

# Caverna Independent School District

**150 Day Spring Mar7-April22**

## Leadership

PDSA/ Improvement Priorities (IP)	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
(IP) 2.6 3.4	50/50 Committee and Certified Evaluation Plan updated	50/50 Committee	Submit to the board by April 14 Submit to KDE by May 15	District Leadership Team, Board meeting	Committee has been established. Initial meeting has occurred and 2nd meeting date set. Continue to update the Certified Evaluation Plan until ready to submit to the Board and Kentucky Department of Education. Committee met Dec. 15th to make additional revisions to the CEP. 3rd meeting date set for Feb. 4th. Met on March 7th to finalize additional details. Final 50/50 Committee meeting was March 31st. CEP will be presented to the board in April and submitted to KDE by May 15.
	Establish a district strategic plan timeline and begin to draft plan	Cornelius Faulkner, Amanda Abell	March 29, 2016	District Leadership Team	Timeline has been established. Aspirations and targets have been established.
	Establish Superintendent student leadership teams	Cornelius Faulkner	March 29, 2016	Superintendent	Initial meetings have been scheduled for March 10 and 11. 2nd meeting dates have been set. Teams will meet twice in April and May and once a month in 2016-17.
	Ensure classified evaluations are completed	Cornelius Faulkner	29-Mar-16	Superintendent	Evaluations are complete at CES, CMS, and CHS. Cafeteria staff evaluations are complete. All classified evaluations are complete.

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	<p>SUMMATIVE EVALUATION:  Evaluator completes evaluation summary prior to April 25.  *Policy-Both the evaluator and evaluatee shall sign and date the evaluation instrument.  A copy will be submitted to keep on file at the Central Office</p>	Cornelius Faulkner	April 25th	District Leadership Team	All Summative evaluations for teachers have been completed and filed in the personnel records. 4-29-16
	<p>District administrators and PPGES-Overall Professional Performance Ratings Assigned and Summative Evaluation Completed.</p>	Cornelius Faulkner	1-May-16	District Leadership Team	All Summative evaluations for administrators have been completed and filed in the personnel records. 4-29-16
Curriculum - Instruction - Assessment					

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PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
	Establish Spring Testing Schedule	Amanda Abell	March 15th	DLT	Shipping dates set. Need to confirm testing window. Testing window confirmed at each school.
	Implement MYAP (Multi Year Academic Planner) in IC for high school students to register for courses in March 2016.	HS Counselor Curriculum Specialists Teachers	3/9/16 MYAP Live for Senior Registration (90)	Meet with students by grade level, starting with 12th grade, to train them on how to register.	Before MYAP can go live in March, the counselor must know whether students are going to register for 6 or 7 periods. Also discussed the lack of meaningful courses for Seniors to register for. This must be addressed before Senior registration.
PDSA: ATT	Create a plan for creating and offering Career Pathways and Dual Credit courses with deliberate decision making around what we offer (focus on course offerings for seniors for 16-17 school year)	District Leadership Team	April 11, 2016	District Leadership Team, Board meeting	Consider surveying students to see interests. (This should not be set by the attendance team from KDE – it is a curriculum/instruction issue.) purchased AP instructional materials and provided professional learning for AP teacher, 2 AP courses are now offered, job shadowing offered at the HS. Need to create an action plan to expand options and career pathways. Angie Banks (KDE) is scheduled to attend the district April 11th.

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	Corrective action plan process needs to be clearly outlined in our CEP-add to 50/50 committee Feb. agenda.)	District Leadership Team, 50/50 Committee	March 1, 2016	District Leadership Team, 50/50 Committee. CEP orientation	Corrective action plan process clearly outlined in the Certified Evaluation Plan and approved at the March 31 50/50 Committee meeting.
	Address Independent Study Credit at the HS	HS Counselor Principal Supervisor of Curriculum and Instruction	March 29th	DLT Course Catalog	
(IP) 3.2 5.2 5.3	Data Review Process	District Leadership Team	February 1, 2016	District Leadership Team	Each school has participated in at least three data reviews and established Statistical Observations and Hypotheses of Practice. School wide data review process was used to reflect on student growth goal planning and student placement in response to intervention. Data review process has been established as a part of the professional learning plan for 2016-17
	Develop a plan to share KDE Review for Standard 3-Curriculum with the faculty at each school	District leadership team	March 11	District Leadership Team, Early Release Friday	An overview of the data will be shared on March 11th to all faculties during early release Friday. Each administrator will facilitate an analysis process with each of the indicators to review the data and reflect on progress made since the review.

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	Establish 30/60/90 day plans at <u>each school</u> to address improvement priorities	District leadership team	March 31st	District leadership team	Initial process for developing the school plans shared at the March 21st DLT. Administrator planning sessions conducted on April 1st to review process for staff reflection and planning for each improvement priority. Initial school plans have been established and will be built with the staff at each school. Administrators will keep the district informed of plans at each DLT meeting.
	Add improvement priorities to the District 30/60/90 day plan	District Leadership team	March 31st	District leadership team	
	Operation Preparation	FRYSC Coordinator, CCR Coach, Supervisor of Curriculum and Instruction	22-Apr	District leadership team	Reality store for 8th graders on March 29. Counseling dates set for the week of April 11-15. Community leaders are helping with the student career counseling week of April 11.
	Finalize Professional Development survey for teachers	Supervisor of Curriculum and Instruction	11-Apr-16	District leadership team	Survey has been created. Gathering needs assessment data from teachers. April 25- teachers have completed the professional development needs survey and professional learning plan is being created.
Standard 3 Indicator 3.2	Create a plan for vertical and horizontal alignment of curriculum, instruction, and assessment.	Supervisor of Curriculum and Instruction	27-May	District leadership team	

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Standard 3 Indicator 3.2	Create a plan for multiple opportunities for school level personnel to use data from multiple assessments of learning to examine professional practice to adjust/monitor curriculum, instruction, and assessment	Supervisor of Curriculum and Instruction	27-May	District Leadership team	
Standard 3 Indicator 3.4	Create a formal process for district leaders and school leaders to monitor and support the improvement of instructional practices that ensure student success and achievement.	Supervisor of Curriculum and Instruction	27-May	District leadership team	DLT meeting 5-3-16 address indicator 3.4. A working session will be scheduled with administrators to conduct an action plan

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Standard 3 Indicator 3.6	Implement and monitor a district-wide instructional process.	Supervisor of Curriculum and Instruction	27-May	District leadership team	Each school has facilitated a review of the rubric and outlined an instructional process and monitoring of the process. Schools have added strategies to their 30/60/90 day plans and will continue sharing the progress at the DLT meetings. Schools have set deadlines for implementation.
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## Finance

PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
	Finalize Budget Allocations	Penny Boeckmann	April 22nd	District Leadership team	

## Pupil Personnel - Building - Maintenance

PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
(IP) 2.1	Building and Maintenance report to the board at the end of the year	Nathan Wyatt	May 15, 2016	District Leadership Team, Board Meeting	

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	Update Crisis Management Plan	Nathan Wyatt	April 22	District Leadership Team, Board Meeting	We have conducted active shooter training. Director of District Wide programs has attended the safety meeting to review current issues. Move to next year's 30/60/90 to finalize our plan. This is a part of our district strategic plan.
	Review contracts for non/resident students to determine if the school district can recapture any students to increase SEEK revenue.	Superintendent	1-10-16 (30)	Superintendent can communicate directly with superintendents from other districts.	KDE Reviewer reviewed all nonresident contracts with the DPP in detail and analyzed the amount of funding that could be reclaimed if the district went from a capped number to a one to one student exchange. (Jan. 15 Superintendent met with Barren Co. Superintendent to make non-resident contract more equitable. A plan was constructed for the contracts to become more equitable over the course of the next 3 years. Next steps: Barren Co. Superintendent is gathering data will report back.
(IP) 2.1	Plan for Beautification of School Campuses	Nathan Wyatt, Principals	April 22, 2016	District Leadership Team, Board Meeting	Move to 150 day plan due to weather.

## Technology

PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
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## Parent and Community Involvement



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PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
	Investigate and establish community partnerships to host the ReadiFest	FRYSC Coordinator	April 22nd	District Leadership Team	Progress shared at the March 24th DLT meeting. Sponsor has been established to help fund and host the ReadiFest. Community partners will help provide school supplies to students.
	Develop a plan for a community volunteer program	FRYSC Coordinator	April 22nd	District Leadership Team	
	Plan a program to address tobacco and alcohol abuse and teen pregnancy	FRYSC Coordinator	April 22nd	District Leadership Team	Progress shared at March 24th DLT meeting. Pregnancy workshop set for April 12th.
	Plan a program to address bullying	FRYSC Coordinator	April 22nd	District Leadership Team	March 30th-bullying program

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180 Day Spring April 25-June3					
Leadership					
PDSA/ Improvement Priorities (IP)	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
	Strategic Plan Draft submitted to KASA	Cornelius Faulkner, Amanda Abell	June 1, 2016	District Leadership Team	District team attended seminar, set timeline, revised mission, vision, shared beliefs and core value words. Aspirations and targets have been established. Team is still drafting strategies and goals. Attended the 2nd dates of the strategic planning workshop March 29-30.
	Nonrenewal letters to be sent prior to May 12	Cornelius Faulkner	May 12	District Leadership Team	
Curriculum - Instruction - Assessment					
PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes

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	Implement MYAP (Multi Year Academic Planner) in IC for high school students to register for courses in March 2016.	HS Counselor Curriculum Specialists Teachers	3/9/16 MYAP Live for Senior Registration (90)	Meet with students by grade level, starting with 12th grade, to train them on how to register.	Before MYAP can go live in March, the counselor must know whether students are going to register for 6 or 7 periods. Also discussed the lack of meaningful courses for Seniors to register for. This must be addressed before Senior registration.
PDSA: ATT	Create a plan for creating and offering Career Pathways and Dual Credit courses with deliberate decision making around what we offer (focus on course offerings for seniors for 16-17 school year)	District Leadership Team	April 11, 2016	District Leadership Team, Board meeting	Consider surveying students to see interests. (This should not be set by the attendance team from KDE – it is a curriculum/instruction issue.) purchased AP instructional materials and provided professional learning for AP teacher, 2 AP courses are now offered, job shadowing offered at the HS. Need to create an action plan to expand options and career pathways. Angie Banks (KDE) is scheduled to attend the district April 11th.
	Address Independent Study Credit at the HS	HS Counselor Principal Supervisor of Curriculum and Instruction	March 29th	DLT Course Catalog	Will be addressed at the course and master schedule meeting on Friday, May 6 when we decide on final course and career pathways.

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	Finalize Professional Learning Plan for 2016-17	Supervisor of Curriculum and Instruction	27-May-16	District leadership team	Professional learning plan will be developed in relation to CSIP/CDIP.
Standard 3 Indicator 3.2	Create a plan for vertical and horizontal alignment of curriculum, instruction, and assessment.	Supervisor of Curriculum and Instruction	27-May	District leadership team	
Standard 3 Indicator 3.2	Create a plan for multiple opportunities for school level personnel to use data from multiple assessments of learning to examine professional practice to adjust/monitor curriculum, instruction, and assessment	Supervisor of Curriculum and Instruction	27-May	District Leadership team	

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Standard 3 Indicator 3.4	Create a formal process for district leaders and school leaders to monitor and support the improvement of instructional practices that ensure student success and achievement.	Supervisor of Curriculum and Instruction	27-May	District leadership team	DLT meeting 5-3-16 address indicator 3.4. A working session will be scheduled with administrators to conduct an action plan
Standard 3 Indicator 3.6	Implement and monitor a district-wide instructional process.	Supervisor of Curriculum and Instruction	27-May	District leadership team	Each school has facilitated a review of the rubric and outlined an instructional process and monitoring of the process. Schools have added strategies to their 30/60/90 day plans and will continue sharing the progress at the DLT meetings. Schools have set deadlines for implementation.

## Finance

PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
	Tentative Budget for 2016-17	Penny Boeckman	May 31, 2016	District Leadership Team	
	Fixed Asset Report	Penny Boeckman	May 31, 2016	District Leadership Team	

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	Budget Committee	Penny Boeckman			Next meeting in June 2016
<b>Building and Maintenance</b>					
PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
(IP) 2.1	Building and Maintenance report to the board at the end of the year	Nathan Wyatt	May 15, 2016	District Leadership Team, Board Meeting	Mr. Wyatt is planning to provide a spreadsheet to the board of all maintenance issues that have been resolved.
	Require attendance taking in preschool and train parents in preschool regarding the benefits.	Principals Preschool Teachers	June 3, 2016	Attendance data can be included in student progress reports.	This must be an ongoing effort, monitored every two months. Started taking attendance on paper. Still need to add to Infinite Campus. Campus can be set up to take preschool attendance.
	Update Crisis Management Plan	Nathan Wyatt	April 22	District Leadership Team, Board Meeting	We have conducted active shooter training. Director of District Wide programs has attended the safety meeting to review current issues. Move to next year's 30/60/90 to finalize our plan. This is a part of our district strategic plan.

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	Review contracts for non/resident students to determine if the school district can recapture any students to increase SEEK revenue.	Superintendent	1-10-16 (30)	Superintendent can communicate directly with superintendents from other districts.	KDE Reviewer reviewed all nonresident contracts with the DPP in detail and analyzed the amount of funding that could be reclaimed if the district went from a capped number to a one to one student exchange. (Jan. 15 Superintendent met with Barren Co. Superintendent to make non-resident contract more equitable. A plan was constructed for the contracts to become more equitable over the course of the next 3 years. Next steps: Barren Co. Superintendent is gathering data will report back.
(IP) 2.1	Plan for Beautification of School Campuses	Nathan Wyatt, Principals	April 22, 2016	District Leadership Team, Board Meeting	Move to 150 day plan due to weather.

## Technology

PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
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## Parent and Community Involvement

PDSA/ Improvement Priorities	90 Day Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
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## Caverna Independent School District

	Develop a plan for a community volunteer program	FRYSC Coordinator	3-Jun	District Leadership Team	
	Plan a program to address tobacco and alcohol abuse and teen pregnancy	FRYSC Coordinator	April 22nd	District Leadership Team	Progress shared at March 24th DLT meeting. Pregnancy workshop set for April 12th. Town hall meeting planned for alcohol abuse