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January 31, 2018

GUIDANCE MEMORANDUM # 18-03

TO: School District Superintendents
School District Area Superintendents and Assistant Superintendents
School Improvement Coordinators
State Public Charter School Authority

FROM: Steve Canavero, Superintendent of Public Instruction
Brett Barley, Deputy Superintendent for Student Achievement

SUBJECT: Guidance on School Performance Plans and Needs Assessments

Each school in Nevada is required to annually complete a school site plan.

NRS 385A.650 1. The principal of each school, including, without limitation, each charter school, shall, in consultation with the employees of the school, prepare a plan to improve the achievement of the pupils enrolled in the school.

Each school is also required to go through an annual process to update the plan based on a school site needs assessment.

NRS 385A.650 3. The principal of each school shall, in consultation with the employees of the school: (a) Review the plan prepared pursuant to this section annually to evaluate the effectiveness of the plan; and (b) Based upon the evaluation of the plan, make revisions, as necessary, to ensure that the plan is designed to improve the academic achievement of pupils enrolled in the school.

2018-2019 Needs Assessments

When conducting their needs analysis in planning for the 2018-2019 school year, schools may choose to use the Nevada Comprehensive Curriculum Audit Tool for Schools (NCCAT-S), a state-approved vendor created needs assessment, or a state-approved district-developed needs

assessment. Although the needs assessment tool is not required to be submitted to Nevada Department of Education (NDE), a summary of findings must be included in the school plan (SPP). All 1-, 2-, and 3- star schools must conduct annual needs assessments since several state and federal grants require an annual needs assessment. All 4- and 5- star schools should conduct needs assessments at least once every three years.

2018-2019 School Performance Plans (SPP)

In planning for the 2018-2019 school year, schools may use either the existing NDE SPP [template](#) or the new SPP tool that will be released in the Spring of 2018. Whether supported by federal or state funding, all interventions, strategies, and activities detailed in a school's SPP must meet the requisite ESSA evidence levels, as outlined in each funding source's respective guidance documents. The SPP will be due to the NDE by November 15, 2018, per NDE's authority to determine submission date in NRS.

NRS 385A.650 4. On or before the date prescribed by the Department, the principal of each school shall submit the plan or the revised plan, as applicable, to the: (a) Department; (b) Committee; (c) Bureau; and (d) Board of trustees of the school district in which the school is located or, if the school is a charter school, the sponsor of the charter school and the governing body of the charter school.

Requirements for Comprehensive Support Schools (CSI) and Targeted Support Schools (TSI)

Per ESSA, CSI schools must submit their SPPs to NDE for feedback and approval by NDE by October 15, 2018. Although good practice and recommended for all schools, CSI schools are also required to demonstrate engagement of parents, community members, and other relevant stakeholders in the design of the SPP and the school improvement process. Additionally, all CSI schools must present quarterly progress updates on SPP implementation to their district support team and NDE. TSI schools (to be designated in the 2018-2019 school year), must submit their SPPs for feedback and approval from the school district prior to November in order for final submission to NDE by November. Additional Guidance will be forthcoming regarding expectations for CSI and TSI schools.

If a high school is completing its accreditation process, a needs assessment and SPP are not required during the reaccreditation year.

Timeline

2018-2019*

Due Date	Action Item
January – July	Complete needs assessment (see above for acceptable tools)
March – May	Begin SPP (completed on the existing or new template)
July – September	Finalize SPP (taking into account new data, designations, personnel, etc.)
November	School districts submit finalized SPPs to NDE

*Clark County School District timeline may differ per AB 469. The November due date for SPPs will still apply to CCSD. This is for recommendation purposes only.

SPPs for this current school year were due to the NDE by January 31, 2018. The Office of Student and School Supports will follow up with any districts that have not submitted their SPPs.

2019-2020

NDE will release the revised comprehensive SPP and Needs Assessment tools and related guidance in Spring 2018 based on feedback from both districts and national experts. We will subsequently conduct professional learning opportunities for schools and school districts on how to most effectively use the new tools. Thank you to all district and school leaders who have provided valuable feedback during this process.

Sincerely,



Steve Canavero, Ph.D.
Superintendent of Public Instruction