

## 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:** Annually, the district will increase family involvement in school activities.

**Strategic Objective:** Enhancing Student Learning

<b>Action Steps</b> <i>What Will Be Done?</i>	<b>Responsibilities</b> <i>Who Will Do It?</i>	<b>Timeline</b> <i>By When?</i> <i>(Day/Month)</i>	<b>Resources</b> <i>A. Resources Available</i> <i>B. Resources Needed (financial, human, political &amp; other)</i>	<b>Estimated Cost</b> <i>A. What is the cost to use available resources?</i> <i>B. What is the cost for needed resources?</i>	<b>Communications Plan</b> <i>Who needs to know?</i> <i>How will you inform them?</i> <i>How often?</i>
<b>Step 1:</b> Develop consistent, district-wide scheduling	Administration	Annually by the beginning of June	<b>A.</b> <b>B.</b> Time for meeting and scheduling, communication between all district staff	<b>A.</b> None <b>B.</b> None	Administration needs to meet and determine the which events to promote to the public to increase attendance. Planning among administration and teachers needs to begin in the weeks prior to an event.
<b>Step 2:</b> Create a physical calendar to distribute to parents and community	Administration District translators	Annually, but the beginning of June	<b>A.</b> <b>B.</b> Printing services,	<b>A.</b> <b>B.?</b>	Person responsible for calendar creation needs dates and deadlines. District staff needs to know the procedure and communication plan for calendar changes.
<b>Step 3:</b> Hire a Karen/Burmese translator	Administration	Continuous	<b>A.</b> Graduated students <b>B.</b> Money to pay for services, point-of-contact to communicate with translators	<b>A.</b> <b>B.?</b>	District staff needs to know the availability of translation services and how services will be prioritized.
<b>Step 4:</b> Ensure district communication is translated to reach all stakeholders	Administration	Continuous	<b>A.</b> <b>B.</b> Translators for all languages,	<b>A.</b> <b>B.</b>	Teachers need to know who to contact to get information translated for parents. District staff needs to understand what types of communication should be translated.

<b>Step 5:</b>			<b>A.</b> <b>B.</b>	<b>A.</b> <b>B.</b>	

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

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