



90-DAY ACTION PLAN

District: _____
 School: _____
 Principal: _____



The 90-Day Plan serves as a road map that provides clarity to specific priorities and actions that were identified in the current Integrated Action Plan (IAP). This plan will help ensure the focus of all stakeholders toward an aligned understanding of the implementation and progress of the school's school improvement initiatives. It is important to remember that not all strategies identified in the IAP will be completed within 90 days.

PURPOSE OF THE INITIATIVE: Articulate in a few sentences what you hope to achieve by participating in the initiative. Use language that will inspire stakeholders to become engaged and committed to the school improvement success.

GOAL SETTING: Along with Language Arts and Math proficiency rates, identify up to two additional goals for the school year (i.e. graduation rate, promotion rate, attendance, growth/value-added, targeted sub-group, college readiness, etc.)

	Goals	2019-2020 RESULTS	2020-2021 GOALS	GOAL INDICATORS (METRIC TO INDICATE PROGRESS)
1	Language Arts Proficiency			
2	Math Proficiency			

Principal Commitment: My signature indicates that this plan provides focus and urgency to move the initiative forward – and that the school's leadership team participated in the development of the plan and support its direction. My signature also indicates a commitment to ambitiously pursue the articulated goals, addressing priorities, and monitoring progress. Finally, my signature confirms that this plan is a living document and that adjustments will likely be needed based on ongoing data and lessons learned.

 Principal Signature _____ Date _____

ELEVATE School Mentor Commitment: My signature indicates that this plan has been reviewed and the content of the plan is aligned with the needs of the school. My signature confirms a commitment to support the school in the implementation of this plan, while also holding the school's leader accountable for its implementation.

 ELEVATE School Mentor Signature _____ Date _____

90-Day Action Plan – Priority #1

Initiative Focus Area (Primary Need from CNA Final Summary)			
Root Cause(s): <i>(Identified on current fishbone and included in CNA Final Summary)</i>			
Desired Outcome: <i>(Desired outcome identified in CNA Final Summary)</i>			
School's Priority: <i>(Strategy from IAP to address identified root cause)</i>			
ACTIONS			
Critical Action to Address Root Cause & Achieve Desired Outcome (What <u>specific</u> actions need to be taken to complete a strategy identified within the completed IAP?)	Person Completing Action	Timeline	Resources Needed / Source
PROGRESS INDICATORS			
Indicator Date	Evidence to Determine Progress Toward Achieving Desired Outcome (What tangible/visible evidence will be collected that shows progress towards achieving the desired outcome)	Potential Adjustments	

90-Day Action Plan – Priority #2

Initiative Focus Area (Primary Need from CNA Final Summary)			
Root Cause(s): <i>(Identified on current fishbone and included in CNA Final Summary)</i>			
Desired Outcome: <i>(Desired outcome identified in CNA Final Summary)</i>			
School's Priority: <i>(Strategy from IAP to address identified root cause)</i>			
ACTIONS			
Critical Action to Address Root Cause & Achieve Desired Outcome (What <u>specific</u> actions need to be taken to complete a strategy identified within the completed IAP?)	Person Completing Action	Timeline	Resources Needed / Source
PROGRESS INDICATORS			
Indicator Date	Evidence to Determine Progress Toward Achieving Desired Outcome (What tangible/visible evidence will be collected that shows progress towards achieving the desired outcome)	Potential Adjustments	

90-Day Action Plan – Priority #3

Initiative Focus Area (Primary Need from CNA Final Summary)			
Root Cause(s): <i>(Identified on current fishbone and included in CNA Final Summary)</i>			
Desired Outcome: <i>(Desired outcome identified in CNA Final Summary)</i>			
School's Priority: <i>(Strategy from IAP to address identified root cause)</i>			
ACTIONS			
Critical Action to Address Root Cause & Achieve Desired Outcome (What <u>specific</u> actions need to be taken to complete a strategy identified within the completed IAP?)	Person Completing Action	Timeline	Resources Needed / Source
PROGRESS INDICATORS			
Indicator Date	Evidence to Determine Progress Toward Achieving Desired Outcome (What tangible/visible evidence will be collected that shows progress towards achieving the desired outcome)	Potential Adjustments	

Quick Win Plan

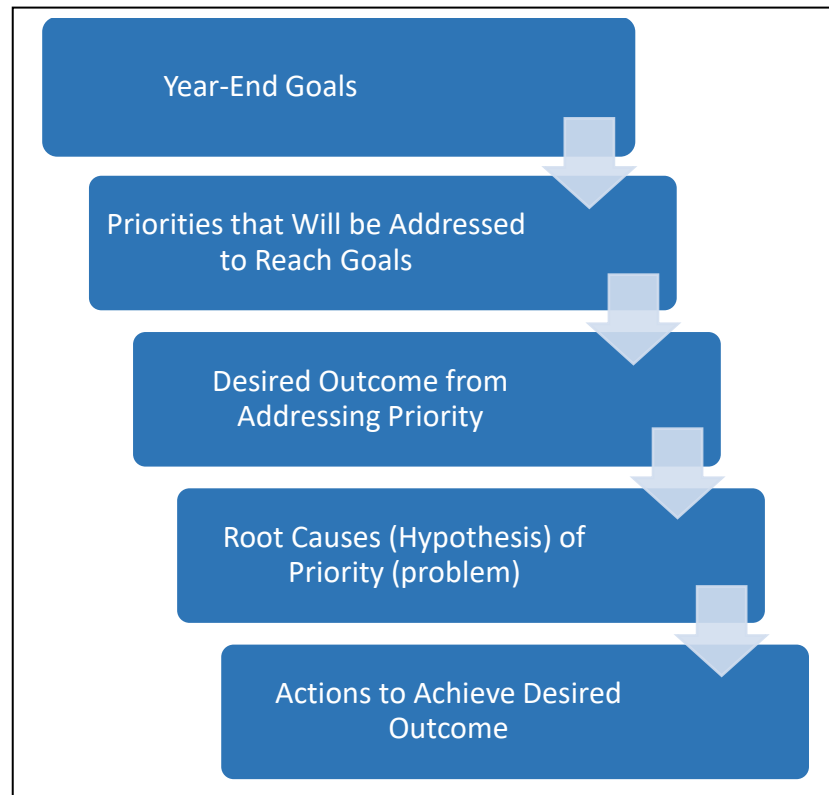
Directions: In a few sentences, describe how your school will achieve early and noticeable “wins” that assert forward momentum for the school improvement initiative. These wins will generate positive traction toward your school’s purpose by mobilizing observable cycles of success. Quick wins should be initiated, and potentially achieved, within the first 30 school days and can serve as the initial actions to address the problems of practice highlighted in this plan.

Quick Win Plan:

Identify up to 4 specific actions that will make the quick win plan happen.

	Action	Person Responsible	Timeline
1			
2			
3			

APPENDIX A Guidance Document



Key Concepts

Goal Indicators: The metric(s) that will be used to assess and monitor progress toward achieving 2018-19 goals.

Priority (Problem to be addressed): The most critical areas (practices) that must be addressed this semester to reach the school's 2018-19 goals.

Desired Outcome (Correction of Problem): If problem is successfully addressed, what will be the result? Examples could be an implementation metric (X% of teachers/meetings/students meet a criteria) or the existence of an improved practice or system.

Progress Indicator: The metrics, feedback, observations, etc. the leadership team will use to determine progress toward the desired outcome. How will you know the actions are having a positive impact (i.e. surveys, data, artifacts, etc.)? What is the evidence of progress?

APPENDIX B
90-Day Plan Development & Reflection Tool

Principal and ELEVATE School Mentor: Please determine how best to use the reflective questions and comparative ratings below to support the development of your 90-day plan. This is the same instrument that will be used by the ELEVATE School Mentor and the ADE to provide feedback on each 90-day plan.

Overall Reflections/Feedback: <i>(Clearly identify strongest areas of plan and the most critical items to improve. Emphasis should be on clarity and alignment of priorities.)</i>							
Targeted student/teacher interaction was identified as a primary cause of low achievement.							
School Improvement Purpose & School Goals				Clearly Evident	Solid Progress	Limited Progress	Not Evident
Is the school’s turnaround purpose clearly articulated, with language that will inspire stakeholders to become engaged and committed to the school improvement initiative’s success?							
Have measurable school-wide goals been identified using available baseline data? Are there clearly articulated metrics to monitor progress toward goals?							
School’s Priorities							
Are the identified priorities clearly articulated? Do they seem appropriate and provide focus to the school’s specific needs?							
Is there a strategic focus on using data to inform instruction evident? Is at least one of the priorities focused on improving/aligning curriculum, instructional delivery, formative assessment, data analysis, or improving intervention practices?							
Does the school’s priorities align with the district’s focus areas?							
Are the desired outcomes ambitious? Will the desired outcomes correct or eliminate the priority (problem)?							
Root Causes							
Does each priority have a <u>clear</u> root cause hypothesis on why the problem exists? Has school leadership attempted to identify <u>addressable</u> hypotheses (i.e. within the locust of their control)?							
Has each root cause been identified through intentional analysis of the problems—e.g. The 5 Why’s or Fishbone exercises—that is accompanied by supporting data points?							
Most Critical Actions to Address Priorities							
Do the actions identified promote urgency toward addressing the identified priorities? Consider the timelines provided and the boldness of actions.							
Are the identified actions specific enough to ensure focus on the acknowledged priorities?							
Are action items strategically owned by specific school personnel?							
Progress Toward Addressing Priority							
Does the 90-day plan include clear progress indicators that will allow the school to regularly monitor progress toward addressing each priority?							