

Action Plan

GOAL: Improve the supervision of students during non-instructional time.				
RELATIONSHIP TO DISTRICT/ SCHOOL GOAL: CONTINUOUSLY MANAGE FACILITIES AND FINANCIAL RESOURCES IN A MANNER THAT SUPPORTS THE GROWTH AND DEVELOPMENT OF OUR MISSION.				
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?
Developed supervision contractual language and reviewed proposed language with District Superintendent's Council.	Discussion meeting Listing of issues that need to be considered when establishing supervision language Description of criteria to be used to identify student incidents	July/August	Administration BOE EAP	Draft Memo of Understanding BOE Expectations EAP Expectations District Surveys
Approved contractual language for supervision of students during non-instructional time.	Memo of Understanding Approved Contract	August BOE meeting	Administration BOE EAP	Memo of Understanding Contract BOE Goals EAP Goals

<p>Building principals created tentative building supervision plans to be evaluated and improved by building SILT.</p>	<p>Draft of Building Plan</p> <p>Compliance with contract language</p> <p>SILT Approval</p> <p>Communication with building and ARAMARK staff</p>	<p>September – June</p>	<p>Principals</p> <p>SILT</p> <p>ARAMARK</p> <p>Business Manager</p>	<p>Memo of Understanding</p> <p>Principal Expectations</p> <p>Assessment of certified & support staff schedules</p> <p>Student Enrollment</p> <p>Incident Tally Sheet</p>
<p>Implemented supervision policy by instituting procedures with ARAMARK management.</p>	<p>Discussion meeting</p> <p>Updated ancillary job descriptions</p> <p>Compliance with contract language</p> <p>Monthly supervision reports</p>	<p>September – June</p>	<p>ARAMARK</p> <p>Principals</p> <p>Counselors</p> <p>Business Manager</p>	<p>Memo of Understanding</p> <p>Building Supervision Plan</p> <p>Incident Tally Sheet</p> <p>Training Program</p> <p>Improved professional image/uniforms</p>
<p>Establish supervision task force to bring consistency to the policy, procedures, and data collection.</p>	<p>Discussion meeting</p> <p>Consistent procedures, data collection, and reporting</p> <p>Communication with building and ARAMARK staff</p>	<p>September/ October</p>	<p>Principals</p> <p>Business Manager</p>	<p>Memo of Understanding</p> <p>Needs assessment strategies</p> <p>Incident Tally Sheet</p> <p>Supervision Report</p>
<p>Monitor and report on the supervision of students during non-instructional time throughout the 2002-2003 school year.</p>	<p>Monthly incident report comparisons</p> <p>Building, SILT, & BOE Reports</p>	<p>September – June</p>	<p>Principals</p> <p>ARAMARK</p> <p>Business Manager</p>	<p>SILT Evaluation Results</p> <p>Incident Tally Sheet</p> <p>Supervision Report</p>

