

Caverna Independent School District

Leadership					
PDSA/ Improvement Priorities (IP)	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
	Ensure all current school administrators, certified personnel, office staff, instructional assistants, coaches and extracurricular sponsors who are employed by the school district shall complete the training and post-assessment	Faulkner, Abell	January 31, 2017	District Leadership Team	The first, approved child abuse and neglect training has been posted to the SB119 web page. Developed by the Kentucky Cabinet for Health and Family Services, the “Recognizing and Reporting Child Abuse and Neglect” training is free-of-charge and may be viewed in video or Power Point format.
	Schedule next round of Superintendent Leadership Team meetings	Faulkner	January 31, 2017	District Leadership Team	
	Schedule next round of One-on-One administrator meetings and establish the agendas	Faulkner	February 10, 2017	District Leadership Team	

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	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. Strategies added for Aspiration 2.
	Form a Wellness Committee - principals send Prudie dates for meeting	Prudie Bishop	September 15, 2016	District Leadership Team	Wellness committee has been formed. Collaboration meeting (School Health Committee/Career Study Collaboration) with staff will be November 15.
	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. Position has been filled and facility is prepared, still securing equipment. KDE has provided additional funding for equipment. We have quotes from vendors. New industrial maintenance teacher will complete the ordering of equipment as needed. Curriculum is set for classes to begin 2nd semester.
	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	

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	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. Survey updates were shared at the December DLT. Surveys will continue to be administered through January.
	Ensure coaches have completed mandatory training	Faulkner, Nesbitt, Goff, Priddy	December 30, 2016	District Leadership Team	All coaches have completed but one.
	Prepare an exit survey to be utilized when employees leave the district				
	approve targets established by councils for closing the achievement gap in schools	Faulkner	February 1, 2017	District Leadership Team, Local Board	
	approve nonresident contracts	Faulkner	February 1, 2017	District Leadership Team, Local Board	
	Convene 50/50 committee for any necessary adjustments to the CEP	Faulkner			

Curriculum - Instruction - Assessment

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	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.
	Modify the professional learning plan for 16-17 to address changes based on need	District Leadership Team	November 15, 2016	District Leadership Team	
	Establish a referral process for Gifted and Talented	Dennison	Jan 30, 2017	District Leadership Team	

Finance

PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
	Prepare for next Budget Committee Meeting	Pboeckmann		District Leadership Team	Discuss Needs Assessment and use to recommend adjustments to next year's budget. Review current year's budget and make any adjustments

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	Administrators need to submit a list of needs for the 17-18 school year	Pboeckmann	February 1, 2017	District Leadership Team	
	Approve draft budget at the January board meeting	Pboeckmann	January 12, 2017	District Leadership Team, Local board	
	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. One-on-one meetings still need to occur
	Prepare W2s for distribution to employees and IRS	Pboeckmann	January 31, 2017	via Munis to State	
	Prepare affordable care act forms for distribution to employees	Pboeckmann	January 31, 2017	via Munis to State	
	Prepare 1099s for distribution to vendor	Pboeckmann	January 31, 2017	via Munis to State	

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	Prepare and submit state and federal grant expenditure reports to KDE	Pboeckmann	25-Jan-17	via Munis to State	
	Prepare and submit medicare report	Pboeckmann	10-Feb-17	via Munis to State	

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Transportation - DPP - Building Maintenance

PDSA/ Improvement Priorities	Action Strategies	Who's on Point	Targeted Completion Date	How Communicated	Anecdotal Notes
	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.
	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. Mr. Wyatt has contacted KDE and RBS designs to begin the process.
	Establish calendar committee and begin proces to create 17-18 school calendar	Nathan Wyatt	February 10	District Leadership Team	