

Comprehensive Plan Report

Filter: Show only the indicators included in the plan

Activity in the last 9 months

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

2/23/2015

John Yeates Middle School NCES - na

Suffolk Public School

Virginia Indistar (Continuous Improvement)

Key Indicators are shown in RED.

School Leadership and Decision Making

Focusing the principal's role on building leadership capacity, achieving learning goals, and improving instruction

Indicator	IE07 - The principal monitors curriculum and classroom instruction regularly.(58)		
Status	Tasks completed: 3 of 6 (50%)		
Assessment	Level of Development:	Initial: Limited Development 10/01/2012	
		Objective Met - 09/24/2013	
	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:	The administration is required to provide class room observations through the school system's approved evaluation requirements. Along with the summative and formative evaluations, walk through observations will occur to assess instructional practices within the classroom.	
Plan	Assigned to:	Daniel O'Leary	
	How it will look when fully met:	Walk through and evaluation data will be compiled and examined to determine overall areas of strength and weakness of the faculty. October 2014-June 2015	
		Walk through and lesson plan data will be compiled and examined to determine growth in alignment of the written curriculum to the taught and assessed curriculum.	
	Target Date:	06/12/2015	
	Tasks:		
		1. The teachers will submit lesson plans for administrative review as noted on the faculty's even/odd calendar. Oct 2014 - May 2015	
	Assigned to:	Administrative Team	
	Added date:	10/01/2012	
	Target Completion Date:	06/12/2015	
	Frequency:	three times a year	
	Comments:	Teachers will submit lesson plans on specific dates for administrative review. Feedback specific to the teacher is given for plan improvement	

		<p>at each check. The administration will look for teacher assessments to be aligned to the taught curriculum.</p> <p>October 11, 2013 November 22, 2013 January 14, 2014 February 20, 2014 - Instructional materials were examined by the administration. Feedback specific to areas of need / improvement were noted where applicable.</p> <p>Dec 2013 - May 2014 - The math specialist meets with and plans lessons with the 7th grade math team weekly.</p> <p>October 9, 2014- Lesson plans were collected and reviewed by content administrators. Feedback was given in a timely manner using the established lesson plan evaluation checklist.</p> <p>November 14,2014 Lesson plans were collected and reviewed by administrators. The administration used the state lesson plan alignment sheet to evaluate effective plans. Teachers were given a sample of the new Instructional Binder Checklist would be used for the lesson plan check for January 9, 2014.</p> <p>January 9, 2015- Lesson plans were submitted by the teachers for review by designated administrators.</p>
	2. Teachers will submit lesson plans and assessments to administrators at least 3 times a year to help determine alignment of taught, written and assessed curriculum. This alignment will be noted on an updated lesson plan evaluation form.	
	Assigned to:	Administrative Team
	Added date:	11/12/2014
	Target Completion Date:	06/12/2015
	Frequency:	three times a year
	Comments:	<p>November 14,2014 Lesson plans were collected for this check on alignment. A new form will be given to the teachers to help them create lesson plans that show this alignment.</p> <p>December 17, 2014 English teachers were given a new format for writing their lesson plans. English teachers were also given a refresher mini lesson on writing objectives using behavior, condition, and criterion.</p> <p>January 9, 2015 Lesson plans with the new format were submitted for review. Administrators looked for the alignment of the lessons with the written.</p>
	3. Physical education and exploratory teachers' schedules will be adjusted, where possible, to provide push-in instructional support for English and math classes.	
	Assigned to:	Daniel OLeary
	Added date:	02/14/2013
	Target Completion Date:	06/12/2015
	Comments:	Schedules will be examined and adjusted for teachers to provide push-in instructional services for English classes with students with disabilities. Adjustments will be made provide additional support to Asian subgroup in math when possible.

		September 2014-Emails were sent to core teachers for push in times.
	4. The administration will check instructional planning materials, dates as noted in the faculty even/odd calendar, using a standardized evaluative format. Oct. 2013 - May 2014.	
	Assigned to:	Patrice Weaver
	Added date:	10/16/2012
	Target Completion Date:	06/13/2014
	Comments:	Teachers will submit lesson plans on specific dates for administrative review. Feedback specific to the teacher is given for plan improvement at each check. October 11, 2013 November 22, 2013 January 14, 2014 February 20, 2014 - Instructional materials were examined by the administration. Feedback specific to areas of need / improvement were noted where applicable.
	Task Completed:	06/13/2014
	5. Staff development sessions focusing on higher level questioning will be presented to the teachers. Aug. 2013 - May 2014. August 2013 - Pre-Service	
	Assigned to:	JYMS Administration
	Added date:	11/02/2012
	Target Completion Date:	06/13/2014
	Comments:	August 28, 2013 - Staff development was during pre-service. A staff session focusing on higher level questioning, utilizing PD360, was conducted. Higher level questioning, and rigorous instruction, will be noted at the regularly scheduled faculty meetings.
	Task Completed:	08/28/2013
	6. Staff development sessions will focus on enhanced content literacy, higher level questioning, and intervention strategies using available and existing technology. To be completed by 5/2014. August 28, 2013 - High-level questioning, sub group intervention strategies were discussed during a PDA utilizing PD 360.	
	Assigned to:	Daniel OLeary
	Added date:	03/29/2013
	Target Completion Date:	05/01/2014
	Comments:	11/6/2013 - Professional development session focusing on MAP reports, their data, use of for instruction / intervention efforts, and how they used for goal setting was held. Additional sessions focusing on the use of mid year NWEA MAP report were held February 26 & March 5, 2014 utilizing the JYMS NWEA MAP Trainers and administration. December 2013 - May 2014 - The math specialist meets with and plans lessons with the 7th grade math team. March 6, 2014 - "Lesson Alignment" PDAs were held for each core class utilizing the English and math specialists.
	Task Completed:	06/13/2014
Implement	Percent Task Complete:	
	Objective Met:	

Objective Met:	9/24/2013
Experience:	9/24/2013 Walk through observations completed
Sustain:	9/24/2013 Continue to complete walk through observations focusing on higher level questioning and active classrooms.
Evidence:	9/24/2013 Walk through observation forms.

School Leadership and Decision Making

Aligning classroom observations with evaluation criteria and professional development

Indicator	IF01 - The principal compiles reports from classroom observations, showing aggregate areas of strength and areas that need improvement without revealing the identity of individual teachers. (65)		
Status	Tasks completed: 1 of 5 (20%)		
Assessment	Level of Development:	Initial: Limited Development 10/01/2012	
		Objective Met - 09/24/2013	
	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:	The administration conducts walk through observations and shares the data with the core subjects teachers.	
Plan	Assigned to:	Daniel O'Leary	
	How it will look when fully met:	Monthly walk through reports will be kept and shared with the faculty at grade level or vertical team meetings. October 2014-June 2015	
	Target Date:	06/12/2015	
	Tasks:		
		1. Administrators will conduct informal walk through observation with a different emphasis for each month for the 2014-2015 school year.	
	Assigned to:	Administrative Staff	
	Added date:	11/12/2014	
	Target Completion Date:	06/12/2015	
	Frequency:	monthly	
	Comments:	December-Written objectives are the taught objective January-variety of brain based strategies February-Engagement March-Engagement April-Differentiated Instruction	

2. The administration will check instructional planning materials, dates as noted in the faculty even/odd calendar, using a standardized evaluative format. Oct. 2014 - June 2015.

	Assigned to:	JYMS Administrative Team
	Added date:	10/16/2012
	Target Completion Date:	06/12/2015
	Comments:	<p>Teachers will submit lesson plans on specific dates for administrative review. Feedback specific to the teacher is given for plan improvement at each check.</p> <p>October 11, 2013 November 22, 2013 January 14, 2014 February 20, 2014 - Instructional materials were examined by the administration. Feedback specific to areas of need / improvement were noted where applicable.</p> <p>October 9, 2014- Lesson plans were evaluated using JYMS learner plan monitoring form.</p> <p>November 14, 2014 Lesson plans were monitored. Based on the state lesson plan evaluation form it was determined that some of the teachers were not determining the criteria for their lessons. A new monitoring form was introduced to the teachers.</p> <p>January 9, 2015 Lesson plans were monitored for alignment of the curriculum with criteria noted for goals.</p>

3. Staff development sessions focusing on higher level questioning, differentiated instruction, and closing the achievement gaps will be presented to the teachers during the 2014-2015 school year.

	Assigned to:	JYMS Administration
	Added date:	11/02/2012
	Target Completion Date:	06/12/2015
	Comments:	<p>August 2013 - Staff development sessions held during pre-service focused on higher level questioning, Differentiated Instruction, NWEA/MAP testing, and strategies for success for students with disabilities.</p> <p>November 6, 2013 - Profesional development session was held that addressed MAP reports, using the data, the impact on instruction/planning, and how they project mastery/growth.</p> <p>February 26 & March 5, 2014 - "NWEA/MAP Reports" professional development was held. Training was provided by the JYMS trainers.</p> <p>March 6, 2014 - "Lesson Alignment" PDA were held for each core class utilizing the English and math specialists.</p> <p>August 2014-Google for Educators- An overview of the use of Google for Educators in the classroom. Training was provided by the Technology Department.</p> <p>October 8, 2014- Reading Across the Content- A review of the Magnificent Seven Reading Strategies, Close Notes, and TEI questioning was presented to the staff to help with closing the achievement gaps.</p>

		December 17, 2014 English teacher attended a Writing Workshop presented by Karen Pierce, 8th grade teacher. This workshop explained the SOL writing Domains and Elements as well as the scoring process. Teachers received a hands on practice of using Pearson Perspective.
	4. The administration will use MAP, SOLO data, or other available analyses to determine student mastery, teacher progress, and instructional effectiveness. Results will be used as a basis for professional development sessions for the teachers. Oct. 2014-June 2015.	
	Assigned to:	JYMS Administration - By Assigned Core Subject
	Added date:	10/16/2012
	Target Completion Date:	06/12/2015
	Comments:	<p>August 28, 2013 - Staff development sessions held during pre-service which focused on higher level questioning, Differentiated Instruction, strategies for success for students with disabilities, and the use of NWEA/MAP testing.</p> <p>October 2013 - The administration examined available reports from MAP, SOLO, and ARM sources. Data shared at October vertical meetings.</p> <p>February 2014 - Re-established a Data Team to assess current data to include discipline, local and state assessments, NWEA/MAP. Data trends will be shared with the Leadership Team and at vertical / grade level meetings.</p> <p>February 26 & March 5, 2014 - "NWEA/MAP Reports" professional development session was held. Training provided by JYMS trainers and administration.</p> <p>October 8,2014 Based on SOL data, the "Power tools for Literacy" were reviewed with the staff.</p> <p>October 2014- Math and English teachers attended a district wide workshop on MAP/NWEA.</p> <p>November 2014-Math and English teachers attended a district wide workshop on setting student goals for MAP/NWEA.</p> <p>December 2014- English teachers met to practice using the Pearson Testing model presented by Karen Pierce, 8th grade English teacher.</p>
	5. The administration will conduct walk through observations using the locally approved format. Oct. 2012 - May 2013	
	Assigned to:	JYMS Administration
	Added date:	10/01/2012
	Target Completion Date:	06/13/2014
	Comments:	September 2013 - February 2014 - Walk through observations conducted by administration have occurred and are ongoing. Teacher feedback for improved instruction has occurred individually with teachers where applicable.
	Task Completed:	06/13/2014
Implement	Percent Task Complete:	
	Obiective Met:	9/24/2013

Experience:	9/24/2013 Walk through observations occurred regularly during the 2012-13 school year.
Sustain:	9/24/2013 Continued focus on walk through observations (higher level questioning and active classrooms) will occur in 2013-14.
Evidence:	9/24/2013 Walk through observation forms.

Curriculum, Assessment, and Instructional Planning

Assessing student learning frequently with standards-based assessments

Indicator	IID09 - Instructional Teams use student learning data to plan instruction.(107)		
Status	Tasks completed: 1 of 7 (14%)		
Assessment	Level of Development:	Initial: Limited Development 10/01/2012	
		Objective Met - 09/24/2013	
	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:	The school improvement plan is being developed and regular subject based instructional team meetings are set to occur. Instructional teams will examine student assessment data throughout the year and determine learning paths necessary for adequate student growth.	
Plan	Assigned to:	Melanie Patterson	
	How it will look when fully met:	Assessment data from class and grade level sources will be examined throughout the year.	
	Target Date:	06/12/2015	
	Tasks:		
	1. Subject based instructional team meeting minutes will be collected by the administrator supervising that academic area. Information will be shared with the Leadership Team for monitoring of alignment of instruction and pacing during the current school year.		
	Assigned to:	JYMS Administration	
	Added date:	10/01/2012	
	Target Completion Date:	06/12/2015	
	Comments:	<p>October 2013 - February 2014 - Instructional Team minutes have been collected and monitored. Pertinent information has been shared with Leadership Team representatives and SAO instructional staff (where applicable).</p> <p>Dec 2013 - May 2014 - The math specialist meets with and plans lessons with the 7th grade math team weekly.</p> <p>January 23, 2015 6th grade English teacher met and discussed the benchmark test. Item analysis was discussed.</p>	
	2. Vertical and data team meetings will occur regularly where assessment results are examined by grade and subject.		

October 2014-June 2015	
Assigned to:	Data Team
Added date:	10/01/2012
Target Completion Date:	06/12/2015
Comments:	<p>August 28, 2013, October 16, 2013 November 20, 2013 - Vertical Team meetings were held by department.</p> <p>January 14, 2014 - Re-configuration of the Data Team "Interest" survey sent to teachers. New Data Team members set Feb. 4, 2014.</p> <p>Dec 2013 - May 2014 - The math specialist meets with and plans lessons with the 7th grade math team weekly.</p> <p>August 2014-SOL results were shared with the teachers during the Pre Service week.</p> <p>November 2014- SOL gender gaps were shared with the data team and then with the faculty. A quick read on 10 effective strategies with working with males was emailed out to the staff.</p>
3. The administration will review reports from a variety of sources (MAP, SOLO, ARM, Datacation) quarterly to assess the performance of student sub groups. October 2014-June 2105	
Assigned to:	JYMS Administration
Added date:	10/01/2012
Target Completion Date:	06/12/2015
Comments:	<p>Ocotber 2013 - February 2014 The administration examined available MAP, ARM, and SOLO reports for areas of strength and weakness. Conversations regarding areas of need are ongoing with staff where applicable.</p>
4. Core teachers will use local, ongoing assessment data as a basis for class, individualized, and subgroup (AMO subgroups) remediation efforts. Oct. 2014 - June 2015.	
Assigned to:	Data Team
Added date:	10/16/2012
Target Completion Date:	06/12/2015
Comments:	<p>Core teachers have used available, ongoing assessment data as a basis for remediation and instruction adjustment.</p> <p>NWEA/MAP training for teachers occurred on February 26 & March 5, 2014. Training was provided by the lead by JYMS NWEA MAP Trainers and administration.</p> <p>Dec 2013 - May 2014 - The math specialist meets with and plans lessons with the 7th grade math team weekly.</p> <p>October 2014-Math and English teachers met with specialist to review the RAP and the student goal setting sheet for MAP results</p> <p>November 2014-Math and English teachers met with content specialist.</p>
5. Math teachers will plan lessons and intervention efforts using available data that will focus on increasing academic success for students with disabilities Oct. 2014- June 2015.	
Assigned to:	Daniel O'Leary
Added date:	11/12/2014

	Target Completion Date:	06/12/2015
	Comments:	
6. Grade level content teachers will meet within one week of district assessment to discuss data during the 2014-2015 school year.		
	Assigned to:	Melanie Patterson
	Added date:	11/12/2014
	Target Completion Date:	06/12/2015
	Comments:	Since data notebooks are no longer required by the school systems, teachers will need to meet and document the strengths and weaknesses student demonstrated on the given assessment. A calendar will need to be created with dates pre determined.
7. English teachers will plan lessons and intervention efforts using available data that will focus on increasing academic success for students with disabilities Oct. 2013 - May 2014.		
Math teachers will analyze data and create instructional strategies that address Asian subgroup performance Oct 2013 - May 2014		
	Assigned to:	Melanie Patterson
	Added date:	01/03/2013
	Target Completion Date:	06/13/2014
	Comments:	Teachers will submit lesson plans on specific dates for administrative review. Feedback specific to the teacher is given for plan improvement at each check. October 11, 2013 November 22, 2013 January 14, 2014 February 20, 2014 - Instructional materials were examined by the administration. Feedback specific to areas of need / improvement were noted where applicable. Dec 2013 - May 2014 - The math specialist meets with and plans lessons with the 7th grade math team weekly. March 6, 2014 - "Lesson Alignment" PDAs were held for each core class utilizing the English and math specialists.
	Task Completed:	06/13/2014
Implement	Percent Task Complete:	
	Objective Met:	9/24/2013
	Experience:	9/24/2013 Assessment data from various sources were examined and analyzed.
	Sustain:	9/24/2013 Continued focus on the use of multiple data sources as a basis for instructional adjustment will occur in 2013-14.
	Evidence:	9/24/2013 Reports from various sources.

Classroom Instruction

Expecting and monitoring sound instruction in a variety of modes

Indicator IIIA02 - All teachers develop weekly lesson plans based on aligned units of instruction.(111)

Status Tasks completed: 0 of 5 (0%)

Assessment Level of Development: Initial: **Limited Development** 10/01/2012

Objective Met - 09/24/2013

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: Lesson plans are developed by the teachers and submitted on an established schedule for administrative review.

Plan Assigned to: Marian Looney-Gill

How it will look when fully met: A log of lesson plans submitted by teachers and reviewed by the administration will be kept.

Target Date: 06/12/2015

Tasks:

1. Teachers will use the school system's approved pacing and curriculum guides to plan effective classroom instruction. Oct. 2014 - May 2015.

Assigned to: Marian Looney-Gill

Added date: 10/16/2012

Target Completion Date: 06/12/2015

Comments: Teachers will submit lesson plans on specific dates for administrative review. Feedback specific to the teacher is given for plan improvement at each check.

October 11, 2013 November 22, 2013 January 14, 2014 February 20, 2014 - Instructional materials were examined by the administration. Feedback specific to areas of need / improvement were noted where applicable.

Dec 2013 - May 2014 - The math specialist meets with and plans lessons with the 7th grade math team weekly.

March 6, 2014 - "Lesson Alignment" PDAs were held for each core class utilizing the English and math specialists and administration.

October 9, 2014- Lesson plans were submitted for monitoring.

November 14, 2014-Lesson plans were submitted for monitoring. The focus for this check was alignment of the curriculum. From the check, a new evaluation tool will be used on the next monitoring to better assess the uses of the alignment curriculum in instruction.

January 9, 2015 Lesson plans were submitted. It was noted the teachers were using the pacing charts for the each nine weeks.

2. Teachers will adjust lesson plans and instruction based on current assessment data and observable

student mastery. Oct. 2014 - May 2015	
Assigned to:	Marian Looney-Gill
Added date:	10/16/2012
Target Completion Date:	06/12/2015
Comments:	<p>October 2013 - February 2014 - Walk through observations indicate lessons are being adjusted based on current student mastery. Teachers are utilizing a number of teaching techniques that help immediately determine student understanding of the daily concepts.</p> <p>Dec 2013 - May 2014 - The math specialist meets with and plans lessons with the 7th grade math team.</p> <p>March 6, 2014 - "Lesson Alignment" PDAs were held for each core class utilizing the English and math specialists and administration.</p> <p>October 16, 2014-This is an ongoing task as teachers make adjustment based on new data and new students. English teachers received a PD (October 13, 2014) on the use of formative assessments.</p>
3. The math department will meet (by subject) monthly to plan effective units of instruction based on current student mastery levels. Oct. 2014 - May 2015.	
Assigned to:	Math Contact per Grade Level
Added date:	10/16/2012
Target Completion Date:	06/12/2015
Comments:	<p>October 2013 - Feb 2014 - Math minutes, walk through observations, and check of instructional planning materials indicate math teachers (by subject) are using the common planning period to discuss and adjust instruction.</p> <p>Dec 2013 - May 2014 - The math specialist meets with and plans lessons with the 7th grade math team weekly.</p> <p>March 6, 2014 - "Lesson Alignment" PDAs were held for each core class utilizing the English and math specialists and administration.</p>
4. Teachers will develop plans of instruction that include best practice test taking strategies (i.e. highlighting relevant information when solving problems / answering questions.) Oct. 2014 - June 2015.	
Assigned to:	Math Contact per Grade Level
Added date:	10/16/2012
Target Completion Date:	06/12/2015
Comments:	<p>Teachers will submit lesson plans on specific dates for administrative review. Feedback specific to the teacher is given for plan improvement at each check.</p> <p>October 11, 2013 November 22, 2013 January 14, 2014 February 20, 2014 - Instructional materials were examined by the administration. Feedback specific to areas of need / improvement were noted where applicable.</p> <p>Dec 2013 - May 2014 - The math specialist meets with and plans lessons with the 7th grade math team weekly.</p>
5. Submitted lesson plans and assessments will be evaluated for alignment of the taught and assessed curriculum at least three times during the 2014-2015 school year.	

	Assigned to:	Administrative Team
	Added date:	11/12/2014
	Target Completion Date:	06/12/2015
	Comments:	<p>November 14, 2014- Lesson plan books were collected and monitored using the lesson plan evaluation sheet, and the state lesson plan evaluation tool or the Information Binder Evaluation form.</p> <p>November 19,2014 English vertical team meeting. Information was shared with the English teachers about the move from the old checklist to the new checklist. This led to the discussion of having a new lesson plan format in order to ensure the alignment of the written and taught curriculum.</p> <p>December 17, 2014 English teacher met and discussed the new lesson plan format used.</p> <p>January 9, 2015 Teacher submitted lesson plan books. It was noted that the English teachers were attempting to use the newly aligned lesson plan format.</p>
Implement	Percent Task Complete:	
	Objective Met:	9/24/2013
	Experience:	<p>9/24/2013 Monitoring of plans and implementation of content based instructional meetings occurred.</p>
	Sustain:	<p>9/24/2013 Continuation of vertical style content meetings and the examination of plans / instruction will be a focus for 2013-14.</p>
	Evidence:	<p>9/24/2013 Plans and meeting minutes.</p>

Stakeholder Engagement

Family and Community Engagement

Indicator	VD02 - Multiple communication strategies are implemented that are culturally and linguistically appropriate and support engaged communication and conversations with all stakeholders.(2800)		
Status	Tasks completed: 2 of 4 (50%)		
Assessment	Level of Development:	Initial: Limited Development 10/01/2012	
		Objective Met - 09/24/2013	
	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:	Many teachers have well established and regularly used means of traditional and electronic communication with their stakeholders (phone calls, parent conferences, blogs, websites, email).	
Plan	Assigned to:	Shawn Green	
	How it will look when fully met:	All teachers will keep a communication log which will be submitted for administrative review at regularly established times according to the faculty's even/odd schedule. Oct 2013 - June 2014.	
	Target Date:	06/12/2015	
	Tasks:		
	1. Teachers will submit, along with their instructional plans, communication logs which will include data regarding the type of communication used for parental / stakeholder contact. Nov. 2012 - May 2013.		
	Assigned to:	Shawn Green	
	Added date:	10/01/2012	
	Target Completion Date:	06/12/2015	
	Comments:	<p>Teachers will submit lesson plans on two dates (Oct. and Nov.) for administrative review. Feedback specific to the teacher is given for plan improvement at each check.</p> <p>October 11, 2013 November 22, 2013 January 14, 2014 February 20, 2014 - Instructional materials were examined by the administration. Feedback specific to areas of need / improvement were noted where applicable.</p> <p>October 16, 2013 - PDA session "Remind 101" was provided to teachers as another means of effective, electronic communication with stakeholders.</p> <p>October 8, 2014-Lesson plans with parent contact logs were submitted and reviewed. November 14,2014 Parent logs were checked during the monthly submission of lesson plans</p>	
	2. The Care Committee will oversee activities, events and recognition for the faculty and staff during the 2014-2015 school year.		
	Assigned to:	Care Committee	
	Added date:	11/12/2014	

	Target Completion Date:	06/12/2015
	Comments:	August 2014- The Care committee shared with faculty and their parameters and responsibilities.
	3. Re-establish a faculty lead committee that will focus on school / staff culture, morale, and staff recognition areas throughout the school year.	
	Assigned to:	Daniel OLeary
	Added date:	02/07/2014
	Target Completion Date:	06/06/2014
	Comments:	February 2014 - Social Interaction Committee (S.I.C.) was established. Faculty and staff were polled and those that showed an interest were selected along with existing Courtesy Committee members. The S.I.C. committee has already begun planning areas of focus and formal meeting dates have been shared.
	Task Completed:	02/28/2014
	4. Professional development will occur to address the creation and increased use of electronic means of communication by teachers for stakeholder use. Nov. 2013	
	Assigned to:	Shawn Green
	Added date:	10/01/2012
	Target Completion Date:	06/13/2014
	Comments:	October 16, 2013 - PDA session "Remind 101" was provided to teachers as another means of effective, electronic communication with stakeholders.
	Task Completed:	10/16/2013
Implement	Percent Task Complete:	
	Objective Met:	9/24/2013
	Experience:	9/24/2013 Multiple communication strategies were implemented and continued in order to meet this objective.
	Sustain:	9/24/2013 Focus on effective and various communication strategies will continued into 2013-14
	Evidence:	9/24/2013 Teacher made communication blogs, websites, etc. Communication logs submitted with plans.