

QSI Systems Accreditation

Action Plan

Organizational Capacity Objective #1: Communication

By 2028, QSI will improve reciprocal communication that promotes organizational understanding and active feedback (meaning, school communities understand how decisions are made at the organizational level, and headquarters is aware of decisions that are made at the school level) as measured by:

- 1) A 5% increase in scores on governance-school communication and understanding surveys given to all staff members.
- 2) A 5% increase in scores on governance-school communication and understanding surveys given to all parents.
- 3) A 5% increase in scores on governance-school communication and understanding surveys given to all students.

Strategy #1: QSI Organizational Support					
Action Step	Person/Group Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status
(QSI-wide) Organize virtual regional meetings between regional supervisors, directors, and/or other school administrators as a region, minimally twice per month	Director of School Operations, Regional Supervisors	Fall 2021	Access to the agreed upon virtual format for each region	Meeting agendas and notes or chats	
(QSI-wide) Send emails, from QSI headquarters to all staff, regarding any important messages that affect all staff or all contracted overseas staff	QSI President, Director of School Operations	Spring 2022	Email groups, created by tech department	Records of sent emails	
(QSI-wide) Record an annual "State of the Organization" speech	QSI President,	August 2022	Tech department support	Video of the speech	

<p>that outlines short-term and long-term goals and the vision moving forward, given by the QSI President and department heads each summer, including the departments of:</p> <ul style="list-style-type: none"> • Personnel • Technology • Curriculum • Marketing • Child protection • Accreditation • Finance • Legal 	<p>HQ Department Heads</p>				
<p>(QSI-wide) Maintain links on the parent and staff portal of the QSI website with up-to-date information from each HQ department, and information from the QSI Board of Directors' including and introduction to Board Members, meeting minutes, and the QSI organizational flowchart</p>	<p>All departments at QSI HQ</p>	<p>June 2023</p>	<p>Information from each QSI HQ department and the QSI Board of Directors</p> <p>Support from the tech department</p>	<p>Updated links and information on the website</p>	
<p>(QSI-wide) Host an open Town Hall at all Director and Director of Instruction conferences</p>	<p>Director of School Operations, QSI President, Regional Supervisors</p>	<p>Fall 2022</p>	<p>Time set aside during each conference schedule</p>	<p>Agenda for conferences includes Town Hall</p>	

			Guidelines for Town Hall meetings		
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Strategy #2: Staff Communications

Action Step	Person/Group Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status
(QSI-wide) Schedule an annual townhall/open forum for anyone employed by the school to speak with the regional supervisor	Director, Regional Supervisor	June 2022	Space to meet Time to meet Meeting invitations to all staff	Notes from the meeting	
(QSI-wide) Set aside time during the back to school in-service for teachers to show the annual "State of the Organization" video created by QSI HQ	Directors, Directors of Instruction, Academic Coordinators	August 2022	Video from HQ	PD Agenda	

Strategy #3: Community

Action Step	Person/Group Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status
(QSI-wide) Maintain and update the school's website	School administration, IT department	Fall 2022	School-based website manager	The school website is up-to-date	

			Assistance from QSI HQ when needed		
(QSI-wide) Identify the primary medium of communication and clearly define how the school will communicate	School administration, IT department	Spring 2022	Access to the primary medium of communication for all stakeholders	Documentation of communication on the identified medium	
(QSI-wide) Host regular open forums for community stakeholders	School administration	June 2022	Space to meet Invitations to stakeholders	Invitation to stakeholders	
(QSI-wide) Share the QSI Quintile with all community stakeholders	School administration	June 2022	QSI Quintile from HQ	Documentation that QSI Quintile was sent to stakeholders	
(QSI-wide) Introduce Advisory Board members and PSG officers to the community	School administration	Fall 2021	Updated information from school director for Advisory Board members and PSG officers	Documentation that Advisory Board members and PSG officers were introduced to school community	

Strategy #4:

Action Step	Person/Group Responsible	Timeline for Completion	Resources Needed	Indicators of Success	Status

