

Year with the Quality Self-Assessment (QSA) Tool

**August
2017**

Program Planning, Staff Training

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 Board Meeting – QSA Progress Update on Agenda	16	17	18	19
20	21	22	23	24	25	26
27	28 Staff Training Week -> ->	29	30 Review QSA, Plan for Use, Roles, and Expectations with Staff	31		

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**September
2017**

Program Set Up, Parent Orientation, Program Start

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Labor Day	5 First Day of School	6	7	8	9
10	11 Student Recruitment Week -> ->	12	13	14 Staff Prepare Program Space	15 Parent Orientation – Introduction to QSA & Expectations, Sign up for Advisory Group	16
17	18 First Day of Program	19	20	21	22	23
24	25 Introduce Students to QSA & Get Input on Their Desired Role	26	27	28 Staff Meeting – Review/Revise QSA Implementation Plan	29	30

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**October
2017**

Self-Assessment from Leader, Staff, Students, Parents, Teachers

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 QSA Leader Completes all 10 Elements - Observes Program As Needed	3 Staff members each complete all 10 Elements - Observe as Needed -> ->	4	5	6 Teacher In-Service Day - Present on Afterschool Program, Advisory Group Sign Up	7
8	9 Columbus Day	10	11	12 Staff Meeting - Review QSA Results, Select Focus Element	13	14
15	16	17	18 Parent Night - Survey Programming & Activities, paper and spreadsheet	19	20	21
22	23	24 Programming & Activities (Students) K-3: Group Discussion 4-6: Paper Survey	25 Staff Meeting - Prep for Advisory Group Meeting, Debrief Survey Experience	26 Lights On! Afterschool	27 Facilitator compiles QSA survey results - staff, students, parents, teachers	28
29	30	31 Halloween				

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**November
2017**

Advisory Group Meeting, Create an Improvement Plan, Begin Implementation

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Advisory Group Meeting – Come to Consensus	2	3	4
5	6	7 Teacher In-Service Day	8	9 Staff Meeting – Create Improvement Plan with All Responsible	10 Veterans Day	11
12	13	14 Board Meeting – QSA Progress Update on Agenda	15	16 Parent Night – Update on QSA Work and Progress	17	18
19	20	21	22	23 Thanksgiving Day	24 Day After Thanksgiving	25
26	27 Staff Meeting – QSA Progress on Agenda	28	29	30		

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**December
2017**

Check In with Students

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 QSA Leader – Review Implementation Plan, Check in on Progress	5	6	7 Staff Meeting – QSA Progress on Agenda	8	9
10	11	12 Student Focus Group – Discuss Updates to Program Based on Implementation Plan	13	14	15	16
17	18	19	20	21 Staff Meeting – QSA Progress on Agenda	22 Christmas Eve Observed	23
24 Christmas Eve	25 Christmas	26	27	28	29	30
31 New Year's Eve						

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**January
2018**

Annual Report, Mid-year Report, Advisory Group Meets

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 New Year's Day	2	3	4 Staff Meeting – QSA Progress on Agenda	5	6
7	8 QSA Leader – Review Implementation Plan, Check in on Progress	9	10	11	12	13
14	15 M L King Day	16	17	18 Staff Meeting – QSA Progress on Agenda	19	20
21	22	23	24 Develop Annual Report – Include QSA Progress	25 Parent Night – Update on QSA Work and Progress	26	27
28	29	30	31 Advisory Group Meeting – Includes progress to date on QSA			

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**February
2018**

Continue Implementation

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Staff Meeting – QSA Progress on Agenda	2	3
4	5 QSA Leader – Review Implementation Plan, Check in on Progress	6	7	8 Student Focus Group – Feedback on Program Updates	9	10
11	12	13	14	15 Staff Meeting – QSA Progress on Agenda	16	17
18	19 Presidents' Day	20 Board Meeting – QSA Progress Update on Agenda	21	22	23	24
25	26	27	28			

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**March
2018**

Reassess and Adjust Improvement Plan, Advisory Group Meeting

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Staff Meeting – QSA Progress on Agenda, Discuss Reassessing	2	3
4	5 QSA Leader – Reassess Program, Observe as Needed	6 Staff Reassess Program, Observe as Needed	7 Parents and Teachers Submit Reassessment of Program	8	9 Programming & Activities (Students) K-3: Group Discussion 4-6: Paper Survey	10
11	12 QSA Leader – Complies New QSA Results	13	14	15 Staff Meeting – Discuss QSA Results, Adjust Improvement Plan as Needed	16	17
18	19 QSA Leader – Reports Back to Advisory Group on Progress	20	21 Parent Night – Update on QSA Work and Progress	22	23	24
25	26	27	28 Advisory Group Meeting – Includes progress to date on QSA	29 Staff Meeting – QSA Progress on Agenda	30	31

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**April
2018**

Implement Updated Plan

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 April Fool's Day	2	3	4	5	6	7
8	9	10	11	12 Staff Meeting – QSA Progress on Agenda	13 NYS Annual Conference – Saratoga Springs, NY	14 NYS Annual Conference – Saratoga Springs, NY
15	16	17	18	19	20	21
22	23	24	25	26 Staff Meeting – QSA Progress on Agenda	27	28
29	30					

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**May
2018**

Reassess, Plan for Next Year

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10 Staff Meeting – QSA Progress on Agenda	11	12
13	14 QSA Leader, Staff – Reassess Program	15 Board Meeting – QSA Progress Update on Agenda	16 Programming & Activities (Students) K-3: Group Discussion 4-6: Paper Survey	17 Parent Night – Update on QSA Work and Progress, Reassess Program	18	19
20	21	22	23 QSA Leader – Start Planning Next Year’s QSA Work	24 Staff Meeting – QSA Progress on Agenda	25	26
27	28 Memorial Day	29	30	31		

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**June
2018**

Advisory Group Meeting, Program Ends, Year-End Reporting Due

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 Advisory Group Meeting – Includes progress to date on QSA	7 Staff Meeting – QSA Progress on Agenda	8	9
10	11	12	13	14	15 Parent Night End of Program Celebration – Summary of QSA Work and Progress	16
17	18	19	20 Last Day of Program	21 Staff Meeting – Discuss QSA Recommendations for Next Year	22 Last Day of Classes	23
24 High School Graduation Ceremony	25	26	27	28	29	30