

Comprehensive Plan Report

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

November 30, 2016

MAGAZINE SCHOOL DISTRICT NCES - 509150

Key Indicators are shown in **RED**.

District Context and Support for School Improvement

Improving the school within the framework of district support

Indicator	IA10 - The district regularly reallocates resources to support school, staff, and instructional improvement.(10)(AllDistricts)		
Status	Tasks completed: 2 of 4 (50%)		
	Level of Development:	Initial: Limited Development 10/15/2015	
	Index:	6	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	The district feels that it does well with budgeting and staff; however, we need to work on improvement status, progress, and student learning outcomes.	
Plan	Assigned to:	Linor Thomas	
	Added:	10/15/2015	
	How it will look when fully met:	The elementary and high school will be out of "needs improvement" at the end of 2017.	
	Target Date:	06/30/2017	
	Tasks:		
	1. The district will establish a data team.		
	Assigned to:	Linor Thomas	
	Target Completion Date:	05/31/2016	
	Comments:	A district wide data team was selected: Julie Raggio Clara Gordon Delania Smith Lori Holt Gaylon Scharbor Linor Thomas	
	Task Completed:	01/15/2016	
	2. The data team will identify relevant data.		
	Assigned to:	Linor Thomas	
	Target Completion Date:	05/31/2016	

	Comments:	Data team will meet as data becomes available to identify relevant data.
	Task Completed:	05/31/2016
	3. The team will review data regularly.	
	Assigned to:	Linor Thomas
	Target Completion Date:	06/30/2017
	Comments:	Regularly = as data becomes available
	4. Resources will be reallocated as needs are identified.	
	Assigned to:	Linor Thomas
	Target Completion Date:	06/30/2017
	Comments:	It will be done as needed.
Implement	Percent Task Complete:	2 of 4 (50%)

Indicator	IA14 - The district recruits, trains, supports, and places personnel to competently address the problems of schools in need of improvement.(14)(AllDistricts)		
Status	Tasks completed: 2 of 5 (40%)		
	Level of Development:	Initial: Limited Development 03/17/2016	
	Index:	6	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	There is a basic mentoring program in place for teachers who are recent college graduates. The high school offers the Education and Training program with students being placed at the elementary with highly-qualified teacher mentors. High-quality professional development is offered throughout the year and during the summer.	
Plan	Assigned to:	Brett Bunch	
	Added:	03/17/2016	
	How it will look when fully met:	When this objective is fully met, newly hired teachers will become part of an effective mentoring program that offers support not only throughout the school year; in addition, the newly hired teachers will be paired with a highly qualified, trained mentor who will offer support and be available to the teacher each successive year. The district/schools will offer professional development and training so that every teacher will be effective.	
	Target Date:	06/30/2017	
	Tasks:		
	1. The district will explore the possibility of providing scholarships and forgivable loans for teachers.		
	Assigned to:	Brett Bunch	

		Target Completion Date:	06/30/2017
		Comments:	
	2. The district will provide support to newly hired teachers through a comprehensive, intensive induction program.		
		Assigned to:	Linor Thomas
		Target Completion Date:	06/30/2017
		Comments:	
	3. The district will continue the Grow Your Own program through the Education and Training high school curriculum, which promotes teaching/becoming a teacher.		
		Assigned to:	Linor Thomas
		Target Completion Date:	05/31/2016
		Comments:	These classes are scheduled each year.
		Task Completed:	04/25/2016
	4. The district will offer effective professional development to improve overall teacher effectiveness.		
		Assigned to:	Linor Thomas
		Target Completion Date:	06/30/2017
		Comments:	This is a recurring task because pd occurs throughout the year as well as during the summer. The June 30, 2017 date reflects the fact that pd is being developed for this next year.
	5. The district will provide a mentoring program and highly-qualified mentor teachers for newly hired teachers.		
		Assigned to:	Linor Thomas
		Target Completion Date:	08/01/2016
		Comments:	
		Task Completed:	08/01/2016
Implement	Percent Task Complete:		2 of 5 (40%)

Indicator	IA15 - The district allows school leaders reasonable autonomy to do things differently in order to succeed.(15)(AllDistricts)		
Status	Objective Met 10/25/2016		
	Level of Development:	Initial : Limited Development 10/29/2015	
		Objective Met - 10/25/2016	
	Index:	3	(Priority Score x Opportunity Score)
	Priority Score:	1	(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:	Autonomy is taking place with scheduling and matters of school personnel. There is some awareness of budgeting. The principals have a clear understanding of district expectations. The district and school leadership teams are involved with school improvement/ACSIP.	
Plan	Assigned to:	Brett Bunch	

	Added:	10/29/2015
	How it will look when fully met:	When this objective is fully met within the district, the school leaders will be more aware of the budget. They will also be more aware of the process and timeline for School of Innovation. The school leaders will continue to maintain their current level of autonomy with personnel matters and scheduling.
	Target Date:	06/30/2016
Tasks:		
	1. The district will make principals aware of the budget.	
	Assigned to:	Brett Bunch
	Target Completion Date:	06/30/2016
	Comments:	
	Task Completed:	06/30/2016
	2. The district will make principals aware of the process and timeline for Schools of Innovation either face to face or through emails.	
	Assigned to:	Linor Thomas
	Target Completion Date:	10/03/2016
	Comments:	
	Task Completed:	09/29/2016
Implement	Percent Task Complete:	2 of 2 (100%)
	Objective Met (initial):	10/25/2016
	Experience:	10/25/2016 This objective only had two indicators, making it an easier one to do. First, the superintendent needed to make the building principals aware of the budget. The budget is finished by October 1 per ADE every year. The superintendent's office also needed to make the building principals aware of School of Innovation conferences being held. It is all a matter of timing and notification.
	Sustain:	10/25/2016 Again, timing and notification are all that will be necessary to keep the building principals aware of the budget and School of Innovation conferences/meetings.
	Evidence:	10/25/2016 The budget is finished by October 1 per ADE. The building principals are aware of the budget through an ACSIP meeting. As for the School of Innovation, this year, the conference was September 26-27, 2016. Several school employees attended.

District Context and Support for School Improvement

Taking the change process into account

Indicator	IB13 - The district monitors progress of the extended learning time programs and other strategies related to school improvement.(4542)(AllDistricts)		
Status	Tasks completed: 0 of 3 (0%)		
	Level of Development:	Initial: Limited Development 02/17/2016	
	Index:	4	(Priority Score x Opportunity Score)
	Priority Score:	2	(3 - highest, 2 - medium, 1 - lowest)

	Opportunity Score:	2	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	We offer a school wide advisory program so that each student can get assistance as needed during the school day. We offer after school tutoring (Homework Help) grades 3 - 12 from 3:30 - 5:30, Mondays through Thursday. Grades 1 and 2 may attend after school tutoring two days a week. Summer school is offered to various students meeting certain criteria. We also offer ACT test prep to interested students. We have extended time in math and literacy for grades 7 and 8.	
Plan	Assigned to:	Linor Thomas	
	Added:	02/17/2016	
	How it will look when fully met:	The district will use its data team to analyze the information gathered for each program to ensure that the programs are meeting the needs of the students. If they are not, the leadership team will address weaknesses found and make interventions/adjustments/changes as necessary. We will see an improvement in scores, and we will base success upon student interviews, test data, and teacher input.	
	Target Date:	06/30/2017	
	Tasks:		
	1. Data team will meet once a semester to analyze testing scores, interview students within the programs, and interview/survey teachers involved in the programs.		
	Assigned to:	Linor Thomas	
	Target Completion Date:	06/30/2017	
	Frequency:	twice a year	
	Comments:		
	2. Data will be utilized to find student/teacher/scheduling weaknesses.		
	Assigned to:	Linor Thomas	
	Target Completion Date:	06/30/2017	
	Comments:		
	3. Weaknesses will be addressed with intervention/adjustments/changes as necessary.		
	Assigned to:	Linor Thomas	
	Target Completion Date:	06/30/2017	
	Comments:		
Implement	Percent Task Complete:	0 of 3 (0%)	

District Context and Support for School Improvement

Clarifying district-school expectations

Indicator	IC02 - The district designates a central office contact person for the school, and that person maintains close communication with the school and an interest in its progress. (29)(AllDistricts)
Status	Objective Met 8/24/2016

	Level of Development:	Initial: Limited Development 08/21/2015
		Objective Met - 08/24/2016
	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:	Administrators, faculty, and staff were familiar with turning to the curriculum coordinator with needs, problems, etc. However, the district recently hired a new curriculum coordinator.
Plan	Assigned to:	Linor Thomas
	Added:	08/21/2015
	How it will look when fully met:	Ms. Thomas, the new curriculum coordinator was chosen to be the central office contact person. Staff is already used to contacting the curriculum coordinator; however, other ways will be developed so that everyone can remain in close communication with her.
	Target Date:	06/30/2016
	Tasks:	
	1. The leadership team designates a person from central office to be a liaison to the schools.	
	Assigned to:	Brett Bunch
	Target Completion Date:	09/18/2015
	Comments:	
	Task Completed:	09/18/2015
	2. The liaison will be easily accessible by phone, through emails, or appointments to the principals and teachers.	
	Assigned to:	Linor Thomas
	Target Completion Date:	05/31/2016
	Comments:	
	Task Completed:	05/31/2016
	4. Ms. Thomas will report monthly to the district leadership team any findings/suggestions.	
	Assigned to:	Linor Thomas
	Target Completion Date:	05/31/2016
	Comments:	
	Task Completed:	05/31/2016
Implement	Percent Task Complete:	3 of 3 (100%)
	Objective Met (initial):	08/24/2016
	Experience:	8/24/2016 In discussion, the district leadership team decided to designate Mrs. Thomas, Director of Curriculum & Instruction and Teacher Development. She works closely with and knows every teacher in both the elementary and high school buildings. She is available in person, emails, or phone.

Sustain:	8/24/2016 It will be necessary to remind everyone at the beginning of each year that Mrs. Thomas is our designated liaison and that if need arises, contact her. We are a small district so sustaining this effort will not require much.
Evidence:	8/24/2016 As a liaison, some things that teachers share with Mrs. Thomas are confidential. However, below are emails in which she is responding to questions or letting everyone know specific information. From: Linor Thomas Date: Tue, May 24, 2016 at 1:46 PM I have looked through all of the licenses we have in our book, and I have notified everyone I saw who would need to renew this year. However, to be on the safe side, please check yours! Click here to access the AELS site. Select "View current license information". Provide the requested information to access your file. All of your license information is included in the form. Please check your expiration date. If your license expires in 2016 and I have not given you the renewal packet, please let me know so that I can get you the forms you need. While you are viewing your license, check your other information to make sure it is correct. Your LEA information at the bottom of the page should say Magazine. To update your information, return to the Applicant Home page, or click the link above and select 'Update Profile Information'. Hope you all have a great summer! Linor Thomas May 23 If you would like to join list listserv for K-8 Computer Science implementation, please see the information below. Remember, Computer Science will be embedded in ALL K-8 classes. Linor Thomas Mar 29 lol I think there are minions in all of the systems. Everyone seems to be having little troubles like that regardless of the system they are in, In addition, Mrs. Thomas is highly visible in both the elementary and high school buildings. She visits classes, helps with dyslexia, works in the lunch lines, etc. These activities make her highly visible and approachable as a liaison person.

Indicator	IC05 - The district provides a cohesive district curriculum guide aligned with state standards or otherwise places curricular expectation on the school.(32)(AllDistricts)		
Status	Tasks completed: 0 of 4 (0%)		
	Level of Development:	Initial: Limited Development 02/17/2016	
	Index:	6	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Teachers are required to submit lesson plans to administration weekly. When Common Core was first introduced, basic units were started based on those frameworks in literacy and math. Other subject areas have basic units in place based on their frameworks. Basic pacing guides are also being used.	
Plan	Assigned to:	Linor Thomas	
	Added:	02/17/2016	

	How it will look when fully met:	Teachers will use a standardized lesson plan according to grade level or subject area. Grade level and/or subject area teachers will be guided by units that have been created and that are aligned with current standards and curriculum. Instruction methods will be based on the needs of the students. Informal and formal assessments will take place at regular intervals so that timely interventions can be made so that each child will be successful.
	Target Date:	06/28/2019
	Tasks:	
	1. The district will provide timely professional development so that units can be both aligned and created.	
	Assigned to:	Linor Thomas
	Target Completion Date:	06/28/2019
	Comments:	
	2. The district will provide the format for unit creation.	
	Assigned to:	Linor Thomas
	Target Completion Date:	06/28/2019
	Comments:	This date correlates with the professional development plan for the schools/teachers to develop their units over the next 2-3 years.
	3. The district will provide support and professional development so that teachers can provide the best instruction and assessments within the classroom.	
	Assigned to:	Linor Thomas
	Target Completion Date:	06/30/2017
	Comments:	
	4. The district will provide the format for lesson plan creation.	
	Assigned to:	Linor Thomas
	Target Completion Date:	06/30/2017
	Comments:	Basically, the elementary have done this already, but the high school still needs to. We extended this date. The high school PLCs will meet in the spring to develop a lesson plan format that works for them.
Implement	Percent Task Complete:	0 of 4 (0%)

School Leadership and Decision Making

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

Indicator	ID01 - A team structure is officially incorporated into the school governance policy.(36) (AllDistricts)		
Status	Objective Met 10/20/2016		
	Level of Development:	Initial: Limited Development 08/17/2015	
		Objective Met - 10/20/2016	
	Index:	9	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)

	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	We have had previous teams in our district; however, because of changes of administration and employees, we need to restructure our teams.	
Plan	Assigned to:	Gaylon Scharbor	
	Added:	08/17/2015	
	How it will look when fully met:	People will be assigned to the leadership team. Members will attend meetings. Agendas will be followed and minutes kept.	
	Target Date:	12/18/2015	
	Tasks:		
	1. The district creates a district leadership team.		
	Assigned to:	Brett Bunch	
	Target Completion Date:	09/18/2015	
	Comments:	Employees will be assigned district-wide to the team.	
	Task Completed:	09/18/2015	
	2. The district ensures that each school creates a leadership team.		
	Assigned to:	Gaylon Scharbor	
	Target Completion Date:	09/18/2015	
	Comments:	Principals need to select teachers who are leaders to be on this committee.	
	Task Completed:	09/18/2015	
	3. The district creates a district-wide School Community Council.		
	Assigned to:	Renia Fairbanks	
	Target Completion Date:	11/02/2015	
	Comments:	Try to have at least one elementary teacher who has children in the school system and one high school teacher with children in the district so that they can be helpful with what is going on in the schools with your community members.	
	Task Completed:	11/02/2015	
	4. The district ensures that each school creates professional learning communities that meet once a month.		
	Assigned to:	Gaylon Scharbor	
	Target Completion Date:	09/18/2015	
	Comments:	Meetings can occur during advisory, lunches, after school or even through google docs.	
	Task Completed:	09/18/2015	
	5. Each team will select a leader and a secretary.		
	Assigned to:	Gaylon Scharbor	
	Target Completion Date:	09/18/2015	
	Comments:		
	Task Completed:	09/18/2015	

		6. Each team leader will prepare an agenda, and the secretary will take notes/minutes at the meetings so that the team will stay on task.
		Assigned to: Gaylon Scharbor
		Target Completion Date: 10/28/2016
		Comments: This needs to become a routine at every meeting - make an agenda, stick to it, and take notes.
		Task Completed: 10/20/2016
Implement	Percent Task Complete:	6 of 6 (100%)
	Objective Met (initial):	10/20/2016
	Experience:	10/20/2016 Forming teams was easy. Elementary had already incorporated using PLCs, but the high school had not. Finding time at the high school to implement PLCs was harder and meetings were mostly accomplished through using google docs.
	Sustain:	10/20/2016 Each year PLCs and leadership teams will be based on preparation times and other factors, such as teachers moving, etc. This will be done within the first month of school. Meeting times will continue to be something that the high school will have to work on, but they are meeting by preps now and will evaluate at the end of the year to see how that worked. Yearly evaluation will have to take place to see what worked and what did not.

Evidence:

10/20/2016 Teams were formed at the district level as well as the school level within the first month of school in 2015 and 2016. District Team: Brett Bunch, superintendent; Linor Thomas, curriculum; Rebekah Roberts, elementary principal; Randy Bryan, high school principal; Delania Smith, elementary ACSIP chair; Renia Fairbanks, Human Services Worker; Deann Forst, district bookkeeper; Gaylon Scharbor, Fed Coordinator/ACSIP. Example of meeting minutes: 9-26-16 Members Present- Gaylon Scharbor, Rhonda Bryant, Andrea DeWitt, Kayln Pugh, Ron Key Rhonda Bryant was elected PLC Leader/President Andy DeWitt was elected Secretary AR Testing We think the new AR testing procedures are working well. We like that there are less opportunities for papers to get lost in the shuffle between all of the different teachers and that students can only take them with their English teachers. We wondered if students who did not meet requirements are being made to go to After School? How are we making sure that all who do not turn in requirements attend? Mr. Key suggested that 8th period teachers take students to after school when the bell rings. Wheel The wheel schedule does not directly affect any of us, but we see how it would be more beneficial to take wheel classes in 9 week blocks instead of having a different class every day of the week. We think it would help students retain information and skills better and that it would be less confusing. Hybrid Schedule 4- For the Hybrid Schedule 1-Not for or against but willing to try it We think it would be beneficial to have a meeting for the students (possibly Wednesday before the Town Hall Meeting) to make sure they are all informed on what the hybrid schedule actually means and to create some positive energy for them to carry home to their families. If we get them excited that may carry over to their parents and the rest of the community. We think the hybrid schedule would be helpful in reducing student and teacher burnout, decrease absences and would be good for students with bad home lives. We talked about the scare of losing kids and how that weighs with the benefits. We think we may lose a few students on the first year while everyone is still trying accept the change but believe that those who left and more will come to the school because of the benefits once word spreads that it is a good change.