

Priority 1: Parent Communication			
Action Steps	Accountability	Time Frame	Resources
Objective A. Communicate on an Individual Student Basis			
1. Collect and input parent email in S/D	Sorensen/Lasher	Aug. 24	
2. Create and distribute "contact" report to faculty	Smith/Hansen	Sept. 1	S/D Report
3. Define expectations and accountability for parent communication	Jackson/Hansen	Aug. 24	Work Instruction
4. Notify faculty of expectation for parent communication	Hansen	SAA	
5. Provide faculty training on effective parent communication practices	Hansen/Fatica	SAA	Balsiger/Erdman
6. Provide training on documentation practices	Hansen/Smith	SAA	S/D Refresher
7. Monitor communication activity between faculty and parents	Hansen/Smith/Jackson	EOQ	S/D Report
8. Develop a web-based email form for parent use	Smith	Aug. 15	
Objective B. Provide Information about School to Parents			
1. Distribute an Electronic Newsletter each quarter	Jackson/Hansen/Galbraith	EOQ	Constant Contact, S/D email list
2. Communicate "parent information resources" available on web page	Jackson/Hansen	Aug. 15	Parent Start-up Letter
3. Develop a web-based email form for parent use	Smith	Aug. 15	
4. Ensure development of marketing plan includes communication with current parents	Sorensen/Galbraith		
5. Create a "FYI" section in mid-quarter reports and grade cards	Hansen/Smith	EOQ1	
6. Require parent participation in all occupational advisory committees	Shaffer/Faculty	EOQ1	
7. Develop and distribute a "contact postcard" to each parent	Hansen/Smith/Sorensen	MQ1	Postage & Postcards

Priority 2: Safety & Security			
ACTION STEPS	ACCOUNTABILITY	TIMEFRAME	RESOURCES
Objective A. Develop understanding of safety concerns			
1. Conduct NCPC faculty and staff survey	Fatica	Aug. 27	
2. Conduct NCPC student survey	Hansen/Faculty	Oct. 1	
3. Establish a safety and security action team	Sceiford/Jackson	Sept. 12	
Objective B. Identify and evaluate conditions and resources			
1. Conduct facility assessment through NCPC instrument	Action Team	October 1	
2. Investigate resources available through PSBA insurance carrier	Fritz/Sceiford	Sept. 12	
3. Complete Aegis assessment of laboratory and equipment safety	Sceiford	Nov. 1	\$2,800
4. Incorporate safety assessment as part of OAC Fall agenda	Shaffer	Dec. 15	
5. Review indicator data and historical reports	Hansen/Sceiford	Nov. 1	
Objective C. Develop Response Plan	Action Team Administrative Staff	Feb. 1	
Objective D. Implement Response Plan	Operating Committee	Feb. 1	



**2007-2008
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Priority 3: Procedural Literacy			
ACTION STEPS	ACCOUNTABILITY	TIMEFRAME	BUDGET
Objective A. Needs Assessment of Student Reading Levels			
1. Conduct a pre-test of first level student's reading levels using the Study Island Reading Preparation Program.	SISS/Reading	September 2007	\$3,500
Objective B. Cluster Leader and Administration Training			
1. Schedule a training of core group in Procedural Literacy	SISS/Reading Dr. Dan Perna	September 2007	\$1,200
2. Devise schedule on cluster meeting times and procedures.	SISS/Reading	October 2007	\$0
Objective C. Instructor Training			
1. Schedule a presentation of Procedural Literacy Program methods.	SISS/Reading Dr. Dan Perna Principal	January 18, 2008	\$1,200
2. Distribute Procedural Literacy Manuals to all twenty-three instructors and instructional aides.	SISS/Reading	August 2007	\$295
Objective D. Instructor Implementation of Procedural Literacy Methods			
1. Require instructors to develop and submit a minimum of one Procedural Literacy lesson plan per week.	SISS/ Reading Principal	Spring 2008	\$0
2. Schedule bi-weekly cluster meetings to allow instructors to share ideas and obtain feedback from each other.	SISS/Reading Principal	Spring 2008	\$0
Objective E. Monitoring of Instructor Progress			
1. Lesson plan review.	Principal	Spring 2008	\$0
2. Observation of lesson presentation. Schedule 2-3 week time period to observe each faculty meeting.	Principal	By mid-February 2008	\$0
3. Bi-weekly "group leader" meetings.	SISS/Reading		\$0



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ACTION STEPS	ACCOUNTABILITY	TIMEFRAME	BUDGET
Objective F. Reinforcement/Support of Instructors			
1. Individual observations and recommendations with instructors.	Dr. Dan Perna	Three day visit Spring 2008	\$3,600
2. Schedule bi-weekly cluster meetings to allow instructors to share ideas and obtain feedback from each other.	SISS/Reading	Spring 2008	\$0
Objective G. Reassessment of Student Reading Levels			
1. Conduct a post-test on reading levels using Study Island.	SISS/Reading	May 2008	\$0
Objective H. Program Evaluation			
1. Conduct in-house evaluation on program implementation.	SISS/Reading Dr. Dan Perna Principal	May 2008	\$0
2. Instructor debriefing (what worked, problems, future supports needed)	SISS/Reading Dr. Dan Perna Principal	May 20, 2008	\$1,200
Projected Cost			\$10,895