

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

2009-10 ACTION PLAN

Senior Staff Responsibility: Associate Supt. for Curriculum and Instruction

Goal: Student Performance (SPA) - SBISD will be the premier college-focused district in the State of Texas and will prepare all students for success after high school graduation.

Objective: SPA 1 - Improve the preparation of students for college level coursework.

Performance Objective: SPA 1.1 – Increase student awareness of and access to career and college planning information

Activity	Person Responsible	Resources	Completion Date
1. Advertise the Early College Program to high school students for 2010-11.	Academy Director Dir Guidance and Counseling		May
2. Develop and post a schedule of districtwide programs and events that promote student, parent and staff awareness of career and college planning information.	Dir. Guidance and Counseling	Collegiate Challenge Advisories ACT/SAT /NCAN Conferences	September
3. Enhance staff development for counselors on the social/ emotional/academic adjustment required for the college experience.	Dir. Guidance and Counseling	SEL Advisories	June
4. Implement effective district practices with students and parents that address the factors related to the social/emotional/academic adjustment for the college experience by using effective programs, resources, and processes.	Dir. Guidance and Counseling	Advisories	June
5. Develop a graduation and college plan template for GT students that includes potential majors, universities, and experiences such as internships and community service.	Dir Advanced Academic Studies, Dir. of Guidance & Counseling		September
6. Provide professional development for counselors assisting GT students with graduation and college plans	Dir Advanced Academic Studies		January
7. Provide counseling and guidance (by specialized, GT-trained counselors) to GT students starting in middle school to create a graduation and college plan, including course selection, planning for early graduation, and early entrance to college.	Dir Advanced Academic Studies, Campus Counselors		March

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Performance Objective: SPA 1.2 - Increase the percent of students who attend college the year after graduation

Activity	Person Responsible	Resources	Completion Date
1. Utilize other tools to include district surveys and Preparing to Dream (PTD) data to track students after graduation and in Early College Program.	Dir. Program Evaluation and Research	Exec. Dir. Accountability and Research	June

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Performance Objective: SPA 1.3 - Increase the percent of graduates who earn one or more scholarships/grants to pursue post-secondary studies.

Activity	Person Responsible	Resources	Completion Date
1. Provide scholarships for Early College Program students.	Dir. Guidance and Counseling	Post-Secondary Counselors Scholarship websites	June
2. Increase awareness of the district College/Career website to develop which includes postsecondary scholarship, grant, and other financial aid information and opportunities.	Dir. Guidance and Counseling	District web-master Post-Sec. Counselors	June

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Performance Objective: SPA 1.4: Increase the percent of students successfully completing pre-AP, AP, IB, Dual credit, and honors courses.

Activity	Person Responsible	Resources	Completion Date
1. Register qualified students for HCC courses in the Early College Program	Director of Academies and Transition Dir of Guidance and Counseling	Counselors	August
2. Facilitate the coordination between HCC and high schools for student and parent orientation sessions at high school campuses.	Director of Academies and Transition Dir of Guidance and Counseling		June
3. Coordinate transportation between high schools and HCC campus based on student course selections	Director of Academies and Transition		August
4. Coordinate payments to HCC for courses and textbooks.	Director of Academies and Transition	HS Allotment funding; Prepare to Dream grant	August
5. Provide coordination between HCC and district in the alignment of HCC courses and high school TEKS	Director of Academies and Transition	Content Directors	June
6. Monitor implementation of Early College Program	Director of Academies and Transition		June
7. Conduct evaluation of Early College Program and report findings including number of students receiving credit.	Director of Academies and Transition	Director of Research and Evaluation	June
8. Create a Task Force to examine weighted GPA for dual credit courses.	Exec Dir Secondary Teaching and Learning	Task Force members	October
9. Monitor current number of students successfully completing pre-AP, AP, IB and dual credit courses, earning a 3 or better on AP exams, a 4 or better on IB exams, or earning college credit.	Dir of Advanced Acad Studies Dir Guidance and Counseling		June
10. Implement the identification and recruitment of students beginning in grade 5 for Pre-AP classes based on multiple criteria including TAKS scores.	Dir of Advanced Acad Studies Dir Guidance and Counseling	Dir of ELL Dir Special	January

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Activity	Person Responsible	Resources	Completion Date
	Content Directors	Education	
11. Promote the use of strategies to support the needs of students from under-represented groups in pre-AP, AP, IB, and dual credit courses.	Dir of Advanced Acad Studies Dir Guidance and Counseling Content Directors		December
12. Establish a baseline for the number of students taking credit by exams to receive credit in foreign language.	Director of ESL & Coordinator of Foreign Language	Campus Counselors Coord of Assessment	June
13. Explore and increase the number of language students participating in testing and competitions	Director of ESL & Coordinator of Foreign Language		June
14. Explore and increase the number of foreign language honor societies in the district	Director of ESL & Coordinator of Foreign Language		August
15. Investigate ways to increase participation in AP exams.	Dir of Adv Acad Studies, Content Directors, Dir of G&C		May
16. Investigate pre-AP preparatory experiences for students from underrepresented groups who are recruited for pre-AP courses.	Dir of Adv Acad Studies, Content Directors, Dir of G&C		May

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Performance Objective: SPA 1.5 - Increase student performance on SAT and ACT assessments

Activity	Person Responsible	Resources	Completion Date
1. Analyze results of EXPLORE, PSAT, COMPASS, and PLAN administrations and use the information for program improvement.	Drs. Of Advanced Academic Studies, Guidance and Counseling and Content Directors	Ex. Dir. Accountability and Research	July
2. Increase sophomore participation in the optional PSAT Saturday administration.	Dir of Advanced Academic Studies	Campus Counselors	October
3. Provide on-going staff development on strategies to increase student performance on SAT/ACT assessments.	Drs. of Advanced Academic Studies, Guidance and Counseling		July
4. Utilize middle school and high school guidance lessons beginning in grades 6 and 9, respectively, on postsecondary planning, including a discussion of GPA calculation in relation to college admission.	Dir. Guidance and Counseling	District Webmaster	March
5. Utilize a communication plan which include advisories, College Night, website, etc. to increase awareness of college admissions test programs and preparation courses offered through the district.	Dir. Guidance and Counseling	Advisories Counselors	May
6. Promote and utilize resources available to students outside the regular program that prepare students for the college admissions exams, including technology such as the SAT handheld preparation devices.	Dir. Guidance and Counseling	Sure Score	May
7. Increase the number of students identified in the Duke Talent Identification Program.	Drs. of Advanced Academic Studies, Guidance and Counseling		June

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Performance Objective: SPA 1.6 - Increase the percent of students meeting the TAKS College Readiness standard in English Language Arts (ELA) and mathematics.

Activity	Person Responsible	Resources	Completion Date
1. Review annual data to assess the number of students currently meeting the TAKS college readiness standards.	Directors of Lang Arts, Math, Bil/ESL Dir. Guidance and Counseling	EXPLORE PLAN	June
2. Identify reasons that students in 10 th grade did not meet the criteria required for the readiness standard.	Directors of Lang Arts, Math, Bil/ESL		September
3. Implement an annual communication plan for students, parents and staff to increase awareness of TAKS college readiness standards.	Dir. Guidance and Counseling	Ex. Dir. Accountability and Research	March
4. Develop a plan based on data from college readiness analysis to address the needs of students, teachers and programs.	Directors of Lang Arts, Math, Bil/ESL		November
5. Identify the annual number of students requiring college remediation using district results of Texas Higher Education Assessment (THEA) and other Texas Success Initiative (TSI) tests and utilize PTD graduate tracking system.	Dir. Guidance and Counseling	Ex. Dir. Accountability and Research	June

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Objective: SPA 2 – Improve student opportunities to participate in an enriched high school.

Performance Objective: SPA 2.1 – Increase the percentage of students graduating from high school within four years

Activity	Person Responsible	Resources	Completion Date
1. Expand middle school pre AP art program for high school credit to all middle school campuses on course selection.	Director of Fine Arts Director of Guidance and Counseling	District	May
2. Oversee the implementation of GEAR UP and Preparing to Dream (PTD) grants	Director of Grants, Director of Program Evaluation and Research	GEAR UP & PTD grant funding	June
3. Program of Studies Task Force continues to investigate and recommend current high school courses (including CATE) courses that could be offered at the middle school level	Executive Director Secondary Teaching and Learning		June
4. Upon Program of Studies task force approval, pilot BCIS and expand Project Lead the Way, Pre-Engineering classes at the middle school.	CTE Director	Dedicated computer labs, curriculum	August
5. Continue to provide resources for teacher training to meet certification instructor requirements.	CTE Director and Staff	Funding through Perkins (244)	December
6. Review new state CTE courses and compare with current SBISD course curriculum	CTE Director and Staff	TEA	August
7. Determine new lineup of CTE courses throughout SBISD	CTE Director and Staff		September
8. Provide Staff Development for teachers to learn revised TEKS for their respective courses	CTE Director and Staff		December
9. Provide release time and/or stipends for rewriting curriculum and developing roadmaps	CTE Director and Staff		December
10. Determine and acquire resources to implement new courses for 2010-2011 school year (note TEA will not have funding for textbooks and resources until 2014-2015)	CTE Director and Staff and Teachers		June
11. Write new course descriptions reflecting CTE updates for Program of Studies Guide for 2010-2011	CTE Director and Staff and Teachers		December
12. Hire Director of Spring Branch Academy of Choice	Assoc. Supt. for Administration and Human Resources	Assoc. Supt. for C&I	July

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Activity	Person Responsible	Resources	Completion Date
13. Begin to implement recommendations of the Alternative Learning Task Force: Spring Branch Academy of Choice to include various options for students to earn original credit, dual credit, CTE credit and credit recovery	Director Spring Branch Academy of Choice	TEA Region 4 SBISD Instructional Technology Division CTE Director	August

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Goal: Student Performance (SPB) – SBISD will be an exemplary school district with an enriched and relevant PK-12 curriculum that promotes creativity, critical thinking, and achievement.

Objective: SPB 1 – Improve access to curriculum that engages students and promotes critical thinking and creativity at all levels and in all student groups

Performance Objectives: SPB 1.1 – Increase the percentage of students meeting and exceeding state curriculum standards in all tested subject areas

Activity	Person Responsible	Resources	Completion Date
1. Study state and district performance data to identify student learning gaps and instructional needs.	Exec. Dir. For Teaching and Learning, Content Directors, Exec. Dir. Acct. and Research		September
2. Based on disaggregated trends over time, review the effectiveness of current interventions by content area.	Content Directors		June
3. Design appropriate intervention systems to bridge student learning gaps as determined through data analysis and or course sequencing mis-alignment.	Exec. Dir. For Teaching and Learning, Content Directors, Exec. Dir. Acct. and Research	General Fund Title Funds	September
4. Provide staff development to support delivery of interventions.	Content Directors	General Fund Title Funds	June
5. Develop action plans to address specific and differentiated needs of Tier 2B schools.	Content/Program Directors		September
6. Update curriculum to reflect changes in TAKS and TEKS so that the SBISD curriculum aligns to reflect the TAKS and TEKS	Content Directors		September
7. Create instructional units to support project-based / problem-based learning and provide an enriched, rigorous and relevant academic curriculum.	Content Directors		September
8. Continue to incorporate critical thinking activities into all four, content-area curricula (upper levels of Bloom – analysis and higher) in summer curriculum writing to provide an enriched, rigorous and relevant academic curriculum.	Content Directors		July
9. Continue to support the concrete-to-pictorial-to-abstract concept development continuum by providing hands-on resources and cognitive strategies.	Content Directors		June
10. Continue to support and further implement across content areas the Consume, Critique Produce (CCP) Interdisciplinary Writing Model.	Content Directors		June
11. Include “self-selected” creative writing and research projects within the language arts curriculum.	Director of Language Arts		June

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12. Provide tiered professional development to support all teachers’ incorporation and implementation of strategies to differentiate instruction, including the development of questioning skills, promotion of academic classroom conversation, and writing to learn.	Content Directors		June
13. Continue to support and train teachers in the co-teach model in middle and high school mathematics and science.	Sp Ed Secondary Coordinator, Directors of Math & Science		May
14. Extend the co-teach training model into middle school social studies and language arts.	Sp Ed Secondary Coordinator, Directors of Social Studies and Language Arts		May
15. Create professional development to support the new Eduphoria module Aware and the instructional planning using available data.	ET Director, Content Directors	Eduphoria Trainer	June
16. Train teachers on assessment data management software, Eduphoria AWARE, to promote the best practice of using instructional data to inform road mapping and lesson planning.	Content Directors	ET Director	August
17. Provide professional development that focuses teachers on the “self-selected” creative writing and research projects embedded in the language arts curriculum.	Director of Language Arts		Sept
18. Develop best practices for using the portfolio in language arts and social studies and communicate the refined process for teachers.	Director of Language Arts, Director of Social Studies		June
19. Implement standards for collecting and selecting pieces to be included in the science portfolio and communicate standards to teachers for 2009-10 with math to follow in 2010-11.	Director of Science		June
20. Explore survey instruments that measure student engagement and pilot if indicated.	Director for Evaluation		December
21. Pilot elementary grade 2 norm referenced test in reading and mathematics and a measure of ability.	Exec Dir of Research and Accountability		March
22. Evaluate the norm referenced testing pilot to determine whether to go forward with full administrations.	Exec Dir of Research and Accountability		June
Content and assessment data system			
23. Pilot a content and assessment data system that is searchable by many fields in the template, tracks all parts of the template, provides district approved models, and allows teacher creation of plans	ET Director, Exec Dir Research & Accountability, Content Directors		June
24. Initiate implementation of Eduphoria’s data/assessment module AWARE to provide classroom teachers access to multiple years of TAKS, benchmarks, DRA, OS, and other assessment data including data for English Language Learners (ELL), gifted and talented (GT), and special education students.	ET Director, Exec Dir Research & Accountability, Content Directors		June
25. Create professional development to support the new Eduphoria module AWARE and the instructional planning using available data.	ET Director, Content Directors		June
26. Initiate implementation of Eduphoria’s content module FORETHOUGHT to provide classroom teachers access to district curriculum documents and the lesson planner.	ET Director, Content Directors		June
27. Complete transition of curriculum to FORETHOUGHT	Content Directors		September

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Activity	Person Responsible	Resources	Completion Date
28. Create professional development to support the new Eduphoria module FORETHOUGHT and the instructional planning using available data.	ET Director, Content Directors		June
29. Pilot a learning management system(s) that provides alternative learning paths for students and allows teachers to instruct in blended and/or virtual learning environments.	ET Director		September
30. Initiate implementation of ANGEL Learning to provide classroom teachers alternative learning paths for students and allows teachers to instruct in blended and/or virtual learning environments.	ET Director, Exec Directors of Elementary and Secondary Teaching & Learning, Assoc Superintendent C&I		June
Foreign language			
31. Explore writing of district exit exams for German and Latin Level 1.	Coordinator for Foreign Language	Campus Dept. Chairs	May
32. Invite and encourage all foreign language teachers to join Texas Foreign Language Association and participate in 2008 conference in Houston.	Coordinator for Foreign Language	DC’s; Principals	October
Health Fitness			
33. Continue implementation of Action Based Learning Labs to promote use of different learning styles and integration of brain based research on movement to enhance academic achievement.	Director of Health Fitness	Grant Funding and General Funds	August
34. Monitor the use of Action Based Learning Labs that were implemented in 2007-08. Collect and disaggregate data on academic growth.	Director of Health Fitness and Campus Principal		August
35. Maintain the use of System for Observing Fitness Instruction Time (SOFIT) to create relevancy of Maximum to Vigorous Physical Activity (MVPA) in all Health Fitness classes.	Director of Health Fitness		June

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Goal: Student Performance (SPB) – SBISD will be an exemplary school district with an enriched and relevant PK-12 curriculum than promotes creativity, critical thinking, and achievement.

Objective: SPB 2 – Improve the use of technology in the classroom by teachers and students to promote student learning.

Performance Objectives:

SPB 2.1 – Increase student use of technology in the classroom and labs

SPB 2.2 Increase access to online learning tools that support mastery of the TEKS and credit acquisition

Activity	Person Responsible	Resources	Completion Date
1. Implement Phase III of secondary ACTIVclassroom initiative through the Language Arts/Social Studies classrooms.	Bond Project Managers, ET Director, ET Coordinator	Bond funds	June
2. Implement Phase III of the elementary ACTIVclassroom initiative in the 1 st , 2 nd , 3 rd , and non-title 5 th grade bond classrooms.	Bond Project Managers, ET Director, ET Coordinator	Bond funds	June
3. The district’s Technology Committee will investigate and make a recommendation for a one-to-one initiative.	ET Director, Bond Project Managers, CIO	Bond funds	June
4. Provide ACTIVclassroom staff development using eLearning and face-to-face training	ET Coordinator, ET Director	Title, 411, General funds	June
5. Support teacher design and delivery of instruction using flipchart curriculum by creating, maintaining, and uploading flipcharts to the new curriculum management system, Forethought.	ET Director, ET Coordinator, Content Directors		June
6. Continue Web 2.0 tools (blogs, podcasts, wikis, discussion boards) for student use with teaching and learning with the support of Technology Services	ET Director, CIO, Director Library Services		June
7. Create a “Walled Garden” (Intranet with home access) to use with Web 2.0 tools to provide a safe environment for students to contribute to classroom blogs, discussion boards, podcasts and wikis.	ET Director, CIO, Director Library Services		June
8. Implement the recommended plan to embed 21 st Century Learning Skills which include information (access, evaluation and use), communication skills, thinking and problem-learning skills, interpersonal and self-directional skills through increased use of technology grades 9-12	ET Director, ET Coordinator, Content Directors, Director Library Services	Title funds	June
9. Facilitate all 1-12 teachers in designing and delivering instruction using technology as directed in SBEC Standards IV & V utilizing the ACTIVclassroom model.	ET Director, ET Coordinator	Title funds	June
10. Track district/student/community use of Atomic Learning to evaluate its effectiveness as an effective tool for online learning.	ET Director		June
11. Evaluate the purchase of Atomic Learning for continued services to district and community.	ET Director		June

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Activity	Person Responsible	Resources	Completion Date
12. Design an SBISD Virtual Academy to give students opportunity for credit recovery and original credit	Executive Director Secondary Teaching & Learning, Assoc Superintendent C&I, ET Director, Content Directors		June
13. Implement an ACTIVclassroom Oversight Sub-Committee to investigate and provide feedback to support and build capacity for transforming teaching practices in the ACTIVclassroom.	ET Director, ET Coordinator		June
14. Maintain and support ACTIVtrainers for all campuses	ET Director, ET Coordinator	Title funds	June
15. Survey, evaluate, review, and revise if necessary the 3 rd Grade Keyboarding Roadmaps.	ET Director, ET Coordinator		June
16. Implement web based software training and support for technology skills, technology-integrated lessons, and curriculum tools.	ET Director		June
17. Implement blended professional development targeting technology integration.	ET Director, Director Library Services, Content Directors	Title funds	June
18. Implement online professional development targeting technology applications teachers.	ET Director, Tech Apps Lead Teacher		June
19. Provide professional development for Librarians on new technology and software as part of the transforming of Libraries.	Director for Library Services		September
20. Provide ACTIV classroom staff development to implement the best practices in the teaching of English/Language Arts through the use of technology.	Director for Language Arts	ET Director	September
21. Provide Year 3 staff development through core content supporting problem-based learning in PreK-12 curriculum using technology.	Content Directors	Title Funds	June
22. Continue to embed technology throughout the District’s curriculum, including flip charts, electronic portfolios, and projects that incorporate technology applications.	Content Directors, Director of Library Services, ET Director		June
23. Develop and implement a process for teachers to apply for grant funding to support classroom technology.	ET Director	Bond funds	June
24. Investigate and recommend a “Technology Helping Teacher” to provide assistance for campus implementation in the progression of FITNESSGRAM/ACTIVITYGRAM, Polar P.E. Manager & advanced fitness technology (heart rate monitors, Active Boards, etc.)	Director of Health Fitness and Director of Technology	General Fund	August
25. Continue the implementation of advanced technology pilot/Polar P.E. Manager into Health Fitness at all levels	Director of Health Fitness and Director of Ed. Tech	General Fund	August
26. Continue to identify and deliver professional development that supports advancement in technology in the area of Health Fitness and Health	Director of Health Fitness	General Fund	August
27. Investigate and recommend a cycle to implement the use of visual projection equipment to support the use of modeling and demonstration though DDI concepts in art classrooms.	Director of Fine Arts Director of Educational Technology	District	June

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Goal: Student Performance (SPB) - SBISD will be an exemplary school district with an enriched and relevant PK-12 curriculum that promotes creativity

Objective: SPB 3 - Improve student success rates for all students, including struggling learners.

Performance Objective:

SPB 3.1: Increase the percent of students scoring “developing as expected” or higher on the K-2 reading assessment

Activity	Person Responsible	Resources	Completion Date
1. Offer 3 district sessions per year on primary balanced literacy to support teachers in the acquisition (and maintenance) of this critical skill set.	Director for Language Arts		June
2. End of year review analysis of spring DRA results will include comparison to patterns of previous years	Exec Director of Accountability & Research	Coord. Research and Evaluation, Directors LA and Bil/ESL	June
3. Offer parent sessions twice a year, in Spanish where needed, at all elementary schools on how to help your child become a better reader	Director for Language Arts Director for Bil/ESL		June
4. Establish protocol for the evaluation of individual student DRA history; evaluation to be done annually for every student beginning in September 2009	Director for Language Arts	Executive Director for Elementary Teaching & Learning	September
5. Provide fall and spring campus-based teacher training in the optimum use of leveled libraries and running records.	Director for Language Arts		June
6. Conduct qualitative analysis of spring '08 and spring '09 data to inform adjustments to K-2 DRA standards and determine staff development needs.	Director for Language Arts, Director of Research and Program Evaluation		June
7. Monitor documentation of improvement on the DRA as a required component of all elementary 09-10 campus improvement plans.	Ex. Dir for Accountability and Research, Ex. Dir for Teaching and Learning, Content Directors, Directors for Bilingual/ESL and Spec Ed		June

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Objective: SPB 3 - Improve student success rates for all students, including struggling learners.

Performance Objective:

SPB 3.2 - Decrease the percent of students retained at the Student Success Initiative (SSI) grade levels – 3, 5, and 8

Activity	Person Responsible	Resources	Completion Date
1. Implement a pilot program of Response to Intervention (Rtl) in 2009 - 2010 in selected elementary and middle schools.	Exec Dir Accountability and Research, Content Directors		June
2. Teaching & Learning Support Team Specialists will work with administrators, teachers, teams and campus support staff to provide focused assistance to Tier 3 schools in the school improvement process	Executive Directors of Elementary & Secondary Teaching & Learning	Executive Director for Accountability & Research	June

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Objective: SPB 3 - Improve student success rates for all students, including struggling learners.

Performance Objective:

SPB 3.3: Decrease drop-out rates at middle school

Activity	Person Responsible	Resources	Completion Date
1. Implement a plan to address the academic and social-emotional needs of potential dropouts at the middle school level including successful strategies from Gear Up.	Dir. Guidance and Counseling Content Directors	General Funds Title Funds	June
2. Provide training/SASI/PEIMS queries to middle and high school ADA/registrars to improve data quality.	PEIMS Coord.		June
3. Continue to disaggregate middle student/school at-risk data through grade 9 to identify demographic patterns (include overage students).	Director for Program Evaluation & Research		June
4. Implement a plan of action to address concerns identified in parent survey	Coord. STAT/504		January
5. Using comparison of student performance indices, research any discrepancies in students eligible for 504 services and other subpopulations	Coord. STAT/504		January
6. Based on comparison of student performance, develop a plan of action to review 504 plans and implementation of accommodations for identified discrepancy areas	Coord. STAT/504		June

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Objective: SPB 4: Improve performance of grade level students.

Performance Objective: SPB 4.1: Increase the percent of positive parent ratings of the challenge, engagement, and relevance of the academic services and programs offered to students

Activity	Person Responsible	Resources	Completion Date
1. Implement district standards and expectations for the accelerated classes in Algebra I, Algebra II, Chemistry, and English III.	Content Directors		August
2. Conduct the program evaluation for Middle School Mathematics.	Director for Math	Director for Program Evaluation	June
3. Add additional clerical support for counselors in order to personalize the performance of the grade level student	Director for Guidance and Counseling; Exec. Director for Secondary Teaching and Learning		August
4. Ensure there are mandatory advisory periods at every secondary campus that address post-secondary issues and social emotional learning	Director for Guidance and Counseling; Exec. Director for Secondary Teaching and Learning		August
5. Schedule peer to peer observations at each secondary campus.	Exec. Director for Secondary Teaching and Learning		June
6. Assist campuses in flexible scheduling in order to better meet the needs of individual learners.	Exec. Director for Secondary Teaching and Learning		June
7. Investigate individual learning plans currently in use in high-performing school districts to affirm critical attributes identified in Spring 08	Executive Directors for Teaching & Learning		January

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Activity	Person Responsible	Resources	Completion Date
8. Determine Student Success Plan (SSP) data to be drawn from Individual Education Plans (IEP), Personal Graduation Plan (PGP), Language Proficiency assessment Committee (LPAC) and the Gifted and Talented Action Plan.	Executive Directors for Teaching & Learning	Directors for Special Education, Guidance & Counseling, Bilingual/ESL, Advanced Academic Studies	January
9. Determine Eduphoria! presentation format for SSP	Executive Directors for Teaching & Learning	Director for Technology Applications	March
10. Select schools for 2010 - 2011 SSP pilot	Executive Directors for Teaching & Learning, Director for Technology Applications		November
11. Build teacher training at 2010 - 2011 SSP Pilot schools	Executive Directors for Teaching & Learning, Director for Technology Applications	Director for Guidance and Counseling, Director for Educational Technology	January
12. Develop structured integration of SSP in secondary academic advisories	Director for Guidance and Counseling, Executive Directors for Teaching & Learning, Director for Technology Applications	Director for Educational Technology	January
13. Train teachers for 10-11 pilot on data entry, analysis and secondary integration into academic advisories	Executive Directors for Teaching & Learning, Director for Technology Applications, C & I Directors		June

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

2009-2010 ACTION PLAN

Senior Staff Responsibility: Associate Supt. for Curriculum and Instruction

Goal: Student Performance (SPB) – SBISD will be an exemplary school district with an enriched and relevant PK-12 curriculum that promotes creativity, critical thinking, and achievement.

Objective: SPB 5 – Improve performance of special education students

Performance Objective: SPB 5.1 – Increase the performance of special education students on required state assessments

Activity	Person Responsible	Resources	Completion Date
28. Provide training for all stakeholders on state assessments (TAKS-Acc, TAKS-M, and TAKS-Alt) to assist them in refining appropriate assessment decisions	Director Sp. Ed.	Executive Director for Accountability and Research	May
29. Provide professional development opportunities for special education instructional personnel regarding development of standards based goals and objectives and use of instructional technology in the classroom	Director Sp. Ed.		May
30. Increase the percentage of students receiving special education services that are included in general education classes by providing intensive training and facilitation of the Levels of Support process to identified campuses	Director Sp. Ed.		June
31. Provide professional development opportunities for instructional personnel regarding accommodations, modifications, and service delivery models	Director Sp. Ed.		May
32. Use recommendations from formal and informal program evaluations to guide staff development and monitor instructional quality for students with disabilities	Director Sp. Ed.		June

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

2009-10 ACTION PLAN

Senior Staff Responsibility: Associate Supt. for Curriculum and Instruction

Goal: Student Performance (SPB) – SBISD will be an exemplary school district with an enriched and relevant PK-12 curriculum that promotes creativity, critical thinking, and achievement.

Objective: SPB 5 – Improve performance of special education students

Performance Objective: SPB 5.2 – Increase the percent of positive parent ratings of services and programs

Activity	Person Responsible	Resources	Completion Date
1. Collaborate with parents of students receiving special education services to review plan of action that targets parent satisfaction with programs and services	Director Sp. Ed.		April
2. Utilize survey data to monitor parent satisfaction with programs, services, and IEP implementation	Director Sp. Ed.		June
3. Utilize SEAS web-based management system to monitor development and compliance of Individualized Education Programs	Director Sp. Ed.		June

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

2009-2010 ACTION PLAN

Senior Staff Responsibility: Associate Supt. for Curriculum and Instruction

Goal: Student Performance (SPB) – SBISD will be an exemplary school district with an enriched and relevant PK-12 curriculum than promotes creativity, critical thinking, and achievement.

Objective: SPB 6 – Improve the performance of English Language Learners

Performance Objectives:

SPB 6.1 – Increase the performance of English Language Learners on required state assessments.

SPB 6.2 - Increase the percent of positive parent ratings of services and programs.

Activity	Person Responsible	Resources	Completion Date
33. Implement ESL Middle School Evaluation Plan- Year 2	Director of Bil/ESL	Bil/ESL Dept & Accountability and Research Dept.	May
34. Provide leadership in the implementation of One-way Dual Language Program in third grade	Director of Bil/ESL	Bil/ESL Dept	May
35. Implement third grade Biliteracy Reading Curriculum, Spanish Science and revisions to Social Studies Curriculum.	Director of Bil/ESL	Bil/ESL Dept Language Arts Science, and SS Content Area Directors	May
36. Implement English Language Proficiency Standards (ELPS) in content areas as defined by TEA.	Director of Bil/ESL	Bil/ESL – Math and Science Depts.	May
37. Continue integration of technology in secondary ESL classrooms	Director of Bil/ESL	Bil/ESL and Library Services Dept.	May
38. Monitor TELPAS performance by developing Individual Student Plans (ISPs) to create interventions to accelerate English language progress.	Director of Bil/ESL	Campus Title III teachers and ESL TOSA.	May
39. Provide a process for creating curriculum integration to support biliteracy in the Two Way Dual Language Programs at Pine Shadows and Sherwood Elementary.	Director of Bil/ESL	Consultant and Principals at PSE and SWE	May

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

2009-10 ACTION PLAN

Senior Staff Responsibility: Associate Supt. for Curriculum and Instruction

Goal: Student Performance (SPB) – SBISD will be an exemplary school district with an enriched and relevant PK-12 curriculum than promotes creativity, critical thinking, and achievement.

Objective: SPB 7– Improve the performance of Gifted and Talented Students

Performance Objective:

SPB 7.1– Increase the performance of gifted and talented students

Activity	Person Responsible	Resources	Completion Date
40. Shift the Talent Pool pilot project to include elementary schools with 2% or less of enrollment identified as gifted in order to increase the eventual identification of traditionally underserved gifted students.	Dir of Adv Acad Studies, Title I Principals		August
41. Provide professional development for educators and librarians involved in the facilitation of student-selected in-depth independent study.	Dir of Adv Acad Studies		August
42. Establish a GT Instructional Institute which will assist GT teachers in the writing, planning, and delivery of curriculum and instruction for the gifted.	Dir of Adv Aca Studies		August
43. Establish a committee to investigate developing new course options for gifted and for high ability students, including GT-only classes, alternately formatted AP classes, and applied creative thinking elective courses.	Dir of Adv Aca Studies, Principals		September
44. Provide a basic foundation level of GT professional development for all faculty members (3-hour professional development focused on GT characteristics and identification/screening).	Dir of Adv Acad Studies, GT Campus Contacts		September
45. Establish independent studies that are in-depth, student selected, and technology assisted as an annual requirement for gifted students K-12.	Dir of Adv Acad Studies		October
46. Ensure that ARD paperwork of students with multiple labels (i.e., learning disabled and gifted) includes GT services.	Dir of Adv Acad Studies, Dir of Special Ed, Campus Admin		December
47. Conduct a one-hour overview of the GT program for the Board of Trustees. After the initial presentation, it will be provided to new Board members.	Dir of Adv Acad Studies		December
48. Provide an overview of GT characteristics for all campus staff members.	Dir of Adv Acad Studies, GT Campus Contacts		December
49. Establish guided discussion groups with students K-12 led by trained educators, which meet regularly during advisory periods, activity periods, or during lunch to	Dir of Adv Aca Studies, Principals		January

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

Activity	Person Responsible	Resources	Completion Date
discuss issues related to being gifted.			
50. Present a plan for the implementation of a program for the highly gifted based on the recommendations of the Highly Gifted Program Task Force.	Dir of Adv Acad Studies		March
51. Develop grade-specific and content-specific GT curriculum frameworks which illustrate the vertical alignment of content and experience expectations in each subject area, and serve as a supplement to the district curriculum guides.	Dir Adv Acad Studies, Core Content Directors		June
52. Develop a description of the structure of the discipline for each core content area that will be integrated into GT courses.	Dir Adv Acad Studies, Core Content Directors		June
53. Conduct professional development for Special Ed teachers on meetings the needs of GT students within the special education population.	Dir of Adv Acad Studies		June

Goal: Student Performance (SPB) – SBISD will be an exemplary school district with an enriched and relevant PK-12 curriculum than promotes creativity, critical thinking, and achievement.

Objective: SPB 7 – Improve the performance of Gifted and Talented Students

Performance Objective:

SPB 7.2 – Increase the percent of positive parent ratings of services and programs

Activity	Person Responsible	Resources	Completion Date
1. Increase parent awareness concerning the Independent Study requirement for GT students.	Dir of Adv Acad Studies		September
2. Provide parent education on the entrance guidelines and program elements of the Talent Pools, including how parents can assist their children at home.	Dir of Adv Acad Studies		September
3. Provide parent education on parenting gifted students, hosted in a variety of community settings.	Dir of Adv Acad Studies		May

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

2009-10 ACTION PLAN

Senior Staff Responsibility: Associate Supt. for Curriculum and Instruction; Administration and Personnel

Goal: Student Performance (SPD) - SBISD will offer all students a wide range of school-sponsored activities outside the classroom.

Objective: SPD 1 – Students will be engaged in school life and participate in school-sponsored activities

Performance Objective: SPD 1.1 - Increase the percent of students who participate in co-curricular and extra-curricular activities.

Activity	Person Responsible	Resources	Completion Date
1. Increase participation of students in CTE competitions and after-school activities.	CTE Director		June
2. Implement elementary after-school band programs	Director of Fine Arts		June
3. Install kilns on 7-year replacement cycle	Director of Fine Arts		June
4. Increase participation in individual lessons	Director of Fine Arts	Title 1 funds	June
5. Replace outdated instruments at Title 1 campuses	Director of Fine Arts	Title 1 funds	June
6. Investigate opportunities to add foreign language honor societies in high schools.	Coordinator for Foreign Language	Foreign Language Dept. Chairs	May
7. Administer needs assessment survey to principals to confirm the number of language students participating in testing and competitions and	Coordinator for Foreign Language	Foreign Language Dept. Chairs	February
8. Encourage more students to compete by disseminating information and applications to campus department chairs.	Coordinator for Foreign Language	Foreign Language Dept. Chairs	February
9. Establish and encourage a vital Adventure Outdoor Education Program at each high school	Director of Health Fitness and Director of Guidance and Counseling		June
10. Investigate implementing Students Offering Academic Relationships (S.O.A.R.) for each middle school campus and elementary feeder schools	Director of Health Fitness	General Funds/Grant Funds?	June

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

Activity	Person Responsible	Resources	Completion Date
11. Oversee the implementation of ASAP and 21 st CCLC grants	Director, Grants	21 st CCLC and ASAP grant staff	June
12. Review elementary student lists of activities and compile baseline data reflecting participation	Exec. Dir of Elem Admin. Services	2008-09 Elementary survey results	July
13. Explore the elementary student activity data and make recommendations to increase participation in under-represented activities at schools with lower participation.	Exec. Dir of Elem Admin. Services		August
14. Analyze baseline data on co and extra curricular activities at grades 6-12 collected in spring 2009	Exec. Dir of Secondary Admin. Services	Ex Dir Research and Accountability	July
15. Based on recommendations at both levels, design additional opportunities to increase participation in co and extra curricular activities.	Exec. Dir of Elem Admin. Services	Ex. Dir Athletics C&I Content Dir	June
16. Finalize implementation plan for recommendations from the “2009-10” Yearly Program Plan”	Ex. Dir. Athletics		July
17. Analyze development process for input and development of a “Yearly Program Plan” and make recommended changes for 2010-11 implementation	Ex. Dir. Athletics	Ex Dir Research and Accountability	July
18. Develop a “Yearly Program Plan” which would contain recommendations for additional program offerings and/or activities or restructuring in 2010-11 which would increase participation in current program offerings.	Ex. Dir. Athletics		November
19. Use the findings from the “Yearly Program Plan” to develop 2010-11 budget recommendations	Ex. Dir. Athletics		January
20. Update campus lists of intramural and athletic program offerings, including the number of participants in each program for the 2009-10 school year.	Ex. Dir. Athletics		May
21. Analyze participation data to look for factors that are impacting participation rates in each program	Ex. Dir. Athletics		June
22. Facilitate completion of competition field and track resurfacing at Memorial High School track facility.	Ex. Dir. Athletics	Bond funds; Planning and Construction	November
23. Facilitate completion of practice fields and running tracks at middle school campuses.	Ex. Dir. Athletics	Bond funds; Planning and Construction	November
24. Facilitate construction of renovations to Tully Stadium and Don Coleman Coliseum.	Ex. Dir. Athletics	Bond funds; Planning and Construction	June
25. Facilitate completion of renovations at Grob Stadium and Emmons natatorium.	Ex. Dir. Athletics	Bond funds; Planning and Construction	November

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

Activity	Person Responsible	Resources	Completion Date
26. Facilitate completion of renovations to practice fields at all high schools and completion of competition fields at Spring Woods and Stratford High Schools.	Ex. Dir. Athletics	Bond funds; Planning and Construction	November
27. Facilitate completion of renovations to field houses at Memorial High School and Spring Woods High School.	Ex. Dir. Athletics	Bond funds; Planning and Construction	March

Over-arching Focus of the Five Year Educational Plan: "Students who start ninth grade in the district will graduate and earn a Bachelor's degree within five years or an Associate's degree or technical certification within three years."

2009-10 ACTION PLAN

Senior Staff Responsibility: Associate Supt. for Administration and Human Resources

Goal: Safety (S) – SBISD will have a pervasive culture of safety and respect

Objective: S 1 – Improve student discipline with a focus on a positive climate of respect

Performance Objective:

S 1.1 - Increase the percent of parents, students, staff and community who perceive SBISD campuses as respectful and orderly

Activity	Person Responsible	Resources	Completion Date
54. Secure funding to add four additional mobile data terminals on Houston Police Dept. communication system	Chief of Police		June
55. Facilitate the Installation of phase 3 CCTV projects	Chief of Police	Bond funds	June
56. Provide funding for two police officers to attend a self defense education program to become trainers.	Chief of Police		August
57. Offer training on a Self Defense Education program for students at selected campuses	Chief of Police	Trained police officers	June
58. Offer gang identification training updates for staff and community	Chief of Police		June
59. Use newly developed discipline reports (Offenses by Level and by Consequence) with principals and assistant principals to insure accuracy, alignment with Code of Conduct, and consistency.	Exec Dirs for Administration	Discipline Reports	June
60. Provide introductory staff development for administrators on Love and Logic program	Exec Dirs for Administration	Love and Logic materials	July
61. Campus teams formed to study the Love and Logic materials and prepare to train staff in the following school year.	Exec Dirs for Administration	Love and Logic materials	June
62. Provide articles on Love and Logic for the quarterly Horizons staff newsletter	Exec Dirs for Administration		June

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

2009-10 ACTION PLAN

Senior Staff Responsibility: Associate Supt. for Administration and Human Resources; Maintenance and Operations

Goal: Safety (S) – SBISD will have a pervasive culture of safety and respect

Objective: S 2 – Improve district safety

Performance Objectives:

S 2.1 - Decrease the number and severity of Worker’s Compensation claims

S 2.2 – Decrease the number of accidents involving students, staff and community members that occur on district property or while conducting district business

Activity	Person Responsible	Resources	Completion Date
1. Conduct National Incident Management System (NIMS) training for campus administrators	Chief of Police	Training materials	August
2. Conduct Emergency Operations Planning Training for administrative assistants and office staff as a follow up to training provided for principals and asst. principals.	Chief of Police		November
3. Review and update the Safety and Risk Management manual	Director of Employee Services; Safety and Risk Mgmt. Coordinator		June
4. Monitor data on number, cost and severity of staff member, student, and community accidents against the baseline data.	Safety and Risk Mgmt. Coordinator	Workers’ Compensation Specialist	June
5. Explore the creation of a Texas Workers Compensation software module for the MUNIS system to provide a single system database for all workers’ compensation data, records, and forms.	Safety and Risk Mgmt. Coordinator	MUNIS software; Director of Employee Services; Technology Project Leaders	May
6. Facilitate the process that requires supervisors in Transportation, Warehouse and Police to provide written counseling to employees for previously communicated clear violations of safety guidelines.	Safety and Risk Mgmt. Coordinator		June
7. Develop an incentive program to encourage safety and reduce accidents while increasing productivity and efficiency.	Safety and Risk Mgmt. Coordinator		June
8. Conduct safety audits for one third of campuses/facilities in conjunction with the safe and secure audits conducted by the Police Dept. and provide follow-up to insure that corrective actions have been taken.	Director of Employee Services; Safety and Risk Mgmt. Coordinator	Maintenance Dept. and Campus/Auxiliary leadership staff	June
9. Complete the update of hazardous materials program for campuses/facilities and	Director of	Workers’	June

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

Activity	Person Responsible	Resources	Completion Date
provide training as required	Employee Services; Safety and Risk Mgmt. Coordinator	Compensation specialist	
10. Review all accident data and meet with appropriate administrators/supervisors who have excessive numbers of accidents and implement training programs to address identified safety issues.	Director of Employee Services; Safety and Risk Mgmt. Coordinator	Workers’ Compensation specialist; Campus and Auxiliary staff	May
11. Update the risk management website to include appropriate information on safety guidelines, reporting processes, and other pertinent information.	Director of Employee Services; Safety and Risk Mgmt. Coordinator	HR Technology Applications and IT	May
12. Establish a system to identify Pre K and K Students and the responsible person to receive them off the bus.	Campus Administrator and Director of Transportation	Advisory Committee	August

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

2009-10 ACTION PLAN
Senior Staff Responsibility: Associate Supt. for Finance

Goal: Operations (O) – SBISD will use strategic plans to be fiscally responsible and efficiently use all resources – human, time, and monetary – to support student achievement

Objective: O 2 – Improve the financial condition of the district

Performance Objective:

O 2.1 – Improve district efficiency through the use of financial tools to assess central and campus level staffing and compensation levels

Activity	Person Responsible	Resources	Completion Date
63. Provide online processes and procedures for the end users	Assoc. Supt. for Finance	Division Staff	December
64. Measure and assess the service to end users through pre and post service surveys	Assoc. Supt. for Finance	Division Staff	June
65. Create employee performance measures	Directors	Software Reports	June
66. Prepare an annual timeline for internal activities	Directors	Assoc. Supt. for Finance	June
67. Develop annual timeline of internal activities for the Finance Team	Director of Gen Ledger Accounting	Finance Accountants and staff	January
68. Continue Munis training to look-up and identify data on the General Ledger	Director of Gen Ledger Accounting	Finance Staff	June
69. Streamline processes and procedures relating to petty cash accounts	Director of Gen Ledger Accounting	Finance Staff/various department with petty cash accounts	June
70. Process tax payments electronically to save staff time and bank charges.	Tax Assessor/Collector	Technique Data Systems/Bank of America	September
71. Adjust staff contract schedule to minimize use of overtime.	Tax Assessor/Collector	District Calendar/Assoc. of Finance	July
72. Implement an Online Tax Receipt for current year to improve customer service	Tax Assessor/Collector	ProTech Data/District IT Dept	September
73. Investigate use of use of tax statements as a communication tool to the community	Tax Assessor/Collector	Tax Statement	October

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

Activity	Person Responsible	Resources	Completion Date
74. Collaborate with the Human Resources Department to document processes and procedures for MUNIS data.	Director of Accounting Operations	Human Resources Records Department Payroll Staff	January
75. Continuation of training of MUNIS Payroll Time and Attendance entry	Director of Accounting Operations	Payroll Staff	June
76. Continuation of implementation of GHG Time and Attendance district-wide	Director of Accounting Operations	Payroll Staff Director of Transportation	June
77. Provide on-going training and communication of MUNIS Accounts Payable functions for all parties	Director of Accounting Operations	Accounts Payable Staff	June
78. Create Desktop procedures for MUNIS Payroll and Accounts Payable functions with the continuation of streamlining all processes and procedures	Director of Accounting Operations	Payroll Staff Accounts Payable Staffs	January
79. Collaborate with the Purchasing Department to continue improvement in processes and procedures	Director of Accounting Operations Director of Purchasing	Accounts Payable Staff Purchasing Staff	June
80. Centralize Campus Activity Funds	Budget Director	Budget Accountant and Campus Admin Assistants	June
81. Implement MUNIS Payroll Forecasting Module	Budget Director	Human Resources and Tyler Technologies	June
82. Review and revise the online Title I Portfolio and create administrative procedures	Director External Funding and Compliance	Task Force	December
83. Review and revise the administrative procedures for State Compensatory Education	Director External Funding and Compliance	Task Force	June
84. Create online Portfolios for other entitlements	Director External Funding and Compliance	Task Force	June
85. Implement fingerprinting process for vendors including creation and maintenance of the process.	Director of Purchasing		June

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

Activity	Person Responsible	Resources	Completion Date
86. Create a Vendor Self Service process to allow vendors to register and update current information and maintain vendor numbers.	Director of Purchasing		September
87. Create and implement a “federal funds debarment and suspension” process.	Director of Purchasing	Admin. Bid; Specialists and Buyers	June
88. Streamline process for greater efficiency in internal deliverables including desktop procedures and improved customer service and support	Director of Purchasing	Warehouse staff	June

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

2009-10 ACTION PLAN

Senior Staff Responsibility: Associate Supt. for Technology

Goal: Operations (O) – SBISD will use strategic plans to be fiscally responsible and efficiently use all resources – human, time, and monetary – to support student achievement

Objective: O 3 – Improve the use of technology through implementation of the district technology plan to increase district efficiency and effectiveness

Performance Objective:

O 3.1 - Improve teaching and learning effectiveness through innovative use of technology

Activity	Person Responsible	Resources	Completion Date
89. Install new Content Filter (block inappropriate websites) solution to handle increased internet bandwidth.	Manager, Systems		July
90. Install Phase IV ActivBoards (approx. 600) throughout the district in Grades 1-12, core subjects.	Manager, Technology Bond Projects	2007 Bond	June
91. Implement new technologies to make libraries multi-media “hubs of technology”	Manager, Technology Bond Projects & Director, Library Services	2007 Bond	June
92. Install and support classroom technologies related to Power to Learn Grant.	Manager, Technology Bond Projects, Manager, Customer Support	411 Funds	June
93. Work with P&C to design, purchase and implement various technologies in new schools (Hollibrook and Westwood)	Manager, Technology Bond Projects	2007 Bond	June
94. Extend SBPortal to give students access to their files and folders from home	Manager, Systems		December

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

2009-10 ACTION PLAN
Senior Staff Responsibility: Associate Supt. for Technology

Goal: Operations (O) – SBISD will use strategic plans to be fiscally responsible and efficiently use all resources – human, time, and monetary – to support student achievement

Objective: O 3 – Improve the use of technology through implementation of the district technology plan to increase district efficiency and effectiveness

Performance Objective:

O 3.2 - Increase the functionality and integration of administrative systems to improve operational efficiency

Activity	Person Responsible	Resources	Completion Date
13. Install new Student Information System hardware and software including interfaces and custom modifications	Director, Applications		September
14. Build Master Tables in new Student Information System	Director, Applications		December
15. Convert data from SASI to new Student Information System	Director, Applications		December
16. Perform pilots in 2 or 3 campuses to test design and performance of new Student Information System	Director, Applications		May
17. Train central and campus staff on the use of new Student Information System	Director, Applications		June
18. Go-live on the new Student Information System with scheduling in Spring for Fall enrollment	Director, Applications		Feb
19. Provide technical support to implement new Time and Attendance system district-wide	Director, Applications	Director of Accounting Operations	June
20. Complete MUNIS implementation district-wide, including HR, Activity Accounts, eSchool, eProcurement.	Director, Applications	Director of Accounting Operations	December
21. Select, procure and implement new Internet and Intranet for SBISD. Create framework for campuses and department to create and maintain their own websites.	Director, Applications	Community Relations	June

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

2009-10 ACTION PLAN
Senior Staff Responsibility: Associate Supt. for Technology

Goal: Operations (O) – SBISD will use strategic plans to be fiscally responsible and efficiently use all resources – human, time, and monetary – to support student achievement

Objective: O 3 – Improve the use of technology through implementation of the district technology plan to increase district efficiency and effectiveness

Performance Objective:

O 3.3 - Improve the level and quality of services to campuses

Activity	Person Responsible	Resources	Completion Date
1. Implement, pilot and rollout Conference Bridge (audio and web conferencing) to users across district	Manager, Systems		December
2. Implement new printer solution across the district – replace old printers with bundled service	Manager, Customer Service		June
3. Procure and implement Altiris Asset Management module to track hardware and software installed in the district	Manager, Systems & Manager, Customer Service		June
4. Put infrastructure and systems in place to support large numbers of Apple computers in the district.	Manager, Systems & Manager, Customer Service		December
5. Provide staff development for technology staff to support the Apple platform.	Manager, Systems & Manager, Customer Service		December

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

2009-10 ACTION PLAN
Senior Staff Responsibility: Associate Supt. for Technology

Goal: Operations (O) – SBISD will use strategic plans to be fiscally responsible and efficiently use all resources – human, time, and monetary – to support student achievement

Objective: O 3 – Improve the use of technology through implementation of the district technology plan to increase district efficiency and effectiveness

Performance Objective:
O 3.4 - Improve technology infrastructure and reliability

Activity	Person Responsible	Resources	Completion Date
1. Implement system to track software licenses in the district	Director, Applications		June
2. Explore the possibility of outsourcing data center operations to an external hardened facility	CIO		December
3. Select and implement Data Leak Prevention system to block sensitive data from leaving the system	Manager, Systems		December
4. Implement new VoIP Phone System in E-Rate campuses	Manager, Systems		March
5. Train end-users on use of new Email archival system to retrieve old messages	Manager, Customer Service		December
6. Develop internal guideline for Technology Services operations	Director, Applications		June

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

2009-10 ACTION PLAN
Senior Staff Responsibility: Community Relations Officer

Goal: Communication (C) – Students, parents and community will be active partners with educators in students’ education

Objective: C 1 – Improve the quality of engagement of all stakeholders through stronger partnerships and communication

Performance Objectives:

C 1.1 - Increase the number of Good Neighbor Partnerships

C 1.2 - Increase the percent of schools with high levels of community involvement

Activity	Person Responsible	Resources	Completion Date
1. Implement marketing plan for expansion of Good Neighbor program and committee.	Coordinator, Partnerships & Volunteer Programs	Good Neighbor Committee, SBEF, PTAs	June
2. Develop and implement paperwork reduction strategies to increase operational efficiency of Good Neighbor program	Coordinator, Partnerships & Volunteers	Good Neighbor Committee,	September
3. Conduct campus and department partnerships and volunteer programs needs assessment and implement communication strategy via web.	Coordinator, Partnerships & Volunteers	Principals, Liaisons	August
4. Investigate a strategy to better inform campus partners of impact of their activities on student achievement and to communicate campus academic results	Coordinator, Partnerships & Volunteers, CRO	SBISD Website, Accountability and Research, newsletter	June
5. Evaluate and revise, based on evaluation, effectiveness of SpringBoard and Collegiate Challenge marketing materials and implement new strategies for recruitment.	Jumpstart Coordinator, Mentor Specialist, CRO	Jumpstart grant, SBEF grant, consultants	December
6. Produce SBISD Mentor programs recruitment videos for SpringBoard and Collegiate Challenge mentor programs	Jumpstart Coordinator, Mentor Specialist, CRO	Jumpstart grant, SBEF grant, consultants	August
7. Provide training for campus mentor coordinators and principals on the role of the coordinator in sustaining and monitoring successful matches.	Jumpstart Coordinator, Mentor Specialist, CRO	Jumpstart grant, consultants	March
8. Provide training for mentors, coordinators, principals and teachers in Culture of Poverty (Donna Beagle) and strength based approach to mentoring (Charlie Applestein) to enhance impact of mentors. Provide high school mentors with training on opportunities for undocumented students to attend college	Jumpstart Coordinator, Mentor Specialist, CRO	Jumpstart grant, consultants	March
9. Expand Collegiate Challenge to MHS and WAIS	CRO	SBEF, Post	December

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

Activity	Person Responsible	Resources	Completion Date
		Secondary Counselors, College Resource Center	
10. Implement Collegiate Challenge website.	CRO	SBEF, Post Secondary Counselors, College Resource Center	October
11. Implement mentor e-newsletter	Jumpstart Coordinator, Mentor Specialist, CRO	Jumpstart grant, consultants, web designers	September
12. Provide training for 10 th and 11 th grade mentors in college preparedness and transition matches, where appropriate, to Collegiate Challenge model	CRO, Mentor Specialist,	College Resource center, Post secondary counselors	December
13. Investigate mentor background check process using SBISD H.R. background check software	Coordinator Partnerships & Volunteers	H.R., SBISD Police	October
14. Seek funding for Learning Together to expand to 4 additional campuses.	Coordinator Partnerships & Volunteers, CRO	SBEF, Grants Dept.	June
15. Conduct review of campus use of Literacy tutor training program and, if warranted, conduct district-wide recruitment and training for literacy tutors.	Coordinator Partnerships & Volunteers, CRO	Director for Language Arts, Program Authors, SISs, VAB	December
16. Identify model elementary tutoring program and expand to at least one new campus. (HUG)	Coordinator Partnerships & Volunteers,	Director for Language Arts, Program Authors, SISs, VAB	December
17. Reinvigorate PIE and VAB advisory boards	Coordinator, Partnerships & Volunteers	VAB, PIE Boards	June
18. Investigate use of new Vsoft remote volunteer time tracking software	Coordinator, Partnerships & Volunteers	Technology Division	June
19. Investigate use of event management software	CRO	Webmaster	September
20. Upgrade Community Education website and online registration	Dir Com Ed		December
21. Utilize district website and electronic communications tools for committee and task group volunteer opportunities and promote opportunities for community engagement in schools and district departments	CRO	Webmaster	June

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

2008-09 ACTION PLAN

Senior Staff Responsibility: Community Relations Officer; Assoc. Supt. for Administration and Personnel

Goal: Communication (C) – Students, parents and community will be active partners with educators in students’ education

Objective: C 1 – Improve the quality of engagement of all stakeholders through stronger partnerships and communication

Performance Objectives:

C 1.4 - Increase the satisfaction of students, parents, community and staff with the amount and quality of communication

C 1.5 - Increase the district’s market share of enrollment of students who reside within the district boundaries

Activity	Person Responsible	Resources	Completion Date
1. Develop and implement SBISD Communications and Engagement Plan and Branding Campaign that incorporate the recommendations of the spring 2009 Communications Audit and Branding Summit.	Manager, Communications, CRO, Web Designer	Communications Audit, consultants	Dec 09
2. Develop and implement SBISD Communications and Engagement plan for Spanish-speaking parents and community members that incorporate the recommendations of the spring 2009 Communications Audit.	Manager, Communications	Consultants, Communications Audit, HAC, Parent Center	Dec 09
3. Investigate possibilities for hiring a Spanish-speaking Communications staff member	CRO		December
4. Implement new SBISD public website and employee intranet websites	Web Designer, Webmaster		September
5. Promote e-Flash and other electronic media to increase audiences for SBISD electronic communications and shift from print to electronic tactics where appropriate, based on audit recommendations	Communications Manager, CRO	Web Designer	June
6. Strengthen bond program communications plan	Communications Manager, CRO, Web Designer	Bond Program staff, consultants,	October
7. Based on identified needs and audit findings, develop and implement communications training for principals and other district leaders	CRO, Manager of Communications	Web Designer, Consultants, Communications Plan, Administrative Inservices,	June
8. Develop student tracking system that identifies students enrolling or leaving and investigate survey to gain understanding of why families choose SBISD or choose to leave.	CRO, Communications Manager	Research and Accountability Dept.	August
9. Provide assistance to campuses approved for planning new academy programs and insure that district regulations for new academies are followed.	Director of Academies	Academy regulations	June
10. Assist campus staff in development of program for new academies.	Director of Academies		June

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

Activity	Person Responsible	Resources	Completion Date
11. Work with campus personnel to plan the logistics for new academies including student recruiting, application process, orientation and information sessions for students and parents, and transportation.	Director of Academies		January
12. Assist in preparation of budget requests and grant applications for funding of academies as needed.	Director of Academies		January
13. Prepare Board items for approval of academy programs.	Director of Academies		January

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

2009-10 ACTION PLAN

Senior Staff Responsibility: Community Relations Officer

Goal: Communication (C) – Students, parents and community will be active partners with educators in students’ education

Objective: C 2 – Improve the involvement of parents in school life by providing support and encouragement

Performance Objectives:

C 2.1 - Increase parental engagement in school activities

C 2.2 - Increase the percent of parents reporting feeling well informed and prepared to support their children’s education

C 1.3 - Increase parent and community positive responses in feeling welcome, valued, and supported

Activity	Person Responsible	Resources	Completion Date
1. Host 3rd Annual Parent U Event and “Mini U” sessions throughout year, as appropriate	CRO, Coordinator Parent Engagement	Sponsors, PTA, SBEF	November
2. Implement PIQE (Parent Institute for Quality Education) in SBISD	CRO	PIQE Executive Director, CIS, Parent Center	December
3. Implement “Illuminating the Possibilities” strategic parent engagement framework and include strategies for reporting, monitoring and continual improvement.	CRO, Coordinator, Parent Engagement	Principals, Parent Liaisons, CIS, Parents, HAC	September
4. Register SBISD as district partner in National Network of Partnership Schools (John Hopkins/Harvard) and seek out campuses to pilot NNPS model	Coordinator Parent Engagement	National Network of Partnership Schools, PTA,	August
5. Provide Joyce Epstein training on how to work more effectively with parents for appropriate district leaders, both internal and external.	Coordinator Parent Engagement	National Network of Partnership Schools, PTA,	December
6. Continue to expand reach of SBISD Title I Parent Center	Coordinator Parent Engagement	Title I, CIS, Parent Liaisons, Community Partners	June
7. In partnership with PTA Council, develop and implement strategies to promote and support PTA involvement, especially on campuses with fledgling PTA programming.	CRO, Coordinator Parent Engagement	PTA Council and campus PTA leaders	June

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

Activity	Person Responsible	Resources	Completion Date
8. Expand ESL class offerings for parents as resources permit.	Coordinator Parent Engagement	HCDE	June
9. Based on research, framework and available resources, expand number of parent centers and/or reach of central parent center to serve more parents across the district	CRO, Coordinator Parent Engagement	Title I, Current Parent Centers	June
10. Develop Parents as Partners Website.	CRO	Web designer, Parent Advisory Board	October

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

2009-10 ACTION PLAN

Senior Staff Responsibility: Associate Supt. for Administration and Personnel

Goal: People (P) – SBISD, as the employer of choice, will recruit and retain the best people by rewarding excellence and providing opportunities for continual growth

Objective: P 1 – Improve recruitment and retention of staff

Performance Objective:

P 1.1 - Decrease the SBISD staff turnover rate to a level 1.5% below Texas or 3% lower than baseline rates

Activity	Person Responsible	Resources	Completion Date
1. Review results from staff exit interviews and make recommendations as needed.	Dir. of Employee Services		October
2. Conduct annual employee survey of new hires and returning employees and include an assessment of the impact of stipends.	Dir. of Employee Services		October
3. Meet with committee to evaluate results of exit interviews, annual employee surveys, and turnover rates and make recommendations for changes in retention plan	Dir. of Employee Services		December
4. Continue implementation of Recruitment Plan based on review of activities which yield greatest number of quality candidates.	Directors of Recruitment	Title II budget and General budget for recruiting	June
5. Implement a “referral” incentive for current employees who refer candidates who are hired by the district for the 2010-11 school year.	Directors of Recruitment		June
6. Survey supervisors and department heads to determine impact of new recruiting initiatives and quality of candidates.	Directors of Recruitment		June
7. Summarize findings from a satisfaction survey regarding current benefits.	Director of Employee Services	Research and Accountability	May
8. Educate employees about current benefits.	Director of Employee Services		September
9. Train employees to use MUNIS web based open enrollment process for benefits.	Director of Employee Services		September
10. Facilitate implementation of SB Portal – Employee Self Service (ESS) functionality.	Director of Employee Services		June
11. Develop recommendations to modify the benefits based on input.	Director of Employee Services		December
12. Identify components of a district developed performance based compensation system and begin development of the compensation system.	Director of Employee Services Ex. Dir. Of Human Resources	Established parameters	October

Over-arching Focus of the Five Year Educational Plan: “Students who start ninth grade in the district will graduate and earn a Bachelor’s degree within five years or an Associate’s degree or technical certification within three years.”

Activity	Person Responsible	Resources	Completion Date
13. Senior staff members collaborate to create an employee recognition plan for their division that shares common characteristics.	Senior Staff		September
14. Each Senior staff member implement division recognition plan	Senior Staff		June
15. Determine value of revised system to employees through survey analysis.	Exec Director, Human Resources Dir. of Employee Services	Research and Accountability	June
16. Identify and revise internal processes/controls to improve the integrity of HR data/functions such as compensation, leave, contracts, service records, and employee records.	Dir. of Employee Services		June

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2009-10 ACTION PLAN

Senior Staff Responsibility: Associate Supt. for Administration and Personnel

Goal: People (P) – SBISD, as the employer of choice, will recruit and retain the best people by rewarding excellence and providing opportunities for continual growth

Objective: P 1 – Improve recruitment and retention of staff

Performance Objective:

P 1.2 - Improve the positive work culture supportive of collegial and collaborative teamwork

Activity	Person Responsible	Resources	Completion Date
1. Identify district, department and campus strengths and weaknesses in the area of climate as related to work culture and supportive collegial and collaborative teamwork through a climate survey to departments/campus	Ex. Dirs. Of Administration		July
2. Climate results shared with principals and plans developed collaboratively to improve campus climate.	Ex. Dirs. Of Administration		October
3. Conduct periodic conferences with principals to review campus plans.	Ex. Dirs. Of Administration		May

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2009-10 ACTION PLAN

Senior Staff Responsibility: Associate Supt. for Administration and Personnel

Goal: People (P) – SBISD, as the employer of choice, will recruit and retain the best people by rewarding excellence and providing opportunities for continual growth

Objective: P 2 – Improve employee excellence through appraisal and development

Performance Objective:

P 2.1 - Increase employee satisfaction with the appraisal system

Activity	Person Responsible	Resources	Completion Date
95. Provide staff and supervisor training for the teacher appraisal system, PDAS, and appraisal systems for staff developed in 2008-09 - counselors, and special education professional support including speech pathologists, diagnosticians, school psychologists, and campus instructional specialists.	Exec Dir, HR; Directors of Recruitment and Staff Placement; Exec Dir of Administration		August
96. Develop a principal calendar for implementation of PDAS.	Exec. Dirs for Administration		September
97. Develop an appraisal system for professional support staff and auxiliary departments.	Exec Dir, HR	Exec. Dirs for Administration Assoc. Supts. for Operations, Finance, C&I	June
98. Survey staff to evaluate effectiveness of meeting the goals of the appraisal systems	Exec Dir, HR	Accountability and Research	June