BIG ROCK PLAN FOR PROGRESS

BIG ROCK: PDSAS FOR DISTRICT IMPROVEMENT – FLEMING CO.

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

THE MEASURES/EVIDENCE WE WILL USE ARE: PDSAs 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	

BIG ROCK PLAN FOR PROGRESS

C-3	MAKE WEBSITE CHANGES TO ACCOMMODATE NEW COMMUNICATION PLAN	CCO	~~EARLY DEC.~~ JAN. 10, 2014	DELAYED TO FIRST WEEK IN JANUARY
PT-4	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	
MV-4	CONDUCT MEETINGS IN JANUARY WITH PARENTS AND STUDENTS TO DISCUSS VISION/MISSION.	SUPERINTENDENT TOM PRICE, EXEC. ASST.	JAN. 30, 2014	WILL CREATE NEW TIMELINE IN COLLABOR-ATION WITH THE NEW SUPT.
MV-7	COMPLETE DRAFT VISION/MISSION/BELIEF STATEMENTS	SUPERINTENDENT TOM PRICE C. O. ADMIN.	JAN. 30, 2014	WILL CREATE NEW TIMELINE IN COLLABOR-ATION WITH THE NEW SUPT.
PT-6	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	
PT-7	DEVELOP AN OVERALL COMPOSITE MAP SHOWING ALL BUS ROUTES.	WILLY CAMPBELL, TRANSPORTATION DIRECTOR	JAN. 30, 2014	
MV-8	FINALIZE VISION/MISSION/BELIEF STATEMENTS AND SUBMIT TO FLEMING COUNTY BOARD AT FEB. MEETING.	SUPERINTENDENT TOM PRICE C. O. ADMIN.	FEB. 12, 2014	WILL CREATE NEW TIMELINE IN COLLABOR-ATION WITH THE NEW SUPT.
C-6	COMMUNICATION TEAM TO INCLUDE STAFF MEMBER FROM EACH SCHOOL TO ACT AS "POINT PERSON" FOR THEIR SCHOOL.	SUPERINTENDENT TOM PRICE	FEB. 12, 2014	WILL CREATE NEW TIMELINE

BIG ROCK PLAN FOR PROGRESS

		PRINCIPALS		IN COLLABOR-ATION WITH THE NEW SUPT.

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 PDSAS 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
GPP-4	NEW DISTRICT VISION AND MISSION COMPLETED AND SHARED WITH STAKEHOLDERS.	T. PRICE, SUPT.	FEB 15, 2014	SEE SEPARATE PDSA. WILL CREATE NEW TIMELINE IN COLLABOR-ATION WITH THE NEW SUPT.
GPP-5	JOB DESCRIPTIONS ARE UPDATED AND, IF NEEDED, CREATED FOR EVERY DISTRICT EMPLOYEE.	G. EMMONS, DIRECTOR OF FEDERAL	FEB 15, 2014	MET WITH PERSONNEL DIRECTOR ON

BIG ROCK PLAN FOR PROGRESS

		PROGRAMS		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.
GPP-6	DISTRICT PROCEDURES FROM KSBA SERVICE ARE REVISED AND APPROVED BY THE BOARD.	T. PRICE, SUPT.	FEB 15, 2014	DISTRICT WAS UNAWARE THEY HAD PREVIOUSLY PURCHASED THE SERVICE AND PAST LEADERSHIP DID NOT FOLLOW THROUGH TO WORK WITH KSBA TO REVISE PROCEDURES.

Big Rock Plan for Progress

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 consider-ation.
CE-1	Convene Certified Evaluation Committee to review the model Certified Evaluation Plan (CEP) and discuss expectations for developing a new CEP.	L. Eldridge Committee	2-18-14	Committee representa-tives 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 Standards Based Grading (SBG).	N. Leet L. Eldridge	2-28-14	High participation

Big Rock Plan for Progress

					ON SURVEY WITH RESPONSES THAT INFORM DECISIONS ABOUT NEXT STEPS. CONDUCT SURVEY VIA INFINITE CAMPUS.
GG-1	EXAMINE CLOSE READING MODULES for primary obtained from HILLSBOROUGH CO, FL AS AN ALTERNATIVE OR PRELIMINARY STEP TO LITERACY DESIGN COLLABORATIVE (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 the TEACHER PROFESSIONAL GROWTH AND EFFECTIVENESS SYSTEM (TPGES) (NON-STUDENT GROWTH).	L. ELDRIDGE	2-28-14		COMMUNICATE DRAFT DECISIONS TO COMMITTEE.
PD-2	RE-ESTABLISH district/school PROFESSIONAL DEVELOPMENT (PD) COMMITTEES.	L. ELDRIDGE PRINCIPALS	2-28-14		COMMUNI-CATION OF DISTRICT/ SCHOOL COMMITTEE REPRESENTA-TIVES TO STAFF / SCHOOL COMMITTEE MEMBERSHIP AND TIMELINE

BIG ROCK PLAN FOR PROGRESS

				COMMUNI-CATED TO PD COORDINATOR.
MV-9	MONITOR FOR SUCCESSFUL IMPLEMENTATION OF DISTRICT VISION/MISSION/BELIEF STATEMENTS.	C.O. ADMIN. PRINCIPALS	MAR. 1, 2014	WILL CREATE NEW TIMELINE IN COLLABORATION WITH THE NEW SUPT.
FS-2	ASSESS BREAKFAST PARTICIPATION AT THE HIGH SCHOOL.	FOOD SERVICE DIRECTOR	MAR. 1, 2014	
FS-3	MEET WITH H. S. PRINCIPAL TO DEVELOP A PLAN TO INCREASE BREAKFAST PARTICIPATION.	FOOD SERVICE DIRECTOR & HIGH SCHOOL PRINCIPAL	MAR. 10, 2014	
FS-4	IMPLEMENT THE PLAN TO INCREASE BREAKFAST PARTICIPATION AT THE HIGH SCHOOL.	FOOD SERVICE DIRECTOR & HIGH SCHOOL PRINCIPAL	MAR. 24, 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 90 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN: ALL ACTION STEPS IN MULTIPLE PDSAS ARE COMPLETED BY THE APPROPRIATE DEADLINE BY THE DISTRICT PERSONNEL ASSIGNED TO COMPLETE THE TASKS.

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BIG ROCK PLAN FOR PROGRESS

PDSAs #	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	WILL CREATE NEW TIMELINE IN COLLABORATION WITH THE NEW SUPT.
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 AND 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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USE AND MODEL P-I-A OF PROCESSES FOR REVIEW AND IMPROVEMENT FROM DATA WISE: (A) PREPARE (B) INQUIRE (C)ACT (QUALITY TOOLS)

BIG ROCK PLAN FOR PROGRESS

BIG ROCK:

IN THE FIRST 120 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN: ALL ACTION STEPS IN MULTIPLE PDSAs ARE COMPLETED BY THE APPROPRIATE DEADLINE BY THE DISTRICT PERSONNEL ASSIGNED TO COMPLETE THE TASKS.

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PDSAS-#	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 CERTIFIED EVALUATION PLAN (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

BIG ROCK PLAN FOR PROGRESS

				COACHING EFFORTS AND TRACK TEACHER GROWTH IN USE OF TOOLS.
TECH-1	Chief Information Officer (CIO) will communicate with all staff members regarding the new procedures for reporting and monitoring technology requests via the web-based system.	DENISE BROWN, CIO	AUG. 1, 2014	
TECH-2	CIO will present available technology resources and best practices during new employee orientation sessions.	Denise Brown, CIO	8/1/14	
LP-3	Provide professional development in the use of CIITS for lesson planning. *3 training sessions scheduled for August 5, led by teachers/principal. **These sessions were cancelled due to the cancellation of the presenter from KEDC. This is a high need.**	L. Eldridge	8-15-14 8-5-14	Lesson plan data collected by reviewers.
TECH-3	District technology staff will work to increase available bandwidth to the maximum level provided by KDE (250 Mbps) utilizing existing equipment.	Denise Brown, CIO	8/7/14	
TECH-4	Upgrade remaining Windows XP machines to Windows 7 (excluding HVAC & camera systems) prior to the start of the 2014-2015 school year.	District Technicians	8/7/14	
TECH-5	District technology staff will implement a web-based technology request ticketing system to monitor the status of technology issues in the district.	Denise Brown, CIO	8/7/14	
TECH-6	CIO will communicate to district employees in person regarding the new procedures for reporting technology requests.	Denise Brown, CIO	8/7/14	

BIG ROCK PLAN FOR PROGRESS

TECH-7	District technology staff will provide professional development for teachers on best practices for technology utilization and available resources.	Denise Brown, CIO	8/7/14 (ongoing)	
GG-7	Address teacher professional development needs for implementing LDC/MDC.	L. Eldridge	8-15-14 8-5-14	*Some teachers throughout district attended LDC trainings in June and July to strengthen their understanding. *Sessions were offered at the August Professional Learning academy.
IF WE ARE NOT SUCCESSFUL, WE WILL:				

BIG ROCK PLAN FOR PROGRESS

IN THE FIRST 150 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN:
THE MEASURES/EVIDENCE WE WILL USE ARE:

PDSAS#	150 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
PD-7	Begin using CIITS to schedule and track professional development with the district. *All summer PD scheduled and tracked through CIITS.	L. Eldridge	7-15-14	Records in CIITS
# 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.). *Full implementation of self reflection, professional growth goals, student growth goals, and observation/peer observation system underway. Continue to work on system of monitoring.	L. Eldridge Principals	7-30-14	Principal PLC work Identified data sources
CE-11	Conduct certified evaluation training and explanation of procedures to administrative staff.	L. Eldridge T. Price	7-31-14 7-29-14	Agenda/Sign-in
TECH-2	CIO will present available technology resources and best practices during new employee orientation sessions.	Denise Brown, CIO	8/1/14	
LP-3	Provide professional development in the use of CIITS for lesson planning. *3 training sessions scheduled for August 5, led by teachers/principal. **These sessions were cancelled due to the cancellation of the presenter from KEDC. This is a high need.**	L. Eldridge	8-15-14 8-5-14	Lesson plan data collected by reviewers
TECH-3	District technology staff will work to increase available bandwidth to the maximum level provided by KDE (250 Mbps) utilizing existing equipment.	Denise Brown, CIO	8/7/14	

Big Rock Plan for Progress

TECH-4	Upgrade remaining Windows XP machines to Windows 7 (excluding HVAC & camera systems) prior to the start of the 2014-2015 school year.	District Technicians	8/7/14	
TECH-5	District technology staff will implement a web-based technology request ticketing system to monitor the status of technology issues in the district.	Denise Brown, CIO	8/7/14	
TECH-6	CIO will communicate to district employees in person regarding the new procedures for reporting technology requests.	Denise Brown, CIO	8/7/14	
TECH-7	District technology staff will provide professional development for teachers on best practices for technology utilization and available resources.	Denise Brown, CIO	8/7/14 (ongoing)	
GG-7	Address teacher professional development needs for implementing LDC/MDC.	L. Eldridge	~~8-15-14~~ 8-5-14	*Some teachers throughout district attended LDC trainings in June and July to strengthen their understanding. *Sessions were offered at the August PL academy.
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)				

Big Rock Plan for Progress

In the first 180 days, we will know we are successful when:	
The measures/evidence we will use are:	

PDSAS#	180 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
CE-12	Conduct certified evaluation training and explanation of procedures to all other certified staff. *Should take place opening day at each school, provided by principal.	Principals	8-30-14 8-6-14	Agenda/Sign-in
CE-13	Principals create master plan/calendar for completing observations and conferences according to timeline. *Principals are in the process of doing this planning. Schedule observations and conferences according to timeline.	Principals	8-30-14	Master Plan/Calendar
TECH-9	CIO will meet with the newly selected superintendent to discuss technology best practices to effectively utilize available resources.	Denise Brown, CIO	9/30/14	E-mail conversations have occurred.
TECH-10	CIO will communicate with school leadership regarding the utilization of the new technology request system.	Denise Brown, CIO	9/30/14	
TECH-11	CIO will implement software to remotely install program updates to workstations.	Denise Brown	9/30/14	
If we are not successful, we will: we will:				

Big Rock Plan for Progress

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)

Revised 3-5-14-JH; Revised 5-12-14*JH; Revised 9-10-14*JH

BIG ROCK PLAN FOR PROGRESS