

**Montgomery County Schools**  
**Department Improvement Plan**  
**A Continuous Improvement Strategic Plan**

<b>Department:</b> Performance and Accountability	<b>Year:</b> 2013-2014
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<b>P</b>	<b>PLAN: State the problem to be solved or identify the project.</b>
<b>What problem are you trying to solve? What process do you want to improve?</b> Establishment of a systemic data, assessment and continuous improvement department to support ongoing district-wide improvement.	
<b>Data Analysis.</b> Answer the question below using any data and/or information you have about your performance.	
<b>Based on the data, what is the most important area that needs improving and why?</b> <ul style="list-style-type: none"><li>➤ Understanding of the Chief Accountability and Quality Officer roles and responsibilities to ensure that staff knows what support is available to aid in their work with data, assessment and continuous improvement.<ul style="list-style-type: none"><li>○ Anecdotal notes, observation and conversations</li></ul></li><li>➤ Utilization of data in all aspects of teaching, learning and leading to ensure continuous improvement and accountability in all areas.<ul style="list-style-type: none"><li>○ Anecdotal notes, observations, conversations, historical student performance, and school improvement plans</li></ul></li></ul>	
<b>Target SMART Goal :</b> (Specific, Measurable, Aligned to requirements, Results-focused, Time-framed)  By the end of the 2013-2014 school year, the Performance and Accountability department will establish understanding of the Chief Accountability and Quality Officer position and increase fidelity of the PDSA model in areas of improvement and accountability as evidenced by artifacts developed, support services provided and documented use of the PDSA model.	

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<b>D</b>	<b>TO DO: Develop and implement appropriate tools and activities to solve the problem or complete the project.</b>				
	<b>Actions</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
	Develop district testing calendar	Published 8/23/2013			
	Provide School-level Test Coordinator Trainings	BOG 3 Training 8/22/2013			
	Complete, analyze and evaluate Classroom Walk-throughs				
	Develop district testing plan	Completed 8/23/2013			
	Supervise district assessment planning and administration				
	Attend policy, leadership, assessment, curriculum and instructional meetings/professional development	Monthly RAC meetings,			
	Collect, review and evaluate quarterly PDSA data				
	Report data received from the North Carolina Department of Public Instruction and other assessments	4-year CGR reported 8/5/2013			
	Create custom reports at the school and district-levels	3-year trend report by ethnicity for WMS 8/21/2013			
	Support and monitor district-level departments with the documentation of the PDSA model for all meetings and professional developments				
	Design a common terminology resource document for assessment, data and continuous improvement				
	Collaborate with district-level departments to formally collect outcome				

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	data and evaluate all meetings and professional developments				
	Lead the Pregnancy PDSA	Transition meeting 8/28/2013			
	Attend and participate in professional leadership organizations that are grounded in education				
	Communicate with stakeholders via the Performance and Accountability web link, public meetings, email and telephone	Editor for the Performance and Accountability Link			
	Support staff and complete other tasks as assigned by the Superintendent				

**Implementation Plan Quality Check:**

**What are your resources/budget needs?**

- Access to SPSS/SAS software
- Professional development/membership budget

**What potential professional development/support will be offered to help staff implement the approach?**

- School-level Test Coordinator Trainings
- PDSA Work Sessions
- Data Work Sessions

**Determine the measures/data that will be used to determine your effectiveness by answering the following questions:**

<b>A. List the information or measures to determine if the approach was implemented/completed?</b> <ul style="list-style-type: none"> <li>• Artifacts</li> <li>• Services</li> <li>• Documents</li> <li>• Records</li> </ul>	<b>B. List the information or measures to determine if the approach wasn't implemented correctly?</b> <ul style="list-style-type: none"> <li>• No data</li> <li>• Invalid data</li> <li>• Unreliable data</li> </ul>	<b>C. List the information or measures to determine what worked and what didn't work?</b> <ul style="list-style-type: none"> <li>• Services requested or provided are aligned to the Chief Accountability and Quality Officer's job description</li> <li>• Implementation of the PDSA model on a regular basis by all staff</li> <li>• Fair and equitable testing program</li> </ul>
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S	<b>STUDY: Analysis of data during and after implementing appropriate tools and activities.</b>				
	<b>Action</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
	Develop district testing Calendar	Need to collect feedback on the design, format and content of the calendar.			
	Provide School-level Test Coordinator Trainings	Collected plus/delta notes on BOG 3 training and Exit Ticket. 0-Deltas , Pluses, discussion on key points, organized, thorough, helpful with questions, materials organized, comfortable setting for asking questions, informative and organized, good plan to cover materials. Exit Tickets demonstrated understanding of testing program and resources.			
	Complete, analyze and evaluate Classroom Walk-throughs				
	Develop district testing plan				
	Supervise district assessment planning and administration				
	Attend policy, leadership, assessment, curriculum and instructional	RAC Meetings-review testing roles and responsibilities			

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	meetings/professional development				
	Collect, review and evaluate quarterly PDSA data				
	Report data received from the North Carolina Department of Public Instruction and other assessments	4-Year CGR-posted to website			
	Create custom reports at the school and district-levels	Designed 3-year trend report by ethnicity for WMS twice because the first request was verbal, second request was face-to-face.			
	Support and monitor district-level departments with the documentation of the PDSA model for all meetings and professional developments				
	Design a common terminology resource document for assessment, data and continuous improvement				
	Collaborate with district-level departments to formally collect outcome data and evaluate all meetings and professional developments				
	Lead the Pregnancy PDSA				

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	Attend and participate in professional leadership organizations that are grounded in education				
	Communicate with stakeholders via the Performance and Accountability web link, public meetings, email and telephone				
	Support staff and complete other tasks as assigned by the Superintendent				
	<b>1. SWOT Analysis</b>	<b>2. Plus/Delta</b>	<b>3. Evidences</b>		

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<b>A</b>	<b>ACT– Determine if plan worked or failed based on data. Next steps...</b>				
	<b>Action</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
	Develop district testing Calendar	Waiting on feedback...			
	Provide School-level Test Coordinator Trainings	Continue with PDSA training format and move to a larger room.			
	Complete, analyze and evaluate Classroom Walk-throughs				
	Develop district testing plan	Waiting on feedback from RAC...			
	Supervise district assessment planning and administration				
	Attend policy, leadership, assessment, curriculum and instructional meetings/professional development	Continue			
	Collect, review and evaluate quarterly PDSA data				
	Report data received from the North Carolina Department of Public Instruction and other assessments	In addition to posting to website, send Superintendent official data briefings.			
	Create custom reports at the school and district-levels	Verbal requests and face-to-face requests			

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		do not capture complete requests. Request or follow-up via email/writing prior to custom reporting.			
	Support and monitor district-level departments with the documentation of the PDSA model for all meetings and professional developments				
	Design a common terminology resource document for assessment, data and continuous improvement				
	Collaborate with district-level departments to formally collect outcome data and evaluate all meetings and professional developments				
	Lead the Pregnancy PDSA				
	Attend and participate in professional leadership organizations that are grounded in education				
	Communicate with stakeholders via the Performance and Accountability web link,				



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	public meetings, email and telephone				
	Support staff and complete other tasks as assigned by the Superintendent				
<b>1. What worked and how do you know?</b> •		<b>2. What didn't work and how do you know?</b> •		<b>3. Do you need any additional assistance as you look at your results and start planning for next year?</b> ____Yes ____No •	
<b>Reflect on the answers in box 1 and 2 above and check which option best describes what you will do in your plan for next year (double click the box and select "check" to check the box)?</b>					
<input type="checkbox"/> Target goal has been met and is changed to a new target goal. <input type="checkbox"/> Target goal not met but current plan is effective so we will continue current plan and repeat it for the next cycle.			<input type="checkbox"/> Target goal not met so we will continue current plan. We will make improvements to the plan based on what didn't work as identified in #2 above. <input type="checkbox"/> Target goal not met and information indicates that we need to abandon the current plan and identify a new approach.		