

Pottsgrove School District Continuous Improvement For Results

CONTINUOUS DEPARTMENT IMPROVEMENT PLAN *2014 - 2015*

DEPARTMENT: Technology	
DEPARTMENT LEADER: Michael Wagman	
	DATE: September 16, 2014

TEAM MEMBERS

Department Improvement Team:	Position/Role:
Michael Wagman	Director of Technology & Communications
Jason Grubbs	Network Engineer & District Webmaster
Marissa Bono	Technology Integration Coach
Beth Trapani	Communication Consultant
William Ziegler	High School Principal
David Ramage	Middle School Principal
Yolanda Williams	Elementary Principal
Lisa Jones	Elementary Principal
Terri Koehler	Elementary Principal
Jacque Kakareka	Technology Specialist II
William Shirk	Assistant Superintendent
Tony Bickert	Assistant Director of Technology

P PLAN: Identify the gap and the approach		
<p>Do I have a data source? If so, what is it? If not, what data do I need?</p> <p>We have a 2009 and 2011 communication effectiveness survey administered online to district constituents. We also have updated surveys from 2012-2013 and 2013-2014. We need survey of student engagement to measure one of the key component goals for the secondary division 1:1 initiative.</p>		
Data Analysis. Answer the data analysis questions.		
<p>1. What are the key strengths and data to support it?</p> <p>There is a generally high level of interest in being involved with the district and a high level of support for public education among those completing the survey in 2008, 2011, 2102 and 2014.</p> <p>We have a community that expresses an interest in receiving more complete and timely information.</p>	<p>2. What are the key opportunities for Improvement and the data to support it?</p> <p>We now have numerous new web/social media tools at our disposal that we did not have in the past. We are now using Facebook with a growing number of followers and have deployed an advanced web portal system. In addition, messaging can be far more targeted with recent improvements in our data management and integration (a goal in prior DIP plans). We intend to bring two more tools to our teachers, one appropriate for our very youngest students and the other for our high school students.</p>	<p>3. What information/data is needed that we do not have?</p> <p>Survey sample sizes for parents and other residents were small and may not accurately reflect the satisfaction levels have remained statistically constant over the past year but relatively high in contrast to our first survey in 2008-2009. However, we did note more positive comments in the open-ended questions this past spring than in prior surveys.</p>

***Systemic Challenges** relate to systems within a department that have been identified by the Continuous Improvement Team as areas that, if strengthened, will have the greatest impact your department and the district as a whole. **Systemic Challenges** are translated into yearly **GOALS** and incorporated into the Continuous Improvement Plan. Research-based **STRATEGIES** are then selected by the Continuous Improvement Team as means to reach the yearly **GOALS**. Finally, **ACTION STEPS** are the sequential milestones needed to effectively reach the yearly **GOAL**.*

Systemic Challenges	GOAL
Teacher concern over time available for implementation of new communication measures	1
Teacher concern regarding challenges and opportunities afforded with 1:1 and time to implement related professional development	1
Capacity among available to coaches, administration and outside trainers to meet demands of both mandated program initiatives and district initiatives	1

D	DO: Develop and Implement Deployment Plan
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Goal #1 Action Plan Worksheet

Goal
<p>Establish a system within the district that fully ensures <i>each member of the district community promotes, enhances and sustains a shared vision of positive school climate and ensures family and community support of student participation in the learning process (DLGQ # 9)</i></p>

Indicators of Effectiveness		
Data Source Include dates of implementation	Specific targets that will indicate the action plan is having a positive impact.	Is the Indicator summative or formative?

Follow-up survey of community administered May 2015	Improvement in scores of targeted areas	Summative

Strategy

Name, describe and provide the rationale for each strategy selected to address the goal. (Min. of 1)

Strategy 1:	Implement and expand communication structures and protocols in order to improve internal and external communications across the district
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Implementation Plan—Action Steps

Document the action steps that will be taken to implement the strategies in accomplishing the Goal:

Action Step 1:	Description:	Implement School Messenger including advanced tip line feature to support both two way communication and advance safe schools efforts with associated training		
Implementation Start Date:	7/1/14	Target Completion Date:	11/1/14	
Person Responsible for Managing and Monitoring the Action Step		Michael Wagman		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> All principals and key DO personnel trained. Parents reset their contact preferences in Parent Portal 		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				YES
Optional Identification of Anticipated Costs	\$6,000 including product, implementation and training			

Action Step 2:	Description:	Reinforce District expectations and expand communication options, tools and training for teachers to fulfill their professional obligations for communicating with students and parents and supporting proficiency in the fourth quadrant of the Danielson Rubric for Teacher Effectiveness		
Implementation Start Date:	9/1/14	Target Completion Date:	ongoing	
Person Responsible for Managing and Monitoring the Action Step		Michael Wagman		

<u>Indicator of Implementation:</u> Evidence that will indicate the Action Step has been implemented.	<ul style="list-style-type: none"> • Continue to offer support with existing tools • New tool (Tadpoles and Schoology) implemented and rosters preloaded • More engaging, personalized and concise newsletters • Teacher and parent participation 	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)		YES
Optional Identification of Anticipated Costs	\$12,100 including licensing and training	

Action Step 3:	Description:	Implement and train administrators and teachers on Oasis, an online system to improve internal communication in the implementation of Act 82 – Teacher Effectiveness.		
Implementation Start Date:	7/1/14	Target Completion Date:	10/30/14	
Person Responsible for Managing and Monitoring the Action Step		Michael Wagman		
<u>Indicator of Implementation:</u> Evidence that will indicate the Action Step has been implemented.	<ul style="list-style-type: none"> • All relevant Act 82 forms digitized and available through Oasis • Teachers and supervisors trained to use Oasis • Integration with My Learning Plan 			
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				YES
Optional Identification of Anticipated Costs				

Action Step 4:	Description:	Implement an outreach and educational program for stakeholders on the 1:1 program and provide an end of year report to Key Communicators, Technology and Communication Committee and Board of School Directors. Publish results on website.		
Implementation Start Date:	9/30/14	Target Completion Date:	Ongoing	
Person Responsible for Managing and Monitoring the Action Step		Michael Wagman		
<u>Indicator of Implementation:</u> Evidence that will indicate the Action Step has been implemented.	<ul style="list-style-type: none"> • Detailed timeline disseminated to principals and faculty and honored or modified by consensus • Meetings with teachers, parents, and students commence and conducted throughout the first semester of 14-15 school year • Reports provided periodically to Board in writing and at public meetings • End of school year report delivered at public Board meeting 			
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
Optional Identification of Anticipated Costs				

Action Step 5:	Description:	Develop a new benchmarking survey to measure community satisfaction district communication and report the findings to Key Communicators, Technology and Communication Committee and Board of School Directors. Publish results on website.		
Implementation Start Date:	5/1/15	Target Completion Date:	6/30/15	

Person Responsible for Managing and Monitoring the Action Step	Michael Wagman
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.	<ul style="list-style-type: none"> Forced and open ended responses compared to data acquired from two surveys conducted in 2013-2014
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)	NO
Optional Identification of Anticipated Costs	

PROFESSIONAL DEVELOPMENT

List the Professional Development needed to implement the planned Action Sequences.

Date/Time <i>When?</i>	Topic/Focus/Purpose	Facilitator/Provider <i>By whom?</i>	<i>What changes in practice do you expect to see as a result of the Professional Development?</i>
7/14 – 10/14	Implementation of School Messenger	School Messenger Trainer Michael Wagman Jacque Kakareka	Effective communication between Pottsgrove and parents for district-wide announcements and emergencies.
7/14 – 12/14	Utilization of Schoology LMS to foster a blended learning environment	Schoology Trainer Michael Wagman Jacque Kakareka Tony Bickert Jason Grubbs Marissa Bono	Increased teacher-to-student and student-to-student collaboration and communication. Class rosters will be auto-generated from PowerSchool.
7/14 – 12/14	Implementation of Tadpoles to promote parent/teacher communication in grades k-2	Tadpoles Trainer Michael Wagman Tony Bickert Jason Grubbs Becca Luft David Bell Marissa Bono	Daily snapshots sent from the teacher to all parents to provide insight into their student’s experiences at school.
7/14 – 9/14	Implementation of Oasis	Oasis Trainer William Shirk Michael Wagman Daniel Vorhis	Teacher and administrator communication will occur digitally, via Oasis.
Ongoing	Continued implementation of SchoolWires	Michael Wagman Jason Grubbs Marissa Bono	Synergy will enable a digital platform for students and teachers to transfer documents efficiently. Continuous support will be provided to ensure constant effective

Date/Time <i>When?</i>	Topic/Focus/Purpose	Facilitator/Provider <i>By whom?</i>	<i>What changes in practice do you expect to see as a result of the Professional Development?</i>
			communication is taking place via Centricity.

S **STUDY: Monitor progress to determine if your plan is working.**

WHY: Monitoring determines the movement toward attainment of the department’s goals and uses feedback to determine needed midcourse corrections. Monitoring should provide a window into the current improvement efforts and offer feedback to teams about the quality of their implementation efforts.

WHEN: The Continuous Improvement Plan should have regularly scheduled monitoring to ensure effectiveness (at least 5-10 times annually).

HOW: The continuous improvement team should develop a monitoring plan to review the indicators of implementation (step 5 of action sequence) and indicators of effectiveness in order to analyze progress, provide feedback and make midcourse corrections as needed. The department leader should be prepared to report out progress during regularly scheduled cabinet meetings.

A **Act: Analyze evidence of effectiveness and make adjustments.**

Directions: Evaluation is the process of making meaning of the entire effort by comparing planned and actual outcomes and then making decisions about what is working and what is not. For an evaluation process to be quality, it must examine the impact of the continuous improvement effort on the department’s capacity to introduce, establish, and sustain needed changes in practice. Evaluation occurs at the end of each cycle (3 times annually) at the cycle review conference.