

Action Plan - Monitoring Process

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	Renee Sams	09/30/2013	4	100%	Objective Met - 10/15/2013

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Create and analyze end-of-the-year surveys for parents, students, and staff.	A survey was conducted at the end of the school year at a reading workshop for parents and students. Parents indicated that they prefer morning meetings in lieu of evening. BLT, along with staff, decided to hold data breakfasts in October.	Eva Korellis	08/23/2013
2	Surveys for parent feedback on school events.	For all curriculum nights, a survey was given. We received all positive feedback. For example, the home activities were relevant to their child's academic needs for math and reading. We have learned that we need to schedule our curriculum nights during the first semester of the school year to maximize parent participation.	Paulette Mazmanian	05/20/2013
3	Grade level teams will provide minutes weekly to the building administrators.	Grade level notes were submitted weekly to the building administrators and reviewed.	Grade Level Teams	05/20/2013
4	Committees will provide minutes of meetings and work products to building administrators.	Committee minutes were provided to the building administrators and any work products were also turned in.	Committee Team Members	05/20/2013

Status of Objective

1.	Describe your Experience in pursuing this Objective	10/15/2013 We found it valuable to keep track of all of our grade level and committee meeting agendas and notes. It provided concrete evidence of what was discussed, accomplished, and what needed to be pursued to meet student needs. From the parent survey, we were able to determine a better time for parent availability for workshop attendance.
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2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	10/15/2013 We will continue to survey parents annually to meet their scheduling needs. Minutes from grade level meetings and committee meetings will continue to be turned in to building administrators.
3.	Evidence that this Objective has been fully and effectively implemented	<p>The principal will keep an ongoing portfolio of minutes, agendas, work products, and surveys that will be available for all staff to view. Grade level teams and committees will provide minutes and work products for this portfolio. The BLT team will develop, distribute, and analyze end-of-the-year surveys given to students, staff, and parents. 10/15/2013</p> <p>The principal will keep an ongoing portfolio of minutes, agendas, work products, and surveys that will be available for all staff to view. Grade level teams and committees will provide minutes and work products for this portfolio. The BLT team will develop, distribute, and analyze end-of-the-year surveys given to students, staff, and parents.</p>

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IE08	The principal will spend at least 50% of his/her time working directly with teachers to improve instruction, including classroom observations. (1029)	SC	Renee Sams	12/30/2012	2	100%	Objective Met - 12/12/2012

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Provide professional development opportunities and materials related to best practices throughout the school year.	Professional development opportunities are ongoing. Research based materials have been provided to staff to implement best practice strategies in the classroom. Staff have attended workshops and have shared activities with colleagues to use in the classroom.	Renee Sams	12/12/2012
2	The principal will attend two grade level meetings per grade per quarter.	The principal attended two grade level meetings per grade per quarter for the first semester of the 2012-2013 school year. The principal kept notes and data from these meetings. We believe that this is an important objective for our school improvement and it will be continued.	Renee Sams	12/12/2012

Status of Objective

	12/12/2012 Clark staff expressed positive feedback on the materials provided by the principal and strategies shared by staff. Grade level teams also appreciated the support and feedback from building administrators. The administration
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1.	Describe your Experience in pursuing this Objective	has been highly visible throughout the building which builds good rapport with staff and students. Lesson plans have been completed in a timely manner. The principal provides feedback on the lesson plans.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	12/12/2012 We will continue to attend professional development workshops and share out materials and strategies with the staff. The building administrators will continue to attend grade level meetings and provide support. The administration will continue informal and formal walkthroughs. Quarterly conferences during the school day will continue as part of our regular routine.
3.	Evidence that this Objective has been fully and effectively implemented	The principal will be highly visible, conduct quarterly conferences, attend grade level meetings, review lesson plans and provide feedback, conduct walk throughs and share data with staff, and facilitate professional development opportunities.

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IF08	Professional development for the whole faculty will include assessment of strengths and areas in need of improvement from classroom observations of indicators of effective teaching. (1042) Title I Expectations: A schoolwide program must ensure instruction by highly qualified teachers and provide ongoing professional development.	SP,SW	Paulette Mazmanian	12/30/2012	5	100%	Objective Met - 04/27/2013

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	After completing an internal professional development training, time will be allocated to discuss what was presented and how to implement in the classroom.	Staff shares the professional development workshops with staff at our weekly meeting. Materials are shared.	Patricia Woertz	03/01/2013
2	The grade level teams will bring to BLT areas of need for professional development monthly. Revise grade level form to include areas of need.	Staff and grade level teams let the BLT know what they would like in terms of prof. dev. If possible, it is provided or resources are shared with all.	BLT	12/14/2012
3	After completing an external professional development training, time will be allocated to discuss what was presented and how to implement in the classroom. Materials will be shared with the staff.	All prof. dev. activities and workshops are shared at staff meetings. Materials are shared and ideas are presented on how to implement into daily classroom instruction.	Patricia Woertz	12/14/2012

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4	Each curriculum meeting will begin with five minutes of staff sharing successes.		Ashley Latz	02/22/2012
5	The BLT will look at student and staff data to determine the appropriate professional development quarterly.	A list will be compiled of the professional development workshops attended by staff members.	BLT	04/17/2013
Status of Objective				
1.	Describe your Experience in pursuing this Objective	04/27/2013 It has proven to be worthwhile for all staff members. Everyone is able to share with each other and many ideas are discussed and used in classroom instruction.		
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	04/27/2013 To use our Title Monies to send people to workshops. We will continue to send people to in-district workshops. All staff attending workshops must continue to share what they have learned so as to benefit all.		
3.	Evidence that this Objective has been fully and effectively implemented	The BLT will determine areas of concern and provide appropriate professional development opportunities throughout the school year. The staff will frequently share professional development insights (internal and external) at curriculum meetings. The staff will share successful strategies that have had a positive impact on student learning. 04/27/2013 The BLT will determine areas of concern and provide appropriate professional development opportunities throughout the school year. The staff will frequently share professional development insights (internal and external) at curriculum meetings. The staff will share successful strategies that have had a positive impact on student learning.		

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)		Renee Sams	05/23/2014	0		
Tasks							
Task ID	Task Description	Comments	Assigned to	Completed			
There are no tasks created for this Objective							

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIB04	Teachers will differentiate instruction based on assessment results to provide support for some students and enhanced learning opportunities for others. (1051)	RTI,ELL	Judy Hartke	05/30/2014	3	0%	
Tasks							
Task ID	Task Description	Comments		Assigned to	Completed		
1	Staff will undergo Professional Development for effective classroom differentiation.			Nickolet Tsimogiannis			
2	Staff will observe other model classrooms within the school or district for the purpose of improving differentiation practices.			Ashley Latz			
3	In order to challenge Tier 1 students supplemental materials will be used and strategies from Professional Development will be implemented for enrichment.			Tamara Gillespie			

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IID06	Yearly learning goals will be set for the school by the Leadership Team, utilizing student learning data. (1057)	SS,SD	Jennifer Pociecha	12/30/2012	4	100%	Objective Met - 05/20/2013
Tasks							
Task ID	Task Description	Comments		Assigned to	Completed		
1	Identify areas of need in each subgroup across grade levels with a focus on students falling below the 25th percentile.	Teachers analyzed their quarterly benchmark data to identify the areas of need for ELL students. The teachers presented their findings to the building administrators with intervention strategies that are being implemented in their classrooms. Teachers are		Jennifer Pociecha	01/14/2013		

		responsible for creating and updating Instructional Planning Forms (IPFs) for all Tier 2 and Tier 3 ELL students.		
2	Based on yearly learning goals, grade level teams will utilize available data to determine classroom interventions.	The grade level teams have utilized data to implement and enhance classroom interventions. This has been a priority of our grade level teams. The teams will adjust interventions as needed throughout the school year.	Grade Level Teams	02/22/2012
3	Grade level teams will be responsible to analyze various assessments and report student academic trends to BLT three times a year.	Grade level teams, BLT, and the IPS team have and will continue to analyze data from all forms of student assessments. Data is used to create weekly flexible groupings according to student academic needs in math and reading. Trends found in MAP and ISAT data dictate what strands are taught based on areas of need.	BLT	12/12/2012
4	The entire staff will collaborate to set future yearly learning goals based on data findings reported by BLT.	Staff collaborated to develop school wide learning goals and objectives. Progress will be continually monitored through walkthroughs and assessment data.	Entire Staff	12/12/2012

Status of Objective

1.	Describe your Experience in pursuing this Objective	05/20/2013 The staff analyzed benchmark data from CBM, MAP, ISAT, and ACCESS scores. We identified students falling below the 25% percentile and teachers created IPF forms to show how they differentiated instruction for these students. Classroom teachers used this data along with data gathered in the classroom to make instructional decisions. Each teacher had a quarterly conference with building administrators to assess the grade level goals based on the data.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	05/20/2013 After each benchmark, the staff will analyze the data to continue to meet student educational needs. Teachers will use this information to modify instruction to better address their specific learning needs. The data also determines areas of professional development that is needed throughout the school year.
3.	Evidence that this Objective has been fully and effectively implemented	The BLT will analyze data to set goals that will drive instruction. MAP and Literacy Benchmark data will be reviewed three times a year. ISAT Data will be reviewed yearly. Classroom assessment data will be reviewed quarterly. All assessment data will be reviewed for strengths and weaknesses across grade levels and subgroups. Goals will be reviewed yearly and updated as necessary. 05/20/2013 The BLT will analyze data to set goals that will drive instruction. MAP and Literacy Benchmark data will be reviewed three times a year. ISAT Data will be reviewed yearly. Classroom assessment data will be reviewed quarterly. All assessment data will be reviewed for strengths and weaknesses across grade levels and subgroups. Goals will be reviewed yearly and updated as necessary.

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIIA07	All teachers will differentiate assignments (individualize instruction) in response to individual student performance on pre-tests and other methods of assessment. (1069) Title I Expectations: Effective, timely additional assistance provided to students experiencing difficulty.	SP,RTI,ELL,SW	Renee Sams	12/30/2012	4	100%	Objective Met - 09/11/2012

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	The data gathered through walk throughs will be analyzed and assessed by the principal and asistant principal. They will provide feedback concerning strengths and weaknesses demonstrated through walk throughs.		Renee Sams and Andrew Carlson	05/30/2012
2	Each grade level team will discuss strategies for differentiation and analyze data from various forms of assessments monthly.		BLT	02/22/2012
3	The school principal will monitor lesson plans for differentiation of instruction twice a month.		Renee Sams	02/22/2012
4	The school principal and assistant principal will conduct walk throughs using the district walk through tool to observe differentiated instruction twice a month.	The school principal and assistant principal provide a copy of the completed walk through instrument to the individual via email.	Andrew Carlson and Renee Sams	02/22/2012

Status of Objective

1.	Describe your Experience in pursuing this Objective	9/11/2012 Clark staff has analyzed the data (Open Court, literacy benchmarks, NWEA MAP, ACCESS, and ISAT). The use of this data has guided us in differentiating instruction.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	9/11/2012 Clark staff will continue to collect and analyze data throughout the year. The BLT will then disseminate the data results to the staff to guide their differentiated instruction in the classroom.
3.	Evidence that this Objective has been fully and effectively implemented	After analyzing MAP, CBM, classroom, and/or informal assessments, teachers will individulaize instruction during small group configurations. Implementation will be observed through lesson plans and walk throughs.

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIIA09	All teachers will clearly state the lesson's topic, theme, and objectives. (1071)		Renee Sams	12/20/2013	3	0%	
Tasks							
Task ID	Task Description	Comments		Assigned to	Completed		
1	Continuing professional development on writing measurable and observable objectives that correlate to the Common Core standards.			Renee Sams			
2	RIT band lesson objectives will be written based on DesCartes descriptors that are chosen to focus on the RIT level area of need.			Jennifer Pociecha			
3	Teachers will display student friendly objectives with the correlating Common Core standard to show how instruction is connected to the standards.			Administrators			

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIIA31	All teachers will interact instructionally with students (explaining, checking, giving feedback). (1157)		Renee Sams	05/30/2014	5	0%	
Tasks							
Task ID	Task Description	Comments		Assigned to	Completed		
1	All staff will receive professional development in the area of Common Core State Standards.			District / BLT			
2	Cool Tools will be shared every week during morning announcements. One student will read the Cool Tool and the focus.			Andrew Carlson			
3	In conjunction with the PBIS Universal Team the school will focus on one area each quarter. (Respectful, Responsible, Safety, Be Your			Tamara Gillespie			

	Best) There will be a development of four cool tools for each area on the behavior matrix.			
4	Preparing announcements for each COOL TOOL on a weekly basis.		Ashley Latz	
5	Due to some negativity on the staff, the BLT will look for articles, case studies, etc. that can be shared with all. Working on erasing some preconceived ideas that staff members make.		Judy Hartke	