

# From Identification to Implementation: A Strategic Roadmap for CSI School Improvement

*A step-by-step guide for navigating the Comprehensive Support and Improvement (CSI) planning process.*



**Identification Date:** November 2025  
**Plan Submission Deadline:** September 1, 2026



# CSI Planning Lives Inside the Cycle for Continuous Improvement

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# From Identification to Implementation: A CSI Planning Timeline

## Phase 1: Foundation & Discovery (November - February)

Nov-Jan

### Mobilize & Assess Needs

Analyze student data and conduct a Comprehensive Needs Assessment (CNA) to identify performance gaps.



Jan

### Determine Root Causes

Investigate and validate the underlying reasons for the identified priority needs.



Feb

### Select Strategies & Set Goals

Choose evidence-based strategies and draft SMART goals to address the root causes.



Mar

### Develop Action Plan

Define clear steps, timelines, owners, and progress monitoring benchmarks for each strategy.



Apr

### Align Budget & Resources

Ensure funding, staffing, and schedules are aligned to support the improvement plan.



May

### Conduct District Review

Refine the plan based on a formal district-level review for quality and coherence.



## Phase 2: Strategy & Planning (March - May)



## Phase 3: Finalization & Launch (June - September)

Jun-Jul

### Finalize Plan & Secure Approvals

Perform final compliance checks and obtain all necessary district approvals and assurances.



Aug

### Prepare for Rollout

Finalize communication plans and prepare leadership for a successful implementation launch.



Sept. 1

### Submit Plan by Sept. 1 & Launch Implementation

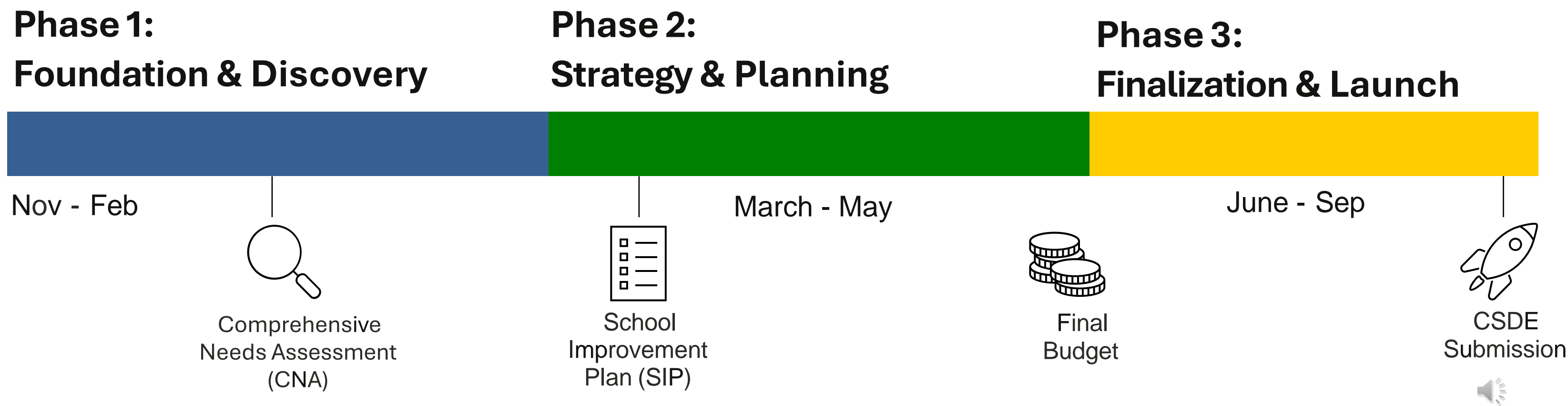
Formally submit the plan to the state and begin the active progress monitoring cycle.





# The Path Forward: A Three-Phase Journey

The CSI planning process is a deliberate 11-month journey from understanding your school's unique needs to launching a powerful, targeted improvement plan. This roadmap breaks the process into three distinct phases, transforming a complex timeline into a series of clear, achievable strategic stages.



# Phase 1: Foundation & Discovery

**November - February: Understanding the Landscape and Defining the 'Why'**

This initial phase is focused on mobilizing the right team, establishing a clear process, and conducting a thorough Comprehensive Needs Assessment (CNA) to uncover the root causes of underperformance.

## Phase 1: Foundation & Discovery

## Phase 2: Strategy & Planning

## Phase 3: Finalization & Launch

Nov - Feb



Comprehensive  
Needs Assessment  
(CNA)

March - May

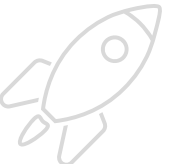


School  
Improvement  
Plan (SIP)



Final  
Budget

June - Sep



CSDE  
Submission



# Phase 1 In Action:

## Mobilization & Assessment Launch (Nov – Jan)



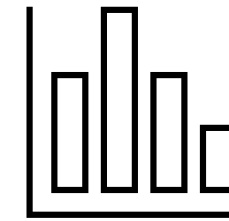
### 1. Mobilize Your Team

- ☐ Review official CSI identification and accountability reports on EdSight.
- ☐ Notify school leaders and key district staff.
- ☐ Designate the School Improvement Team (SIT) and district point(s) of contact.
- ☐ Establish a district-school planning calendar.



### 2. Launch the CNA

- ☐ Share CSI requirements, timelines, and expectations with school leadership.
- ☐ Begin the CNA process using CSDE guidance.
- ☐ Schedule instructional walkthroughs and data collection.



### 3. Gather the Evidence

- ☐ Collect and review achievement and growth data.
- ☐ Analyze subgroup performance trends.
- ☐ Examine attendance, discipline, and graduation data.
- ☐ Review prior improvement plans and their outcomes.
- ☐ Plan stakeholder engagement activities (staff, families, students).



# Phase 1 In Action: Root Cause Analysis (Jan.)

## Synthesize & Analyze

- Finalize the CNA across all TACO (Talent, Academics, Culture & Climate, Operations) domains.
- Conduct a rigorous root cause analysis tied directly to priority student outcomes.

## Validate & Communicate

- Validate findings with school leadership and the SIT.
- Document all stakeholder input and feedback.
- Share final CNA findings with district leadership.

### PHASE 1 DELIVERABLE

A completed **Comprehensive Needs Assessment (CNA)** that provides a validated, data-rich foundation for the entire improvement strategy.

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# Phase 2: Strategy & Design

## March – May: Charting the Course from Needs to Action

With the CNA complete, this phase is dedicated to translating insights into a coherent, evidence-based strategy. The focus is on selecting the right interventions, setting clear goals, and aligning resources to create a feasible and impactful School Improvement Plan (SIP).





# Phase 2 In Action: From Priority Needs to SMART Goals (March)

**1.**

## **Identify Priorities**

Based on the CNA and root cause analysis, identify 2-4 high-leverage priority needs.

**2.**

## **Select Strategies**

Choose evidence-based strategies that directly address the priority needs. Ensure they meet ESSA Tiers 1-3 criteria.

**3.**

## **Draft Goals**

Write clear SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound) that are aligned to accountability indicators.

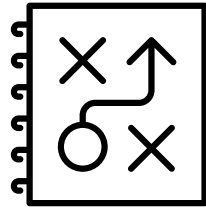
**4.**

## **Begin the Plan**

Start drafting the initial CSI School Improvement Plan (SIP), ensuring it aligns with broader district initiatives and priorities.

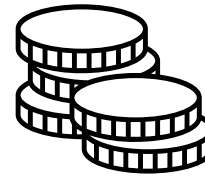


# Phase 2 In Action: Action Planning & Resource Alignment (March - April)



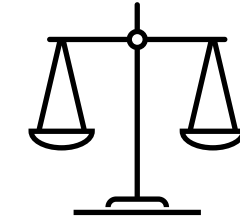
## 1. Define the Actions

- ☐ Develop clear action steps with specific timelines and designated owners.
- ☐ Define progress monitoring measures and benchmarks.
- ☐ Identify associated professional learning needs.



## 2. Align the Budget

- ☐ Begin preliminary budget alignment conversations.
- ☐ Align Title 1, 1003 SIG, Alliance, and local funds to SIP priorities.
- ☐ Conduct a full resource allocation review (staffing, schedules, supports).



## 3. Ensure Feasibility

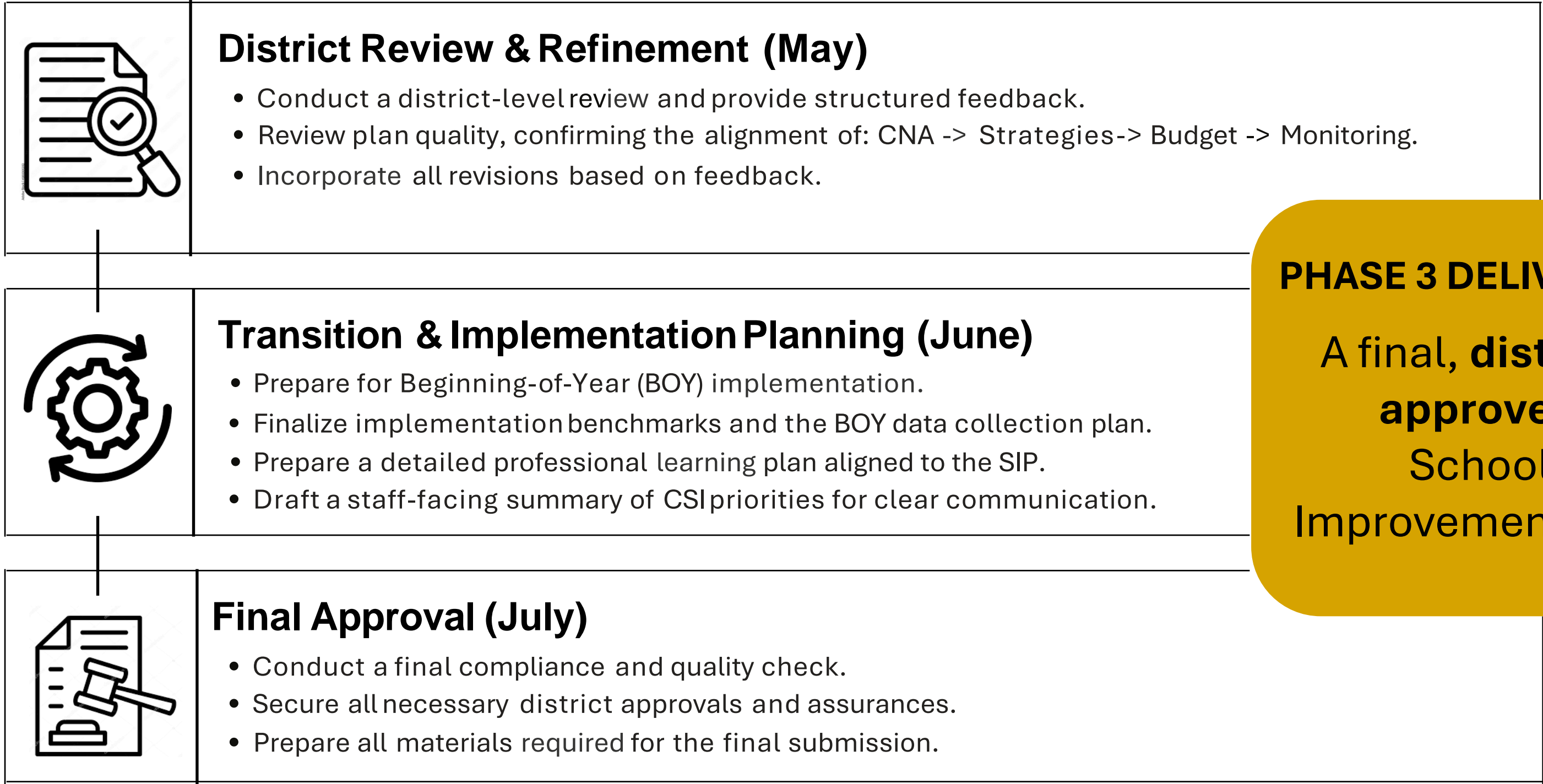
- ☐ Review the draft plan for coherence and feasibility.
- ☐ Identify long-term sustainability considerations.
- ☐ Revise the SIP based on capacity and resource analysis.

### PHASE 2 DELIVERABLE

A comprehensive draft **School Improvement Plan** with a fully aligned preliminary budget



# The Path from Draft to District-Approved (May-July)



**PHASE 3 DELIVERABLE**

A final, **district-approved** School Improvement Plan



# Phase 3: Finalization & Launch

## June - September: Final Preparations for a Successful Start

The final phase bridges the gap between the approved plan and Day 1 of implementation. The focus is on final logistics, clear communication with all stakeholders, and ensuring all systems are in place to begin execution and monitoring on schedule.



# Phase 3 In Action: Finalizing for Day One (Aug- Sep)

## Final Preparations (August)

- Plan detailed communication to school staff and stakeholders.
- Finalize the rollout and communication plan.
- Ensure leadership readiness for launch.
- Prepare the initial 90-Day implementation tracker actions.

## Launch & Monitor (September)

- Confirm BOY baselines and monitoring routines.
- **Submit the final CSI School Improvement Plan to CSDE by September 1.**
- Launch implementation with all staff.
- Begin the first progress monitoring cycle.

### FINAL MILESTONE

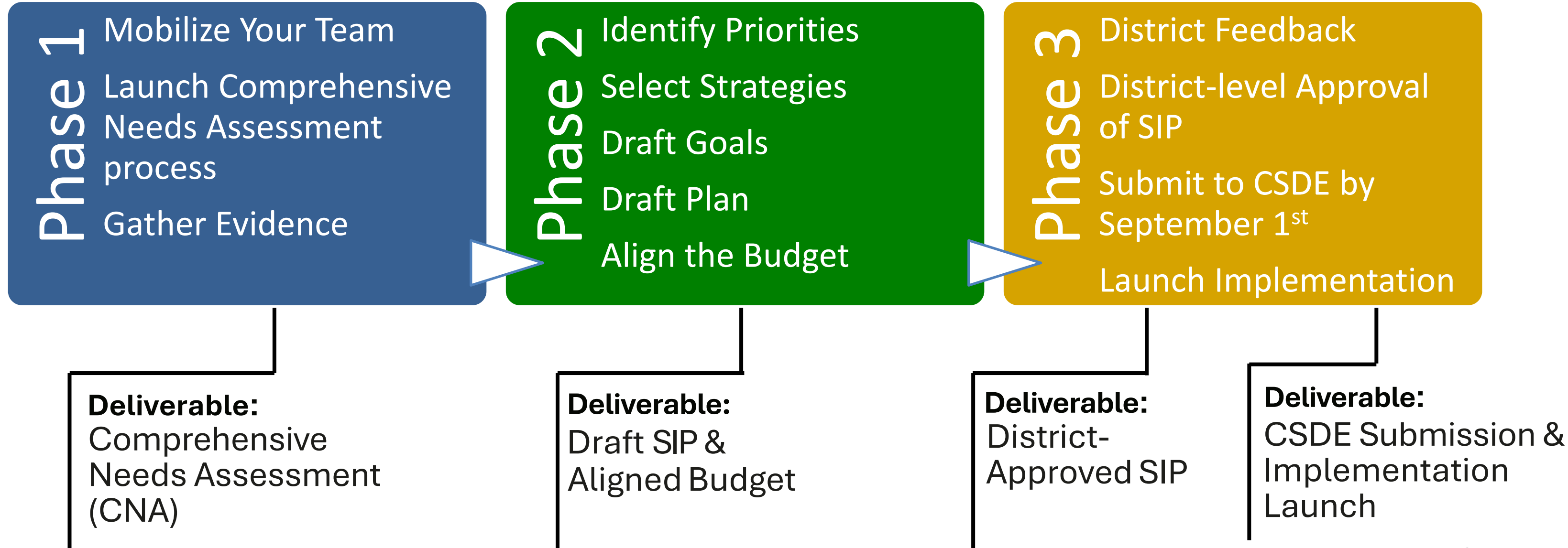


Official CSDE Submission and the launch of the school improvement cycle



# The Complete Journey: From Discovery to Launch

A structured, 11-month process designed to move from deep analysis to targeted action and sustainable improvement.







# The Plan is a Map, Not the Destination

Submitting the School Improvement Plan marks the successful completion of the planning phase, but it is the starting line for the real work ahead. The journey now shifts to disciplined implementation, continuous progress monitoring, and a relentless focus on achieving the student outcomes defined in the plan.







# CSDE Turnaround Office

## For School Improvement, Planning & Requirements



Dr. Melissa Jenkins  
Chief Turnaround Officer  
[Melissa.Jenkins@ct.gov](mailto:Melissa.Jenkins@ct.gov)



Jennifer Webb  
Bureau Chief  
[Jennifer.Webb@ct.gov](mailto:Jennifer.Webb@ct.gov)



Greg Dresko  
Education Consultant  
[Greg.Dresko@ct.gov](mailto:Greg.Dresko@ct.gov)



Amanda Baksa  
Associate  
Education Consultant  
[Amanda.Baksa@ct.gov](mailto:Amanda.Baksa@ct.gov)



Dr. Leah Champ Burdick  
Associate  
Education Consultant  
[Leah.Champ.Burdick@ct.gov](mailto:Leah.Champ.Burdick@ct.gov)