Big Rock Plan for Progress: PDSAs for District Improvement

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

PDSA abbreviations:

1. CAI – curriculum/assessment/instruction
2. PT - pupil transportation
3. F-RB - redbook (completed and removed)
4. F-B – finance: budget
5. F-FM – finance: financial management
6. F-HRPP – finance: human resources/personnel
7. F-PP – finance: purchases and payroll
8. GP – governance and policies
9. PA – pupil attendance

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PDSA	First 30 day actions	Who's on Point	By When	How Communicated
F-B	Create Draft budget for 2015 based upon Comprehensive District Improvement Plan and needs assessment. Present to the Caverna Board at January meeting.	C. FAULKNER, SUPERINTENDENT / P. BEOCKMANN, FINANCE DIRECTOR	9-Feb-15	District Leadership Team, Board meeting
F-HRPP	Begin the process of reviewing and revising Job descriptions to ensure that task and duties align with current policies and practices.	District Leadership Team	9-Feb-15	District Leadership Team, Board meeting
GPP	Review management audit with the Board and establish procedures to address issues.	District Leadership Team	9-Feb-15	District Leadership Team
CAI	Establish Early Release Friday schedule for February.	District Leadership Team	9-Feb-15	District Leadership Team
CAI	Establish Content Leadership Teams in order to plan and pace the curriculum to ensure alignment to Kentucky Core Academic Standards.	District Leadership Team, Principals	9-Feb-15	District Leadership Team, School Leadership Teams
CAI	Create monitoring plan for RTI .	S. Mathews, Special Ed, director	20-Mar-15	District Leadership Team
GPP	Establish Technology committee and begin process of creating needs assessment.	M. Houk, Technology Director	9-Feb-15	District Leadership Team, School Leadership Teams
CAI	Establish scheduling committee to review needed changes at Caverna High School and Caverna Middle School.	District Leadership Team	9-Feb-15	District Leadership Team
GPP	Complete second KSBA training session with the Caverna Board that focuses on roles and responsibilities of the board.	Caverna Board/C. Faulkner	9-Feb-15	District Leadership Team
GPP	Review board policies on graduation requirements and grading policies with the Caverna administration for common understanding and for future schedule planning.	District Leadership Team	9-Feb-15	District Leadership Team, Board meetings
GPP	Set preliminary staffing allocations for all schools to ensure they reflect board policy.	C. Faulkner/P. Beockmann	9-Feb-15	District Leadership Team
GPP	Review TPGES evaluations for each school to ensure the CEP schedule is followed .	C. Faulkner	9-Feb-15	District Leadership Team

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CAI	Establish spring assessment schedule.	J. MILES, HIGH SCHOOL GUIDANCE COUNSELOR	8-May-15	District Leadership Team, School Leadership Teams
GPP	Begin the process of reviewing and developing the district communication plan to ensure effective and timely communication with all stakeholders.	B. Phipps, Caverna High Principal, District Leadership Team	8-May-15	District Leadership Team
GPP	Race To the Top update from each school, including district monitoring of budgets and the completion of grant requirements.	School Principals	1-Jul-15	District Leadership Team
GPP	Administer TELL KY Survey and review for areas of improvement.	School Principals	20-Mar-15	District Leadership Team
GPP	Review Certified Evaluation Plan for issues and concerns. Begin the process of amending. (Due June 1) (Committee meeting 4-22-15)	District Leadership Team	8-May-15	District Leadership Team

PDSA	60 Day Plan	Who's on Point?	By when?	How Communicated?
CAI/F-HRPP	Design job description for Instructional supervisor position and post on KDE wesbsite. Job description has been developed and approved by the board and posted to KDE as of 4/20.	District Leadership Team	8-May-15	KDE and district website
CAI	Set PLC expectations for all 3 schools to ensure consistency and focus on specific goals…data, instruction and learning.	T. Stephens, ED. Recovery Sepcialist, principlas	1-Jul-15	PLC's, District Leadership Team
CAI	Provide training for school leaders in the process of creating learning targets, establish expectations for teacher lesson plans and create monitoring system.	T. Stephens, ED. Recovery Sepcialist, principlas	1-Jul-15	PLC's, District Leadership Team
F-HRPP	Review and document segregation of job responsibilities between HR and Payroll.	P. Boeckmann, S. Bradbury	1-Jul-15	District Leadership Team, Board meeting
F-HRPP	Review munis roles and user attributes and amend as necessary. Munis roles have been updated with trainings for each administrator. All administrators have "read only" access to Munis for their school.	P. Boeckmann District Leadership Team	8-May-15	District Leadership Team, Board meeting
F-B	The distrcit will develop and implement a process to create the budget.	C. Faulkner, P. Boeckmann	1-Jul-15	District Leadership Team, Board meeting
F-B	The district will develop and implement a needs assessment process to drive budget development.	C. Faulkner, P. Boeckmann District Leadership Team	1-Jul-15	District Leadership Team, Board meeting

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F-B/GPP	Staffing levels and school allocation will be reflected in the January budget. Allocations were set based upon the district staffing plan and administrators were notified accordingly.	C. Faulkner, P.Boeckmann	20-Mar-15	District Leadership Team, Board meeting
F-B	The cash flow projection for Fund 1 will be provided to the board on a monthly basis. Beginning at the March board working session, the board received a cash flow chart with explanation and discussion. This will be included with financial materials each month.	P. Boeckmann	8-May-15	District Leadership Team, Board meeting
F-FM	The district will develop and implement procedures to align expenditures with establish priorities.	District Leadership Team	1-Jul-15	District Leadership Team, Board meeting
F-FM	The board will receive system generated financial reports on a monthly basis. Beginning at the March board working session, the board received a cash flow chart with explanation and discussion. This will be included with financial materials each month.	P. Boeckmann	2-Mar-15	District Leadership Team, Board meeting
F-FM	The district will develop and implement policies and procedures to contract with an independent auditor. At the March board meeting a new auditor was contracted for 2015-26.	C. Faulkner, P. Boeckmann, Board	20-Mar-15	District Leadership Team, Board meeting
F-PP	The district will segregate duties related to the purchasing and payment process.	C. Faulkner, P. Boeckmann, S. Bradbury	8-May-15	District Leadership Team, Board meeting
ATT	Align attendance personnel with required job duties. Job duties and expectations were reviewed with attendance clerks in each building.	C. Faulkner, District Leadership Team	1-Jul-15	District Leadership Team, Board meeting
ATT	The local board must reiterate and communicate the student code of conduct.	C.Faulkner, DPP and board	1-Jul-15	District Leadership Team, Board meeting
ATT	Fully utilize the Truancy Diversion Program (TDP) with parents and students	C. Faulkner, principals.(Future DPP)	1-Jul-15	District Leadership Team, Board meeting
ATT	Seek input on the school calendar and attendance. A school calendar committee was established and included rep. from all stakeholders.	C. Faulkner, (DPP) , district calendar committee	20-Mar-15	District Leadership Team, Board meeting

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	90 Day Plan			
F-HRPP	Develop training for all stakeholders on the policies and procedures related to personnel.	DPP??		District Leadership Team, Board meeting
F-HRPP	Develop forms that provide supporting documentation for personnel actions.			District Leadership Team, Board meeting
F-HRPP	Develop internal operating procedures for HR and Payroll.	P. Boeckmann, S. Bradbury		District Leadership Team, Board meeting
ATT	Implement/expand alternative options for students.	District Leadership Team, principals	1-Jul-15	District Leadership Team, Board meeting
F-FM	The district will assign job task to provide adequate segregation of duties.	C. Faulkner		District Leadership Team, Board meeting
F-FM	The district will develop and implement procedures to align expenditures with establish priorities.	District Leadership Team		District Leadership Team, Board meeting
ATT	The local board must reiterate and communicate the student code of conduct.	C.Faulkner, DPP and board	22-Jun-15	District Leadership Team, Board meeting

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F-PP	The district will develop policies and procedures for bidding.	C. Faulkner, P. Boeckmann		District Leadership Team, Board meeting
ATT	Increase school board and school level involvement with student attendance and update attendance related policies and procedures.	C. Faulkner, DPP and Board	1-Jul-15	District Leadership Team, Board meeting
F-HRPP	Review and amend KSBA policies and procedures to reflect Caverna practices.	District Leadership Team	1-Jul-15	District Leadership Team, Board meeting
F-HRPP	Review and if necessary amend salary schedule to reflect all district positions and responsibilities.	C. Faulkner, P. Boeckmann	1-Jul-15	District Leadership Team, Board meeting
F-FM	Technology assets will be managed on a regular basis.	M. Houk, Technology Director, Technology Committee	1-Jul-15	District Leadership Team, Board meeting

	30 Day Plan Fall 2015			
F-HRPP	Develop training for all stakeholders on the policies and procedures related to personnel. To be developed by the new DPP.	Nathan Wyatt, Director of District Wide Programs	Aug. 25, 2015	District Leadership Team, Board meeting

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F-HRPP	Develop forms that provide supporting documentation for personnel actions. To be developed by the new DPP.	Nathan Wyatt, Director of District Wide Programs	Aug. 25, 2015	District Leadership Team, Board meeting
F-HRPP	Develop internal operating procedures for HR and Payroll. Mrs. Beockmann and Mrs. Bradbury have developed a process to ensure multiple opportunities have been created to monitor expenditures, each requiring the superintedents approval and signature.	P. Boeckmann, S. Bradbury	9-Jul-15	District Leadership Team, Board meeting
ATT	Implement/expand alternative options for students.	District Leadership Team, principals	9-Jul-15	District Leadership Team, Board meeting
F-FM	The district will assign job task to provide adequate segregation of duties. Job descriptions have been reviewed and revised. With the hiring of a new DPP and Inst. Sup. some job duties maybe adjusted as the year progresses.	C. Faulkner, District Leadership Team	9-Jul-15	District Leadership Team, Board meeting
F-FM	The district will develop and implement procedures to align expenditures with establish priorities. The Budget Committee will complete a "Needs Assessment" when developing the budget for 2016.	District Leadership Team	9-Jul-15	District Leadership Team, Board meeting
ATT	The local board must reiterate and communicate the student code of conduct. The School Board has directed that all codes of conduct for each school align to district expectations as reflected in the student handbooks. The Superintendent has set an expectation that this be reviewed with all students at the start of the school year.	C.Faulkner, DPP and board	9-Jul-15	District Leadership Team, Board meeting

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F-PP	The district will develop polices and procedures for bidding.	C. Faulkner, P. Boeckmann	Aug. 25, 2015	District Leadership Team, Board meeting
ATT	Increase school board and school level involvement with student attendance and update attendance related policies and procedures.	C. Faulkner, DPP and Board	9-Jul-15	District Leadership Team, Board meeting
F-HRPP	Review and amend KSBA policies and procedures to reflect Caverna practices. All policies requiring amendment or approval are reviewed by the board prior to approval and amended to reflect Caverna's practices and policies.	District Leadership Team	9-Jul-15	District Leadership Team, Board meeting
F-HRPP	Review and if necessary amend salary schedule to reflect all district positions and responsibilities. All salary scales have been reviewed and updated. Changes that reflect federal expectations have been adjusted including $10.10 hourly minimal have been adopted. No changes were made in the classified scale to adjust additional step increases over time.	C. Faulkner, P. Boeckmann	9-Jul-15	District Leadership Team, Board meeting
F-FM	Technology assets will be managed on a regular basis. Asset inventory occurred over the summer. The Technology Committee will complete a "needs assessment" survey to aid in setting a budget based upon the greatest needs of each school.	M. Houk, Technology Director, Technology Committee	9-Jul-15	District Leadership Team, Board meeting

	60 Day Plan Fall 2015			
F-HRPP	Develop training for all stakeholders on the policies and procedures related to personnel. To be developed by the new DPP.	Nathan Wyatt, Director of District Wide Programs	Oct. 13, 2015	District Leadership Team, Board meeting

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F-HRPP	Develop forms that provide supporting documentation for personnel actions.	Nathan Wyatt, Director of District Wide Programs	Oct. 13, 2015	District Leadership Team, Board meeting
F-HRPP	Develop internal operating procedures for HR and Payroll. Mrs. Beockmann and Mrs. Bradbury have developed a process to ensure multiple opportunities have been created to monitor expenditures, each requiring the superintedents approval and signature.	P. Boeckmann, S. Bradbury	Sept. 29, 2015	District Leadership Team, Board meeting
ATT	Implement/expand alternative options for students.	District Leadership Team, principals	Sept. 29, 2015	District Leadership Team, Board meeting
F-FM	The district will assign job task to provide adequate segregation of duties. Job descriptions have been reviewed and revised. With the hiring of a new DPP and Inst. Sup. some job duties maybe adjusted as the year progresses.	C. Faulkner, District Leadership Team	Sept. 29, 2015	District Leadership Team, Board meeting
F-FM	The district will develop and implement procedures to align expenditures with establish priorities. The Budget Committee will complete a "Needs Assessment" when developing the budget for 2016.	District Leadership Team	Sept. 29, 2015	District Leadership Team, Board meeting

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ATT	The local board must reiterate and communicate the student code of conduct. The School Board has directed that all codes of conduct for each school align to district expectations as reflected in the student handbooks. The Superintendent has set an expectation that this be reviewed with all students at the start of the school year.	C.Faulkner, DPP and board	Sept. 29, 2015	District Leadership Team, Board meeting
F-PP	The district will develop polices and procedures for bidding.	C. Faulkner, P. Boeckmann	Sept. 29, 2015	District Leadership Team, Board meeting
ATT	Increase school board and school level involvement with student attendance and update attendance related policies and procedures. Attendance policies were reviewed by the DLT and all schools aligned policies to Board policies. Each school is developing an attendance motivation plan.	C. Faulkner, DPP and Board	Sept. 29, 2015	District Leadership Team, Board meeting
F-HRPP	Review and amend KSBA policies and procedures to reflect Caverna practices. All policies requiring amendment or approval are reviewed by the board prior to approval and amended to reflect Caverna's practices and policies. All policies have been placed online for ease of access.	District Leadership Team	Aug. 25, 2015	District Leadership Team, Board meeting

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F-HRPP	Review and if necessary amend salary schedule to reflect all district positions and responsibilities. All salary scales have been reviewed and updated. Changes that reflect federal expectations have been adjusted including $10.10 hourly minimal have been adopted. No changes were made in the classified scale to adjust additional step increases over time.	C. Faulkner, P. Boeckmann	9-Jul-15	District Leadership Team, Board meeting
F-FM	Technology assets will be managed on a regular basis. Asset inventory occurred over the summer. The Technology Committee will complete a "needs assessment" survey to aid in setting a budget based upon the greatest needs of each school. Each school has been assigned the task of creating a "monitoring Plan" for maintaining technology inventory....this has not been completed yet.	M. Houk, Technology Director, Technology Committee	Aug. 25, 2015	District Leadership Team, Board meeting

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90 Day Plan Fall 2015

PDSA/ Improvement Priorities (IP)	90 Day Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
PDSA: F-HRPP (IP) 3.7	Develop training for all stakeholders on the policies and procedures related to personnel.	Superintendent Faulkner	October 13, 2015	District Leadership Team, Board meeting	-Hiring procedures are established as stated in the Hiring policy 03.11 -- Employee handbook outlines hiring procedures acquaints employees with policies-Handbook is posted online and shared at each opening day at the beginning of school and is also emailed to staff. -Policies and Procedures are linked to the district website and accessible to all stakeholders. Develop a process (include timeline) for new hires. -review of staff handbook, CEP, procedures for purchasing, code of ethics, technology, etc... -email sent to all employees with link to the website and access will be revisited each opening day - Superintendent will provide new employee orientation prior to 1st day of students or within 15 days of hire date if a late hire

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PDSA: F-HRPP	Develop forms that provide supporting documentation for personnel actions.	Cornelius Faulkner, Superintendent & 50/50 committee	December 1, 2015	District Leadership Team, Board meeting	Forms are embedded in our Policy/Procedure manual and posted on KSBA which is linked to our district homepage. We have forms, but they need to be included in process for new hires. - Professional growth plans follow the model outlined in the certified evaluation plan. Templates developed for improvement plans.
(IP) 1.2	Advisory Policy Reviews	Brad Phipps, High School Principal	December 1, 2015	District Leadership Team, Board meeting	High school will review policies. Minutes documented for review of committee, high school credits, and safety policies.
(IP) 2.1	Establish Principal presentation and topics for Board Meetings	Cornelius Faulkner, Superintendent & Principals	November 15, 2015	District Leadership Team, Board meeting	Each Principal has presented at a board meeting. Need to establish a schedule for the year. November 6: Presentation calendar for the year has been established.
(IP) 2.5	Set district/school committees and schedules for 2015-16	District Leadership Team	November 15, 2015 new date December 18	District Leadership Team, Board meeting	District Completed: budget, technology, communications, and District Leadership Team established. Schools need to submit committees and schedules to Central Office. Committees will be posted to the Webpage. Discussed at the Nov. 24th DLT and extended due date. All three schools have committees posted to the webpage.
(IP) 2.5	Establish monthly one on one administrator meetings	Cornelius Faulkner & Principals	December 1, 2015	District Leadership Team	Monthly meeting dates set. Need to establish a way of documenting meetings. Nov. 11: DLT meeting established process for sharing minutes with each DLT member.
(IP) 2.6 3.4	TeachScape Certification and Calibration	Faulkner, Superintendent Abell, Supervisor Curriculum & Instruction	November 15, 2015	District Leadership Team	Licenses purchased and windows established. Initial certification complete. Two calibration windows complete. Remaining windows will be set for the year. Nov. 10: Windows established and announced.

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(IP) 2.5	Book Study on <u>Mindset</u>	District Leadership Team	December 15, 2015	District Leadership Team	District Leadership Team is participating in a book study to foster a shared vision of growth and perserverance.
(IP) 3.1	Comprehensive School Improvement Plans and Comprehensive District Improvement Plan	District Leadership Team	December 1, 2015	District Leadership Team	Teachers will use the Statistical Observations and Hypotheses of Practice to draft strategies in the School Improvement Plans. On Early Release Friday (Nov. 13) each school will continue to work on action strategies from the Hypotheses of Practice.
(IP) 2.1 5.2 5.3	Strategic Planning Seminar	Cornelius Faulkner, Amanda Abell	January 6-7, 2016	District Leadership Team	Team has attended the training and board will approve agreement on 1-14-16. Discuss at the DLT on Jan. 19th. Sketch out a plan to continue.

Curriculum - Instruction - Assessment

PDSA/ Improvement Priorities	90 Day Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
(IP) 3.4	Establish <u>School Level</u> Walkthroughs	District Leadership Team	November 15, 2016	District Leadership Team, Board meeting	School level walkthrough expectations and protocols established for 1st semester. Evidence sharing folders established but need to be utilized by all Principals. Refine process after district level walkthroughs.
(IP) 3.4	Establish <u>District Level</u> Walkthroughs	District Leadership Team	November 20, 2016	District Leadership Team, Board meeting	District Level walkthrough expectations and protocols established for the year. District walkthroughs have occurred at the Middle School. Need to complete the High

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					school and Elementary walkthroughs. Completed.
(IP) 3.1 3.2 3.6	Professional Learning Communities	District Leadership Team	November 15, 2016	District Leadership Team	PLC Structures and expectations are established for grade level PLCs. Need to monitor implementation of the data process. Need to establish a time for vertical teams to collaborate.
(IP) 2.6 3.2	Early Release Friday Structure for Professional Learning	District Leadership Team	November 15, 2016	District Leadership Team	Yearly calendar is set. Topic schedule needs to be established.
(IP) 3.6 3.8 3.3	Response to Intervention	District Leadership Team	December 1, 2015	District Leadership Team	RtI Teams have been established at each school. Teams are working on developing and implementing an RtI plan. Elementary and Middle School initial RTI Plans have been shared with faculty and implementation is in beginning stages. High school plan needs to be established on paper and communicated to staff.
(IP) 3.10	Standards-Based Report Cards	Tina Southwood-Elem. Principal, Jessica Miles-Infinite Campus Coordinator & Primary Teachers	December 1, 2015	District Leadership Team	Teachers in grades K-2 will use standards-based report cards. 1st 9 weeks standards have been entered into Infinite Campus. Need to meet with grade level teachers to revise report cards and add standards from curriculum maps for the year.

	High school teachers need to update the course catalog and deliver to the high school counselor. The counselor is to update common course codes. Counselor will complete and publish revised document.	HS Counselor HS Principal HS Teachers	1/9/16 (30)		There was general discussion about how teachers would accomplish this task, and it was agreed that they would work in content groups to update the CC before Christmas break.

Finance

PDSA/ Improvement Priorities	90 Day Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
(IP) 2.1	Develop a "needs assessment" process for budgeting	Principals, Budget Committee	November 15, 2015	District Leadership Team	Complete for 2015-16. Continue "needs assessment" for budget planning in 2016-17
(IP) 2.1	Schedule Principal meetings with finance officer about 15-16 budgets	Principals & Penny Boeckmann, Finanace Officer	October 13, 2015	District Leadership Team	Finance officer has met with each Principal and school secretary
	Approve staffing Plan	Pboeckmann	Dec. 10th	District Leadership Team, Board meeting	Approved at the Dec. 10th board meeting

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PDSA: F-PP	The district will develop polices and procedures for bidding.	Cornelius Faulkner, Penny Boeckmann	October 13, 2015	District Leadership Team, Board meeting	Process has been established and communicated.

Pupil Personnel - Building and Maintenance

PDSA/ Improvement Priorities	90 Day Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
(IP) 2.1	Establish building, custodial, and grounds monitoring process and schedule	Nathan Wyatt, Principals	December 15, 2015	District Leadership Team, Board Meeting	Nov. 10 DLT meeting indicated that forms are establised and in our board policy. Next step is implementation.
(IP) 1.2	Create district wide attendance "motivation plan"	Nathan Wyatt, Principals	November 15, 2015	District Leadership Team, Board Meeting	Established at each school but need to be finalized and submitted. Discussed at the Nov. 24th DLT and due date was extended to Dec. 18. Met with Cheri Meadows from KDE for specific strategies, policy updates, and interventions. Weekly attendance percentage rate organizer has been developed and is shared with faculty each Monday. Plans being implemented. Graphics in the schools and awards system in place.

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(IP) 2.1	RBS analysis of structures for replacement of doors to ensure safety	Nathan Wyatt	November 15, 2015	District Leadership Team, Board Meeting	DLT meeting indicated analysis has been completed on doors. Next step is approval of funding to replace doors. Funding approved at last budget meeting.
	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.
	Review student attendance funding and instructional time with the board using the KDE Excel spreadsheet.	Superintendent Rodney Bennett, KDE	1/14/16 (January board meeting) (30)	KDE staff will present to the school board.	This spreadsheet is used to educate the local board regarding the cost of lost instructional time due to chronic attendance issues/truancy.

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Address issue of early check outs and align expectations across the district to reduce incidences where students leave school before the end of the instructional day.	Superintendent DPP Attendance Clerks Principals	1/9/16 (30)	Superintendent will send a letter to all families regarding higher expectations from school that will be starting on January 1. (Parent communication)	Teacher and principals have to be on board, attendance clerks must be supported by principals. Letter of the law has been sent home and DPP is going to communicate with gaurdians of students that have 8 or more events. Both letters have been shared at the Jan 5th DLT meeting.
Principals must obtain signature sheets from the school handbooks from every student who did not turn one in.	Principals	1/9/16 (30)	Superintendent communicates to principals ASAP.	Revise board policy 09.1231 to clarify stricter early release procedures, provide more detail for review by parents and students, and limit the principal's role in allowing for early release.
Infinite Campus Data Security and Integrity - we required a few changes to update system access and fix other minor issues.	DPP KSIS Contact DTC	1/9/16 (30)		(Completed) Changes were made in district during the December 8 audit. Detail is available from the DPP.

Technology

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PDSA/ Improvement Priorities	90 Day Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
PDSA: F-FM	Technology assets will be managed on a regular basis. Asset inventory occurred over the summer. Create inventory management plan for each school.	Melinda Houk, Technology Director, Technology Committee & Principals	November 15, 2015	District Leadership Team, Board meeting	The Technology Committee will complete a "needs assessment" survey to aid in setting a budget based upon the greatest needs of each school. Each school has been assigned the task of creating a "monitoring Plan" for maintaining technology inventory....this has not been completed yet. Each school has created a management plan. Plans need to be submitted to Technology Director for review. Melinda has all 3 plans and they are being refined.
	CIITS Rights cleanup	Melinda Houk, Principals	October 13, 2015	District Leadership Team	Reviewed at the District Leadership Team meeting (Oct. 13). Current issues resolved. Future issues will be resolved as needed.
(IP) 2.5	Updated school and district websites	Melinda Houk, Principals	December 1, 2015	District Leadership Team	Webpage training has occurred. Pages still need to be updated and resources uploaded.

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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(IP) 2.5 3.8	Share parent/community involvment events at each DLT meeting in Nov, Dec, Jan while drafting a Parent/Community Involvement Plan	Wilma Bunnell, Family Resource and Youth Service Center Director & Principals	January 1, 2016	District Leadership Team Meeting	Nov. 10 DLT Meeting: Nov. 11th the Elem, Middle School, and High School is having a Veteran's day program. Nov. 19th is the Thanksgiving with the Community Program. Nov. 20th is Children's Day at Glasgow. Ms. Bunnell is taking the Leadership Kids to the Lions Club Meeting.

120 Day Plan Winter 2016

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	March 15, 2016	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 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. CEP is set to be submitted to KDE by May 15.

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(IP) 2.1 5.2 5.3	Strategic Planning Seminar	Cornelius Faulkner, Amanda Abell	January 6-7, 2016	District Leadership Team	Team has attended the training and board will approve agreement on 1-14-16. Discuss at the DLT on Jan. 19th. Sketch out a plan to continue. Timeline has been established and aspirations have been set.

Curriculum - Instruction - Assessment

PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
(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 reposne to intervention. A schedule needs to be established for follow up data reviews in the Spring and Summer.
(IP) 3.4	Conceptual Building Blocks for Mathematics Achievement	Amanda Abell, Supervisor of Curriculum & Instruciton - Elem./Middle School Principals, Math teachers	February 1, 2016	District Leadership Team	Elementary and Middle School teachers and Instructional Coach will participate in Conceptual Building Blocks training and implement in classrooms.

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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	March 1, 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
	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	

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	Create a guided planning template and process and implement guided planning with teachers	Administrators, Supervisor of Curriculum and Instruction	February 15, 2016	District Leadership Team	Planning template has been created and shared with all administrators by Jan. 14, 2016. Follow-up with administrators during DLT
(IP) 3.6 3.8 3.3	Response to Intervention	District Leadership Team	December 1, 2015	District Leadership Team	RtI Teams have been established at each school. Teams are working on developing and implementing an RtI plan. Elementary and Middle School initial RTI Plans have been shared with faculty and implementation is in beginning stages. High school plan has been established on paper and will communicated to staff.

Finance

PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
	Draft Budget	PBoeckmann	Jan. 14th	District Leadership Team, Board meeting	Draft budget is based on the needs assessment and reviewed by the finance committee. Approved at the Jan. board meeting.,
	Salary Schedules need to be revisited	Pboeckmann	February 11	District Leadership Team, Board meeting	Salary schedule was compared to GRREC's regional schedule and our schedule to updated to be comparable to the region. Will be approved at the Feb. 11th board meeting

Caverna Independent

Pupil Personnel - Building - Maintenance

PDSA/Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
	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.
	Review student attendance funding and instructional time with the board using the KDE Excel spreadsheet.	Superintendent Rodney Bennett, KDE	1/14/16 (January board meeting) (30)	KDE staff will present to the school board.	This spreadsheet is used to educate the local board regarding the cost of lost instructional time due to chronic attendance issues/truancy.

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	Principals <u>must</u> obtain signature sheets from the school handbooks from every student who did not turn one in. Principals	1/9/16 (30)	Superintendent communicates to principals ASAP.	Revise board policy 09.1231 to clarify stricter early release procedures, provide more detail for review by parents and students, and limit the principal's role in allowing for early release. Update on percentages shared at the DLT: Elem-80%, MS-80%, and HS 82%.

Caverna Independent

Revisit and align school board policy and school handbooks, and expectations for attendance to recommend to the school board.

DPP will review the Student Entry/Exit logs for each school. | Superintendent DPP Principals | 2/10/16 (60) | Superintendent will contact KSBA for changes.

DPP will contact schools regarding changes (it is fine to make the school handbook changes for next year, due to expenses that would occur from printing all new ones for a few changes.) | DPP has copies of changes that are needed to Board policy. Working policy revision meeting on February 16th. Policy revisions or deletion needs to be submitted to KSBA and approved by the board
Middle school handbook – no changes.
Elementary handbook – p. 6 - separate school visitation from early checkouts.
High School handbook – DPP has detailed changes. Page. 21 must clearly clarify the difference between skipping class and truancy.
Signature sheets acknowledging the receipt of the handbook are required from each student and their parent/guardian.
Delete 09.433 AP.2 – Corporal Punishment form
Delete 09.14 AP.2 – Juvenile Justice form
Revise 09.1231 AP.21 – Student Entry/Exit Logs to match current practice in schools, if correct
Revise 09.121 AP.1 – Entrance Age – policy is generic – needs to reflect that enrollment is centralized at the board office. Submitted to KSBA for feedback and final revisions approved by CIS board March 10, 2016 |

Caverna Independent

	Outline expectations for principal/DPP responsibilities for attendance, including school level interventions.	DPP Principals Teachers	2/9/16 (60)	DPP will provide training for school level staff on school level interventions, based on Attendance Works research. (KDE can assist) Communicate using One Call, local newspaper, Facebook, school webpages, any other method that may work to involve the community, parents and students. (Parent communication)	W. Rutherford continue sending 3 and 6 day attendance letters, based on the law and regulation (combination of tardy or full day).Completed This task is centralized at the school district. First home visit should be conducted at the school level.-completed FRYSCs can help ascertain the reasons for poor attendance.-completed: FRYSC coordinator goes on home visits with DPP Discuss reward certificates and other types of recognition to students with 95% or higher attendance – frequency is important.
	Require attendance taking in preschool and train parents in preschool regarding the benefits.	Principals Preschool Teachers	2/9/16 (60)	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. (readdress putting in IC for next year) Campus can be set up to take preschool attendance.

Caverna Independent

	Complete the CIS Attendance Information Study each month and share at the board meetings	Superintendent, DPP	beginning 1-14/16		Superintendent sends a weekly attendance graphic organizer to each school and shared the attendance information study at the Jan. 14 and will share at each board meeting from now on.
(IP) 2.1	Plan for Beautification of School Campuses	Nathan Wyatt, Principals	March 1, 2016	District Leadership Team, Board Meeting	Move to 150 day plan due to weather
(IP) 2.1	Review budget for Transportation and Maintenance	Nathan Wyatt, Penny Boeckman	March 1, 2016	District Leadership Team, Board Meeting	Finance officer, Director District Wide Programs and Superintendent reviewed the budget. Changed job description for main custodian and adjusted staffing

Technology

PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
(IP) 2.5	Updated school and district websites	Melinda Houk, Principals	December 1, 2015	District Leadership Team	Webpage training has occurred. Pages still need to be updated and resources uploaded. School and teacher webpages updated. DLT March 1, 2016

Parent and Community Involvement

Caverna Independent

PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
(IP) 2.5 3.8	Each school will develop a Parent and Community Involvement Plan for the 2016-17 school year	Wilma Bunnell, Family Resource and Youth Service Center Director & Principals	February 1, 2016	District Leadership Team, Board meeting	Ms. Bunnell has created a template with FRYSC items and has shared with principals to complete. Each school has completed a family and community involvment plan and they are posted to the webpage.

150 Day Plan Spring 2016

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. CEP is set to be submitted to KDE by May 15.

Caverna Independent

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.

Curriculum - Instruction - Assessment

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.
	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.

Caverna Independent

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	March 1, 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.
	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	
	Address Independent Study Credit at the HS	HS Counselor Principal Supervisor of Curriculum and Instruction	March 29th	DLT Course Catalog	

Caverna Independent

PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
(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. A schedule needs to be established for follow up data reviews in the Spring and Summer.
	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.
	Establish 30/60/90 day plans at each school to address improvement priorities	District leadership team	March 31st	District leadership team	
	Add improvement priorities to the District 30/60/90 day plan	District Leadership team	March 31st	District leadership team	

Finance

PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes

Caverna Independent

	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	
	Update Crisis Management Plan	Nathan Wyatt	April 22	District Leadership Team, Board Meeting	

Caverna Independent

	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

Parent and Community Involvement

Caverna Independent

PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
	Investigate and establish community parnterships to host the ReadiFest	FRYSC Coordinator	April 22nd	District Leadership Team	
	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	

180 Day Plan Spring/Summer 2016

Leadership

PDSA/ Improvement Priorities (IP)	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes

Caverna Independent

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.

Curriculum - Instruction - Assessment

PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes

Finance

PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes

Building and Maintenance

Caverna Independent

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	
	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.

Technology					
PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes

Caverna Independent

	Parent and Community Involvement				
PDSA/ Improvement Priorities	90 Day Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes