

Tier 2 Operating Plan - Mid Year Review Report

Due Date: February 6, 2008

District Priority: Strategic Plan/Communication
Submitted by: Janice Allen

Owner(s): Child Development Department
Date: February 6, 2008 Updated

District Strategy: Related District Tier 1 Target(s):				
Div/Dept Tier 2 Indicators	Strategies Implemented	Data Collected and Analyzed	Data Analysis Results	Mid-Year Changes
<i>(Based on Tier 3 analysis)</i>	<i>(What strategies have been implemented along the way to meet your Tier 2 indicators?)</i>	<i>(What data have been collected and analyzed as identified to measure progress of Tier 2 indicators? These data can be quantitative and/or qualitative.)</i>	<i>(What are the findings of data analysis? What is working and what is not? Explain reasons for progress or lack of progress.)</i>	<i>(Based on the data analysis, what strategies need to be modified to meet your Tier 2 indicators?)</i>
<i>Increase number of focused site visits to 10 per semester as measured by ECE visit log and quarterly report.</i>	<p><i>Developed a walk through observation guide for visits.</i></p> <p><i>Developed a schedule for walkthroughs with Assistant Superintendent and Lead teachers.</i></p> <p><i>Set up off site visits for teachers' to other programs in the community with high quality environments.</i></p> <p><i>Provided opportunities for teachers to attend workshops or conferences based on areas that need enhancement.</i></p>	<p><i>Director's site visit log, walk-in observation guide sheets.</i></p> <p><i>Discussions at staff development sessions about environments.</i></p> <p><i>Attendance sheets at staff development sessions.</i></p>	<p><i>50% of our teachers and site supervisors have attended professional development on Math, Desired Results, classroom environments and discussed articles on best practices and the latest research about instructional practices.</i></p> <p><i>Director conducted three walkthroughs that represented 16 sites in September, October, November and December using walkthrough observation form.</i></p>	<i>To correlate the required State Department self-review with our site visit focus during the spring.</i>
<i>Increase professional development to one per quarter for instructional staff, as measured by sign-in rosters.</i>	<i>Training for all instructional staff occurred in September and February with additional outside training opportunities.</i>	<i>Agendas, attendance sheets ,and Verbal comments from teachers at sites.</i>	<p><i>1st quarter training held: September 6, 2007</i> <i>95% of the 20 monthly ECP instructional aides attended</i></p> <p><i>2nd quarter training held: February 1, 2008</i> <i>60% of the monthly ECP instructional aides attended.</i></p> <p><i>Reason for decline: Many of our instructional aides are special education aides and they had to attend another in-service in February for the Special Education Department.</i></p>	<i>Because of the monetary need to pay long term instructional staff beyond their 4 or 5 hour assignment, there is a need to have training developed in smaller sessions at school sites.</i>

<p><i>Increase customer service survey district average from a 2.00 average score to an average score of 2.30 as noted on 2007-08 Customer Service Survey Results. This will place us above last years district average.</i></p>	<p><i>Office staff monthly meeting schedule developed.</i></p> <p><i>Did an intensive study of Customer Service Survey.</i></p> <p><i>Met with departments that had higher ratings to inquire about strategies used.</i></p> <p><i>Provided training for office staff on more timely responses to administrators and school sites.</i></p>	<p><i>Agenda, surveys, and attendance sheets.</i></p>	<p><i>100% of office staff is working to improve responsiveness.</i></p> <p><i>Reality checks conducted at monthly meetings show some changes in office staff strategically managing phone calls vs. walk in customers vs. paperwork.</i></p>	<p><i>Will develop a survey to send to administrators and school sites to get their current perception on responsiveness since last year.</i></p>

Support Needed *(Is there support from others that is needed or could help the work be easier/faster/better?):*