E 0200(b)

**Kenai Peninsula Borough School District**

**School Initiative Quality Assurance**

Initial verbal overview with director

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| School: | | School Vision: | | | | Initiative: | | |
| **Part I** - **Plan**: Identify the gap and the approach | | | | | | | | |
| Purpose: What is the need? What is insufficient with current status or system? How will students benefit? | | | | | | | | |
| District Strategic Plan Goal that is supported: | | | | | | | | |
| Identify One-Year SMART objective: | | | | | | | | |
| Identify Two-Year SMART objective: | | | | | | | | |
| How will this plan be communicated to all stakeholders: | | | | | | | | |
| Professional development/training needs for staff: | | | | | | | | |
| Budget considerations: Where will the funding come from?  What is the plan for sustainability? | | | | | | | | |
| **Part II** - **Initial Action Plan**: What steps do you anticipate needing to take to reach the year-long SMART goal? Include communication to stakeholders. | | | | | | | | |
| Step: What steps will you and your school take? | Measure/Indicator: What data will be collected? | | | | End Date: When will the work be completed? | | | Person(s) responsible: |
| How will you know step is completed? | | | |
| **Part III** - **Study**: Analysis of data after implementing initial action plan (this step should take place 90 days after implementation) | | | | | | | | |
| What data gives evidence to progress of plan effectiveness? Insert data here along with analysis below. | | | What data gives evidence to a lack of progress of plan effectiveness? Insert data here along with analysis below. | | | | | |
| At the end of the year, please reflect on your answers in the above two boxes and check which option best describes what you will do in your next plan:  Year-long target goal has been met and will be changed to a new target goal on a similar topic.  Year-long target goal not met but current plan is effective so we will continue it.  Year-long target goal not met so plan will continue with improvements to the plan.  Year-long target goal not met and we will move in a different direction.  Other (Please explain) | | | | | | | | |
| **Part IV - Updated Action Plan**: Revise or continue with implementation based on data analysis. What next steps do you anticipate needing to take to reach the three year-long SMART goal or revised SMART goal? Include communication updates. | | | | | | | | |
| Step: What steps will you and your school take? | Measure/Indicator: What data will be collected? How will you know step is completed? | | | End Date: When will the work be completed? | | | Person(s) responsible: | |
| **Part V - Study**: Describe the results of the two-year implementation of this initiative. Include all supporting data and analysis below along with perceived and documented impact. Include how results will be communicated to stakeholders. | | | | | | | | |
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School Administrator signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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