

Action Plan - Monitoring Process

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
CL4	All school personnel will actively model and foster a positive school environment where students feel valued and are challenged to be engaged and grow cognitively. (2346)		Mr. Kerry Smith	06/02/2014	4	0%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	"Green Team" will review current expectations and make any necessary revisions.		Marianne White	
2	Staff will discuss expectations and establish common definitions, integrity of implementation, and positive reinforcement.		Mr. Kerry Smith	
3	School and classrooms will have "basic training" days to implement expectations and procedures with the students.		Marianne White	
4	School climate and student discipline will be monitored through staff discussion, classroom data, and discipline data.		Mr. Kerry Smith	

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	Mr. Kerry Smith	06/02/2014	3	0%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Administration will work with teams at the building level to develop		Mr. Kerry Smith	

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	meeting norms and the relationship of purpose to school improvement. These will be kept in a location and format that are easily accessible.			
2	Every team that meets will operate under meeting norms, have a meeting agenda, and meeting notes. These will be kept in a location and format that easily accessible.		Mr. Kerry Smith	
3	Documentation of common norms and the relationship of each team to school improvement will be provided to the district improvement team.		Mr. Kerry Smith	

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	Mr. Kerry Smith	06/09/2014	2	0%	

Tasks

Task ID	Task Description	Comments	Assigned to	Completed
1	Develop schedule to allow grade level teams to present their assessment/intervention data at the building level.		Mr. Kerry Smith	
2	The principal will make reports of building data to the district leadership team.		Mr. Kerry Smith	

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
ID13	Instructional Teams will meet for blocks of time sufficient to develop and refine units of instruction and review student learning data. (1173)		Mr. Kerry Smith	06/02/2014	5	0%	
Tasks							
Task ID	Task Description	Comments		Assigned to	Completed		
1	Design master schedule to include blocks of time for grade level meetings.			Mr. Kerry Smith			
2	Develop plan on how to best use team time to complete curriculum alignment with Common Core Standards.			grade level teams			
3	Finish curriculum alignment for ELA and math.			grade level team			
4	Develop norms and agendas for grade level meetings.			grade level teams			
5	Develop means of collecting, reviewing, and reporting student data and grade level information.			Mr. Kerry Smith			

Key Code	Objectives	Indicator Type	Assigned to	Target date	Tasks	% Tasks Completed	Objective Status
IID04	The school will maintain a central database that includes each student's test scores, placement information, demographic information, attendance, behavior indicators, and other variables useful to teachers. (1116)	SS,ELL	Mr. Kerry Smith	10/01/2013	4	0%	
Tasks							
Task ID	Task Description	Comments		Assigned to	Completed		
1	Identify the types of information/data we want to have available.			Mr. Kerry Smith			
2	Identify and create a system for organizing, maintaining, and accessing information/data. Make available to staff by August 19,			Mr. Kerry Smith			

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	2013, and provide any necessary training.			
3	Develop a system of review and accountability for information/data collection and maintenance throughout the year.		Mr. Kerry Smith	
4	Information/data will be collected and maintained throughout the year by the appropriate individual and/or team.		Mr. Kerry Smith	

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	Mr. Kerry Smith	06/02/2014	1	0%	
Tasks							
Task ID	Task Description	Comments		Assigned to	Completed		
1	Provide teams with a regular time to review data, identify students, determine interventions, and discuss progress monitoring.			Mr. Kerry Smith			