

Action Plan - Monitoring Process

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
ID01	A team structure will be officially incorporated into the school improvement plan and school governance policy. (1012) Title I Expectations: Conduct a comprehensive needs assessment.	SS,SD,SW		12/01/2010	3	100%	Objective Met - 08/17/2011

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Determine appropriate dates for Building Leadership Team meetings.	Pending district regulations. New BLT member stipulations are being determined. The BLT will now be SIP, so there is no need to be concerned with the district regulations regarding BLT.	Terry Moe	05/31/2011
2	The SIP committee will meet as needed.	SIP met for the first time on 3/21/2011 due to administrative circumstances. SIP will be considered BLT and we will meet as needed. We have met twice over the summer to determine what needs to be done for the upcoming school year.	John Samuelian	08/17/2011
3	Teachers will meet daily in Instructional Teams and keep minutes. The team leader will turn in the minutes to the principal at the end of each school week.	Process is complete, but the procedure is ongoing.	John Samuelian	12/01/2010

Status of Objective

1.	Describe your Experience in pursuing this Objective	8/17/2011 We already had teams within the building, but we were not sure how the BLT would meet. However, since the administration has determined that BLT will be the same as SIP, we are no longer concerned with BLT meeting times.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	8/17/2011 SIP will continue to meet as needed.
3.	Evidence that this Objective has been fully and effectively implemented	Instructional teams will meet daily, keep minutes, and team leaders will be in charge of turning minutes into the school principal. The SIP committee will be once a month or as needed. The Building Leadership Team will meet twice a month for an hour each or as needed.

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
ID06	The principal will maintain a file of the agendas, work products, and minutes of all teams. (1017)	SS	Mr. Timothy Bryner	05/31/2013	7	100%	Objective Met - 03/19/2013

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Teachers will maintain student work samples, goals, and benchmarks in all subject areas throughout 6th - 8th grade in order to provide evidence of current skills and proof of growth to share in student-led conferences.	We realized that creating student portfolios needed to be in its own task instead of grouping it with teachers sharing strategies. 6th grade, bilingual, and special education is working on creating student portfolios and outlining the standards for what will be put into the portfolios. Ideas have been formed, but it is still in the process of being developed. Due to contracts and days off, there are only a couple staff meetings in the next two months. As a result, the Bilingual and 6th grade team are working on the criteria for student work and will present to the staff next Wednesday (the 20th). We would expect teachers to have a collection and begin sharing by 3/16/12. We have collected 5 sample portfolios from each teacher to review. We are going to look over the portfolios and when team leaders meet on Thursday, we will discuss the pros and cons for the portfolio, what works, what needs to change, and so forth. We do not have this fully implemented school-wide, so we will be changing the date from 3/16/2012 to 5/1/2012. The last day of the 2011-2012 school year teachers rotated amongst different rooms and reviewed data, grades, and how to break down cut-scores. This year, during the SIP day and also gave out updated cut-scores as well as created a schedule to meet daily with students for conferences during advisory. Some teachers have started and others are starting next week. Within three weeks I have been met with and this will continue on a regular basis for the remainder of	Denise Dunlop	01/31/2013

		<p>this year and upcoming school years. Some teams are still putting together their portfolios, however, they should be ready to share at parent/teacher conferences, which will take place on November 7, 2012. Some teams utilized the portfolios, but not all teams have created and used them yet. We do not feel comfortable with saying "all" we have mass participation in the portfolios. Therefore, we have postponed the date to the end of the year as of right now.</p>		
<p>2</p>	<p>Teachers will keep a work folder with some student work samples to share strategies that are working during staff meetings and professional development.</p>	<p>Teachers will be informed at the 12/01/2010 staff meeting about the opportunity to share strategies that work in their classrooms during staff meetings and professional developments using physical samples. Portfolios can be in the form of student samples of work, tests, journals, projects, videos, etc. Teachers will volunteer to share strategies starting 01/19/2011 and will be fully implemented on 09/07/2011. We did not implement it by 01/19/2011 due to administrative changes. Starting on 04/06/2011 the SIP team will present classroom activities and strategies to the staff at the first Wednesday meeting of the month. Then by next year, we will ask for staff to volunteer to share. We are in the process of working on and assigning this task to individual teams as of 10/14/2011. The expectations need to be communicated to staff to begin creating a teacher portfolio so that these strategies can be shared at staff meetings/professional developments. Administration will need to set aside time at the staff meeting for SIP members to present by February and then for other teacher volunteers to present. We have collected 5 sample portfolios from each teacher to review. We are going to look over the portfolios and when team leaders meet on Thursday, we will discuss the pros and cons for the portfolio, what works, what needs to change, and so forth. We do not have this fully implemented school-wide, so we will be changing the date from 3/16/2012 to 5/1/2012. On 05/02/12, some teachers did share with the staff lesson plans and staff worked on professional conversations in terms of feedback on work. Further development in this area is still needed. This will implemented more next year. We reviewed this and towards the end of the 2011-2012 school year, some teachers brought lessons and shared it amongst others to get feedback and also to share with others so that teachers could use those lessons and tweak them in their own classes. However, not all teachers have</p>	<p>Carlos Torres</p>	<p>01/31/2013</p>

c				
3	SIP team will present to staff an overview of the new SIP format and the accountability of the entire staff in order to make the plan successful. Teachers will also be given guest access information to Rising Star to view progress on Smart Plan and Smart Start Indicators.	Prepare an agenda to give to staff with login information on the agenda. Staff has access, but the importance of accessing the SIP has not been stressed, so the SIP members will monitor access to the SIP to make sure all staff is using the SIP. On Friday, the SIP members have brought indicators to team meetings for the staff to work on, but the staff has not been going online to access the plan and look at updates. In the next couple weeks, the staff will go to the computer lab and walk through logging on to the Rising Star website.	Carlos Torres, Denise Dunlop, Katie Pfisterer, Kat	09/21/2011
4	Surveys will be created to help us understand the students', parents', and staff's perception of the educational system at Abbott Middle School. The data received from the surveys will help the Building Leadership Team to make decisions in regards to upcoming school years.	Building Leadership Team members will design surveys and help to distribute, compile, and analyze data from surveys.	Carlos Torres	05/31/2011
5	Determine purposes (strategic thinking) for daily team meetings and introduce to staff.	Possibly do subject area meetings Monday, Wednesday, and Friday. Monday and Wednesday are curriculum grade level meetings. Tuesday and Thursday are whole grade level meetings. Friday is a SIP meeting for the whole grade level.	Tim Bryner	08/24/2011
6	Principal will maintain agendas of all meetings and keep on file.		John Samuelian	11/03/2010
7	Check file folder in which each team leader will turn in their team meeting minutes for the week at the end of every school week. A master list will be used to monitor which teams turn in their minutes.	File folders and master list need to be made for each team. After reviewing team logs, we have now determined that we need to assign a daily purpose. Example: Monday - Data... Team leaders will be responsible for the archival of team minutes.	John Samuelian	11/04/2010

Status of Objective

1.	Describe your Experience in pursuing this Objective	03/19/2013 The SIP team developed a plan to complete all tasks of this indicator. The challenge was to get all teams to effectively implement student portfolios. In the end, though, our staff found that the student portfolios were a great asset in parent teacher conferences.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	03/19/2013 On an ongoing basis, teachers will maintain student portfolios along with their own teacher work portfolios. Also, team leaders will regularly submit both agendas and team minutes to the principal.
		Team leaders will provide minutes from team meetings to principal at the end of every school week. Teachers will have portfolios of student work that will be readily available upon request of administration. Principal will maintain a file of the agendas for all meetings. Staff will have access to the improvement plan through Rising Star guest login. Students,

3.	Evidence that this Objective has been fully and effectively implemented	parents, and staff will be surveyed on how well the school functions as an educational institution. 03/19/2013 Team leaders will provide minutes from team meetings to principal at the end of every school week. Teachers will have portfolios of student work that will be readily available upon request of administration. Principal will maintain a file of the agendas for all meetings. Staff will have access to the improvement plan through Rising Star guest login. Students, parents, and staff will be surveyed on how well the school functions as an educational institution.
----	---	--

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
ID07	<p>A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff will meet regularly (twice a month or more for an hour each meeting). (1018)</p> <p>Title I Expectations: Include teachers in the decisions regarding the use of academic assessments in order to provide information on, and to improve, the achievement of individual students and the overall instructional program.</p>	SS,SW	Mr. Timothy Bryner	12/01/2010	5	100%	Objective Met - 04/27/2011

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Introduce the Wise Ways and Smart Start and Smart Plan Indicators to the staff at a staff meeting.	Every staff member will get a copy of the Wise Ways and be given a brief explanation over the descriptors. Teachers may post any questions on the RAMS "Parking Lot" located in the staff lounge to be addressed at the next staff meeting on 11/17/2010. If additional time is required, then the SIP team will also present at the 12/01/2010 staff meeting.	Sheryl Jans, Carlos Torres, Katie Pfisterer, Trish	12/01/2010
2	Providing copies of the Wise Ways descriptors to staff.	This will be provided by at the staff meeting on 12/01/2010.	Trish Lambert	12/01/2010
3	Create a "Parking Lot" for the staff lounge.		Terry Moe	11/17/2010
4	An agenda will be provided for each SIP Team meeting (verbal or written).	We are meeting every other Wednesday from 2:30 to 3:30.	Tim Bryner	04/27/2011
5	Minutes will be kept and updates will be disseminated to staff.	Minutes will be e-mailed to staff. Has not been accomplished due to changes in administration. Starting 04/27/2011, minutes will be e-mailed to staff.	Adam Carlson	04/27/2011

Status of Objective		
1.	Describe your Experience in pursuing this Objective	4/27/2011 Slightly challenging due to change in administration and SIP members.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	4/27/2011 Continued minutes disseminated to staff, agendas provided at meetings, and Parking Lot being checked.
3.	Evidence that this Objective has been fully and effectively implemented	The Leadership Team will meet twice a month (or as needed) for one hour during which an agenda is provided by administration. Minutes are kept, and updates are disseminated to staff via e-mail. Wise Ways will be provided to staff to inform them of best practices supported by data driven research; this will create a feeling of ownership for all staff.

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
ID08	The Leadership Team will serve as a conduit of communication to the faculty and staff. (1019)	SS	Mr. Timothy Bryner	09/30/2011	3	100%	Objective Met - 10/14/2011

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	The principal will provide hard copy agendas at all BLT meetings.	BLT is considered to be SIP now and agendas have been provided. This will be on-going.	Tim Bryner	10/14/2011
2	Assign roles to staff members.	Roles will include a time keeper, recorder, "Parking Lot" liaison. Tim will also assign SIP members to oversee objectives that will be worked on by instructional teams.	To be determined by the BLT	10/14/2011
3	Information from Building Leadership Team meetings will be distributed via e-mail.	He has sent an e-mail out at the end of last year and will continue to send meeting minutes out.	Adam Carlson	05/31/2011

Status of Objective

1.	Describe your Experience in pursuing this Objective	10/14/2011 There has been a change in building leadership and SIP team members. BLT and SIP teams were streamlined into a more effective group with representation from all grade levels and curricular teams. Staff feels supported and cohesive as well as more open to change.
----	---	---

1/9/2014 11:39:49 AM

2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	10/14/2011 There is a continued effort to communicate to staff the vision and progress of the SIP. In addition, by continuing to be involved in developing and implementing the SIP staff will invest in the plan.
3.	Evidence that this Objective has been fully and effectively implemented	Hard copy agendas will be provided at every meeting and roles will be assigned to staff members at BLT. Information will be distributed to staff via e-mail.

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
ID10	The school's Leadership Team will regularly look at school performance data and aggregated classroom observation data and use that data to make decisions about school improvement and professional development needs. (1021) Title I Expectations: Conduct a comprehensive needs assessment - Creating the School Profile.	SS,SW		05/31/2013	3	66.67%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Professional development will be provided for teachers to review data and determine instructional strategies for "HOW TO DO" differentiation in the classroom.	Implement a classroom lesson in library to show how differentiation can be applied to their classroom. There is a board in the teacher's lounge for teachers to observe highlighted DI lessons. The board worked for a little while for teachers to stop in and observe other teachers. However, teachers are receiving a professional development on 6/4/12 where they will be learning on how to better use data from AIMS and NWEA to differentiate students within the classroom as well as within the grade level (switching classes and so forth). There are several workshops that we are in the process of creating on differentiated instruction as some was shown during the SIP day on this past Tuesday, October 2nd. There have been several professional developments on differentiated instruction and data review. Implementing is an ongoing process.	Terry Moe, Denise Dunlop, Katie Pfisterer, Carlos	04/02/2013
2	Collect data from MAP, CBM, ISAT, progress monitoring, progress reports, grades, and quarterly exams. Use benchmark scores to place students in tier II and tier III interventions.	Staff needs to be given training on how to use data to meet student needs at the 01/19/2011 meeting. Communication teachers will be trained for progress monitoring on 11/10/2011 and on 02/09/2011.	Katie Pfisterer	02/28/2011

		<p>Communication teachers have been trained and data was sent out by Katie Pfisterer and Nicole Werth and students were placed into interventions.</p>		
<p>3</p>	<p>Use classroom observations from the McRel walk-throughs to guide professional development planning.</p>	<p>The use of a walk-through checklist has been provided to each teacher. It is a guide of what the administration will be observing. Walk-throughs are completed twice a month for every teacher on an unannounced basis and feedback will be provided via e-mail. I-Pads will be provided to administration so that they can walk into a classroom and provide immediate feedback and take notes on what is being observed. So far, professional developments have not been planned based upon the McRel walk-throughs - if the district does not plan a district-wide development. This may be implemented on the 02/14/2012 institute day if we plan for in-building developments. Obviously the district had an institute day in which they planned for district-wide stuff. The new contract has eliminated half-days. The upcoming professional development (6/4/12) will be more data-based, but teachers will also be learning how to use data, which is in part from the McRel walk-throughs as well as other observations. This will be implemented more in the upcoming school year's agenda. However, in April and May, Justin Behrman and Miranda VanCleve started holding sessions after school on Thursdays and Fridays to help teachers implement more technology in the classroom. These are based on a need that the principal saw. The original idea was to look at school-wide data when guiding professional development, but due to issues last year, immediate feedback was given to individual teachers. Although some professional development has been guided by this system, not all of it has been. This is still a work in progress and currently the evaluations and walk-throughs are being worked on so that they can be blended. The hope is this will be completed in these next few months so that by the end of the school year, the professional developments can be better guided by McRel.</p>	<p>Tim Bryner</p>	

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IE06	The principal will keep a focus on instructional improvement and student learning outcomes. (1027)	SP,SD	Carlos Torres	05/31/2013	2	50%	
Tasks							
Task ID	Task Description	Comments	Assigned to	Completed			
1	A team member will conference administration about how to maximize staff talents to delegate tasks and communicating with staff in a professional manner so that everyone is being treated with professional consideration.	The conference will include mention of feedback from walk-throughs. McRel walk-through feedback is being sent to staff. An informal conversation has happened. but further conversation needs to take place.	Carlos Torres	01/12/2012			
2	Create a parent team and data team from recommendations of staff members with strengths in these areas and volunteers that wanted to take on more of a leadership role in the school.	Teams are being developed, but time in relation to the contract and availability for teachers is a hurdle we need to overcome. Currently we are still having issues related to the contract and finding a common time to meet. We are still planning for 1/25/12, but we need to be sure that staff on this committees are aware is is only voluntary at this time. We have started a data team and parental involvement team. They have met once and have decided to meet on future Wednesdays after school at the least. We are also going to put together a grant team so that we can try to incorporate more technology in the classroom. However, we need to make sure that these teams are meeting regularly and implementing changes before we move forward. Barry Beers put together some data for the data team to use. Also SIP looked at grading data, which will be presented to the staff. Although this has not been used with the data team, they will have to find a time to meet regularly next year. The same goes for a parent team. They will need to possibly meet in the summer or during the first staff days back to school to plan for more parental involvement activities. The students will have a "boot camp" planned for around 8/15/12 so they can be introduced to teachers, their classes, schedule, locker and much more. This also is a time for parents to come and check the school out. All staff will be invited to come to this. Also with Kathie no longer on the team, a new member will need to lead the parent team. Currently the teams were put on	Denise Dunlop				

		<p>hold because other items took priority over the time allotted for these teams. Some discussed items from the team (i.e. grades) were brought to the attention of teachers at developments last year. Over the summer an orientation was put together on a voluntary basis for 6th grade students. We also added a PTA this year, but we need to refocus on these teams. With the district moving to "webinars" twice a month, this is limiting staff development times that could be dedicated to this. Therefore, these groups may need to be more on a voluntary basis even beyond contracted times. Before parent events are planned more brainstorming will need to take place. Until we can get time to meet or if we can get back some of the Wednesday meetings, we will need to put this on hold.</p>	
--	--	--	--

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IE07	The principal will monitor curriculum and classroom instruction regularly. (1028)	SP	Mr. Timothy Bryner	10/31/2011	2	100%	Objective Met - 12/13/2011

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Administration will conduct reflective walk-throughs to monitor classroom instruction once a month per classroom.	This an on-going process. Administration is going to have an I-Pad to give timely McRel walk-through feedback and take notes while completing the walk-throughs. Realistically we realized that both from the administrative perspective and district perspective, walk-throughs can be completed once a month. This still provides feedback teachers were never receiving before.	Tim Bryner	11/30/2011
2	Administration will continue to be visible throughout the school to establish a presence. Administration will continue to attend after-school activities such as concerts, plays, and sporting events.	This is an on-going process. There has been a change in administration, so this is a new goal for administration. The administration has been present throughout the school and this will be an on-going process.	Tim Bryner	10/14/2011

Status of Objective		
1.	Describe your Experience in pursuing this Objective	12/13/2011 At first we were not having informal walk-throughs in the classroom. Then when we met as a SIP, we decided that we needed walk-throughs twice a month with feedback. As walk-throughs started to happen, feedback was not provided. Now that administration has an iPad, the staff is receiving feedback after each walk-through. However, we found out that realistically and what is required by the district is approximately one walk-through per classroom a month. Therefore, we changed the objective to meet that need and teachers are pleased to now have walk-throughs with feedback.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	12/13/2011 Walk-throughs will continue to happen and the McRel walk-through tool will continued to be used to collect data and provide feedback to staff.
3.	Evidence that this Objective has been fully and effectively implemented	Administration will be visible making observations that will give informal and impromptu opportunities to see what instruction is like throughout the school. This will allow administration to monitor the curriculum and classroom instruction. Administration will maintain visibility to influence positive attitudes and behaviors.

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IF05	Professional development for teachers will include self-assessment related to indicators of effective teaching and classroom management. (1039)	SC,CL	Denise Dunlop	05/31/2013	4	75%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Create and distribute a teacher survey for teachers who utilized the peer observations to see how well the form and feedback from peers is working or if changes need to be made.	?The original deadline of 5/2/12 passed as we were very busy with graduation issues. However, the surveys will be out by tomorrow. Not many staff utilized the feedback form. Therefore, as teachers create the portfolios as discussed in ID06, the teachers will just informally go visit a classroom which had strategies that the teacher liked after sharing in their teams as well as at staff meetings. Yet the form will not be used because teachers don't feel as intimidated. Currently we have run into issues with being able to utilize Wednesdays to share strategies as we have been participating in	Katie Pfisterer	

1/9/2014 11:39:49 AM

		McRel Webinars. Also, there are more pressing issues related to staff morale currently in regards to indicator CL11 and we have been working on this, so we have pushed this back to January. We have discussed alternatives in December and January to doing the Webinars as they are currently set up so that we may share our strategies, activities, and ideas we use in the classroom. Tim will be sending out an e-mail to get feedback as to who/how many would be interested in participating in the alternative staff meetings.		
2	Introduce the peer observation form and process to the staff in team meeting.	Do not introduce as a SIP necessity. This is not required for teachers to do, but an opportunity for improvement (self reflection). Other topics were priority at the last staff meeting, so instead the date has been changed to 2/22/2012. Give a hard copy to staff and include in PowerPoint.	Terry Moe	02/22/2012
3	The SIP committee will have teachers come observe them informally to assess teaching strategies.	This will model the observation process in a non-threatening manner.	SIP committee	12/13/2011
4	Create a self evaluation form to be used during informal observations done by peers.		Tim Bryner	01/31/2012

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIA01	Instructional Teams will develop standards-aligned units of instruction for each subject and grade level. (1045)	SC,SP,ELL	Mr. Timothy Bryner	06/01/2011	1	100%	Objective Met - 10/21/2011
Tasks							
Task ID	Task Description	Comments	Assigned to	Completed			
1	Instructional teams submitted their common assessments to administration.	This will be completed quarterly.	Tim Bryner	06/01/2011			
Status of Objective							
		10/21/2011 In the beginning there was a lot of reluctance, but once the staff became familiar with the data collection					

1/9/2014 11:39:49 AM

1.	Describe your Experience in pursuing this Objective	and comfortable with collaboration the staff understood importance of aligning units of instruction and common assessments. The purchase of scantron equipment and sheets made it easier for the teachers to assess students. This helped teachers see common strands where students were not proficient in various areas.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	10/21/2011 There will be continued revisions to common assessments and assess for learning. We will now be able to implement pretests.
3.	Evidence that this Objective has been fully and effectively implemented	School-wide core subjects have created and utilize common assessments as well as aligned units of instruction.

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIB02	Unit pre-tests and post-tests will be administered to all students in the grade level and subject covered by the unit of instruction. (1049)		Adam Carlson	05/31/2013	1	100%	Objective Met - 04/02/2013

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	For the remainder of the year, the teachers will provide Adam with the common assessments for the quarter (or if they have smaller units they are creating assessments for they can provide those as well). If they already have made common assessments then they can update what they already have with improvements. The teachers will turn this in quarterly.	Teachers will need to meet with other team members during the curriculum times to create and update these. Adam has collected the common assessments used for 1st quarter from those who utilized them. 10/29/2012 The school expectation is for every subject grade level team to create and utilize quarterly common assessments.	Adam Carlson	04/02/2013

Status of Objective

1.	Describe your Experience in pursuing this Objective	04/02/2013 It was challenging to get people on board with creating common assessments as well as time consuming to follow up with the subject grade level teams to turn in a copy of the test for records.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	04/02/2013 Subject grade level teams will continue to update their common assessments as curriculum changes and the updated tests will be submitted for records.

1/9/2014 11:39:49 AM

3.	Evidence that this Objective has been fully and effectively implemented	All subject areas in each grade level will create a common assessment that will be given as a pre-test and post-test for each unit to show areas that within a unit students already comprehend and what areas there is student growth. 04/02/2013 All subject areas in each grade level will create a common assessment that will be given as a pre-test and post-test for each unit to show areas that within a unit students already comprehend and what areas there is student growth.
----	---	---

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIB03	Unit pre-test and post-test results will be reviewed by the Instructional Team. (1050)	SC	Mr. Timothy Bryner	05/31/2013	1	0%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	The administration will be sitting down with teachers individually to "check-in" with teachers regarding instruction, data, classroom, and so forth. When meeting with the teachers the administration will discuss how teachers are utilizing the pre-tests and post-tests to guide instruction and analyze the questions as an individual and as a subject area and grade level team.	Meetings have begun and administration has been through each of the staff they are responsible at least once. 10/29/2012	Tim Bryner, Daniel Hill, Michael Washington	

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIC01	Units of instruction will include specific learning activities aligned to objectives. (1083)	SC,SS	Mr. Timothy Bryner	10/31/2011	2	100%	Objective Met - 01/11/2012

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
---------	------------------	----------	-------------	-----------

1/9/2014 11:39:49 AM

1	The principal will monitor lesson plans and provide feedback.	This an on-going process. Lesson plans will be reviewed weekly in collaboration with other teachers in the same subject and grade level. Constructive feedback will need to be provided more frequently, but positive feedback should also be provided.	Tim Bryner	10/31/2011
2	The administration will conduct reflective walk-throughs on a monthly and an unannounced basis and provide feedback on a regular-basis regarding daily lessons including learning objectives.	This will be an on-going process. The current school year observations will be completed by 05/31/2011. Walk-throughs and feedback was not followed through on towards the end of the year. To start the year on the right foot, by the end of October, walk-throughs and feedback should be provided and this needs to be continued through the WHOLE YEAR.	Tim Bryner	10/31/2011

Status of Objective

1.	Describe your Experience in pursuing this Objective	1/11/2012 In previous years, walk-throughs were not completed on a regular-basis. With the I-Pads, the administration has been able to complete walk-throughs regularly and provide feedback immediately. Also, lesson plans have been monitored and either the individual or team leader is notified if plans are not up-to-date This became easier to complete when an online lesson plan system was implemented instead of only paper lesson plans.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	1/11/2012 Administration will continue to complete regular walk-throughs and provide feedback. Also, they will continue to monitor lesson plans and objectives. This will need to be completed on a regular-basis.
3.	Evidence that this Objective has been fully and effectively implemented	Every teacher will implement teaching strategies with full understanding of the connection between learning objectives, lesson plans, and the alignment of the pacing guide to the Illinois state standards.

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIIA06 (1068)	All teachers will test frequently using a variety of evaluation methods and maintain a record of the results.	SP,ELL	Carlos Torres	06/04/2012	4	100%	Objective Met - 10/04/2012

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
---------	------------------	----------	-------------	-----------

1/9/2014 11:39:49 AM

1	Communication teachers will update their progress monitoring scores weekly and it will be checked by the RTI coaches.	This will be ongoing, but Jacque and Katie will be checking teachers records on AIMS-web. Although some teachers occassionally did not get scores ino AIMS in a timely manner, they did updated them when requested. Students were monitored by communication teachers regularly this year. This will be an on-going process from year to year.	Katie Pfisterer	05/30/2012
2	Teachers will have guidelines on how to set up their Infinite Campus gradebook correctly.	Although staff will be familiar with this process now, every school year, the team leaders will be responsible for checking the grade book set up, regular input of grades, and teachers will need to collaborate among their grade level curriculum to be sure that they are somewhat consistent with assignments and points.	Justin Behrman	06/04/2012
3	Guidelines will be created for how often portfolios should be updated, standards for what should go into the portfolios, and how portfolios will be kept.	Clarification on "how portfolios will be kept" would be whether they are in a folder, online, and so forth. We have collected 5 sample portfolios from each teacher to review. We are going to look over the portfolios and when team leaders meet on Thursday, we will discuss the pros and cons for the portfolio, what works, what needs to change, and so forth. We do not have this fully implemented school-wide, so we will be changing the date from 3/16/2012 to 5/1/2012. When SIP met earlier this month we discussed the pros and cons of the portfolios. We decided to move the portfolio with the students from grade level to grade level and students should have student-led conferences this coming year. Instead of the original cover sheet, we will use the one Barry Beers made which shows not only benchmarking scores and ISAT data, but also the grades. The information provided will be updated by the teacher regularly. Also, it was decided to only have one portfolio per student rather than have teachers keep their own. Portfolios will be created yearly.	6th grade and Bilingual Teams	05/01/2012
4	Guidelines and instructions will be created for how often grades should be entered in on Infinite Campus.	Need to figure out how to introduce staff. We discussed and outlined expectations as well as how to enter grades in a staff meeting prior to winter break.	Katie Pfisterer	12/23/2011

Status of Objective

1.	Describe your Experience in pursuing this Objective	10/4/2012 After looking at data this last year, not all teachers had followed the guidelines set by the school board for their gradebook. Then on 06/04/2012 during the professional development this was brought to the staff's attention. Justin had provided a step-by-step instruction on how to set up the gradebook properly along with a handout that
----	---	--

1/9/2014 11:39:49 AM

		could be referred back to. Teachers check in with other teachers to make sure they have set it up properly.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	10/4/2012 Continued monitoring will be necessary to make sure that teachers have selected each quarter in the gradebook and weighted the categories correctly. This will be revisited at least once a quarter.
3.	Evidence that this Objective has been fully and effectively implemented	Teachers will have guidelines to follow on how to utilize portfolios in the classroom and input grades into Infinite Campus. Teachers will independently log into AIMS-web to input progress monitoring scores.