

BIG ROCK PLAN FOR PROGRESS

BIG ROCK: PDSA'S FOR DISTRICT IMPROVEMENT – FLEMING COUNTY (MAY UPDATE)

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	

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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	
MV-7	COMPLETE DRAFT VISION/MISSION/BELIEF STATEMENTS.	SUPERINTENDENT TOM PRICE C. O. ADMIN.	JAN. 30, 2014	
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 STATEMENT AND SUBMIT TO FLEMING COUNTY BOARD AT FEB. MEETING.	SUPERINTENDENT TOM PRICE C. O. ADMIN.	FEB. 12, 2014	
C-6	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)				

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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
GPP-4	NEW DISTRICT VISION AND MISSION COMPLETED AND SHARED WITH STAKEHOLDERS.	T. PRICE, SUPT.	FEB 15, 2014	SEE SEPARATE PDSA
GPP-5	JOB DESCRIPTIONS ARE UPDATED AND, IF NEEDED, CREATED FOR EVERY DISTRICT EMPLOYEE.	G. EMMONS, DIRECTOR OF FEDERAL PROGRAMS	FEB 15, 2014	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.
GPP-6	DISTRICT PROCEDURES FROM KSBA SERVICE ARE REVISED AND APPROVED BY THE BOARD.	T. PRICE, SUPT.	FEB 15, 2014	DISTRICT WAS UNAWARE THEY

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				HAD PREVIOUSLY PURCHASED THE SERVICE AND PAST LEADERSHIP DID NOT FOLLOW THROUGH TO WORK WITH KSBA TO REVISE PROCEDURES.
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

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				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.
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	COMMUNICA-TION OF DISTRICT/SCHOOL COMMITTEE REPRESENTA-TIVES TO STAFF / SCHOOL

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				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.	FOOD SERVICE DIRECTOR	MAR. 1, 2014	
CE-4				
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.	FSD & HIGH SCHOOL PRINCIPAL	MAR. 24, 2014	
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IN 90 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#	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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BIG ROCK:

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.

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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.

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				DOCUMENT COACHING EFFORTS AND TRACK TEACHER GROWTH IN USE OF TOOLS
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