



## **CARBON COUNTY DISTRICT #2 IMPROVEMENT PLANNING PROCESS**

### **PDSA (Plan, Do, Study, Act)**

The Carbon County School District #2 uses the philosophy behind the “Plan, Do, Study, Act” model of improvement and change. Whether it’s used at the classroom level in the PLC process, the school/campus level through improvement planning, or at the district level to guide decision-making with regards to improvement, the PDSA model is utilized as a framework for improvement. The “Planning” component encompasses looking at current pertinent data related to the improvement area under discussion and devising a “plan” or “action” to take that hopefully improves that particular area(s). The “Do” component is that action of implementing the plan. Once the action part of the plan is completed, then the “Study” phase of this model is undertaken. What were the results? Did the action, in fact, have the outcomes that were desired? Analysis of the data takes place. Based on the “study” or analysis, the “Act” phase takes place. Adaption may take place of the plan; adoption into other areas or campuses may take place in order to expand the desired outcomes as necessary; or abandonment of the action may be done if the outcomes were not desirable or if the action made no difference. Whether this model is used to simply change a teaching practice in order to improve student achievement individually, in a broader classroom-level scope, or on a macro level (i.e. campus or district), the principles of the model remain constant. Campus Improvement Plans are evaluated annually – first to see if the goals were accomplished from the previous year’s Improvement Plan, and then to revise or implement new goals based on current data – in a broader implementation of the PDSA model.

### **Vision, Mission, Goals Strategic Planning**

#### **Process and Cycle**

It is the philosophy of Carbon County District # 2 School board and Administration that the Vision, Mission, and Goals of the District are important and form the core of improvement of student achievement and growth over time. The Board also believes that they should be reviewed and/or revised on a consistent time basis and with a consistent process. This document provides a review plan and process.

The current adopted Mission, Vision, and Goals along with the Strategic plan for implementation was reviewed in the school year 2020-2021. This review took place through the District Accountability Committee (DAC). This Committee is made up of Central Office administrators, all 5 Building Principals, Teacher Representatives from all 7 campuses, Parent Representatives from all 7 campuses, and the Board Chairman. This group went through a review process of the current board-adopted Vision, Mission, and Goals, which was left in place. The group also reviewed the Strategic Plan, which is outlined on the back of the flier. After DAC Review, the Board reviewed it and made no changes at their January 18, 2021 Regular Board Meeting. It has been distributed throughout the District and placed on the District website.

If the Board decides at the September Work Session that the Vision, Mission, and Goals of the District should be reviewed and/or revised outside the 3-year schedule, they will direct the Superintendent to begin that process through the District Accountability Committee and the Committee will complete that task by May 1<sup>st</sup> of the current school year and present them for board adoption by June. In lieu of a directive from the Board, the cycle will be that at least once every 3 years, they will automatically be reviewed by the DAC. The next 3-year cycle will be the 2023-24 school year.

## **ANNUAL CAMPUS IMPROVEMENT PLANNING**

Each Building Principal will form an Improvement Planning Committee at their campus at the beginning of each school year. This group will be responsible for developing their annual Improvement Plan and presenting it to the Superintendent and then to the Board. These plans will be based on the most recent WY-TOPP results in addition to any other pertinent assessments from the District Assessment System – and which address District Goal 1 – Increase Student Achievement. They will also address District Goal 2 - Social Growth and District Goal 3 - Effective and Efficient Procedures in their Campus Improvement Plans.

### **Timeline:**

The School Board has quarterly scheduled Work Sessions every school year, with others added if a need is determined by the Board. The first regularly scheduled Board Work Session is held the third Monday in September. At this Board Work Session, each Building Principal, under the direction of the Superintendent, will present their building goals based on the results of the Spring Summative WY-TOPP results and other assessments from the District Assessment System. These goals will form the core of the Campus Improvement Plans. Priority of presentation of goals will be given to those campuses which are rated as “Partially Meeting Expectations” and “Not Meeting Expectations”. Campuses rated as “Meeting Expectations” and/or “Exceeding Expectations” may be presented at subsequent Board Work Sessions/Meetings. The Board and Administration will discuss those goals and come agreement as to which are included in the School Improvement Plans. Carbon 2 requires all campuses, regardless of the WAEA rating to complete a Campus Improvement Plan each year. (WDE only requires Improvement Plans for campuses that are rated as “Partially Meeting Requirements” or “Not Meeting Requirements”).

All Improvement Plans will be completed by October 15th of each year to be placed on school websites, and linked from the District website. They will also be distributed to the parents and communities of each campus. Presentations to the Board will occur beginning with the October Regular School Board meeting. During the presentation by the appropriate Principal, the most recent previous Improvement Plan will also be reviewed to see which goals were met and which goals are still “in progress” and carried over. This will allow the Board to monitor progress of the Improvement Plans.

## **STAKEHOLDER SURVEYS**

Carbon County School District #2 believes that stakeholder input is important in evaluation of present programs, processes, and culture and climate. Therefore the District will conduct a comprehensive Stakeholder Survey once every 3 years. The survey results will be used to inform District and Building Administrators and the Board in ongoing improvement planning. The last Stakeholder Survey was done in the 2020-2021 school year. Therefore, the next comprehensive Stakeholder Survey will be scheduled in the 2023-24 school year.