

Action Plan - Monitoring Process

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
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	Jennifer Miller	03/14/2013	3	100%	
Tasks							
Task ID	Task Description	Comments	Assigned to	Completed			
1	Establish a monthly newsletter for the purpose of improving communication between school and parents.	Whittier Newsletter will include: Letter from the Principal, a grade level team report, a featured teacher article, PTO corner and a parenting tips article. This will begin August 2012. Online newsletter source to add to newsletter? (Parent tips, etc....) MONTHLY CALENDAR sent home to every family with important dates, events and highlights during the 2011-2012 school year (in lieu of Newsletter). Newsletter began in Sept. 2012.	Jennifer Miller	09/28/2012			
2	Offering a Parent Cafe which addresses needs based on Welcome Center survey. Schedule for Parent Cafe will incorporate a variety of times to accommodate parent schedules.	A variety of topics to include but not be limited to: MAP, ISAT and AIMSWEB testing, pre/post assessment within the classroom and the importance of parent involvement with student achievement. Still need to hear back from Tim/Welcome Center to get data..... Build on K parents meeting at beginning of the year. Proper use of Open House. "Principal's Coffee" and "Parent Universities" to be scheduled in fall, 2012. Dr. Campos has held a grade level/classroom level "Parent Informational Night" to help parents understand data. 1st "Principal's Cafe" will be offered in January, 2013, and monthly thereafter.	Bertha Campos	03/14/2013			
3	All teachers will document communication with parents in files which are reflective of individual teaching styles.	- Sarah to present at Wednesday meeting to share file/procedure. - BLT representative at each GLT to monitor.	Sarah Davidson	02/28/2012			

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IE10	The principal will celebrate individual, team, and school successes, especially related to student learning outcomes throughout the year. (1031)			12/30/2013	4	50%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Principal will take time during weekly faculty meetings to celebrate individual, team and school successes in a consistent manner, as they relate to reading and math achievement gains and/or activities/techniques/improvements in the classroom, as well as CCSS.	"Athena" given to teachers, by teachers, once a month. "Good things" to start each faculty meeting. Principal and Assistant Principal have been sharing examples of successes, verbally, to faculty during weekly faculty meetings.		02/20/2013
2	Principal and Assistant Principal will provide informal feedback and celebrations to faculty on a weekly basis, which includes such things as emails, notes in mailboxes, anecdotal conversations with faculty and feedback provided via walkthroughs. Information shared will focus on improvement observed in math and reading areas in the classroom, as well as CCSS related data.			
3	Principal and Assistant Principal will work with Building Leadership Team in order to provide feedback from celebrations and brainstorm new ways to celebrate individual, team, and school successes related to student learning outcomes, specifically in reading and math, as well as CCSS.			
4	Principal/Assistant Principal will share building, team and individual successes, focusing on reading and math achievement gains, with district and community, utilizing various forms of media, including but not limited to: Monthly Newsletter Whittier Website Principal's Blog Superintendent's Bulletin Local Newspaper(s) Bulletin Boards and Marquee at school	Principal has done a thorough job of revamping Whittier website in order to better illustrate and share successes that are taking place at school. Principal has started and organizes on a monthly basis, the "Wolf Den", Whittier's newsletter. Principal has utilized and updated, in a consistent manner, the "Whittier Elementary School" Blog to showcase faculty and student successes. Principal has consistently submitted articles and photos to Superintendent's Bulletin in order to share successes with entirety of district.		03/08/2013

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	Jennifer Miller	08/30/2013	4	50%	
Tasks							
Task ID	Task Description	Comments	Assigned to	Completed			
1	Staff assessment of each professional development activity following presentation. In addition, a follow up survey will be completed by GLTs to assess effectiveness of PD implementation within classrooms.	Staff assessment will be an ongoing process. Grade level teams to discuss/analyze effectiveness of PD programs as they occur.	Jason Smith	05/01/2012			
2	Determine appropriate resources and presenters to fulfill staff needs as determined by staff survey.	Proposed professional development calendar will be reviewed by BLT and modified as needed for 2012-2013 school year in relation to needs assessment survey. Use of Title 1 monies to provide outside speaker, based on PD needs and results of surveys.	Jennifer Miller				
3	Analyze and prioritize results of needs assessment survey. The results of the analysis will be used to develop the professional development calendar for the duration of the 2011-2012 and 2012-2013 school year .	- Analysis still needs to take place for 2012-2013 school year planning and preparation.	BLT				
4	BLT will develop and distribute a needs survey to assess current practices and needs for future professional development. Professional development calendar will reflect the composite results from needs survey.	Professional development survey was created and distributed to staff, and results collected. BLT to discuss at 2.07.12 meeting and formulate appropriate next steps.	Jason Smith	01/26/2012			

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IID08	Instructional Teams will review student learning data (academic, physical, social, emotional, behavioral) to assess and make decisions about curriculum and instructional strategies. (1059)	SC,SP	Laura Rovelo	06/06/2014	3	33.33%	
Tasks							
Task ID	Task Description	Comments	Assigned to	Completed			
1	School administration will provide dedicated time for grade level teams to meet and work collaboratively in order to review student learning data and make decisions about curriculum and instructional strategies, and in order for teachers to work together to investigate and implement plans to achieve student achievement, focused on reading.	Schedule was re-formatted to allow grade level teams 4 common planning times during each week, during the school day to lesson plan and analyze student learning data. Occasional Wednesday morning faculty meeting time has also been dedicated to grade level teams meeting and analyzing student learning data.		08/27/2012			
2	Learning opportunities will be provided for teachers to understand, utilize and analyze the different forms of student learning data. These opportunities can come from outside sources or in house expertise. Teachers will be afforded the opportunity to connect student data, CCSS initiatives and curricular implications, as it all relates to improving student achievement in reading.						
3	Whittier administration will conduct walkthroughs, will provide informal feedback, and will communicate in discussions with grade level teams their observations, in order to give feedback and direction in regard to classroom initiatives as they relate to student achievement in reading and the use of acquired student data.						

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IID10	Instructional Teams will use student learning data to identify students in need of instructional support or enhancement. (1061)	RTI,CL		12/01/2012	2	100%	Objective Met - 12/13/2012

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	The internal data coach will meet regularly with grade level teams to assist with data-related issues, and to keep tabs on the progress monitoring that is taking place. The internal data coach will also help with building capacity in AIMSWEB and NWEAMAP/DesCartes related work.	- Internal data coach is meeting with grade level teams and faculty as a whole in order to assist with data-related issues, and to assist with progress monitoring, teacher use of DesCartes and Aimsweb websites and data, and building capacity of teachers in utilizing data to inform daily instruction.	Sarah Davidson	12/01/2012
2	Administration will join grade level team meetings in order to assist/verify/document that grade level teams are entering, reviewing and using student learning data. Grade level teams will continue to utilize the team binders to document such work.	- Grade level team binders ARE being used. - Grade level teams ARE reviewing student learning data. - Internal data coach, administration, and internal Rtl coaches are meeting with teams to assist with DesCartes and Aimsweb data collection, research, application and other tasks.	Jason Smith	12/01/2012

Status of Objective

1.	Describe your Experience in pursuing this Objective	12/13/2012 - GLT's are realizing how important PM and other data is to inform their daily instruction. - "Bubble kids" are being better served and challenged. - Teachers feel a higher level of comfort in not only understanding data, but USING it. - Internal data coach has become MUCH more active in weekly GLT meetings.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	12/13/2012 - Continued support from internal data coach, Rtl coach and administration. - Continued work with sharing and exploring data. - A collaborative and collegial climate where it is ok to share data and ask for help, ask questions and strive for improvement.
		- Each grade level team will meet weekly, and review/use varying forms of student data (AIMSWEB, MAP, ISAT, ACCESS, progress monitoring, benchmarking, common formative assessments, etc...) to identify students in need of instructional support and enhancement. - The internal data coach will meet with grade level teams regularly to assist

3.	Evidence that this Objective has been fully and effectively implemented	them with questions, concerns, strategies and techniques in understanding and working with student-related data. - Support staff (Title 1, intervention, reading specialists, SST, etc...), in conjunction with classroom teachers, will enter benchmarking and progress monitoring data, and use this data to guide classroom and intervention related instruction.
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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	Angelica Corona	05/30/2013	3	100%	Objective Met - 01/28/2013

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Classroom teachers will investigate the Open Court curriculum/assessment and the effectiveness, as related to the Common Core State Standards. Teachers will meet and discuss techniques and strategies to supplement, eliminate and modify current curriculum and assesments to transition to CCSS.	Recommendation is for regular/grade level appropriate assessment of skills. GLT's will work to establish common curriculum and assessments, transitioning to CCSS. Restructuring of classroom teaching schedule to allow grade levels to have multiple, consistent and collaborative times during the school day to meet.	BLT	10/01/2012
2	All Grade Level Teams will use the Universal Checklist as part of the weekly GLT meeting to monitor student progress.	Principal Smith needs the Universal Checklist to be developed prior to implementation.	Jason Smith	05/30/2012
3	BLT will develop a universal checklist for use by all Grade Level Teams to show evidence of implementation.	Use existing BLT agenda as guideline.	Julie Butler	01/31/2012

Status of Objective

1.	Describe your Experience in pursuing this Objective	01/28/2013 - GLT's were/are at different levels of comfort with pre/post tests. - So many unknowns about CCSS still make it tough to plan at times. - GLT's were/are at different levels of implementation of note taking and data collection.
		01/28/2013 - Continued work on gaining knowledge of CCSS related information and materials/curriculum/techniques.

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2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	- Continued work on gathering and using data at GLT level. - Continued leadership from GLT members who are on BLT to help guide and inform GLT's.
3.	Evidence that this Objective has been fully and effectively implemented	All Grade Level Teams will determine common pre/post tests and analyze results to develop differentiated instructional plans aligned to common core standards. 01/28/2013 - GLT binders with data/agendas/minutes.

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIIA02	All teachers will develop weekly lesson plans based on aligned units of instruction. (1064)	SC,CL		03/21/2014	1	100%	Objective Met - 03/15/2013

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	This indicator is no longer active.	This indicator is no longer active.		03/15/2013

Status of Objective

1.	Describe your Experience in pursuing this Objective	03/15/2013 None.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	03/15/2013 None.
3.	Evidence that this Objective has been fully and effectively implemented	03/15/2013 None.

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)	SP,RTI,ELL,SW	Ellen Montgomery	05/23/2012	2	100%	Objective Met -

Title I Expectations: Effective, timely additional assistance provided to students experiencing difficulty.

05/15/2012

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Evaluate student data in order to make informed decisions to differentiate instruction in the classroom. Of specific interest is the subgroup of ELL students.	The following data may be included in data analysis: AIMSWEB, MAP, ISAT, ACCESS and other instructional tools.	Bertha Campos	05/30/2012
2	Use of the Principal Power Walkthrough data to measure the level of implementation of differentiation in classrooms.	Data will be shared at Wednesday Staff meeting. Sharing of information will continue over the course of the year.	Jason Smith	01/26/2012

Status of Objective

1.	Describe your Experience in pursuing this Objective	The building leadership team felt that an essential step in improving instruction and ultimately, student achievement was to focus on using data to inform instruction, becoming more proficient in differentiating activities, assignments and instruction to best meet the diverse needs of the student in the classroom, and to share with the administration, their findings when completing walkthroughs of the classrooms. We also felt that improving the classroom experience for our ELL students was a high priority - making sure that when looking at data, we incorporated the needs and challenges of having that specific population in our classrooms, and working collaboratively to address said issues. We also felt that having the opportunity to have immediate, consistent and transparent feedback from Mr. Smith, in regard to the use of the Power Walkthrough tool and sharing of data could give teachers a crucial piece of data in helping them assess their progress when it comes to differentiation in the classroom.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	Continued dedicated time for Grade Level Teams to work collaboratively to process data and make instructional decisions based on student achievement data; both formative and summative. Teachers will need continued guidance on how to best understand and use the data that is collected. Teachers will also need continued guidance on best practices in regard to differentiation, and time to work on the steps needed to properly implement an effective level of differentiation in the classroom. Continued transparent, consistent and extensive use of the Power Walkthrough tool by Mr. Smith, along with sharing the data on a school wide, grade level, and individual level.
3.	Evidence that this Objective has been fully and effectively implemented	Learning plans are developed and implemented to accommodate the diverse needs of students.

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		12/20/2013	3	0%	
Tasks							
Task ID	Task Description	Comments		Assigned to	Completed		
1	Teachers with relevant technological expertise will share knowledge and ideas/information with others on the staff. Utilizing grade level team meetings, faculty meetings, classroom "field trips" and other times during the school year, teachers will share information regarding the use of technology in the classrooms, and how it can and should be used in order to increase student engagement and achievement as it relates to Reading and CCSS.			Sarah Davidson			
2	Creation of inventory list: Hardware available at Whittier, locations, etc...and then made available to staff for easy reference/accessibility. Creation of a "check in/check out" system for materials/hardware.			Hortencia Talamantes			
3	Building Leadership Team will investigate alternative funding sources, etc...for increasing the level of technology in the school. Administration will seek out guidance from district office in regard to grant writing, and work with PTO to help support increased technology in the classrooms, and find new ways to connect classroom-based technology, student engagement, and student achievement, related to Reading and CCSS.						