



# **Improvement Plan Stakeholder Involvement**

**Fairdale High School**  
**Jefferson County**

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## **Introduction**

The responses should be brief, descriptive, and appropriate for the specific section. It is recommended that the responses are written offline and then transferred into the sections below.

### Improvement Planning Process

#### Improvement Planning Process

**Describe the process used to engage a variety of stakeholders in the development of the institution's improvement plan. Include information on how stakeholders were selected and informed of their roles, and how meetings were scheduled to accommodate them.**

The Administration Team, ILT, PLC Leaders, School-based Response Team, Principal's Advisory Council, Educational Recovery team, and entire faculty are included in developing the school improvement plan for Fairdale High School. The School Report Card was used to develop goals for the school improvement plan. Data from the School Report Card was discussed with the entire faculty during a Gold Day professional development session, and school-wide SMART Goals related to this data were formed with whole faculty input. These school-wide SMART Goals inform the CSIP Goals. Stakeholders are informed of their roles prior to meeting to develop activities and strategies to accomplish goals in the school improvement plan. Meetings for each of these teams are scheduled months in advance and an agenda for the meeting is sent at least 24 hours prior to meeting so stakeholders can come with ideas in hand.

**Describe the representations from stakeholder groups that participated in the development of the improvement plan and their responsibilities in this process.**

The Administration Team is made up of all the administrators in the school. The Admin Team was responsible for the first breakdown of the School Report Card data and planning of professional development session to share/analyze data with the faculty. The school faculty then met on Gold Day to analyze data as a whole school and as individual departments/grade levels to determine school-wide SMART Goals as well as individual content/grade level SMART Goals based on the data. This information was collected by Admin Team and shaped into SMART Goals for the school. School SMART Goals were reviewed by ILT, School-based Response Team, ER Team, PLC Leaders, and the Principal's Advisory Council for feedback. Feedback was collected by Admin. Admin revised SMART Goals as necessary to incorporate input from all stakeholders. These goals were then used to inform CSIP goals. Once CSIP goals were set, they were introduced to all stakeholder groups for input on activities and strategies to achieve those goals. Stakeholders offer feedback through meetings dedicated to the CSIP process, activities and strategies are drafted, revised, and set. The CSIP is then shared with all stakeholder groups during a scheduled meeting, and goals will be shared with all parents and guardians through multiple means of communication including posted mail and school newsletter.

**Explain how the final improvement plan was communicated to all stakeholders, and the method and frequency in which stakeholders receive information on its progress.**

Stakeholder groups that are involved in the process of determining goals and activities and strategies for achievement of goals are notified of changes at each stage of development of the school improvement plan. Each monthly meeting has a dedicated time for discussion of SMART Goals, CSIP goals, and strategies/activities for improvement, and then discussion and analysis of progress towards those goals throughout the year. Meeting dates are set early in the school year (August) so that plans can be made for attendance by all invited stakeholders. Teachers are informed of the process on the plan at each faculty meeting, and are part of the analysis of data towards improvement during all faculty meetings.