

## BIG ROCK PLAN FOR PROGRESS

### BIG ROCK: PDSA'S FOR DISTRICT IMPROVEMENT – FLEMING COUNTY

IN THE FIRST 30 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN: ALL ACTION STEPS IN MULTIPLE PDSA'S ARE COMPLETED BY THE APPROPRIATE DEADLINE BY THE DISTRICT PERSONNEL ASSIGNED TO COMPLETE THE TASKS.

THE MEASURES/EVIDENCE WE WILL USE ARE: PDSA'S WILL BE COLOR-CODED BY DISTRICT AND KDE STAFF TO SHOW PROGRESS ON EACH ACTION STEP (completed tasks highlighted in green, tasks in process marked in yellow and tasks not started marked in red).

PDSA #	FIRST 30 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
MV-6	MEET WITH CENTRAL OFFICE ADMINISTRATORS ON JAN 7 TO DISCUSS AND RECEIVE INPUT ON MISSION/VISION.	SUPERINTENDENT TOM PRICE C.O. ADMIN.	JAN. 7, 2014	
GPP-3	INSTRUCTIONAL SUPERVISOR HIRED BY DISTRICT.	T. PRICE, SUPT.	JAN. 8, 2014	
MV-3	SELECT AND CONTACT MEMBERS FOR SUPERINTENDENT'S ADVISORY COUNCILS FOR PARENTS AND STUDENTS. ARRANGE FIRST MEETING IN MID-JAN. TO ADDRESS VISION/MISSION/BELIEFS.	SUPERINTENDENT TOM PRICE EXEC. ASST.	JAN. 10, 2014	
MV-5	CONTACT PRINCIPALS 1ST WEEK IN JAN. TO ASK FOR TEACHER/CLASSIFIED REPRESENTATIVES TO GIVE INPUT ON VISION/MISSION. MEET WITH THESE STAFF BY JANUARY 15.	SUPERINTENDENT TOM PRICE PRINCIPALS	JAN. 10, 2014	
PT-2	ALL TRASH CANS ARE TO BE REMOVED IMMEDIATELY AS WELL AS BROOMS, DUST PANS, PICTURES, CLEANING SUPPLIES, BUNGEE CORDS, ETC.	WILLY CAMPBELL, TRANSPORTATION DIRECTOR	JAN. 10, 2014	
C-3	MAKE WEBSITE CHANGES TO ACCOMMODATE NEW COMMUNICATION PLAN.	CCO	EARLY DEC. JAN. 10, 2014	DELAYED TO FIRST WEEK IN JANUARY

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<b>PT-4</b>	INCLUDE LABOR AND PARTS COSTS ON ALL WORK ORDERS AND THEN PLACE WORK ORDERS IN EACH VEHICLE FOLDER UPON JOB CLOSE-OUT.	WILLY CAMPBELL, TRANSPORTATION DIRECTOR	JAN. 15, 2014	
<b>MV-4</b>	CONDUCT MEETINGS IN JANUARY WITH PARENTS AND STUDENTS TO DISCUSS VISION/MISSION.	SUPERINTENDENT TOM PRICE, EXEC. ASST.	JAN. 30, 2014	
<b>MV-7</b>	COMPLETE DRAFT VISION/MISSION/BELIEF STATEMENTS	SUPERINTENDENT TOM PRICE C. O. ADMIN.	JAN. 30, 2014	
<b>PT-6</b>	A PUPIL TRANSPORTATION POLICY MANUAL FOR EMPLOYEES NEEDS MUST BE CREATED, ADOPTED BY THE SCHOOL BOARD AND POSTED WITHIN THE BUS GARAGE SO THAT IT IS AVAILABLE TO DRIVERS AND OTHERS.	WILLY CAMPBELL, TRANSPORTATION DIRECTOR	JAN. 30, 2014	
<b>PT-7</b>	DEVELOP AN OVERALL COMPOSITE MAP SHOWING ALL BUS ROUTES.	WILLY CAMPBELL, TRANSPORTATION DIRECTOR	JAN. 30, 2014	
<b>MV-8</b>	FINALIZE VISION/MISSION/BELIEF STATEMENT AND SUBMIT TO FLEMING COUNTY BOARD AT FEB. MEETING.	SUPERINTENDENT TOM PRICE C. O. ADMIN.	FEB. 12, 2014	
<b>C-6</b>	COMMUNICATION TEAM TO INCLUDE STAFF MEMBER FROM EACH SCHOOL TO ACT AS "POINT PERSON" FOR THEIR SCHOOL.	SUPERINTENDENT TOM PRICE, PRINCIPALS	FEB. 12, 2014	

**IF WE ARE NOT SUCCESSFUL, WE WILL:** USE AND MODEL P-I-A OF PROCESSES FOR REVIEW AND IMPROVEMENT FROM DATA WISE: (A) PREPARE (B) INQUIRE (C) ACT (QUALITY TOOLS)

**IN 60 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN:** ALL ACTION STEPS IN MULTIPLE PDSA'S ARE COMPLETED BY THE APPROPRIATE DEADLINE BY THE DISTRICT PERSONNEL ASSIGNED TO COMPLETE THE TASKS.

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PDSA-#	60 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
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<b>GPP-4</b>	<b>NEW DISTRICT VISION AND MISSION COMPLETED AND SHARED WITH STAKEHOLDERS.</b>	<b>T. PRICE, SUPT.</b>	<b>FEB 15, 2014</b>	<b>SEE SEPARATE PDSA</b>
<b>GPP-5</b>	<b>JOB DESCRIPTIONS ARE UPDATED AND, IF NEEDED, CREATED FOR EVERY DISTRICT EMPLOYEE.</b>	<b>G. EMMONS, DIRECTOR OF FEDERAL PROGRAMS</b>	<b>FEB 15, 2014</b>	<b>MET WITH PERSONNEL DIRECTOR ON JAN 2 TO MONITOR PROGRESS. THIS HAS BEEN AN ONGOING INITIATIVE SINCE JANUARY 2013. MR. EMMONS AND THE SUPT. WILL MEET ON MONDAY OF EACH WEEK GOING FORWARD TO FINALIZE.</b>
<b>GPP-6</b>	<b>DISTRICT PROCEDURES FROM KSBA SERVICE ARE REVISED AND APPROVED BY THE BOARD.</b>	<b>T. PRICE, SUPT.</b>	<b>FEB 15, 2014</b>	<b>DISTRICT WAS UNAWARE THEY HAD PREVIOUSLY PURCHASED THE SERVICE AND PAST LEADERSHIP DID NOT FOLLOW THROUGH TO WORK WITH KSBA TO REVISE PROCEDURES.</b>

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PD-1	Analyze PD survey results, conducted in January 2014	L. Eldridge Principals	2-15-14	Identification of the perceived greatest needs of teachers. Use analysis as basis for drafting draft plan for committee consideration
CE-1	Convene Certified Evaluation Committee to review the model CEP and discuss expectations for developing a new CEP.	L. Eldridge Committee	2-18-14	Committee representatives share model CEP document and begin having discussions with staff about the creation of the new plan
SBG-1	CONDUCT SURVEY OF TEACHERS TO DETERMINE LEVEL OF UNDERSTANDING/NEEDS/CONCERNS RELATED TO SBG.	N. LEET L. ELDRIDGE	2-28-14	HIGH PARTICIPATION ON SURVEY WITH RESPONSES THAT INFORM DECISIONS ABOUT NEXT STEPS. CONDUCT SURVEY VIA INFINITE CAMPUS

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GG-1	EXAMINE CLOSE READING MODULES FOR PRIMARY OBTAINED FROM HILLSBOROUGH CO, FL AS AN ALTERNATIVE OR PRELIMINARY STEP TO LDC MODULE IMPLEMENTATION.	L ELDRIDGE W STEVENS EL PRINCIPALS	2-28-14	
GG-2	EXAMINE LDC-A MODULES FOR GRADES 7-8 OBTAINED FROM HILLSBOROUGH CO, FL AS A POSSIBLE MEANS OF INTERVENTION FOR MIDDLE SCHOOL (AND HIGH SCHOOL?).	L ELDRIDGE W STEVENS MS/HS PRINCIPALS	2-28-14	
CE-2	CONVENE PRINCIPALS TO DRAFT DECISIONS FOR TPGES (NON-STUDENT GROWTH).	L. ELDRIDGE	2-28-14	COMMUNICATE DRAFT DECISIONS TO COMMITTEE
PD-2	RE-ESTABLISH DISTRICT/SCHOOL PD COMMITTEES.	L. ELDRIDGE PRINCIPALS	2-28-14	COMMUNICATION OF DISTRICT/SCHOOL COMMITTEE REPRESENTATIVES TO STAFF / SCHOOL COMMITTEE MEMBERSHIP AND TIMELINE COMMUNICATED TO PD COORDINATOR
MV-9	MONITOR FOR SUCCESSFUL IMPLEMENTATION OF DISTRICT VISION/MISSION/BELIEF STATEMENTS.	C.O. ADMIN. PRINCIPALS	MAR. 1, 2014	
FS-2	ASSESS BREAKFAST PARTICIPATION AT THE HIGH SCHOOL.	FOODSERVICE DIRECTOR	MAR. 1, 2014	
CE-4				
FS-3	MEET WITH H. S. PRINCIPAL TO DEVELOP A PLAN TO INCREASE BREAKFAST PARTICIPATION.	FOODSERVICE DIRECTOR & HIGH SCHOOL PRINCIPAL	MAR. 10, 2014	

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FS-4	IMPLEMENT THE PLAN TO INCREASE BREAKFAST PARTICIPATION AT THE HIGH SCHOOL.	FSD & HIGH SCHOOL PRINCIPAL	MAR. 24, 2014	
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<p><u>IN 90 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN:</u> ALL ACTION STEPS IN MULTIPLE PDSA'S ARE COMPLETED BY THE APPROPRIATE DEADLINE BY THE DISTRICT PERSONNEL ASSIGNED TO COMPLETE THE TASKS.</p>				
<p><u>THE MEASURES/EVIDENCE WE WILL USE ARE:</u> PDSA'S WILL BE COLOR-CODED BY DISTRICT AND KDE STAFF TO SHOW PROGRESS ON EACH ACTION STEP (completed tasks highlighted in green, tasks in process marked in yellow and tasks not started marked in red).</p>				

PDSA#	90 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN?	HOW COMMUNICATED?
C-5	Collect feedback from principals/school staff/parents/community members on the effectiveness of the district communication plan.	All CO Staff	Mar. 30, 2014	
FS-5	MEASURE THE SUCCESS OF THE BREAKFAST PARTICIPATION PLAN AT THE HIGH SCHOOL.	FOOD SERVICE DIRECTOR	APR. 30, 2014	
FS-6	REVISE THE BREAKFAST PARTICIPATION PLAN AT THE HIGH SCHOOL, IF NEEDED.	FOOD SERVICE DIRECTOR & HIGH SCHOOL PRINCIPAL	MAY 1, 2014	
ATT-1	SCHOOL DISTRICT SHOULD REVIEW AND REVISE ALL ATTENDANCE-RELATED POLICIES AND PROCEDURES THEN SEEK BOARD APPROVAL OF ANY NEW OR REVISED POLICIES AND PROCEDURES.	KAREN KIRBY, DPP AND TOM PRICE, SUPT.	MAY 15, 2014	

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<b>IF WE ARE NOT SUCCESSFUL, WE WILL:</b> <b>USE AND MODEL P-I-A OF PROCESSES FOR REVIEW AND IMPROVEMENT FROM DATA WISE: (A) PREPARE (B) INQUIRE (C) ACT (QUALITY TOOLS)</b>				
<b>IN THE FIRST 120 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN: ALL ACTION STEPS IN MULTIPLE PDSA'S ARE COMPLETED BY THE APPROPRIATE DEADLINE BY THE DISTRICT PERSONNEL ASSIGNED TO COMPLETE THE TASKS.</b>				
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PDSA-#	FIRST 120 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
GT-4	ATTEND END-OF-YEAR G/T TRAINING AS REFRESHER FOR COORDINATOR.	L. ELDRIDGE	5-30-14	END-OF-YEAR REPORT WILL REFLECT COMPLIANCE WITH STATE REGULATION
CE-10	SUBMIT CEP FOR KDE APPROVAL.	L. ELDRIDGE T. PRICE	6-1-14	SHARE APPROVED CEP WITH ALL CERTIFIED STAFF
GG-6	COACH TEACHERS ON CREATING LDC MODULES (INSTRUCTIONAL LADDER), PLANNING FOR FORMATIVE ASSESSMENT LESSONS, ANALYZING STUDENT WORK, AND MAKING INSTRUCTIONAL ADJUSTMENTS BASED ON DATA FROM STUDENT WORK ANALYSIS.	L. ELDRIDGE W. STEVENS PRINCIPALS TEACHER LEADS	6-15-14 (ON-GOING 2014-15)	LDC/MDC LEAD TEACHERS AND CDT MEMBERS DOCUMENT COACHING EFFORTS AND TRACK TEACHER GROWTH IN

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				USE OF TOOLS
PD-6	PLAN PD CALENDAR/OFFERINGS/SESSIONS WITH CURRICULUM DESIGN TEAM, DISTRICT LEADERSHIP, ER STAFF, AND OTHERS, AS APPROPRIATE.	L. ELDRIDGE	6-15-14	SESSION OFFERINGS, REGISTRATION AND AGENDAS
IF WE ARE NOT SUCCESSFUL, WE WILL:				



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IN THE FIRST 150 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN: ALL ACTION STEPS IN MULTIPLE PDSA'S ARE COMPLETED BY THE APPROPRIATE DEADLINE BY THE DISTRICT PERSONNEL ASSIGNED TO COMPLETE THE TASKS.

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PDSA-#	150 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
GT-5	DEVELOP PLAN FOR 2014-15 G/T SERVICES AND REVISE FCS G/T HANDBOOK/GUIDELINES.	L. ELDRIDGE K. SORRELL COUNSELORS PRINCIPALS	7-15-14	COMMUNICATION TO PUBLIC VIA WEBSITE, LETTERS TO PARENTS
RTI-1	SCHOOLS DEVELOP AN RTI PROGRAM/PLAN THAT ADDRESSES ALL 3 LEVELS OF INTERVENTION, SCREENING, PLACEMENT, INSTRUCTION, ASSESSMENT, TRACKING, AND EXIT. DISTRICT MONITORED FOR EFFECTIVENESS.	PRINCIPALS	7-15-14	COMMUNICATE PLAN TO SUPERINTENDENT AND INSTRUCTIONAL SUPERVISOR
PG-2	CONVENE CDT (AND/OR CONTENT TEACHERS) TO DEVELOP DRAFT OF SCIENCE AND SOCIAL STUDIES PACING GUIDES AROUND NEW STANDARDS AND REVIEW/REVISE ELA AND MATH PACING GUIDES.	L. ELDRIDGE	7-15-14	COMMUNICATE DRAFTS VIA CONTENT MEETINGS/VERTICAL/HORIZONTAL MEETINGS, DISTRICT WEBSITE, AND E-MAIL (POSSIBLY CIITS)
PD-7	BEGIN USING CIITS TO SCHEDULE AND TRACK PROFESSIONAL DEVELOPMENT WITH THE DISTRICT.	L. ELDRIDGE	7-15-14	PROVIDE DIRECTIONS/TRAINING FOR TEACHERS TO SCHEDULE AND MAINTAIN PD RECORDS IN CIITS
PD-8	PLAN FOR MONITORING OF IMPLEMENTATION OF PROFESSIONAL DEVELOPMENT AND EFFECTIVENESS, DATA SOURCES, AND COLLECTION AND ANALYSIS OF DATA (E.G., GROWTH PLANS, STUDENT GROWTH GOALS, OBSERVATIONS, ETC.).	L. ELDRIDGE PRINCIPALS	7-30-14	COMMUNICATE ON-GOING TEACHER NEEDS FOR PROFESSIONAL DEVELOPMENT TO COORDINATOR AND DISTRICT COMMITTEE
CE-11	CONDUCT CERTIFIED EVALUATION TRAINING AND EXPLANATION OF PROCEDURES TO ADMINISTRATIVE STAFF.	L. ELDRIDGE T. PRICE	7-31-14	AGENDA/SIGN IN

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# BIG ROCK PLAN FOR PROGRESS

IN THE FIRST 180 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN: ALL ACTION STEPS IN MULTIPLE PDSA'S ARE COMPLETED BY THE APPROPRIATE DEADLINE BY THE DISTRICT PERSONNEL ASSIGNED TO COMPLETE THE TASKS.

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PDSA-#	180 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
LP-3	PROVIDE PROFESSIONAL DEVELOPMENT IN THE USE OF CIITS FOR LESSON PLANNING.	L. ELDRIDGE	8-15-14	LESSON PLAN DATA COLLECTED BY REVIEWERS
GG-7	ADDRESS TEACHER PROFESSIONAL DEVELOPMENT NEEDS FOR IMPLEMENTING LDC/MDC.	L. ELDRIDGE	8-15-14	IMPROVED IMPLEMENTATION RATES AND QUALITY INSTRUCTION AS OBSERVED/ DOCUMENTED FROM OBSERVATION/LESSON PLANS
RTI-2	DEVELOP A TIMELINE FOR REVIEWING DATA AT THE SCHOOL AND DISTRICT LEVEL TO ASSESS PROGRAM EFFECTIVENESS. (PRINCIPAL PLC?).	PRINCIPALS L. ELDRIDGE T. PRICE	8-15-14	REVIEW OF THE DATA IN ORDER TO MAKE ADJUSTMENTS TO THE PROGRAM. COMMUNICATE TIMELINE TO SUPERINTENDENT AND INSTRUCTIONAL SUPERVISOR
FA-3	PROVIDE PROFESSIONAL LEARNING ON FORMATIVE ASSESSMENT PRACTICES.	L. ELDRIDGE T. PRICE J. RAWLINGS	8-15-14	AGENDA/SIGN IN
CE-12	CONDUCT CERTIFIED EVALUATION TRAINING AND EXPLANATION OF PROCEDURES TO ALL OTHER CERTIFIED STAFF.	PRINCIPALS	8-30-14	AGENDA/SIGN IN
CE-13	PRINCIPALS CREATE MASTER PLAN/CALENDAR FOR COMPLETING OBSERVATIONS AND CONFERENCES ACCORDING TO TIMELINE.	PRINCIPALS	8-30-14	MASTER PLAN/CALENDAR