

Caverna Independent School District 30-60-90 Day Plan

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. Strategic plan was submitted to KASA and approved by the board on May 12. Continue work on the action strategies during the summer leadership retreat. Add new action strategy to 30/60/90 for 2016-17 school year to continue monitoring, adjustment, and alignment of strategic plan.
	Title I, II, III reports need to be completed by June 1	Cornelius Faulkner	June 1, 2016	District Leadership Team	All reports completed and submitted
	Nonrenewal letters to be sent prior to May 12	Cornelius Faulkner	May 12	District Leadership Team	Nonrenewal letters are ready to be sent on May 12. Nonrenewal letters sent and demotion of high school principal documented during May 12th board meeting

Curriculum - Instruction - Assessment

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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. District did a paper pencil version of scheduling to place in individual student files. MyAp was utilized for reporting of missing classes.
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. Course pathways have been streamlined at May 6 meeting. Master Schedule is completed and new administrator is reviewing for adjustments. Add new action strategy to 30/60/90 for 2016-17 school year to continue pursuing additional courses for college or career readiness and partnership with Hart Co CTE and local industry and continue exploring options for Caverna.
	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. Independent study course has been removed and replaced with a specific multi media career options course.

	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. Professional learning plan has been approved by the board during the June 9th meeting.
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	Plan has been created for professional learning opportunities for vertical and horizontal alignment of curriculum and will be facilitated during summer PD days and/or early release Fridays.
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	Plan has been created for personnel to use data from multiple assessments to examine practices and will be finalized during the summer district leadership retreat.
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.
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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	Tentative budget will be approved by the board on May 12. A working session was held with the board members to review each component of the budget to ensure clear understanding of how funds are being strategically utilized and each budget code was reviewed and explained to increase understanding of how funding is budgeted for each code.
	Fixed Asset Report	Penny Boeckman	May 31, 2016	District Leadership Team	Fixed asset report approved by the board during the April meeting.
	Budget Committee	Penny Boeckman	June 15, 2016	Budget Committee District Leadership Team Board of Education	Next meeting in June 2016. Budget committee met and approved \$147,000 in expenditures from the needs assessment. Add new action strategy to 30/60/90 for 2016-17 school year to continue monitoring and alignment of the budget with district goals.
Building and 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	June 1, 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. Report is complete and will be shared at the July 2016 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. District evaluated all aspects of tracking attendance in Infinite Campus, including consultation with neighboring districts, and decided to not track preschool attendance in IC. We will continue to use the current tracking system.
	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. Add new action strategy to 30/60/90 for 2016-17 school year to continue work on this strategy as a part of our 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. Final decision: begin with this seniors and gradually decrease the number of students out of district until we to an appropriate one-to-one ratio.
	Safe Schools Report needs to be completed	Nathan Wyatt	June 30	District Leadership Team, Board Meeting	Superintendent verification has been completed. Safe School report was submitted in November 2015.
(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. Summer cleaning and painting (MS/HS) schedule has been set. Stucco project for the elementary is being planned and gathering bids. Summer floor cleaning schedule for all 3 schools is in process. Add new action strategy to 30/60/90 for 2016-17 school year to continue monitoring, adjustment, and alignment of strategic plan.

Technology

PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
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	Plan to replace the High school computer lab (48 computers)	Mhouk	August 1	District Leadership Team	Will be ordered by mid-June and in place by August 1. Computers have been delivered to the district and Technology Coordinator is in the process of installing.
	Complete inventory of all district assets	Mhouk and Pboeckmann	May 13	District Leadership Team	Inventory is in process and will be completed by May 13. Inventory completed.

Parent and Community Involvement

PDSA/ Improvement Priorities	90 Day Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
	Develop a plan for a community volunteer program	FRYSC Coordinator	3-Jun	District Leadership Team	Meeting on June 28th with FRYSC and Volunteer Program Coordinator to plan details of a district volunteer program.
	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.