

Action Plan - Monitoring Process

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
ID01	A team structure will be officially incorporated into the school improvement plan and school governance policy. (1012) <b>Title I Expectations:</b> Conduct a comprehensive needs assessment.	SS,SD,SW	John Samuelian	09/16/2013	2	100%	Objective Met - 11/21/2013

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Schedule team meetings to begin work on new vision and mission statement.	BLT wrote a new vision and mission statement. These new statements were introduced to all stakeholders. All vision and mission statements will be posted in all classrooms.	John Samuelian	12/13/2013
2	Introduce new vision and mission statement to all stakeholders.	New vision and mission statement was introduced to all staff on Sept. 4th. The new vision and mission statement was introduced to parents and community members on Sept. 11 and 12.	Building Leadership Team	09/16/2013

Status of Objective

1.	Describe your Experience in pursuing this Objective	11/21/2013 We met as a BLT to first brainstorm ideas. Then we wrote a new mission and vision statement. At our next meeting, we reviewed and revised based on feedback from stakeholders.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	11/21/2013 Maintain wall postings of new vision and mission statement, continue to share this information with parents and community members, and explain to all new staff.
3.	Evidence that this Objective has been fully and effectively implemented	11/21/2013 New vision and mission statement were shown the new mission and vision statement in a powerpoint presentation during Open House. New vision and mission statement is available on the school website and is posted throughout the school building.

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
ID07	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) <b>Title I Expectations:</b> 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.	SS,SW	John Samuelian	12/03/2010	2	100%	Objective Met - 12/03/2010

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Survey the team members to choose a regular day of the week for meetings which will be held bimonthly.		Minerva Vega	12/03/2010
2	Email schedule of meeting days to BLT members.		Minerva Vega	12/03/2010

Status of Objective

1.	Describe your Experience in pursuing this Objective	12/3/2010 Finding a common meeting day and time was a difficult task given the numerous meetings each of the BLT members are required to attend. Given this difficulty, the Principal made the final scheduling decision.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	12/3/2010 BLT members are committed to attending the scheduled meeting times.
3.	Evidence that this Objective has been fully and effectively implemented	Each team member will have a schedule of bimonthly BLT meetings which will be held the first and third Wednesday of each month.

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	Ruth Nudelman	06/04/2012	3	100%	Objective Met - 12/07/2011

Tasks				
Task ID	Task Description	Comments	Assigned to	Completed
1	The BLT will meet with staff members to update them on the progress of the School Improvement Plan twice per school year.	The BLT met with the staff on 12/15/2010 to discuss the School Improvement Plan.	Minerva Vega	06/03/2011
2	Create a monthly calendar for staff members with school day and after school hours activities.	Jennifer Meneses along with Dora Salinas will learn how to utilize an online calendaring program to keep the staff updated on school activities. This calendar will be modified or added to as needed.	Jennifer Meneses	04/29/2011
3	A BLT member will take notes during each meeting and email a summary to the entire staff within 48 hours after the meeting has been completed.	This is an ongoing task which will be started immediately. Meeting minutes are emailed to all staff members within 48 hours of each BLT meeting.	Ruth Nudelman	09/15/2011

Status of Objective		
1.	Describe your Experience in pursuing this Objective	12/7/2011 BLT members agreed that more communication with the staff as a whole was very important. Steps to accomplish this task were identified and carried out. This was a positive experience for all involved.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	12/7/2011 BLT meeting minutes will continue to be emailed to all staff members in a timely fashion. Our plan will also need to be shared with the staff as a whole. Calendar events will continue to be shared with staff.
3.	Evidence that this Objective has been fully and effectively implemented	Staff members will receive bimonthly summaries of BLT meetings by email.

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) <b>Title I Expectations:</b> Conduct a comprehensive needs assessment - Creating the School Profile.	SS,SW	John Samuelian	09/16/2013	14	42.86%	

Tasks				
Task ID	Task Description	Comments	Assigned to	Completed

1/9/2014 11:39:30 AM

1	BLT members will present a summary of their data collection findings to the staff for discussion and decision making.		BLT Members	
2	Collect and analyze MAP test data after Spring benchmark. All grade level teams will analyze their data and make instructional decisions for their students.		Grade Level Teams	
3	Collect and analyze AIMSWEB data after Spring Benchmark.	A team will administer the test and collect the data.	Benchmark Assessment Team	
4	Collect and analyze MAP test data after Fall benchmark. All grade level teams will analyze their data and make instructional decisions for their students.	Fall MAP Test data was analyzed by the BLT and each grade level team. Data was used to make decisions regarding student achievement.	Grade Level Teams	09/27/2012
5	Collect and analyze annual ISAT data for 2012.	ISAT Data was analyzed and utilized to make instructional decisions.	Grade Level Teams	09/28/2012
6	BLT members will present a summary of their data collection findings to the staff for discussion and decision making.	2011-2012 MAP, AIMSWEB, ISAT, and walkthrough data was presented to the staff. Grade level teams worked together to make decisions for their students. BLT made recommendations for focus on higher level questioning using Bloom's Taxonomy.	BLT Members	09/28/2012
7	BLT members will design professional development for our staff to address the needs of our students as shown by the data collected.	Targeted staff members were sent to attend workshops in the following areas: Classroom Management Strategies for ELL Students How to use math manipulative in the classroom setting to increase scores Grade Level Team Meeting Support	BLT Members	12/07/2012
8	Collect data from classroom observations and walkthroughs.	Joan Wright will assist in this task.	John Samuelian	
9	BLT members will design professional development for our staff to address the needs of our students as shown by the data collected.	Targeted staff members were sent to attend workshops in the following areas: Classroom Management Strategies for ELL Students Common Core Strategies	BLT Members	06/01/2012
10	Collect and analyze AIMSWEB data after Winter Benchmark.	A team will administer the test and collect the data.	Benchmark Assessment Team	
11	Collect and analyze annual ISAT data for 2013.	Data will be analyzed and utilized to make instructional decisions.	Grade Level Teams	
12	Collect and analyze MAP test data after Winter benchmark. All grade level teams will analyze their data and make instructional decisions for their students.		Grade Level Teams	
13	Collect and analyze AIMSWEB data after Fall Benchmark.	A team will administer the test and collect the data.	Benchmark Assessment Team	09/27/2012
14	BLT members will design professional development for our staff to address the needs of our students as shown by the data collected.		BLT Members	

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	Joan Wright	08/31/2012	4	75%	
Tasks							
Task ID	Task Description	Comments	Assigned to	Completed			
1	Each team uses the collected data to make instructional decisions.	Grade level teams used data from walkthroughs to facilitate instructional decision making.	Grade Level Reps.	08/31/2012			
2	The Principal and Assistant Principal will give data to grade level teams on a weekly basis to provide feedback.	Walkthrough data was sent to teachers each week to discuss at their grade level meetings.	Joan Wright	08/31/2012			
3	10 power walkthroughs will be completed on a weekly basis by the Principal and Assistant Principal.	Power walkthroughs were completed using the district adopted template. This data was uploaded to McRel who compiled the results.	Joan Wright	08/31/2012			
4	Grade level teams will analyze student performance data and determine a prescriptive action plan to address reading comprehension strengths & weaknesses.		John Samuelian				

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	John Samuelian	08/31/2012	4	100%	Objective Met - 12/12/2012
Tasks							
Task ID	Task Description	Comments	Assigned to	Completed			
1	Grade level teams will use the given walkthrough data for instructional decision making.		Grade Level Reps.	08/31/2012			
2	The Principal and Assistant to the Principal will be highly visible		John Samuelian	08/31/2012			

1/9/2014 11:39:30 AM

	throughout the building and school grounds on a daily basis.			
3	The Principal and Assistant to the Principal will give individual data to teachers and grade level data to teams for instructional decision making.		John Samuelian	08/31/2012
4	10 Power walkthroughs will be completed on a weekly basis by the principal and assistant to the principal.		John Samuelian	08/31/2012

Status of Objective

1.	Describe your Experience in pursuing this Objective	12/12/2012 We found that it was very important to block out time during the week in order to meet the goals of being highly visible and conducting weekly walkthroughs. It was difficult at times, but well worth the effort. Analyzing student data and getting feedback from the staff has helped us to staff focused on our goals of student achievement.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	12/12/2012 We need to continue to block out time in our schedule to make sure that weekly walkthroughs are being completed and the data shared with staff members. We also need to continue utilizing our data to make instructional decisions that support student achievement.
3.	Evidence that this Objective has been fully and effectively implemented	Power walkthroughs will be done on a weekly basis by the principal and assistant to the principal. The principal will try to spend 51% of his time in the classrooms doing informal classroom visits. The principal will be highly visible throughout the school and school grounds. The principal and designated teams will analyze student data and give feedback to the staff.

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IF05	Professional development for teachers will include self-assessment related to indicators of effective teaching and classroom management. (1039)	SC,CL	Howard Gartzman	12/12/2011	1	100%	Objective Met - 12/07/2011

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Develop questions based on wise ways and best practices.	1. Was my pacing appropriate? 2. Were my students engaged? 3.	Howard Gartzman	11/22/2011

		Were appropriate materials prepared ahead of time and used? 4. Did I use different levels of questions according to Blooms Taxonomy? 5. Did the lesson work or is there something I can change? 6. Were they able to do independent work at a 95% accuracy level?
<b>Status of Objective</b>		
1.	Describe your Experience in pursuing this Objective	Team members worked together to complete a list of questions that would help teachers reflect on teaching as it relates to the professional development they have completed.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	The BLT will need to periodically check the questions for relevance. The questions will be changed as needs change for the staff. Teachers will need to be reminded to use the self reflection questions after professional development activities.
3.	Evidence that this Objective has been fully and effectively implemented	A list of self reflection questions will be developed by the BLT and shared with the staff during professional development. Periodically the team will review the questions to check their relevance.

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	Joan Wright	06/06/2014	7	57.14%	

**Tasks**

Task ID	Task Description	Comments	Assigned to	Completed
1	Teachers will post student friendly objectives for Reading and Math .	Objectives will be noted during walkthroughs and reviewed through the district lesson planning system.	John Samuelian	11/02/2012
2	Grade level teams will utilize DesCartes reports from MAP Testing to focus in on areas of need for student achievement.	This is an ongoing process.	Grade Level Teams	
3	Grade level teams will problem solve and collaborate on ideas for differentiation.	Grade levels meet weekly to analyze data, problem solve, and collaborate on ideas for differentiation.	Grade Level Reps.	12/07/2012
4	Work towards transition to Common Core State Standards.	Staff have received training on the All of E Curriculum system which contains the districts new Common Core aligned curriculum.	BLT Members	11/26/2013

1/9/2014 11:39:30 AM

5	Teachers will align their instructional objectives with Illinois State Standards for maximum student achievement.	Grade level members will work collaboratively to write objectives that meet state standards.	Grade Level Reps.	12/07/2012
6	(Restructuring Plan) Shift instructional focus of vocabulary from word based to skill based.		BLT, Kara Hartman	
7	(Restructuring Plan) Focus on number sense and computation.		BLT, John Samuelian	

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	John Samuelian	06/06/2014	8	25%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Collect and analyze MAP test data after Winter benchmark.		BLT Members	
2	Collect and analyze AIMSWEB data after Spring benchmark.		BLT Members	
3	Collect and analyze AIMSWEB data after Winter benchmark.		BLT Members	
4	Collect and analyze AIMSWEB data after Fall benchmark.	Data was collected and analyzed by BLT and grade level teams to make instructional decisions regarding student achievement. Fall 2012-2013 data has been analyzed and utilized to make instructional decisions for students. Fall 2012-2013 data has been analyzed and utilized to make instructional decisions for students. Fall 2012-2013 data has been analyzed and utilized to make instructional decisions for students.	BLT Members	09/27/2012
5	Collect and analyze MAP test data after Fall benchmark.	Data was collected and analyzed by BLT and grade level teams to make instructional decisions regarding student achievement.	BLT Members	09/27/2012
6	Collect and analyze MAP test data after Spring benchmark.		BLT Members	
7	Collect data from classroom observations and walkthroughs.	Joan Wright will assist in collecting classroom observational data.	John Samuelian	
8	BLT grade level representatives will disseminate recommendations to their team members.		BLT Members	



Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIIA35	Students will be engaged and on task. (1161)	SP	John Samuelian	06/06/2014	4	75%	
Tasks							
Task ID	Task Description	Comments	Assigned to	Completed			
1	Walkthrough data will be collected, analyzed, and shared with staff to make instructional decisions regarding student engagement.		BLT Members	06/01/2013			
2	The Principal and Assistant Principal will meet with grade level teams to discuss data and utilization of higher levels of Bloom's Taxonomy during lessons.	The Principal and Assistant Principal met with grade level teams. Goal setting for students was discussed and will be utilized for MAP Testing. Teachers were also encouraged to increase the level of higher order thinking and problem solving based on Bloom's Taxonomy.	John Samuelian	12/07/2012			
3	Utilize walkthrough data, informal observation data, and formal observation data to assess the level of rigor being used.	The team will meet in August to discuss walkthrough data from 2012-2013 in regards to rigor and common core standards.	John Samuelian	06/06/2014			
4	Discuss data from 2012-2013 in regards to rigor and common core standards.		John Samuelian				

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	John Samuelian	06/06/2014	7	57.14%	
Tasks							
Task ID	Task Description	Comments	Assigned to	Completed			
1	K-2 Parents will be invited to participate in the Fast Start reading	On Open House Night parents of K-2 students were invited to	Jennifer Meneses	09/19/2012			

	program. Parents will be instructed on how to use the program with their child. Folders will go home weekly with students/parents who are participating to work on reading strategies.	participate in the program. Parents who signed up were instructed on how to use the program at home. Folders go home weekly with new strategies for the families to complete.		
2	Math night will be held to showcase ideas and strategies for practicing math skills at home. Resources will be sent home with each child attending which will include instructional hand outs and various manipulatives.		Grade Level Reps.	
3	All school family reading night will be held. Multiple reading activities will be showcased for parents to replicate at home. Books will be given to each child attending the reading night.	All school family reading night was held December 6th. A storyteller was contracted to tell stories and show parents how to fully engage their children in reading activities. Approximately 80 families attended the event. Books were given to each child who attended the event.	Betty Bishop	12/06/2012
4	Our weekly school newsletter will include ideas for parents on working with their child academically as well as our PBIS cool tool of the week. Friday Folders are sent home weekly to communicate with parents about their child's academic and behavior for the week. Global Connect will be utilized to remind parents of upcoming school events.	Our school newsletter is going home weekly with ideas for parents on how to work with their child at home. Weekly Friday Folders are sent home to communicate with parents. Global Connect is being utilized to remind parents of upcoming school events.	John Samuelian	11/02/2012
5	Two Title I Reading nights inviting parents to learn strategies to help their child with reading will be held.	The first Title I Reading night was held Friday, October 19th. The 2nd night was held in April.	Betty Bishop & Jennifer Meneses	04/30/2013
6	4th grade will host a Science Fair showcasing student projects. Parents are invited to interact with their child and the projects created.		William Staranowicz	
7	Start a community outreach program to target at risk students. (Part of restructuring plan) Monthly meetings will be our target. We will use office referral data and ISAT data to determine target groups.		BLT and PBIS Teams	