

Action Plan

Purpose: To create a “script” for your action planning effort and for support of the implementation phase.

- Directions:**
1. Use this form as a template to develop a work plan for each identified strategic objective.
 2. Keep copies handy to bring to meetings to review and update regularly.

Goal: Further develop the mentor/mentee process evaluated by survey at completion of first year in district in place by 2022-23.

Strategic Objective: Support of new staff in our district.

Action Steps <i>What Will Be Done?</i>	Responsibilities <i>Who Will Do It?</i>	Timeline <i>By When?</i> <i>(Day/Month)</i>	Resources <i>A. Resources Available</i> <i>B. Resources Needed (financial, human, political & other)</i>	Estimated Cost <i>A. What is the cost to use available resources?</i> <i>B. What is the cost for needed resources?</i>	Communications Plan <i>Who needs to know?</i> <i>How will you inform them?</i> <i>How often?</i>
Step 1: Find mentors	Building Principals	May 20 th , 2021	A. Email, Face-to-Face B. Email, Staff meetings	Minimal additional cost.	Ask staff members who is interested in being a mentor.
Step 2: Characteristic survey for mentor/mentee	Admin Team	August 5 th , 2021	A. Survey Tool B. Internet	Minimal additional cost.	Survey will be completed on a device by both mentors and mentees.
Step 3: Mentor/Mentee meet & greet	Admin Team	August 5 th , 2021	A. B. Topics/Questions for Mentors	Minimal additional cost.	Mentors will have a list of topics/questions to start a conversation with mentee, if needed.
Step 4: Pair Mentor/Mentee	Admin Team	August 5 th , 2021	A. B. Survey results	Minimal additional cost.	Results of survey and interactions during meet/greet will be used to pair.
Step 5: Mentor Resources	Admin Team	August 5 th , 2021	A. Knowledge of school district B. Time, Paper	Minimal additional cost.	Provide mentor information containing checklists, quarter checkins, group meetings. Mentor can add to their packet.

Evidence Of Success *(How will you know that you are making progress? What are your benchmarks?)*

Quarterly check-ins and EOY survey data.

Evaluation Process *(How will you determine that your goal has been reached? What are your measures?)*

Data analysis and feedback from the surveys completed by both Mentor/Mentee.

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Goal: Establish a social committee to strengthen staff relationships evaluated by attendance in place by 2022-23.

Strategic Objective: Encourage team building and staff recognition.

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Step 1: Find interested teachers.	Building Principals	January 2022	A. Email, Face-to-Face B. Email, Staff meetings	Minimal additional cost.	Ask staff members who is interested in starting a committee. Two from each building. Survey staff.
Step 2: Setup meeting with committee during inservice.	Admin Team & Teachers/Staff	February 2022	A. Current staff gatherings B. Financial for events, share ideas, feedback	Minimal additional cost.	Meeting to share thoughts & ideas on what is expected. Share feedback from staff that committee has collected.
Step 3: Social committee formulates a calendar of events.	Teachers/Staff	March 2022	A. Event ideas B. Survey results (input from staff)	Minimal additional cost.	Committee works & completes calendar of events to present for approval in April.
Step 4: Finalize calendar of events.	Admin Team & Teachers/Staff	April 2022	B. Face-to-Face meeting	Additional cost depending on events.	Collaborate on calendar of events with goal of approving calendar for 2022-23 school year.
Step 5: Social committee organizes & runs social events	Social Committee	May 2023	A. Email, Face-to-Face B. Email, Staff meetings	Additional cost depending on events.	Gather feedback at EOY for events. New ideas for next year. Collaborate and revise as needed.

Evidence Of Success (*How will you know that you are making progress? What are your benchmarks?*)

Organization of committee and attendance rates at social events.

Evaluation Process (*How will you determine that your goal has been reached? What are your measures?*)

If percentage of staff coming to school offered social events is trending higher. Also, staff retention could be viewed in evaluation.