

Action Plan

<p>1. GOAL: Continue to develop for staff, students and parents an understanding between and among Quality Assurance/ School Improvement, SAI (Standards-Assessment-Instruction), Plan-Do-Study-Act, Quality Tools, Staff Performance and Student Achievement by measuring, documenting and sharing evidence of the following Quality Components: Student and Parent Focus, Faculty and Staff Focus and Process Management. Present findings through quality assurance summary reports by March, 2003.</p>				
<p>RELATIONSHIP TO DISTRICT/ SCHOOL GOAL: Continuously improve quality assurance process.</p>				
WHAT? What actions need to be taken to complete the task?	RESULTS? What data or documents will indicate closure or success for each action?	TIMEFRAME? When will each action be conducted?	WHO? Who needs to be involved with each action?	RESOURCES? What tools/strategies need to be collected, developed or organized to complete the task?
<p>1. Prepare for Quality Assurance Visit:</p> <ul style="list-style-type: none"> ◆ Confirm Key Questions ◆ Confirm Rubrics for self evaluation and for visit feedback ◆ Assist in identification of sources of evidence ◆ Design visit activities ◆ Provide Training, Support <p>2. Conduct Administrative Council inservice sessions to assist in the development of goal plans and to provide support for monitoring and measuring progress toward goal attainment.</p>	<p>School Feedback Report that provides “Next Step” Targets for School Alignment and Improvement</p> <p>Baseline data for QA Visit from “Are We Making Progress” from different stakeholders</p> <p>Aligned Administrative Inservice with priority goals of district and schools Ongoing Plus/Delta for Process Checks</p>	<p>November – May</p> <p>On a monthly basis</p>	<p>Central Office, Staff Develop Coor, and School Staff being reviewed</p> <p>Perry, Pam and Administrative Council Members</p>	<p>Develop Flowchart of process for preparing for QA visit components – Pam and Perry</p> <p>Develop “Are We Making Progress” feedback report for staff, students and parents for each school being visited</p> <p>Administer “Are We Making Progress” during November</p> <p>Monthly focus agendas and Plus/Delta Feedback</p>

<p>3. Collect and share student and teachers examples of Quality tools applications to be posted to web and developed as a DVD</p>	<p>User-Friendly Website with postings being made by teachers, LC teachers, principals and Staff Developer</p>	<p>Design “posting template” in October; begin collecting samples in Nov-May</p>	<p>Matt, Jake, Angie, Pam, LC teachers and principals</p>	<p>User-friendly Quality Tool Template</p>
<p>4. Develop facilitators in all buildings for PDSA.</p>	<p>Quality Trained school-based staff that can guide and support continuous improvement in buildings</p>	<p>During PDSA Workdays and November 15th Training with Sally Duncan</p>	<p>Angie, Pam, LC Teachers, School Facilitators</p>	<p>Add 10 new Quality Tools and Tips to binder that they already have</p>
<p>5. Conduct SIP/PDSA team training throughout the school team.</p>	<p>Completed SIP/PDSA School Improvement Alignment or Improvement Process posted to Web, shared with staff, students and families; and documented on School Improvement Goal Action Plan</p>	<p>6 Formal Workdays (3 in June and 3 throughout school year); Additional meetings as needed</p>	<p>Pam and SIP/PDSA School Teams</p>	<p>Updated School Improvement Goal Action Plan to combine PDSA and SIP action steps in one form</p>
<p>6. A.Train grade level facilitators. B.Conduct and assess grade level activities.</p>	<p>Grade Level Target Objectives achieved grade-level wide and continued instructional best practices shared.</p>	<p>Each Cycle</p>	<p>Pam, Grade Level Facilitators and District Teaching Staff</p>	<p>“I Can Do It” FY02 Summative Data (Chuck created); Grade Level Goal Template</p>

<p>7. Review student performance expectations and use PDSA process to plan for district and school improvement.</p>	<p>Targeted PDSA/SIP Goals Met or Exceeded as measured by district measures and state test scores</p>	<p>Final SIP Day of the Year/3 day PDSA Training in June and early fall when ISAT Scores are returned to district</p>	<p>Principal, PDSA/SIP Team, Pam, Chuck</p>	<p>Updated School Improvement Goal Action Plan to combine PDSA and SIP action steps in one form</p>
<p>8. Review teacher performance expectations and use evaluation process to plan for teacher performance improvement.</p>	<p>Identify teachers who do not meet core performance areas</p>			
<p>9. Make school improvement processes and data visible and easily accessible to students, staff and parents.</p>	<p>Electronic SIP/PDSA Plan results available on the web (Each month the website and building newsletters would target progress made to students, parents and staff) Electronic Student Portfolio that Staff, Parents and Students would have access too</p>	<p>Progress Updates on Monthly Basis Developed during FY03</p>	<p>Admin Council Angie, Chuck, Pam and Technology Advisory Committee</p>	<p>Develop Templates/Examples of ways to show progress with parents, staff and students during Administrative Inservice Develop a Electronic Learning Portfolio with Data Management Company (such as PQSystems and Class Action Companies or others. Both of the above companies express GREAT interest in creating this with our district)</p>

<p>10. Focus SIP days and school Institute time to promote a better understanding of school improvement processes.</p>	<p>PDSA/SIP Workdays target work to be shared out with School staff during SIP days.</p>	<p>6 days of PDSA/SIP worktime to target work to be completed at SIP Days</p>	<p>Pam and School PDSA/SIP teams</p>	<p>Updated School Improvement Goal Action Plan to combine PDSA and SIP action steps in one form</p>
<p>11. Focus staff meetings and SILT/Communication Committee time to promote a better understanding of school improvement processes.</p>	<p>Staff meetings and SILT target work to be shared out with School staff during SIP days.</p> <p>Communication Committee Final Report of Recommendations for their issue</p>	<p>6 days of PDSA/SIP worktime to target work to be completed at SIP Days</p> <p>Quarterly Meetings; Retreat in June</p>	<p>Pam and School PDSA/SIP teams</p> <p>Communication Committee</p>	<p>Updated School Improvement Goal Action Plan to combine PDSA and SIP action steps in one form</p> <p>Quarterly Reports; Communication Committee Document for Process/Procedures</p>