

**Continuous Improvement Plan
Avon Local School District
2009 - 2012**

CIP Development Team

Plan Details

**May 19, 2009
(revised July 17, 2009)**

Introduction to the Avon Local School District's Continuous Improvement Plan

The Avon Local School District's Continuous Improvement Plan (CIP) reflects the eight areas of education that should be continuously evaluated for effectiveness and efficacy: curriculum; staff development; student development; communications; policies; financials; buildings/infrastructure; and technology. Each of these categories comprised the eight Avon CIP sub-committees, who spent the 2008-09 school year making this CIP plan a viable, flexible, and living document that will be adjusted and re-evaluated on a consistent basis.

While you may not see a specific goal for each of the above categories, you will see that their elements are woven throughout the tapestry of Avon's CIP. The sub-committees worked diligently to provide a plan based on three important pillars of public education: curriculum, communications, and accountability. It is our belief that we have created a plan that strives to make a great school district even greater; that addresses 21st century school expectations; and that maintains a focus on our mission to create excellence in education for all children through a partnership of home, school, and community.

The 2008-09 Continuous Improvement Plan Team Members are:

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2009 – 2010 CIP Committees ---- February, 2010	
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Goal 1: Increase student achievement as defined by the requirements of No Child Left Behind and the Value Added Growth Model.

Key Element	Activity	Timeline		Resources	Final Deliverables	Estimated Costs & Funding Required
		Est. Start Date	Duration			
Metric(s):	<ol style="list-style-type: none"> 1. Increase math and reading passage rate for grades 3 – 8 & 10 by 1% annually as measured by the OAT and OGT. 2. Increase math and reading passage rates for all student subgroups annually to meet Adequate Yearly Progress OAT & OGT targets. 3. Increase science passage rate for grades 5, 8, and 10 by 1% annually as measured by the OAT and OGT. 4. Achieve a full year’s growth in reading and mathematics annually for all student quintiles as measured by the Value Added Growth Model in grades 4 – 8. 	8/2008	9 months	<ul style="list-style-type: none"> - Avon Data Team (ADT) - ODE data - Guidance 	<ul style="list-style-type: none"> - District Report Card - CIP Metrics communication plan (starting with 2008 metrics) 	<ul style="list-style-type: none"> - Time for staff on ADT to meet may require hiring subs. Estimated \$5,000
Plan:	<ol style="list-style-type: none"> 1. Curriculum: Project Lead the Way (PLTW): <ul style="list-style-type: none"> A. Implement PLTW (engineering and bio sciences tracts) in high school with LCCC. Avon to teach Introductory course in 10th grade starting the 2010 – 2011 school year. LCCC to offer the other four courses in engineering & bio-sciences (two courses in 11th and two courses in 12th). B. Create Mentorship Program for grades 11 – 12 via business partnerships starting with engineering & bio sciences, and then expand to other disciplines as phase 2 and include college internship opportunities. 	1/2009	20 months	<ul style="list-style-type: none"> - LCCC - HS Principal - Guidance - Curriculum Coordinator 	<ul style="list-style-type: none"> - District policy for student acceptance & participation in PLTW including course pre-requisites - District model for engaging businesses and creating partnerships - District HS Mentorship Program model that also offers college internship opportunities. - Identify HS science teacher to teach Intro. course. - Database to track students and business partnerships. 	<ul style="list-style-type: none"> - Initial PLTW Introduction Course training for one HS teacher: \$2,000 plus travel and expenses. <p>Funding Sources:</p> <ul style="list-style-type: none"> - Title I - Title II-A - IDIEA <p>Part-time employee for Mentorship Program - \$9,000.</p>

Key Element	Activity	Timeline		Resources	Final Deliverables	Estimated Costs & Funding Required
		Est. Start Date	Duration			
					- District marketing / communication plan	
	<u>BENEFITS:</u> Prepare students for college course work in the areas of engineering and bio-sciences by introducing them to this content increasing their proficiency in math, science and technology.				- Survey of students who complete program in 12th, then again in college as part of CIP. - Create marketing/ communication plan for parents & students (all grades) and public.	TOTAL Cost to district not to exceed \$21,000
Plan:	<p>2. Curriculum: Implement flexible grouping in grades 1 – 6 for math and reading to increase student proficiency.</p> <p><u>BENEFITS:</u> Allows teachers to focus on teaching to the math and reading level of their group of students to drive greater student proficiency. Can also contribute to improving AYP in these areas for certain quintiles.</p>	8/2009	20 months	<ul style="list-style-type: none"> - Avon Data Team (ADT) - Staff Development - Guidance - Curriculum Coordinator 	<ul style="list-style-type: none"> - District policy and standards for flexible grouping in grades 1 – 6 for math and reading. - Create marketing/ communication plan for parents & students (all grades) and public. 	<ul style="list-style-type: none"> - Time for staff to meet may require hiring subs. (<i>Cost included with estimate in Metrics section above.</i>) Cost to district: \$ TBD Funding Sources: <ul style="list-style-type: none"> - Title I - Title II-A - IDIEA

Key Element	Activity	Timeline		Resources	Final Deliverables	Estimated Costs & Funding Required
		Est. Start Date	Duration			
Plan:	<p>3. Curriculum: Value Added and AYP: Identify areas for improvement and course of action to implement, including 2nd grade standardized test data.</p> <p><u>BENEFITS:</u> Increased student achievement.</p>	8/2009	36 months	<ul style="list-style-type: none"> - Avon Data Team (ADT) - Staff Development - Guidance - Curriculum Coordinator 	<ul style="list-style-type: none"> - District plan to address gaps 	<ul style="list-style-type: none"> - Time for staff to meet may require hiring subs. (<i>Cost included with estimate in Metrics section above.</i>) Cost to district: \$5,000 Funding Sources: <ul style="list-style-type: none"> - Title I - Title II-A - IDIEA
Plan:	<p>4. Curriculum: Create student interest and career awareness in science, technology, engineering and math in grades 3 – 9 via:</p> <p>A. Survey students about types of enrichment/afterschool programs they would like to have.</p> <p>B. Some possible programs:</p> <ul style="list-style-type: none"> o parent speakers o business partner programs o after school enrichment programs o summer enrichment programs o field trips o career days/nights o science days/nights o science competitions o Clubs: math, chess, robotics, engineering, enviroscience, bioscience <p><u>BENEFITS:</u> Increased student interest in & knowledge about science, technology, engineering and math. Expanded student knowledgebase about opportunities in these fields.</p>	8/2009	20 months	<ul style="list-style-type: none"> - Avon Data Team (ADT) - Staff Development - Guidance - Curriculum Coordinator - Student and parent input - Student Dev. Committee - High school and college student volunteers (earn community service hours) 	<ul style="list-style-type: none"> - Survey students from grades 3 – 9 about after school and summer enrichment programs to offer. - District plan for increasing student interest in science, math, technology and engineering in grades 3 – 9. - Implemented programs - Create marketing/ communication plan for parents & students (all grades) and public. 	<ul style="list-style-type: none"> - Time for staff to meet may require hiring subs. (<i>Cost included with estimate in Metrics section above.</i>) Cost to district: \$ TBD, depends if pay to participate programs, or if teacher training and salary required. Funding Sources: <ul style="list-style-type: none"> - Title I - Title II-A - IDIEA

Key Element	Activity	Timeline		Resources	Final Deliverables	Estimated Costs & Funding Required
		Est. Start Date	Duration			
Plan:	<p>5. Curriculum: Make 100% of standards and benchmarks ("Pathways") clear to students and parents in a standard format and media from K-12 and viewable on the district Web site.</p>	8/2009	12 months	<ul style="list-style-type: none"> - Guidance - Curriculum Coordinator - Parents - Students - Teachers 	<ul style="list-style-type: none"> - Research what other districts are doing and propose a plan to a focus group of teachers, parents, and students for review and input. - Finalize district plan and implement - Create marketing/communication plan for parents & students (all grades) and public. 	<p>Cost to district: \$ TBD, depends on district resource(s) deployed and solution recommended by focus group.</p> <p>Funding Sources:</p> <ul style="list-style-type: none"> - Title I - Title II-A - IDIEA
Plan:	<p>6. Staff Development:</p> <p>A. IPDP: Each staff member will demonstrate an understanding of Ohio's Standards for the Teaching Profession and the standards-based criteria for the Local Professional Development Committee (IPDC) by submitting an Individual Professional Development Plan (IPDP) that receives a minimum "Adequate" rating for each of the six scored standards.</p> <p>BENEFITS: Increasing teacher development and training resulting in improved student outcomes.</p>	Fall 2009	Ongoing	<ul style="list-style-type: none"> - Avon Data Teams (ADT) - ODE Guidance (Standards for Teaching Profession) - Individual Professional Development Planning Team 	<ul style="list-style-type: none"> - District report card (indication of highly qualified instructors) 	<p>Cost: \$ TBD</p> <p>Funding Sources:</p> <ul style="list-style-type: none"> - Title I - Title II-A - IDIEA
Plan:	<p>B. Technology: Have additional training available for any new technology resources added to the district.</p> <p>Technology CI Process: Survey the staff for feedback to continuously monitor and review software and program usage to</p>	TBD Pending Board Approval	3 months	<ul style="list-style-type: none"> - Administration - Sub Committee Members 	<ul style="list-style-type: none"> - Staff training/parent education of new technologies available to the district. - A list of necessary and unnecessary resources, prioritized by need, and level 	<p>Total Cost to district: \$ 3,000</p> <p>Funding Sources:</p> <ul style="list-style-type: none"> - Title I - Title II-A - IDIEA

Key Element	Activity	Timeline		Resources	Final Deliverables	Estimated Costs & Funding Required
		Est. Start Date	Duration			
	<p>make sure money allocated for specific programs is properly utilized.</p> <p>BENEFITS: Ensure proper utilization of new resources.</p>				of usage throughout the district based on survey.	
Plan:	<p>7. Student Development:</p> <p>A. Purchase and administer the ACT PLAN and EXPLORE tests to Avon 8th and 10th grade students.</p> <p>BENEFITS: ACT will replace OGT as a state requirement.</p>	2009-2010 school year	Ongoing	- ACT	- ACT PLAN and EXPLORE test results by individual student and for district	<p>Cost for ACT EXPLORE test is \$7.60 per student, which includes summary report documents.</p> <p>Cost for ACT PLAN test is \$9.60 per student, which includes summary report documents.</p> <p>Funding Sources: - General funding</p>
Plan:	<p>B. Enhance college guidance for students and parents (grades 9 – 12) via Superintendent and School Board entering in to a contract with a college access agency, such as Cleveland Scholarship Programs, Inc., to complement high school guidance counselors with college application and financial aid support.</p> <p>BENEFITS: Make it easier for parents and students to navigate the college admissions process.</p>	9/2009	Ongoing	<ul style="list-style-type: none"> - School Board - Superintendent - High School Principal - Guidance staff 	<ul style="list-style-type: none"> - Define specific information to be provided by a college access agency, and how many school days during the academic year to hire for support. - Report on how many student contacts and contact hours the college access agency has worked with students. What activities did the agency help with. - Parent/student evaluation of program benefit 	<p>Cost: \$350 per day (minimum of 20 days during academic year)</p> <p>Funding Sources: - General funding</p>
Plan:	<p>C. Technology: Utilize technology advancements to bridge home, school and community.</p> <p>Increase the usage of Interactive Video</p>	TBD Pending Board Approval	3 months	<ul style="list-style-type: none"> - Administrator - Sub-Committee Members - Teaching Staff 	<ul style="list-style-type: none"> - Promote what is already being done utilizing IVDL technology - Educate staff and community members of new and 	<p>Total Cost to district: \$0- technology already in place (\$1,000 additional could be earmarked for program costs)</p>

Key Element	Activity	Timeline		Resources	Final Deliverables	Estimated Costs & Funding Required
		Est. Start Date	Duration			
	Distance Learning Technology (IVDL). <u>BENEFITS:</u> Enable students to take "virtual field trips" and extend their learning experience outside the traditional classroom.				underutilized programs and resources.	Funding Sources: - Title I - Title II-A - IDIEA
Research:	The following contributed to the Curriculum Plan proposed: <ol style="list-style-type: none"> 1. Meetings with various area schools, such as Vermillion, Keystone, and Westlake 2. Discussions with PLTW 3. Meeting with LCCC 4. Discussions with key Avon school district administration and staff 5. Research by committee members 	10/2008	6 months	- Superintendent - HS Principal - Guidance - Curriculum Coordinator	- Activities proposed in Plan section of this document	- No cost to district for research
	The following contributed to the Student Development Plan proposed: <ol style="list-style-type: none"> 6. Student and parent feedback on lack of college application and financial aid advising. 	10/2008	6 months		- Activities proposed in Plan section of this document	- No cost to district for research.

Goal 2: Leverage and educate the public about existing communications tools, improve consistency, content and identify continuous progression of communication for Avon local schools.

Key Element	Activity	Implementation		Resources	Final Deliverables	Estimated Cost & Funding Required
		Est. Start Dt	Duration			
Plan:	WEB SITE REDESIGN addressed in 3 phases (Foundation Design & Implement; Enhancements; Maintenance)					
Plan:	<p>I. Communications: Phase I Foundation Design & Implement</p> <p>Goal: Establish and implement a consistent framework, brand, standardized basic subject matter & features/functionality across the entire district via:</p> <ol style="list-style-type: none"> 1. Establish a requirements team to define scope of Phase I. 2. Immediately retain proposal(s) for Phase I (some dependency on messaging/ branding tasks) 3. Hire a web designer based on proposals. 4. Test, implement and roll out content and transition to new site. 	3rd – 4th Qtr '09	2-3 months	<ul style="list-style-type: none"> - Team (admin, staff, lay people); - Primary web master/designer with team input 	<ul style="list-style-type: none"> - Phase I proposal document & associated cost; - Basic framework/ foundation and functioning web site with central portal for all of Avon local schools. User friendly standardization to support content management for each site administrator (i.e. principal) 	Recommend Phase I not to exceed \$8k.
Plan:	<p>II. Communications: Phase II Enhancements</p> <ol style="list-style-type: none"> 1. Team identifies Phase II requirements and reviews proposal(s). 2. Develop scope and requirements for the following recommended Communications activities and implement: <ul style="list-style-type: none"> A. Interactive district-wide calendaring B. Repository for critical documents and/or tools (i.e. Avon school policy manuals – see #3 B-G below, emergency forms, meeting minutes, bus schedules Avon avenues) C. Board of Education page 	1st – 2nd Qtr '10	2-3 months	Same as above	<ul style="list-style-type: none"> - Web site with enhanced features 	Unknown (depends on scope). Recommend providing dollar maximum to spend.

Key Element	Activity	Implementation		Resources	Final Deliverables	Estimated Cost & Funding Required
		Est. Start Dt	Duration			
Plan:	Policy: Provide viewing accessibility of Avon Local School District's Policy & Procedures Manual and Individual School Building's Procedures and Practices on the district's web site.					Dependent upon status of Web Site Redesign Phase I and Phase II.
Plan:	D. Board Policy and Procedure Manual will be converted to electronic files and made accessible on the web site. [Quick Hit] <u>BENEFITS:</u> See "Final Deliverables".	08/2009	3 months	- District "web master" - Board support staff - Project coordinator	- Document available on-line	Dependent upon resources used. Total Cost to district: Not to exceed \$2k
Plan:	E. Each section of the Board Policy and Procedure Manual will be reviewed and revised, if necessary, by the appropriate Board of Education personnel. Obsolete policies will be deleted with the school district attorney's consent. A Project Coordinator will be selected by Superintendent or BOE to coordinate efforts to meet deadline. All changes will be reflected on web site. <u>BENEFITS:</u> See "Final Deliverables".	8/2009	12 months	- Appropriate Board Staff - Attorney for School District - Selected Project Coordinator	- Updated and Streamlined Document	Time needed to have staff review and update current document(s); time required to select a project coordinator to ensure deadlines are met; time spent by school district's attorney reviewing proposed updated product. Total Cost to district: Attorney fees not to exceed \$3,000.
Plan:	F. Post all school building handbooks on web site. [Quick Hit] <u>BENEFITS:</u> See "Final Deliverables".	09/2009	2 months	- School Administrators - School Support Staff - District "Web Master"	- On-line student handbooks available for viewing	Total Cost to district: \$ Included in "Metric" cost shown above in 3.B.
Plan:	G. Post special education policies and procedures, including the gifted program and applicable laws on the web site. [Quick Hit] <u>BENEFITS:</u> See "Final Deliverables".	01/2010	3 months	- Appropriate Board Staff - Curriculum Coordinator - Special Education	- Stated information available for on-line viewing	Total Cost to district: \$ Included in "Metric" cost shown above in 3.B.

Key Element	Activity	Implementation		Resources	Final Deliverables	Estimated Cost & Funding Required
		Est. Start Dt	Duration			
				Coordinator - District "Web Master"		
Plan:	H. Post extra curricular activity opportunities available on the web site [Quick Hit] <u>BENEFITS:</u> See "Final Deliverables"	04/2010	60-90 days	- School Administrators - Extra curricular activity coordinators - School Support Staff - District "Web Master"	- Stated information available for on-line viewing	Total Cost to district: \$ Included in "Metric" cost shown above in 3.B.
Plan:	III. Communications: Phase III Maintenance 1. Define on-going district-wide web site maintenance scope and future functionality requirements. Results will allow clear definition of skill sets and the level of effort/dedication of a resource.	Year 2 – Year 3	Ongoing	- Admin & Sub Committee Complete analysis/recommendations ABOE makes decision	- Resource (contracted or hired) that provides ongoing and consistent maintenance and support	Analysis needed to determine if hire or contract resource is most cost effective
Plan:	2. Formulate the position of daily Content Management Leads at school level web site. Train district employee(s) to have knowledge necessary to perform download and links to school level critical information. 3. Establish ongoing policy & procedures for all web content resources 4. Research and identify software and hardware to provide ongoing maintenance 5. Ongoing annual revisit of scope to enhance web site	TBD Pending Board Approval	3-6 months	- Administrator - Sub-Committee Members - District "Webmaster"	- A unified district message and valuable information hub for parents and community members to access critical details of the district.	Total Cost to district: \$ 6,000 for training/stipend for additional district responsibilities

Key Element	Activity	Implementation		Resources	Final Deliverables	Estimated Cost & Funding Required
		Est. Start Dt	Duration			
Plan:	<p>BENEFITS:</p> <ul style="list-style-type: none"> - Competitive with other district sites - Increased functionality - Establish a common portal/entry for all school affiliated groups (i.e. boosters, community sponsors, etc...) - Consistent communications tool for entire community - Streamline efficiencies - Cost savings through decrease in paper versus electronic distribution - Sense of community involvement - Secured, preserved, and protected data - Community citizenship through responsibly providing accessible data to the public - Ongoing ability to remain competitive with other school communities - Establish better image of school and usage of funds to establish ongoing support. 					
Plan:	<p>IV. Communications: MESSAGING - Establish district consistency through brand & communication</p> <ol style="list-style-type: none"> 1. Retain marketing/brand proposal(s) and estimate 2. Hire selected resource to create Brand/Identify packet (font, colors, logo & tag line) 3. Establish focus group to define messaging needs and work with vendor to incorporate Avon schools message throughout the community <p>BENEFITS:</p> <ul style="list-style-type: none"> - Maximize and leverage consistency - Provide sense of vesting & belonging through entire community - Establish top down delivery of school messaging through entire district & 	2nd Qtr '09	2 months	<ul style="list-style-type: none"> - Internal team (Administrators & faculty, lay persons) - PR or Marketing consultant 	<ul style="list-style-type: none"> - Uniform tagline and message for Avon School systems. Additional deliverables would be the inclusion of the uniform brand of the system including standard logo, fonts 	Estimated Cost: not to exceed \$7k

Key Element	Activity	Implementation		Resources	Final Deliverables	Estimated Cost & Funding Required
		Est. Start Dt	Duration			
	community.					
Plan:	<p>V. Communications: Revisit Avon Avenues best practices</p> <ol style="list-style-type: none"> 1. Review scope and content of all campaigns to encourage sense of community and Avon school value/recognition & best practices 2. Revisit frequency of distribution and match up with critical path events for best return on investment 3. Research and determine feasibility of decreasing hard copy mailing to the community by offering partial electronic distribution and/or direct link to groups such as parents of school children. 	3rd Qtr '10	6 wks	<ul style="list-style-type: none"> - School admin - Superintendent - Avon Avenues resource 	<ul style="list-style-type: none"> - Streamlined number of Avon Avenues campaigns (less than 10 per year) - Pdf document linked to web site - Revised/shorted hard copy distribution list 	<p>Total Cost to district: Less than present \$20k</p> <ul style="list-style-type: none"> - Generate new funds from sponsorship page - Reallocation of funds from streamlined efficiencies
Plan:	<p>BENEFITS:</p> <ul style="list-style-type: none"> - Regeneration of community involvement and sponsorship opportunities - Reallocation of money through streamlining parent recipients from hard copy to electronic 					
Research:	<p>The following contributed to the Communications & Policy Plan activities proposed:</p> <ol style="list-style-type: none"> 1. Research conducted by committee members 2. Discussions with relevant parties involved in the process 3. School Treasurer meeting participation 	10/2008	6 months	<ul style="list-style-type: none"> - School Administrators - Curriculum Coordinator - Web sites of other school districts (e.g., Solon, North Royalton, Westlake, Amherst, and Shaker Hts) - Westlake CIP communications 	<ul style="list-style-type: none"> - Activities proposed in Plan section of this document 	Cost: \$0

		Implementation				
Key Element	Activity	Est. Start Dt	Duration	Resources	Final Deliverables	Estimated Cost & Funding Required
				presentation - Avon Avenues high level - Overview - Work related experience		

Goal 3: Aid the Treasurer and the District by providing resources related to financial matters, external audits, levy passage and to serve as a community liaison in order to maintain a financially healthy school district.

		Implementation				
Key Element	Activity	Est. Start Date	Duration	Resources	Final Deliverables	Estimated Cost & Funding Required
Metric(s):	Metrics to be determined upon creating committee.	5-19-09	90 d	- Treasurer - Finance & Audit Committee		Total Cost to district: \$0
Plan:	<p>1. Finance:</p> <p>A. Define Finance & Audit Committee composition including community involvement. Consider qualifications of participants. [Quick Hit]</p> <p><u>BENEFITS:</u> Utilize CIP finance subcommittee to help establish committee composition. Group to work on this is already in place.</p>	5-19-09	90d	- Treasurer - Finance & Audit Committee	- Defined committee composition and structure	Total Cost to district: \$0
Plan:	<p>B. Define committee work scope as a gauge for types of activities undertaken. Examples include: Audit support, cost/benefit analysis, revenue enhancement strategies, expense reduction strategies, financial contingency planning, business advisory, levy planning and community involvement.</p> <p><u>BENEFITS:</u> Establish work areas needing support for the Treasurer</p>	5-19-09	90d	- Treasurer - Finance & Audit Committee	- Defined committee work scope	Total Cost to district: \$0
Plan:	<p>C. Outline reporting guidelines (e.g., quarterly scheduled reports, annual audit report, others ad hoc).</p> <p><u>BENEFITS:</u> provide regular reporting</p>	5-19-09	90d	- Treasurer - Board - Finance & Audit Committee	Reporting guideline	Total Cost to district: \$0

Key Element	Activity	Implementation		Resources	Final Deliverables	Estimated Cost & Funding Required
		Est. Start Date	Duration			
	expectations to see that Committee is making progress on tasks					
Plan:	<p>D. Establish and maintain an idea pipeline for cost savings opportunities and for items that may exhibit positive cost-benefit characteristics.</p> <p><u>BENEFITS:</u> quick start implementation. Access Avon community talent pool</p>	9/2009		<ul style="list-style-type: none"> - Treasurer - Finance & Audit Committee - Board 	- A repository of ideas for improved financial performance which can be monitored for progress and results	Total Cost to district: \$0
Plan:	<p>E. Set first meeting date.</p> <p><u>BENEFITS:</u> quick start implementation. Access Avon community talent pool</p>	9/2009		<ul style="list-style-type: none"> - Treasurer - Finance & Audit Committee 	- See those listed in #A - C above.	Total Cost to district: \$0
Research:	<p>The following contributed to the Plan proposed:</p> <ol style="list-style-type: none"> 1. Discussions with Avon Treasurer, Finance Subcommittee Board Champion 2. Survey of other school districts (Avon Lake, Rocky River, Bay Village, Olmsted Falls, Shaker Heights, Westlake) 				- Activities proposed in Plan section of this document	Total Cost to district: \$0

Goal 4: Formation of a board Infrastructure Committee to study student enrollment strategy, building needs and asset management.

Key Element	Activity	Implementation		Resources	Final Deliverables	Estimated Cost & Funding Required
		Est. Start Date	Duration			
Plan:	<p>1. Establish an Infrastructure Committee to plan and recommend future purchases of major equipment and buildings.</p> <p>A. Define membership structure and selection process for the committee</p> <p>B. Define a systematic process and approach for planning of future purchases of equipment and buildings.</p> <p>C. Review method to ensure end users are involved in the process.</p> <p><u>BENEFITS:</u> District asset purchases will continue to be fiscally responsible and will meet the needs of the end users and school district.</p>	7/2009	Ongoing	<ul style="list-style-type: none"> - ABOE - Superintendent - Architects - Engineers - End-users 	<ul style="list-style-type: none"> - Infrastructure Committee defined and established. - Defined systematic process and approach. - Team identified and assigned to review the next major building project – recommendation by Jan. 1, 2010. 	Total Cost to district: \$0
Plan:	<p>2. Creation of processes, procedures, and reporting guidelines to electronically track, report and manage district assets, infrastructure and costs in a fiscally responsible manner.</p> <p><u>BENEFITS:</u> Reliable tool for tracking and reporting of equipment, properties and other district assets.</p>	7/2009	Ongoing	<ul style="list-style-type: none"> - I.T. development person - MicroSoft spreadsheet - Treasurer - Infrastructure Committee 	<ul style="list-style-type: none"> - Defined process & procedures, data fields - Effective reporting application/system 	Total Cost to district: \$500
Plan:	<p>3. Perform, track and report cost analysis on district assets. To be completed by Supervisors of maintenance to ABOE.</p> <p><u>BENEFITS:</u> See deliverables</p>	7/2009	Ongoing	<ul style="list-style-type: none"> - Supervisors to enter weekly 	<ul style="list-style-type: none"> - Accurate reporting of equipment & building costs to ABOE 	Total Cost to district: \$500

Goal 5: Support continued development/revision and monitor implementation of the key elements of the strategic Continuous Improvement Plan.

Key Element	Activity	Implementation		Resources	Final Deliverables	Estimated Cost & Funding Required
		Est. Start D/ate	Duration			
Metric(s):	Achieve overall grade of “B” on CIP progress report as defined by rubric.			- CIP ommittee members		
Plan:	<p>1. Develop methodology for tracking progress on strategic goals and generating corrective actions, including status of each major goal and associated actions. Also, a method to change goals.</p>	8/2009	3 mo	- CIP committee members	- Rubric for evaluating progress on actions into strategic plan	Total Cost to district: \$ 0
Plan:	<p>2. Establish a standing continuous improvement planning (CIP) Board committee.</p> <p>A. Define CIP committee membership and selection process</p> <p>(1) Recommendation: 7-9 core members. At least one member from administration, educator, parent, at-large.</p> <p>(2) Request submittal of resumes by Oct 1 and selection by Oct Board meeting.</p> <p>B. Establish high level schedule to produce key deliverables.</p> <p>(1) Annual update</p> <p>(2) Quarterly progress report</p>	8/2009	ongoing	- ABOE	<p>- Annual update to the strategic plan by May of each year</p> <p>- Quarterly presentation of strategic plan grade card based on rubric</p>	Total Cost to district: \$ 0

		Implementation				
Key Element	Activity	Est. Start D/ate	Duration	Resources	Final Deliverables	Estimated Cost & Funding Required
Plan	3. Add regular update to the Board agenda to present CIP committee and sub-committee progress by the committee chair or Board facilitator at the regular monthly Board meetings.	9/2209	Ongoing	- CIP committee	- Addition of standing CIP, Finance & Audit, and Infrastructure report to the Board agenda	Total Cost to district: \$ 0

Avon Schools Continuous Improvement Plan 2009-2012		2009					2010					2011					2012																											
		M	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Goal 1:	Increase student achievement as defined by the requirements of No Child Left Behind and the Value Added Growth Model.																																											
	1. Project Lead the Way (PLTW)																																											
	2. Flexible Grouping for Math and Reading (grades 1 – 6)																																											
	3. Value Added Growth Model & AYP																																											
	4. Student Interest, Career Awareness and Enrichment																																											
	5. Learning “Pathways”																																											
	6. Staff Development & Technology																																											
	7. Student Development - ACT & College Guidance, IVDL																																											
Goal 2:	Leverage existing communications tools, improve content and identify continuous progression.																																											
	1. Web Site Redesign – Phase I: Design & Implement																																											
	2. Web – Phase II: Enhancements & Content Creation																																											
	3. Web – Phase III: Maintenance																																											
	4. Messaging (Branding and Marketing)																																											
	5. Revisit Avon Avenues																																											
Goal 3:	Aid the Treasurer and serve as community liaison in order to maintain a financially healthy school district.																																											
	1. Finance & Audit Committee																																											
	2. Committee Scope of Work																																											
	3. Reporting Guidelines																																											
	4. Idea Pipeline Report (cost savings opportunities)																																											
Goal 4:	Formation of a buildings and infrastructure Board committee to study enrollment strategy and building needs																																											
	1. Establish Board Infrastructure Committee																																											
	2. Create an Equipment & Properties Tracking System																																											
	3. Cost Analysis																																											
Goal 5:	Support continued development/revision and monitor implementation of the key elements of the CIP																																											
	1. Methodology & Rubric for Tracking and Reporting																																											
	2. Standing CIP Board Committee																																											