



Partnership for
Leaders in Education
*Darden School of Business
Curry School of Education*

90 DAY ACTION PLAN

Actions to be Taken and Root Cause Performance Challenges to be Addressed

*District: Anadarko
School: Sunset
Principal: Lyn Grubb*

PURPOSE: The 90 Day Plan serves as a road map that provides clarity to specific priorities and actions that are most important during the next 90 days. The plan will help ensure the focus of all stakeholders toward an aligned understanding of the implementation and progress of our school's turnaround initiative.

VISION FOR THE TURNAROUND INITIATIVE: ARTICULATE IN A FEW SENTENCES WHAT YOU HOPE TO ACHIEVE DURING THE COMING YEARS

Create a school system where no barriers exist to prohibit student achievement.									
LIST SCHOOL-WIDE GOALS IN THE FOLLOWING AREAS						LIST SPECIFIC SCHOOL-YEAR GOALS (i.e. 8 TH Grade Algebra, 2 ND Grade L Arts, % Math Advanced, # AP Exam 4s, Graduation rate, etc.)			
MATH BASELINE PROFICIENCY 2012-2013	MATH PROFICIENCY GOAL 2013-2014	LANG. ARTS BASELINE PROFICIENCY 2012-2013	LANG. ARTS PROFICIENCY GOAL 2013-2014	SCIENCE BASELINE PROFICIENCY 2013-2014	SCIENCE PROFICIENCY GOAL 2013-2014	__1st Grade Fluency_____ _____ BASELINE 2012-2013	__1 st Grade Fluency_____ _____ GOAL 2013-2014	_Math Benchmark_____ _____ BASELINE 2012-2013	__Math Benchmark_____ _____ GOAL 2013-2014
81%	85%	84%	90%			66%	76%	81%	89%

CORE PLAN: TO MOVE TOWARD THE ABOVE GOALS, THESE ARE THE TOP PRIORITIES THAT WILL BE ADDRESSED DURING THE NEXT 90 DAYS

SCHOOL PERFORMANCE CHALLENGES	YEAR –END PERFORMANCE GOAL	ROOT CAUSES OF PERFORMANCE CHALLENGE	ACTIONS TO ADDRESS ROOT CAUSE(S)	TIMELINE FOR ACTIONS	RESPONSIBLE PERSON	EVIDENCE OF PROGRESS TOWARD YEAR- END GOAL
In each row, describe one critical challenge your school faces (<i>what problem are you trying to solve?</i>)	For each performance challenge, describe the long-term goal for performance (<i>what specifically is possible and measureable?</i>)	For each performance challenge, list your hypothesis of one or more root causes or list analyses that needs to be complete to determine root cause (<i>why does this challenge exist?</i>)	List one or more specific actions you will take to address the root causes and pursue the goal (<i>how</i>)	For each action, provide a timeline for completing the action (<i>when</i>)	For each action, list the person responsible for ensuring the action is complete (<i>who</i>)	Define what measureable evidence would indicate needed progress toward long-term goal by November (<i>leading indicator</i>)
UVA Recommends 3-4 Priorities – with a few primary actions with each priority; however, please adjust as needed based on your context. Initial actions/plan to be adjusted throughout the semester: implementing with deeper fidelity, halting unsuccessful tactics and introducing new actions as helpful						

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Sunset Elementary needs to align benchmark assessments to the CCSS pacing guide to ensure benchmarks provide usable data.	All three district benchmarks will reflect material being taught within the benchmark timeframe. This data will provide usable information for teachers to use to find strengths and weaknesses in the curriculum and Tier 1 instruction	We did not have a detailed pacing guide for CCSS. Not using CCSS standards to drive instruction.	Pacing guide completed for math and language arts	7/18/13	A. Taylor L. Grubb	Completed pacing guide.
			Resources for pacing guide (websites, activities, etc)	7/26/13	A. Taylor	Lesson plans to ensure standards are being addressed. Three district benchmark assessments
			Monitor lesson plans to make sure standards are attached to Tier 1 instructional plans.	Starting Aug. 19 th Bring to weekly PLC meetings	A. Taylor L. Grubb Classroom Teachers	
Create lesson plans using AOL format including all CCSS Language Arts domains	Each classroom teacher will be able to write an effective lesson for Tier 1 instruction by integrating all Language Arts domains	Teachers are not looking at all domains when planning a lesson	Instructional coach will create a mock lesson plan.	7/29/2013	A. Taylor	PD and PLC agendas
			Teachers will work in small groups to create lesson plan containing all language arts domains.	7/31/2013 This will continue throughout year	A. Taylor Classroom Teachers L. Grubb	Completed lesson plans
			Teachers will use pacing guide, Reading/Writing connection, read a louds, guided readers to complete these plans.			
Sunset staff will meaningfully use data to make an instructional	Sunset staff will be able to use multiple data sources to	Teachers do not know how to correlate all data sources for the	Review different kinds of data sources during our first PLC meeting..	8/13/2013 8/15/2013	L. Grubb	PD and PLC agendas
			Hand out previous year data for behavior, attendance and academics. Work in	8/13/2013		

profile of each student in their classrooms. These profiles will drive instruction. This will increase student achievement	create an individual profile of all students in their classrooms	whole picture of a child.	teams to discuss trends.	8/15/2013	L. Grubb	Literacy First Assessments, Behavior data, Attendance from Powerschool, Benchmark Assessments
			Have teachers bring their current year data with them to discuss in teams trends that are beginning to appear.	8/20/2013 8/22/2013	L. Grubb A. Taylor Classroom Teachers	
			We will continue to look at behavior, academic and attendance data on Professional Development day	8/30/2013	L. Grubb A. Taylor Classroom Teachers	
			We have 5 deep data dig days scheduled throughout the year. Benchmark data will also be available during these meetings so we can address areas of strengths and weakness.	9/11/2013 10/30/2013 12/18/2013 2/5/2013 3/26/2013	L. Grubb A. Taylor Classroom Teachers	
Sunset has many discipline referrals for infractions involving bullying and disrespect	Decrease the amount of discipline referrals for bullying and disrespect	Students come to school not knowing what the expectations are for Sunset. Teachers don't all use the same expectations and procedures.	Have one school wide matrix for expectations and procedures to meet expectations posted throughout the school.	7/30/2103	Behavior Team	PD agenda and feedback form
			Go over what is a major infraction and what is considered a minor infraction to staff and students.	7/30/2013 (staff) 8/1/2013 (students)	Behavior Team And classroom teachers	Observation during the first days of school. Lesson Plans
			Have staff teach and model each procedure to students.			
			Have a video library of procedures for students and staff to review.	7/30/2013		Viewable video

QUICK WIN PLAN

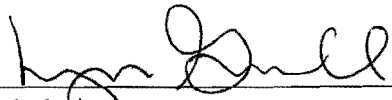
In a few sentences, describe how your organization will achieve early and noticeable wins that build momentum by creating virtuous cycles that foster credibility (for the leader and the turnaround story) while disempowering naysayers. Early wins can include initial communication efforts, should be achieved within the first 30 school days and could be the initial steps towards addressing the top 3-4 school priorities listed above.

We will achieve an early win by having all teachers input new student lists into computer. This is very time consuming at the beginning of the year. We will do this in the computer lab as a group activity so when they leave it is all complete and a stress is removed from the classroom teacher.

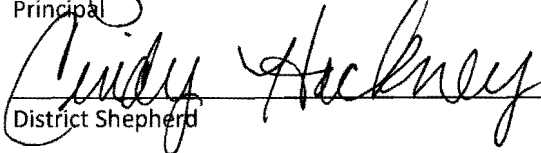
List up to 4 specific actions or deliverables necessary to make the quick win plan happen.

1	2	3	4
Put agenda of PD days in mailboxes. On the agenda it will list what information they will need to bring into the meeting. (login information) 7/15/2013 L. Grubb	Make sure lab is up and running. 7/19/2013 L. Grubb, A. Taylor	Coach will review all sites to ensure accessibility. 7/19/2013 A. Taylor	Teachers will come prepared and leave with all new student data put into the computer for Everyday Math, E-Planner, Learning A-Z, Planbook. 7/31/2013

Signatures: Your signature indicates that the plan provides focus and urgency to move the turnaround initiative forward – and both district leaders and a school leadership team support the direction of the plan. Your signature also indicates a commitment to ambitiously pursuing these goals, addressing priority areas and monitoring progress, recognizing the plan and specific actions may need adjustment based on organizational learning and new data.



Principal



District Shepherd

7/1/13

Date

7-1-13

Date