

# Caverna Independent School District

Leadership					
PDSA/ Improvement Priorities (IP)	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
	Add action items to each strategy on the Caverna Independent Strategic Plan	Cornelius Faulkner, Amanda Abell	October 1, 2016	District Leadership Team	<b>Actions need to be outlined for each strategy on the strategic plan to continue monitoring, adjustment, and alignment. Include as an item on DLT meetings. Strategies added for Aspiration 2.</b>
	Approve Administrator PGPs and student growth goals	Cornelius Faulkner	October 31, 2016	One-on-One Meeting	<b>September one-on-ones completed to review the principals' self-reflections. Feedback provided via email to each principal on their professional growth goals and student growth goals. One-on-one meetings conducted on Oct. 29th to review expectations for the actions plans. Final goals due in CIITS Oct. 31.</b>
	Ensure Peer Observers are trained and a certificate is on file at the Central Office	Principals	October 1, 2016	District Leadership Team	Peer observers are submitting certificates as completed.
	Form a Wellness Committee - principals send Prudie dates for meeting	Prudie Bishop	September 15, 2016	District Leadership Team	
	-check on electronic absence request	Amanda Abell	September 1, 2016	District leadership Team	Mr. Burton has developed a system for CES. Share at DLT

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	Complete District Safety Report	Nathan Wyatt	November 1, 2016	District Leadership Team	Safety report for all 3 schools has been completed. District safety report needs to be completed.
	Schedule next round of One-on-One administrator meetings and establish the agendas	Faulkner	November 5, 2016	District Leadership Team	Discussed at Nov. 2 DLT meeting to establish dates and times. Agendas need to be constructed.
	Create a mentoring/coaching support system for all teachers and intensive support for new teachers	Faulkner, Abell	November 18, 2016	District Leadership Team	-New teacher orientation August 8th (mission, vision, ethics, handbook, confidentiality, technology, attendance, transportation, board information, contact information) -need to set the agendas for the year for new teacher cohort. -involve staff in planning for coaching/mentoring. Dates and Agenda items have been set for the year. Books have been ordered for the cohort. Mentors selected for new teachers. The cohort will add to agenda items at the end of the cohort meetings with suggestions.
	Establish 2nd round of dates and agenda items for the Superintendent Student Leadership Team	Faulkner	November 18, 2016	District Leadership Team	

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	Prepare for hiring of the Maintenance mechanical position, prepare facility, and secure equipment	District Leadership Team	October 1, 2016	District Leadership Team, Board meeting	Maintenance mechanical position is set to be posted. Mr. Goff will communicate with Ms. Bell about job description and posting the position. Communicated to Mr. Goff from 30/60/90 update meeting on 9-2-16. Meeting with Ashley Bell on October 21, 2016 to finalize plans for interviews, the specific pathway, and preparing the facility at CHS.
	Complete Works Skills Ready Grant in partnership with Hart County	Faulkner, Abell	October 19, 2016	District Leadership Team	Multiple meetings with Hart County, local government, industry and other stakeholders to plan and develop the Work Skills Ready Grant. Grant submitted on October 19th, 2016
	Complete self-assessment from AdvanEd to identify target areas	Faulkner, Abell	November 15, 2016	District Leadership Team	
	Review Public Relations strategies in the district strategic plan to ensure positive communication to stakeholders and establish a process	Faulkner, Abell	December 1, 2016	District Leadership Team	
	Create and facilitate surveys for the audit	District Leadership Team	October 10, 2016	District Leadership Team	Surveys created and first round conducted at the district fall festival on Oct. 13th. Principals will review the percentage of surveys completed at the December DLT and plan for next steps.
<b>Curriculum - Instruction - Assessment</b>					

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	Ensure program review teams are established and reviewing rubrics	District Leadership Team	November 15, 2016	District Leadership Team	Discussed at November 2 DLT meeting. Action item added to minutes.
	Monitor completion of curriculum maps	District Leadership Team	December 1, 2016	District Leadership Team	CES continued work on Early Release Friday, October 28. Discussed at November 2 DLT meeting. Action item added to minutes.
	Facilitate last round of fall data retreats using school-level data	District Leadership Team	November 4, 2016	District Leadership Team	Discussed at November 2 DLT meeting. One additional fall data retreat needed to form hypotheses of practice for construction of the comprehensive school improvement plan action strategies.
	Post curriculum maps the school and district webpages	District Leadership Team	November 15, 2016	District Leadership Team	CES has posted curriculum maps that have been completed. CMS and CHS will post by next DLT.
	Response to Intervention Teams need to review school-level plan and ensure procedures are being followed	District Leadership Team	December 1, 2016	District Leadership Team	CES RTI team has met twice. CMS is planning a date to review the RTI plan.

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	Facilitate next round of vertical PLCs across all schools to adjust curriculum vertically	District Leadership Team	December 2, 2016	District Leadership Team	Next vertical PLC planned for December 2nd.
	Modify the professional learning plan for 16-17 to address changes based on need	District Leadership Team	November 15, 2016	District Leadership Team	
	Begin work on the Comprehensive school Improvement plans	District Leadership Team	December 1, 2016	District Leadership Team	Discussed at Nov 2nd DLT.
	Begin work on the Comprehensive District Improvement plan	Faulkner, Abell	December 1, 2016	District Leadership Team	
	Plan and write the 21st Century after school program grant	Abell, Bradbury, Adwell	November 15, 2016	District Leadership Team	

<b>Finance</b>
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	Prepare for needs assessment based on strategies in the CSIP	Pboeckmann	November 18, 2016	District Leadership Team	
	Plan for addressing the new wage and hour law that goes into effect Jan. 1st	PBoeckmann	November 18, 2016	District Leadership Team	Reviewed at the Nov. 2nd DLT meeting
	Review audit findings and meet with administrators to put in writing action steps to address audit issues	Pboeckmann	December 1, 2016	District Leadership Team	Discussed at the Nov. 2nd DLT and meetings with administrators will be established.
<b>Transportation - DPP - Building Maintenance</b>					

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(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 August 2016 board meeting. Completed and shared at the board meeting.
	Update Crisis Management Plan	Nathan Wyatt	December 2016	District Leadership Team, Board Meeting	We have conducted active shooter training in 2015-16. Director of District Wide programs has attended the safety meeting to review current issues.
	Communicate with Mr. Matthews regarding contracts for non/resident students	Superintendent	November 2016	Superintendent can communicate directly with superintendents from other districts.	Review contracts for non/resident students to determine if the school district can recapture any students to increase SEEK revenue. (Ensure original plan is implemented)

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(IP) 2.1	Ensure plan for Beautification of School Campuses is being implemented (monitoring, adjustment, and alignment)	Nathan Wyatt, Principals	November, 2016	District Leadership Team, Board Meeting	
	Principals submit names for Safety Crisis Management team members to Susan	Susan Mathews, Principals	August 30, 2016	District Leadership Team	Mr. Burton will be the only additional name added to the Safety Crisis management team
	Begin forming a committee to create a new Facilities Plan	Nathan Wyatt	November 15, 2016	District Leadership Team	Committee needs to be formed and new facilities plan needs to be created. Addressed at the Nov. 2nd DLT
<b>Technology</b>					
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	Webpage Review needs to be conducted for each school and the district page	MHouk	January 1, 2016	District Leadership Team	First review conducted. Follow-up needs to occur during the DLT meetings.

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	Post required Child Abuse and neglect training on the district page	MHouk	November 5, 2016	District Leadership Team	
	Decide who needs to attend the upcoming Infinite Campus Training	MHouk	November 5, 2016	District Leadership Team	
<b>Parent and Community Involvement</b>					
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