Comprehensive Plan Report

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

March 31, 2016

H.L. LUBKER ELEMENTARY SCHOOL NCES - 50270000037

Bald Knob Public Schools

School Success Indicators   Key Indicators are shown in RED.

School Leadership and Decision Making

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

Indicator	ID01 - A team structure is officially incorporated into the school governance policy.(36) (All Schools,Focus,Priority)	
Status	Tasks completed: 0 of 5 (0%)	
Assess	Level of Development:	Initial: Limited Development 01/11/2016
	Index:	4	(Priority Score x Opportunity Score)
	Priority Score:	2	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	We currently have various teams setup and active (leadership, technology, curriculum, RtI, PLC,) but we do not have a set policy governing them and their operation. We see the value of working in committees and expect to follow our district's lead in developing polices.
Plan	Assigned to:	Kyle Hunt
	How it will look when fully met:	A district policy will be in place to govern the operation, makeup, and decision making scope of school and district leadership teams. Evidence will be reflected in both the policy and team meeting minutes and agendas.
	Target Date:	05/31/2017
	Tasks:	

(Index/score cells note: Index, Priority Score, Opportunity Score values are 4, 2, 2 respectively.)

1. Review the district committee roles and responsibilities (upon completion) and begin to develop building level equivalents

	Assigned to:	Kyle Hunt
	Added date:	02/08/2016
	Target Completion Date:	06/01/2016
	Comments:	use district level sheets as a template...should be completed by 5/2016

2. create draft of building level roles and responsibilities sheet

	Assigned to:	Kyle Hunt
	Added date:	03/29/2016
	Target Completion Date:	08/01/2016

			Comments:		
		3. share draft with each committee to review and provide feedback			
			Assigned to:	Kyle Hunt	
			Added date:	03/29/2016	
			Target Completion Date:	09/30/2016	
			Comments:		
		4. take feedback and create a working draft to align with district level sheet			
			Assigned to:	Kyle Hunt	
			Added date:	03/29/2016	
			Target Completion Date:	11/01/2016	
			Comments:		
		5. formally align with district sheet and create a formal roles and responsibilities sheet to govern and guide the committees			
			Assigned to:	Kyle Hunt	
			Added date:	03/29/2016	
			Target Completion Date:	05/31/2017	
			Comments:		
Implement	Percent Task Complete:		0%		

Indicator	**ID04 - All teams prepare agendas for their meetings.(39)(All Schools,Focus,Priority)**				
Status	**Add a Task** Tasks completed: 2 of 3 (67%)				
Assess	Level of Development:		Initial: Limited Development 10/08/2015		
	Index:		6	(Priority Score x Opportunity Score)	
	Priority Score:		2	(3 - highest, 2 - medium, 1 - lowest)	
	Opportunity Score:		3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)	
	Describe current level of development:		Agendas - all present in all meetings. Notes are kept on kept on an individual basis but Minutes are not formally typed up and shared with stakeholders.		
Plan	Assigned to:		Kyle Hunt		
	How it will look when fully met:		All minutes and agendas will be placed in Google Drive folders		
	Target Date:		05/25/2016		
	Tasks:				
		1. 1. Develop folders and binders in Google Drive			
			Assigned to:	Kyle Hunt	
			Added date:	11/11/2015	
			Target Completion Date:	03/01/2016	
			Comments:		
			Task Completed:	3/1/2016 12:00:00 AM	

			2. Grade level leadership members and other team leaders will ensure that agendas are created and followed and minutes are created. These documents will be housed in Google Drive folders.	
			Assigned to:	Kyle Hunt
			Added date:	03/29/2016
			Target Completion Date:	04/01/2016
			Comments:	
			Task Completed:	3/28/2016 12:00:00 AM
			3. disseminate information to grade level, RtI, curriculum, and leadership teams	
			Assigned to:	Kyle Hunt
			Added date:	03/29/2016
			Target Completion Date:	05/25/2016
			Comments:	
Implement	Percent Task Complete:		67%	

Indicator	**ID07 - A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff meets regularly (twice a month or more for an hour each meeting).(42)(All Schools,Focus,Priority)**			
Status	Tasks completed: 0 of 1 (0%)			
Assess	Level of Development:		Initial: Limited Development 11/09/2015	
	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 meet once a month for a hour.	
Plan	Assigned to:		Tanya Mullen	
	How it will look when fully met:		The leadership team will meet twice a month for an hour minimum with fidelity. Evidence will be reflected through agendas and minutes. A calendar of scheduled meetings for the 16-17 school year will also be included.	
	Target Date:		09/30/2016	
	Tasks:			
		1. 1. obtain a calendar for the 16-17 school year 2. establish members of leadership team for 16-17 3. set dates for coming year 4. notify all members of the dates that are established		
			Assigned to:	Tanya Mullen
			Added date:	11/09/2015
			Target Completion Date:	04/29/2016
			Frequency:	once a year
			Comments:	
Implement	Percent Task Complete:		0%	

School Leadership and Decision Making

Aligning classroom observations with evaluation criteria and professional development

Indicator	IF02 - The Leadership Team reviews the principal's summary reports of classroom observations and takes them into account in planning professional development.(66) (All Schools,Focus,Priority)		
Status	Tasks completed: 0 of 3 (0%)		
Assess	Level of Development:	Initial: Limited Development 12/07/2015	
	Index:	2	(Priority Score x Opportunity Score)
	Priority Score:	1	(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, principals do classroom walk-throughs and collect data. We are not sure that the CWT data could be used to plan PD. However, once formal and informal teacher observations are concluded, reports could possibly be pulled from BloomBoard that would be useful for PD planning purposes.	
Plan	Assigned to:	Kyle Hunt	
	How it will look when fully met:	We will use teacher observation data from BloomBoard as a resource, along with CWT data and teacher perceptional survey to plan professional development.	
	Target Date:	05/26/2017	
	Tasks:		
	1. 1. download bloomboard reports and compile CWT data		
		Assigned to:	Kyle Hunt
		Added date:	02/08/2016
		Target Completion Date:	05/02/2016
		Comments:	
	2. submit perceptual survey to teachers and compile data		
		Assigned to:	Kyle Hunt
		Added date:	02/08/2016
		Target Completion Date:	05/06/2016
		Comments:	
	3. compile data from perceptual survey		
		Assigned to:	Kyle Hunt
		Added date:	02/08/2016
		Target Completion Date:	05/25/2016
		Comments:	
Implement	Percent Task Complete:	0%	

Indicator	**IF06 - Teachers are required to make individual professional development plans based on classroom observations.(70)(All Schools,Focus,Priority)**		
Status	Tasks completed: 0 of 3 (0%)		
Assess	Level of Development:	Initial: Limited Development 01/11/2016	
	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:	Currently we use data from bloomboard to formulate teacher PGPs. We also utilize mentoring notes and data to guide new teachers PGP's.	
Plan	Assigned to:	Tanya Mullen	
	How it will look when fully met:	All teacher's bloomboard data and PGP's will be reflected in their professional development. Evidence will be the PGP's, professional development plans and records.	
	Target Date:	07/20/2016	
	Tasks:		
	1. 1. teachers develop draft of growth plan for 16.17 school year		
		Assigned to:	Kyle Hunt
		Added date:	02/08/2016
		Target Completion Date:	05/25/2016
		Comments:	
	2. 2. teachers meet with administrator over their evaluation and review and receive feedback on their growth plan draft.		
		Assigned to:	Kyle Hunt
		Added date:	02/08/2016
		Target Completion Date:	05/25/2016
		Comments:	
	3. Teachers will finalize grwoth plan and submit professional development plans based on the growth plan created.		
		Assigned to:	Kyle Hunt
		Added date:	02/08/2016
		Target Completion Date:	05/25/2016
		Comments:	
Implement	Percent Task Complete:	0%	
Indicator	**IF11 - The school provides all staff high quality, ongoing, job-embedded, and differentiated professional development.(3984)(All Schools,Focus,Priority)**		
Status	Tasks completed: 0 of 5 (0%)		
Assess	Level of Development:	Initial: Limited Development 11/09/2015	
	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:		We currently differentiate our PD to fit groups of teachers who have like needs.	
Plan	Assigned to:		Kyle Hunt	
	How it will look when fully met:		Each faculty member will have 60 hours of professional development centered around their individual needs. Evidence: Individual PD plans for faculty members	
	Target Date:		05/31/2017	
	Tasks:			
	1. 1. identify needs 2. look at calendar for 16-17 school year 3. contact presenters and/or identify specific professional development to fit needs 4. View Coop PD offerings 5. Develop individual PD plans			
		Assigned to:	Kyle Hunt	
		Added date:	11/09/2015	
		Target Completion Date:	05/27/2016	
		Frequency:	once a year	
		Comments:		
	2. deeply analyze strengthens and weaknesses of each teacher			
		Assigned to:	Kyle Hunt	
		Added date:	03/29/2016	
		Target Completion Date:	12/16/2016	
		Comments:	need to pair strengths and weaknesses to see who can support whom??	
	3. view coop pd offerings			
		Assigned to:	Kyle Hunt	
		Added date:	03/29/2016	
		Target Completion Date:	03/17/2017	
		Comments:		
	4. develop building PD plan around CWT data, bloomboard data, and teachers need and perceptual surveys			
		Assigned to:	Kyle Hunt	
		Added date:	03/29/2016	
		Target Completion Date:	04/14/2017	
		Comments:		
	5. teachers meet with administrators to finalize their PD for the next year as well as their individual growth plans			
		Assigned to:	Kyle Hunt	
		Added date:	03/29/2016	
		Target Completion Date:	05/19/2017	
		Comments:		

Implement	Percent Task Complete:	0%

School Leadership and Decision Making

Expanded time for student learning and teacher collaboration

Indicator	**IG01 - The school monitors progress of the extended learning time programs and other strategies related to school improvement.(3981)(All Schools,Focus,Priority)**	
Status	Tasks completed: 0 of 3 (0%)	

Assess	Level of Development:	Initial: Limited Development 02/08/2016	
	Index:	2	(Priority Score x Opportunity Score)
	Priority Score:	2	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	1	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	We are in the process of completing a new schedule that fully maximizes the academic school day. We have a partnership for an after school program that services with tutoring and enrichment for a portion of our student population. We operate a two week summer school for 6 academic hours a day.	
Plan	Assigned to:	Kyle Hunt	
	How it will look when fully met:	The master schedule will be built to maximize the academic day. Extended learning opportunities will be developed and implemented to provide academic opportunities to all students outside the confines of the school walls and school day.	
	Target Date:	08/21/2017	
	Tasks:		
		1. 1. change master schedule to eliminate two additional "block" classes (one computer lab and GT into the classroom)	
		Assigned to:	Kyle Hunt
		Added date:	02/08/2016
		Target Completion Date:	08/15/2016
		Comments:	
		2. create a survey to measure the effectiveness of summer school along with pre/post tests	
		Assigned to:	Kyle Hunt
		Added date:	03/29/2016
		Target Completion Date:	06/01/2016
		Comments:	
		3. gather data from the after school program	
		Assigned to:	davissa Brimer
		Added date:	03/29/2016
		Target Completion Date:	06/01/2016

			Comments:	
Implement	Percent Task Complete:		0%	

School Leadership and Decision Making

Ensuring High Quality Staff - Recruitment, Evaluation, and Retention

Indicator	**IH01 - The school works collaboratively with the district to recruit and retain highly-qualified teachers to support school improvement.(3982)(All Schools,Focus,Priority)**		
Status	**Full Implementation**		
Assess	Level of Development:		Initial: Full Implementation 02/08/2016
	Evidence:		Recruitment - 3 job fairs each year, school website job postings, school spring job postings Retainment - see sections 3.8, 3.11, and 3.35 of the personnel policies handbook https://drive.google.com/folderview?id=0B1bKXwLTbqeNflJ4WGdzQzlRMEt3aTN1MnhQYWdjZnh4cm5HRm5kejhtYjlVRXJ1dEs2eVE&usp=drive_web It will continually be necessary to strive to find new ways to incentivize the current staff for retention. It will also be necessary to keep up with current trends as they relate to how people seek and obtain job opening information in the technology age.
		Added date:	

Opportunity to Learn

Post-Secondary School Options

Indicator	**VA01 - The school provides all students with guidance and supports (academic, financial, etc.) to prepare them for college and career.(4541)(All Schools,Focus,Priority)**		
Status	Tasks completed: 0 of 1 (0%)		
Assess	Level of Development:		Initial: Limited Development 01/11/2016
	Index:	4	(Priority Score x Opportunity Score)
	Priority Score:	2	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:		WE have RtI, technology in every classroom, counselor lessons on careers and social skills, ACT ASPIRE testing in grade 3-5 which correlates to The ACT in Grade 11/12. We have community members come to classrooms to discuss their particular careers.
Plan	Assigned to:		Kyle Hunt

	How it will look when fully met:	We will provide exposure and strive to build a healthy interest in college and careers. We will provide a solid background in math, reading, and overall literacy. We will collaborate with the Ms to ensure that we have students prepared for the 6th grade.	
	Target Date:	06/09/2017	
	Tasks:		
		1. 1. begin the development of a career fair	
		Assigned to:	Kyle Hunt
		Added date:	02/08/2016
		Target Completion Date:	08/26/2016
		Comments:	
Implement	Percent Task Complete:	0%	

Curriculum, Assessment, and Instructional Planning

Engaging teachers in aligning instruction with standards and benchmarks

Indicator	**IIA01 - Instructional Teams develop standards-aligned units of instruction for each subject and grade level.(88)(All Schools,Focus,Priority)**		
Status	Tasks completed: 0 of 2 (0%)		
Assess	Level of Development:	Initial: Limited Development 12/07/2015	
	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:	We have developed units of study for both math and literacy for each grade level. Science and Social Studies are embedded within the literacy units in grades K-3. In grades 4-5, Science and Social Studies are built into their own units of study.	
Plan	Assigned to:	Kyle Hunt	
	How it will look when fully met:	Units of study will be fully developed for all 4 core subject areas. All grade levels are in different stages of incorporating science and social studies. In several grades, additional resources will need to be purchased to support science and social studies standards. Completed units of study, including science and social studies, will be evidence of full implementation.	
	Target Date:	08/20/2018	
	Tasks:		
		1. 1. begin working with Linda Griffith to develop quality math units K-5	
		Assigned to:	Kyle Hunt
		Added date:	02/08/2016
		Target Completion Date:	06/24/2016

		Comments:	
		2. Literacy units will be reviewed during curriculum days at each grade level. A minimum of two curriculum days will be provided to each teacher.	
		Assigned to:	Kyle Hunt
		Added date:	03/29/2016
		Target Completion Date:	08/08/2016
		Comments:	
Implement	Percent Task Complete:		0%

Curriculum, Assessment, and Instructional Planning

Assessing student learning frequently with standards-based assessments

Indicator	**IID02 - The school tests each student at least 3 times each year to determine progress toward standards-based objectives.(100)(All Schools,Focus,Priority)**		
Status	Tasks completed: 1 of 4 (25%)		
Assess	Level of Development:	Initial: Limited Development 10/08/2015	
	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:	We administer the NWEA MAP assessment three times a year with fidelity. Individual teachers analyze their student scores for growth, progression, and grouping purposes. Currently grade level teams spend limited time analyzing these scores. MAP scores are not analyzed by the leadership team.	
Plan	Assigned to:	Kyle Hunt	
	How it will look when fully met:	Scores will be analyzed immediately following each MAP assessment by both grade levels and individual teachers to determine student growth and student concerns.	
	Target Date:	05/25/2016	
	Tasks:		
		1. 1. schedule the dates and times for these meetings 2. set the agenda 3. pre-analyze the data for guiding questions	
		Assigned to:	Kyle Hunt
		Added date:	11/11/2015
		Target Completion Date:	02/26/2016
		Frequency:	three times a year
		Comments:	
		Task Completed:	2/26/2016 12:00:00 AM
		2. map window 4-5 is May 2 -6	
		Assigned to:	Kyle Hunt

			Added date:	03/28/2016
			Target Completion Date:	05/06/2016
			Comments:	
		3. map window may 9-13		
			Assigned to:	Kyle Hunt
			Added date:	03/28/2016
			Target Completion Date:	05/13/2016
			Comments:	
		4. analyze data and develop guiding questions		
			Assigned to:	Kyle Hunt
			Added date:	03/29/2016
			Target Completion Date:	05/18/2016
			Comments:	
Implement	Percent Task Complete:		25%	

Classroom Instruction

Expecting and monitoring sound instruction in a variety of modes

Indicator	**IIIA01 - All teachers are guided by a document that aligns standards, curriculum, instruction, and assessment.(110)(All Schools,Focus,Priority)**		
Status	Tasks completed: 0 of 2 (0%)		
Assess	Level of Development:	Initial: Limited Development 11/09/2015	
	Index:	3	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	1	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Grade levels have created subject area curriculum documents. Grade levels are well aligned, but vertically we are lacking.	
Plan	Assigned to:	Kyle Hunt	
	How it will look when fully met:	Standards and skills will have a logical flow in all content areas. Evidence will be a completed scope and sequence that is both horizontally and vertically aligned.	
	Target Date:	08/15/2016	
	Tasks:		
	1. 1. look at current scope and sequence and grade level and content area		
		Assigned to:	Kyle Hunt
		Added date:	11/09/2015
		Target Completion Date:	08/15/2016
		Comments:	

		2. identify an expert in the field of literacy unit development to help guide us	
		Assigned to:	Kyle Hunt
		Added date:	03/29/2016
		Target Completion Date:	11/01/2016
		Comments:	
Implement	Percent Task Complete:		0%

Family Community Engagement

Defining the purpose, policies, and practices of a school community

Indicator	**IVA01 - The school's Title I Compact (Or Non-Title I schools roles and expectations for parents, students, and teachers) includes responsibilities (expectations) that communicate what parents (families) can do to support their students' learning at home (curriculum of the home, with learning opportunities for families to develop their curriculum of the home). (3983)(All Schools,Focus,Priority)**		
Status	Tasks completed: 0 of 1 (0%)		
Assess	Level of Development:	Initial: Limited Development 12/07/2015	
	Index:	6	(Priority Score x Opportunity Score)
	Priority Score:	2	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	We have a generic Title 1 Compact.	
Plan	Assigned to:	Kyle Hunt	
	How it will look when fully met:	Title 1 compact will give specific information pertaining to how parents can help help their children with academics at home.	
	Target Date:	08/15/2016	
	Tasks:		
		1. 1. Meet With BKMS principal.. to begin reviewing the Title 1 Compact.	
		Assigned to:	Kyle Hunt
		Added date:	12/07/2015
		Target Completion Date:	08/15/2016
		Frequency:	once a year
		Comments:	
Implement	Percent Task Complete:		0%