

Processes and Strategies to Monitor the Master Plan Update

During the first year of implementation of the Master Plan, St. Mary's County Public Schools (SMCPS) recognized that effective managing, monitoring, and evaluating of the processes and strategies identified in the Master Plan required a clear responsibility, relatively singular focus of at a minimum, one administrator/supervisor who would "straw boss" the complex, interdepartmental strategies and extensive data. It also was evident that detailed ongoing implementation, monitoring, and evaluation required the institution of a Master Plan data driven software program linked to the strategic budget.

Therefore, in order to address these needs, SMCPS has realigned a central office administrative and supervisory position in the Division of Instruction. This position has been identified as the Supervisor of Strategic Planning and School Improvement. The newly aligned position will be responsible for managing the Master Plan data driven software, the updated management plan, and the school improvement process. In addition, this position will be the lead in working with all Divisions in monitoring and evaluating their strategies within the Master Plan Update. This position will be responsible for developing, in consultation with the appropriate instructional supervisor, "Look Fors" that address fidelity to the model implementation for core and intervention/acceleration programs and instructional materials.

The attached "Strategies to Manage the Updated Bridge to Excellence Master Plan" Chart has been updated to reflect the position change. It has also been revised to reflect Benchmarks as well as Timelines.

Strategies to Manage the Updated Bridge to Excellence Master Plan

Function	Task	Person	Timeline	Benchmarks	Monitoring Procedure(s)
Plan Oversight	<i>Report to Board of Education on Master Plan implementation status</i>	Superintendent	October, January, March, June	The Supervisor of Strategic Planning and School Improvement will meet in January and June to review progress on the Master Plan and develop a written update on the Master Plan template, noting progress on each strategy and activity. This will be presented to the Deputy Superintendent. Once reviewed by the Deputy Superintendent, it will be presented to the Superintendent's Executive Team.	Board of Education meeting minutes
	<i>Update Master Plan for Master Plan Work Group (MPWG)</i>	Deputy Superintendent Supervisor of Strategic Planning and School Improvement	October, January, March, June		Meeting Agendas/Minutes Reports
	<i>Update/Process meetings</i>	Superintendent and Executive Team School Improvement Teams	Monthly		Meeting Agendas/Minutes
	<i>Examine Implementation Reports describing compliance with state and federal regulations and statutes</i> <i>Report to Superintendent's Executive Team</i>	Deputy Superintendent Grants Office, Budget and Finance Supervisor of Strategic Planning and School Improvement	October, January, March, June		Reports
	<i>Determine procedures for making programmatic changes to the plan</i> <i>Identify Master Plan Data Driven Software Program</i>	Master Plan Work Group Supervisor of Strategic Planning and School Improvement	September 30, 2004		Written statement of procedures
Fiscal Oversight	<i>Report to Board of Education on financial status of school system's operating budget</i>	Chief Financial Officer	Monthly		Board of Education meeting minutes
	<i>Provide administrators with status of expenditures and allocated balances</i>	Finance Office	Monthly updates		Accounting System
	<i>Determine procedures for making budgetary changes to the plan</i>	Budget Office Master Plan Work Group	October 15, 2004		Written statement of procedures

Program Oversight	<i>Publicize release of Superintendent's Report Card</i>	Public Information Office	To be determined pending availability of assessment data	Report card/press releases
	<i>Analyze performance data vis a vis SMCPS standards by which success will be measured</i>	Deputy Superintendent Division of Instruction Directors School Improvement Teams	October, January, March, June	Reports
	<i>Maintain Bridge to Excellence Master Plan Advisory Group: meet periodically to monitor implementation</i>	Deputy Superintendent	January, June	Meeting Agendas/Minutes
	<i>Develop a plan to assess customer (parent, student) satisfaction with our progress toward our goals</i>	Deputy Superintendent Division of Instruction Directors Superintendent's Executive Team	September 30, 2004	Completed Plan

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