

ESEA Director's Training Curriculum

3.1 LEA Planning Process and Plan Submission

Every spring, all districts must engage in a systematic planning process through which the LEA agrees on priorities that are essential to its educational mission and responsive to its environment and students' needs. **All** LEAs are **required** to submit an LEA plan in InformTN by **March 1** and are encouraged to revisit and revise the plan on a regular basis throughout the school year. The goals in the LEA plan are shared with the schools in the district as part of the school planning cycle.

Dates of Importance & Deadlines:

- **Jan. 3:** Available in InformTN
- **March 1:** Submit in InformTN
- **April 15:** Approved Application in InformTN

Available Resources:

- Regional CORE Office staff
- In ePlan > TDOE Resources > District & School Planning:
 - LEA Plan Template
 - LEA Plan Checklist
 - LEA Plan Webinar
 - LEA Plan Rubric

Action Steps & Recommended Timeline:

- **Jan. 4:** Start reviewing and chunking the document into manageable parts.
- **Jan. 4 – 15:** Review the LEA plan components, listed below, to provide an idea of the stakeholder representatives needed when creating an LEA planning team. Remember that parents and students are also vital members of the stakeholder representation.
 - **LEA plan components:**
 - Planning Team
 - Academic Team
 - College and Career Readiness
 - School Climate & Culture
 - Human Capital
 - English Learners
 - Additional Areas
 - Needs Assessment
 - Goals & Strategies
- **Jan. 5 – 15:** Contact all identified stakeholders needed to complete a holistic plan. Create a calendar of dates to meet and internal deadlines. It is recommended that meetings are weekly or bi-weekly.
 - Ensure proper documentation is created and retained as evidence of meetings for compliance purposes. This evidence should include but not be limited to sign-in sheets, agendas, PowerPoint slides, handouts, and meeting notes.
- **Jan. 5 – 15:** Host the first meeting of the LEA planning team.
 - Meeting topics should include but not be limited to team member assignments and responsibilities; compiling and analyzing data points (state & local); timelines; and review procedures.

- **January – March:** Continue to host meetings with stakeholders to disaggregate data and determine the needs of the LEA. Once needs are identified, the stakeholders will create the LEA’s goals and strategies.
 - These stakeholder groups should include but not be limited to:
 - parents and guardians,
 - school staff and teachers,
 - community leaders, and
 - school partners.
 - Ensure proper documentation is created and retained as evidence of meetings for compliance purposes. This evidence should include, but not be limited to, sign-in sheets, agendas, PowerPoint slides, handouts, and meeting notes.
- **January – March:** Revise plan based on stakeholder input.
- **March – April:** Work with the designated divisions, as needed, to make corrections and revise the plan until final approval.
- **April 15:** Obtain final approval in InformTN.