

SAMPLE PLANNING PROCESS: *Principal View*

		July		August		September		October		November		December		January		February		March	
		Early	Late	Early	Late	Early	Late	Early	Late	Early	Late	Early	Late	Early	Late	Early	Late	Early	Late
School level SBB Milestones	Principals			Begin building knowledge on SBB, including autonomies, flexibilities, process and timeline		Review previous year's performance data and set academic goals for the next two years. Principals begin performance data review and root cause analysis				Schools turn in completed 2-year school strategic plan	Review past resource use data and alignment with stated goals and identify opportunities for shifts	Schools set staffing, scheduling, and budget goals. Identify a master scheduling template	Schools hold community budget orum, where they share their staffing, scheduling and budget goals	Principals receive allocation sheets and begin building budget		School budgets submitted to finance and HR	Principals begin assigning teachers and develop hiring plan based on vacancies	Principals complete first quarterly revisions of school strategic plan and include a budget narrative	
	AIOs					1:1 meeting with principals to review data and set 2 year academic goals				Hold workshops through October on school strategic plan	1:1 meeting with principals to review data and share tools to identify opportunities for resource shifts	Share sample scheduling templates. Review staffing, scheduling, and budget goals		Review school budgets with alignment to strategy					
Support for major school-level SBB milestones	Innovation			Conduct principal PD on SBB, including process and timeline		Conduct training on comprehensive needs assessment within school strategic plan				Conduct training on shifting resources to support strategic plan				Conduct principal training on building a budget			Conduct principal on teacher assignment		
	Finance													Review school budgets for compliance					
	HR													Review school budgets for compliance			Build a high quality candidate pool for principals to hire from		