

# Comprehensive Plan Report

A detailed report showing activity of the district team's work on the improvement plan including assessments, plans, tasks, monitoring, and implementation for selected time periods.

December 01, 2016

## CARLISLE SCHOOL DISTRICT NCES - 503960

Key Indicators are shown in **RED**.

<b>District Context and Support for School Improvement</b>			
<b>Improving the school within the framework of district support</b>			
<b>Indicator</b>	<b>IA14 - The district recruits, trains, supports, and places personnel to competently address the problems of schools in need of improvement.(14)(AllDistricts)</b>		
<b>Status</b>	Tasks completed: 4 of 5 (80%)		
	Level of Development:	Initial: <b>Limited Development</b> 03/11/2016	
	Index:	9	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	The district seeks to employ highly qualified teachers in all subject areas. The district advertises in a variety of areas which may include but is not limited to newspapers, colleges/universities and on-line. Administration participates in the mentoring program provided by the state and provides mentoring for all teachers beyond the Pathwise Program requirements. The district also will provide the needed professional development to help teachers grow professionally and provide the funds to pay licensure renewal fees.	
<b>Plan</b>	Assigned to:	Jason Clark	
	Added:	03/30/2016	
	How it will look when fully met:	All teachers will be certified in the content level that they teach and teachers will be paid a salary above the state minimum.	
	Target Date:	08/01/2017	
	<b>Tasks:</b>		
	1. Prepare a list of personnel that are up for license renewal by August 1st of each school year.		
	Assigned to:	Karen Dycus	
	Target Completion Date:	08/01/2016	
	Frequency:	once a year	
	Comments:	Copies of all current educator licenses are maintained in a binder in the district employee file cabinet.	
	<b>Task Completed:</b>	<b>08/01/2016</b>	
	2. Submit Child Maltreatment Registry forms and payment.		
	Assigned to:	Karen Dycus	

		Target Completion Date:	09/15/2017
		Frequency:	once a year
		Comments:	
		<b>Task Completed:</b>	<b>10/11/2016</b>
	3. Collect Background Check Consent Forms from personnel up for license renewal, make copies of their drivers license, schedule fingerprint scan and submit payments online		
		Assigned to:	Karen Dycus
		Target Completion Date:	09/01/2017
		Frequency:	once a year
		Comments:	
		<b>Task Completed:</b>	<b>11/07/2016</b>
	4. Apply and pay for license renewals online.		
		Assigned to:	Karen Dycus
		Target Completion Date:	09/01/2017
		Frequency:	once a year
		Comments:	
		<b>Task Completed:</b>	<b>11/11/2016</b>
	5. Insure all open positions are advertised/posted in a timely manner.		
		Assigned to:	Jason Clark
		Target Completion Date:	05/01/2017
		Frequency:	three times a year
		Comments:	The frequency of this task will be adjusted according to the needs of the schools. Open positions will be advertised/posted as soon as the district is informed of the time a position will be vacant or when a new position is deemed necessary.
<b>Implement</b>	Percent Task Complete:		4 of 5 (80%)

<b>Indicator</b>	<b>IA15 - The district allows school leaders reasonable autonomy to do things differently in order to succeed.(15)(AllDistricts)</b>		
<b>Status</b>	<a href="#">In Plan / No Tasks Created</a>		
	Level of Development:	Initial: <b>Limited Development</b> 10/13/2015	
	Index:	6	(Priority Score x Opportunity Score)
	Priority Score:	2	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

	Describe current level of development:	<p>Building principals are responsible for the direction of their building. The superintendent is the only licensed employee in the central office and allows a great deal of building autonomy to campus leaders.</p> <p>Both building principals serve on the district leadership team. Building principals are responsible for scheduling in their school. Each school has a leadership team who meet to review data and discuss &amp; recommend any changes they feel are needed to improve student achievement. Principals are included in the interview process and hiring of any personnel for their building.</p>
<b>Plan</b>	Assigned to:	Jason Clark
	Added:	03/30/2016
	How it will look when fully met:	The principals will continue to provide leadership for their building and will continue to include teachers and support staff to help make data driven decisions. Professional learning communities within the building will be utilized. The superintendent will provide intervention when necessary or when assistance is sought at the campus level.
	Target Date:	07/03/2017

## District Context and Support for School Improvement

### Taking the change process into account

<b>Indicator</b>	<b>IB13 - The district monitors progress of the extended learning time programs and other strategies related to school improvement.(4542)(AllDistricts)</b>		
<b>Status</b>	In Plan / No Tasks Created		
	Level of Development:	Initial: <b>Limited Development</b> 03/11/2016	
	Index:	6	(Priority Score x Opportunity Score)
	Priority Score:	2	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	<p>Extended learning programs are monitored at the school level.</p> <p>The district will use funds to pay teachers to provide extended learning opportunities both before and after school in a variety of subjects to improve academic achievement. Students will be encouraged to participate and sign in records will be kept. The programs will be monitored for both attendance and effectiveness based on student grades and standardized test scores.</p>	
<b>Plan</b>	Assigned to:	Jason Clark	
	Added:	03/30/2016	
	How it will look when fully met:	When fully implemented, there will be opportunities for additional academic learning time before, after, and during the school day with certified teachers providing direct instruction.	

Target Date:	07/07/2017
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## District Context and Support for School Improvement

### Clarifying district-school expectations

<b>Indicator</b>	<b>IC03 - District and school decision makers meet at least twice a month to discuss the school's progress.(30)</b>		
<b>Status</b>	Tasks completed: 0 of 4 (0%)		
	Level of Development:	Initial: <b>No development or Implementation</b> 11/30/2016 <b>Will include in plan</b>	
	Index:	9	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	District and school decision makers currently meet biweekly.	
<b>Plan</b>	Assigned to:	Karen Dycus	
	Added:	12/01/2016	
	How it will look when fully met:	<p>The federal programs coordinator will serve as district liaison for both, Carlisle Elementary School and Carlisle High School. The superintendent and district liaison will assist school leadership teams as the schools work on improvement efforts.</p> <p>The superintendent, school leadership teams and the federal programs coordinator will work closely together on improvement efforts. Monitoring will be ongoing. Data from assessments and surveys will be reviewed periodically.</p>	
	Target Date:	09/01/2017	
	<b>Tasks:</b>		
	1. Schedule and conduct weekly meetings with high school principal and assistant principal.		
	Assigned to:	Jason Clark	
	Target Completion Date:	09/01/2017	
	Frequency:	weekly	
	Comments:		
	2. Schedule and conduct weekly meetings with elementary principal and assistant principal.		
	Assigned to:	Jason Clark	
	Target Completion Date:	09/01/2017	
	Frequency:	weekly	
	Comments:		
	3. Conduct meetings with elementary process manager or elementary administration.		
	Assigned to:	Karen Dycus	
	Target Completion Date:	09/01/2017	

		Frequency:	monthly
		Comments:	
	4. Conduct monthly meetings with high school process manager or high school administration.		
		Assigned to:	Karen Dycus
		Target Completion Date:	09/01/2017
		Frequency:	monthly
		Comments:	
<b>Implement</b>	Percent Task Complete:		0 of 4 (0%)

## School Leadership and Decision Making

### Establishing a team structure with specific duties and time for instructional planning

<b>Indicator</b>	<b>ID01 - A team structure is officially incorporated into the school governance policy.(36) (AllDistricts)</b>		
<b>Status</b>	Tasks completed: 3 of 5 (60%)		
	Level of Development:	Initial: <b>Limited Development</b> 03/30/2016	
	Index:	9	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Leadership teams comprised of various grade and content levels have been established for the district and schools. Team meetings will be held to discuss strengths, weakness, and strategies for improvement. Minutes of these meetings will be available to the superintendent and kept on file.	
<b>Plan</b>	Assigned to:	Karen Dycus	
	Added:	03/30/2016	
	How it will look when fully met:	District and School Leadership team member names and positions, along with a tentative schedule for meeting dates will be presented to the superintendent. The role of the leadership team and the process for selection will be incorporated into policy. Minutes to the meetings and attendance records will be kept on file as evidence that the meetings are taking place.	
	Target Date:	09/01/2017	
	<b>Tasks:</b>		
	1. Elementary school leadership team will be establish. The team will develop a meeting schedule.		
		Assigned to:	Jason Stewart
		Target Completion Date:	09/01/2016
		Frequency:	once a year
		Comments:	

		<b>Task Completed:</b>	09/22/2016
	2. High school leadership team will be established. The leadership team will develop a plan for scheduled meetings.		
		Assigned to:	Brad Horn
		Target Completion Date:	09/01/2016
		Frequency:	once a year
		Comments:	
		<b>Task Completed:</b>	09/22/2016
	3. District leadership team will be established. The team will develop a plan for scheduled meetings.		
		Assigned to:	Jason Clark
		Target Completion Date:	09/01/2016
		Frequency:	once a year
		Comments:	
		<b>Task Completed:</b>	09/22/2016
	4. Minutes of the school leadership team meetings and attendance records will be kept on file for documentation in the district administrative office.		
		Assigned to:	Karen Dycus
		Target Completion Date:	05/01/2017
		Frequency:	monthly
		Comments:	
	5. Meeting agendas, minutes and attendance will be recorded in Indistar as evidence that the meetings are taking place.		
		Assigned to:	Karen Dycus
		Target Completion Date:	05/01/2017
		Frequency:	monthly
		Comments:	
<b>Implement</b>	Percent Task Complete:		3 of 5 (60%)