

Action Plan - Monitoring Process

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
CL12	All school personnel will work effectively and equitably with racially, culturally, linguistically, and economically diverse students. (2353)		Joyce Meyer	06/30/2013	3	100%	Objective Met - 02/20/2013

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Conduct one professional development session addressing children of poverty and diversity with staff.	Review notes from the Eric Jensen's "Children of Poverty" to prepare follow up presentation. (March 6, 2013)	Joyce Meyer	01/30/2013
2	Design a staff pre test that will be used as a self reflection instrument to measure cultural sensitivity.	Pretest self reflection was given on January 30, 2013 to all staff members. Send email out to gather information of surveys (looking for No's to plan how to address and educate staff) Staff is asked to turn in surveys to Kim Baker. Kim will gather the information to share with BLT. We will then tie in areas that need to be addressed with poverty powerpoint. (Michelle, Sharon, & Cathy)	Nancy Johnson	01/30/2013
3	Develop a schedule that incorporates professional development for staff members on children of poverty and diversity.	Schedule has been developed	Joyce Meyer	12/05/2012

Status of Objective

1.	Describe your Experience in pursuing this Objective	02/20/2013 It was a follow up to a training by Harvey Perkins. Three staff members participated in a Train The Trainers Model. These staff members presented a workshop for the rest of the staff. Staff surveys were handed out, collected, and compiled. Student, Parent, and Teacher surveys are being collected by the state.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	02/20/2013 Continue monitoring the climate and get our parents more involved in the process.
		School personnel will provide activities and protocols that effectively and equitably address the needs of our diverse community. Staff, student, and parent surveys will be used as evidence. We will also track our online translation

3.	Evidence that this Objective has been fully and effectively implemented	services (written and oral). 02/20/2013 School personnel will provide activities and protocols that effectively and equitably address the needs of our diverse community. Staff, student, and parent surveys will be used as evidence. We will also track our online translation services (written and oral).
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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	Joyce Meyer	06/30/2013	3	100%	Objective Met - 10/09/2013

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Principal will develop a schedule to spend time in the classrooms—as much as 30 percent of her week - to observe teaching and improve instruction.	Schedule has been created and will be uploaded soon.	Joyce Meyer	06/28/2013
2	Assistant Principal will develop a schedule to spend time in the classrooms—as much as 20 percent—to observe teaching and improve instruction.	Schedule has been created and will be uploaded soon.	Jane Lambiris	06/28/2013
3	Teachers will display learning objectives in their classrooms and include them in their lesson plans.	All teachers have their objectives posted in the classroom. All teachers have their objectives included in their lesson plans.	Joyce Meyer	12/14/2012

Status of Objective

1.	Describe your Experience in pursuing this Objective	10/09/2013 Schedules were developed for both the principal and assistant principal to ensure that they are in the classrooms more often using the McRel walkthrough tool. All teachers include their objectives in their lesson plans.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	10/09/2013 The McRel walkthrough tool will continue to be used to monitor curriculum and classroom instruction and lesson plans. We have assessed another indicator that we will be working on to continue the work of having the objective not only posted but to ensure that it is being reviewed continuously with the class so that the students know the purpose for every lesson.

3.	Evidence that this Objective has been fully and effectively implemented	The principal and assistant principal will monitor curriculum and classroom instruction by performing classroom walk-throughs and monitoring lesson plans. McRel walk-through data and checklists of weekly lesson plan monitoring will be the evidence that this objective has been met. 10/09/2013 The principal and assistant principal will monitor curriculum and classroom instruction by performing classroom walk-throughs and monitoring lesson plans. McRel walk-through data and checklists of weekly lesson plan monitoring will be the evidence that this objective has been met.
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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	Joyce Meyer	12/30/2012	4	100%	Objective Met - 11/16/2012

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Plan, develop, film and have available for staff professional development a video series on Balanced Literary Strategies, Vision Management, Michael Haggerty, and Detailed Sentences.	Michael Heggerty will be taped during the month of September 2012. Videos of Balanced Literacy Strategies and other professional development strategies will be linked under teacher resources on our web site. Heggerty and Detailed Sentences videos are in teacher resource center as well as on our Greenwood website under Teacher Resource link. Professional Reading/Vocabulary and Math strategies are also available through our Two Sisters website. 11/16/12	Joyce Meyer	11/16/2012
2	Send feedback to the staff within twenty-four hours of classroom visitation.		Jane Lambiris	12/02/2011
3	Inservice staff on the research-based reading intervention programs offered at Greenwood. Create a flow chart for program placement.	Form a team include other staff including paraprofessional.	Melissa Wise	03/16/2012
4	School administrators will establish a schedule for classroom observations.		Jane Lambiris	12/02/2011

Status of Objective

1.	Describe your Experience in pursuing this Objective	11/16/2012 This experience was very informative because I had not realized there were so many free professional development resources on the web available for staff to help strengthen their teaching. It was rewarding to tap into our staff's knowledge base to provide additional resources for their colleagues.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	11/16/2012 We need to encourage staff to access the sites to continue to learn and grow. We need to update our video resources.
3.	Evidence that this Objective has been fully and effectively implemented	Professional development will parallel school improvement plan and evidence of research-based practices in the classroom as determined by systemic classroom observations by the school administration. Observation data will be reviewed by administration and the BLT to determine areas of concern and appropriate professional development opportunities will be provided throughout the school year.

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IID06 (1057)	Yearly learning goals will be set for the school by the Leadership Team, utilizing student learning data.	SS,SD		05/31/2012	3	100%	Objective Met - 09/19/2012

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Link improvement plan to subsequent activities, such as professional development.	The 2012 - 2013 professional development calendar indicates the areas of focus we need to work on based on our analysis of school data. PD will focus on literacy strategies, ELL strategies and instructional strategies.	Building Leadership Team	05/31/2012
2	Prepare a report using the data collected to use in making decisions about our yearly goals.	Report has been prepared with 2012 ISAT data and Spring and Fall Map data. The report is a working document and will be updated as additional data is garnered.	Core Team	09/17/2012
3	Gather information and evaluate the changed practices of teachers and effectiveness of the training.	Information has been gathered using the McRel walk-through tool, ISAT, MAP, ACCESS, and Aimsweb data to evaluate teacher's practices and effectiveness of training. Teacher input is gathered through grade level team minutes, staff meeting notes and book	Building Leadership Team	09/19/2012

		studies.
Status of Objective		
1.	Describe your Experience in pursuing this Objective	9/19/2012 It was tedious at best.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	9/19/2012 Reports must be updated as additional assessment data is received and analyzed. Professional development plans will be adjusted as needed.
3.	Evidence that this Objective has been fully and effectively implemented	Building Leadership Team meets systematically to set yearly learning goals. These goals will be formulated and measured by using student learning data, classroom observations and teachers' input.

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IID11	Instructional Teams will review the results of unit pre-/post-tests to make decisions about the curriculum and instructional plans and to "red flag" students in need of intervention (both students in need of tutoring or extra help and students needing enhanced learning opportunities because of their early mastery of objectives). (1062) Title I Expectations: Effective, timely additional assistance provided to students experiencing difficulty.	SW	Joyce Meyer	10/30/2012	3	100%	Objective Met - 09/19/2012

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Plan and present professional development sessions that focus on writing pre-/post unit assessments.	Use SIP days for PD and writing.	Building Leadership Team	11/18/2011
2	During Grade Level Team meetings teachers will discuss, modify and implement ways to differentiate instruction based on current formative and summative assessment data.	This is an ongoing task that is visited at each grade level meeting. Evidence is indicated on Aimsweb and/or student's IPF form. Grade level team action plans address how differentiation will be implemented.	Grade Level Team Members	09/19/2012
3	Develop in grade level teams pre/post assessment instruments, that align with the standards, for all units of instruction in reading.	Reflect on development process quarterly during grade level and vertical team planning time.	Grade Level Team Leaders	11/18/2011

Status of Objective		
1.	Describe your Experience in pursuing this Objective	9/19/2012 This was an easy objective to implement because grade level team meeting were already in place with the focus on differentiation and data analysis.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	9/19/2012 Grade level teams must continue to meet on regular basis with a focus on data analysis and flexible grouping.
3.	Evidence that this Objective has been fully and effectively implemented	Develops unit pre/post items that are clear and specific, tied to the learning standards, and would provide evidence of mastery consistent with the criteria established. Instructional teams would discuss how to differentiate instruction for specific students based on assessment evidence.

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIIA01 (1063)	All teachers will be guided by a document that aligns standards, curriculum, instruction, and assessment.	SC,SS	Melissa Wise	06/01/2014	4	25%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Create a unit template for teachers to use in planning units of instruction.	UNit template has been created and given to all staff members to use.	Kim Baker	10/10/2013
2	During grade level team time and common plan time, teachers will collaborate to complete the unit template.		Kim Baker	
3	Schedule AlIofE staff development twice a month to help staff become more proficient in utilizing the system.			
4	Provide professional development on writing effective selected and constructive response questions and creating rubrics.		CC Writing Team	

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		05/30/2014	5	80%	
Tasks							
Task ID	Task Description	Comments		Assigned to	Completed		
1	Establish an ELL committee.	ELL Committee was developed on October 3, 2012 Members are Lambiris, Giraldo, Opeka, Manser, Herrera, Mesa, Carter Presentation dates are as follows: 10-10-12 11-28-12 1-23-13 Committee Members meet and discuss...		Jane Lambiris	10/03/2012		
2	Develop a schedule that incorporates monthly teacher and learning meetings with all staff to focus on best instructional practices for all ELL students.	10-10-12 Language Acquisition (Getting started with ELL book) Am I doing enough to help my ELL's? Life Cycle of a Butterfly: Lesson in Portuguese -Second Language Acquisition Key concepts -Stages of Language acquisition -Challenges for ELL's in content area classes 11-28-12 Programs for ELL's -Transitional Bilingual Education - Transitional Programs of Instruction Using Music in ELL Classrooms (Techniques & What Research Says) -Research: Piquete & Reigh (2008) -Presentation given through the use of music to teach the Days of the week in Spanish (using music and flip chart (Promethean Board) 1-23-13 The ABC's of ELL Strategies for your Classroom - Teachers report back regarding their ELL conferences attended in December		Sandra Giraldo	10/01/2012		
3	Develop a schedule to lead a book study on language acquisition that helps teachers differentiate their lessons to accommodate students' needs.	Books have arrived... The Language Rich Classroom Classroom Instruction That Works With ELL Getting Started With English Language Learners All ELL committee members have them and Buckingham, Baker, & Carlander. Book Study will begin with Classroom Instruction That Works With ELL.		Jane Lambiris	09/06/2013		
4	Develop a schedule to share evidence of differentiated activities and lessons that are being used by classroom teachers.	Schedule times each month during GLT (the 4th Tuesday of the month) this will be a cross team group.		Jane Lambiris	01/08/2014		
5	ELL Committee Members will implement ESL strategies in their lesson	Committee Members have been sharing during a variety of		Jane Lambiris			

plans, reflect and share information during professional development.	Wednesday meetings the way they develop and write their lesson plans including the ESL strategies. Helpful lists were passed out to all staff members to have on hand for easy access to help develop lessons and use these strategies in the classroom.		
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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)		Joyce Meyer	06/28/2014	3	33.33%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Principal will complete a minimum of five weekly walk-throughs to collect evidence of practice. Assistant Principal will complete a minimum of five weekly walk-throughs to collect evidence of practice. Data from walk-throughs will be shared with the BLT on a monthly basis.		Joyce Meyer	
2	Study groups will meet two times to discuss the importance of setting specific student friendly objectives as outlined in the book, "Classroom Instruction That Works"	Staff was grouped in three smaller groups (2/4, K/1, 3/5) to have conversations in depth about the book. Meetings: August 29, 2012 September 5, 2012 October 31, 2012 Staff shared reflections on the chapters read, strategies they use in their classrooms, and ideas that will help strengthen our classroom instruction. Greenwood is also participating in the 3 district McRel inservices. McRel tips will be added in our Friday Focus newsletter that all staff members receive.	Jane Lambiris	09/05/2012
3	Each classroom teacher will have objectives clearly posted in the classroom.		Joyce Meyer	

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIIB01	All teachers will maintain a file of communication with parents. (1167)		Jennifer Zielinski	11/22/2013	2	50%	
Tasks							
Task ID	Task Description	Comments	Assigned to	Completed			
1	Develop a universal parent/teacher communication log.	Infinite Campus has a communication log that our staff will be using to keep record of all communication with parents/guardians.	Jennifer Zielinski	10/09/2013			
2	Evidence of communication logs need to be shared at the principal/teacher accountability meetings.		Joyce Meyer				

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
TL1	All teachers will demonstrate in their lesson plans the content knowledge necessary to challenge and motivate students to high levels of learning. (2332)	SC	Melissa Wise	06/30/2014	2	50%	
Tasks							
Task ID	Task Description	Comments	Assigned to	Completed			
1	Schedule a time for staff to share monthly at grade level meetings teacher's documentation of progress to challenge and motivate students to high levels of learning.	Once a month during Grade Level Team meetings, teachers will review what Bloom's they have used in their lesson plans and discuss ways to incorporate enrichment opportunities. Teachers are looking at Inside Edition and able to see what Bloom's they are using and how often in their lesson plans Once a month cross level teams will review HOTS during GLT meetings using the given checklist and keep a copy of it in our evidence/assessment binders	Grade Level Team Leader				
2	Hold a professional development session on lesson plan format and Bloom's Taxonomy.	Professional Development on creating lessons incorporating Bloom's Taxonomy, reviewing Inside Edition and locating where teacher's can	Melissa Wise	01/16/2013			

		<p>check to see that they are covering Bloom's throughout their lesson plans, ample of lessons were discussed and templates handed out that incorporate Bloom's in all lessons, and teachers were shown a Bloom's triangle that has the different levels of Bloom's throughout with a variety of apps/websites that lead teachers to these sites to enrich their students' minds with higher level thinking activities were all presented.</p>		
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Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
TL9	All teachers will incorporate the use of technology in their classrooms when it enhances instruction and builds 21st Century Learning Skills. (2335)	SC		02/28/2013	3	100%	Objective Met - 02/19/2013

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Develop a schedule for staff development opportunities.	Sit down in January and plan for the Spring. By June 30th, determine our plans for the 2012-2013 school year. Technology training opportunities are scheduled on the 2012-2013 professional development calendar. Teachers also have access to the Greenwood Teachers' Blog via Greenwood's web site.	Building Leadership Team	09/19/2012
2	Direct Instruction of needed skills for students to use word processing programs, presentation software and the appropriate use of the internet as a knowledge gathering resource.	A keyboarding program was added to our school computer lab in January 2012. Grade level team teachers will meet to develop their plan for computer lab use addressing the skills needed to prepare students to meet the Common Core standards. An LCD projector will be placed in the lab to help with direct instruction. Kindergarten: Starfall, ABC Mouse, Tumblebooks, Compass, and PBS Kids 1st Grade: Compass, ABCya, ABCmouse, Starfall, Clifford Scholastic 2nd Grade: Compass, Fastt Math 3rd Grade: Compass, Fastt Math 4th Grade: Fastt Math, Compass, BBC Dance Mat, Quizlet, Cool Math 5th Grade: Fastt Math, Lexia, Compass, Math Playground, BBC Dance Mat,	Staff	02/15/2013

		Quizlet, Cool Math Staff uses the technology to enhance lesson plans by using websites and multimedia tools that address the learning needs and styles of the LEP population ie use of internet to address nonlinguistic representations tools in lessons, different sites that have bilingual and esl support like brainpop and tumblebooks .		
3	Procure additional funds to increase the amount of classroom technology.	Inform the Grant Writing Committee to make technology grants a priority. Dollar General Grant is being submitted by May 15, 2012 to acquire a class set of Kindle Fires for reading instruction. Title funds purchased 5 additional Hovercams for classrooms. Waukegan Foundation Grants were written for Ipad touches and Ipads to be used for reading instruction. This task has been completed for this school year. The Grant writing committee will continue to pursue grant money as opportunities arise.	Grant writing Committee	06/30/2012

Status of Objective

1.	Describe your Experience in pursuing this Objective	02/19/2013 The use of the non linguistic representations in our lesson plans has enhanced the instruction of our LEP learners by activating and building their prior knowledge and allowing them to work at higher levels of the Bloom's taxonomy.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	02/19/2013 Staying up to date on the newest technology and tools that can add to our differentiated instruction for our LEP learners.
3.	Evidence that this Objective has been fully and effectively implemented	With technology-assisted instruction, the teacher uses computers and other technology tools as a seamless part of the learning activity. Students will use word processing programs to write and edit their written work. Students will develop projects using presentation software. Students will also incorporate the use of the internet as a source of information. Teachers will be trained in the use of software and best practices for technology tool use. Teachers will also be supported in integrating technology into the routine of instruction and recordkeeping. 02/19/2013 With technology-assisted instruction, the teacher uses computers and other technology tools as a seamless part of the learning activity. Students will use word processing programs to write and edit their written work. Students will develop projects using presentation software. Students will also incorporate the use of the internet as a source of information. Teachers will be trained in the use of software and best practices for technology tool use. Teachers will also be supported in integrating technology into the routine of instruction and recordkeeping.