

**281—72.9(273) Comprehensive improvement plan.** Each AEA, on a cycle established by the department, shall submit to the department a comprehensive improvement plan. The plan shall be the basis for the improvement actions taken by the agency and shall also serve as a basis for the comprehensive site visit.

**72.9(1) Comprehensive improvement plan contents.** At a minimum, the comprehensive improvement plan for an AEA shall include the following:

*a. Needs assessment.* The plan shall contain a description of how the AEA conducts ongoing needs assessment.

*b. Needs assessment summary.* The plan shall contain a summary of the findings from agencywide needs assessment. The summary, at a minimum, shall include the following:

(1) Findings from AEA internal needs assessment which includes, at a minimum, four indicators of improvement:

1. Implementation of a continuous improvement model;
  2. Implementation of services that respond to schools' and school districts' needs;
  3. Demonstration of proactive leadership;
  4. Use of data to implement actions to improve student learning;
- (2) Findings from school and school district state indicator data;
- (3) Findings from reviews of school and school district comprehensive school improvement plans;
- (4) Findings from the department's comprehensive site visit reports to schools and school districts;
- (5) Findings from AEA comprehensive site visit reports; and
- (6) Findings from the department's statewide customer service survey.

*c. Agencywide goals.* The plan shall contain agencywide goals developed as a result of needs assessment findings. Agencywide goals shall be measurable and, at a minimum, focused on assisting schools and school districts with the school improvement process and improving teaching and learning as evidenced in the indicators of quality as prescribed in subrule 72.10(2).

*d. Services.* The plan shall describe the services developed to meet agencywide goals and to meet the standards defined in this chapter.

*e. Action plans.* The plan shall include agencywide actions to accomplish agencywide goals. Action plans shall include evidence of meeting all standards for services. Action plans shall include provisions for equitable availability of services. The agencywide action plans shall include, at a minimum, the following components:

- (1) Agencywide data sources;
- (2) Agencywide baseline data;
- (3) Services to meet the agencywide goals;
- (4) Agencywide resources, which include funding, staff allocation, and time and may be delivered directly, through contractual agreements, and through collaborative arrangements with other educational or community agencies;
- (5) Agencywide responsible parties that will monitor the implementation of services in the action plan;
- (6) A system for measuring the efficiency and effectiveness of services; and
- (7) A process for reporting progress toward agencywide goals.

*f. Provisions for management services.* If the AEA provides management services to school districts, the plan shall include a description of how the agency provides those services as described in Iowa Code section 273.7A.

*g. Professional development plan.* The plan shall contain a summary of the agencywide professional development plan developed pursuant to 281—subrule 83.6(2).

**72.9(2) Plan submission and cycle.** Rescinded IAB 9/5/01, effective 10/10/01.

**72.9(3) Comprehensive improvement plan review process.** The comprehensive improvement plan of an AEA shall be reviewed by the department to determine if the plan meets the requirements of this chapter. An AEA will be provided reasonable time to correct any deficiencies.