

# ROBERTSON COUNTY

## ACTION PLAN

COLOR CODE=**GREEN**=COMPLETED ITEM, **YELLOW**=ONGOING ITEM, **RED**=NOT COMPLETED

**IN THE FIRST 30 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN:**

ALL ACTION STEPS ARE COMPLETED BY THE DEADLINE POSTED.

**THE MEASURES/EVIDENCE WE WILL USE ARE:**

AGENDAS AND MINUTES POSTED ON DISTRICT WEBSITE, DISTRICT MISSION/VISION AND CORE BELIEFS ARE FINALIZED AND ALL STAKEHOLDERS CAN COMMUNICATE THEIR MEANING, UPDATES TO 30/60/90-DAY PLAN PRESENTED AT EACH BOARD MEETING. 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**).

30-DAY ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED/EVIDENCE
A DRAFT VISION STATEMENT, MISSION STATEMENT AND CORE BELIEFS WILL BE PRESENTED TO THE BOARD FOR INPUT AND APPROVAL (SPGES St.1)	DAVID MURRAY, SUPT.	OCT. 20, 2014	KAY KENNEDY PRESENTED TO THE BOARD 10/20 AND 10/23. BOARD MINUTES
DISTRICT FACILITIES COMMITTEE MEMBERS SELECTED AND THE BOARD REPRESENTATIVE IS SELECTED.	DAVID MURRAY, SUPT.	OCT. 20, 2014	BOARD MINUTES 10/23
NON-NEGOTIABLES SHARED WITH STAFF BY PRINCIPAL.	JAMEY JOHNSON, PRINCIPAL	OCT. 20, 2014	COMMUNICATED FACE TO FACE IN A TEACHERS MEETING ON OCTOBER 8 <sup>TH</sup> . /SIGN-IN SHEET & PRINT-OUTS
NON-NEGOTIABLE'S PRESENTED TO THE BOARD BY THE PRINCIPAL FOR APPROVAL.	JAMEY JOHNSON, PRINCIPAL	OCT. 20, 2014	OCTOBER 20 <sup>TH</sup> BOARD MEETING/BOARD MINUTES
A DRAFT VISION STATEMENT, MISSION STATEMENT AND CORE BELIEFS WILL BE PRESENTED TO STAFF TO GET THEIR INPUT.	DAVID MURRAY, SUPT.	OCT. 27, 2014	TRACY SENT AN E-MAIL OUT ON 10/28 TO ALL STAFF. GARRICK RATLIFF SET UP

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			A SURVEY THROUGH IC TO GET INPUT.
COMMON ON-DEMAND WRITING STRATEGY ADOPTED SCHOOL-WIDE.	JAMEY JOHNSON, PRINCIPAL	OCT. 27, 2014	
DISTRICT LEADERSHIP TEAM BEGINS TO MEET WEEKLY AND POSTS AGENDAS AND MINUTES ON THE DISTRICT WEBPAGE.	DAVID MURRAY, SUPT.	OCT. 27, 2014	FIRST MEETING ON 10/24; MINUTES ARE ON WEBSITE.
DEAR/W (DROP EVERYTHING AND READ/WRITE) PROGRAM BEGINS WITH SPECIFIC COMMUNICATION TO TEACHERS REGARDING THE PURPOSE AND PROCESS.	JAMEY, JOHNSON, PRINCIPAL	OCT. 27, 2014	SHARED WITH TEACHERS THE PROCESS AND BEGAN SCHOOL-WIDE ON 10/17 11/7 BEGINS OUR 4 <sup>TH</sup> WEEK. TEACHERS MEETING AND E-MAILS AS EVIDENCE.
DISTRICT CONTACT AND RESPONSIBILITY CHART CREATED AND POSTED ON WEBSITE.	DAVID MURRAY, SUPT.	NOV. 3, 2014	BEING WORKED ON BUT NOT COMPLETED.
DISTRICT COMMUNICATION TEAM MEETING AGENDAS AND MINUTES ARE POSTED ON DISTRICT WEBSITE AFTER EACH MEETING.	DAVID MURRAY, SUPT.	NOV. 3, 2014	FIRST MEETING ON 10/24. MEETING MINUTES POSTED
DRAFT VISION STATEMENT, MISSION STATEMENT AND CORE BELIEFS SURVEY POSTED ON WEBSITE FOR PARENTS, STUDENTS AND OTHER STAKEHOLDERS' INPUT.	DAVID MURRAY, SUPT.	NOV. 3, 2014	TRACY POSTED ON SCHOOL WEBSITE, GARRICK ON IC AND JAMEY GAVE STUDENTS WRITING PROMPT ON 10/31 FOR INPUT.
SUPERINTENDENT WILL CREATE A SYSTEM TO REGULARLY RECOGNIZE STUDENTS AND STAFF IN ORDER TO PROMOTE A POSITIVE SCHOOL CULTURE.	DAVID MURRAY, SUPT.	NOV. 3, 2014	PROCESS WAS CREATED IN COMMUNICATION TEAM ON 10/24. COMMUNICATION TEAM MINUTES

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<b>BUILDING LEADERSHIP TEAM FORMED AND BEGINS TO MEET MONTHLY WITH AGENDAS AND MINUTES POSTED ON WEBSITE.</b>	<b>JAMEY JOHNSON, PRINCIPAL</b>	<b>Nov. 10, 2014</b>	<b>TEAM FORMED AND MET ON 11/6 AND WILL MEET AGAIN ON 11/10. ONCE MINUTES ARE APPROVED ON 11/10, THEY WILL BE POSTED ON SCHOOL WEBSITE.</b>
<b>COMMON ON-DEMAND WRITING STRATEGY ADOPTED BY BUILDING LEADERSHIP TEAM.</b>	<b>JAMEY JOHNSON, PRINCIPAL</b>	<b>Nov. 10, 2014</b>	<b>ADOPTED BY BLT ON 11/7 AND WILL REFLECT IN MINUTES ONCE APPROVED.</b>
<b>INSTRUCTIONAL POLICY PRESENTED TO BOARD. ASKED FOR THE DEADLINE TO BE CHANGED TO 12/15. MR. HAMM AGREED.</b>	<b>JAMEY JOHNSON, PRINCIPAL</b>	<b>Nov. 17, 2014</b>	<b>DEADLINE AND WHO IS ON POINT CHANGED.</b>
<b>REVISED ATTENDANCE POLICIES PRESENTED TO THE BOARD FOR APPROVAL.*</b>	<b>GARRICK RATLIFF, DPP</b>	<b>Nov. 17, 2014</b>	
<b>BUILDING LEADERSHIP TEAM PRESENTS HOMEWORK POLICY TO BOARD FOR APPROVAL.</b>	<b>JAMEY JOHNSON, PRINCIPAL</b>	<b>Nov. 17, 2014</b>	<b>STARTED WORKING ON 11/7 AND WILL HAVE READY TO PRESENT TO BOARD BY 11/17.</b>
<b>DISTRICT STAFF IS TRAINED IN THE USE OF THE AUTOMATED LIGHTING AND LOCK SYSTEMS.</b>	<b>DAVID MURRAY, SUPT.</b>	<b>Nov. 17, 2014</b>	<b>STEVE TUEL AND JAMEY JOHNSON WERE TRAINED ON LIGHTS ON 11/4 AND LOCKS ON 11/6.</b>
<b>MONTHLY UPDATES BY PRINCIPAL ON PROGRESS OF CERTIFIED EVALUATIONS BEGIN.</b>	<b>JAMEY JOHNSON, PRINCIPAL</b>	<b>Nov. 17, 2014</b>	<b>BEGAN WITH A BRIEF REPORT ON 10/20.</b>
<b>HIRE SCHOOL NURSE.</b>	<b>DAVID MURRAY, SUPT.</b>	<b>Nov. 17, 2014</b>	

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<b>HIRE QUALIFIED DISTRICT TECHNOLOGY COORDINATOR.</b>	<b>DAVID MURRAY, SUPT.</b>	<b>Nov. 17, 2014</b>	
SUPERINTENDENT WILL SHARE HIS STAFF SURVEY INFORMATION WITH THE BOARD TO HELP GUIDE DECISION MAKING.	DAVID MURRAY, SUPT.	Nov. 17, 2014	HOPE TO HAVE BY THE 17 <sup>TH</sup> .
CERTIFIED EVALUATION PLAN 50/50 COMMITTEE MEMBERSHIP IS FINALIZED.	DAVID MURRAY, SUPT.	Nov. 25, 2014	
DISTRICT FACILITIES PLAN COMMITTEE WILL HOLD FIRST MEETING AND POST AGENDA AND MINUTES ON DISTRICT WEBSITE.	DAVID MURRAY, SUPT.	Nov. 25, 2014	
ARTICLE ABOUT REVISED ATTENDANCE POLICIES AND THE IMPORTANCE OF ATTENDANCE PUBLISHED IN THE LOCAL PAPER AND POSTED ON DISTRICT WEBSITE.	GARRICK RATLIFF, DPP	DEC. 1, 2014	
ALL STAFF ARE ABLE TO CLEARLY ARTICULATE THE DISTRICT VISION AND MISSION.	DAVID MURRAY, SUPT.	DEC. 1, 2014	
<b>IF WE ARE NOT SUCCESSFUL, WE WILL: USE AND MODEL QUALITY TOOLS AND PROCESSES FOR REVIEW AND IMPROVEMENT: PLUS/DELTA/ISSUE BIN, PLAN-DO-STUDY-ACT (PDSA), PREPARE-INQUIRE-ACT (PIA)</b>			

**IN 60 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN:**

ALL ACTION STEPS ARE COMPLETED BY THE DEADLINE POSTED AND MARKED GREEN.

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<u>THE MEASURES/EVIDENCE WE WILL USE ARE:</u>			
AGENDAS AND MINUTES POSTED ON DISTRICT WEBSITE, CDIP AND CSIP COMPLETED, DISTRICT FACILITIES PLAN SUBMITTED TO KDE BY DEADLINE.			
60-DAY ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN?	HOW COMMUNICATED /EVIDENCE?
SYSTEM IS DEVELOPED TO UPDATE THE DISTRICT WEBSITE WEEKLY.	DAVID MURRAY, SUPT. /DTC	DEC. 3, 2014	
CONSOLIDATED DISTRICT AND SCHOOL IMPROVEMENT PLANS ARE FINALIZED FOR PRESENTATION TO THE BOARD.	DAVID MURRAY, SUPT.	DEC. 8, 2014	
FIRST CERTIFIED EVALUATION PLAN 50/50 COMMITTEE MEETING WITH AGENDA AND MINUTES POSTED ON DISTRICT WEBSITE.	DAVID MURRAY, SUPT.	DEC. 8, 2014	
DISTRICT FACILITIES PLAN IS COMPLETED AND PRESENTED TO THE BOARD FOR APPROVAL.	DAVID MURRAY, SUPT.	DEC. 15, 2014	
60-DAY ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN?	HOW COMMUNICATED /EVIDENCE?
SCHOOL HEALTH PROCEDURES ARE REVISED AND PRESENTED TO THE BOARD.*	DAVID MURRAY, SUPT./SCHOOL NURSE	DEC. 15, 2014	FIRST READING ON 10/20; SECOND READING 11/17.

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<b>BOARD POLICY FOR UPDATING THE BUS FLEET IS ADOPTED. *</b>	<b>DAVID MURRAY, SUPT.</b>	<b>DEC. 15, 2014</b>	
<b>DISTRICT HIRING PRACTICES POLICY IS PRESENTED TO THE BOARD FOR APPROVAL.</b>	<b>DAVID MURRAY, SUPT.</b>	<b>DEC. 15, 2014</b>	
<b>INSTRUCTIONAL POLICY PRESENTED TO BOARD.</b>	<b>JAMEY JOHNSON, PRINCIPAL</b>	<b>DEC. 15, 2014</b>	
<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><u>IN 90 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN:</u></b> <b>ALL ACTION STEPS ARE COMPLETED BY THE DEADLINE POSTED AND MARKED GREEN.</b>

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THE MEASURES/EVIDENCE WE WILL USE ARE:

CREATED: OCTOBER 20, 2014\*JH; REVISED NOVEMBER 11, 2014\*JH

\* ITEMS NOT COMPLETED IN PREVIOUS  
30/60/90 DAY PLANS