

**DILT Committee: Time  
Action Plan: 2002-2003**

<b>1. ISSUE (GOAL):</b> Improve the use of time available for communication and collaboration among and between staff, students, and parents. Present findings and recommendation to sustain improvement in future school years by May, 2003.				
<b>RELATIONSHIP TO DISTRICT/ SCHOOL GOAL:</b> District Goal 4 Continuously strengthen relationships among stakeholders—Measure the purpose and function of teaming practices and use of time and use the results to plan for their improvement.				
<b>WHAT?</b>	<b>RESULTS?</b>	<b>TIMEFRAME</b>	<b>WHO?</b>	<b>RESOURCES?</b>
What actions need to be considered in working towards continuous improvement of this issue (goal)?	What data or documents will indicate closure or success for each action?	? When will each action be conducted?	Who needs to be involved with each action?	What tools/strategies need to be collected, developed or organized to complete the task?
<b>PLAN: DEFINE THE ISSUE (time)</b> 1. Receive the superintendent’s committee charge	<ul style="list-style-type: none"> <li>• DILT teams formed at DILT organizational meeting</li> </ul>	September 18, 2002	<ul style="list-style-type: none"> <li>• DILT 2002-03 members</li> </ul>	
<b>PLAN: DEFINE THE ISSUE (time)</b> 2. Gather information: Schedule organizational meeting to clarify charge, review basic information, divide initial tasks, set next meetings	<ul style="list-style-type: none"> <li>• DILT committee meeting summary</li> <li>• Literature/research articles assigned to individual committee members</li> </ul>	September 30, 2002	<ul style="list-style-type: none"> <li>• Time committee members</li> </ul>	<ul style="list-style-type: none"> <li>• NSDC pamphlet</li> <li>• Suggested NSDC resources</li> </ul>
<b>PLAN: DEFINE THE ISSUE (time)</b> 3. Gather information: Share background information and literature/research summaries	<ul style="list-style-type: none"> <li>• Packet of background information</li> <li>• Literature/article summaries</li> </ul>	October 29, 2002	<ul style="list-style-type: none"> <li>• Facilitator</li> <li>• Committee members</li> </ul>	<ul style="list-style-type: none"> <li>• History of district’s use of staff development time</li> <li>• ISBE grade level/subject guidelines</li> <li>• Contract definition of teacher work day</li> <li>• Parent communication survey results from spring, 2002</li> <li>• ISBE or Pam Rosa consultation</li> <li>• Committee members bring a brief summary of articles</li> </ul>

<p><b>PLAN: ASSESS THE CURRENT STATUS OF THE ISSUE (time)</b></p> <p>1. Develop and administer time survey for SILT teams</p>	<ul style="list-style-type: none"> <li>• Survey for SILT members to complete</li> <li>• Survey results compiled</li> </ul>	<p>October- November, 2002</p> <p>November, 2002</p>	<ul style="list-style-type: none"> <li>• Survey task group</li> </ul>	<ul style="list-style-type: none"> <li>• Sample surveys</li> </ul>
<p><b>PLAN: ASSESS THE CURRENT STATUS OF THE ISSUE (time)</b></p> <p>2. Discuss information gathered: SILT time survey results, parent responses to spring 2002 communication survey, literature/research summaries, background information</p>	<ul style="list-style-type: none"> <li>• Information packet containing all gathered information</li> <li>• Summary of group discussion</li> </ul>	<p>November 25, 2002</p> <p>December, 2002</p>	<ul style="list-style-type: none"> <li>• Committee members</li> </ul>	<ul style="list-style-type: none"> <li>• Information listed in Define the Issue #3 resources along with survey results</li> </ul>
<p><b>PLAN: ANALYZE THE CAUSE</b></p> <p>1. Develop recommendations to the board of education for improved use of communication and collaboration time among and between staff, students, and parents</p>	<ul style="list-style-type: none"> <li>• Analysis of background information and survey results</li> <li>• Develop recommendations to present to the board of education</li> </ul>	<p>January- February, 2003</p> <p>March, 2003 update to DILT</p> <p>May, 2003 DILT presentation</p>	<ul style="list-style-type: none"> <li>• Committee members</li> </ul>	
DO: SET AN IMPROVEMENT THEORY AND TEST				
STUDY: STUDY THE RESULTS OF THE TEST				

ACT: STANDARDIZE THE RESULTS				
ACT: PLAN FOR CONTINUOUS IMPROVEMENT				