

**UNIT / DIVISION / DEPARTMENT INFORMATION**

<b>Unit Name</b>	Instructional Services Unit	<b>Department Name</b>	Magnet/CTA
<b>Division Name</b>	IDPL	<b>School Year</b>	2017-2018

**IDENTIFY GOALS AND ACTION STEPS**

Select two areas in need of improvement from your list of concerns. Use the space below to identify the goal for each concern.

**GOAL ONE**

Communication with Magnet/CTA/Select school administrators

<b>Action Steps</b>	Continue school support visits, supplement support visits with follow-up email communication, and schedule meeting times with Magnet/CTA/Select School administrators to communicate procedures and obtain feedback.
<b>Personnel Responsible</b>	Gia Moore, Director, Coordinator, and Project Facilitator
<b>Monitoring Plan (Evidence/Data the action step has occurred)</b>	Creation of school support document that captures minutes from support visits, e-mail documentation, agenda/minutes/summary of Magnet/CTA/Select School administrator meetings.
<b>Timeline</b>	Support visits one time per school year, Meetings one time per semester. E-mails and phone calls as needed.

**GOAL TWO**

New Magnet personnel onboarding

<b>Action Steps</b>	Create catalog system for magnet training presentations accessible at any time to facilitate smooth transitions for new Magnet coordinators and administrators.
<b>Personnel Responsible</b>	Gia Moore, Director, Coordinator, Project Facilitator, and Data Specialist
<b>Monitoring Plan (Evidence/Data the action step has occurred)</b>	Catalog of presentations are to be housed in Dropbox, Google Drive, or other similar universally accessible medium.
<b>Timeline</b>	Approximately six to eight trainings/meetings per year in addition to the scheduled quarterly PLCs and articulation groups.