



# 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 are most important during the next 90 days. The plan will help ensure the focus of all stakeholders toward an aligned understanding of the implementation and progress of our school's school improvement initiatives.

**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                     | 2017-2018 RESULTS | 2018-2019 GOALS | GOAL INDICATORS (METRIC TO INDICATE PROGRESS) |
|---|---------------------------|-------------------|-----------------|-----------------------------------------------|
| 1 | Language Arts Proficiency |                   |                 |                                               |
| 2 | Math Proficiency          |                   |                 |                                               |
| 3 |                           |                   |                 |                                               |
| 4 |                           |                   |                 |                                               |

**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:                                                                                                                                                      |                                                                 |                       |                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------|-----------------------------------|
| <b>School's Priority:</b> <i>(Given the goals identified, what problem needs to be addressed to achieve these goals?)</i>                                                   |                                                                 |                       | <b>School Leader Responsible:</b> |
| <b>Desired Outcome:</b> <i>(What will be different if you are successful in addressing this priority?)</i>                                                                  |                                                                 |                       |                                   |
| <b>Root Cause(s) to Address Hypothesis of Priority:</b> <i>(What do you believe is at the heart of this problem? What evidence do you have to support this hypothesis?)</i> |                                                                 |                       |                                   |
| ACTIONS                                                                                                                                                                     |                                                                 |                       |                                   |
| Critical Action to Address Root Cause & Achieve Desired Outcome                                                                                                             | Person Completing Action                                        | Timeline              | Resources Needed / Source         |
|                                                                                                                                                                             |                                                                 |                       |                                   |
|                                                                                                                                                                             |                                                                 |                       |                                   |
|                                                                                                                                                                             |                                                                 |                       |                                   |
| PROGRESS INDICATORS                                                                                                                                                         |                                                                 |                       |                                   |
| Indicator Date                                                                                                                                                              | Evidence to Determine Progress Toward Achieving Desired Outcome | Potential Adjustments |                                   |
|                                                                                                                                                                             |                                                                 |                       |                                   |
|                                                                                                                                                                             |                                                                 |                       |                                   |
|                                                                                                                                                                             |                                                                 |                       |                                   |

## 90-Day Action Plan – Priority #2

| Initiative Focus Area:                                                                                                                                                      |                                                                 |                       |                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------|-----------------------------------|
| <b>School's Priority:</b> <i>(Given the goals identified, what problem needs to be addressed to achieve these goals?)</i>                                                   |                                                                 |                       | <b>School Leader Responsible:</b> |
| <b>Desired Outcome:</b> <i>(What will be different if you are successful in addressing this priority?)</i>                                                                  |                                                                 |                       |                                   |
| <b>Root Cause(s) to Address Hypothesis of Priority:</b> <i>(What do you believe is at the heart of this problem? What evidence do you have to support this hypothesis?)</i> |                                                                 |                       |                                   |
| ACTIONS                                                                                                                                                                     |                                                                 |                       |                                   |
| Critical Action to Address Root Cause & Achieve Desired Outcome                                                                                                             | Person Completing Action                                        | Timeline              | Resources Needed / Source         |
|                                                                                                                                                                             |                                                                 |                       |                                   |
|                                                                                                                                                                             |                                                                 |                       |                                   |
|                                                                                                                                                                             |                                                                 |                       |                                   |
| PROGRESS INDICATORS                                                                                                                                                         |                                                                 |                       |                                   |
| Indicator Date                                                                                                                                                              | Evidence to Determine Progress Toward Achieving Desired Outcome | Potential Adjustments |                                   |
|                                                                                                                                                                             |                                                                 |                       |                                   |
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### 90-Day Action Plan – Priority #3

| Initiative Focus Area:                                                                                                                                                      |                                                                 |                       |                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------|-----------------------------------|
| <b>School's Priority:</b> <i>(Given the goals identified, what problem needs to be addressed to achieve these goals?)</i>                                                   |                                                                 |                       | <b>School Leader Responsible:</b> |
| <b>Desired Outcome:</b> <i>(What will be different if you are successful in addressing this priority?)</i>                                                                  |                                                                 |                       |                                   |
| <b>Root Cause(s) to Address Hypothesis of Priority:</b> <i>(What do you believe is at the heart of this problem? What evidence do you have to support this hypothesis?)</i> |                                                                 |                       |                                   |
| ACTIONS                                                                                                                                                                     |                                                                 |                       |                                   |
| Critical Action to Address Root Cause & Achieve Desired Outcome                                                                                                             | Person Completing Action                                        | Timeline              | Resources Needed / Source         |
|                                                                                                                                                                             |                                                                 |                       |                                   |
|                                                                                                                                                                             |                                                                 |                       |                                   |
|                                                                                                                                                                             |                                                                 |                       |                                   |
| PROGRESS INDICATORS                                                                                                                                                         |                                                                 |                       |                                   |
| Indicator Date                                                                                                                                                              | Evidence to Determine Progress Toward Achieving Desired Outcome | Potential Adjustments |                                   |
|                                                                                                                                                                             |                                                                 |                       |                                   |
|                                                                                                                                                                             |                                                                 |                       |                                   |
|                                                                                                                                                                             |                                                                 |                       |                                   |

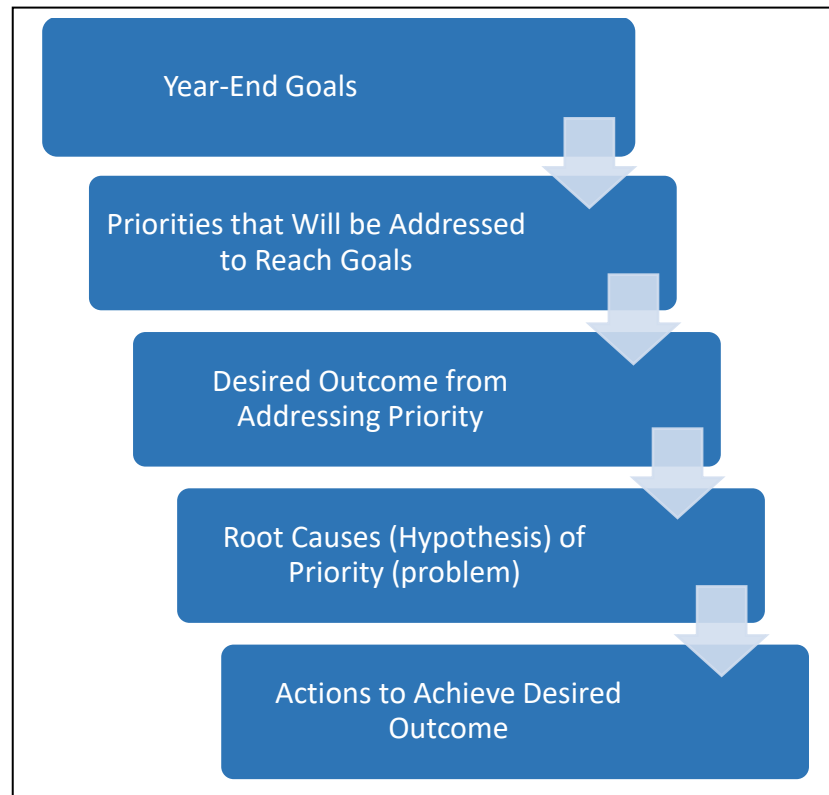
## Quick Win Plan

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.

|                                                                                                                                                                                                                                                       |                        |                       |                         |                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------|-------------------------|--------------------|
| <b>Overall Reflections/Feedback:</b> <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.                                                                                                                                                            |                        |                       |                         |                    |
| <b>School Improvement Purpose &amp; School Goals</b>                                                                                                                                                                                                  | <b>Clearly Evident</b> | <b>Solid Progress</b> | <b>Limited Progress</b> | <b>Not Evident</b> |
| 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?                                                                                              |                        |                       |                         |                    |
| <b>School's Priorities</b>                                                                                                                                                                                                                            |                        |                       |                         |                    |
| 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)?                                                                                                                                            |                        |                       |                         |                    |
| <b>Root Causes</b>                                                                                                                                                                                                                                    |                        |                       |                         |                    |
| 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?                                                                                |                        |                       |                         |                    |
| <b>Most Critical Actions to Address Priorities</b>                                                                                                                                                                                                    |                        |                       |                         |                    |
| 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?                                                                                                                                                                                    |                        |                       |                         |                    |
| <b>Progress Toward Addressing Priority</b>                                                                                                                                                                                                            |                        |                       |                         |                    |
| Does the 90-day plan include clear progress indicators that will allow the school to regularly monitor progress toward addressing each priority?                                                                                                      |                        |                       |                         |                    |