

# 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. 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**).

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-NEGOTIABLES PRESENTED TO THE BOARD BY THE PRINCIPAL FOR APPROVAL.	JAMEY JOHNSON, PRINCIPAL	OCT. 20, 2014	OCTOBER 20 <sup>TH</sup> BOARD MEETING/ BOARD MINUTES.

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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. AND GARRICK RATLIFF SET UP 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 EMAILS AS EVIDENCE.
DISTRICT CONTACT AND RESPONSIBILITY CHART CREATED AND POSTED ON WEBSITE.	DAVID MURRAY, SUPT.	NOV. 3, 2014	COMPLETED AFTER GUIDANCE.
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.
BUILDING LEADERSHIP TEAM FORMED AND BEGINS TO MEET MONTHLY WITH AGENDAS AND MINUTES POSTED ON WEBSITE.	JAMEY JOHNSON, PRINCIPAL	NOV. 10, 2014	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.

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COMMON ON-DEMAND WRITING STRATEGY ADOPTED BY BUILDING LEADERSHIP TEAM.	JAMEY JOHNSON, PRINCIPAL	Nov. 10, 2014	ADOPTED BY BLT ON 11/7 AND WILL REFLECT IN MINUTES ONCE APPROVED.
REVISED ATTENDANCE POLICIES PRESENTED TO THE BOARD FOR APPROVAL.*	GARRICK RATLIFF, DPP	Nov. 17, 2014	
BUILDING LEADERSHIP TEAM PRESENTS HOMEWORK POLICY TO BOARD FOR APPROVAL.	JAMEY JOHNSON, PRINCIPAL	Nov. 17, 2014	STARTED WORKING ON 11/7 AND WILL HAVE READY TO PRESENT TO BOARD BY 11/17- PRESENTED ON 12/15 BUT NOT FORMALLY APPROVED.
DISTRICT STAFF IS TRAINED IN THE USE OF THE AUTOMATED LIGHTING AND LOCK SYSTEMS.	DAVID MURRAY, SUPT.	Nov. 17, 2014	STEVE TUEL AND JAMEY JOHNSON WERE TRAINED ON LIGHTS ON 11/4 AND LOCKS ON 11/6.
MONTHLY UPDATES BY PRINCIPAL ON PROGRESS OF CERTIFIED EVALUATIONS BEGIN.	JAMEY JOHNSON, PRINCIPAL	Nov. 17, 2014	BEGAN WITH A BRIEF REPORT ON 10/20.
HIRE SCHOOL NURSE.	DAVID MURRAY, SUPT.	Nov. 17, 2014	
HIRE QUALIFIED DISTRICT TECHNOLOGY COORDINATOR.	DAVID MURRAY, SUPT.	Nov. 17, 2014	
SUPERINTENDENT WILL SHARE HIS STAFF SURVEY INFORMATION WITH THE BOARD TO HELP GUIDE DECISION-MAKING.	DAVID MURRAY, SUPT.	Nov. 17, 2014	
CERTIFIED EVALUATION PLAN 50/50 COMMITTEE MEMBERSHIP IS FINALIZED.	DAVID MURRAY, SUPT.	Nov. 25, 2014	

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DISTRICT FACILITIES PLAN COMMITTEE WILL HOLD FIRST MEETING AND POST AGENDA AND MINUTES ON DISTRICT WEBSITE.	DAVID MURRAY, SUPT.	NOV. 25, 2014	1 <sup>ST</sup> MEETING WAS ON DEC. 11, 2 <sup>ND</sup> MEETING SCHEDULED FOR JAN. 15 (SNOW DATE OF JAN. 22).
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	GETTING FURTHER FEEDBACK FROM STAFF IN MEETING.
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:</b> ALL ACTION STEPS ARE COMPLETED BY THE DEADLINE POSTED AND MARKED GREEN.			
<b>THE MEASURES/EVIDENCE WE WILL USE ARE:</b> AGENDAS AND MINUTES POSTED ON DISTRICT WEBSITE, CDIP AND CSIP COMPLETED, DISTRICT FACILITIES PLAN SUBMITTED TO KDE BY DEADLINE.			
<b>60 DAY ACTION STRATEGIES:</b>	<b>WHO IS ON POINT?</b>	<b>BY WHEN?</b>	<b>HOW COMMUNICATED /EVIDENCE?</b>
SYSTEM IS DEVELOPED TO UPDATE THE DISTRICT WEBSITE WEEKLY.	DAVID MURRAY, SUPT./DTC	DEC. 3, 2014	

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CONSOLIDATED DISTRICT AND SCHOOL IMPROVEMENT PLANS ARE FINALIZED FOR PRESENTATION TO THE BOARD.	DAVID MURRAY, SUPT.	DEC. 8, 2014	WILL BE PRESENTED AT THE JANUARY 26, 2015 BOARD MEETING.
60 DAY ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN?	HOW COMMUNICATED /EVIDENCE?
FIRST CERTIFIED EVALUATION PLAN 50/50 COMMITTEE MEETING WITH AGENDA AND MINUTES POSTED ON DISTRICT WEBSITE.	DAVID MURRAY, SUPT.	DEC. 8, 2014	SCHEDULED TO MEET 2 <sup>ND</sup> WEEK OF JANUARY DUE TO DEATH OF STUDENT.
DISTRICT FACILITIES PLAN IS COMPLETED AND PRESENTED TO THE BOARD FOR APPROVAL.	DAVID MURRAY, SUPT.	DEC. 15, 2014	PRESENTATION TO THE BOARD BY MARCH MEETING.
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.
BOARD POLICY FOR UPDATING THE BUS FLEET IS ADOPTED.*	DAVID MURRAY, SUPT.	DEC. 15, 2014	

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DISTRICT HIRING PRACTICES POLICY IS PRESENTED TO THE BOARD FOR APPROVAL.	DAVID MURRAY, SUPT.	DEC. 15, 2014	PRESENTED BUT NEED REVISIONS/ ADDITIONS. WILL BE PRESENTED AT THE JANUARY BOARD MEETING.
INSTRUCTIONAL POLICY PRESENTED TO BOARD.	JAMEY JOHNSON, PRINCIPAL	DEC. 15, 2014	PRESENTED TO BOARD ON 12/15 BUT NOT FORMALLY APPROVED. WILL GO BACK TO BOARD FOR APPROVAL.
FINALIZE MEMBERSHIP OF CLASSIFIED EVALUATION COMMITTEE.	DAVID MURRAY JAMEY JOHNSON	JANUARY 5, 2015	
DEVELOP A FORMALIZED PROCESS FOR COMMUNICATION WITH BOARD MEMBERS BY SUPERINTENDENT.	DAVID MURRAY, SUPERINTENDENT	JANUARY 5, 2015	
PURCHASE THE ELEOT WALKTHROUGH INSTRUMENT FROM ADVANCED.	DAVID MURRAY, SUPT.	JANUARY 5, 2015	
CONDUCT FIRST 50/50 COMMITTEE MEETING AND POST AGENDA AND MINUTES ON DISTRICT WEBSITE.	DAVID MURRAY	JANUARY 16, 2015	
ADMINISTRATOR TRAINING FOR EFFECTIVE LEARNING ENVIRONMENT OBSERVATION TOOL (ELEOT) IS COMPLETED.	DAVID MURRAY, SUPT.	JANUARY 23, 2015	
IF WE ARE NOT SUCCESSFUL, WE WILL:			

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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)

IN 90 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN:

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

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**).

60 DAY ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN?	HOW COMMUNICATED /EVIDENCE?
COMPLETE WALKTHROUGH SCHEDULE AND FINALIZE PROCESS TO COMMUNICATE FEEDBACK TO TEACHERS AND THE BOARD.	DAVID MURRAY, SUPT.	FEBRUARY 13, 2015	
DATA ANALYSIS PLAN PRESENTED TO BUILDING LEADERSHIP TEAM.	HOLLY LINVILLE	FEBRUARY 20, 2015	
TEACHERS ARE TRAINED ON THE ELEOT WALKTHROUGH INSTRUMENT.	JAMEY JOHNSON, PRINCIPAL	FEBRUARY 27, 2015	
DRAFT OF CERTIFIED EVALUATION PLAN SENT TO STAFF FOR FEEDBACK.	DAVID MURRAY, SUPT.	FEBRUARY 27, 2015	
50/50 COMMITTEE REVIEWS FEEDBACK FROM STAFF AND COMPLETES FINAL REVISION OF CERTIFIED EVALUATION PLAN.	DAVID MURRAY, SUPT.	MARCH 6, 2015	
DATA TEAM PRESENTATION TO BUILDING LEADERSHIP TEAM AND COLLABORATION ON IMPROVEMENT PLAN.	HOLLY LINVILLE JAMEY JOHNSON	MARCH 13, 2015	

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<b><u>IN 120 DAYS, WE WILL KNOW WE ARE SUCCESSFUL WHEN:</u></b> <b>ALL ACTION STEPS ARE COMPLETED BY THE DEADLINE POSTED AND MARKED GREEN.</b>			
<b><u>THE MEASURES/EVIDENCE WE WILL USE ARE:</u></b> WALKTHROUGH DATA PRESENTATION TO TEACHERS AND BOARD, CLASSIFIED AND CERTIFIED EVALUATION PLANS APPROVED BY BOARD, DATA TEAM IMPROVEMENT PLAN SUCCESSFULLY IMPLEMENTED.			
120 DAY ACTION STRATEGIES:	WHO IS ON POINT?	BY WHEN?	HOW COMMUNICATED /EVIDENCE?
ADMINISTRATORS BEGIN WALKTHROUGHS.	DAVID MURRAY JAMEY JOHNSON	MARCH 15, 2015	
CERTIFIED EVALUATION PLAN PRESENTED TO THE BOARD FOR APPROVAL.	DAVID MURRAY, SUPT.	MARCH 16, 2015	
DATA TEAM MAKES FIRST PRESENTATION TO THE BOARD AND SHARES IMPROVEMENT PLAN.	HOLLY LINVILLE	MARCH 16, 2015	
CLASSIFIED EVALUATION PLAN COMMITTEE HOLDS FIRST MEETING.	DAVID MURRAY, SUPT.	APRIL 1, 2015	
WALKTHROUGH DATA IS COMMUNICATED TO STAFF.	JAMEY JOHNSON, PRINCIPAL	APRIL 17, 2015	
WALKTHROUGH DATA IS COMMUNICATED TO THE BOARD.	JAMEY JOHNSON, PRINCIPAL	APRIL 20, 2015	
DATA TEAM PRESENTS FINDINGS AND RECOMMENDATIONS FROM DISCOVERY ED ASSESSMENT ANALYSIS TO THE BUILDING LEADERSHIP TEAM.	HOLLY LINVILLE	APRIL 30, 2015	



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CREATED: OCTOBER 20, 2014\*JH; REVISED NOVEMBER 16, 2014\*JH; REVISED JANUARY 8, 2015\*JH

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