

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		05/27/2011	3	100%	Objective Met - 12/13/2013

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Begin prototype portfolio to reflect September-May work by organizing and arranging work products from team leaders from prior team notes and documents	Secy will host copy file. The principal had begun compiling team work products in December 2010. She requested team binders containing minutes, lists, parent contacts and other work products and returned binders to team leaders. Compilation of the 2010-11 portfolio contents and format is ongoing.	Nicole Fishman	12/17/2010
2	Teams will create two goals that are specific, measurable, attainable, realistic, and timely (SMART goals) for May, 2011.	Teams will receive instructions to create at least two smart goals.	Nicole Fishman	05/19/2011
3	Create template for teams to fill out to reflect their team meetings. Share with team leaders to gather input and then finalize template.	Meet with team leaders in May 2011 to discuss draft template.	Nicole Fishman	09/05/2011

Status of Objective

1.	Describe your Experience in pursuing this Objective	12/12/2013 Objective was met. The collection of minutes allows administration to monitor what is happening in teams regarding the progress monitoring of students. Teams have been trained in creating SMART goals for the teams and are able to measure their effectiveness.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	12/12/2013 For 2013-2014 team leaders will create SMART goals for the year. The principal will have a pm session with all teams after each MAP Cycle to discuss target goals and growth. This meeting will provide the team with alternatives and strategies. Teams will have to change their instructional delivery if a significant amount of students do not make growth each cycle. We are targeting 75% of students meet their goals and 15% exceed their goals on MAP. n
		All agendas, minutes, and other pertinent documents will be dated, filed, and available for easy access. The principal will

3.	Evidence that this Objective has been fully and effectively implemented	maintain a comprehensive and current portfolio containing data and exemplars across the school environment, which would allow the school leadership to effectively monitor the functioning of the school environment. Such items would include observational data concerning student engagement--and the extent to which learning objectives are clear and connected to state standards--collected by teachers during walk-throughs. Teachers will also supply perceptual data by completing surveys regarding the school's climate and various school issues. These surveys are used to create cool tools, or behavioral lesson plans, which assist the students in learning about acceptable behaviors. Individual teaching teams must maintain their own minutes and work products from their daily team meetings and submit them to the principal. School policies and procedures will be evaluated yearly. The principal shall have one working portfolio with tabbed sections for the sixth grade team, seventh grade team, eighth grade team, Accelerated Scholar Intervention (ASI) Combo Team, Gifted Accelerated Program (GAP) Combo Team, and English Language Learners (ELL) Combo Team. Each section shall include mini tabs for daily topical schedule, monthly team goals and assessments, team notes, Response to Intervention (RTI) students log, parent contact log, and evidence of work completed at the request of administration.
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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		05/27/2011	5	100%	Objective Met - 12/13/2013

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	To have regularly scheduled meetings two times a month for an hour each, with an agenda prepared prior to the meeting.	BLT meetings were scheduled according to the 2010-11 school calendar. Agendas have been consistently prepared. Update: meetings for the end of the 2010-11 school year were scheduled for the following dates in 2011: 3/22, 4/11, 4/18, 5/2, and 5/16. At times, meetings were cancelled and/or rescheduled due to unforeseen circumstances.	Nicole Fishman	05/20/2011
2	The team will convene prior to the end of the 2010-11 school year to		Nicole Fishman	05/27/2011

	develop a tentative meeting calendar and protocols for the 2011-12 school year.			
3	To convene a BLT team which consists of a variety of interest groups including principal, team leaders from instructional teams and a variety of subject areas and grade levels.	The BLT representative of administration and faculty has been assembled for the 2010-11 school year. Faculty members of this team represent the 8th, 7th, and 6th grade teams, ELL, special education, p.e., counselors, reading, communications, math, science, and social studies.	Nicole Fishman	12/15/2010
4	To assign data gathering managers.	At the December BLT meeting we will assign staff member responsibilities for data gathering. Update: the named data managers include Cabrina Leneau, Nelson Campos, and Steve Racine.	Nicole Fishman	12/15/2010
5	The team operates, keeps minutes and agendas, and focuses on the plans they make.	Agendas are prepared prior to each BLT meeting. School and district data and events provide subject matter for discussion and planning. Note for 2011-12: Minutes are kept but need to be formalized and available for ready review.	Nicole Fishman	05/16/2011

Status of Objective

1.	Describe your Experience in pursuing this Objective	12/12/2013 The school leadership team is developing operating practice with a focus on student achievement and culture.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	12/12/2013 BLT will continue to meet. Walk-thru data will have to continue to be collected and disseminated as a means for improving instruction.
3.	Evidence that this Objective has been fully and effectively implemented	Under full implementation of this indicator, the BLT will meet twice a month to outline monthly SMART goals to ensure that goals are smart, measurable, attainable, realistic, and timely using current data sets. Both the facilitation of communication and analyzing of data are imperative for the creation of goals related to student growth. The data sets include a variety of resources, which include data derived from Measures of Academic Progress (MAP) trends, as well as a benchmark and progress monitoring system called AIMSweb. Furthermore, BLT members will examine SWIS data, a School-wide Information System that examines school-wide referrals and tardies. Walkthrough data recorded and collaborated by BLT members will also be evaluated to give an idea of the school's progress regarding student engagement and clarity of objectives. Optimally, the team will consist of key leaders in the building that represent the interests of grade level teams (grades 6, 7, and 8) and/or content area teams, such as Core Subjects like Mathematics, Science, Social Studies, and Communications; Encore classes such as Art, Music, Critical Thinking, and Foreign Language; Special Education, as well as English Language Learners.

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		05/18/2011	6	100%	Objective Met - 12/13/2013
Tasks							
Task ID	Task Description	Comments	Assigned to	Completed			
1	The BLT will collect and analyze observational walk-through data and present to staff.	Data managers are collecting BLT walk-through data and analyzing for presentation to the staff.	Nelson Campos	05/18/2011			
2	The BLT will present monthly SMART goals to the staff.	The BLT has presented SMART goals to the staff although not on a monthly basis during the course of the school year. The goal will be to be consistent with this in the 2012-2013 school year.	Steve Racine	05/31/2011			
3	The BLT will collect and analyze Student Growth Plan (SGP) data and present to staff.	Student goal sheets will be collected and analyzed to see whether goals have been satisfied. Information will be presented to the staff. Results of this procedure will be used by the BLT to improve the process as needed.	Nelson Campos	05/18/2011			
4	The BLT will facilitate Unified Curriculum Outline (UCO) along with the staff	Throughout January and third quarter, the BLT presented an introduction to the UCO. Time was provided throughout the quarter for collaboration among faculty teaching the same subject/grade level. Work is ongoing and will have to incorporate the new Common Core Standards. Additional information presented during the ULLC Common Core Meeting of 3/18/11, including activities, will be presented to the staff.	Steve Racine	03/23/2011			
5	The BLT will facilitate Action Teams comprised of staff members.	Action Teams have been formed and have met periodically during professional development time.	Nicole Fishman	02/02/2011			
6	The BLT meets twice a month on Monday to create monthly goals to present to the staff. The team then picks two SMART goals for the month to present to the staff.	The team will continue this process in the 2012-2013 school year inviting new members.	Nicole Fishman	05/18/2011			
Status of Objective							

1.	Describe your Experience in pursuing this Objective	12/13/13 THE BLT is currently studying how to improve the distribution of data and incorporate effective instructional practices in the delivery of instruction. This goal is ongoing and will continue for an undetermined amount of time.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	10/1/2013 The BLT Team has been revamped and we are currently reviewing our practices and expectations. We will revamp the team, review our plan based on the needs we have as suggested by the data, and start with new goals in 2014-2015
3.	Evidence that this Objective has been fully and effectively implemented	Upon full implementation of this indicator, the Building Leadership Team (BLT) will be responsible for facilitating communication and coordination to the staff. The BLT will create and present monthly SMART goals that are specific, measurable, attainable, realistic, and timely, which are directly aligned to the accomplishment of the yearly goals. BLT members will also be responsible for facilitating action teams comprised of staff members such as the Parent Action team, Positive Behavioral Intervention Support (PBIS) team, Response to Intervention (RTI) team and Data team which are all teams that address factors that may improve student academic achievement. Moreover, the Building Leadership Team members will also be responsible to collect and analyze student growth plan (SGP) data as well as observational walk-through data and present it to the staff to promote student-centered instruction.

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		05/18/2011	5	100%	Objective Met - 02/14/2012

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	The BLT will create school climate survey for 1st semester	Completed with data analyzed and presented to the staff.	Steve Racine	01/11/2011
2	The BLT will set up a monitoring calendar and system as to what data will be monitored and when the data will be reviewed and assessed.		Nelson Campos	05/28/2011
3	The BLT will pool spring MAP and AIMSWEB data and spring semester climate data and assess in order to create 2011-2012 calendars		Cabrina Leneau	05/28/2011

4	The BLT will convene to go over the tool and expectations for the walk-through in order to remain consistent.	The tool was initially distributed to the 2010-11 BLT on 9/9/2010 and reviewed with revised walk-through dates on 11/9/2010.	Nicole Fishman	11/09/2010
5	The BLT will pool data from fall MAP and AIMSWEB to begin processing data.	Processing of Fall data was begun by target date.	Cabrina Leneau	01/11/2011
Status of Objective				
1.	Describe your Experience in pursuing this Objective	2/14/2012 Our teams are very open to using the data to drive instruction. Our RTI continues to be the driving force in this area.		
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	2/14/2012 Continued professional development on how to interpret the data.		
3.	Evidence that this Objective has been fully and effectively implemented	<p>The Building Leadership Team (BLT) will assess overall school data, individual class data, and student data to set instructional goals. Overall school data will be assessed by looking at trend data from MAP and AIMSWEB after each testing session. MAP testing is a computerized test that measures achievement in reading, math, and language usage. AIMSWEB reading probes measure reading fluency, which is tied to reading comprehension according to researchers. These tests are given to all students three times a year and will help measure the progress toward the school's objectives to meet adequate yearly progress schoolwide, in subgroups, and individually. These data points will drive the BLT goals for the month along with the professional development focus for the faculty meeting on the first Wednesday of each month during this period. A school climate survey given each semester will be completed to assess overall school climate from the perspective of student, staff, and families. This data will drive our professional development on the issue of student behavior issues (Positive Behavior Interventions and Supports) as evidenced through student behavior lesson plans (Cool Tools) and our Parent Academies given throughout the year. These behavioral lessons will help maximize learning time by reducing time lost to misbehavior and will help the school achieve its reading and math goals. Parent Academies will help reinforce a strong learning environment within the home, which will also support student achievement. In order to assess individual classroom data, the BLT will do walk-throughs five times a quarter with a uniform walk-through tool that assesses the presence of lessons founded upon strong learning objectives and student engagement. The BLT will present the data back to staff at the end of each quarter. The staff will reassess instructional strategies based on the needs shown through the data and will celebrate where the data shows strength. Lastly, the BLT will work with a Response to Intervention (RTI) coach in assessing the progress monitoring results collected by each teacher for students in Academic Tiers 2 and 3, students needing more intensive supports, programs, and monitoring. The team will use this information in determining monthly goals as well. After assessing the data trends, the BLT will create a 2011-2012 professional development, Parent Academy, and Student Growth Activities calendar of events to meet the needs of teachers, students, and parents suggested by the data.</p>		

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IE05	The principal will participate actively with the school's teams. (1026)			05/31/2013	5	40%	
Tasks							
Task ID	Task Description	Comments	Assigned to	Completed			
1	To meet with the 6th grade, ELL, and SPED teams each Friday to discuss academic and social data surrounding students.	Please make sure to keep binder of notes and summary of meetings.	Nelson Campos				
2	To meet with the 8th grade and GAP teams each Friday to discuss academic and social data surrounding students.	Please be sure to record notes and prepare summary at the end of each semester	Michael Allen				
3	To meet with the 7th grade and ASI teams to discuss student and academic data in an effort to work towards the teams meeting their goals.		Nicole Fishman				
4	The principal will aid in the creation of the initial 2012-2013 team SIP plans, and review and revise with ULLC		Nicole Fishman	09/27/2012			
5	The Principal will meet with all teams leaders over a series of three meetings to discuss last years data, and to set goals for this year's data.		Nicole Fishman	09/12/2012			

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		05/31/2013	8	50%	
Tasks							
Task ID	Task Description	Comments	Assigned to	Completed			
1	The teams will create individual SIP's that are based off of last year's data with new goals for this year.	SIP's have to be flexible enough to revise	Michael Allen	09/27/2012			

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2	Create a data dashboard for team data using McCrel and MAP scores		Michael Allen	
3	The principal will meet with targeted staff to outline new goals for the year during professional dialogue conferences		Nicole Fishman	10/23/2012
4	The students will be taught to expect objectives and the basis of learning for the day. Students will express this by greeting any visitor that comes to the classroom by sharing with the visitor the objective and how they are accomplishing the objective.	This will be an on going process after the students are trained	Michael Allen	09/21/2012
5	The principal will target 5 staff members to work closely with based on last years academic and referral data.		Nicole Fishman	10/15/2012
6	Two Steel meetings a month will focus on Mccrel data		Nelson Campos	
7	The principal will create an instructional focus time line chart in an effort to track time spent on the monitoring of instruction.		Nicole Fishman	
8	Complete ten walk- thru's a week (each administrator)		Michael Allen	

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	Nelson Campos	05/31/2013	5	60%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Teams will be given professional development on gap analysis so that CFA questions can be appropriately designed	Completed, however, it has been determined that further PD is needed for teams as more information becomes available	Nelson Campos	10/23/2012
2	Team leaders will provide a first and second semester data over view of CFA growth as part of their team summary report		Michael Allen	
3	Students will be in targeted groups by second quarter according to first CFA score		Michael Allen	10/26/2012
4	CFA bank of questions revised	send to David Bain	Nicole Fishman	09/28/2012
5	CFA's added to data dashboard each quarter beginning second		Nicole Fishman	

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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		05/25/2011	1	100%	Objective Met - 02/14/2012

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Creating and gathering specific learning activities from curriculum teams and embedding them into the Unified Curriculum Outline.		T Bozik, M Devens, N Campos, B Duffy	05/03/2011

Status of Objective

1.	Describe your Experience in pursuing this Objective	2/14/2012 Teachers had already began to plan together, it was just a matter of agreeing on when to place certain units and how to share materials efficiently so that we could match district pacing as much as possible.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	2/14/2012 Going into 2012-2013 we will be working under common core standards so this will have to be changed as we unpack the standards.
3.	Evidence that this Objective has been fully and effectively implemented	Within the unified curriculum guide, there will be specific activities and projects with objectives embedded.

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		05/31/2013	3	33.33%	

Tasks				
Task ID	Task Description	Comments	Assigned to	Completed
1	Team SIPS will be created and revised throughout the year according to the data		Michael Allen	
2	Administrators assigned to different teams will monitor each Friday, the notes form the data reports.		Nicole Fishman	
3	Revise 8th grade contract to raise the level of learning expectation		Nicole Fishman	08/02/2012

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IID07	The Leadership Team will monitor school-level student learning data. (1058)	SC,SS,SD	Nelson Campos	05/27/2011	4	100%	Objective Met - 12/13/2013

Tasks				
Task ID	Task Description	Comments	Assigned to	Completed
1	The BLT will continue using a data-based decision making system to collect and analyze observational walk-through data and perceptual data including surveys and professional development evaluations.		Cabrina Leneau	05/20/2011
2	Curriculum teams will compile their data and analyze areas of strength and weakness.		Thomas Bozik	05/20/2011
3	The BLT and curriculum teams will analyze CFA and MAP data.		Cabrina Leneau	05/20/2011
4	The BLT will create a flow chart that depicts our school-level data and school improvement plan objectives.		Cabrina Leneau	05/25/2011

Status of Objective	
	1/6/2014 Some of the data check points were surprising to some teachers when they saw a decline in progress

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1.	Describe your Experience in pursuing this Objective	monitoring. However, in seeing declines teachers teamed together to seek alternatives for Tier 2 and Tier 3 students.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	1/6/2014 Data will need to be monitored regularly and where possible individual conferences with teachers may need to be held.
3.	Evidence that this Objective has been fully and effectively implemented	The BLT will continue using a data-based decision-making system to analyze walk-through data in light of state learning standards and grade-level benchmarks. Also, the BLT, as well as each curriculum team, will continue collecting CFA data quarterly and MAP data biannually. The BLT and curriculum teams will use this coherent stream of data to adjust and align curriculum content. In addition to presenting this data and their findings to the staff and analyzing observational data collected during walk-throughs, the BLT will examine additional data from professional development events connected to improving and aligning curriculums, perceptual data from surveys such as school climate surveys, and teacher evaluations of professional development events. Additionally, the BLT will analyze the extent to which student work reflects progress toward the school improvement plan objectives and parents and community members remain apprised of these objectives by analyzing school-level data in the form of team agendas, minutes, and work products. Lastly, the BLT will merge this data into one report that will be used to develop each school improvement plan item and create a flow chart that depicts the data that will be used to achieve the school improvement plan objectives.

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		05/25/2012	5	100%	Objective Met - 12/13/2013

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	The instructional teams will infuse lesson plans into UCO over a series of meetings	Was completed, however the UCO will need to be changed with common core and changes upcoming in GAP	Nicole Fishman	06/04/2012
2	The instructional teams will create the UCO over a series of meetings	Process had been completed in substantial part; however, the introduction of the new Common Core Universal learning standards and assessments has necessitated the review and revision of such outlines. This process will be ongoing for the remainder of the 2010-	Thomas Bozik	05/28/2012

		11 school year and will continue throughout 2011-12.		
3	The instructional teams will create a timetable of instruction over a series of meetings	Will need to be revised as necessary	Thomas Bozik	05/18/2011
4	The Building Leadership Team will create a template for the development of a curriculum guide.	Completed.	Cabrina Leneau	02/15/2011
5	The Building Leadership Team will present to the staff the research supporting the use of the unified curriculum template.	Completed.	Steve Racine	03/16/2011

Status of Objective

1.	Describe your Experience in pursuing this Objective	10/01/2013 We are now providing teachers with as much professional development on common core as possible.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	The BLT Team and Rising Star team will consistently evaluate delivery of instruction, curriculum and MAP Scores to ensure we are on the appropriate track to improve student learning at Jefferson.
3.	Evidence that this Objective has been fully and effectively implemented	Units of instruction will be created for each particular course sequence and grade level by instructional teams made up of teachers of each discipline. The staff will be provided research that supports the ideas of unified curriculum and given a template to develop curriculum guides. All those who teach the subject and grade level will use the unified curriculum. Steps to create the plan for each subject group will be the following: Each instructional team will then identify state standards that must be met at each grade level and will coordinate them to match the Rising Star Plan. Then, the teams will create clearly aligned objectives to each part of the outline. After the alignment of standards and objectives, instructional teams will infuse specific lesson plans that are pertinent to each topic. Lesson plans will be considered by which is the most appropriate for mastery of each concept. Common formative assessments (CFA), which are pre and post tests, will be aligned to the UCO and will provide evidence of mastery consistent with the criteria established for each topic. When fully implemented, parents and students will have access to each curriculum outline to monitor objectives taught in each classroom throughout the entire school year. Parents will monitor student progress by having students write objectives in their agendas each day for each class and sign inside the agenda they have seen what is being accomplished. To ensure student participation, the staff will check the agendas weekly.