

# Caverna Independent School District

| Leadership                              |  |                                  |                                |                          |  |
|---|--|----------------------------------|--------------------------------|--------------------------|--|
| PDSA/<br>Improvement<br>Priorities (IP) | Action<br>Strategies   | Who's on<br>Point                | Targeted<br>Completion<br>Date | How<br>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 PGP's 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  |

# Caverna Independent School District

|  |  |                 |                   |                          |   |
|--|--|-----------------|-------------------|--------------------------|---|
|  | 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 |   |

## Caverna Independent School District

|  |  |                          |                   |   |   |
|--|--|--------------------------|-------------------|---|---|
|  | 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> |  |                          |                   |   |   |

# Caverna Independent School District

| PDSA/<br>Improvement<br>Priorities | Action<br>Strategies   | Who's on<br>Point        | Targeted<br>Completion<br>Date | How<br>Communicated      | Anecdotal Notes  |
|------------------------------------|--|--------------------------|--------------------------------|--------------------------|--|
|                                    | 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.   |

## Caverna Independent School District

|                |   |                          |                   |                          |   |
|----------------|---|--------------------------|-------------------|--------------------------|---|
|                | 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> |   |                          |                   |                          |   |

## Caverna Independent School District

| PDSA/<br>Improvement<br>Priorities          | Action<br>Strategies  | Who's on<br>Point | Targeted<br>Completion<br>Date | How<br>Communicated      | Anecdotal Notes   |
|---|---|-------------------|--------------------------------|--------------------------|---|
|   | 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. |
| Transportation - DPP - Building Maintenance |   |                   |                                |                          |   |

## Caverna Independent School District

| PDSA/<br>Improvement<br>Priorities | Action<br>Strategies  | Who's on<br>Point | Targeted<br>Completion<br>Date | How<br>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. 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)   |
|                                    |   |                   |                                |  |   |

## Caverna Independent School District

| (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>                  |  |                           |                                |   |   |
| PDSA/<br>Improvement<br>Priorities | Action<br>Strategies   | Who's on<br>Point         | Targeted<br>Completion<br>Date | How<br>Communicated                     | Anecdotal Notes   |
|                                    | 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.                               |

## Caverna Independent School District

|   |   |                           |   |                             |                        |
|---|---|---------------------------|---|-----------------------------|------------------------|
|   | 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>     |   |                           |   |                             |                        |
| <b>PDSA/<br/>Improvement<br/>Priorities</b> | <b>Action<br/>Strategies</b>  | <b>Who's on<br/>Point</b> | <b>Targeted<br/>Completion<br/>Date</b> | <b>How<br/>Communicated</b> | <b>Anecdotal Notes</b> |