

# Action Plan

<b>1. ISSUE (GOAL): To Identify and address expectations that exist among all stakeholders</b>				
<b>RELATIONSHIP TO DISTRICT/ SCHOOL GOAL:</b> <b>District Goal #3: Continuously improve quality assurance process</b>				
<b>WHAT?</b> What actions need to be considered in working towards continuous improvement of this issue (goal)?	<b>RESULTS?</b> What data or documents will indicate closure or success for each action?	<b>TIMEFRAME?</b> When will each action be conducted?	<b>WHO?</b> Who needs to be involved with each action?	<b>RESOURCES?</b> What tools/strategies need to be collected, developed or organized to complete the task?
<p>PLAN: DEFINE THE ISSUE (GOAL) To identify the expectations of all stakeholders of Starke Primary School; i.e. Staff, students, &amp; parents</p>	<p>At the beginning of the school year, all stakeholders will be asked to list their expectations. The activity, Great Expectations, is adopted from the book, <i>Future Force</i></p>	<ol style="list-style-type: none"> <li>1. Staff members will complete the activity during Building Retreat(Aug. 26)</li> <li>2. Parent will complete the activity during school orientation days (Aug. 27 &amp; 28)</li> <li>3. Students will complete the activity by September 13.</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff</li> <li>2. Parents &amp; Teachers</li> <li>3. Teachers &amp; Students</li> </ol>	<p>Brainstorming</p>

<p>PLAN: ASSESS THE CURRENT STATUS OF THE ISSUE (GOAL)</p> <p>Take the Expectations Brainstorming Activities and create Affinity Diagrams</p>	<p>Staff will develop three affinity diagrams and the results will be posted on the school web site</p>	<p>1. Staff meeting on September 25</p>	<p>Staff</p>	<p>Affinity Diagram Charts</p>
<p>PLAN: ANALYZE THE CAUSE</p> <p>Stakeholder surveys</p>	<p>Results from the surveys</p>	<p>1. Staff survey November 27  2. Parent Survey November 20-22  3. Student survey December 2-4  4. Staff Relationship Chart December 4</p>	<p>Parents, Staff, &amp; Students</p> <p>Tech Center</p>	<p>Zoomrang Software</p>
<p>DO: SET AN IMPROVEMENT THEORY AND TEST</p> <p>To be determined</p>	<p>Implementation of new theory</p>	<p>January 2003 to March 2002</p>	<p>Staff</p>	<p>To be determined</p>
<p>STUDY: STUDY THE RESULTS OF THE TEST</p> <p>Second round of stakeholder surveys</p>	<p>Results from second round of surveys</p>	<p>Parent survey March 5-7  Teacher Survey Week of March 10  Student Survey Week of March 10</p>	<p>Parents, Staff, &amp; Students</p> <p>Tech Center</p>	<p>Zoomrang Software</p>

<p>ACT: STANDARDIZE THE RESULTS</p> <p>Fully implement improvement theory</p>		April 2003	Staff	Flow Charts and other tools to be determined
<p>ACT: PLAN FOR CONTINUOUS IMPROVEMENT</p> <p>Address Recommendations for the 2003-2004 School Year</p>		May 2003	Staff	To be determined