registration opportunities	11/09/22	06/03/24	In Progress
3C.3 Provide professional development opportunities throughout the year for District and campus level staff around compliance				
Complete first draft of operating guidelines for the Special Education Department	Operating Guidelines First Draft copy	03/06/23	04/28/23	In Progress
Quarterly update of operating guidelines	Operating Guidelines Changes Notes	04/28/23	12/22/23	Not Started
Develop guidance documents for staff on compliance tips, evaluations, IEPs, Easy IEP/PCG	Guidance Documents	02/27/23	02/27/24	In Progress
Distribute guidance documents and changes to operating guidelines on external and internal website, in PWs, staff memos/emails, etc.	Published Communications	02/27/23	02/27/24	In Progress
Train staff on guidance documents and operating guidelines content during job alike days, other professional learning days, periodic office hours	Training Agendas; Schedule of Meetings	02/27/23	12/22/23	In Progress
Assemble an internal review committee for the SPED Department to vet sub-department manuals, toolkits, and guidance documents to ensure their compliance with the current operating guidelines.	List of committee members	03/13/23	05/01/23	In Progress
Internal review committee with meet monthly to review sub-department submissions to ensure their documents are in compliance with the current operating guidelines before disbursement.	Schedule of Meetings; Meeting agendas	05/01/23	05/01/24	Not Started
3C. TRACKING AND EFFICIENCY: Efficiency/Completion of Evaluations and IEPs				
3C.1 Completion of all pending Evaluations				
Provide monthly board update on completion status of evaluations	Board Update	04/03/23	04/03/24	In Progress
Continuous updates of external page on the status of special education	Published page on AISD Website	05/02/23	12/22/23	Not Started
Organize Summer Testing	Summer Testing Clinic	02/17/23	11/21/23	In Progress
Secure North for testing	Location Set	02/17/23	04/03/23	Complete
Walk the site to assess FFE needs will be met	Needs list	02/17/23	02/17/23	Complete
Reserve Location in Facilitron for June 5th through August 15th	Reservation Completion	02/20/23	03/06/23	Complete
Determine Number of Available Spaces and Begin to Set Up Scheduling Template	Scheduling Template	03/07/23	04/03/23	Complete
Coordinate with Central Warehouse if furniture is lacking	Service Request	03/07/23	03/31/23	Complete
Request keys from the Service Center for Portables	Service Request	03/07/23	03/31/23	Complete
Evaluate South testing site for Summer Testing	Site Walkthrough	02/17/23	04/03/23	Complete
Walk the site to assess FFE needs will be met	Needs list	02/17/23	02/17/23	Complete

Reserve Location in Facilitron for June 5th through August 15th	Reservation Completion	02/20/23	03/06/23	Complete
Determine Number of Available Spaces and Begin to Set Up Scheduling Template	Scheduling Template	03/07/23	04/03/23	Complete
Coordinate with Central Warehouse if furniture is lacking	Service Request	03/07/23	03/31/23	Complete
Request keys from the Service Center for Portables	Service Request	03/07/23	03/31/23	Complete
Review inventory of testing kits and protocols	Inventory Review	04/17/23	05/31/23	In Progress
Place purchase orders if needed	Purchase Orders	03/01/23	05/31/23	In Progress
Send Testing Protocols to North Location	Inventory Received at North Location	05/22/23	05/22/23	Not Started
Set aside protocols for south location	Inventory Set Aside at South Location	05/22/23	05/22/23	Not Started
Send evaluation protocols to teachers for completion.	Communication with Parent/Families and Teachers	03/13/23	05/31/23	In Progress
Schedule all summer evaluations	Schedule of students to be tested at what location	05/01/23	08/21/23	Not Started
Contact District staff for summer interest work schedule	Email and phone communication logs	05/01/23	05/31/23	Not Started
Contact vendors for a list of potential candidates interested in Summer testing	Email and phone communication logs	03/01/23	08/21/23	In Progress
Review contractor submissions for licensing, past history	Hired Contractors	03/01/23	08/21/23	In Progress
Approve contractors in smartsheet for access to systems	Systems Access	03/01/23	08/21/23	In Progress
Grant Systems Access	Systems Access	03/01/23	08/21/23	In Progress
Complete summer testing and review FIE reports for vendor and independent contractor payment	Complete Evaluations	06/01/23	11/21/23	Not Started
<i>Organize and Execute School Year Evaluations for Austin ISD Staff</i>		12/01/22	12/22/23	In Progress
Interview potential candidates	RFE sent; Interview paperwork completed by committee	03/01/23	12/22/23	In Progress
On-boarding of New Hires	Onboarding documents completed	03/01/23	12/22/23	In Progress
Evaluate current evaluation needs for each campus to create evaluator assignments	Caseload Review	05/01/23	06/29/23	Not Started
Assign evaluators to campuses by community for beginning of school year	Evaluator Campus Assignments	05/01/23	08/21/23	Not Started
Supervisors will meet bi-weekly with evaluators on caseload regarding status of current caseload	Schedule of meetings; Meeting agendas	02/27/23	08/21/23	In Progress
End of School Year Evaluator Caseload Review and Checkout	Cadence of Meetings	05/01/23	06/01/23	Not Started
Monitor and support evaluator incentives plan	Evaluator Incentive Monitoring Log	03/01/23	06/12/23	In Progress
Submit Stipend information to the Budget/Finance Department for Evaluation Incentive Plan	Payout of Incentive Allotments	12/01/22	12/01/23	In Progress
<i>Organize and Execute School Year Evaluations for Contract Staff</i>		04/03/23	06/28/24	In Progress
End of School Year Evaluator Caseload Review and Checkout	Cadence of Meetings	05/01/23	06/01/23	Not Started
Contact RFP vendors to submit interested contractor staff for start of SY23-24	Communication with RFP Vendors	05/01/23	08/28/23	Not Started

Review submission and interview potential candidates	Interview candidates	04/03/23	08/28/23	In Progress
Submit tickets for on-boarding of new contractors	Sevice now tickets	04/03/23	08/28/23	In Progress
Assign evaluators to campuses by community	Evaluator Campus Assignments	05/02/23	07/10/23	Not Started
Supervisors will meet weekly with evaluators on caseload regarding status of current caseload	Cadence of Meetings	07/10/23	06/28/24	Not Started
3C.2 Develop aggressive targets for summer and fall testing for initials, REEDS, and reevaluations		05/29/23	12/29/23	In Progress
Monitor progress towards aggressive target of completed re-evaluations and initials for Summer 2023	Number of completed evaluations for Summer 2023	05/29/23	08/18/23	Not Started
Monitor progress towards aggressive target of completed re-evaluations and initials for Fall of 2023	Number of completed evaluations for the Fall of 2023	08/21/23	12/29/23	Not Started
3C.3 Completion of all reevaluations within the state and federal timelines (45 days for initials and 3 years for reevaluations)		06/02/23	08/01/24	In Progress
Issue guidance documents and a PW notifications to campus administrators about meeting compliance timelines for re-evaluations	Guidance documents; Principal Weekly Communications; Principal meeting agendas	08/01/23	08/01/24	Not Started
Train campus and district staff on reevaluation meetings and timelines	HCP Published Training; Presentation; Attendance sheets	06/02/23	12/15/23	Not Started
Train virtual and in-person evaluation staff on conducting review of evaluation data (REED).	Evaluation Staff	06/02/23	12/15/23	Not Started
3C.4 Completion of all overdue initial and annual ARD/IEP meetings.		03/01/23	09/02/24	In Progress
Email campuses weekly that have past-due Annual ARD meetings	Email Communications	03/01/23	03/01/24	In Progress
Email coordinators weekly when they have campuses that have past-due annual meetings	Email Communications	03/01/23	03/01/24	In Progress
Campus support supervisors and Director will meet weekly/bi-weekly to review the campuses in need of additional support, review action plans, and to problem solve as needed	Cadence of Meetings	03/01/23	03/01/24	In Progress
Campus support supervisors will meet with campus coordinators weekly to review campuses in need of additional support, including action plans developed to support the campus, which may include additional training, support with IEP writing, support with creating ARD meeting notices, and facilitating the ARD meeting.	Cadence of Meetings	03/01/23	03/01/24	In Progress
Provide campuses with Compliance Corrective Action Plans	Campus Corrective Action Plans	04/28/23	05/31/24	In Progress
Compliance team will update campus action plans to reflect improvements or immediate actions needed.	Campus Corrective Action Plans	04/28/23	05/31/24	In Progress
Meet with principals (onsite visits) who continue to need intervention for over due annual ARD/IEP meeting support	Cadence of Meetings	09/01/23	09/02/24	Not Started
3C.5 Completion of all annual ARD/IEP meetings within the state and federal timeline.		09/07/22	08/01/24	In Progress

Issue guidance documents and a PW notifications to campus administrators about meeting compliance timelines for Annual ARD Meetings	Guidance documents; Principal Weekly Communications; Principal meeting agendas	08/01/23	08/01/24	Not Started
Train campuses to schedule and hold annual ARD meetings 1-3 months in advance of their annual due date.	HCP Trainings Published	07/03/23	09/29/23	Not Started
Campus support supervisors and coordinators will meet bi-weekly to review the campuses in need of additional support	Cadence of Meetings	09/07/22	06/03/24	In Progress
3D. QUALITY CONTROL: Quality Control of Evaluations and IEPs		11/01/22	08/01/24	In Progress
3D.1 Compliance Quality Control of Evaluations		11/01/22	08/01/24	In Progress
Develop a compliance quality review rubric for initial and reevaluations	First rendition of the Quality Review Rubric	11/01/22	12/01/22	Complete
Ongoing support and revisions of the rubric based on changes in compliance or applicable laws	Iterations of Review Rubric	11/01/22	12/22/23	In Progress
Review a sampling of evaluations with the quality review rubric for FIEs	Quality Review Rubric	11/01/22	12/22/23	In Progress
Meet with District evaluators who are not meeting quality compliance requirements	Scheduled Meetings; Email Communications	08/01/23	08/01/24	Not Started
Meet with contract company evaluators/vendors who are not meeting quality compliance requirements	Scheduled Meetings; Email Communications	08/01/23	08/01/24	Not Started
Secure and yearly update licenses for a report writing template program for evaluators to increase consistency and efficiency	Licenses for Report Writing Program	02/01/23	05/05/23	In Progress
3D.2 Quality Control for IEPs		04/03/23	08/01/24	In Progress
Develop a compliance quality review rubric for initial and reevaluations for initial IEPs	First rendition of the Quality Review Rubric	04/03/23	06/02/23	In Progress
Ongoing support and revisions of the rubric based on changes in compliance or applicable laws	Iterations of Review Rubric	06/05/23	06/03/24	In Progress
Review a sampling of IEPs with the quality review rubric for IEPs	Quality Review Rubric	07/03/23	03/25/24	Not Started
Meet with campuses about who are not meeting quality compliance requirements	Cadence of Meetings	09/01/23	08/01/24	Not Started
Provided professional development within the areas of deficit to increase quality of IEPs	Quality PD for IEPs	06/01/23	09/01/23	Not Started