

## Chapter 1. Educational Service Delivery (NR, SM, RR, ICs, CPs, RTIs)

### 1. Comprehensive Curriculum Framework (RR, CPs, Instr. Coaches)

- a. Steps needed to implement PISD curriculum
- b. Procedures to address student achievement gaps
  - i. Documentation of effective RTI process

not started	started	completed	on-going	supporting evidence
0	1	2	3	

### 2. Implement a comprehensive teacher attendance improvement action plan (SM and Principals)

not started	started	completed	on-going	supporting evidence
0	1	2	3	

### 3. Monitor the implementation of the student behavior management plan (NR, SM, CPs)

- a. Discipline Management Plan
- b. Principal review of data
- c. Board meeting reports

not started	started	completed	on-going	supporting evidence
0	1	2	3	

### 4. Create a comprehensive CTE plan (RR, VP)

not started	started	completed	on-going	supporting evidence
0	1	2	3	

### 5. Create a districtwide guidance plan (SM, Counselors)

not started	started	completed	on-going	supporting evidence
0	1	2	3	

### 6. Conduct a comprehensive needs of library related services (SM, Eva Biediger)

not started	started	completed	on-going	supporting evidence
0	1	2	3	

### 7. Build a College Culture (RR, Campus Principals)

not started	started	completed	on-going	supporting evidence
0	1	2	3	

## Chapter 2. District Organization and Management (NR, RR)

### 8. Implement a framework for Board Operating Procedures (NR)

not started	started	completed	on-going	supporting evidence
0	1	2	3	

### 9. Develop timelines for accountability (NR, SM, and RR)

not started	started	completed	on-going	supporting evidence
0	1	2	3	

### 10. Require CEIC committee meetings be held monthly (NR)

not started	started	completed	on-going	supporting evidence
0	1	2	3	

11. Narrow the superintendent's span of control (NR)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

### **Chapter 3. Human Resources Management (NR, SM, CPs)**

12. Develop strategies to attract teachers and lower the attrition rate (NR, SM, and CPs)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

13. Implement formal staffing guidelines (NR, SM, and CPs)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

14. Determine market rates for employee apartments (NR, SM, and DK)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

15. Develop human resource procedures (SM)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

16. Ensure all employees receive an annual performance appraisal (NR, SM)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

17. Revise board policies and grievance practices to include the HR Department (NR)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

### **Chapter 4. Community Involvement (All Central Office Staff, CPs)**

18. Strengthen campus-based parent involvement initiatives (everyone)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

19. Improve communications and stakeholder involvement with community members (everyone)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

### **Chapter 5. Facilities Management (JH, JV, AC, FE, RoR, DK)**

20. Develop a long range facilities master plan (NR)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

21. Initiate safety training (JV, AC, RoR)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
22. Implement preventative maintenance programs (JV, AC, FE, RoR)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
23. Test and implement the automated work order system (JH, JV, AC, FE, RoR)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
24. Assess the number, roles, and responsibilities of custodial positions (RoR)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
25. Review the terms of the swimming pool lease agreement (NR, DK)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
26. Conduct cost analysis of auxiliary facilities to determine potential options for minimizing costs (NR, DK)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

**Chapter 6. Business Services Recommendations (NR, DK, BF, JH)**

27. Establish budget development process that aligns with District Improvement Plan (NR, BF)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
28. Provide training to campus administrators and budget managers regarding the budget process (NR, DK)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
29. Establish a fund balance policy to protect the district's fund balance and ensure that it remains adequate for unforeseen future events (NR, DK)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
30. Develop a system of internal controls and segregation of duties in the Business Office to deter and prevent fraudulent activity (NR, DK)	<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

31. Develop a comprehensive fixed assets management system to guide the identification, recording, inventorying, tracking, and disposal of the district's fixed assets (NR, DK, JH)				
<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
32. Devise guidelines and procedures for identifying, collecting, storing, and disposing of surplus equipment and obsolete warehouse items (NR, DK, JH)				
<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
33. Provide ongoing professional development opportunities to business office staff to ensure that employees are cross trained (DK)				
<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
34. Establish guidelines and procedures for the reconciliation process that include a timeline for completing regular reconciliations (DK)				
<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
35. Streamline accounts payable process by eliminating redundancy in the three way match (DK)				
<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
36. Make the purchasing policies and procedures available on the district website to ensure that employees have access to them when making purchases (DK, JH)				
<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
37. Establish a system to track and monitor aggregate purchases to reduce the district's risk exposure and ensure compliance with state competitive procurement requirements (DK)				
<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
38. Establish guidelines to improve and regularly evaluate the budget document to ensure that it provides information to stakeholders regarding the district's financial plan, goals, and future initiatives (NR, DK)				
<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
39. Develop student activity fundraising procedures that include written cash-handling guidelines (NR, DK)				
<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
40. Develop a coding system for student activity funds that would allow expense reports to be generated by campus (DK)				
<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

## Chapter 7. Food Service Recommendations (SM, SS, DK)

41. Develop reporting requirements and short and long term planning processes to guide Food Service operations (SM, SS)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

42. Establish staffing standards to keep total labor costs in line with industry standards (SM, SS)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

43. Establish a process for pre-costing and post-costing menu items (SS)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

44. Establish procedures to monitor meal participation rates by school each month and make adjustments when rates increase or drop (SS)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

45. Establish a process to capture labor and overhead costs of preparing food for catering events (SS)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

46. Develop an equipment replacement plan (SS)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

## Chapter 8. Transportation Recommendations (DK, JV, SG)

47. Redesign the manual data management processes to ensure that the collection of transportation data is consistent and accurate for the required transportation reports (DK, JV, and SG)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

48. Define hazardous traffic areas within the two-mile eligibility radius and determine if pick-up zones within this radius are eligible for hazardous traffic area funding (DK, JV, SG)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

49. Develop detailed practices and procedures to clearly define the level of transportation services that can be provided and how those services will be delivered (DK, JV, SG)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

50. Establish a fleet and asset management guidelines and develop a fleet replacement schedule to ensure that the district maintains an affordable fleet to meet its transportation needs (DK, JV, SG)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

51. Develop fuel purchasing practices and procedures to ensure accuracy in reporting and to reduce the potential for loss due to theft or inaccurate reporting (DK, JV, and SG)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

52. Implement a structured fleet maintenance management program with the ability to track and schedule preventative maintenance and to track and analyze the labor, parts, and supply cost for all fleet maintenance activities (JV, SG)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

53. Investigate the viability of installing two-way radios or global positioning system-based (GPS based) vehicle locating systems to support and ensure communications between the supervisor and the route buses during daily operations and especially in the event of an accident, incident, or other emergency situations (JV, SG)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

54. Develop budget monitoring procedures that support the accurate tracking of the cost of transportation services (DK, JV, SG)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

55. Examine driver recruiting activities and job practices to ensure that an essential number of drivers are readily available to support effective and efficient transportation services and to reduce the impact on other departments (JV)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

## **Chapter 9. Computers and Technology Recommendations (JH)**

56. Evaluate the effectiveness of having the director of technology also serve as the PEIMS coordinator at the district level (NR)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

57. Asses the needs for and, if cost effective, create a dedicated instructional technology position to coordinate and manage the identification, integration, and training for technology tools (NR, JH)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	

58. Establish procedures for keeping the website current and compliant with state requirements and establish guidelines for campus websites to keep them consistent with the district website (JH)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
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<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
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59. Evaluate and identify new technology requirements and develop a three or five year long range plan that considers the District Improvement Plan (DIP) and Campus Improvement Plans (CIPs), and incorporate a computer replacement strategy (NR, JH)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
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<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
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60. Develop written procedures to govern the handling of technology support activities (JH)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
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<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
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61. Develop key performance indicators with targets to measure technology support effectiveness and maximize the use of the HelpDesk system to monitor these indicators (JH)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
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<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
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62. Develop a comprehensive disaster recovery/business continuity plan that allows the district to continue operations in the event that the data center is damaged and/or computer operations fail (JH)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
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<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
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**Chapter 10. Safety and Security Recommendations (CM)**

63. Develop a security staffing allocation model, a behavior management program, and a security guard professional development plan that work together to maximize staff availability, control discipline incidents, and ensure a well-trained security staff (CM)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
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<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
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64. Maintain a continuous action plan to address safety and security issues as they arise and conduct annual safety and security reviews that safety and security issues are being resolved (CM)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
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<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
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65. Develop a procedures manual to guide the safety and security operations on the district and to document the leadership directives in this area (CM)

<b>not started</b>	<b>started</b>	<b>completed</b>	<b>on-going</b>	<b>supporting evidence</b>
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<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	
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Initials

NR – N. Rodriguez (4)

SM – S. Martinez (3)

RR – Ricky Ramon (2)

CPs – campus principals (3)

Inst. Coaches – instructional coaches (1) DK – Debbie Kloth (2)

BF – Brandi Feldhousen (1)

JH – J. Hinojosa (3)

AC – A. Cuevas (1)

FE – Freddy Esquivel (1)

RoR – R. Riojas (1)

JV – J. Ventura (1)

SG – S. Gonzales (1)

CM – C. Marquez (1)

SS – Shawn Sheets (1)

RtIs – Response to Intervention (1)