

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	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.
	All evaluators must complete observer certification training through KASA and submit certificates to Central Office.	Cornelius Faulkner	October 1, 2016	District Leadership Team	Make sure you are registered for the observer certification training through KASA and submit your certificate to the Central Office. (Chase and Fin working on initial certification. Tina and Barry have completed the 1st calibration window)
	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	

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	Complete Learning Environment and Finance tab verification in the school report card	Abell, Principals	August 30, 2016	District Leadership Team	Verified and Completed
	-check on electronic absence request	Amanda Abell	September 1, 2016	District leadership Team	
	Create a mentoring/coaching support system for all teachers and intensive support for new teachers	Faulkner, Abell	September 1, 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
Curriculum - Instruction - Assessment					
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	Pursue additional courses for college or career readiness and partnership with Hart Co CTE, local industry, and local government and continue exploring options for Caverna. (CTE grant work)	District Leadership Team	August 26, 2016	District Leadership Team, Board meeting	Met with local government, KDE personnel, neighboring district Superintendent, Mr. Line to discuss CTE position on July 20 at KASA. Met with local industry and local government to begin plans for the CTE grant. Next meeting date is August 3, 2016 to begin plans for preapp of grant. Grant submitted and Maintenance mechanical position is set to be posted.
Standard 3 Indicator 3.2	Ensure implementation of vertical and horizontal alignment of curriculum, instruction, and assessment. (School-level process needs to be established)	Amanda Abell	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.

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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	Amanda Abell	1-Sep	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	Ensure 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. Processes have been established and currently being implemented.

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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.

Finance					
PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
	Budget Committee: continue monitoring and alignment of the budget with district goals	Penny Boeckmann	August 30, 2016	Budget Committee District Leadership Team Board of Education	Set dates for the year. Requests need to be submitted to the Central Office.
DPP-Building - Maintenance					

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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 August 2016 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)
(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	

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	-Attendance plans on the schools' website	Nathan Wyatt, Principals	August 30, 2016	District Leadership Team	
	Evacuation Maps must be posted prior to 1 st instructional day	Principals	August 9, 2016	District Leadership Team	Principals reported at DLT all rooms at each school have evacuation maps posted
	Safety walkthroughs need to be conducted	Nathan Wyatt, Principals	August 30, 2016	District Leadership Team	Safety walkthroughs conducted on August 1, at MS/HS and on August 2nd at CES
	Principals submit names for Safety Crisis Management team members to Susan	Susan Mathews, Principals	August 30, 2016	District Leadership Team	

Technology

PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
	Plan to replace the High school computer lab (35 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.
	Data security and breach notification best practice guide needs to be on	MHouk	August 31, 2016	District Leadership Team	Completed: Data security and breach notification shared with all staff members and with the school board.

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	the next board agenda				
Parent and Community Involvement					
PDSA/ Improvement Priorities	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. Sign-ups occurred at Readifest. Meeting with Joyce Rice August 1st to discuss next steps. Meeting with volunteers (training/orientation) will occur on September 12th at CHS library to review expectations.
	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.
	Send recommendations for school/district events to Wilma Bunnell	FRYSC Coordinator	30-Aug-16	District Leadership Team	Follow up during August 23 DLT: all principals reported that recommendations had been submitted.

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	Readifest July 28th	FRYSC Coordinator	28-Jul	District Leadership Team	Redifest was a big success: about 400 students, over 100 volunteers, around 1000 people total
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