

Action Plan - Monitoring Process

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
ID02	All teams will have written statements of purpose and guidelines for their operation. (1013) Title I Expectations: Conduct a comprehensive needs assessment - Clarify the Vision for Reform.	SW	Nichole Farris	03/22/2013	1	100%	Objective Met - 11/04/2013

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Communicate guidelines for creation of the team handbooks.	Each instructional team prepared a handbook that directed the focus for their team for the 2013/2014 school year. All handbooks were submitted to building administrators.	Nichole Farris	04/15/2013

Status of Objective

1.	Describe your Experience in pursuing this Objective	11/04/2013 Instructional Teams experienced some challenges agreeing on common practices and expectations and equitable distribution of tasks and work.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	11/04/2013 Instructional Teams need to reflect and revise handbooks for the start of the new school year. Processes also need to be implemented to orient new teachers to the initiatives laid out in the handbook.
3.	Evidence that this Objective has been fully and effectively implemented	11/04/2013 All instructional teams have submitted an electronic copy of their team handbook to building administrators.

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	Nichole Farris	08/24/2012	3	100%	Objective Met - 02/14/2012

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Present data to staff as professional development on the first Wednesday of each month.	Make use of rough draft presentations from prior SLT planning meetings	Daniel Dares de Leon	01/04/2011
2	Prepare a visual Smartboard presentation of the data. Train data committee and staff in ExamN, district wide assessment system, for benchmark system. Data sets related to AYP targets in Reading and Math, ELL, Special Ed, Hispanic, Black subgroups.	Prepare a rough draft of presentation to be reviewed by SLT members during SLT meeting prior to the presentation.	Daniel Dares de Leon	06/08/2011
3	Create a professional development calendar of presentations based on different data sets/topics to guide professional development for the school year. Data sets related to AYP targets in Reading and Math, ELL, Special Ed, Hispanic, Black subgroups.	Collaborate with Daniel Dares for data sets.	Nichole Farris	06/08/2012

Status of Objective

1.	Describe your Experience in pursuing this Objective	2/14/2012 We have consistently looked at our subgroups through data. Specifically Black, Hispanic, and ELL in Reading and Math. We also have made decisions about interventions based on data for students. Currently we will continue to incorporate data in making decisions for school improvement to include, but not limited to, benchmark data and NWEA MAP data.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	2/14/2012 We will continue to review academic and behavioral data at a least quarterly during curriculum BLT and team meetings.
		The School Leadership team will review select academic (Reading/Math, AYP) and behavioral data at each of the three

3.	Evidence that this Objective has been fully and effectively implemented	levels: school, classroom, and student. This data will include, but not be limited to, SWIS, PBIS, ISAT, NWEA, etc. The data will be presented to the staff monthly during Wednesday curriculum meetings and used to guide school improvement discussions and professional development.
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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	Kwing Lee	08/24/2012	3	100%	Objective Met - 02/14/2012

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Administrators will attend team meetings.		Kwing Lee	06/05/2011
2	Create a schedule of monthly walk-throughs with Assistant Principal and provide feedback.	This is an ongoing process. There were some technical difficulties that have been resolved.	Kwing Lee	10/30/2011
3	Principal will review the lesson plans weekly and provide written feedback.	This is an ongoing process. There were some technical difficulties that have been resolved.	Kwing Lee	10/30/2011

Status of Objective

1.	Describe your Experience in pursuing this Objective	2/14/2012 Teachers receive feedback via email on lesson plans and administrators attend team meetings weekly. Non-evaluative walk throughs will continue and feedback emailed to teachers. Team discussions center around progress monitoring, sub-groups in Reading and Math.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	2/14/2012 Administrators will continue to attend team meetings. Walk throughs and feedback will continue as part of a systematic improvement in our school.
3.	Evidence that this Objective has been fully and effectively implemented	Teachers will receive written feedback on lesson plans. Administrators will participate in team meetings. Administrators will conduct non-evaluative walk throughs and provide written feedback using the McRel software.

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	Kwing Lee	06/01/2013	5	100%	Objective Met - 11/04/2013
Tasks							
Task ID	Task Description	Comments		Assigned to	Completed		
1	Principal will lead a book study that emphasizes the research-based practices outline according to McRel. These sessions will take place with all staff during professional learning opportunities.	Use the text, Classroom Instruction That Works, provided by the school district. Discussion sessions took place during weekly PLOs and team times.		Kwing Lee	06/01/2013		
2	Teachers will receive feedback from all McRel walk-throughs.	Teachers receive instantaneous feedback from all walk-throughs via email. This feedback includes student articulation of the objective, as well as, specific comments regarding the lesson.		Kwing Lee	06/01/2013		
3	Create an effective teaching template to guide discussions and teacher planning.	Convert the seven effective teaching and classroom management indicators into question format. Allow for teachers to show examples or next steps. Design a more structured format to facilitate discussion of each of the effective teaching criterias.		Paul January	01/03/2011		
4	In small group discussions (pods) discussion will center on two of the effective teaching questions. A summary of the answers will be submitted to the principal electronically in the pod meeting minutes.			Paul January	06/01/2012		
5	Provide a common template to submit summary and team minutes to principal, ie. Rising Star tools.	Prepare a copy of pre-printed template for teams to use. Template should include Wise Ways blurb for research-based best practice information.		Jillian Rathge	05/25/2012		
Status of Objective							
1.	Describe your Experience in pursuing this Objective	11/04/2013 Book study discussions took place during PLOs and during team times. All teachers received the Classroom Instruction That Works book for easy reference. Teachers realized that many of the expectations were already being met and ones that were not could quickly be accommodated.					

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2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	11/04/2013 Professional development that is explicitly based on walk-through data identifying areas of weakness.
3.	Evidence that this Objective has been fully and effectively implemented	Teachers will use criteria identified in the walk through rubric to ensure consistent effective teaching according to McRel software. Data from the walk-throughs will be used for planning of professional development. Small group meeting discussions, book study, and professional conversations with principal will center on criteria identified in the walk-through rubric. 11/04/2013 Book study was completed in May of 2013. Administrators continually review the data with all staff during PLOs. Teachers self-reflect on their level of implementation of walk-through expectations during goal setting with build administrators.

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	Abigail Henderson	08/28/2013	2	0%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Training the staff - first steps (exposure)	Consider pre-steps to take place before the initial training.	Abigail Henderson	
2	Refresher for facilitators during common meeting times.	Locate Understanding by Design materials. Gather other reference materials and/or contacts.	Paul January	

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	Paul January	08/24/2013	2	50%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
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1	Teachers have been attending professional development for curriculum writing. These teachers will share the information during monthly meeting times.	Intensive lesson study leads teachers to analyze their teaching practice in order to understand what aspects best influence learning. Teachers work in small groups to plan, observe, critique, and revise lessons.	Abigail Henderson	03/01/2012
2	Teachers have been attending professional development for common core standards at the district level. These teachers will share the information during monthly meeting times.	The Middle School Curriculum Writing Committee will write content curriculum, lessons, and units aligned with the Common Core State Standards. Teachers will unpack and identify focus standards, review the gap analysis, and develop a scope and sequence guide for grade level instructional practices.	Anissa Hamilton	

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	Kwing Lee	08/24/2012	3	100%	Objective Met - 02/14/2012

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Data will be updated regularly.	Obtain benchmark data from teachers.	Daniel Dares de Leon	08/24/2012
2	Teams will provide meeting minutes to principal.	Minutes submitted electronically.	Kwing Lee	08/24/2012
3	Design a graphic organizer that lays out school improvement plan indicators.	The school improvement plan was presented to staff using an advanced graphic organizer to visualize the depth of the plan.	Kwing Lee	08/24/2012

Status of Objective

1.	Describe your Experience in pursuing this Objective	2/14/2012 We use ExamN for benchmarks, Infinite Campus for local and state assessments, AimsWeb and NWEA MAP for progress monitoring student achievement.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	2/14/2012 We regularly look at student benchmark, AimsWeb, NWEA MAP in team meetings.

3.	Evidence that this Objective has been fully and effectively implemented	Data will be available to all staff members. A graphic organizer will be created of the indicators in the school improvement plan. Teams will use both tools to discuss instruction and school improvement.
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Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIIA01	All teachers will be guided by a document that aligns standards, curriculum, instruction, and assessment. (1063)	SC,SS	Paul January	08/26/2013	2	50%	Objective Met - 11/01/2011

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Data mini-committee will determine criteria for creating the content area benchmarks that will allow for the assessment to be valid and reliable.	Refer to Data mini committee meeting minutes.	Abigail Henderson	09/30/2011
2	This will be addressed in the future in the continuous cycle of improvement. The district has informed us they are unveiling Common Core Standards. A series of workshops have been scheduled for all teachers.	10 staff members are in the process of being trained in common core standards for Math and ELA. They have brought the information back to the staff and compiled the Grade Level / Content Feedback for future trainings.	Paul January	

Status of Objective

1.	Describe your Experience in pursuing this Objective	11/1/2011 The initial determination of the criteria was an easy task. Adjustments needed to be made to include social studies, science, self contained classrooms, encore classes.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	11/1/2011 We need to keep sharing the data in team meetings and PLOs. Train the staff in ExamN, district assessment system.
3.	Evidence that this Objective has been fully and effectively implemented	Teachers in all content areas and grade level will use a document that is vertically and horizontally aligned to drive planning, aligned to common core standards, that includes a valid benchmark assessment. This document will map teaching in all content areas for the entire school year.

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)		Christy Gibbs	01/06/2014	3	0%	
Tasks							
Task ID	Task Description	Comments	Assigned to	Completed			
1	Teachers will be trained write objectives using the TPO format.		Kwing Lee				
2	Content area teams meet twice per week to begin re-writing current objectives using the TPO format.		Kwing Lee				
3	Administrators will focus 50% of weekly walk-throughs to determine level of implementation of TPOs and lesson introductions.		Kwing Lee				

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIIA27	All teachers will verbally praise students. (1092)		Paul January	03/05/2014	3	0%	
Tasks							
Task ID	Task Description	Comments	Assigned to	Completed			
1	Administrator will make use of 50% of walk-through data to assess the methods in which teachers close out the lesson, until January 6, 2014.		Kwing Lee				
2	BLT will analyze the data from end of class walk-throughs from November to January 6, 2014. Discuss trends during BLT meetings.		Nichole Farris				
3	BLT will facilitate PD on strategies for lesson closure.		Christy Gibbs				

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)		Abigail Henderson	08/18/2014	1	0%	
Tasks							
Task ID	Task Description	Comments		Assigned to	Completed		
1	Administrators/BLT will present PD that focuses on lesson planning that emphasizes management of instructional time to focus on: introduction, direct instruction, practice, application, and closure of each lesson.			Paul January			

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIIA35	Students will be engaged and on task. (1161)	SP	Kwing Lee	08/24/2012	2	100%	Objective Met - 10/11/2012
Tasks							
Task ID	Task Description	Comments		Assigned to	Completed		
1	Analyze the data from both semester to determine changes.	NWEA MAP Reports, SWIS data, PBIS boosters, AimsWeb and benchmark reports will be analyzed.		Jason Black	10/03/2012		
2	Gather data for a first semester baseline.	Use the data from the superintendent's scorecard.		Kwing Lee	12/23/2011		
Status of Objective							
1.	Describe your Experience in pursuing this Objective	10/11/2012 Staff has analyzed the data for the required time period. At a PLO to start the school year, we have analyzed the data and determined that there has been growth according to ISAT and NWEA/MAP, as well as, a decrease in office referrals.					

2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	10/11/2012 Continue to analyze the data on a monthly basis. Work cooperatively with the RtI tiered teams to determine student need for interventions. Teachers will continue to discuss research0based best practices according the McRel model. Work cooperatively with the new Dean of Students to promote wider use of Tier I-universal interventions.
3.	Evidence that this Objective has been fully and effectively implemented	There will be decreased numbers of office referrals, office visits. There will be evidence of student growth in classroom assessments, benchmarks, NWEA assessments, and ISAT scores.

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)		Kwing Lee	05/30/2014	3	66.67%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Instructions for communication initiative will be included in the 2013-2014 Juarez teacher handbook revision.	Instruction for all communication with parents was included in the teacher handbook 2013-2014.	Abigail Henderson	08/15/2013
2	Share initiative with the staff during back to school meetings while reviewing the updated teacher handbook.	BLT discussed the new directives regarding parent communication at the back to school PLO.		08/15/2013
3	Principal will monitor teacher communication records once a semester.		Kwing Lee	

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIIC10	All teachers will reinforce classroom rules and procedures by positively teaching them. (1107)		Nichole Farris	06/01/2014	3	100%	Objective Met - 11/04/2013

Tasks				
Task ID	Task Description	Comments	Assigned to	Completed
1	Data sharing to include detentions, referrals, and suspensions will be provided to staff bimonthly in order for staff to review data during team meetings prior to the refresher professional development meeting.	Discipline data and PBIS data are shared on a monthly basis during the PLO's usually third Wednesday of the month.	Jason Black	08/19/2013
2	Administrators will drop in to observe that the bulletin board exists and advisory lessons are being taught regularly throughout the quarter.	Administrators and office support team drop in on advisory classes every Wednesday and Thursday or the week. During the drop ins they touch base with students regarding goal setting and determine if advisory activities are happening.	Nichole Farris	08/19/2013
3	PBIS refresher based on the data bimonthly where the PBIS system is explicitly retaught with clear examples.	PBIS boosters are held during the lunch periods with all students where data is shared every quarter. Topics for the booster are developed from analysis of discipline and PBIS data.	Anthony Cozzi	08/19/2013

Status of Objective		
1.	Describe your Experience in pursuing this Objective	11/04/2013 Classroom teachers worked together to develop individual classroom matrices of PBIS values. PBIS refresher took place at opening year meetings to make sure all staff were informed of changes. Advisory lessons were revised to make them more student-led so that students can better articulate the PBIS expectations.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	11/04/2013 Teachers consistently teaching the PBIS expectations in every learning environment and using the Paws as a way to reinforce when expectations are carried out.
3.	Evidence that this Objective has been fully and effectively implemented	11/04/2013 All classrooms currently have a PBIS bulletin board in every classroom. Students are being nominated and acknowledged for demonstrating PBIS expectations. Classroom matrices were developed and are displayed in classrooms. Paws are used in a variety of ways to support PBIS expectations.

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IVD03	The school will regularly and clearly communicate with primary caregivers about its expectations of them and the importance of the "curriculum of the home." (1155)	SC,SP	Jillian Rathge	08/24/2012	3	100%	Objective Met - 10/11/2012

Tasks				
Task ID	Task Description	Comments	Assigned to	Completed
1	Quarterly newsletter made available to all parents via school website.	Research to find available templates. SLT to assist along with building webmaster.	Cathy Watkins	06/08/2011
2	Unit introduction letters that identify objectives, targeted skills, materials needed, description of assessment and links to helpful resources prepared, translated and made available online and in hard copies where necessary; forwarded to the principal electronically.	Remind teachers to prepare the information during unit planning. Provide a template for all teachers to use to include required materials.	Nichole Farris	10/02/2012
3	Compass Learning Access instructions letter will be made available to all parents via online and hard copies where necessary.	Use letter template provided from Compass Learning website.	Daniel Dares de Leon	02/22/2012
Status of Objective				
1.	Describe your Experience in pursuing this Objective	10/11/2012 This objective was accomplished through professional development designed to give ideas for completion.		
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	10/11/2012 Building-wide continued communication with parents using the methods described.		
3.	Evidence that this Objective has been fully and effectively implemented	The school will establish three methods of communication (Unit Introduction Letters, Compass Learning Access Letter, and bi-quarterly newsletters) which will include an online document and hard copies where necessary. These communication tools will address facets of the "curriculum of the home" according to Marzano, Pickering and Pollock.		