

Montgomery County Schools
Department Improvement Plan
A Continuous Improvement Strategic Plan

Use the mouse to move from field to field.

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

Plan	<p>Overall SMART Goal: Your overall goal will reflect a two to three year long-range goal</p> <p><i>By 2018, MCs will maintain an overall teacher attendance rate that meets or exceeds 95%.</i></p> <p><i>By 2020, MCS will maintain on overall teacher attendance rate that meets or exceeds 96%.</i></p> <p>Target SMART Goal/Measure: (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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Study	<p>Insert (or attach) data table to support the selection of the above stated the overall SMART Goal and Target SMART Goal</p> <p>2013-14— 94% teacher attendance rate.</p> <p>2014-15— 93.9% teacher attendance rate.</p> <p>2015-16 teacher attendance rate was 94.1%</p> <p>2016-17 teacher attendance rate was 92.7%</p> <p>2017-18 teacher attendance rate was 91.8%</p> <p>2018-19—teacher attendance rate was 93.2%</p>
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	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Summer
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Study	<p align="center">Data analysis: (SWOT) analysis</p>	<p>Quarter 1</p> <ol style="list-style-type: none"> 1. What does the data tell us? We improved slightly 2. Not tell us? Why...what caused the drop? Sickness, less experienced staff 3. Celebration(s) Didn't reach or goal but showed improvement 4. OFIs? <i>Address individual teacher attendance issues in PDP's</i> 	<p>Quarter 2</p> <ol style="list-style-type: none"> 1. What does the data tell us? 2. Not tell us? 3. Celebration(s)? 4. OFIs? 	<p>Quarter 3</p> <ol style="list-style-type: none"> 1. What does the data tell us? 2. Not tell us? 3. Celebration(s)? 4. OFIs? 	<p>Quarter 4</p> <ol style="list-style-type: none"> 1. What does the data tell us? 2. Not tell us? 3. Celebration(s)? 4. OFIs? 	<p>Summer</p> <ol style="list-style-type: none"> 1. What does the data tell us? 2. Not tell us? 3. Celebration(s)? 4. OFIs?
Plan	<p align="center">Identify Key Strategy</p>	<p>Quarter 1</p> <ol style="list-style-type: none"> 5. Next steps? 	<p>Quarter 2</p> <ol style="list-style-type: none"> 5. Next step? (revise to address Identified OFIs) 	<p>Quarter 3</p> <ol style="list-style-type: none"> 5. Next step? (revise to address Identified OFIs) 	<p>Quarter 4</p> <ol style="list-style-type: none"> 5. Next step? (revise to address Identified OFIs) 	<p>Summer</p> <ol style="list-style-type: none"> 5. Next step? (revise to address Identified OFIs)
Plan	<p align="center">Person(s) Responsible for ensuring the strategy is deployed</p>	<p>Kevin Lancaster</p>				
Plan	<p align="center">Resources Available (include \$ encumbered and name of budget)</p>	<p align="center"><i>Quarter 1</i></p>	<p align="center">Quarter 2</p>	<p align="center">Quarter 3</p>	<p align="center">Quarter 4</p>	<p align="center">Summer</p>
Plan	<p align="center">Resources Needed</p>					

Plan	Professional Development (Indicate title, content and audience)					
Plan	Parent and Community (Stakeholder) Involvement					
Do	Create the deployment plan	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	Evaluation: 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 <i>Teacher attendance data</i>	Quarter 2	Quarter 3	Quarter 4	Summer
Study	State the results for the current quarter	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	If target met, adjust target goal. If not, continue to quarter to answer remaining questions.	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	Central Office will continue with recognizing perfect attendance teachers. We will develop			

	<i>new reward for all teachers who did not miss a day first semester.</i>			
#2	<i>Principals will review teacher's attendance monthly.</i>			
#3	<i>Principals will address problem areas consistently.</i>			
#4	<i>Schools will develop incentive programs at their schools.</i>			
#5	<i>Doctor's notes will still be required after second consecutive unexcused absence or a total of seven.</i>			

#6- For the 2019-20 school year principals have been asked to address "habitual offenders" in their PDP.

Steps (Provide detailed steps)	Quarter 2 Deployment Plan	Person(s) Responsible	Measure(s)	Action Step Completion Date
#1	Central Office will follow up to see if each school has created an incentive plan for teachers with perfect attendance.	Kevin Lancaster		1/30/2020
#2	Schools will be REQUIRED to have a teacher attendance goal in their school improvement plan			
#3				
#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				

