

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

*Use the mouse to move from field to field.*

Department Name: <i>Aux./Support Services</i>	School Year: <i>2019-20</i>	Quarter: <i>First Quarter</i>	Date: <i>September 25<sup>th</sup> 2019</i>
Current NCLB Status: <i>N/A</i>		Current ABC Status: <i>N/A</i>	

<b>Plan</b>	<p><b>Overall SMART Goal:</b> Your overall goal will reflect a two to three year long-range goal</p> <p><i>By 2018, the Out of school suspension rates will be reduced by 5%</i></p> <p><i>By 2020, the Out of school suspension rates will be reduced by 10%</i></p> <p><b>Target SMART Goal/Measure:</b> (Selection of a district wide goal must be based upon operational need and must be supported by data. State clearly how operational goal will impact strategic performance)</p>
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<b>Study</b>	<p><b>Insert (or attach) data table to support the selection of the above stated the overall SMART Goal and Target SMART Goal</b></p> <p>Data from the last 4 years indicate that:</p> <p>2011-12- 1,637 days lost- ALT saved 172 days</p> <p>2012-13- 1,663 days lost- ALT saved 220 days</p> <p>2013-14 – 1,314 days lost- ALT saved 198 days</p> <p>2014-15- 1,399 days lost- ALT saved 337 days</p> <p>2015-16- 1,686 days lost- ALT saved 300 days</p> <p>2016-17- 1,863 days lost- ALT saved 250 days</p> <p>2017-18- 1,500.5 days lost- ALT saved 644 days</p> <p>2018-19- 1,293 days lost- ASP saved 414 days</p>
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	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Summer
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Study	<p><b>Data analysis: (SWOT) analysis</b></p>	<p>Quarter 1</p> <ol style="list-style-type: none"> <li>1. What does the data tell us?</li> <li>2. Our suspension numbers went down this past year.</li> <li>3. Not tell us? What caused the increase?</li> <li>4. Celebration(s)?</li> <li>5. Over 600 days saved through AISI</li> <li>6. OF</li> </ol> <p>Keep AISI open. More discipline classroom strategy training</p>	<p>Quarter 2</p> <ol style="list-style-type: none"> <li>1. What does the data tell us?</li> <li>2. Not tell us?</li> <li>3. Celebration(s)?</li> <li>4. OFIs?</li> </ol>	<p>Quarter 3</p> <ol style="list-style-type: none"> <li>1. What does the data tell us?</li> <li>2. Not tell us?</li> <li>3. Celebration(s)?</li> <li>4. OFIs?</li> </ol>	<p>Quarter 4</p> <ol style="list-style-type: none"> <li>1. What does the data tell us?</li> <li>2. Not tell us?</li> <li>3. Celebration(s)?</li> <li>4. OFIs?</li> </ol>	<p>Summer</p> <ol style="list-style-type: none"> <li>1. What does the data tell us?</li> <li>2. Not tell us?</li> <li>3. Celebration(s)?</li> <li>4. OFIs?</li> </ol>
Plan	<p><b>Identify Key Strategy</b></p>	<p>Quarter 1</p> <ol style="list-style-type: none"> <li>7. Next step?</li> </ol>	<p>Quarter 2</p> <ol style="list-style-type: none"> <li>5. Next step? (revise to address Identified OFIs)</li> </ol>	<p>Quarter 3</p> <ol style="list-style-type: none"> <li>5. Next step? (revise to address Identified OFIs)</li> </ol>	<p>Quarter 4</p> <ol style="list-style-type: none"> <li>5. Next step? (revise to address Identified OFIs)</li> </ol>	<p>Summer</p> <ol style="list-style-type: none"> <li>5. Next step? (revise to address Identified OFIs)</li> </ol>
Plan	<p><b>Person(s) Responsible for ensuring the strategy is deployed</b></p>	<p>Kevin Lancaster</p>				
Plan	<p><b>Resources Available (include \$ encumbered and name of budget)</b></p>	<p>Quarter 1</p> <p><i>MLA After school program buses</i></p>	<p>Quarter 2</p>	<p>Quarter 3</p>	<p>Quarter 4</p>	<p>Summer</p>

Plan	<b>Resources Needed</b>	<i>Flexible hours for ISS coordinator</i>				
Plan	<b>Professional Development (Indicate title, content and audience)</b>	<i>Cultural training/Diversity</i>				
Plan	<b>Parent and Community (Stakeholder) Involvement</b>	<i>N/A</i>				
Do	<b>Create the deployment plan</b>	Use the Quarter 1 deployment plan template below	Use the Quarter 2 deployment plan template below	Use the Quarter 3 deployment plan template below	Use the Quarter 4 deployment plan template below	
Study	<b>Evaluation:</b> 1. What data will you use to determine if the strategy was deployed? 2. What data will you use to determine if the strategy was deployed with fidelity? 3. What data will you use to determine if the strategy impacted the overall goal or target goal?	Quarter 1 OSS data for the year along with AISI data	Quarter 2	Quarter 3	Quarter 4	Summer
Study	<b>State the results for the current quarter</b>	Quarter 1 1. What does the data tell us? 2. Not tell us? 3. Celebration(s)?	Quarter 2 1. What does the data tell us? 2. Not tell us? 3. Celebration(s)?	Quarter 3 1. What does the data tell us? 2. Not tell us? 3. Celebration(s)?	Quarter 4 1. What does the data tell us? 2. Not tell us? 3. Celebration(s)?	Summer 1. What does the data tell us? 2. Not tell us? 3. Celebration(s)?
Act/Plan	<b>If target met, adjust target goal. If not, continue to quarter to answer remaining questions.</b>	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Summer

Steps (Provide detailed steps)	Quarter 1 Deployment Plan	Person(s) Responsible	Measure(s)	Action Step Completion Date
#1	<i>Principals will continue to utilize AISI at MLA. (keep it open more often)</i>			
#2	<i>We will continue to strengthen our Diversity committee and one of our goals will be student suspensions</i>			
#3	<i>Drop-out prevention teams will continue to meet regularly.</i>			
#4	<i>Principals will stress student attendance policy.</i>			
#5	<i>Principals will use other discipline measures instead of OSS including afterschool detention and Saturday School.</i>			

#6 Principals will stress positive phone calls and more communication with parents.

#7 Schools will continue to coordinate with CIS to provide mentors for many of our most at-risk students.

#8 We continue to employ two mental health counselors to work with all MCS students and they will be housed at MLA and Green Ridge Elementary School.

Steps (Provide detailed steps)	Quarter 2 Deployment Plan	Person(s) Responsible	Measure(s)	Action Step Completion Date
Quarter one deployment continued				
#2	We will continue to support Terry Little who is leading our Juvenile Justice grant where we work with adjudicated youth.			
#3	Through Terry Little's program, we continue to offer "Strengthening Families " programs, Bovin Life Skills and provide academic support to these students with our graduation coaches that are employed through CIS	Kevin Lancaster		
#4				
#5				

Steps (Provide detailed steps)	Quarter 3 Deployment Plan	Person(s) Responsible	Measure(s)	Action Step Completion Date
#1				
#2				
#3				
#4				
#5				

Steps (Provide detailed steps)	Quarter 4 Deployment Plan	Person(s) Responsible	Measure(s)	Action Step Completion Date
#1				

#2				
#3				
#4				
#5				
#6				
#7				
#8				
#9				

		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Summer
Study						
