

	<h1 style="text-align: center;">Holmes Middle School 30-60-90 Continuous Improvement PROTOCOL</h1>	
<p style="text-align: center;">PLAN</p>	<p><b>PURPOSE / DEFINITION:</b> (How are we doing? Why do we need this protocol? Support with data when available)</p>	<p>A 30-60-90 plan is a means for monitoring the activities outlined in the school's Turnaround Plan (also known as the CSIP) to ensure the school is engaged in a process of continuous improvement.</p>
	<p><b>VISION FOR SUCCESS:</b> (What is the goal? What will it look like when we have implemented the protocol well?)</p>	<p>When the 30-60-90 plan is implemented with fidelity, including ownership by identified point persons, the school implements all activities in its Turnaround Plan resulting in systemic school improvement and increases in student achievement.</p>
<p style="text-align: center;">DO</p>	<p><b>PROCESS:</b> (What is the aligned action to achieve our vision? What strategies will support achievement of the vision?)</p>	<p><b>Creating the Plan</b> The 30-60-90 Plan is divided into 30 day increments covering the Turnaround Plan year and includes all activities within the plan divided into the steps of PDSA: developing (plan), implementing (do), monitoring(study) and coaching/support (act) across appropriate 30 day timelines.</p> <p><b>Determining a Point Person</b> While multiple stakeholders may be involved in individual activities within the plan, an individual point person is identified to "lead the charge" and ensure the activity occurs. The point person is responsible for reporting out to the leadership team on the status of the activity during 30-60-90 review meetings.</p> <p><b>Setting a Timeline</b> Each increment of the PDSA (develop, implement, monitor, coach/support) once divided into the appropriate 30 day increment needs a "by when" date within that 30 day increment.</p> <p><b>How Communicated</b> All activities / increments of the plan need a method of ensuring it is communicated to the stakeholders who are part of the activity at any point.</p>

STUDY/ ACT	MONITORING: (How will we collect & analyze the results & make improvements?)	<p>At the first of each calendar month, the leadership team will review the status of the activities for the previous 30 days.</p> <p><b>Before the Review Meeting:</b> The point person</p> <ul style="list-style-type: none"> <li>• <i>If there are no notes in the progress notes column:</i> <ul style="list-style-type: none"> <li>○ Enters specific progress notes in the final column of the recently completed 30 days. If there was no progress on the activity during that 30 day period, enter “no progress” in the progress notes</li> </ul> </li> <li>• <i>If there are notes from the previous 30 days in the progress notes column:</i> <ul style="list-style-type: none"> <li>○ remove any portion of the progress notes that no longer apply</li> <li>○ If additional progress has been made, add those progress notes to the existing notes in <b>bold type</b></li> <li>○ If no additional progress has been made, the note can be left as is.</li> </ul> </li> <li>• “Fills” the activity column with the appropriate color (or changes the color from previous month if appropriate)           <ul style="list-style-type: none"> <li>○ Green - activity fully completed as planned for that 30 days</li> <li>○ Yellow - partially completed as planned for that 30 days OR is in progress and is an ongoing activity for the full year</li> <li>○ Red - no progress on the planned activity for that 30 days</li> </ul> </li> </ul> <p><b>During the Review Meeting:</b> The principal leads the meeting</p> <ul style="list-style-type: none"> <li>• Each section (divided by the “Three Big Rocks”) is reviewed one activity at a time in order.</li> <li>• The point person for that activity will           <ul style="list-style-type: none"> <li>○ discuss the progress notes</li> <li>○ answer questions as needed</li> <li>○ Provide rationale for color “fill”</li> <li>○ Adds information to the progress notes based on additional information that may be provided by other team members</li> <li>○ Changes the color “fill” if needed based on discussion</li> <li>○ Review previous next steps and revise as needed</li> <li>○ Suggest next steps as needed</li> </ul> </li> </ul>
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