

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	Ashley Smiley	11/01/2013	3	33.33%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Create the professional development document	Ashley has created the document and gave it to Mrs. Gocken.	Ashley Smiley	05/07/2013
2	Include the new document in the opening packets.		Lisa L Gocken	
3	Once these documents are filled out, Lisa will collect them.		Lisa L Gocken	

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) Title I Expectations: Conduct a comprehensive needs assessment.	SS,SD,SW	Janice VanDuyn	09/30/2013	3	66.67%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Select a parent for the leadership team.	Mrs. Gocken has contacted April Evans for our Leadership Team.	Lisa L Gocken	04/17/2013
2	Revise current mission and vision statements.	The new vision and mission statements have been written. The administration has approved the new mission and vision statements but now they will be introduced to the staff at each building for	Janice VanDuyn	05/24/2013

		approval.	
3	Update vision and mission statements in the handbook.		Janice VanDuyn

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) 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.	SS,SW	Lisa L Gocken	04/01/2013	1	100%	Objective Met - 05/07/2013

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	A parent will be contacted and asked to join the leadship team when the agenda calls for it.	April Evans has been added to our team and attends when she is invited.	Lisa L Gocken	04/17/2013

Status of Objective

1.	Describe your Experience in pursuing this Objective	05/07/2013 April Evans was asked to join the School Leadership team. She has agreed to attend the meeting when asked.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	05/07/2013 April will continue to attend meetings.
3.	Evidence that this Objective has been fully and effectively implemented	05/07/2013 April Evan's name will appear on the agenda and meeting minutes.

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	Lisa L Gocken	04/10/2013	1	100%	Objective Met - 05/07/2013

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Present information at staff meeting.	Mary Park has agreed to present a brief report at the monthly staff meetings.	Mary Park	04/03/2013

Status of Objective

1.	Describe your Experience in pursuing this Objective	05/07/2013 An item has been added to each monthly agenda that will give Mrs. Park the opportunity to report our progress to the staff.
2.	What continued work will be necessary to sustain your efforts and continue to meet the Objective	05/07/2013 We will continue to give time for this report at each staff meeting.
3.	Evidence that this Objective has been fully and effectively implemented	05/07/2013 See the monthly agendas.

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	Lisa L Gocken	09/30/2013	3	33.33%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Find an observation tool.	Waiting on a decision by administration and board approval.	Ashley Smiley	06/30/2013
2	Implement informal observation tool, and provide feedback to the		Lisa L Gocken	

	staff.			
3	Implement informal observation tool, and provide feedback to the staff. AP		Lisa L Gocken	

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIIC08	All teachers will display classroom rules and procedures in the classroom. (1105)		Lisa L Gocken	09/30/2013	3	0%	
Tasks							
Task ID	Task Description	Comments		Assigned to	Completed		
1	Jessika will check each classroom.			Jessika Jenkins			
2	Non-compliant staff will be informed to display necessary items.			Lisa L Gocken			
3	Jessika will check for conformity.			Jessika Jenkins			

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IIIC12	All teachers will engage all students (e.g., encourage silent students to participate). (1109)	SP,ELL	Lisa L Gocken	12/13/2013	0		
Tasks							
Task ID	Task Description	Comments	Assigned to	Completed			
There are no tasks created for this Objective							

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	Aubrey Meador	05/31/2014	3	100%	
Tasks							
Task ID	Task Description	Comments	Assigned to	Completed			
1	We as a team, will brainstorm a list of possible articles for the homework corner portion of the newsletter.	As a team, we created a corner for the monthly newsletter to encourage the parent on help tips e.i. books, activities, and exercise that their child can do at home..	Janice VanDuyn	05/01/2013			
2	Polish and write the article for each monthly newsletter and submit it.	As a team, we created a corner for the monthly newsletter to encourage the parent on help tips e.i. books, activities, and exercise that their child can do at home	Aubrey Meador	05/01/2013			
3	Put the article in the monthly newsletter.	As a team, we created a corner for the monthly newsletter to encourage the parent on help tips e.i. books, activities, and exercise that their child can do at home	Michelle Miller	05/01/2013			