

January 19, 2014

To: Superintendent Brown
From: Judy Elliott

Re: Action Plan

Per our conference call on January 8th, attached please find a revision of the color-coding for the November status update. No text was changed. Several areas were changed to purple because the deliverable date had not yet occurred. No text was changed.

Several areas throughout the document were not been updated for this year per our discussion, agreement and your directive. The dates in the column of Delivery Date/Status should be set by now and remain unchanged for the remainder of this year. Section 9e needs a date.

Dates within the listed benchmarks need to be reviewed. You will see a section highlighted in blue, as was highlighted in the original November document, that does not reflect this year's work.

The gathering of information and updates for the November submission was a challenge. Sharepoint was not an issue in this regard. Regardless of the timeline that you and I set back in September, information and supporting documents were not provided in a timely manner. This resulted in a request to SED for a deadline extension. However, this extension did not provide you with the planned week of time to review and share with the board. In one instance I was still receiving documents the afternoon the status update was to be sent to the Commissioner. I was not able to review these late submissions for the November update. However, in other cases staff updates were completed immediately --conversation and clarifications were sought and updates completed in September/October.

Per our discussion - the color-coding has not changed from last year.
Green means accomplished and sustaining
Yellow means not yet, but progressing
Red means no progress at this time
Purple means work is not yet undertaken or due

I would encourage staff to use scheduled meeting times wisely as well as other opportunities to correspondence to gain information they need to address evidence of success and provide documentation of the work underway. I am available always to assist staff with questions, questions, or clarifications upon request.

Moving forward, I will continue to meet with staff on a regular basis in hopes that information will be updated and added to the March document as the quarter

progresses, thereby making the plan an integral part of the daily work of the District.

The next update is due March 21st. With that in mind, I propose that staff make on-going updates to the action plan, including supporting documents, over the next several weeks. Once I am notified of the updates and supporting evidence, I will review, respond/comment and connect with staff as needed. As discussed previously, the updates are meant to be a progress monitoring update of efforts being undertaken toward the overall targets of the Action Plan by District personnel.

We agreed that supporting documents would be, as the usual protocol and your direction, placed in folders in Dropbox in the March Update. The plan update would also be in both places until we can problem solve the Share point issue. With this in mind, I am suggesting the following timeline:

Final draft sent to me by March 7th
Final draft sent to you March 12th
Submission to Commissioner COB March 21st

I am attaching the Priority School Principal survey to go out at the end of January via survey monkey. The information from that survey will be helpful for the March update. The survey remains relatively the same as last year with updates to terminology and title changes.

Please let me know if there are any other clarifications needed.