

Comprehensive Plan Report

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.

March 06, 2014

Hospitality SHS NCES - na

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School Improvement Indicators (RI)

Key Indicators are shown in **RED**.

School Leadership and Decision Making

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

Indicator	ID04 - All teams prepare agendas for their meetings.(39)	
Status	Full Implementation	
Assessment	Level of Development:	Initial: Full Implementation 12/14/2012
	Evidence:	We prepare and agenda and sign in sheet for all meetings. We have a uniform template for the agenda and the sign in sheet. After each meeting the agenda, sign-in sheet and meeting notes are given to the Executive Assistant for filing.

Indicator	ID05 - All teams maintain official minutes of their meetings.(40)		
Status	Objective Met 10/1/2013		
Assessment	Level of Development:	Initial: Limited Development 12/14/2012	
		Objective Met - 10/01/2013	
	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:	<p>We prepare and agenda and sign in sheet for all meetings. We have a uniform template for the agenda and the sign in sheet. After each meeting the agenda, sign-in sheet and meeting notes are given to the Executive Assistant for filing. Some teams review meeting notes from previous meetings as they prepare the agenda for the current meeting. Some teams review the meeting notes at the beginning of each meeting.</p> <p>All teams must review meeting notes from previous meetings as they prepare the agenda for the current meeting. All teams review the meeting notes at the beginning of each meeting. We can accomplish this by adding the previous meeting notes review section to our agenda template as the first item on the agenda.</p>	
Plan	Assigned to:	[REDACTED]	
	How it will look when fully met:	<p>All teams will complete meeting notes within 72 hours of each meeting. The notes will be submitted to the Executive Assistant to be filed with the meeting agenda and sign-in sheet.</p> <p>Meeting notes will be reviewed at the beginning of each meeting.</p> <p>The agenda template will be modified to include a review of the notes from the previous meeting as the first agenda item for all meetings.</p>	
	Target Date:	01/31/2013	
	Tasks:		
	1. A directive will be sent from Executive Director for all teams to complete and submit meeting notes within 72 hours of each meeting to the Executive Assistant to be filed with the meeting agenda and the sign-in sheet.		
	Assigned to:	[REDACTED]	
	Added date:	12/14/2012	
	Target Completion Date:	01/05/2013	
	Comments:		
	Task Completed:	01/01/2013	

	2. The agenda template will be modified to include a review of the previous meeting notes as the first agenda item. The modified agenda template will be sent to all staff members with the directive to use the modified template and to review the previous meeting notes at the very beginning of all meetings.
	Assigned to: [REDACTED]
	Added date: 12/14/2012
	Target Completion Date: 01/05/2013
	Comments:
	Task Completed: 08/01/2013
	3. All meeting notes will be filed in a binder along with the sign-in sheet and the agenda. The binder will be maintained by the Executive Assistant.
	Assigned to: [REDACTED]
	Added date: 12/14/2012
	Target Completion Date: 01/30/2013
	Comments:
	Task Completed: 01/01/2013
Implement	Percent Task Complete:
	Objective Met: 10/1/2013
	Experience: 10/1/2013 This objective was easy to implement. The actual template was changed last school year but is now being used school-wide.
	Sustain: 10/1/2013 Periodically we will review the meeting agenda notebook to ensure that everyone is using the proper template.
	Evidence: 10/1/2013 The meeting notebook serves as evidence of this objective being met.

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)		
Status	Objective Met 10/1/2013		
Assessment	Level of Development:	Initial: Limited Development 10/27/2011	
		Objective Met - 10/01/2013	
	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, the HHS Leadership Team does meet monthly. However, Instructional leaders are not regularly included in the meetings. The team does keep agendas, minutes and follow up on tasks assigned.	
Plan	Assigned to:	[REDACTED]	
	How it will look when fully met:	Leadership Team members will meet at least twice a month and the meetings will include instructional leaders and data team members to assure clear communication in the school and between departments. We will continue to utilize agendas for each meeting, keep meeting minutes and follow up on all task assigned. The Executive Assistant will be responsible for maintaining sign in sheets and meeting minutes and disseminating meeting minutes and agendas to all participants.	
	Target Date:	06/15/2012	
	Tasks:		
	1. The Executive Director will invite instructional leaders and data team members to participate in the upcoming leadership team meetings.		
	Assigned to:	[REDACTED]	
	Added date:	10/27/2011	
	Target Completion Date:	11/30/2011	
	Comments:	The English and Math team leads and the Data Committee chair are invited to all Leadership team meetings.	
	Task Completed:	11/30/2011	
	2. A calendar of leadership team meetings will be sent out on a monthly basis in advance of the meetings.		
	Assigned to:	[REDACTED]	
	Added date:	10/27/2011	
	Target Completion Date:	11/30/2011	
	Comments:	Monthly This is still in progress. November and December were better than January and February. We will continue working on this. March dates are already set.	
	Task Completed:	06/15/2012	
	3. Agenda and minutes will be kept at each meeting.		

		Assigned to:	██████████
		Added date:	10/27/2011
		Target Completion Date:	05/15/2012
		Comments:	02/28/2012- This is happening after each and every meeting.
		Task Completed:	06/15/2012
	4. The ED will assure follow up on all outstanding items from each previous meeting and outcomes will be reported in the meeting minutes		
		Assigned to:	██████████
		Added date:	10/27/2011
		Target Completion Date:	05/15/2012
		Comments:	
		Task Completed:	06/15/2012
	5. The EA will keep a file off all sign in sheets and meeting minutes from all leadership team meetings for SY 2011- 2012		
		Assigned to:	██████████
		Added date:	10/27/2011
		Target Completion Date:	05/30/2012
		Comments:	02/28/2012- This is happening after each meeting.
		Task Completed:	02/28/2012
Implement	Percent Task Complete:		
	Objective Met:		
	10/1/2013		
	Experience:	We have always had a set time for the Leadership Team to meet; however, we have made adjustments to what we meet about and the time of the meeting. We now review school-wide data, keep each other up to date on what we are working on and review school-wide initiatives and problems and solutions. We now meet at the end of the school day every other Tuesday. We moved our meeting time to the end of the school day so that everyone on the team would be able to participate fully in the meeting,	
	Sustain:	None	
	Evidence:	The Leadership Team meets bi-weekly. The meeting agendas and calendar invites serve as evidence of this objective being fully implemented.	

Indicator	ID10 - The Leadership Team regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs.(45)		
Status	Tasks completed: 2 of 3 (67%)		
Assessment	Level of Development:	Initial: Limited Development 09/20/2011	
	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:	Curently, the leadership team looks at school level performance data on a regular basis and uses that data to make decisions. However, while members of the leadership team complete regular classroom observations, that data is not regularly aggregated and shared with the entire leadership team.	
Plan	Assigned to:	[REDACTED]	
	How it will look when fully met:	At least monthly during the School Leadership Team meeting, school performance data will be reviewed and discussed. Also monthly, the leadership team will review and discuss aggregated classroom observation data. The data reviewed at the leadership team meetings will be used to make decisions about school improvement and upcoming professional development needs. Evidence of implementation will include: minutes & agendas from leadership team meetings, professional development sessions and school improvement team meetings.	
	Target Date:	02/28/2013	
	Tasks:		
	1. Formalize the process for aggregating classroom observation data.		
	Assigned to:	[REDACTED]	
	Added date:	09/20/2011	
	Target Completion Date:	02/28/2013	
	Comments:	The Principal, Assistant Principal and other Administrators use a common format and process for collecting and aggregating observation data.	
	Task Completed:	11/01/2011	
	2. School Performance data will be made available on the shared drive and for school leadership team meetings.		
	Assigned to:	[REDACTED]	
	Added date:	09/20/2011	
	Target Completion Date:	10/31/2013	
	Comments:	This task is being reviewed to determine the best way, (School Force, Shared Drive, etc.) to share performance data.	
	3. Items related to school performance and classroom observation data will be added to the biweekly leadership team agenda		
	Assigned to:	[REDACTED]	

		Added date:	09/20/2011
		Target Completion Date:	01/31/2013
		Comments:	
		Task Completed:	11/01/2011
Implement	Percent Task Complete:		Tasks completed: 2 of 3 (67%)

Indicator	ID11 - Teachers are organized into grade-level, grade-level cluster, or subject-area Instructional Teams.(46)		
Status	Full Implementation		
Assessment	Level of Development:	Initial: Full Implementation 12/14/2012	
	Evidence:	Teachers are organized into subject area instructional teams. Math/Science and Humanities. Within those teams there is further break down. The Humanities Team Consists of the following sub-teams: English (3), History (3), Foreign Language (2), Art/Music (1). The Humanities Team is led by our Assistant Principal. The Math/Science Team consists of the following sub-teams: Math (3), Science (2), Physical Education (1). The Math/Science team is led by our Principal. Our Special Education teacher team consists of four Special Education teachers and is led by our Special Education Coordinator.	

Indicator	ID13 - Instructional Teams meet for blocks of time (4 to 6 hour blocks, once a month; whole days before and after the school year) sufficient to develop and refine units of instruction and review student learning data.(48)		
Status	Tasks completed: 1 of 3 (33%)		
Assessment	Level of Development:	Initial: Limited Development 12/14/2012	
	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:	<p>Our Instructional Teams meet to review student learning data but not consistently and not for the ideal amount of time required to adequately refine units of instruction and review student learning data. Teachers are expected to develop and refine units on a consistent basis but the time to do this in teams has not been allocated for this purpose consistently.</p> <p>We need a consistent policy and process to ensure that we meet monthly for at least four hours and that we use at least one of our Staff Development Days (full day) at the beginning and the end of the school year to review data and develop and refine units of instruction</p>	
Plan	Assigned to:	[REDACTED]	
	How it will look when fully met:	instructional Teams will meet monthly for at least four hours to review student learning data and to develop and/or refine units of instruction.	
	Target Date:	08/30/2013	
	Tasks:		
	1. Student learning data review and unit development and/or refinement will be incorporated into PD at least once monthly during a half or full day PD session.		
	Assigned to:	[REDACTED]	
	Added date:	12/14/2012	
	Target Completion Date:	06/14/2013	
	Comments:		
	2. The Data and Accountability Manager will provide school wide assessment data after each school-wide or subject specific school-wide assessment period.		
	Assigned to:	[REDACTED]	
	Added date:	12/14/2012	
	Target Completion Date:	02/28/2013	
	Comments:		
	3. The Data and Accountability Manager will conduct a PD session in order to review the Data and Assessment protocol with teachers, specifically focusing on the process and importance of Data Talks and using data to make instructional decisions.		
	Assigned to:	[REDACTED]	
	Added date:	12/14/2012	
	Target Completion Date:	01/31/2013	

		Comments:	The Data and Accountability Manager conducted two PD sessions to review the Data and Assessment protocol with teachers, specifically focusing on the process and importance of Data Talks and using data to make instructional decisions during the 2012-2013 school year.
		Task Completed:	02/01/2013
Implement	Percent Task Complete:		Tasks completed: 1 of 3 (33%)

School Leadership and Decision Making

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

Indicator	IE05 - The principal participates actively with the school's teams. (56)	
Status	Full Implementation	
Assessment	Level of Development:	Initial: Full Implementation 12/14/2012
	Evidence:	The instructional teams are led by the Principal (Math/Science) and Assistant Principal (Humanities). The instructional team meetings are facilitated by the Principal and the Assistant Principal. The Principal participates in the Special Education team meetings. We also have sub-team meetings that are led by Administrators. All Administrators are responsible for providing the Principal with meeting notes and Debriefing with the Principal after sub-team meetings.

Indicator	IE08 - The principal spends at least 50% of his/her time working directly with teachers to improve instruction, including classroom observations.(59)		
Status	Objective Met 10/1/2013		
Assessment	Level of Development:	Initial: Limited Development 09/20/2011	
		Objective Met - 10/01/2013	
	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:	The Principal and Vice Principal focus on working with teachers to improve instruction. Classroom observations have been a challenge at times, specifically related to giving timely feedback to teachers. We are revising our process for collecting data during observations which will lead to timely and more meaningful feedback for teachers.	
Plan	Assigned to:	[REDACTED]	
	How it will look when fully met:	The Principal and Vice Principal will continue to conduct formal and informal observations. The process for collecting data and providing feedback for teachers will be more formalized. The Principal will work with instructional coach and individual teachers on identifying weakness and providing interventions. Evidence that this objective has been met include: classroom observations, evaluation calendar, aggregated teacher observation data	
	Target Date:	01/31/2013	
	Tasks:		
	1. Formalize the observation feedback process		
	Assigned to:	[REDACTED]	
	Added date:	09/20/2011	
	Target Completion Date:	11/01/2011	
	Comments:	Administrators use a common document for both formal and informal observations. New Teachers and struggling are observed at least twice informally and at least once formally each semester. Returning teachers in satisfactory standing will be observed at least once informally each semester and at least once formally each school year.	
	Task Completed:	11/01/2011	
	2. Create administrative schedule of informal and formal observations for all instructional staff for first semester		
	Assigned to:	[REDACTED]	
	Added date:	09/20/2011	
	Target Completion Date:	08/30/2012	
	Comments:	This task has been completed.	
	Task Completed:	12/16/2011	

	3. Create administrative schedule of informal and formal observations for all instructional staff for second semester.
	Assigned to: [REDACTED]
	Added date: 09/20/2011
	Target Completion Date: 08/30/2012
	Comments: This task has been completed. Instructional team leaders conduct walkthroughs (informals) at least once weekly and provide written feedback to teachers. Formal observations are completed each quarter. New and struggling teachers are formally observed at least once per quarter. Returning teachers in good standing are observed at least twice during the school year.
	Task Completed: 01/04/2013
	4. Struggling teachers will be supported with coaching by an Administrator who will conduct frequent classroom observations that are directly followed by coaching and discussion sessions between the instructional coach and teacher.
	Assigned to: [REDACTED]
	Added date: 09/20/2011
	Target Completion Date: 10/30/2012
	Comments: Struggling teachers have been observed and have been assigned to an Administrator. At this time we have identified four struggling teachers. The Administrators observe and meet with the struggling teachers at least once weekly to provide feedback and to provide instructional coaching. The Administrators meet with the Principal weekly to discuss observation results.
	Task Completed: 10/01/2011
	5. Struggling teachers will be identified through classroom observations and curricular document reviews.
	Assigned to: [REDACTED]
	Added date: 09/20/2011
	Target Completion Date: 10/30/2012
	Comments: Struggling teachers have been identified. They have been assigned to an Administrator for coaching and monitoring. Out of the four teachers that we have identified as struggling teachers one has been placed on a Teacher Improvement Plan (TIP). Two of the four will be placed on a TIP in January 2013.

		Task Completed:	10/01/2011
Implement	Percent Task Complete:		
	Objective Met:		10/1/2013
	Experience:		<p>10/1/2013</p> <p>We have worked to ensure a formalized process for informal and formal observations and to accurately and efficiently use that data in making personnel decisions and in supporting teachers.</p> <p>We use common templates for informal and formal observations including an electronic system, Ecover for formal observations.</p>
	Sustain:		<p>10/1/2013</p> <p>Our Executive Director will periodically request documentation of the observation process from the Vice Principal and Principal.</p> <p>The Leadership Team Executive Director, Principal and Vice Principal will look at the observation data together at least once per quarter to make decisions regarding PD, teacher support and personnel changes.</p>
	Evidence:		<p>10/1/2013</p> <p>The evidence of this objective being met can be found in our Teacher Evaluation process documents and in the actual observation data, which includes completed observation templates and observation notes.</p>

Indicator	IE13 - The principal offers frequent opportunities for staff and parents to voice constructive critique of the school's progress and suggestions for improvement.(64)		
Status	Tasks completed: 0 of 3 (0%)		
Assessment	Level of Development:	Initial: Limited Development 09/20/2011	
	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:	The Principal currently offers opportunities to staff and parents o voice constructive critique of the school's progress. Current practices include teacher participation in the annual strategic plan and anonymous surveys.	
Plan	Assigned to:	[REDACTED]	
	How it will look when fully met:	Surveys will be completed with parents and with staff at least twice annually with the goal of getting constructive feedback regarding the school's progress and suggestions for improvement.	
	Target Date:	05/30/2013	
	Tasks:		
	1. Two parent surveys will be distributed each year in both electronic and print format.		
	Assigned to:	[REDACTED]	
	Added date:	12/14/2012	
	Target Completion Date:	03/15/2013	
	Comments:		
	2. Data from the parent survey will be aggregated and reported to parents both a school meeting and by mail. Data from the survey will be discussed by the Leadership Team and then released to the staff in writing.		
	Assigned to:	[REDACTED]	
	Added date:	12/14/2012	
	Target Completion Date:	06/01/2013	
	Comments:		
	3. A system will be developed to get regular formal and informal feedback from parents and staff.		
	Assigned to:	[REDACTED]	
	Added date:	12/14/2012	
	Target Completion Date:	02/28/2013	
	Comments:		
Implement	Percent Task Complete:	Tasks completed: 0 of 3 (0%)	

Indicator	IE14 - The principal provides timely, clear, constructive feedback to teachers.(1676)		
Status	Tasks completed: 0 of 1 (0%)		
Assessment	Level of Development:	Initial: Limited Development 12/14/2012	
	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:	<p>Our Observation and walkthrough process includes providing feedback in writing at least once weekly to teachers using a common template and providing verbal feedback at least once a week. When formal observations are conducted, teachers are given a full written formal observation report along with verbal feedback and coaching if needed at the Formal Observation post-meeting.</p> <p>At this time most (not all) Administrators are consistently giving the weekly verbal and written feedback based on the classroom walkthroughs.</p>	
Plan	Assigned to:	[REDACTED]	
	How it will look when fully met:	Teachers will get feedback in writing at least once weekly. Teachers will get verbal feedback at least once weekly. During each formal observation post meeting, teachers will get a full written observation report as well as verbal feedback and coaching.	
	Target Date:	02/28/2013	
	Tasks:		
	1. Collect feedback data from Administrators bi-weekly. Maintain a record of feedback data.		
	Assigned to:	[REDACTED]	
	Added date:	12/14/2012	
	Target Completion Date:	06/30/2013	
	Comments:		
Implement	Percent Task Complete:	Tasks completed: 0 of 1 (0%)	

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: 0 of 3 (0%)

Assessment	Level of Development:	Initial: No development or Implementation 09/20/2011	
	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:	At this time, classroom observations are done informally and formally. However, reports are not shared in an aggregated manner. At this time, observations are only shared with the observing administrator and the observed teacher.	

Plan	Assigned to:	[REDACTED]	
	How it will look when fully met:	The Principal and Assistant Principal will conduct classroom observations on a weekly basis. At least monthly, the Principal and Assistant Principal will aggregate classroom observation data. The data will be reviewed at the leadership team meetings and will be used to make decisions about school improvement and upcoming professional development needs. Evidence of implementation will include: aggregated teacher observation data reports, minutes & agendas from leadership team meetings	
	Target Date:	05/30/2013	

Tasks:

1. Principal, Assistant Principal and other Administrators are responsible for creating a schedule and conducting weekly classroom observations

Assigned to:	[REDACTED]
Added date:	09/20/2011
Target Completion Date:	01/07/2013
Comments:	The Principal and Assistant Principal conduct weekly walk through observations of all classes.

3. Principal will present the data to the Leadership Team members

Assigned to:	[REDACTED]
Added date:	09/20/2011
Target Completion Date:	05/30/2013
Comments:	

4. Aggregated data will be presented to the Board at least once per quarter.

Assigned to:	[REDACTED]
Added date:	12/14/2012

		Target Completion Date:	03/15/2013
		Comments:	
Implement	Percent Task Complete:	Tasks completed:	0 of 3 (0%)

Indicator	IF10 - The principal plans opportunities for teachers to share their strengths with other teachers.(74)		
Status	No decision has been made Tasks completed: 5 of 5 (100%)		
Assessment	Level of Development:	Initial: No development or Implementation 09/20/2011	
	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:	At this time, there are not many opportunities for teachers to share their strengths with other teachers. Moving forward, we will formalize a process for teachers to share their strengths with other teachers including leading professional development sessions, mentoring teachers and revitalizing our teacher learning communities.	
Plan	Assigned to:	[REDACTED]	
	How it will look when fully met:	Greater opportunities for teachers to share their strengths will be build into the professional development and teacher support program. These opportunities will take the form of teacher mentors, teachers leading and/or assisting with professional development sessions, and a teacher learning community that meets regularly.	
	Target Date:	06/15/2012	
	Tasks:		
	1. Finalize the professional development calendar based on classroom observations and the teacher needs survey. The teacher needs survey will include questions regarding teachers willingness to lead and/or assist with professional development based on their strengths and topics of interest for Teacher Learning Community.		
	Assigned to:	[REDACTED]	
	Added date:	10/26/2011	
	Target Completion Date:	11/14/2011	

		Comments:	<p>██████████ sent out an e-mail to all HHS staff on 12/5/11 with a survey that asked what professional development needs the staff needed and what professional development sessions staff would be able to lead for the school. Below is the e-mail and survey link that was sent out to all teachers, Principal and Executive Director...</p> <p>Good Morning,</p> <p>Please complete the Hospitality High School Professional Development Needs Survey - 2011 - 2012 SY . To complete the survey, please visit: https://docs.google.com/spreadsheet/viewform?formkey=dFc3amRMRm45eUZGaUtmNUJ2M2FVZXc6MQ. It is important that you fill out the survey. Your input is valued. Please complete the form by Thursday, December 15, 2011.</p> <p>Thank you,</p> <p>██████████</p>
		Task Completed:	12/05/2011
		2. Develop a schedule for Teacher Learning Community (TLC) meetings with input from teachers.	
		Assigned to:	██████████
		Added date:	10/26/2011
		Target Completion Date:	12/01/2011
		Comments:	<p>All instructional staff are placed in three different Teacher Learning Communities - english, social studies and languages are under "Humanities," math and science fall under "Math & Science" and "Hospitality" classes. ██████████ leads the Humanities Team, ██████████ leads the Math and Science while ██████████ leads the Hospitality learning communities. TLCs meet biweekly to either give updates on their current initiatives, explain and teach one another on how they have implemented school wide initiatives and goals in their classrooms and to discuss data.</p> <p>I put a "completed date" as 2/17 because that was the last time that met biweekly as TLCs - this is an ONGOING initiative.</p>
		Task Completed:	02/17/2012
		3. Ensure that teachers take an active role in Teacher Learning Communities by having them lead or demonstrate during at least 50% of the TLC meetings.	
		Assigned to:	██████████
		Added date:	10/26/2011
		Target Completion Date:	06/15/2012
		Comments:	<p>During every School Improvement Team meeting, teachers have worked alongside Administrators to plan effective professional developments for all HHS staff. Teachers have participated in at least 50% of the SIT meetings, and the minutes from each meeting are evidence of this initiative. Minutes will be attached soon.</p> <p>This initiative is also still ONGOING.</p>

		Task Completed:	02/10/2012
		4. Have teachers lead or assist with professional development sessions when appropriate.	
		Assigned to:	██████████
		Added date:	10/26/2011
		Target Completion Date:	06/15/2012
		Comments:	<p>During the monthly School Improvement Team meetings, teachers are participating monthly with demonstrations and professional development sessions...</p> <p>1) Teachers have analyzed and explained specific strands on the DC CAS that our students are struggling with</p> <p>2) Teachers have been providing concrete methods and activities that model how to collect and use data effectively</p> <p>3) Teachers have shown different ways of using and creating an interactive word wall</p> <p>4) Math teachers have modeled how to incorporate School Wide Math initiatives across the curriculum</p> <p>Specific Examples:</p> <p>1) The minutes from the School Improvement Team meeting on 11/18 show ██████████ & ██████████ (English and Math) teachers presenting on the School Wide Focus Goals in reading and math and giving concrete examples of including these goals across the curriculum</p> <p>1) The minutes from the School Improvement Team meeting on 2/10 show that ██████████ and ██████████ lead a 45 minute presentation on how they collect data, how they have students invested and engaged in data collecting and how they effectively use that data to drive their instruction</p> <p>This is an ONGOING process... but it has been completed to an extent at this point in the year.</p>
		Task Completed:	02/10/2012
		5. Implement a functional mentor program in which experienced teachers mentor new or struggling teachers.	
		Assigned to:	██████████
		Added date:	10/26/2011
		Target Completion Date:	06/15/2012

		<p>Comments:</p>	<p>The instructional coach, [REDACTED], was hired by our school to assist with this initiative...</p> <p>The mentor teachers with 2-6 years of experience are: [REDACTED]</p> <p>The mentees are: [REDACTED]</p> <p>Mentors and mentees meet at least every other week. Mentors observe mentees in their classes at least once monthly. There are monthly mentor meetings (since January).</p> <p>Mentors submit documents which have now been turned into Google Docs to [REDACTED], [REDACTED] and [REDACTED] review those documents. The documents verify that meetings are being held and topics of that are covered during those meetings. In addition, [REDACTED] and [REDACTED] send notes to the mentors with specific areas of concern for their mentees. For example, there is a teacher who needs assistance with classroom management. While [REDACTED] is working one on one with the teacher, she has also informed her mentor that this is an area of struggle for her.</p> <p>** This is an ongoing program that will last until the end of the year.</p>
		<p>Task Completed:</p>	<p>06/15/2012</p>
<p>Implement</p>	<p>Percent Task Complete:</p>	<p>Tasks completed: 5 of 5 (100%)</p>	

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)
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Status	Tasks completed: 3 of 7 (43%)		
Assessment	Level of Development:	Initial: Limited Development 10/26/2011	
	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:	<p>At this time our curriculum has been developed and is being reviewed for revision. During the summer of 2010 and the 2010 - 2011 school year teachers worked in teams under the leadership of the Curriculum Specialist to ensure that a sound curriculum was developed for all core subjects. During the summer of 2011 the English and math curricula were reviewed and revised by the curriculum team which included the Curriculum Specialist and teachers from the English and math departments. The major goal was to ensure the integrity of the curriculum for each grade level to incorporate the Common Core Standards into the curricula.</p> <p>During the 2011-2012 school year and summer 2012 we will undergo the same curriculum review and revision process for the remaining core subjects.</p>	
Plan	Assigned to:	[REDACTED]	
	How it will look when fully met:	<p>All curricula for all core subjects will be reviewed and revised as follows:</p> <ul style="list-style-type: none"> - Units will be build upon Common Core Standards - All core subjects will have a pretest administered in August and a post test administered in late May. - All units will include a standards based pre and post assessment. <p>All units will include:</p> <ul style="list-style-type: none"> - the concepts, principles, and skills that will be covered within the unit. - standards/benchmarks that apply to the grade level and unit topic. - have objectives that clearly align to the selected standards/benchmarks. - be arranged in sequential order. - include pre and post test assessments that are clear and specific and provide evidence of mastery. <p>All teachers will share common units Revision of units will only occur once a request is made to the appropriate curriculum lead or Administrator.</p> <p>All curricular units and accompanying documents will be housed in an online curriculum managements system to ensure appropriate, efficient and accountable review, revision and archiving.</p>	
	Target Date:	06/01/2012	
	Tasks:		

1. Review and approve English and math curricula.	
Assigned to:	[REDACTED]
Added date:	10/26/2011
Target Completion Date:	10/15/2011
Comments:	English and math curricula has been reviewed and approved. Process of entering data into the curriculum management system is in progress. 2/28/12 - We are currently participating in training related to implementation of Common Core Standards as well as the Prepare for PARCC math and reading workshops to determine what curriculum revisions must be made. The curriculum team will meet during Spring and Summer 2012 to discuss, approve and make curriculum revisions.
Task Completed:	10/15/2011
2. Review science, social science and foreign language curricula.	
Assigned to:	[REDACTED]
Added date:	10/26/2011
Target Completion Date:	08/15/2012
Comments:	2/28/12 - We are currently participating in training related to implementation of Common Core Standards as well as the Prepare for PARCC math and reading workshops to determine what curriculum revisions must be made. The curriculum team will meet during Spring and Summer 2012 to discuss, approve and make curriculum revisions.
3. Meet with science, social science and foreign language teams.	
Assigned to:	[REDACTED]
Added date:	10/26/2011
Target Completion Date:	05/31/2012
Comments:	2/28/12 - We are currently participating in training related to implementation of Common Core Standards as well as the Prepare for PARCC math and reading workshops to determine what curriculum revisions must be made. The curriculum team will meet during Spring and Summer 2012 to discuss, approve and make curriculum revisions. Share finding of curricula review. Provide direction for revision. Assign specific staff members to curriculum revision tasks for each subject area. Set benchmark dates for revision deliverables.
5. Develop rubric for curriculum review. Develop rubric for review of curricular units.	
Assigned to:	[REDACTED]
Added date:	10/26/2011
Target Completion Date:	06/01/2012
Comments:	
6. Review curricula revisions for approval.	

		Assigned to:	██████████
		Added date:	10/26/2011
		Target Completion Date:	08/15/2012
		Comments:	
	7. Update online curriculum management system to allow revision privileges to select Curriculum Team members only.		
		Assigned to:	██████████
		Added date:	10/26/2011
		Target Completion Date:	10/30/2011
		Comments:	
		Task Completed:	09/30/2011
	8. All curricular units and supporting curricular documents for all core subjects will be entered into the online curriculum management system.		
		Assigned to:	██████████
		Added date:	10/26/2011
		Target Completion Date:	12/31/2011
		Comments:	
		Task Completed:	12/01/2011
Implement	Percent Task Complete:	Tasks completed: 3 of 7 (43%)	

Curriculum, Assessment, and Instructional Planning

Engaging teachers in assessing and monitoring student mastery

Indicator **IIB04 - Teachers individualize instruction based on pre-test results to provide support for some students and enhanced learning opportunities for others.(94)**

Status Tasks completed: 2 of 4 (50%)

Assessment	Level of Development:	Initial: Limited Development 09/20/2011	
	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:	At this time, teachers align their pre and post tests to standards. Teachers compile data charts based on pre and post assessments. Based on the data, teachers create intervention plans to address mastery. At this time, there are some teachers who are not as comfortable with using data to drive instruction, as well as the intervention plan process. We are providing support around data-driven decision making and revising our intervention process.
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Plan	Assigned to:	
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How it will look when fully met:	Teachers will be responsible for creating and aligning pre and post tests to standards. Teachers will compile data charts and intervention plans for their Advisory students and will meet with other instructional teachers for their input. During school improvement team meetings and in instructional team meetings, teachers will work in groups to analyze student level data. Teachers will become comfortable with data driven instruction as well as the intervention plan process. Lesson plans will also reflect differentiation based on the specific interventions for each student. Evidence of this include: Intervention plans for each student made by their Advisory Teacher, minutes/agendas from grade level and instructional teacher meetings and Curricular documents
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Target Date:	06/15/2013
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Tasks:

	1. Teachers will create SCANTRON achievement series tests at least once per quarter to assess standards
	Assigned to: 
	Added date: 09/20/2011
	Target Completion Date: 01/31/2011
	Comments: Teachers are required to conduct assessments using Scantron at least once per quarter. Administrators monitor the use of Scantron on an ongoing basis.
	Task Completed: 12/31/2011

	3. Teachers will use a data tracker to monitor mastery of standards. Teachers will create and implement individualized and class level intervention plans based on the data captured in the data tracker. At least once quarterly teachers will meet with the Principal to review their most current data and to discuss intervention plans.
	Assigned to: [REDACTED]
	Added date: 09/20/2011
	Target Completion Date: 02/29/2012
	Comments:
	Task Completed: 01/31/2012
	4. Teachers will submit curricular documents with evidence of differentiation in all lessons to their Instructional Team Chair
	Assigned to: [REDACTED]
	Added date: 09/20/2011
	Target Completion Date: 06/15/2013
	Comments: Curricular documents are submitted to electronically to a shared drive. Instructional Team Leaders review lesson plans for differentiation on an ongoing basis. As a school we continue to struggle with differentiation; however, we have provided support for our instructional staff in by bringing in consulted professional development with that targets differentiated instruction strategies. In addition, we will provide internal professional development for groups of teachers and coaching to individual teachers.
	5. During classroom observations, admins will observe up to date data walls and evidence of differentiation based on individual student intervention plans 75% of the time
	Assigned to: [REDACTED]
	Added date: 09/20/2011
	Target Completion Date: 02/01/2013
	Comments:
Implement	Percent Task Complete: Tasks completed: 2 of 4 (50%)

Indicator	IIB05 - All teachers re-teach based on post-test results.(95)	
Status	Full Implementation	
Assessment	Level of Development:	Initial: Full Implementation 10/24/2011
	Evidence:	During our School Improvement Meetings, we have and will continue to model to teachers how to use data in their classrooms. We will show different ways that teachers can collect meaningful data so that they can reteach based off of those results.

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)
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Status	Full Implementation	
Assessment	Level of Development:	Initial: Full Implementation 10/27/2011
	Evidence:	Hospitality High utilizes the Scantron Performance Series tests to assess each student's mastery of standards based objectives related to math and reading. Students are assessed in Summer, Winter and in the Spring. We utilize the results to help with student placement and interventions throughout the year. As an aggregate, we utilize the data to assess school wide growth.

Indicator	IID06 - Yearly learning goals are set for the school by the Leadership Team, utilizing student learning data.(104)		
Status	Tasks completed: 3 of 5 (60%)		
Assessment	Level of Development:	Initial: Limited Development 10/27/2011	
	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:	Hospitality High utilizes the Scantron Performance Series to analyze student data. IN addition, the leadership team analyzes individual teacher performance utilizing informal and formal evaluation, data monitoring of grades and standard mastery. Based on school wide needs, the leadership team plans professional development for individuals and in group settings. Lastly, the leadership team participates and organizes both a school improvement team and a data team. As he Wise Ways indicate, while each of these procedures are in place, some are carried out in isolation from the others.	
Plan	Assigned to:	[REDACTED]	
	How it will look when fully met:	The Leadership Team will consist of members of the Data Team and Instructional Leaders. Each Leadership Team agenda will include monitoring of School Improvement Objectives, discussion of outcomes of recent standards based assessments. Professional Development outcomes and planning will also be an agenda item based on the findings from the school improvement outcomes and standards based assessments. Finally, this data (aggregated) will be shared out to all school stakeholders at the school improvement team meeting which consists of all instructional staff, parents and leadership.	
	Target Date:	05/15/2012	
	Tasks:		
	1. Instructional leaders and data team members will be invited to participate in bi-weekly Leadership Team Meetings.		
	Assigned to:	[REDACTED]	
	Added date:	10/27/2011	
	Target Completion Date:	11/30/2011	

		Comments:	This has been completed. The English & Math leads and data committee chair are invited to every meeting.
		Task Completed:	11/30/2011
	2. School Improvement objectives, data team reports and professional development items will be added to the leadership team meeting agendas.		
		Assigned to:	[REDACTED]
		Added date:	10/27/2011
		Target Completion Date:	11/30/2011
		Comments:	We have added school improvement team agendas and professional development and data team reports to the agenda on a regular basis.
		Task Completed:	02/28/2012
	3. Leadership team members including members of the data and instructional teams will meet at least 3 times between November 30 and January 13th.		
		Assigned to:	[REDACTED]
		Added date:	10/27/2011
		Target Completion Date:	01/13/2011
		Comments:	We met in school wide school improvement teams on December 9th, January 6th and January 27th.
		Task Completed:	01/27/2012
	4. Aggregated reports from the leadership team meeting which will include data, professional development outcome and school improvement goal attainment progress reports will be shared with all school stakeholders during the monthly (January - May) School Improvement Team meetings.		
		Assigned to:	[REDACTED]
		Added date:	10/27/2011
		Target Completion Date:	05/15/2012
		Comments:	
	5. Goal attainment on all school improvement goals and data team outcomes will be shared on a quarterly basis with the school's Board of Directors at quarterly Board meetings.		
		Assigned to:	[REDACTED]
		Added date:	10/27/2011
		Target Completion Date:	05/15/2012
		Comments:	
Implement	Percent Task Complete:		Tasks completed: 3 of 5 (60%)

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)		
Status	Objective Met Add a Task 10/1/2013		
Assessment	Level of Development:	Initial: Limited Development 10/26/2011	
		Objective Met - 10/01/2013	
	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:	At this time most teachers use curricular units that align standards, instruction and assessment that have been developed within their curricular teams to guide planning and instruction.	
Plan	Assigned to:	[REDACTED]	
	How it will look when fully met:	All teachers will compose and submit lesson plans on a bi-weekly or monthly basis. The lesson plans will be guided by the approved curricular units.	
	Target Date:	12/01/2011	
	Tasks:		
	1. Conduct training for teachers on lesson plan development using the school approved template.		
	Assigned to:	[REDACTED]	
	Added date:	10/26/2011	
	Target Completion Date:	08/30/2011	
	Comments:	[REDACTED] lead a professional development on the specific lesson plan template that we will be using during the 2011-2012 school year. The PD involved teachers working together to create lesson plans to practice the different involved steps. This PD was at the beginning of the year before students started school.	
	Task Completed:	08/30/2011	
	2. Conduct training for teachers in the use of the online curriculum management system.		
	Assigned to:	[REDACTED]	
	Added date:	10/26/2011	
	Target Completion Date:	08/30/2011	

		Comments:	Teachers use an online curriculum management system to help them plan the length of their units, the aligned standards, the assessments that will be used to measure student achievement, etc. All teachers have a login and are expected to use this tool, update the time frames if necessary and keep their assessments updated. Below is the link that Hospitality staff use to access the ATLAS curriculum management system... http://washingtonhospitality.rubiconatlas.org/Atlas/Authentication/View/Login
		Task Completed:	08/30/2011
		3. Conduct training for teachers (review for some) on using our approved curricular units as a guide for lesson planning and assessment.	
		Assigned to:	██████████
		Added date:	10/26/2011
		Target Completion Date:	11/30/2011
		Comments:	At the beginning of the year during the week of PD before students arrived, ██████████ led a "refresher" training for teachers on using the ATLAS online curriculum management system. ██████████ showed where you could find your standards, how to upload assessments and access to the Common Core Standards. All new teachers that have been hired have been introduced to the ATLAS curriculum management system by the TLC administrator.
		Task Completed:	08/30/2012
		4. Monitor lesson plan on a monthly basis to ensure that the lesson plans are guided by the approved curricular documents.	
		Assigned to:	██████████
		Added date:	10/26/2011
		Target Completion Date:	06/30/2012

		<p>Comments:</p>	<p>Monthly Lesson plans due dates are located on the shared drive... all teachers have access to the dates and these dates are also outlined on the monthly calendars that we get in our mailboxes. Teachers are expected to upload their Monthly or Bi-weekly lesson plans to the shared drive by the time and date required. Teachers were given choice at the beginning of the year to complete monthly or bi-weekly LPs, only some teachers have been required to switch templates because of Administrative decisions. Copied below is the schedule for Monthly LPs...</p> <p>Monthly Lesson Plan Due Dates</p> <p>These are the lesson plan due dates for the 2011 -2012 school year. Lesson plans are to be saved electronically to the shared drive AND uploaded into atlas by 8:00 a.m. on the submission date.</p> <p>It is imperative that lesson plans are submitted on time to ensure that we allow adequate time for review feedback and resubmission (if needed).</p> <p>Submission Date Coverage Period</p> <p>August 24, 2011 September September 21, 2011 October October 19, 2011 November November 16, 2011 December December 7, 2011 January January 18, 2012 February February 15, 2012 March March 14, 2012 April April 18, 2012 May May 16, 2012 June</p> <p>** ESTIMATED completion date for all teachers = 5/16/12</p>
		<p>Task Completed:</p>	<p>05/16/2012</p>
		<p>5. Provide support for teachers who struggle with lesson planning guided by or approved curricular documents in small groups and individually at least once monthly.</p>	
		<p>Assigned to:</p>	<p>██████████</p>
		<p>Added date:</p>	<p>10/26/2011</p>
		<p>Target Completion Date:</p>	<p>06/30/2012</p>

Comments:

[REDACTED] has sent out several e-mails throughout the year providing support to teachers that are struggling either with instruction or with lesson planning. Below is the most recent example of an e-mail that she sent to the entire staff, principal and executive director ...

Good Morning,

In order to support you in implementing varied instructional strategies in your classroom I am making a second offer assist with planning and to model for/with you in your classroom. Are you struggling with differentiated instruction? Cooperative learning groups? Using centers in your classroom? Is there something that you want to try or that you have tried but it did not go so well? If you answered yes to any of the above questions then I am your lady!

Please reply to this email specifying what it is that you would like me to help you with. I will contact you soon to set up a meeting during your planning. From there we will get to work.

I look forward to collaborating with and supporting you as you perfect your craft.

[REDACTED]
Assistant Principal
Hospitality High School
4301 13th Street N.E.

[REDACTED]
Washington, D.C. 20011
[REDACTED]

		Task Completed:	02/22/2012
Implement	Percent Task Complete:		
	Objective Met:		10/1/2013
	Experience:		10/1/2013 This objective has been fully implemented; however as we continue to fully implement Common Core standards and experience staff changes we will continue to work with staff through PD and team and individual coaching to support curriculum development and revision efforts.
	Sustain:		10/1/2013 We will continue to support teachers as we revise and write curriculum based on student data and state and local curriculum mandates. We must be sure to provide training (initial and review) to all staff members at least once each school year on our curriculum management tool and for using out lesson planning templates. Struggling teachers will continue to be supported through their Team Leader and Lead Teachers.
	Evidence:		10/1/2013 Evidence of this objective being met is housed in our curriculum management system, Atlas. Evidence of PD and coaching can be found in meeting agendas.

Indicator	IIIA09 - All teachers clearly state the lesson's topic, theme, and objectives.(118)		
Status	Tasks completed: 1 of 3 (33%)		
Assessment	Level of Development:	Initial: Limited Development 10/26/2011	
	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:	Several teachers clearly state the lesson's topic, theme and objective at the beginning of the lesson and refer to it throughout the lesson. There are some teachers who do not clearly state the lesson's topic, theme and objective at the beginning of the lesson and refer to it throughout the lesson. There are a few teachers who do not state the lesson's topic, theme and objective at all.	
Plan	Assigned to:	[REDACTED]	
	How it will look when fully met:	All teachers will clearly state the lesson's topic, theme and objective at the beginning of the lesson and refer to it throughout the lesson. This information will also be clearly stated on curricular documents, specifically curricular units, lesson plans and assessments. This information will also be prominently displayed in the classroom using our school-wide board configuration.	
	Target Date:	06/30/2012	
	Tasks:		
	1. Train all teachers on the school wide-board configuration which must be prominently displayed in all classes. The board configuration must include the following: standard, objective, essential question, home assignment and daily agenda.		
	Assigned to:	[REDACTED]	
	Added date:	10/26/2011	
	Target Completion Date:	08/30/2011	
	Comments:		
	Task Completed:	08/30/2011	
	2. Classroom observations will include monitoring teachers clearly stating the lesson's topic, theme, and objectives. Classroom observations will be conducted at various intervals throughout the school year.		
	Assigned to:	[REDACTED]	
	Added date:	10/26/2011	
	Target Completion Date:	06/30/2012	
	Comments:		
	3. Lesson plans and curricular units will be monitored to ensure that the lesson's topic, theme and objectives are clearly stated.		
	Assigned to:	[REDACTED]	
	Added date:	10/26/2011	
	Target Completion Date:	06/30/2011	

		Comments:	
Implement	Percent Task Complete:		Tasks completed: 1 of 3 (33%)
Indicator	IIIA17 - All teachers re-teach when necessary.(126)		
Status	Tasks completed: 1 of 3 (33%)		
Assessment	Level of Development:	Initial: Limited Development 10/24/2011	
	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:	As part of Race to the Top, the staff of HHS is required to show re-teaching through data driven post test results. We have and will continue to hold School Improvement Team meetings that model to teachers different ways that they can accumulate data in their classrooms to create effective re-teaching lessons.	
Plan	Assigned to:	[REDACTED]	
	How it will look when fully met:	Teachers will create and implement reteaching plans for standards that are not mastered as indicated by the unit assessments. . T	
	Target Date:	06/15/2013	
	Tasks:		
	1. School Improvement Team Members will plan a PD that includes modeling data-driven reteaching strategies.		
	Assigned to:	[REDACTED]	
	Added date:	10/24/2011	
	Target Completion Date:	10/14/2011	
	Comments:	<p>1) [REDACTED] will show how she uses Data driven instruction through science</p> <p>2) [REDACTED] will model how he would use History data from exit tickets to reteach in classes</p> <p>3.) [REDACTED] and [REDACTED] modeled using the data tracker to implement data-driven reteaching strategies.</p> <p>Organize a PD for all other teachers with engaging activities, groupwork, discussion, brainstorming, etc.</p> <p>Above tasks have been completed.</p>	
	Task Completed:	01/31/2012	
	2. Ms. [REDACTED] and Mr. [REDACTED] will make sure to add "reteaching" as part of their rubric for observations as they go to each teacher.		
	Assigned to:	[REDACTED]	
	Added date:	10/24/2011	

		Target Completion Date:	06/12/2012
		Comments:	Add or create a rubric that includes reteaching as a part of the observation rubric - this can either be data driven or reteaching a previous lesson
	3. As a part of our data process teachers will review data after each assessment and create a plan for reteaching standards which students did not master.		
		Assigned to:	██████████
		Added date:	10/24/2011
		Target Completion Date:	05/30/2013
		Comments:	
Implement	Percent Task Complete:		Tasks completed: 1 of 3 (33%)

Indicator	IIIA28 - All teachers travel to all areas in which students are working.(137)		
Status	Tasks completed: 1 of 2 (50%)		
Assessment	Level of Development:	Initial: Limited Development 10/24/2011	
	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 are constantly reminded to be up out of their seat and circulating around the room to reach all students. Teachers for the most part do what is expected, but they must continue to have "withitness"	
Plan	Assigned to:	██████████	
	How it will look when fully met:	Administrators will make sure that Rules and procedures are posted in the classroom, and students are reminded of them and learn to operate according to them. The effective teacher "teaches" classroom procedures in a positive way rather than relying solely on correction of violations. Frequently resorting to correction and punishment is a sign of inadequate classroom management methods, but consistent enforcement of rules and procedures is a necessity. When this objective is fully met, Teacher "withitness" will be obvious. This withitness is described by Brophy as the teacher being "aware of what is happening in all parts of the classroom at all times...by continuously scanning the classroom, even when working with small groups or individuals.	
	Target Date:	06/12/2012	
	Tasks:		
	1. Administrators will create a checklist of things that teachers should include in their classrooms. According to Wise Ways, it is essential for teachers to post their rules in the classroom - with a focus on positive reinforcement.		
	Assigned to:	██████████	
	Added date:	10/24/2011	

		Target Completion Date:	06/12/2012
		Comments:	Add list of items.
		Task Completed:	12/31/2012
	2. Administrators will make sure to add "Teachers travel to all areas in which students are working" to their observation checklist/ rubrics		
		Assigned to:	
		Added date:	10/24/2011
		Target Completion Date:	06/12/2012
		Comments:	Create this new rubric for the beginning of 2nd quarter's observations
Implement	Percent Task Complete:	Tasks completed: 1 of 2 (50%)	