

*Ohio Valley Educational  
Service Center*

*Continuous  
Improvement  
Plan*

# **VISION**

(Where do we want to go?)

The Ohio Valley Educational Service Center is dedicated to providing innovative services that value and enhance continuous learning.

# **MISSION**

(How do we get there?)

The Ohio Valley Educational Service Center will serve our partners, provide leadership, build connections, develop relationships, leverage resources, and enhance learning.

**Engagement Goal:**

By the end of the 2011-2012 school year, the Ohio Valley Educational Service Center will develop and administer Quality Assurance Surveys to all partners in order to determine the perception of OVESC services. Survey results will be published and made available to partners and used to develop future improvement goals.

**Effective Use of Resources Goal:**

By the end of 2012, the Ohio Valley Educational Service Center will secure one million dollars in additional revenue in order to expand services, and/or support current services.

**Student Achievement Goal:**

The Ohio Valley Educational Service Center will empower school districts to increase the achievement of all students. By June 2014, we will increase the number of districts utilizing the Power Educator Project by 75%.

**Barriers to a High Quality Service Agency Goal:**

By 2014, the Ohio Valley Educational Service Center Employee Satisfaction Survey will reflect a positive rating as a result of improvement in the culture of the working environment by allowing each employee to be valued and to accomplish meaningful work.

## TEAM MEMBERS

### Engagement Goal:

Megan Atkinson  
Ann Bowen  
TC Chappelle  
Molly Fender  
Gary Johnson

### Barriers to High Quality Service Agency Goal:

Penny Boggs  
Carmen Feldner  
Teresa Harshbarger  
Walter McKee  
Diane Sullivan

### Effective Use of Resources Goal:

Phil Ackerman  
Lynne Beros  
Angela Clifton  
Hugh Coffman  
Frank McCreery

### Student Achievement Goal:

Carol Hare  
Chris Keylor  
Aaron Sikora  
Debby Victor

## Barriers to a High Quality Service Agency

### Strategy 2 (Create an Employee Satisfaction Survey):

Carmen Feldner, Chairperson	Teresa Harshbarger
Penny Boggs	Walter McKee
Ann Bowen	Diane Sullivan
TC Chappellear	

## Effective Use of Resources

### Strategy 1 (Develop and design the structure of the OVESC Health and Wellness Foundation):

Chris Keylor, Chairperson	Hugh Coffman
Megan Atkinson	Gary Johnson

### Strategy 2 (Develop a blueprint to solicit corporate sponsorships/partnerships to support the services provide by the OVESC):

Phil Ackerman, Chairperson	Chris Keylor
Megan Atkinson	

### Strategy 3 (Grant Writing):

Molly Fender, Chairperson	Angela Clifton
Lynn Beros	Diane Sullivan
TC Chappellear	

## Engagement

### Strategy 1 (Create Online Quality Assurance Survey):

Aaron Sikora, Chairperson	Carol Hare
Lynn Beros	Teresa Harshbarger
TC Chappellear	Chris Keylor
Jessica Dean	Department Supervisors

## Student Achievement

### Strategy 1 (Develop partnerships, promote the PEP process, create promotional tools):

Chris Keylor, Chairperson	Frank McCreery
Angela Clifton	Diane Sullivan
Jessica Dean	

### Strategy 3 (Implementation Rubric):

TC Chappellear, Chairperson	Aaron Sikora
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Component: Barriers to High Quality Service Agency

School District: Ohio Valley Educational Service Center

Date: October 19, 2011

Goal: By 2014, The Ohio Valley Educational Service Center Employee Satisfaction Survey will reflect a positive rating as a result of improvement in the culture of the working environment by allowing each employee to be valued and to accomplish meaningful work.

Strategy # 1: Beginning 2012-13, the Ohio Valley Educational Service Center department presentations will be shared with our partners.							
Tasks: (Process Indicator)	Person Responsible	Timeline: From/To	Evidence, Examples, Products, Deliverables	Resources Have	Resources Needed	Funding Source	Funding Needed
OVESC Superintendent meetings	Superintendent delegate	August 2012 – June 2013	<ul style="list-style-type: none"> <li>• Website updates</li> <li>• Presentation packet</li> <li>• Board minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings scheduled</li> <li>• Presentation materials</li> </ul>	None	None	Mileage budget
OVESC Board meetings	Superintendent delegate	August 2012 – June 2013	<ul style="list-style-type: none"> <li>•Website update</li> <li>•Presentation material</li> <li>•Board minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings scheduled</li> <li>• Presentation materials</li> </ul>	None	None	Mileage budget
Community (incl. all 4 counties: Commissioners, Lions, Rotary, PTAG, Kiwanis – what we are, do, serve our low cost.	Superintendent delegate	August 2012 – June 2013	<ul style="list-style-type: none"> <li>• Presentation material</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting scheduled</li> <li>• Presentation materials</li> </ul>	Ask/invite staff to present	None	Mileage budget

Component: Barriers to High Quality Service Agency

School District: Ohio Valley Educational Service Center

Date: October 19, 2011

Goal: By 2014, The Ohio Valley Educational Service Center Employee Satisfaction Survey will reflect a positive rating as a result of improvement in the culture of the working environment by allowing each employee to be valued and to accomplish meaningful work.

Strategy # 2: Beginning 2012—13 school year, OVESC employees will complete the OVESC Employee Satisfaction Survey twice a year (October and May) as measured by Survey Monkey Tracker.							
Tasks: (Process Indicator)	Person Responsible	Timeline: From/To	Evidence, Examples, Products, Deliverables	Resources Have	Resources Needed	Funding Source	Funding Needed
Establish a committee to create the OVESC ESS	CIP Committee	Oct. 2011 – Feb. 2012	The OVESC ESS	<ul style="list-style-type: none"> <li>• Survey Monkey</li> <li>• Computer</li> </ul>	None	None	None
Create and post the OVESC ESS on OVESC website	ESS Committee and IT Specialist	Feb. 2012 – Oct. 2012	Completed Survey	<ul style="list-style-type: none"> <li>• Website technology</li> <li>• Survey Monkey</li> </ul>	None	None	None
Compile, analyze and disseminate ESS results	ESS Committee and IT Specialist	Nov. 1 & June 1	Results	<ul style="list-style-type: none"> <li>• Email</li> <li>•Website technology</li> <li>• Survey Monkey</li> </ul>	Technology	None	None
Present results (+/-) to administrative team for discussion to monitor & implement changes.	ESS Committee	Nov. /June Adm. Mtg.	Results (+/-) action plan	<ul style="list-style-type: none"> <li>• Email</li> <li>•Website technology</li> <li>• Survey Monkey</li> </ul>	None	None	none

Component: Barriers to High Quality Service Agency

School District: Ohio Valley Educational Service Center

Date: October 19, 2011

Goal: By 2014, The Ohio Valley Educational Service Center Employee Satisfaction Survey will reflect a positive rating as a result of improvement in the culture of the working environment by allowing each employee to be valued and to accomplish meaningful work.

Strategy # 3: Beginning 2012-2013 school year, the Ohio Valley Educational Service Center will meet periodically to improve the culture of the working environment.							
Tasks: (Process Indicator)	Person Responsible	Timeline: From/To	Evidence, Examples, Products, Deliverables	Resources Have	Resources Needed	Funding Source	Funding Needed
All ESC depts. Will meet one time per year (at least)	Department Supervisor	Aug. 2012 – June 2013	Report meeting summary to administrative team & website	Technology	None	None	Add mileage to budget
The organization will meet to develop relationships with our colleagues	Superintendent	Aug. 2012 – June 2013	The OVESC ESS	Technology survey	Facility, food, entertainment	General	See resources
Create New Employee Orientation Seminar	Administrative Team	Aug. 2012 – June 2013	<ul style="list-style-type: none"> <li>• Packet/online</li> <li>• ESS survey</li> </ul>	Technology survey	Facility Technology	General	See resources
Update website in all departments	Administrative Team & IT Specialist	Aug. 2012 – June 2013	Website	<ul style="list-style-type: none"> <li>• Technology</li> <li>• IT</li> </ul>	Department updated/input	None	none

## **Component: Barriers to High Quality Service Agency**

### **Goal:**

By 2014, the Ohio Valley Educational Service Center Employee Satisfaction Survey will reflect a positive rating as a result of improvement in the culture of the working environment by allowing each employee to be valued and to accomplish meaningful work.

### **Strategy I:**

Beginning 2012-13, the Ohio Valley Educational Service Center department presentations will be shared with our partners.

#### **Tasks:**

- OVESC Superintendent meetings.
- OVESC Board meetings.
- Community (including all 4 counties), Commissioners, Lions, Rotary, PTAG, Kiwanis – what we are, do, serve, our low cost.

### **Strategy II:**

Beginning 2012-13 school year, OVESC employees will complete the OVESC Employee Satisfaction Survey twice a year (October and May) as measured by Survey Monkey Tracker.

#### **Tasks:**

- Establish a committee to create the OVESC Employment Satisfaction Survey (ESS).
- Create and post the OVESC ESS on OVESC website.
- Compile, analyze and disseminate ESS results.
- Present results (+/-) to administrative team for discussion to monitor & implement changes.

### **Strategy III:**

Beginning 2012-13 school year, OVESC employees will meet periodically to improve the culture of the working environment.

#### **Tasks:**

- All ESC departments will meet one time per year (at least).
- The organization will meet to develop relationships with our colleagues.
- Create new Employee Orientation Seminar.
- Update website in all departments.

Component: Effective Use of Resources

School District: Ohio Valley Educational Service Center

Date: October 31, 2011

Goal: By the end of 2012, the Ohio Valley Educational Service Center will secure one million dollars in additional revenue in order to expand services, and/or support current services.

Strategy # 1: By January 1, 2012, all employees will have the opportunity to contribute to and participate in an Ohio Valley Educational Service Center Health and Wellness Foundation that supports existing wellness programs.							
Tasks: (Process Indicator)	Person Responsible	Timeline: From/To	Evidence, Examples, Products, Deliverables	Resources Have	Resources Needed	Funding Source	Funding Needed
Create a committee to develop and design the structure of the OVESC Health and Wellness Foundation.	OVESC Board of Education Superintendent (or designee) Treasurer (or designee)	11/17/11 to 12/31/11	<ul style="list-style-type: none"> <li>• Committee Notes</li> <li>• Committee Documents</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Insurance Company Expertise/Info/Data</li> </ul>	OVESC Funds/Inkind	N/A
Communicate the existence and structure of the OVESC Health and Wellness Foundation to stakeholders	Superintendent and Support Staff	11/17/11 to 1/31/12	<ul style="list-style-type: none"> <li>• Newsletter</li> <li>• Website</li> <li>• Mass Mailings</li> <li>• Written Communication</li> <li>• Meeting Notes</li> </ul>	<ul style="list-style-type: none"> <li>• Website</li> <li>• Newsletter</li> <li>• Print Capabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Committee Findings: "The Program"</li> </ul>	OVESC Funds/Inkind	N/A
Monitor the effectiveness of the sponsorships/ partnerships: rate of contributions, rate of participation.	Treasurer (or designee)	11/17/11 to 12/31/12	<ul style="list-style-type: none"> <li>• Participation Rates</li> <li>• Rates of Contributions</li> <li>• Attendance</li> <li>• Insurance Claims</li> </ul>	<ul style="list-style-type: none"> <li>• Technology Tools for Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Time/Commitment</li> </ul>	OVESC Funds/Inkind	N/A

Component: Effective Use of Resources

School District: Ohio Valley Educational Service Center

Date: October 31, 2011

Goal: By the end of 2012, the Ohio Valley Educational Service Center will secure one million dollars in additional revenue in order to expand services, and/or support current services.

Strategy # 2: By the end of 2012, private organizations and corporations will have the opportunity to join forces with the Ohio Valley Educational Service Center to expand and sustain scholastic services.							
Tasks: (Process Indicator)	Person Responsible	Timeline: From/To	Evidence, Examples, Products, Deliverables	Resources Have	Resources Needed	Funding Source	Funding Needed
Develop a blueprint to solicit corporate sponsorships/partnerships to support the services provided by the Ohio Valley Educational Service Center.	Superintendent (or designee)  Treasurer (or designee)	11/17/11 to 1/31/12	<ul style="list-style-type: none"> <li>Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources</li> <li>Equipment</li> </ul>	<ul style="list-style-type: none"> <li>Prospect List</li> <li>Print Materials</li> <li>Time/Commitment</li> </ul>	OVESC Funds/Inkind	N/A
Market and promote the collaborative opportunity to/for private organizations and corporations.	All OVESC Employees	11/17/11 to 12/31/12	<ul style="list-style-type: none"> <li>Record of Contacts</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Prospect List</li> <li>Print Materials</li> <li>Time/Commitment</li> </ul>	OVESC Funds/Inkind	N/A
Monitor the effectiveness of the sponsorships/partnerships: rate of contributions, rate of participation.	Treasurer	11/17/11 to 12/31/12	<ul style="list-style-type: none"> <li>Partner Satisfaction Survey</li> <li>Internal Recognition (Christmas Party, Opening Day)</li> </ul>	<ul style="list-style-type: none"> <li>OVESC Newsletter</li> <li>OVESC Website</li> </ul>	<ul style="list-style-type: none"> <li>Time/Commitment</li> </ul>	OVESC Funds/Inkind	N/A

Component: Effective Use of Resources

School District: Ohio Valley Educational Service Center

Date: October 31, 2011

Goal: By the end of 2012, the Ohio Valley Educational Service Center will secure one million dollars in additional revenue in order to expand services, and/or support current services.

Strategy # 3: By the end of 2012, the Ohio Valley Educational Service Center will submit viable public and private grant applications for which the organization is eligible.							
Tasks: (Process Indicator)	Person Responsible	Timeline: From/To	Evidence, Examples, Products, Deliverables	Resources Have	Resources Needed	Funding Source	Funding Needed
Provide the opportunity for an individual or a team of individuals to attend grant-writing training.	OVESC Board of Education  Superintendent	11/17/11 to 2/29/12	<ul style="list-style-type: none"> <li>Record of Training Attendance</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Time/Commitment</li> </ul>	OVESC/Inkind	N/A
Develop a plan to identify appropriate potential funding sources.	The Grant-Writing Team	11/17/11 to 2/29/12	<ul style="list-style-type: none"> <li>The Plan</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Time/Commitment</li> </ul>	OVESC/Inkind	N/A
Write and submit grant applications.	The Grant-Writing Team	3/1/12 to 12/31/12	<ul style="list-style-type: none"> <li>Completed Grants and Proposals</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Time/Commitment</li> </ul>	OVESC/Inkind	N/A
Monitor the effectiveness of the grant-writing process: rate of application, rate of funding, etc.	The Grant-Writing Team	3/31/12 to 12/31/12	<ul style="list-style-type: none"> <li>Quarterly Report of Activities to CIP Committee Members</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Time/Commitment</li> </ul>	OVESC/Inkind	N/A

Component: Effective Use of Resources

School District: Ohio Valley Educational Service Center

Date: October 31, 2011

Goal: By the end of 2012, the Ohio Valley Educational Service Center will secure one million dollars in additional revenue in order to expand services, and/or support current services.

Strategy # 4: By the end of 2012, the Ohio Valley Educational Service Center will strengthen revenue growth through the enhancement of existing contracted services, as well as the development of newly contracted services.							
Activities: (Process Indicator)	Person Responsible	Timeline: From/To	Evidence, Examples, Products, Deliverables	Resources Have	Resources Needed	Funding Source	Funding Needed
Explore prospects for providing additional contracted services in the community.	Superintendent Administrative Team Treasurer	11/17/11 to 12/31/12	<ul style="list-style-type: none"> <li>List of Contracted Services</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Time/Commitment</li> </ul>	OVESC/Inkind	N/A
Analyze expenditures and revenues within existing contracted services.	Treasurer	11/17/11 to 12/31/12	<ul style="list-style-type: none"> <li>Monthly Financial Reports to the OVESC Board of Education</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Time/Commitment</li> </ul>	OVESC/Inkind	N/A
Develop a plan to provide innovative contracted services and advance existing contracted services.	Superintendent (or designee) Administrative Team	11/17/11 to 12/31/12	<ul style="list-style-type: none"> <li>List of New and Existing Contracted Services</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Time/Commitment</li> </ul>	OVESC/Inkind	N/A
Monitor the effectiveness of contracted services.	CIP Engagement Committee	11/17/11 to 12/31/12	<ul style="list-style-type: none"> <li>Data generated from the Quality Assurance Survey</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Time/Commitment</li> </ul>	OVESC/Inkind	N/A

## **Component: Effective Use of Resources**

### **Goal:**

By the end of 2012, the Ohio Valley Educational Service Center will secure one million dollars in additional revenue in order to expand services, and/or support current services.

### **Strategy I:**

By January 1, 2012, all employees will have the opportunity to contribute to and participate in an Ohio Valley Educational Service Center Health and Wellness Foundation that supports existing wellness programs.

#### **Tasks:**

- Create a committee to develop and design the structure of the Ohio Valley Educational Service Center Health and Wellness Foundation.
- Communicate the existence and structure of the OVESC Health and Wellness Foundation to stakeholders.
- Monitor the effectiveness of the Health and Wellness Foundation: rate of contributions, rate of participation.

### **Strategy II:**

By the end of 2012, private organizations and corporations will have the opportunity to join forces with the Ohio Valley Educational Service Center to expand and sustain scholastic services.

#### **Tasks:**

- Develop a blueprint to solicit corporate sponsorships/partnerships to support the services provided by the Ohio Valley Educational Service Center.
- Market and promote the collaborative opportunity to/for private organizations and corporations.
- Monitor the effectiveness of the sponsorships/partnerships: rate of contributions, rate of participation.

### **Strategy III:**

By the end of 2012, the Ohio Valley Educational Service Center will submit viable public and private grant applications for which the organization is eligible.

#### **Tasks:**

- Provide the opportunity for an individual or a team of individuals to attend grant-writing training.
- Develop a plan to identify appropriate potential funding sources.
- Write and submit grant applications.
- Monitor the effectiveness of the grant writing process: rate of application, rate of funding, etc.

**Strategy IV:**

By the end of 2012, the Ohio Valley Educational Service Center will strengthen revenue growth through the enhancement of existing contracted services, as well as the development of newly contracted services.

**Tasks:**

- Explore prospects for providing additional contracted services in the community.
- Analyze expenditures and revenues within existing contracted services.
- Develop a plan to provide innovative contracted services and advance existing contracted services.
- Monitor the effectiveness of contracted services.

Component: Engagement

School District: Ohio Valley Educational Service Center

Date: October 19, 2011

Goal: By the end of the 2011-2012 school year, the Ohio Valley Educational Service Center will develop and administer Quality Assurance Surveys to all partners in order to determine the perception of OVESC services. Survey results will be published and made available to partners and used to develop future improvement goals.

Strategy # 1: Create an online Quality Assurance Survey.							
Tasks: (Process Indicator)	Person Responsible	Timeline: From/To	Evidence, Examples, Products, Deliverables	Resources Have	Resources Needed	Funding Source	Funding Needed
Create a distribution system  • Key people	<ul style="list-style-type: none"> <li>• Jessica</li> <li>• Department representatives</li> </ul>	Nov. 2011 to Jan. 2012	Distribution list	State Directory Tool	Time	n/a	n/a
Research best mechanism to build the survey (survey monkey, tinyurl, google, advance ed).	<ul style="list-style-type: none"> <li>• Aaron</li> <li>• T.C.</li> </ul>	Nov. 2011 to Jan. 2012	Eventual creation of QAS.	Sample online survey sites	Time	OVESC	Funds for utilizing survey site
Create an online QAS	<ul style="list-style-type: none"> <li>• Department representatives</li> <li>• Chris</li> </ul>	January – February 2012	Completed QAS	<ul style="list-style-type: none"> <li>• Advance Ed</li> <li>• Online sample surveys</li> </ul>	<ul style="list-style-type: none"> <li>• Time</li> <li>• Sample sites</li> </ul>	OVESC	Funds for utilizing survey sites

Component: Engagement

School District: Ohio Valley Educational Service Center

Date: October 19, 2011

Goal: By the end of the 2011-2012 school year, the Ohio Valley Educational Service Center will develop and administer Quality Assurance Surveys to all partners in order to determine the perception of OVESC services. Survey results will be published and made available to partners and used to develop future improvement goals.

Distribute QAS	<ul style="list-style-type: none"> <li>• Aaron</li> <li>• T.C.</li> </ul>	March, 2012	Return of completed surveys	n/a	n/a	n/a	n/a
Analyze & publish results of QAS	ESC	April – May 2012	Data report to be published	Published data report	n/a	OVESC	Costs associated with copies/ mailing

Next steps/strategy – use the results to frame next steps (final steps guided by QAS).

## **Component: Engagement**

### **Goal:**

By the end of the 2011-2012 school year, the Ohio Valley Educational Service Center will develop and administer Quality Assurance Surveys to all partners in order to determine the perception of OVESC services. Survey results will be published and made available to partners and used to develop future improvement goals.

### **Strategy I:**

Create an online Quality Assurance Survey.

#### **Tasks:**

- Create a distribution system.
- Research best mechanism to build the survey (survey monkey, tinyurl, google, advance ed).
- Create an online QAS.
- Distribute QAS.
- Analyze & Publish results of QAS.

Component: Student Achievement

School District: Ohio Valley Educational Service Center

Date: October 19, 2011

Goal: The Ohio Valley Educational Service Center will empower school districts to increase the achievement of all students. By June 2014, we will increase the number of districts utilizing the Power Educator Project process by 75%.

Strategy # 1: Expand PEP process customer base through increased marketing.							
Tasks: (Process Indicator)	Person Responsible	Timeline: From/To	Evidence, Examples, Products, Deliverables	Resources Have	Resources Needed	Funding Source	Funding Needed
Develop partnerships to support and improve the PEP product.	Governing Board, Superintendent, Treasurer  ESC Adm/Dept Staff	Present to June 2014	Increased Revenue Increased PEP Contracts  Developed Branding  Brochures, Video Clips, Website Promotion, Newsletters	Technology Dept.  Personnel Resources	Media Equipment  Technology Delivery Tools	ESC/District  Expanded PEP Customer Base	To be determined
Promote the PEP process through local, state, and national conferences presentations.	Governing Board, Superintendent, Treasurer  ESC Adm/Dept Staff	Present to June 2014	Increased Revenue Increased PEP Contracts  Developed Branding  Brochures, Video Clips, Website Promotion, Newsletters	Technology Dept.  Personnel Resources	Media Equipment  Technology Delivery Tools	ESC/District  Expanded PEP Customer Base	To be determined
Create product promotional tools utilizing available technology and media resources.	Governing Board, Superintendent, Treasurer  ESC Adm/Dept Staff	Present to June 2014	Increased Revenue Increased PEP Contracts  Developed Branding  Brochures, Video Clips, Website Promotion, Newsletters	Technology Dept.  Personnel Resources	Media Equipment  Technology Delivery Tools	ESC/District  Expanded PEP Customer Base	To be determined

Component: Student Achievement

School District: Ohio Valley Educational Service Center

Date: October 19, 2011

Goal: The Ohio Valley Educational Service Center will empower school districts to increase the achievement of all students. By June 2014, we will increase the number of districts utilizing the Power Educator Project process by 75%.

Strategy # 2: By June 2012, all ESC staff responsible for student achievement will receive an overview of the Power Educator Project.							
Tasks: (Process Indicator)	Person Responsible	Timeline: From/To	Evidence, Examples, Products, Deliverables	Resources Have	Resources Needed	Funding Source	Funding Needed
Develop a professional development schedule to provide PEP process overview to appropriate ESC staff.	ESC Adm/Dept Staff	Jan. 2012 – June 2012	PD Sign-in Sheets Contact Hour Certificates	Process Ownership PEP Materials	PD Time	In-kind / General Fund	None
Provide PEP process overview to ESC staff responsible for student achievement..	ESC Adm/Dept Staff	Jan. 2012 – June 2012	PD Sign-in Sheets Contact Hour Certificates	Process Ownership PEP Materials	PD Time	In-kind / General Fund	None

Component: Student Achievement

School District: Ohio Valley Educational Service Center

Date: October 19, 2011

Goal: The Ohio Valley Educational Service Center will empower school districts to increase the achievement of all students. By June 2014, we will increase the number of districts utilizing the Power Educator Project process by 75%.

Strategy # 3: By June 2014, the Power Educator process will be implemented in all ESC instructional classroom and instructional settings.							
Tasks: (Process Indicator)	Person Responsible	Timeline: From/To	Evidence, Examples, Products, Deliverables	Resources Have	Resources Needed	Funding Source	Funding Needed
Provide specific training to all Adm/Department leaders (Train the Trainer Model) in the PEP process.	ESC Adm/Dept & Instructional Staff	Aug. 2012 – June 2014	Assessment Maps, IEP's, WEP's, Meeting Agenda/ Minutes, Observation	PEP Materials Process Ownership Expertise	PD Time Technology Delivery Tools	ESC/District Expanded PEP Customer Base	Reallocation of existing funding sources
Create an implementation schedule to deliver PD.	ESC Adm/Dept & Instructional Staff	Aug. 2012 – June 2014	Assessment Maps, IEP's, WEP's, Meeting Agenda/ Minutes, Observation	PEP Materials Process Ownership Expertise	PD Time Technology Delivery Tools	ESC/District Expanded PEP Customer Base	Reallocation of existing funding sources
Provide professional development in PEP process (Modules 1-5).	ESC Adm/Dept & Instructional Staff	Aug. 2012 – June 2014	Assessment Maps, IEP's, WEP's, Meeting Agenda/ Minutes, Observation	PEP Materials Process Ownership Expertise	PD Time Technology Delivery Tools	ESC/District Expanded PEP Customer Base	Reallocation of existing funding sources
Develop an Implementation Rubric to evaluate the level of implementation of the PEP process.	Tech Department Education Data Specialist ESC Staff	Nov. – Dec. 2011	Implementation Rubric  Implementation Survey Results	Expertise  Process Ownership	Technology Delivery Tools	PEP Funds	No additional funding needed
Analyze Implementation Rubric data and compare with student achievement data to evaluate the PEP process effectiveness	Tech Department Education Data Specialist School Improvement Team	June 2012 – June 2014 Ongoing	Data Results  Meeting Notes/Minutes	Expertise  Process Ownership	Meeting Time  Technology Delivery Tools	PEP Funds	No Additional funding needed

## **Component: Student Achievement**

### **Goal:**

The Ohio Valley Educational Service Center will empower school districts to increase the achievement of all students. By June 2014, we will increase the number of districts utilizing the Power Educator Project process by 75%.

### **Strategy I:**

Expand PEP process customer base through increased marketing.

#### **Tasks:**

- Develop partnerships to support and improve the PEP product.
- Promote the PEP process through local, state, and national conferences presentations.
- Create product promotional tools utilizing available technology and media resources.

### **Strategy II:**

All ESC staff responsible for student achievement will receive an overview of the Power Educator Process.

#### **Tasks:**

- Develop a professional development schedule to provide PEP process overview to appropriate ESC staff.
- Provide PEP process overview to ESC staff responsible for student achievement.

### **Strategy III:**

By June 2014, the Power Educator process will be implemented in all ESC instructional classroom and instructional settings.

#### **Tasks:**

- Provide specific training to all Administrative/Department leaders (Train the Trainer Model) in the PEP process.
- Create an implementation schedule to deliver professional development.
- Provide professional development in PEP process (Modules 1-5).
- Develop an Implementation Rubric to evaluate the level of implementation of the PEP process.
- Analyze Implementation Rubric data and compare with student achievement data to evaluate PEP process effectiveness.