BIG ROCK PLAN FOR PROGRESS – FLEMING COUNTY

BIG ROCK: PDSA FOR DISTRICT IMPROVEMENT

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

THE MEASURES/EVIDENCE WE WILL USE ARE: PDSA WILL BE COLOR-CODED BY DISTRICT AND KDE STAFF TO SHOW PROGRESS ON EACH ACTION STEP (completed tasks highlighted in green, tasks completed by new superintendent not completed under old superintendent in blue, 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	CURRENTLY UNDER REVISION BY NEW LEADERSHIP
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	COMPLETED LATE
MV-4	CONDUCT MEETINGS IN JANUARY WITH PARENTS AND STUDENTS TO DISCUSS VISION/MISSION.	SUPERINTENDENT TOM PRICE, EXEC. ASST.	JAN. 30, 2014	FEEDBACK FROM PARENTS AND STUDENTS ON NEW VISION AND STRATEGIC GOALS IS ONGOING.
MV-7	COMPLETE DRAFT VISION/MISSION/BELIEF STATEMENTS.	SUPERINTENDENT TOM PRICE C. O. ADMIN.	JAN. 30, 2014	NEW VISION AND STRATEGIC GOALS HAVE BEEN DEVELOPED BY NEW LEADERSHIP.
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	COMPLETED OCT/14

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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 COLLABORA-TION WITH THE NEW SUPT.
C-6	COMMUNICATION TEAM TO INCLUDE STAFF MEMBER FROM EACH SCHOOL TO ACT AS "POINT PERSON" FOR THEIR SCHOOL.	SUPERINTENDENT, PRINCIPALS	FEB. 12, 2014	NEW COMMUNICA-TION COMMITTEE FORMED AND REVISIONS ARE BEING MADE TO PLAN
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 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	DISTRICT

				STRATEGIC GOALS PRESENTED TO THE BOARD FOR APPROVAL ON OCT. 16, 2014.
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 considera-tion
CE-1	Convene Certified Evaluation Committee to review the model CEP and discuss	L. Eldridge	2-18-14	Committee representa-

	expectations for developing a new CEP.	Committee		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 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	L ELDRIDGE	2-28-14	

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	MEANS OF INTERVENTION FOR MIDDLE SCHOOL (AND HIGH SCHOOL?).	W STEVENS MS/HS PRINCIPALS		
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 COMMITTEE MEMBERSHIP AND TIMELINE COMMUNI-CATED TO PD COORDINATOR.
MV-9	MONITOR FOR SUCCESSFUL IMPLEMENTATION OF DISTRICT VISION/MISSION/BELIEF STATEMENTS.	C.O. ADMIN. PRINCIPALS	MAR. 1, 2014	NEW DISTRICT VISION CREATED AND SHARED- OCT-14.
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	MAR. 10,	

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		DIRECTOR & HIGH SCHOOL PRINCIPAL	2014	
FS-4	IMPLEMENT THE PLAN TO INCREASE BREAKFAST PARTICIPATION AT THE HIGH SCHOOL.	FSD & 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 PDSA ARE COMPLETED BY THE APPROPRIATE DEADLINE BY THE DISTRICT PERSONNEL ASSIGNED TO COMPLETE THE TASKS.
THE MEASURES/EVIDENCE WE WILL USE ARE: PDSA WILL BE COLOR-CODED BY DISTRICT AND KDE STAFF TO SHOW PROGRESS ON EACH ACTION STEP (completed tasks highlighted in green, tasks completed by new superintendent not completed under old superintendent in blue, tasks in process marked in yellow and tasks not started marked in red).

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	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	

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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	

IN THE FIRST 120 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN: ALL ACTION STEPS IN MULTIPLE PDSA 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

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				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. *Coaching/conferencing logs collected from CDT members after providing feedback to their colleagues in reference to the submitted LDC modules for jurying; MDC leads reviewed the FAL reflection guides and made revisions to the reflection questions in order to gather better information; CDT set expectations for implementation for 2014-15.	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 USE OF TOOLS.
TECH-1	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.	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	

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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:

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IN THE FIRST 150 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN: ALL ACTION STEPS IN MULTIPLE PDSA 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
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.	L. Eldridge	8-15-14 8-5-14	Lesson plan data collected by reviewers.

BIG ROCK PLAN FOR PROGRESS – FLEMING COUNTY

		This is a high need.			
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	
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)

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IN THE FIRST 180 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN: ALL ACTION STEPS IN MULTIPLE PDSA 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
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	
AE-2.1	KSBA training for policies and procedures.	Senior Leadership Team	October 24, 2014	

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PDSA#	180 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
AE-5.1	Teaching and learning Review (internal review conducted at 5 schools (AdvancED standard 3).	Senior Leadership Team	October 27-29, 2014	
AE-3.10	District Standards Based Grading Policy Review Committee meeting.	Lesia Eldridge, Instructional Supervisor	October 28, 2014	
AE-1.1	Standardize walkthrough process, tool, and data analysis process.	Lesia Eldridge	October 31, 2014	
AE-1.2	District-wide assessment and monitoring plan.	Lesia Eldridge	October 31, 2014	
AE-1.3	Review most recent TELL Survey and begin addressing areas in need of improvement.	Senior Leadership Team	October 31, 2014	
AE-1.4	Include principals in district school walkthroughs and formalize debriefing and sharing of information.	Lesia Eldridge	October 31, 2014	
AE-2.1	Map out walk-though plan.	Lesia Eldridge	October 31, 2014	
AE-2.2	Finalize FCS organizational chart.	Greg Emmons, Personnel Director	October 31, 2014	
AE-2.2	Finalize job descriptions.	Greg Conway, Finance Officer	October 31, 2014	

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		Greg Emmons		
AE-2.3, 2.6	Standardize walk-through process, tool, and data analysis process.	Lesia Eldridge	October 31, 2014	
PDSA#	**180 DAYS ACTION STRATEGIES:**	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
AE-2.6	Standardize walk-through process, tool, and data analysis process.	Lesia Eldridge	October 31, 2014	
AE-3.2, 3.4, 5.1, 5.2, 5.4,	Created district-wide assessment and monitoring plan.	Lesia Eldridge	October 31, 2014	
AE-3.4, 5.5	Standardize walk-through process, tool, and data analysis process.	Lesia Eldridge	October 31, 2014	
AE-3.5	Revise district administrators time in school documentation to include observations and focus to serve as evidence of district support for teaching and learning.	Lesia Eldridge	October 31, 2014	
AE-4.7	Finalize and communicate district-wide walk-though plan.	Lesia Eldridge	October 31, 2014	
AE-3.5	Create PLC Implementation Framework document.	Brian Creasman	November 7, 2014	

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IN THE FIRST **210** DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN: ALL ACTION STEPS IN MULTIPLE **PDSA** ARE COMPLETED BY THE APPROPRIATE DEADLINE BY THE DISTRICT PERSONNEL ASSIGNED TO COMPLETE THE TASKS.

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PDSA #	FIRST 210 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
AE-2.1, 3.11	Develop Evaluation Plan for classified staff.	Greg Emmons	November 12, 2014	
AE-3.1, 3.3	Revise Fleming County Student Intervention System.	Melissa James, DoSE	November 12, 2014	REVISED DATE JANUARY 30, 2015
AE-3.1	Create Individual Learning Plan Goals.	Lesia Eldridge Melissa James Denise Brown	November 12, 2014	REVISED DATE JANUARY 30, 2015
AE-4.1	Finalize job descriptions and upload to district website.	Greg Conway Greg Emmons	November 12, 2014	
AE-4.2	Race to Excellence school-based funding plan.	Greg Conway	November 12, 2014	
AE- 4.3	Revise Pre-inspection reports and system to system to monitor.	Greg Conway	November	

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PDSA #	FIRST 210 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
			12, 2014	
AE-4.3	Develop school-based checklist for facilities.	Greg Conway Greg Dunaway	November 12, 2014	
AE-4.4	Begin facility plan update--Facility walkthrough (11:30; Oct. 28).	Greg Conway	November 12, 2014	
AE-4.5	Create mobile lab usage documentation.	Denise Brown	November 12, 2014	
AE-4.5	Lesson plans aligned to mobile lab usage.	Denise Brown	November 12, 2014	
AE-4.6	Conduct evaluation of instructional technology.	Denise Brown	November 12, 2014	
AE-4.7	Create District PE Grant Evaluation Plan.	Greg Conway	November 12, 2014	
AE-4.7	Create Gifted Program Evaluation plan	Lesia Eldridge	November 12, 2014	
AE-4.7, 4.8	Conduct Fleming County Student Intervention System review and create FCSIS Evaluation Plan.	Melissa James	November 12, 2014	REVISED DATE JANUARY 30, 2015
AE-5.2	Create data evaluation framework and review plan.	Senior Leadership	November	

PDSA #	FIRST 210 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
		Team	12, 2014	
AE-5.3	Develop Operational Data Analysis Framework.	Senior Leadership Team	November 12, 2014	REVISED DATE FEBRUARY 17, 2015
AE-4.3, 4.4, 4.6	Create District Finance Technology and Operations Committee.	Greg Conway Denise Brown	November 15, 2014	
PDSA #	FIRST 210 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
AE-1.3	Create Diagram of District Systems.	Senior Leadership Team	November 17, 2014	
AE-2.1	Conduct review of district procedures and develop plans for revision.	Senior Leadership Team	November 17, 2014	ONGOING
AE-2.5, 3.8, 5.5	Develop community engagement plan.	Mendy High/FRYSC	November 17, 2014	
AE-3.7	Develop framework for new employee induction.	Greg Emmons Lesia Eldridge	November 17, 2014	REVISED DATE JANUARY 16, 2015
AE-3.8	Develop Parent University Framework - changed name to Parents Reinforcing Educational Priorities (PREP).	Mendy High/FRYSC	November 17, 2014	

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AE-3.9	Create Formalized student mentoring framework (student advocacy).	Guidance Counselors	November 17, 2014	
AE-3.11, 5.2	Develop 2015-16 professional learning plan.	Senior Leadership Team	November 17, 2014	**REVISED DATE FEBRUARY 19, 2015**
AE- 1.1	Release survey to gather stakeholder feedback on the district strategic plan.	Senior Leadership Team	December 1, 2014	
AE- 2.2	Release instructional technology survey.	Denise Brown	December 1, 2014	
AE- 2.2	Develop draft of financial clinics for principals and bookkeepers.	Greg Conway	December 1, 2014	
AE- 4.8	Finalize December 1 Child Count.	Melissa James	December 1, 2014	
AE- 1.3	Attend Jim Shipley systems training and report to Senior Leadership Team.	Brian Creasman	December 5, 2014	
AE- 3.11	**Obtain board approval of Classified Evaluation Plan.**	**Greg Emmons**	**December 10, 2014**	
AE- 5.5	**Analyze and post district benchmark data online and present to the school board.**	**Senior Leadership Team**	**December 10, 2014**	
AE-1.3	Review Jim Shipley systems training and plan next steps for schools.	Brian Creasman	December	

			11, 2014
AE-1.4	**Train principals on how to use the district-wide walk-through data.**	**Brian Creasman**	**December 11, 2014**
AE– 1.4	**Train principals on how to use the ELEOT instrument.**	**Lesia Eldridge, Inst. Supervisor L. Willan, ERL**	**December 11, 2014**
AE – 1.4	Principal's create PDSA for each school-based on findings from the KDE Internal Review.	Principals	December 11, 2014
AE- 2.6	Update and training for superintendent on TPGES, PPGES by instructional supervisor.	Lesia Eldridge	December 15, 2014
AE 2.6	Finalize administrative professional Learning Goals.	Senior Leadership Team	December 16, 2014
AE 2.6	Review Certified Evaluation Plan and progress update.	Senior Leadership Team	December 16, 2014
AE- 1.2	School Leadership Teams develop school-based assessment plan that aligns with district plan.	Principals	December 19, 2014
AE- 1.3	Develop plan to address areas for improvement based on the 2013 TELL Survey.	Lesia Eldridge	December 19, 2014
AE- 3.9	Finalize student mentoring framework (student advocacy).	Guidance Counselors	December 19, 2014

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AE- 4.2	Develop Race To Excellence School-Based Funding Plan.	Greg Conway, FO	December 19, 2014	
AE- 4.3	Develop Facility Inspection Reports.	Greg Dunaway, Maint, Sup. Greg Conway, FO	December 19, 2014	
AE- 4.5	Conduct analysis of transportation costs (fuel, mileage, time).	Greg Conway, FO	December 19. 2104	
AE- 5.2	Complete Data Readiness Survey and draft a Data Evaluation Framework.	Senior Leadership Team	December 19, 2014	
AE- 5.4	Create Quality Assurance Team to evaluate district readiness for AdvancED Standards of Quality (Diagnostic Review).	Senior Leadership Team Quality Assurance Team	December 19, 2014	
TECH 16	Teacher workstations at FCHS will be replaced to address limitations of aging equipment.	Denise Brown District Technicians	December 19, 2014	In progress.
AE- 3.2	Evaluate Kentucky Core Academic Standards implementation.	Senior Leadership	December 22, 2014	

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		Team		
Tech 13	The district core router will be replaced in order to realize the full potential of the bandwidth upgrade provided by KDE.	SLT and Principals	December 30, 2014	Pomeroy quote has been received and a requisition is in process for the replacement of the core router pending the completion of the former Ewing Elementary sale.
AE- 1.3	Discuss and plan to align school and district vision statements.		January 1, 2015	
AE- 1.4	Purchase AdvancED ELEOT walk-through instrument for district-wide use.	Lesia Eldridge	January 1, 2015	VENDOR TECHNICAL ISSUES.
AE-1.2	Revise the Fleming County Schools Communication Plan.	Melissa James, DoSE	January 12, 2015	
AE- 2.5	Finalize Community Engagement Plan.	Mendy High, FRYSC	January 12, 2015	
AE-3.8	Finalize Parents Reinforcing Educational Priorities (PREP) Program.	Mendy High, FRYSC	January 12, 2015	

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AE- 4.3	Develop Facility Inspection Reporting System.	Greg Dunaway Greg Conway	January 12, 2015	

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 THE FIRST 240 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN: ALL ACTION STEPS IN MULTIPLE PDSA ARE COMPLETED BY THE APPROPRIATE DEADLINE BY THE DISTRICT PERSONNEL ASSIGNED TO COMPLETE THE TASKS.

THE MEASURES/EVIDENCE WE WILL USE ARE: PDSA 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 240 DAYS ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN	HOW COMMUNICATED
AE- 3.2	Develop standardized process to collect feedback on benchmark assessments from schools.	Lesia Eldridge	January 16, 2015	
AE- 3.7	Develop Framework for Teacher Induction.	Greg Emmons	January 16, 2015	
AE- 4.5	Analyze data from Instructional Technology Survey and create plan for improvement.	Denise Brown, CIO	January 16, 2015	
AE- 2.2	Develop draft 2015-16 school calendar to maximize professional learning opportunities.	Karen Kirby, DPP	January 30, 2015	

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AE- 3.1	Create Individual Learning Plan Goals.	LesiaEldridge, Melissa James, Denise Brown	January 30, 2015	
AE- 3.2	Evaluate District Assessment Plan implementation and seek feedback from stakeholders.	Lesia Eldridge	January 30, 2015	
AE- 3.2	Finalize draft of Fleming County Schools Teaching and Learning Framework.	Brian Creasman	January 30, 2015	
AE- 3.6	Develop Engage New York Implementation Plan and homework framework.	SLT and Principals	January 30, 2015	
AE- 3.10	Conduct Standards Based Grading Committee meeting and draft improvement plan.	Lesia Eldridge	January 30, 2015	
AE- 3.12	Finalize membership of FC Student Intervention System Committee.	Melissa James	January 30, 2015	
AE- 4.3	Review Facilities Inspection data and implement electronic facilities checklist.	Greg Dunaway Greg Conway	January 30, 2015	
AE- 5.2	Assist principals in creation of data walls, data evaluations and student data notebooks.	SLT	January 30, 2015	
AE- 4.3	CREATE AND IMPLEMENT BUS INCIDENT NOTIFICATION SYSTEM BY INTEGRATING INFINITE CAMPUS WITH THE DISTRICT CALL SYSTEM.	DENISE BROWN, CIO	JANUARY 30, 2015	

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AE- 5.4	REVIEW IMPLEMENTATION OF SCHOOL-BASED PDSA WHICH WERE BASED ON KDE INTERNAL REVIEW PRIORITIES AND BENCHMARK ASSESSMENT DATA.	SENIOR LEADERSHIP TEAM	JANUARY 30, 2015	