

Action Plan - Monitoring Process

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
CL17	Professional development for teachers will be determined by data (including classroom observations and review of lesson plans) that demonstrate teachers' attention to academic, social, emotional, and behavioral expectations and standards. (2339)	SD	Angel Figueroa	11/01/2013	4	50%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Establish a training schedule and conduct trainings.	Common Core professional development series was presented to staff on 8/22/12, 8/29/12 and 9/5/12.	Angel Figueroa	09/05/2012
2	Identify resources and individuals to provide professional development to teachers.	Professional Development was presented to staff members on 8/22/12, 8/29/12 and 9/5/12.	Diane Solis	10/15/2012
3	Provide parents with an opportunity for training in the Danielson Model (English/Spanish).	We are targeting September 2013 for the parent training. Training will be conducted by the principal.	Angel G Figueroa	
4	Survey teachers to determine priority standards and needs regarding comprehension strategies.		Quinn Norman	

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CL6	School Leadership and primary caregivers will engage in regular communication to provide mutual supports and guidance between home and school for all aspects of student learning. (2341)	SC	Angel Figueroa	11/01/2012	2	100%	Objective Met - 02/15/2013

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Conduct the workshop.	Two workshops were conducted, one in English, one in Spanish.	Angel Figueroa	01/01/2013
2	Identify teachers who will organize and conduct the workshop.	School representative from Common Core Committee facilitated parent workshops.	Angel Figueroa	01/01/2013
Status of Objective				
1.	Describe your Experience in pursuing this Objective	02/15/2013 Staff received materials and information to implement Common Core standards.		
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	02/15/2013 Ongoing training as implementation of Common Core continues.		
3.	Evidence that this Objective has been fully and effectively implemented	Parents will have participated in a 90 minute workshop that will provide them with basic info on Common Core that allows them to support the education of their children. An invitation, agenda and sign in will provide evidence of implementation. 02/15/2013 Parents will have participated in a 90 minute workshop that will provide them with basic info on Common Core that allows them to support the education of their children. An invitation, agenda and sign in will provide evidence of implementation.		

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ID08	The Leadership Team will serve as a conduit of communication to the faculty and staff. (1019)	SS	Angel Figueroa	10/01/2011	5	100%	Objective Met - 12/02/2011

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Grade level agendas will include BLT feedback item.	This routine is currently in place and under revision for enhancement.	Grade Level Team Leaders	02/03/2011
2	Establish a school improvement suggestion box.	Feedback box is located in a centralized location, checked regularly and comments discussed during meetings.	Marciann Galazkiewicz	02/11/2011
3	BLT minutes to be emailed to all staff members.	This routine is established and is expected to continue.	Quinn Norman	03/01/2011
4	BLT will provide updated reports regarding SIP implementation	Although this is a continuous task, an updated report concerning SIP	Diane Solis	11/15/2011

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	progress at the end of each quarter.	implementation will be provided in early November for current completion.		
5	A BLT reporting agenda item will be included in all school improvement meetings.	This routine has been established and is expected to continue.	Angel Figueroa	03/01/2011
Status of Objective				
1.	Describe your Experience in pursuing this Objective	12/2/2011 There has been an increased communication between faculty and school leadership.		
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	12/2/2011 Leadership will continue to provide school staff with updated information regarding all leadership meetings.		
3.	Evidence that this Objective has been fully and effectively implemented	Communication system in place that facilitates regular two-way communication between the BLT and the staff with emphasis in student academic achievement data, school environment, and instructional practices. Staff will be informed of BLT and school improvement related information.		

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	Angel Figueroa	01/31/2012	7	85.71%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Grade level teams, after meeting with Principal, will establish yearly team reading goals as measured by AIMSWEB and MAP data.	Ms. Norman will facilitate the grade level meetings with the Principal. She will collect goals and disseminate them to the staff. 9/15/11 Grade level teachers have established new reading goals for the year based on current test data.	Quinn Norman	09/15/2011
2	Data collected after each benchmark (AIMSWEB, MAP, and ISAT) and maintained in a centralized location.	This routine is established and is expected to continue.	Marciann Galazkiewicz	05/12/2011
3	RTI team and teachers receive and process AIMSWEB data, and		Marciann Galazkiewicz	03/01/2011

	implement RTI intervention for selected students.			
4	Data analysis and review is a permanent agenda item for the BLT.		Quinn Norman	02/15/2011
5	A professional development plan will be created by the BLT taking into consideration student achievement data, teacher input, and Instructional Best Practice evidence.	Principal will be coordinating with Ms. Galazkiewicz. Partial Best Practice evidence data has been collected. A professional development staff survey was created and completed by staff members (9/14/11). Staff development to follow (ongoing).	Marciann Galazkiewicz	12/11/2011
6	Testing grade teachers meet individually with the Principal to review MAP data and set group and individual student strategies and goals.		Angel Figueroa	03/01/2011
7	Grade level teams will function as data teams and follow the data team cycle/progress.		Gabriela Perez	

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	Angel Figueroa	11/01/2013	5	100%	Undecided

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Principal meets with individual teachers after each benchmark assessment to review student achievement data, instructional goals, and establish academic expectations for the classrooms.		Angel Figueroa	05/15/2011
2	Principal facilitates grade level team meetings.		Angel Figueroa	03/01/2011
3	Creation of grade level appropriate checklist that will reflect best instructional practices to include classroom management and delivery of mathematics and reading instruction.	BLT has developed a classroom checklist. It has been successfully fielded by staff members.	BLT	05/01/2012
4	Process and summarize Mcrel Walk-through data for the BLT.	12/2/11 Principal continues to conduct McCrell Walk-through observations. RtI team has begun observational checklist. Upon completion of checklist observations, data will be summarized and analyzed by BLT.	Angel Figueroa	12/06/2011
5	Provide training in the Danielson Model to facilitate best practices.	The team has decided to wait for the first formal teacher evaluation	Angel G Figueroa	02/28/2014

	project provided by the district at the school level. We will follow up with additional training to come between March and June of 2014.	
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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	Gabriela Perez	02/28/2014	2	0%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Training for grade level teams on formative assessment.		Angel G Figueroa	
2	Collect corresponding data.		Gabriela Perez	

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	Angel Figueroa	03/31/2011	3	100%	Objective Met - 12/02/2011

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Development of a K-2 basic skills inventory.	Teachers met and discussed items to include in a skills inventory. Using teacher suggestions, the Individual Reading Profile was created. The assessment is currently in use and will be added to each child's cumulative folder at the end of the school year.	Diane Solis	03/12/2011
2	3 - 5th classrooms teachers will prepare differentiated instruction	12/2/11 All teachers differentiate instruction for reading during the	Angel Figueroa	12/02/2011

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	lessons based on the MAP data. The focus of the instruction will be the Des Cartes standards.	Power Hour. Groups are based on MAP scores. Continued walkthroughs will monitor progress.		
3	K -1 classroom teachers will plan differentiated instruction lessons based on the skills assessment inventory data. The focus of the instruction will be basic skills.	12/2/11 Skills inventory has been conducted by K-1 teachers. Checklist walkthroughs in progress will continue to monitor differentiated instruction on basic skills.	Diane Solis	12/02/2011

Status of Objective

1.	Describe your Experience in pursuing this Objective	12/2/2011 All teachers use standardized testing as the basis for instruction. Grade level teachers in 2-5 work cooperatively, to provide differentiated reading instruction to students during "Power Hour".
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	12/2/2011 Continued assessment monitoring and dissection of test data will be used to continue differentiated instruction among all grade levels.
3.	Evidence that this Objective has been fully and effectively implemented	All classroom teachers will differentiate based on appropriate assessment data related to the grade level.

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIIC05	All teachers will use a variety of instructional modes. (1102)		Angel Figueroa	11/01/2013	3	66.67%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Professional development will be developed by BLT.	Professional development continues to be coordinated by the BLT with teacher input. A second survey will take place early spring 2012 where teachers will be given a second opportunity to provide input for professional development.	Angel Figueroa	12/20/2011
2	Continued data analysis and reassessment will facilitate continuous objective implementation. RTI team will meet and disseminate Tier 2/3 data and provide classroom teachers with updated information for teachers twice a month.	This task is ongoing and continues to be developed as evidenced by progress monitoring of students and small group instruction in support of academic achievement. We are currently working on developing the pieces of evidence that will support a statement that this task has been completed.	Angel Figueroa	01/31/2012

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3	McCrel Walk-through/ observations will demonstrate the implementation of this objective.	This task has been initiated and is ongoing.	Angel Figueroa
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Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
TL5	All teachers will utilize high-quality questions and provide adequate time for student response. (2333)		Angel Figueroa	11/01/2013	3	33.33%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Data analysis and continuous reassessment will facilitate continuous objective implementation.	We have partial implementation of this task. Sustained professional development is necessary to ensure effective teacher daily practice. An effort will be made to incorporate this task within the district walk-through tool. In the meantime the classroom checklist will collect this data.	Angel Figueroa	10/01/2012
2	McCrel Walk-through will serve to monitor the implementation of appropriate questioning and response time techniques.	We have partial implementation of this task. Two presentations have been offered regarding questions/answers in support of this task. Sustained professional development is necessary to ensure effective teacher daily practice.	Angel Figueroa	
3	The Building Leadership Team will create professional development for teachers in order to facilitate their implementation of effective questioning techniques and appropriate response time for students.	Partial implementation of this task. Two training sessions have been offered and additional sessions will be provided. Currently we are developing further tools to collect data in this area. Completion of this task is conditioned to the collection of this data. More training is needed for full implementation.	Angel Figueroa	