

## **Single School Plan: Action Plan 08-09**

The following two templates will assist you in preparing your single school plan. The **first** provides a tool for comparing your data to district goals and using that data analysis to identify underlying elements that contribute to the identified gaps. Once you have identified corresponding objectives to address the gaps, transfer those objectives to the **second** template to create your action plan steps.

### ***Development of Action Steps:***

- For each element, identify school data as compared to goal (gap analysis)**
  - Use data binder from Data Dudes
    - Look at whole school and subgroup trends and various reports listed
  - Prioritize areas where your data is furthest from goal
    - Gap analysis- what is responsible for the gap?
- Identify contributory elements**
  - Once you have prioritized data, identify what additional qualitative and quantitative data is needed to identify reasons for gap
- Match desired outcomes to contributory elements you have identified**
  - Which outcomes match your site needs and challenges?
- Create objectives to meet desired outcomes and goals**
  - Identify objectives aligned to data points, which become action plan (template 2)
- Develop action steps**
  - Use template 2 to design specific steps aligned to desired outcomes

### **Tips:**

- Let us know if you would like assistance for your team meetings to develop you plan. Mike, Gabriela or TOSAs can assist.
- You may use sub release to provide time for your team to develop the plan. To maximize buy-in, provide time for review of data and plan I progress at staff or dept meetings or collaboration.
- The action steps are one part of your comprehensive Single Plan for Student Achievement which K-12 Educational Services is providing to you. 😊