

**Kenai Peninsula Borough School District
School Initiative Quality Assurance**

Initial verbal overview with director

School:		School Vision:		Initiative:	
Part I - Plan: Identify the gap and the approach					
Purpose: What is the need? What is insufficient with current status or system? How will students benefit?					
District Strategic Plan Goal that is supported:					
Identify One-Year SMART objective:					
Identify Two-Year SMART objective:					
How will this plan be communicated to all stakeholders:					
Professional development/training needs for staff:					
Budget considerations: Where will the funding come from? What is the plan for sustainability?					
Part II - Initial Action Plan: What steps do you anticipate needing to take to reach the year-long SMART goal? Include communication to stakeholders.					
Step: What steps will you and your school take?	Measure/Indicator: What data will be collected? How will you know step is completed?	End Date: When will the work be completed?	Person(s) responsible:		
Part III - Study: Analysis of data after implementing initial action plan (this step should take place 90 days after implementation)					
What data gives evidence to progress of plan effectiveness? Insert data here along with analysis below.			What data gives evidence to a lack of progress of plan effectiveness? Insert data here along with analysis below.		
At the end of the year, please reflect on your answers in the above two boxes and check which option best describes what you will do in your next plan: ___ Year-long target goal has been met and will be changed to a new target goal on a similar topic. ___ Year-long target goal not met but current plan is effective so we will continue it. ___ Year-long target goal not met so plan will continue with improvements to the plan. ___ Year-long target goal not met and we will move in a different direction. ___ Other (Please explain)					
Part IV - Updated Action Plan: Revise or continue with implementation based on data analysis. What next steps do you anticipate needing to take to reach the three year-long SMART goal or revised SMART goal? Include communication updates.					
Step: What steps will you and your school take?	Measure/Indicator: What data will be collected? How will you know step is completed?	End Date: When will the work be completed?	Person(s) responsible:		
Part V - Study: Describe the results of the two-year implementation of this initiative. Include all supporting data and analysis below along with perceived and documented impact. Include how results will be communicated to stakeholders.					

School Administrator signature: _____