

2003-2004
District Improvement Plan

District Improvement Plan

Goal 1: Align and strengthen the curriculum to ensure that CISD becomes a global leader in educational excellence.

Objective 1: Record that 90% of students meet standards of all TAKS objectives in reading and writing of the English language.

STRATEGIES	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Identify students not meeting minimum standards on TAKS Reading and Writing and English II End of Course	TAKS data English II End of Course	All SCE	Language Arts Coordinator	Fall 2003 – Spring 2004	TAKS Data EOC reports	Report with Executive Summary
Conduct Language Arts Vertical Team Meetings	TAKS	All	Language Arts Coordinator	Fall 2003- Spring 2004	Substitutes Local funds	Agenda of meetings Edited Scope and Seq. Unit Plans
Provide training for integration of testbanks, Criterion, and Discourse.	TAKS data	All	Language Arts Coordinator Tech. Integ. Coordinator	Fall 2003- Spring 2004	Substitutes; Consultants Title V Title II	Sign-in sheets Results of Criterion Study Improved Taks Scores
Team leader meetings to align Language Arts expectations and develop differentiated unit plans	ELA TEKS	K-5, 6-8, 9-12 ELA teachers	Language Arts Coordinator	Fall 2003- Spring 2004	TEKS	Agenda of meetings Aligned documents/ units

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Goal 1: Align and strengthen the curriculum to ensure that CISD becomes a global leader in educational excellence.

Objective 2: Record that 90% of students meet standards of all TAKS objectives in the understanding of mathematics.

STRATEGIES	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Identify passing rate of TAKS Math and objectives of all students and subgroups	TAKS Summary Report	Grades 3-9 teachers and students	Curriculum Department	Fall 2003-Spring 2004	State reports PEIMS data	Report with executive summary
Increase passing rate of TAKS objectives	TAKS Summary Report	Grades 3-9 teachers and students	Curriculum Department	Fall 2003-Spring 2004	State reports PEIMS data	Report with executive summary
Continue to develop curriculum webs in grades 3 – Algebra I to enhance vertical alignment of TEKS and student assessments	TAKS Data	Grades K-12 Math Teachers	Curriculum Department	Fall 2003-Spring 2004	TEKS Vertical Team Meetings	Curriculum Alignment document
Train teachers in instructional strategies that engages students in math content through problem solving	NCTM Self-inventory	Grades K-12 Math Teachers	Curriculum Department	Fall 2003-Spring 2004	NCTM instrument	Report of Assessment results with executive summary
Administer district benchmark items at grades 5, 8, and Algebra	TAKS Summary Report	Students in grades 5, 8, and Algebra I in 2003	Curriculum Department	2003-2004	Item development, instrument processing, data analysis; Region IV Database and WebcCat	Report of Assessment results with executive summary

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Goal 1: Align and strengthen the curriculum to ensure that CISD becomes a global leader in educational excellence.

Objective 3: Record that 90% of students meet standards of all TAKS objectives in the understanding of science.

STRATEGIES	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Identify students not meeting minimum standards on TAKS	TAKS Data	Grades 5,10,11	Curriculum Department	Fall 2003-Spring 2004	Science TEKS, Web Resources, TAKS Data	Report with Executive Summary
Conduct Science Vertical Team Meetings	TAKS	All	Curriculum Department	Fall 2003-Spring 2004	TAKS Data, TEKS, Web Resources	Agenda Unit Plans Edited Scope and Sequence
Provide training program to support Inquiry Based Science.	TAKS Campus Requests	K-8 Teachers	Curriculum Department	Fall 2003-Spring 2004	Title I, Local Budget, Foss Trainers, Consultants	Use of kits in classroom, system of refurbishing and distributing kits
Redesign secondary science program to better align to TEKS and TAKS	TAKS Campus Request	6-12 Teachers	Curriculum Department	Fall 2003-Spring 2004	Dana Center, Local Budget, Consultants	Improved TAKS scores, Edited Curriculum Documents

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Goal 1: Align and strengthen the curriculum to ensure that CISD becomes a global leader in educational excellence.

Objective 4: Record that 90% of students meet standards of all TAKS objectives in the understanding of Social Studies.

STRATEGIES	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Identify 8 th grade areas of deficiency from Spring 2003 TAKS.	TAKS	Grade 8 teachers	Coord. of Soc. Studies	Fall 2003	TAKS scores, test booklets, and reporting instruments	Report with Executive Summary
Conduct Social Studies Vertical Team Meetings	TAKS assessment	All	Coord. Of Soc. Studies	Fall 2003- Spring 2004	TAKS information and study booklets; sample test items.	Agenda, Unit Plans, Edited Scope and Sequence
Use the Region X resources to continue building TAKS bank of questions aligned to TEKS.	Social Studies TAKS	Grades 6 through 11 teachers	Coord. of Soc. Studies	Fall 2003- Spring 2004	WebcCat, NCSS	Bank of TAKS Questions
Provide training for World Geography Interactive Software	TAKS, Textbook Adoption	6 th and 9 th grade Social Studies Teachers	Coord. Of Social Studies	Fall 2003- Spring 2004	Consultants, Projectors	Agendas, Completed Unit Plans, Survey

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Goal 1: Align and strengthen the curriculum to ensure that CISD becomes a global leader in educational excellence.

Objective 5: Increase the number of students enrolled and the number of students scoring 3 or higher in Pre-AP and AP courses by 10%.

STRATEGIES	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Continue Pre-AP, AP Informational Meeting	Interests survey	Parents, Students in grades 5-11	Director of Student Services Counselors	November to December 2003	Information packets	Meeting
Discuss with counselors and teachers the goals and objectives of the Pre-AP, AP programs	Informational needs, College Board	Counselors and teachers in middle and high school	Director of AP	Fall 2003-Spring 2004	Updated information packets	Scheduled sessions
Conduct Pre-AP, AP awareness sessions for teachers in order to increase the number of teachers teaching Pre-AP courses	Numbers teaching a course	Middle and high school teachers and counselors	Director of AP and Mathematics Coordinator ELA	Fall 2003-Spring 2004	Training/Awareness Packets (Title II...\$300) (Title V...\$1,000)	Increase numbers of Pre-AP and AP teachers
Report the number of students enrolled in Pre-AP/AP courses	EDP Report	Middle and high school students	Curriculum Department	May 2004	EDP data	Change in the number of students enrolled in Pre-AP/AP courses
Provide training to Middle School teachers on Pre-AP strategies and expectations	AP Scores Strategic Plan	Middle School Teachers	Curriculum Department	Fall 2003-Spring 2004	Vertical Teams/College Board/Substitutes	Curriculum Documents
Provide training for High School Teachers	Ap Results Strategic Plan	High School Teachers	Curriculum Department	Fall 2003-Spring 2004	Vertical Teams/College Board	Curriculum Documents and Increased enrollment/scores

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Goal 1: Align and strengthen the curriculum to ensure that CISD becomes a global leader in educational excellence.

Objective 6: Increase the number of National Merit Finalists by 2 each year.

STRATEGIES	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Identify students in grades 7 through 9 that participated in Duke TIP program	SAT	Grade 7 through 9 identified students	GT Coordinator Curriculum Department	Fall 2003 to Summer 2004	TIP data	Lists of identified students
Develop a Superintendent's Scholars Program to include grades 7 through 9 students	Ratio of potential finalists to actual finalists	Identified students in grades 7 through 9	Curriculum Department	Fall 2003-Spring 2004	Superintendents' Scholar Program materials	Plan of action
Develop differentiated units of instruction for identified students in grades 7 through 9 students in Duke TIP Program in mathematics and reading	Evaluation of essential curriculum components in middle school ELA and mathematics	Grades 7 through-9 students, ELA and mathematics	Curriculum Department	Fall 2003-Spring 2004	TEKS	Developed units
Continue High School Superintendent's Scholars Program	PSAT	Any 10 th grade student	Director of Student Services	Summer 2004	Course materials	Program offered

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Goal 1: Align and strengthen the curriculum to ensure that CISD becomes a global leader in educational excellence.

Objective 7: Record that 100% of students will pass the third grade Reading TAKS.

STRATEGIES	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Meet with 3 rd grade teachers to follow-up on Teacher Academies and coordinate efforts for struggling readers	TAKS data	3 rd grade teachers	Literacy Coordinator	Fall 2003-Spring 2004	Substitutes Local funds	Sign-in sheets Training completed
Identify potential 3 rd grade students needing additional reading support	2 nd grade assessment data	SCE 3 rd grade students	Literacy Coordinator	Fall 2003-Spring 2004	SCE Literacy Teachers	List of students needing additional help
Assess 3 rd grade students new to the district to determine reading levels	Available assessment data	SCE 3 rd grade students	SCE Literacy teachers	Fall 2003	SCE Literacy Teachers	Assessment procedure completed
Compile list of students on previous years 3 rd grade students and previous 2 nd grade assessment scores	2nd grade assessment data	SCE 2 nd & 3 rd grade students	Language Arts Coordinator	Fall 2003	Assessment data	Data from study Student list
Identify K – 2 at-risk students and develop plans for the literacy success	K – 2 assessment	SCE K – 2 population	Language Arts Coordinator	Fall 2003	SCE Literacy Teachers	Assessment data Plans, IEP, on at-risk students
Continue to train new K-2 teachers on assessment methods, balance literacy	K – 2 assessment data	K – 2 teachers	Language Arts Coordinator	Fall 2003-Spring 2004	Substitutes Local funds	Assessment data and monitor Training completed
Conduct literacy studies and assessment analysis with literacy teachers	K – 2 assessment	K – 2 teachers	Language Arts Coordinator	Fall 2003-Spring 2004	SCE Literacy Teachers	Assessment data and monitoring Staff Development Sessions completed

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Goal 1: Align and strengthen the curriculum to ensure that CISD becomes a global leader in educational excellence.

Objective 9: Decrease the number of students who fail a course within the transition grades by 50% (6th and 9th grades).

STRATEGIES	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Review and develop a process to ensure adequate supports for successful transition (PPCD→K/1, 5 th →6 th , 8 th →9 th).	Teacher report	Special Education	Coordinators Committee (Teachers, Adm. representative, diagnosticians)	August 03 to August 04	Staff time for meetings	Documentation forms and process developed
Report the number of students failing a course as well as the number of failures per course each grading period	EDP Grade Report	Grades 6 and 9	Director of Assessment	October 2003 to May 2004	Grade Report data	Summary Report
Conduct a reliability/validity correlation of teacher final examinations to state assessment (TAKS)	Final Examinations and TAKS	Biology, Algebra, and ELA Teachers	Director of Assessment	October 2003 to May 2004	Final Examinations; TAKS	Correlation Document

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Goal 1: Align and strengthen the curriculum to ensure that CISD becomes a global leader in educational excellence.

Objective 10: CISD staff and stakeholders will be educated about the Distinguished Achievement program.

STRATEGIES/STRATEGIC PLAN CORRELATIONS	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL /FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
See Strategic Plan Strategy 3 Plans 1, 3 and 4	Strategic Plan	All CISD students	Coordinator of Communication /School counselors	December through July	Information packets	Informational meetings

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Goal 1: Align and strengthen the curriculum to ensure that CISD becomes a global leader in educational excellence.

Objective 11: Research best instructional practices that will strengthen and align Prek-12 instructional practices, both horizontally and vertically, to allow for academic rigor (action 1).

STRATEGIES/STRATEGIC PLAN CORRELATIONS	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
All eligible campuses will receive materials to provide a inquiry based hands on science program	2003 TAKS science results 93% passing 13% commended	K-5 science instruction	Curriculum Department	Fall 2003-Spring 2004	90,000 Title 1	Purchase order
To hire an elementary science coordinator to oversee implementation of inquiry hands on science curriculum	2003 TAKS science results 93% passing 13% commended	K-5 science instruction	Asst. Superintendent for C&I	Fall 2003-Spring 2004	40,000 Title 1	Pay roll documents
Provide eligible staff with travel stipend to related science trainings and conferences	2003 TAKS science results 93% passing 13% commended	K-5 science instruction	Asst. Superintendent for C&I	Fall 2003-Spring 2004	10,000 Title 1	Conference agenda and travel receipts
Retain consultants to train staff on effective methods of inquiry and hands on learning	2003 TAKS science results 93% passing 13% commended	K-5 science instruction	Curriculum Department	Fall 2003-Spring 2004	12,300 Title 1	Consultant contracts and training agenda
Training provided to principals and teachers for implementation of the strategic plan to allow for student success in all core areas of instruction	2003 TAKS results	Prek-12 core academic teachers	Staff Development Director	Fall 2003-Spring 2004	103,000 Title II	Training rosters Substitutes teachers Pay roll
Through the use of a software program teachers and students will be able to critique and self edit to improve writing skills	2003 TAKS results	4 th -11 th grade teachers	Coord. of Instr. Tech./Curr. Department	Fall 2003-Spring 2004	38,000 Title V	Purchase order

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District Improvement Plan

Goal 2: We will align and strengthen the curriculum to ensure that we become a global leader in educational excellence.

Objective 1: Meet all (100%) compliance guidelines related to programs for special needs students...SCE.

STRATEGIES/STRATEGIC PLAN CORRELATIONS	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Identify K – 2, 3-5, 6-8, 9-12 students at risk of reading and mathematics difficulties	K – 3 assessment TAKS (TAAS) LEP SP: 3-10C Drop-out Rate	At-Risk Dyslexia SCE	ELA & Math Coordinators, Campus Counselor	Fall 2003- Spring 2004	SCE Literacy teachers (Supplemental FTE's)	List of SCE students by campus
Coordinate the administration of K – 2 reading assessments	K – 2 assessment SP: 3-10C	At-Risk Dyslexia	Literacy Coordinator	Fall 2003- Spring 2004	K – 2 Reading Assessments	Results of K – 2 assessment
Establish measurable performance objectives for students identified at-risk by state criteria	K–3 Assessment TAKS (TAAS) SP: 3-10C	SCE	Coordinator ELA Literacy Teachers	Fall 2003- Spring 2004	Assessment results	List of students and individual plan on each identified student in grades K through 12
Evaluate progress of identified students, K-12	TAKS Drop-out Rate Obj. Analysis SP: 3-10C	SCE	Director of Assessment Language Arts Coordinator,	Fall 2003- Spring 2004	Spreadsheet Assessment data AEIS	Decrease in disparity in performance on TAKS between students at-risk and all
Coordinate accelerated reading instructional program for K - 2	K – 2 assessment SP: 3-7	At-Risk Dyslexia SCE	Literacy Coordinator	Fall 2003- Spring 2004	SCE Literacy teachers (Supplemental FTE's) Texas Reading Initiatives ...\$15,000	Document students receiving ARI Achieve measurable performance
Assist campuses in developing strategies (i.e. differentiation) that address the needs of identified at-risk students in grades 3 through 12	TAKS (TAAS) LEP Drop-out Rate SP: 3-7	SCE	Curriculum Department	Fall 2003- Spring 2004	Supplemental materials ... \$3,000 SCE/FTE High School Reading Teacher	Evidence of strategies and evaluation criteria in campus plans
Implement K-8 summer literacy program	K-3 Assessment TAKS SP: 3	SCE	Language Arts Coordinator/Li teracy Coordinator	Summer 2004	Title 1 Funds ARI Funds CEDC Funds	Written evaluation of student progress

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Goal 2: We will align and strengthen the curriculum to ensure that we become a global leader in educational excellence.

Objective 2: Meet all (100%) compliance guidelines related to programs for special needs students...AEP.

STRATEGIES/STRATEGIC PLAN CORRELATIONS	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Establish Task Force to review guidelines for Compass Academy		All	Campus Princ. And Asst. Supt for C&I	Fall 2003	Teachers, Staff Time	Guidelines and Application Process in Place
Select appropriate curriculum to meet needs of at-risk students		All	Campus Princ. And Asst. Supt for C&I	Fall 2003	Teachers, Staff Time, Dollars allotted for On-line systems and support	Curriculum and Course Offerings in place for student registration
Provide caring/nurturing environment for at-risk students that encourages acceleration in curriculum objectives		All	Campus Principal and Campus Personnel	Fall 2003-Spring 2004	Staff Time	Weekly Reports/Survey
Consider alternative location for Compass Academy i.e. Old Transportation Building		All	Director of Maintenance and Campus Principal	Spring 2004	Staff Time, Dollars allotted from Special Projects or other budgetary allotments	Plans for remodel of new facility and completed building
Develop reporting system for number of courses completed by each student and graduate rate		All	Campus Principal	Fall 2003-Spring 2004	Staff Time	Weekly reports to Asst. Supt of C&I
Provide information to campus regarding policy and procedures of Compass Academy; admission, etc.		All	Campus Principal and Personnel	Fall 2003-Spring 2004	Staff Time and Materials	Reports given to campus personnel at administrative meetings, etc.

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Goal 2: We will align and strengthen the curriculum to ensure that we become a global leader in educational excellence.

Objective 3: Expand Career and Technology opportunities in CISD.

STRATEGIES/STRATEGIC PLAN CORRELATIONS	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Initiate a Career and Technology Education (CATE) program with dual credit opportunities (i.e. cosmetology, auto mechanics, health services, food services).	SP: 3-2	High School Students	Curr. Dept. and H.S. Associate Principal	Fall 2003-Spring 2004	Staff	Student enrollment data
Designate a Career and Technology Coordinator	SP: 3-2	High School Students	Asst. Superintendent	Spring 2004	Salary or stipend for coordinator	HR Records
Assess CATE needs and make recommendations for increased student participation to the Curriculum Department.	8 th grade Career Survey Interest Survey SP: 3-2	Middle School and High School students	Curriculum Department	Fall 2003	Cost of surveys	Evaluation of data
Educate the community on the merits of CATE programs	SP: 3-2	Community	Curriculum Department	Spring 2004	Brochure	Community feedback
Develop partnerships with local businesses and community colleges.	SP: 3-2	High School Students	H.S. Staff	Fall 2003-Spring 2004	CATE Coordinator	Written agreements of partnerships
Develop CATE opportunities with surrounding school districts.	SP: 3-2	High School Students	H.S. Staff	Fall 2003-Spring 2004	CATE Coordinator	Written agreements of partnerships
Expand the Co-op job placement program.	SP: 3-2	High School students participating in CATE	CATE Dept. Chair	Spring 2004-Summer 2004	CATE Coordinator	Student enrollment data.

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Goal 2: We will align and strengthen the curriculum to ensure that we become a global leader in educational excellence.

Objective 4: Meet all (100%) compliance guidelines related to programs for special needs students...Dyslexia.

STRATEGIES/STRATEGIC PLAN CORRELATIONS	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Provide staff development in recommending students for assessment and supporting students identified with dyslexia	Review criteria SP:3-11	Dyslexia	Dyslexia Coordinator	Fall 2003- Spring 2004	MTA teachers	Staff sign-in sheets or agenda
Provide evidence that parents were informed of services and options available under 504	Current documents	Dyslexia	Dyslexia Coordinator	Fall 2003	Run copies of brochure Revise Dyslexia Handbook or SST forms	Brochure 504 Rights form

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Goal 2: We will align and strengthen the curriculum to ensure that we become a global leader in educational excellence.

Objective 5: Meet all (100%) compliance guidelines related to programs for special needs students...ESL.

STRATEGIES/STRATEGIC PLAN CORRELATIONS	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Train campus secretaries and counselors in the purposes and value of ESL program	PAS #4 risk levels for 02-03 SP:3-11	ESL	ESL Coordinator	Fall 2003-Spring 2004	ESL Staff	Decrease in % of parent denials in ESL programs
Utilize Title III funds for ESL teacher staff development in strategies addressing the needs of LEP children	Title III guidelines SP:3-11	ESL	ESL Coordinator	Fall 2003-Spring 2004	Title III funds \$2,000 for staff development training	Certificate of teacher participation
Implement a 2 nd -5 th grade ESL summer school program	At-risk code for students SP:3-7	ESL	ESL Coordinator	Summer 2004	District funds	Written Evaluation of Student Progress

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Goal 3: We will integrate technology into every facet of the educational experience..

Objective 1: Provide teachers, students and parents with an electronic forum that facilitates collaborative teaching and learning.

STRATEGIES	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
See Strategic Plan Strategy 1; Plan 2-A						
Create and distribute a digital newsletter that informs teachers and principals of on-line collaborations and projects.	Strategic Plan	All CISD Teachers and Principals	Coordinator of Instructional Technology	Fall 2003-Spring 2004	Email	Library of Resources Digital Newsletter created

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Goal 3: : We will integrate technology into every facet of the educational experience..
Objective 2: Increase CISD staff's level of technology integration proficiency through an assessment-based development program that includes on-going self-paced training and incentives.

STRATEGIES	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Conduct district and campus level staff development courses that address the beginning stages of Portal Integration.	Spring 2002 STaR survey	CISD Classroom Teachers	Coordinator of Instructional Technology	Fall 2003- Spring 2004	Certificates of Completion	Staff Development Catalogue, Class Evaluation, & Follow-up Documentation
Complete on-line survey based on the STaR Chart at the end of the year		CISD Staff	Coordinator of Instructional Technology	May 2004	Web Space	Results of the survey to document increase
See Also Strategic Plan Strategy 1; Plan 3-A						

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Goal 3 : Integrate technology into every facet of the educational experience.

Objective 4: See Strategy #1, plan #s 1 and 4 – 6a.

STRATEGIES/STRATEGIC PLAN CORRELATIONS	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATION S	WHO	TIME FRAME START/EN D	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT

ACTION PLAN

STRATEGY NUMBER: 1

PLAN NUMBER: 1

STRATEGY: We will integrate technology into every facet of the educational experience to achieve the mission and objectives.

SPECIFIC RESULT: Ensure the availability of computer hardware and connectivity for all students, teachers, and administrators to the CISD information system while off school premises.

#	<i>ACTION STEP (Number each one)</i>	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Complete a needs assessment to determine equipment needs for all students, teachers, and administrators to access the CISD information system while off school premises.	Chad Branum	9-03	10-03	
2.	Systematically communicate with parents/guardians about the district's expectation regarding the integration of technology into every facet of the educational process, as well as the information, resources, and processes now available for their use.	Tamerah Ringo	10-03	Portal roll out dates	
3.	Survey student/parent need for Internet and district information system access and develop a schedule and management plan for open lab use beyond traditional school hours.	Chad Branum James Ashby	9-03	10-03	
4.	Research options and stage implementation for providing computers and Internet access to students and district staff that do not have computer access (e.g., discounted pricing on new equipment, loaner laptops, donated equipment, migrated equipment, or acquisition through grants).	Chad Branum	11-03	Summer 04	
5.	Research and implement cost effective means for providing students and staff with access to the software they need to complete their work; (i.e., educational licensing for home computers, web access or terminal services to access district software, assistive technology solutions, etc.)	Chad Branum	11-03	Summer 04	

Responsible:

(Shaded areas for administration use in implementation phase)

ACTION PLAN

STRATEGY NUMBER: 1

PLAN NUMBER: 2-A

STRATEGY: We will integrate technology into every facet of the educational experience to achieve the mission and objectives.

SPECIFIC RESULT: Provide teachers, students and parents with an electronic forum that facilitates collaborative teaching and learning.

#	<i>ACTION STEP (Number each one)</i>	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Establish a means to make teachers and community aware of the collaborative learning environment and the existing tools that can be utilized. (i.e. e-mail, network folders, software)	Tabitha Branum	9-03	5-04	
	Give students and staff remote access to network folders and the shared folder.				
	Identify and showcase existing staff who routinely use collaborative methods and tools.				
2.	Develop electronic options to communicate/disseminate current classroom information to students and parents (e.g., website or portal)	Tabitha Branum	10-03	12-04	
3.	Gather input from intended audiences (K-5, 6-8, 9-12) regarding the needs of each level to be considered in designing and implementing the various features offered through an electronic forum.	Chad Branum	5-03	5-04	
4.	Evaluate and collect various resources such as web resources, electronic tutorials, ListServes, etc. to be shared in the second generation electronic forum.	Tabitha Branum	9-03	Spring 04	
5.	Create an evaluation method and instrument to measure participation and use. Analyze evaluation results to guide on-going improvements	James Ashby	10-03	5-04	

Responsible:

(Shaded areas for administration use in implementation phase)

HOLD

ACTION PLAN

STRATEGY NUMBER: 1

PLAN NUMBER: 2-B

STRATEGY: We will integrate technology into every facet of the educational experience to achieve the mission and objectives.

SPECIFIC RESULT:

Provide teachers, students and parents with a second generation electronic forum that facilitates collaborative teaching and learning.

#	<i>ACTION STEP (Number each one)</i>	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Using the gathered information, implement a technology solution that provides all stakeholders with an electronic forum for collaboration.				
	Create a database that allows teachers, students and parents to access various professional communities willing to participate in the collaborative learning environment.				
	Provide virtual classroom service/software. Consistent with CISD curriculum (e.g. Blackboard, WebCT, InterWise, etc.)				
	Develop a system of evaluating, collecting and sharing various resources such as web resources, electronic tutorials, ListServes.				
	Develop options to facilitate communication between various interest groups. (e.g. discussion threads, chat rooms, listservs)				
2.	Create an evaluation method and instrument to measure participation and use. Analyze evaluation results to guide on-going improvements.				

Responsible:

(Shaded areas for administration use in implementation phase)

ACTION PLAN

STRATEGY NUMBER: 1

PLAN NUMBER: 3-A

STRATEGY: We will integrate technology into every facet of the educational experience to achieve the mission and objectives.

SPECIFIC RESULT:

Increase CISD staff's level of technology integration proficiency through an assessment-based development program that includes on-going self-paced training and incentives.

#	ACTION STEP (Number each one)	Assigned To:	Starting Date:	Due Date:	Completed Date:
Level 0 USER PROFICIENCY					
1.	Define CISD's User Proficiency Standards.	Tabitha Branum	9-03	11-03	
2.	Develop an assessment instrument and process for measuring user proficiency.	James Ashby	11-03	12-03	
3.	Administer assessment to all certified teachers and campus administrators.	J. Ashby T. Branum	1-04	1-04	
4.	Develop user proficiency educational program that emphasizes self-paced instruction to meet user proficiency standards.	K. Simons T. Branum	11-03	2-04	
5.	Re-assess certified teachers and campus administrators until proficiency is reached.	J. Ashby T. Branum	11-03	Until reached	
Level I Early Tech and Level II Developing Tech					
6.	Develop an assessment instrument and process for measuring achievement of "STaR levels of progress".	J. Ashby T. Branum	9-03	11-03	
7.	Administer assessment to all certified teachers to identify StaR level.	J. Ashby T. Branum	4-04	5-04	
8.	Develop StaR educational program that emphasizes self-paced instruction to obtain Level I and Level II progress.	K. Simons T. Branum	11-03	2-04	
9.	Develop individual staff development plans to target an increase to the next "StaR level" for focus areas A-F.	K. Simons T. Branum	11-03	2-04	
10.	Implement a re-assessment process to identify the next StaR level for each certified teacher as the teacher becomes ready.	J. Ashby T. Branum	11-03	Until reached	
11.	Certify teachers based upon StaR levels II through IV in focus areas A-F. (see appendix, attach StaR Chart p.138)	K. Simons T. Branum	11-03	2-04	
	Certification is based upon passing assessment designed to measure StaR levels.				

Responsible:

(Shaded areas for administration use in implementation phase)

ACTION PLAN

STRATEGY NUMBER: 1

PLAN NUMBER: 4

STRATEGY: We will integrate technology into every facet of the educational experience to achieve the mission and objectives.

SPECIFIC RESULT:

Implement a program that measures and drives improvement of technology integration in the education process

#	<i>ACTION STEP (Number each one)</i>	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Statistically define a model of desired outcomes by analyzing measurement domains within and across all strategies' action plans and STaR chart key areas.	James Ashby	1-04	7-04	
2.	Evaluate progress bi-annually using the criteria defined by the model.	James Ashby	8-04	8-05	
3.	Implement a redesign process that addresses deficiencies discovered in the evaluation process.	James Ashby	5-05	8-05	

Responsible:

(Shaded areas for administration use in implementation phase)

ACTION PLAN

STRATEGY NUMBER: 1

PLAN NUMBER: 5

STRATEGY: We will integrate technology into every facet of the educational experience to achieve the mission and objectives.

SPECIFIC RESULT: Implement an efficient technical support structure that targets 100% satisfaction in all CISD IT system users.

#	<i>ACTION STEP (Number each one)</i>	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Evaluate technical support procedures and prioritize and implement any improvements needed.	Chad Branum	9-03	11-03	
2.	Identify needed staffing requirements based upon assessment of procedures and make recommendations.	Chad Branum	9-03	5-04	
3.	Identify and purchase needed consulting services for support software design that includes frequently asked questions, system status, user ticket tracking, management reports and project planning capabilities	Chad Branum	9-03	5-04	
4.	Provide initial and ongoing training for CISD users on new support system.	Tabitha Branum	9-03	5-04	
5.	Research student task force for technical support capabilities and make recommendations for implementation.	Tabitha Branum	9-03	5-04	
6.	Create an evaluation instrument to measure quality of service to make on-going improvements.	Chad Branum	9-03	8-04	

Responsible:

(Shaded areas for administration use in implementation phase)

ACTION PLAN

STRATEGY NUMBER: 1

PLAN NUMBER: 6-A

STRATEGY: We will integrate technology into every facet of the educational experience to achieve the mission and objectives.

SPECIFIC RESULT: Provide a technical infrastructure that is secure, scalable, redundant and always accessible to enhance the productivity of the CISD community and to empower our users by making information technology accessible.

#	<i>ACTION STEP (Number each one)</i>	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Evaluate and incorporate technology needs of Result statements from other Action Teams	Chad Branum	6-03	6-08	
2.	Review and Refresh CISD IT standards and enforce them with support from the Superintendent	Chad Branum	9-03	6-08	
3.	Forecast and plan for anticipated CISD users, capacity, space, network connectivity and demand for CISD services	Chad Branum	9-03	Con't	
4.	Implement a Storage Area Network Solution (SAN)	Chad Branum	9-03	9-03	9-03
	Gather and Document district storage requirements to support clustering and portal solutions.				
	Proceed with the Request for Proposal and Procure a SAN solution				
5.	Develop and Implement a Clustered server solution to provide high availability for critical services (Portal, Databases, File, Print, Web, etc)	Chad Branum	7-03	9-03	
	Identify and prioritize services to be clustered in the CISD system.				
	Implement highest priority services in year one				
6.	Provide a technology solution that allows parent/guardian, student, and teacher access to CISD information systems from wherever and whenever they need it.	Chad Branum	10-03	Con't	
	Gather / document user (parent/guardian, students, and teachers) requirements for portal and portlets.		5-03	7-03	
	Gather / document technical requirements	Chad			

2003-2004
District Improvement Plan

Goal 4: Effectively seek alternative fiscal resources.

Objective 1: See Strategy #2, plan #s 1-5.

STRATEGIES/STRATEGIC PLAN CORRELATIONS	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT

ACTION PLAN

STRATEGY NUMBER: 2
PLAN NUMBER: 1

STRATEGY: Actively seek alternative fiscal resources while ensuring the most effective use of all resources to achieve our mission and objectives

SPECIFIC RESULT: Reduction of compensatory time payroll expenditures for paraprofessional employees

#	Action Step (Number each one)	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Budget for extra duty pay only, not to include payment of comp time balances.				
2.	Eliminate payment of compensatory time. Can only take time off.				
3.	Review current board policy and revise as deemed necessary.				

Responsible:

(Shaded areas for administration use in implementation phase)

ACTION PLAN

STRATEGY NUMBER: 2
 PLAN NUMBER: 2

STRATEGY: Actively seek alternative fiscal resources while ensuring the most effective use of all resources to achieve our mission and objectives

SPECIFIC RESULT: Broaden the policy for facility use to include non-district customers

#	Action Step (Number each one)	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Review the current guidelines for facility usage.				
2.	Review current reservation practices, to ensure optimal use of facilities.				
3.	Review the actual usage of facilities by district customers.				
4.	Review costs charged currently to district customers for these facilities.				
5.	Identify specific facilities to be offered to non-district customers.				
6.	Identify costs associated with use of facilities. (actual and "risk" potential)				
7.	Complete competitive market study – review other similar facility costs.				
8.	Review insurance coverage, identify and procure additional coverage, as needed.				
9.	Review operational procedures to currently secure use of facilities.				
10.	Identify & outline operational procedures to handle non-district customers.				
11.	Establish costs to be charged to non-district customers.				
12.	Revise the current policy to reflect non-district use and optimize use.				

ACTION PLAN

STRATEGY NUMBER: 2
 PLAN NUMBER: 3A

STRATEGY: Actively seek alternative fiscal resources while ensuring the most effective use of all resources to achieve our mission and objectives.

SPECIFIC RESULT: Assess portion of utility costs to food service.

#	Action Step (Number each one)	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Identify proportion of campus and service center utility costs attributable to FS. A. Assess feasibility of installing sub meter in each kitchen. B. Conduct energy study to determine proportion of electricity used in kitchen. C. Utilize another prorate method such as square footage.				
2.	Communicate estimated costs to Food Service Director.				
3.	Determine impact (if any) on meal prices.				
4.	Obtain necessary administrative and Board approval.				
5.	Charge identified utility costs to Food Service.				

Responsible:

(Shaded areas for administration use in implementation phase)

ACTION PLAN

STRATEGY NUMBER: 2

PLAN NUMBER: 4

STRATEGY: Actively seek alternative fiscal resources while ensuring the most effective use of all resources to achieve our mission and objectives.

SPECIFIC RESULT: Evaluate and implement energy conservation strategies.

#	Action Step (Number each one)	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Engage an energy consultant to assess the district to identify areas where conservation is feasible and provide an estimate of savings.				
2.	Assess potential cost savings by developing a pilot program to implement energy conservation in a single building.				
3.	Evaluate district-wide applicability of implementing the pilot program.				
4.	Implement program district-wide if appropriate.				
5.	Encourage all employees to enact conservation measures, as much because it is the right thing to do as because it will save money.				

Responsible:

(Shaded areas for administration use in implementation phase)

2003-2004
District Improvement Plan

Goal 5: Promote the highest standards of school business management practices as well as the effective use of educational resources.

Objective 1: Develop a physical inventory spread sheet on identified items of fixed assets over \$500.

STRATEGIES	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/ END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Identify fixed assets over \$500 to track annually	Internal/External Audit Report	Business office	CISD Auditor Director of Internal Bus. Services	Fall 2003- Spring 2001	Forms	Compiled list of items to track
Integrate identified items on a spreadsheet		Business office	Director of Internal Bus. Services	Fall 2003- Spring 2001	Spreadsheet Template	Completed integrated spreadsheet
Complete physical inventory of identified fixed asset items	Current inventory report	Business office	Individual campuses/ buildings	Summer 2003- Summer 2004	Campus secretaries Excel software Each campus	Physical inventory sheets from each campus/building
Ensure physical inventories are complete and accurate	Current reports	Business office	Director of Internal Bus. Services	Summer 2003- Summer 2004	Spreadsheet Template	Sample inventories to check for accuracy

2003-2004
District Improvement Plan

Goal 5: Promote the highest standards of school business management practices as well as the effective use of educational resources.

Objective 2: Organize all records to ensure that the district is within the guidelines of the state library archives.

STRATEGIES	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/ END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Ensure Coppell ISD records retention schedule is accurate and current	Internal and External Audit Reports	Business office	Director of Internal Bus. Services	Fall 2003	Purchase RSM – Software update	Compare current schedule to updated schedule
Check all records boxes for correct “Destroy” date	Current record boxes	Business office	Director of Internal Bus. Services	Fall 2003- Spring 2001	Current record boxes	Physical viewing of all records
Organize all records and label to be in alignment with retention schedule	Current records	Business office	Director of Internal Bus. Services	Fall 2003- Spring 2001	Maintenance dept. to move records Purchase RCAMS software for labeling program	Physical viewing of all records Correctly labeled
Destroy all records that are beyond retention record requirement dates		Business office	Director of Internal Bus. Services	Fall 2003- Fall 2004	Hire shredding company through competitive quote process	List of all records destroyed, plus certificate of destruction from shredding company

2003-2004
District Improvement Plan

Goal 5: Promote the highest standards of school business management practices as well as the effective use of educational resources.

Objective 3: Code PEIMS data for students in special programs at 100% accuracy.

STRATEGIES	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/ END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Code students enrolled in Tech Prep courses at 100% accuracy	100% not present in coding	CATE	Campus Data Entry Personnel	Fall 2003-Fall 2004	Coding form	100% accuracy in coding
Code students enrolled in coherent sequence courses at 100% accuracy	100% not present in coding	CATE Secondary students	Campus Data Entry Personnel	Fall 2003-Fall 2004	Coding form	100% accuracy in coding
Code students enrolled in ESL and LEP identification at 100% accuracy	100% not present in coding	ESL	Campus Data Entry Personnel	Fall 2003-Fall 2004	Coding form	100% accuracy in coding
Review campus data input for correct submission	100% not present in coding	CATE ESL	PEIMS Coordinator	Fall 2003-Fall 2004	Coding forms	100% accuracy in coding
Train campus personnel in PEIMS coding procedures	Knowledge of changes needed	ALL	PEIMS Coordinator	Fall 2003-Fall 2004	Coding forms	Correct PEIMS data submission

2003-2004
District Improvement Plan

Goal 5: Promote the highest standards of school business management practices as well as the effective use of educational resources.

Objective 4: Evaluate, adjust, align, and allocate resources that address district and campus goals and objectives.

STRATEGIES	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Distribute budget instructions	Budget Manual	Business office	Asst. Supt. Business	Spring 2004	Budget Manual	Receipt of manual Attendance at district meeting
Provide Instruction for submitting personnel requests	Current instructions	Business office	Director of Human Resources	Spring 2004	Instruction documents	Receipt of instructions Attendance at distribution meeting
Provide Personnel request submissions	Required written forms	Business office	Principals Directors	Spring 2004	Written requests	Requests received by Judy Denman
Provide Budget requests submissions tied to district and campus goals and objectives	Proper forms and documents	Business office	Principals Directors	Spring 2004	Written documents	Receipt of budget requests correlated to district and campus goals and objectives
Evaluate requests for personnel, materials, and services	Written documents	Business office	Supt. Sherrye Dotson Asst. Supt. Business	Spring 2004	Written document	Review and evaluation completed requests tied to goals and objectives
Submit Budget to Board that addresses district and campus goals and objectives	Proposed budget	Business office	Supt. Ralph Seeley	Summer 2004	Proposed budget	Budget workshops held
Adopt Budget	Final budget	Business office	Asst. Supt. Business	Summer 2004	Final budget	Budget adopted

2003-2004
District Improvement Plan

Goal 6: Communicate effectively and regularly with the institution's major constituencies.

Objective 1: Increase the percent of parents who will indicate satisfaction with the district communication processes implemented when resolving concerns about their child's behavior to 95%.

STRATEGIES	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/ END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Create a committee to study and review the current complaint and grievance process and procedures among parents, students, teachers, administrators, and community.	Community	All	Ex. Director of Personnel Director of Student Services	Spring 2004	Handbooks and Policies	List of recommendations
Develop a list of actions needed to implement recommended practices from committee	Committee reports	All	Ex. Director of Personnel Director of Student Services	Spring 2004		List of recommended actions submitted to DEIC

2003-2004
District Improvement Plan

Goal 6: Communicate effectively and regularly with the institution's major constituencies.

Objective 2: Increase the percent of parents who will indicate satisfaction with the manner in which academic opportunities are communicated to students by CISD to 95%.

STRATEGIES	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/ END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Conduct community survey to determine needs	Survey	All	Director of Student Services	Fall 2003	Survey	Survey distributed
Communicate survey findings to all publics	Survey findings	All	Coordinator of Communication	Fall 2003	Survey findings	Findings reported
Establish focus groups to study communication venues or needs and make recommendations or actions to address needs	Survey findings	All	Coordinator of Communication	Spring 2004		Recommendations or actions of committee
Develop a timeline to implement recommendations or actions that address communication needs	Recommendations or actions of focus group	All	Coordinator of Communication	Spring 2004		Timeline of recommended actions

2003-2004
District Improvement Plan

Goal 6: Communicate effectively and regularly with the institution's major constituencies.

Objective 3: To communicate CISD information to major constituencies via portal system.

STRATEGIES/STRATEGIC PLAN CORRELATIONS	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Communicate to parents about information on portal system.	Written information	CISD staff, parents and students	Administration	Fall 2003	Written information	Distribution of document
Provide accurate and updated information to all stakeholders via the District and Campus Websites	Community Request	All Stakeholders	Technology and All CISD Staff	Fall 2003-Ongoing	Webmaster	Accurate and Updated Websites

2003-2004
District Improvement Plan

Goal 6: Communicate effectively and regularly with the institution's major constituencies.

Objective 4: To communicate to all constituencies information on proper use of portal system.

STRATEGIES/STRATEGIC PLAN CORRELATIONS	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Train staff in portal system use.	Needed awareness	Faculty	Technology	Fall 2003- Fall 2004	Computer lab availability Portal System	Teacher use Scheduled workshop dates and attendance.
Train parents in portal system use.	Needed awareness	Parents	Technology	Fall 2003- Fall 2004	Computer lab availability Portal System	Brochures Log in data Survey from parents
Train students in portal system use.	Needed awareness	Students	Technology	Fall 2003- Fall 2004	Computer lab availability Portal System	Log in data

2003-2004
District Improvement Plan

Goal 6: Communicate effectively and regularly with the institution's major constituencies.

Objective 5: To provide access to the portal system for all CISD employees and parents.

STRATEGIES/STRATEGIC PLAN CORRELATIONS	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Identify staff and parents who lack access.		CISD staff and parents	Campus administrators	Fall 2003- Fall 2004		List of names of parents and staff with needs.
Provide access to parents		CISD parents and staff	Campus administrators	Fall 2003- Fall 2004	Computers at various accessible locations	Use of computers by parents. Sign – in log

2003-2004
District Improvement Plan

Goal 7: Develop Programs that Address the Affective Barriers to Academic Growth and Development.

Objective 2: Reduce the number of total discipline referrals by 10%.

STRATEGIES	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Review Campus/District Discipline Referrals for "patterns" of Behavior	PEIMS 425 Data	All	Dir of Student Serv. Campus Personnel	Fall 2003- Fall 2004	LEA	Identify patterns
Meet with asst. principals 3 times during school year to discuss patterns in data and how to address patterns	Current date PEIMS	All	Director of Student Services	Fall 2003- Spring 2004	PEIMS date from discipline	Actions generated at each session to address patterns emerging
Conduct training at CMS East, Mockingbird, CMS North and Denton Creek in the PALS Program	Survey/Assessment of Present PALS	All 4 specific campuses	Pinkerton CMS-W CMS-N CMS-E	Spring 2003- Spring 2004	LEA Region 10 Title IV...\$500	Training and Program implementation during spring semester
Work with Campus Administrators to review Discipline Referrals for patterns of student to student harassment, eg: bullying, fighting, disruptive behavior	PEIMS 425 Data	All	Dir of Student Serv. Campus Personnel	Fall 2003- Summer 2004	LEA	ID Patterns
Work with Campus Principals to elicit from teaching staff incidents of student to teacher disrespect and to encourage mutual respect between teacher and student	Campus Survey	All	Campus Principals	Fall 2003- Summer 2004	LEA	Collect Reports

2003-2004
District Improvement Plan

Goal 7: Develop Programs that Address the Affective Barriers to Academic Growth and Development.

Objective 4: Review, update, and approve crisis management plan.

STRATEGIES	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Convene annual review committee to review and update Crisis Management Plan	TEA Rules and Regulations "Good Practice"	All	Coordinator of Communication	Summer 2003		Recommendations on actions within crisis management plan
Communicate to CISD staff the changes and current status of plan	Needed awareness	All staff	Coordinator of Communication	August to September 2003	Copies of plan for distribution	Documented distribution of plan and follow up on campuses

2003-2004
District Improvement Plan

Goal 7: Develop and implement a citizenship program so that each student engages in meaningful annual service to the community.

Objective 5: See Strategy #7, plan #s 1 – 9.

STRATEGIES/STRATEGIC PLAN CORRELATIONS	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT

ACTION PLAN

STRATEGY NUMBER: 7

PLAN NUMBER: 1

STRATEGY: Develop and implement a citizenship program so that each student engages in meaningful annual service to the community.

SPECIFIC RESULT:

Assess community needs to determine diverse service opportunities.

#	ACTION STEP (Number each one)	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Establish partnerships with service agencies and/or non-profit organizations	P. Lupia's committee Campuses District Person	9-03	Con't	
2.	Identify and continue to evaluate community needs	Pamela Crites	Fall 03		
3.	Provide students and staff an avenue to propose new service opportunities	Lyn Baldwin	9-03	Con't	
4.	Evaluate service opportunities for appropriateness and relevancy to the strategic plan and CISD character traits (Cross reference w/ Character)	Lyn Baldwin (establish a committee)	10-03		
5.	Create a database structure of appropriate opportunities available from service agencies and non-profit organizations	Chad Branum	Fall 03	Spring 04	
6.	Designate a person to input and maintain necessary information in the database	Lyn Baldwin	Fall 03		
7.	Develop a system to avoid unnecessary duplication and opportunities for partnering	Paul Lupia	Fall 03	1-04	

Responsible:

(Shaded areas for administration use in implementation phase)

ACTION PLAN

STRATEGY NUMBER: 7

PLAN NUMBER: 2

STRATEGY: Develop and implement a citizenship program so that each student engages in meaningful annual service to the community.

SPECIFIC RESULT:

Seek sufficient funding from outside sources for the ongoing service program for CISD students.

#	<i>ACTION STEP (Number each one)</i>	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Determine funding requirements for successful service program (budget)	Pamela Crites	5-03	7-03	7-03
2.	Determine outside funding services, including grants, foundations, corporations, and community	Pamela Crites	5-03		5-03
3.	Show presentation package (PR) to potential funders/supporters in order to solicit funds	Lyn Baldwin	9-03	10-03	
4.	Determine potential fundraising events and donors	Lyn Baldwin	Spring 04	Spring 04	

Responsible:

(Shaded areas for administration use in implementation phase)

ACTION PLAN

STRATEGY NUMBER: 7

PLAN NUMBER: 3

STRATEGY: Develop and implement a citizenship program so that each student engages in meaningful annual service to the community.

SPECIFIC RESULT: Establish staff, students, and community leadership for CISD service program.

#	<i>ACTION STEP (Number each one)</i>	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Determine CISD service program coordinator	Sherrye Dotson	9-1-03	9-1-03	9-1-03
2.	Designate district committee to define leadership roles and oversee the operations of the CISD service program	Pamela Crites	10-03	Con't	
3.	Recruit staff members from each campus to assume identified leadership roles	Lyn Baldwin	9-03	11-03	
4.	Select students to fill designated leadership roles	Lyn Baldwin	9-03	11-03	
5.	Identify individuals from the community to assume leadership roles	Lyn Baldwin	9-03	11-03	

Responsible:

(Shaded areas for administration use in implementation phase)

ACTION PLAN

STRATEGY NUMBER: 7

PLAN NUMBER: 4

STRATEGY: Develop and implement a citizenship program so that each student engages in meaningful annual service to the community.

SPECIFIC RESULT: Provide information to parents, staff, students, and community members on a regular basis to create support for CISD service program.

NOTE: Cross reference Community Action Plan 1

#	ACTION STEP (Number each one)	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Create an information and presentation package about service and service learning	Lyn Baldwin	9-03	11-03	
2.	Introduce program to staff with dynamic in-service	Lyn Baldwin	Fall 03	Fall 03	
3.	Present service program to students who will then create a program "logo" and "look" through student contest	Lyn Baldwin	Fall 03	Fall 03	
4.	Present service program to parents and community	Lyn Baldwin	1-04	Spring 04	
5.	Share CISD successes with internal/external media to positively influence funding and community support (via website, newsletters, etc.)	Lyn Baldwin	Spring 04		
6.	Analyze and adjust public relations message as needed	Lyn Baldwin	Spring 04		

Responsible:
(Shaded areas for administration use in implementation phase)

ACTION PLAN

STRATEGY NUMBER: 7

PLAN NUMBER: 5

STRATEGY: Develop and implement a citizenship program so that each student engages in meaningful annual service to the community.

SPECIFIC RESULT: Develop appropriate guidelines and procedures for service learning and/or for community service.

NOTE: Cross reference w/ Curriculum

#	<i>ACTION STEP (Number each one)</i>	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Consult compiled data from service action team to build upon existing CISD service learning and community service already in place and set guidelines and parameters for the entire K-12 service program	Lyn Baldwin	10-03	12-03	
2.	Establish specific criteria requirements for each grade level (time, activities, service learning and/or community service)	Lyn Baldwin	10-03	12-03	
3.	Assign committee to compile age-appropriate service opportunities that align with the curriculum for each grade level	Lyn Baldwin	10-03	12-03	
4.	Establish a schedule to “phase-in” criteria requirements of CISD service program	Lyn Baldwin	10-03	12-03	

Responsible:

(Shaded areas for administration use in implementation phase)

ACTION PLAN

STRATEGY NUMBER: 7

PLAN NUMBER: 6

STRATEGY: Develop and implement a citizenship program so that each student engages in meaningful annual service to the community.

SPECIFIC RESULT: Develop and implement a system to monitor and track students' service program.

#	ACTION STEP (Number each one)	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Designate person/committee to oversee monitoring and tracking of students in CISD service program	Chad Branum Tech Coord.	Spring 04	8-04	
2.	Determine appropriate software/systems for monitoring and tracking CISD service program	Chad Branum Tech Coord.	Spring 04	8-04	
3.	Specify types of information to be tracked for each student	Chad Branum Tech Coord.	Spring 04	8-04	
4.	Determine procedures for tracking, certifying hours and reporting student participation in CISD service program	Chad Branum Tech Coord.	Spring 04	8-04	
5.	Input and maintain student information in the system	Chad Branum Tech Coord.	Spring 04	8-04	
6.	Develop a system for honoring students who go above and beyond what is required (CROSS REFERENCE w/ TECH & CUSTOMIZED PLAN	Lyn Baldwin	Spring 04	8-04	
7.	Develop a system for student sharing of their progress and successes appropriate for their age level	Lyn Baldwin	Spring 04	8-04	

Responsible:

(Shaded areas for administration use in implementation phase)

ACTION PLAN

STRATEGY NUMBER: 7

PLAN NUMBER: 7

STRATEGY: Develop and implement a citizenship program so that each student engages in meaningful annual service to the community.

SPECIFIC RESULT:

Develop curriculum for CISD service learning program.

NOTE: Cross reference w/ Curriculum

#	<i>ACTION STEP (Number each one)</i>	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Examine current CISD curriculum/activities to identify areas where service learning is already included	Lyn Baldwin	Fall 03	12-03	
2.	Analyze TEKS to determine content objectives where service learning activities can naturally be placed	Pamela Crites		12-03	
3.	Explore existing curriculum (in other districts and commercial products) for possible inclusion in the CISD service learning curriculum	Lyn Baldwin		12-03	
4.	Design original CISD service learning curriculum where needed	Lyn Baldwin	1-04	8-04	
5.	Implement CISD service learning curriculum	Lyn Baldwin	8-04	Fall 04	

Responsible:

(Shaded areas for administration use in implementation phase)

ACTION PLAN

STRATEGY NUMBER: 7

PLAN NUMBER: 8

STRATEGY: Develop and implement a citizenship program so that each student engages in meaningful annual service to the community.

SPECIFIC RESULT: Develop staff training for service program.

NOTE: Cross reference w/ Staff Action Plan 5

#	ACTION STEP (Number each one)	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Examine staff training needs in service learning and servant leadership	Lyn Baldwin	Fall 03	8-04	
2.	Locate and adapt existing staff training (from other district/sources) to implement service learning	Kayla Simons	Fall 03	8-04	
3.	Determine personnel to conduct training	Kayla Simons	Fall 03	8-04	
4.	Provide initial and ongoing training for all professional staff in CISD	Kayla Simons	Fall 03	Con't	

Responsible:

(Shaded areas for administration use in implementation phase)

ACTION PLAN

STRATEGY NUMBER: 7

PLAN NUMBER: 9

STRATEGY: Develop and implement a citizenship program so that each student engages in meaningful annual service to the community.

SPECIFIC RESULT:

Develop a process to evaluate the CISD service program.

#	<i>ACTION STEP (Number each one)</i>	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Establish an oversight committee to evaluate program	Pamela Crites	9-03	9-03	9-03
2.	Determine whether tracking system is accurately reflecting student participation	James Ashby	8-04	Spring 05	
3.	Annually utilize tracking system information to determine whether CISD service program is meeting established procedures and guidelines	James Ashby	8-04	Spring 05	
4.	Biannually create a survey to distribute to participants to determine the quality of satisfaction of program and whether strategy result statements are being achieved	James Ashby		Spring 04	
5.	Assimilate and analyze survey results	James Ashby	5-04	Grant Deadline	
6.	Annually recommend necessary changes to service program based on results of tracking data and/or survey	James Ashby	8-04	9-04	

Responsible:

(Shaded areas for administration use in implementation phase)

2003-2004
District Improvement Plan

Goal 7: Ensure that students will have a customized learning experience.

Objective 6: Promote the reduction of affective barriers to good character and service.

STRATEGIES/STRATEGIC PLAN CORRELATIONS	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Coordinate Shattered Dreams with City of Coppell and High School Administration.	SIS	Grade 11,12	City, School Organization, Director of Student Services	Spring 2004	3,000 Title IV	Programs implementation
Coordinate DARE Program with Coppell Police Department	DARE Survey SIS	Grade 6, 8	Director of Students Services	Fall 2003- Spring 2004	11,000 Title IV	Programs implementation
Coordinate Red Ribbon Week with Chamber of Commerce and Coppell Police	Region 10	All	Director of Student Services	Fall 2003	2,500 Title IV	Programs implementation
Distribute Search Institute Survey to grades 9 through 12 students	Post Survey	All grades 9 to 12	Director of Student Services	Fall 2003	8,000 Title IV	Survey results

2003-2004
District Improvement Plan

Goal 8: Attract, retain, and develop a diverse, highly qualified staff.

Objective 1: See Strategy #4, plan #s 1-3, 5.

STRATEGIES/STRATEGIC PLAN CORRELATIONS	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT

ACTION PLAN

STRATEGY NUMBER: 4

PLAN NUMBER: 1

STRATEGY: Attract, retain and develop a diverse, highly qualified, innovative and visionary staff

SPECIFIC RESULT: Implement specific recruiting practices for attracting qualified staff

#	<i>ACTION STEP (Number each one)</i>	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Reinstate a Job Fair in some format	Judy Denman	Spring 04	Spring 04	
2.	Include community representatives at Job Fair to promote the Coppell community	Judy Denman	Spring 04	Spring 04	
3.	Identify source of recruitment of newly hired staff (job fair, online, friend, newspaper) and focus recruiting efforts based on data to ensure cost-effectiveness	Judy Denman	Spring 04	Spring 04	
4.	Advertise employment opportunities monthly in professional periodicals and area newspapers, the website and targeted markets to attract a diverse hiring pool	Judy Denman	Spring 04	Spring 04	

Responsible:

(Shaded areas for administration use in implementation phase)

ACTION PLAN

STRATEGY NUMBER: 4

PLAN NUMBER: 2

STRATEGY: Attract, retain and develop a diverse, highly qualified, innovative and visionary staff

SPECIFIC RESULT: Update the CISD hiring process for attracting qualified staff

#	<i>ACTION STEP (Number each one)</i>	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Update the CISD website weekly to include online applications, employment opportunities, recruiting information, salary schedules, benefits and community information	Judy Denman	9-03	Con't	
2.	Evaluate and revise questions on one page screening form for specific positions used at job fairs (establish committee)	Judy Denman	10-04	11-04	
3.	Refine the hiring process to ensure qualified applicants are hired in a timely manner	Judy Denman	10-04	1-04	
4.	Outline parameters to allow campus administrators to offer contingency contracts	Judy Denman	10-04	1-04	
5.	Implement written positive feedback to all interviewed applicants	Judy Denman	9-03	Con't	

Responsible:

(Shaded areas for administration use in implementation phase)

ACTION PLAN

STRATEGY NUMBER: 4

PLAN NUMBER: 3

STRATEGY: Attract, retain and develop a diverse, highly qualified, innovative and visionary staff

SPECIFIC RESULT: Establish strong partnerships with area colleges and universities

#	<i>ACTION STEP (Number each one)</i>	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Communicate with key contacts within the Education Department at each area university and college	Judy Denman	9-03	8-04	
2.	Establish intern opportunities in CISD schools for college and university students (establish committee)	Judy Denman	9-03	5-04	
3.	Survey CISD employees online to determine interest in continuing educational opportunities offered by area universities and colleges	Kayla Simons	9-03	8-04	
4.	(contingent on interest) Provide onsite university and college courses as a convenience to CISD employees and community members	Kayla Simons	04-05		

Responsible:

(Shaded areas for administration use in implementation phase)

ACTION PLAN

STRATEGY NUMBER: 4

PLAN NUMBER: 5

STRATEGY: Attract, retain and develop a diverse, highly qualified, innovative and visionary staff.

SPECIFIC RESULT: Establish a staff development program consistent with current National Staff Development Council Standards

#	<i>ACTION STEP (Number each one)</i>	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Formally evaluate the staff development program as it compares to NSDC standards and make adjustments accordingly (see attachment)	Kayla Simons	9-03	12-03	
2.	Establish a Staff Development Advisory Council per NSDC guidelines	Kayla Simons	9-03	9-03	
3.	Utilize the Curriculum Action Team Plan to support all curricular areas	Kayla Simons	9-03	Con't	
4.	Implement a two year induction program for teachers new to the profession	Kayla Simons	9-03	5-05	
5.	Implement a one year induction program for teachers new to CISD	Kayla Simons	6-04	5-05	

Responsible:

(Shaded areas for administration use in implementation phase)

2003-2004
District Improvement Plan

Goal 8: Attract, retain, and develop a diverse, highly qualified staff.

Objective 2: Addition to Strategy #4 Plan 4.

STRATEGIES/STRATEGIC PLAN CORRELATIONS	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Increase funding for teacher professional development	Survey Campus needs	CISD Faculty	Director of Staff Development	2003-04	Title II Funds 25% Sub Pay 75% Fees	Documentation Implementation Collaboration
Assess teacher responsibilities to determine areas that should be eliminated or reduced.	Survey Faculty/Staff	CISD Faculty/Staff	Campus Administrators	2003-04	Monitor excessive duty responsibilities	Morale Survey
Establish a committee to study retention data and make recommendations to DEIC on programs that will value employees, create cohesiveness, and encourage professional development and growth to make CISD a district of choice.	Strategic Plan	CISD Faculty/Staff	Asst. Supt. For HR	2003-04	Surveys	Recommendations to DEIC
Examine AEIS data related to retention.	Current retention data AEIS	Professional Staff Support	Committee	Fall 2003- Spring 2004		Recommendations to DEIC based on data
Report to DEIC recommended changes and actions to address recruitment, hiring, and retention.	AEIS data Survey results Committee recommendation	Professionals Support staff	Asst. Supt. For HR and Direct. Of Public Relations	Spring 2004	List of recommendations	Recommendations and implementations timeline

HOLD ALL EXCEPT #5

ACTION PLAN

STRATEGY NUMBER: 4

PLAN NUMBER: 4

STRATEGY: Attract, retain and develop a diverse, highly qualified, innovative and visionary staff

SPECIFIC RESULT: Establish incentive programs to retain quality staff

#	<i>ACTION STEP (Number each one)</i>	Assigned To:	Starting Date:	Due Date:	Completed Date:
1.	Increase the number of professional staff who have a Masters Degree and PhD by offering tuition reimbursement				
2.	Research opportunities for reduced cost day care center				
3.	Establish a district-wide Staff Council to the Superintendent for campuses to submit ideas for non-salaried benefits to improve the working environment				
4.	Increase job sharing opportunities as educationally appropriate				
5.	Evaluate the effectiveness of the Employee Recognition Program and revise accordingly	Tamerah Ringo	9-03	5-04	

Responsible:

(Shaded areas for administration use in implementation phase)

2003-2004
District Improvement Plan

Goal 8: Attract, retain, and develop a diverse, highly qualified staff.

Objective 3: Increase to two "follow-up" observations for beginning teachers (first year) completed by the mentor consultant.

STRATEGIES	NEEDS ASSESSMENT	SPECIAL PROGRAM/ POPULATIONS	WHO	TIME FRAME START/END	RESOURCES HUMAN/MATERIAL/ FISCAL	EVIDENCE OF MONITORING/ ATTAINMENT
Schedule two mentor workshops for first year teachers to the profession	Current practice	Beginning teachers	Staff Development Coordinator	October 2003 to March 2004	Workshop materials	Scheduled workshop dates and attendance
Schedule 2 mentor observations and follow-up conference with all first year teachers to the profession	Current practice	Beginning teachers	Staff Development Coordinator	Fall 2003-Spring 2004	Observation forms Follow-up schedule	Documented observations and follow-up conference notes