

Year with the Quality Self-Assessment (QSA) Tool

**August
2018**

Program Planning, Staff Training

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

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**September
2018**

Program Set Up, Parent Orientation, Program Start

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

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**October
2018**

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

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

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**November
2018**

Advisory Group Meeting, Create an Improvement Plan, Begin Implementation

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

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**December
2018**

Check In with Students

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

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**January
2019**

Annual Report

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

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**February
2019**

Continue Implementation

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

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**March
2019**

Reassess and Adjust Improvement Plan

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

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**April
2019**

Implement Updated Plan

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 Staff Meeting - QSA Progress on Agenda	19 Good Friday	20	21 Easter
22	23	24	25	26 Staff Meeting - QSA Progress on Agenda	27	28
29	30					

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**May
2019**

Reassess, Plan for Next Year

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

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**June
2019**

Program Ends

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4 Eid al-Fitr	5	6	7	8	9
10	11	12	13 Staff Meeting – QSA Progress on Agenda	14	15	16 Father’s Day
17	18	19	20	21 Parent Night End of Program Celebration – Summary of QSA Work and Progress	22	23
24	25	26 Last Day of Program	27 Staff Meeting – Discuss QSA Recommendations for Next Year	28	29	30