

Comprehensive Plan Report

A detailed report showing activity of the district or school team's work on the improvement plan including assessments, plans, tasks, monitoring, and implementation for selected time periods.

March 30, 2016

CARLISLE ELEMENTARY SCHOOL NCES - 50396000139

CARLISLE SCHOOL DISTRICT

School Success Indicators

Key Indicators are shown in **RED**.

School Leadership and Decision Making

Establishing a team structure with specific duties and time for instructional planning

Indicator ID01 - A team structure is officially incorporated into the school governance policy.(36) (All Schools,Focus,Priority)

Status Tasks completed: 0 of 1 (0%)

Assess	Level of Development:	Initial: Limited Development 09/23/2015	
	Index:	9	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	CES currently has an established Leadership Team and multiple content specific grade level teams. We need to work on implementing a team that incorporates parents.	
Plan	Assigned to:	Karen Norton	
	How it will look when fully met:	This plan will be fully implemented when a Parent Committee has been formed and is up and running. When all teams are submitting agendas and minutes. Evidence will include minutes from each meeting and agendas that are aligned to targeted needs.	
	Target Date:	05/27/2016	

Tasks:

	1. Invite parents to sit on committee. Develop agenda and set first meeting date.		
	Assigned to:	Karen Norton	
	Added date:	11/11/2015	
	Target Completion Date:	12/18/2015	
	Comments:		
Implement	Percent Task Complete:	0%	

Indicator ID04 - All teams prepare agendas for their meetings.(39)(All Schools,Focus,Priority)

Status Tasks completed: 0 of 1 (0%)

Assess	Level of Development:	Initial: Limited Development 09/30/2015	
	Index:	6	(Priority Score x Opportunity Score)

	Priority Score:	2	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Some teams use agendas while others do not so there is no consistency across ALL teams.	
Plan	Assigned to:	Karen Norton	
	How it will look when fully met:	All PLC/Team meetings will be led from an agenda. Each agenda will be placed in a shared folder so that all team members can access.	
	Target Date:	05/27/2016	
Tasks:			
		1. Send out agenda template to all grade levels and PLCs to use in creating each meeting agenda.	
	Assigned to:	Karen Norton	
	Added date:	11/11/2015	
	Target Completion Date:	11/30/2015	
	Comments:		
Implement	Percent Task Complete:	0%	
Indicator	ID07 - A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff meets regularly (twice a month or more for an hour each meeting).(42)(All Schools,Focus,Priority)		
Status	Tasks completed: 0 of 2 (0%)		
Assess	Level of Development:	Initial: Limited Development 09/30/2015	
		Objective Met - 11/13/2015 11/13/2015	
	Index:	9	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Our Leadership Team is established and is meeting once a month face to face. We are meeting collaboratively on line and via Voxer when the need arises.	
Plan	Assigned to:	Karen Norton	
	How it will look when fully met:	The current Leadership Team will continue to meet face to face once a month and Google+ or Voxer at other times throughout the month. Should the need arise for a 2nd face to face meeting, that will be scheduled. The "flipped meeting" approach will be utilized for fact to face meetings so that time can be spent on discussing the issues instead of "catching up". Agendas, screenshots and minutes will provide proof that the meetings are occurring on a monthly, ongoing basis.	
	Target Date:	05/30/2016	
Tasks:			

		1. 1. Set monthly face-to-face meeting dates
		Assigned to: Karen Norton
		Added date: 09/30/2015
		Target Completion Date: 10/31/2015
		Comments: Discussed the possibility of using a Google Community forum for our online discussions.
		2. Set up a Google+ Community for the Leadership Team to continue conversations digitally.
		Assigned to: Karen Norton
		Added date: 11/13/2015
		Target Completion Date: 11/30/2015
		Comments: Needed to identify an easy forum for discussion. Google+ Communities are easy to navigate, private and user friendly. We think this will best meet our online discussion needs.
Implement	Percent Task Complete:	0%
	Objective Met:	11/13/2015 11/13/2015
	Experience:	11/13/2015 Dates have been set for face to face meetings for the Leadership Team for the 2015/16 school year. Online meetings will be set following the monthly face to face meeting. 11/13/2015 Struggled setting this up and had to rely on a team member to help with kinks. This was set up successfully.
	Sustain:	11/13/2015 Make sure the calendar is followed and that nothing gets in the way of holding these meetings. 11/13/2015 Moderator will help to facilitate conversations. Make sure the discussions stay focused around the goals of the face to face meetings.
	Evidence:	11/13/2015 Leadership Team Meetings will be held monthly (and on an as needed basis) as follows: Sept. 1, Oct. 5, Nov. 11, Dec. 7, Jan. 11, Feb. 22, March 28, April 18, May 16 1:45-3:00 11/13/2015 https://plus.google.com/communities/116630253593418335275

School Leadership and Decision Making

Aligning classroom observations with evaluation criteria and professional development

Indicator	IF02 - The Leadership Team reviews the principal's summary reports of classroom observations and takes them into account in planning professional development.(66) (All Schools,Focus,Priority)		
Status	No decision has been made Tasks completed: 1 of 1 (100%)		
Assess	Level of Development:	Initial: Limited Development 03/16/2016	
	Index:	9	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

	Describe current level of development:	Currently developing a focus walk tool via Google Docs.
Plan	Assigned to:	Karen Norton
	How it will look when fully met:	All team members will be involved in focus walks of all content area classrooms. Data will be shared at bi weekly Leadership team meetings and monthly staff gatherings.
	Target Date:	05/31/2017
	Tasks:	
	1. Develop a focus walk tool via Google Docs.	
	Assigned to:	Karen Norton
	Added date:	03/30/2016
	Target Completion Date:	03/28/2016
	Comments:	
	Task Completed:	3/18/2016 12:00:00 AM
Implement	Percent Task Complete:	100%
Indicator	IF06 - Teachers are required to make individual professional development plans based on classroom observations.(70)(All Schools,Focus,Priority)	
Status	Tasks completed: 0 of 1 (0%)	
Assess	Level of Development:	Initial: Limited Development 02/26/2016
	Index:	9 (Priority Score x Opportunity Score)
	Priority Score:	3 (3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3 (3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Currently teachers and staff assess individual professional development needs themselves.
Plan	Assigned to:	Melanie Brown
	How it will look when fully met:	Completed individualized professional development needs, correlated with PGPs, based on classroom needs that will be implemented during the summer and throughout the school year.
	Target Date:	05/31/2017
	Tasks:	
	1. During PLCs discuss professional development needs, based on feedback from classroom observations, and develop a plan of professional development opportunities to attend.	
	Assigned to:	Karen Norton
	Added date:	02/26/2016
	Target Completion Date:	05/31/2016
	Frequency:	once a year
	Comments:	During PLC meetings classroom needs will be discussed and professional development plans created based on those needs.
Implement	Percent Task Complete:	0%

Indicator	IF11 - The school provides all staff high quality, ongoing, job-embedded, and differentiated professional development.(3984)(All Schools,Focus,Priority)		
Status	Tasks completed: 0 of 4 (0%)		
Assess	Level of Development:	Initial: Limited Development 11/11/2015	
	Index:	6	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Presently the school provides professional development as needed in addition to professional development provided through the Wilbur D Mills Educational School Coop. Our teachers are also afforded the opportunity to participate in professional development throughout the school day as needed in their areas of expertise.	
Plan	Assigned to:	Deeanne Schafer	
	How it will look when fully met:	Teachers will attend professional development based on their professional growth plan and data from assessments given throughout the year. The students' needs will drive the types of professional development teachers receive.	
	Target Date:	05/30/2016	
	Tasks:		
	1. Teachers will meet in grade level and content meetings and discuss the needs of the students based on data and assessments. Professional Development needs will be addressed during these meetings.		
	Assigned to:	Judy Scroggins	
	Added date:	11/11/2015	
	Target Completion Date:	05/30/2016	
	Frequency:	twice monthly	
	Comments:		
	2. Survey teachers to find out if professional development needs are being met.		
	Assigned to:	Melanie Brown	
	Added date:	11/12/2015	
	Target Completion Date:	05/31/2016	
	Frequency:	once a year	
	Comments:	This spring we will meet to discuss and create a survey.	
	3. Create a survey to assess the upcoming needs of staff in the area of professional development for the upcoming school year.		
	Assigned to:	Melanie Brown	
	Added date:	11/12/2015	
	Target Completion Date:	05/31/2016	
	Frequency:	once a year	

		Comments:	Committee will meet to design and create a survey based on the needs of teachers' Professional Growth Plans.
	4. Teachers will complete the annual survey released by the WDMESC to assess the professional development needs of the coop area teachers.		
		Assigned to:	Judy Scroggins
		Added date:	11/12/2015
		Target Completion Date:	05/31/2016
		Frequency:	once a year
		Comments:	Committee will meet to remind teachers to complete and submit the WDMESC survey.
Implement	Percent Task Complete:		0%

School Leadership and Decision Making

Expanded time for student learning and teacher collaboration

Indicator IG01 - The school monitors progress of the extended learning time programs and other strategies related to school improvement.(3981)(All Schools,Focus,Priority)

Status Tasks completed: 0 of 3 (0%)

Assess	Level of Development:	Initial: Limited Development 11/18/2015	
	Index:	2	(Priority Score x Opportunity Score)
	Priority Score:	2	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	1	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Use data to a limited degree (TLI, DIBELS, DSA, DRA) teachers know needs but are limited by time/budget	
Plan	Assigned to:	Karen Norton	
	How it will look when fully met:	A structured program with vision and goals to address the needs of students who are having difficulties in core subjects. Organized lesson plans along with pre-assessments, progress monitoring and post assessments to measure student growth.	
	Target Date:	05/31/2017	

Tasks:

	1. Use data to create a list of students who need further remediation and monitor progress monitoring throughout the year making adjustments as needed.		
		Assigned to:	Carol Hawkins
		Added date:	11/20/2015
		Target Completion Date:	05/31/2017
		Frequency:	four times a year
		Comments:	
	2. Research and apply for grants to assist with the funding.		
		Assigned to:	Karen Norton

		Added date:	11/20/2015
		Target Completion Date:	05/31/2017
		Comments:	
		3. Create a document or survey for each teacher to complete regarding identification process to identify students to remediate to help reduce the achievement gap.	
		Assigned to:	Carol Hawkins
		Added date:	02/16/2016
		Target Completion Date:	05/31/2016
		Comments:	Creating a survey to have teachers fill out and submit by the end of the school year.
Implement	Percent Task Complete:		0%
School Leadership and Decision Making			
Ensuring High Quality Staff - Recruitment, Evaluation, and Retention			
Indicator	IH01 - The school works collaboratively with the district to recruit and retain highly-qualified teachers to support school improvement.(3982)(All Schools,Focus,Priority)		
Status	Tasks completed: 0 of 1 (0%)		
Assess	Level of Development:	Initial: Limited Development 03/10/2016	
	Index:	9	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	We are always seeking the best people to join our faculty and advertise positions open. An interviewing committee is put together for interviewing possible candidates.	
Plan	Assigned to:	Karen Norton	
	How it will look when fully met:	An interview committee will be organized for recruiting and hiring highly qualified teachers. In addition to regular interviews, applicants will be asked to teach a lesson to students in a regular classroom.	
	Target Date:	05/31/2017	
	Tasks:		
		1. The interview committee chosen for the upcoming school year will meet together with the principal and organize a lesson that candidates will teach with the committee(some) observing. A form will be created specifying certain components to focus on while observing lesson.	
		Assigned to:	Karen Norton
		Added date:	03/11/2016
		Target Completion Date:	05/31/2016

		Comments:	An interview committee will be chosen and depending on the job opening a lesson will be created that's appropriate for that opening. The applicant will be asked to teach that lesson with committee members observing. A form will be created containing certain factors to focus on during the observation.
Implement	Percent Task Complete:		0%
Opportunity to Learn			
Post-Secondary School Options			
Indicator	VA01 - The school provides all students with guidance and supports (academic, financial, etc.) to prepare them for college and career.(4541)(All Schools,Focus,Priority)		
Status	Tasks completed: 0 of 1 (0%)		
Assess	Level of Development:	Initial: Limited Development 03/11/2016	
	Index:	4	(Priority Score x Opportunity Score)
	Priority Score:	2	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Currently, sixth grade students will do research and presentations about careers of their choice.	
Plan	Assigned to:	Carol Hawkins	
	How it will look when fully met:	When this objective is fully met, students will be exposed to careers through a "Job Fair" held at the school. Community business leaders will be invited to come and speak to students about the application process and work ethics. Students will research and prepare presentations to classmates on careers of their choice.	
	Target Date:	05/31/2017	
	Tasks:		
	1. A "Job Fair" will be held for sixth grade students.		
	Assigned to:	Carol Hawkins	
	Added date:	03/11/2016	
	Target Completion Date:	05/31/2017	
	Comments:	A "Job Fair" will be planned and organized for sixth grade students. Community members will be invited to come speak to students about work ethics and careers along with the application process. Students will do a unit of study on careers. They will research careers and plan presentations to share with classmates.	
Implement	Percent Task Complete:		0%
Curriculum, Assessment, and Instructional Planning			
Engaging teachers in aligning instruction with standards and benchmarks			

Indicator	IIA01 - Instructional Teams develop standards-aligned units of instruction for each subject and grade level.(88)(All Schools,Focus,Priority)		
Status	In Plan / No Tasks Created		
Assess	Level of Development:	Initial: Limited Development 03/16/2016	
	Index:	9	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Currently working in PLC vertical and horizontal alignment teams. Gathering resources and data for unit development.	
Plan	Assigned to:	Jason Stewart	
	How it will look when fully met:	All content teacher will be utilizing standards aligned units and common assessments based on a variety of data. Evidence that this objective is fully met will be the units themselves.	
	Target Date:	05/31/2018	
	Added date:		

Curriculum, Assessment, and Instructional Planning

Assessing student learning frequently with standards-based assessments

Indicator	IID02 - The school tests each student at least 3 times each year to determine progress toward standards-based objectives.(100)(All Schools,Focus,Priority)		
Status	Tasks completed: 0 of 3 (0%)		
Assess	Level of Development:	Initial: Limited Development 11/20/2015	
	Index:	6	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Presently, the school utilizes DIBELS in grades kindergarten through 2nd grade. The DSA is given 3 times a year to grades 1st through 6th. Also for reading, the TLI is given each quarter for 1st through 6th grade. The STAR Reading Assessment is given in 2nd through 6th grades. Math is assessed in grades 1 through 6 quarterly with the TLI. The STAR Math Assessment is utilized in 2nd through 6th grades.	
Plan	Assigned to:	Jennifer Park	
	How it will look when fully met:	The school will have a continuous and consistent assessment plan to evaluate math and literacy progress in grades k-6. The data from each assessment that is given 3 times a year will provide evidence that this objective has been fully met.	
	Target Date:	05/30/2016	

		Tasks:	
		1. Kindergarten teachers will meet with the instructional facilitator to discuss and determine which Math standards to cover on each assessment. Utilize discussion notes to create a beginning, middle and end of the year Kindergarten Math assessments.	
		Assigned to:	Tanya Calhoun
		Added date:	11/20/2015
		Target Completion Date:	05/30/2016
		Frequency:	three times a year
		Comments:	
		2. Teachers will utilize Moby Max and Front Row computer programs to assess student progress in math and literacy at least 3 times a year.	
		Assigned to:	Robin Lewis
		Added date:	11/20/2015
		Target Completion Date:	05/30/2017
		Frequency:	three times a year
		Comments:	
		3. Collect assessment data from all teachers showing progress and that assessments were given 3 times a year.	
		Assigned to:	Tanya Calhoun
		Added date:	11/20/2015
		Target Completion Date:	05/30/2017
		Frequency:	three times a year
		Comments:	
Implement	Percent Task Complete:		0%

Classroom Instruction

Expecting and monitoring sound instruction in a variety of modes

Indicator	IIIA01 - All teachers are guided by a document that aligns standards, curriculum, instruction, and assessment.(110)(All Schools,Focus,Priority)		
Status	Tasks completed: 0 of 7 (0%)		
Assess	Level of Development:	Initial: Limited Development 11/12/2015	
	Index:	9	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Our teachers are currently using CCSS that align our curriculum with our instruction and our assessment pieces.	
Plan	Assigned to:	Judy Scroggins	

	How it will look when fully met:	Seamless alignment occurs when the transition between grade levels from kindergarten through sixth grade becomes effortless and teams align vertically and horizontally across all content areas.
	Target Date:	05/31/2018
	Tasks:	
	1. Weekly grade level meetings will be conducted during common planning time.	
	Assigned to:	Karen Norton
	Added date:	11/12/2015
	Target Completion Date:	05/31/2016
	Frequency:	weekly
	Comments:	Agenda Minutes These will be shared with team members via Google Docs.
	2. Monthly content area meetings will be conducted to help align curriculum in the content areas.	
	Assigned to:	Karen Norton
	Added date:	11/12/2015
	Target Completion Date:	05/31/2016
	Frequency:	monthly
	Comments:	Agenda Minutes These will be shared with team members via Google Docs.
	3. Vertical alignment meetings will take place between specific grade levels one time per semester to discuss curriculum alignment. For example: grades K, 1, and 2 will meet to discuss content or grades grades 1,2, 3 will meet. This will be done in the areas of math and literacy. A facilitator will conduct the meetings.	
	Assigned to:	Melanie Brown
	Added date:	11/12/2015
	Target Completion Date:	05/31/2017
	Frequency:	twice a year
	Comments:	Agenda Minutes These will be shared with the team members via Google Docs.
	4. Grade levels will meet to disaggregate data from various assessments.	
	Assigned to:	Karen Norton
	Added date:	11/12/2015
	Target Completion Date:	05/31/2016
	Frequency:	once a year
	Comments:	Team reminders will be sent out and notes will be taken during the meeting.
	5. PLC meetings will continue on a weekly basis led by the Instructional Facilitator.	
	Assigned to:	Judy Scroggins
	Added date:	03/10/2016
	Target Completion Date:	03/10/2016
	Comments:	Must ensure science/social studies team are involved in the literacy horizontal alignment.

	6. Teams will meet vertically to align curriculum in all content areas, including art, music, physical education and library.		
	Assigned to:	Jason Stewart	
	Added date:	03/10/2016	
	Target Completion Date:	05/31/2018	
	Frequency:	twice monthly	
	Comments:	Science/Social studies teachers will meet with Literacy for alignment. Art may want to consider meeting with math.	
	7. Research and develop standards-aligned units for math and literacy through Vertical Team meetings.		
	Assigned to:	Jason Stewart	
	Added date:	03/10/2016	
	Target Completion Date:	05/31/2018	
	Frequency:	twice monthly	
	Comments:	Math should consider sticking with Engaged New York as it is proven effective, aligned to standards and currently being utilized.	
Implement	Percent Task Complete:	0%	
Family Community Engagement			
Defining the purpose, policies, and practices of a school community			
Indicator	IVA01 - The school's Title I Compact (Or Non-Title I schools roles and expectations for parents, students, and teachers) includes responsibilities (expectations) that communicate what parents (families) can do to support their students' learning at home (curriculum of the home, with learning opportunities for families to develop their curriculum of the home). (3983)(All Schools,Focus,Priority)		
Status	Tasks completed: 0 of 2 (0%)		
Assess	Level of Development:	Initial: Limited Development 03/11/2016	
	Index:	6	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Currently teachers send home weekly information informing parents about what will be covered in class during the week as well as assessments.	
Plan	Assigned to:	Tanya Calhoun	
	How it will look when fully met:	A survey for gathering information will be created and given to staff members. Ideas and suggestions from the staff will be compiled and reviewed and each grade level would have the information needed to create school-family compacts. The survey data and comments will provide evidence that this objective has been met.	
	Target Date:	05/31/2017	
	Tasks:		

		1. Create and distribute a survey to all staff in order to gain input for items to include in the compact and how to best share the compact with each family.	
		Assigned to:	Tanya Calhoun
		Added date:	03/11/2016
		Target Completion Date:	01/31/2017
		Comments:	Create and distribute a survey to all staff gathering information about a family-school compact and how to best share this with families.
		2. Organize information from staff survey and create a plan for creation and implementation of the school-family compact.	
		Assigned to:	Robin Lewis
		Added date:	03/11/2016
		Target Completion Date:	05/31/2017
		Comments:	After survey is created and given to teachers, the information will need to be organized and a plan of action put into place. We will use ideas/suggestions from survey when creating plan for implementation.
Implement	Percent Task Complete:		0%