



*Making a Difference!*

**DEPARTMENT OF COMMUNITY EDUCATION  
IMPROVEMENT PLAN  
2013-2014**

**Department Goal #3:**

**To maintain a safe environment for our community users by establishing an Out Of School Time Crisis Plan for staff to follow in the event of a crisis situation.**

**District Key Result: Safe, comfortable environment for everyone in our schools.**

**Supporting Data (evidence of need): No formal plan or training process in place for the evening hours and Community Education activities.**

Measures:	Targets:
Out of School Crisis (OST) plan adopted	Jan.1, 2014 the Community Ed OST plan is in place.

Strategies	Person(s) Responsible	Timeline
Create OST Task force (Custodial, CEAC, Coordinators, AD's)	Kim	August
Meet with Task Force to review: current processes, future procedures, identify staff in charge, training needs.	Kim/Task force/ AD	Aug. – Dec
Present OST plan to CEAC	Kim/ Coordinators	January
Train appropriate staff	Kim/ Sheila	Dec/Jan
Implement OST plan in all buildings	All Staff	January
Evaluate the new plan	Kim/ OST staff	June

*To be completed in July:*

**Accomplished:**     \_\_\_ Yes                     \_\_\_ No                     \_\_\_ In Progress

**Actual Results:**

**Future Steps:**



**DEPARTMENT OF \_\_\_\_\_  
IMPROVEMENT PLAN  
2013-2014**

**Department Goal #2:**

To \_\_\_\_\_.

**District Key Result:**

**Supporting Data** (evidence of need):

<b>Measures:</b>	<b>Targets:</b>

<b>Strategies</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>

*To be completed in July:*

**Accomplished:**     \_\_\_ **Yes**                   \_\_\_ **No**                   \_\_\_ **In Progress**

**Actual Results:**

**Future Steps:**