January 19, 2014

To: Superintendent Brown

From: Judy Elliott

Re: Action Plan

Per our conference cal l on January 8th, attached please find a revision of th color--‐

coding for the November status update. No text was changed. Several areas were

changed to pu rple because t he deliverable dat e had not yet occu rred. No tex t was

changed.

Severa l areas throughout the document were not been u pdated for this year per our

discussion, agreement and your directive. The dates in the column of Delivery

Date/Status should be set by now and remain unchanged for the remainder of this

year. Sect ion 9e needs a date.

Dates within the listed benchmarks need to be reviewed. You will see a section

highlighted in blue, as was highlighted in the original November document, that

does not reflect this year’s work.

The gathering of information and updates for the November submission was a

challenge. Sharepoint was not an issue in this regard. Regardless of the timeline

that you and I set back in September, information and supporting documents were

not provided in a timely manner. This resulted in a request to SED for a deadline

extension. However, this extension did not provide you wit h the planned week of

time to review and share with the board. In one instance I was still receiving

documents the afternoon the status update was to be sent to the Commissioner. I

was not able to review these late submissions for the November update. However,

i other ca ses staff updates were completed immediately --‐--‐conversation and

clarifications were sought and updates completed in September/October.

Per our discussion --‐ the color--‐coding has not changed from last year.

Green means accomplished and susta ining

Yellow means not yet, but p rogressing

Red means no progress at this time

Purple means work is not yet undertaken or due

I would encourage staff to use scheduled meeting times wisely as w ell as other

opportunities to correspondence to gain information they need to address evidence

of success and provide documentation of the work underway. I am available always

to a ssist staff with qu estions, q uestions, or clarifications upon request.

Moving forward, I will continue to meet with staff on a regular basis in hopes that

information will be updated and added to the March document as the quarter

progresses,therebymakingtheplananintegralpartofthe	
  daily	
  workofthe	

District
.
Thenextupdate	
  isdueMarch	
  21st
.Withthatinmind,Iproposethatstaff
makeon
-‐going	
  updatestotheactionplan,including	
  supporting