

# Pottsgrove School District Continuous Improvement For Results

## GOALS, STRATEGIES & ACTION STEPS 2013 - 2014

SCHOOL: Pottsgrove High School	
PRINCIPAL: Dr. William Zeigler	
	DATE: 9/18/13

# TEAM MEMBERS

School Improvement Team:	Position/Role:
Dr. William Ziegler	Principal
Jeff Madden	Assistant Principal
Todd Van Horn	Dean Of Students
Gary Christ	Science Teacher
Thomas Bannister	Social Studies Teacher
Todd Kelly	English Teacher
Antonio Montes	World Language Teacher
Roxanne Murgia	PE and Health Teacher
Christine Campbell	Special Education Teacher
Holli Artim	Math Teacher
Jill Ludy	Parent

**Systemic Challenges** relate to systems within a school that have been identified by the School Improvement Team as areas that, if strengthened, will have the greatest impact academic growth. **Systemic Challenges** are translated into yearly **GOALS** and incorporated into the School Improvement Plan. Research-based **STRATEGIES** are then

selected by the School Improvement Team as means to reach the yearly **GOALS**. Finally, **ACTION STEPS** are the sequential milestones needed to effectively reach the yearly **GOAL**.

Systemic Challenges	GOAL
Establish a system within the school that fully ensures consistent implementation of standards-aligned curricula across all classrooms for all students.	1
Establish a system within the school that fully ensures the consistent implementation of effective instructional practices across all classrooms.	2
Establish a system within the school that fully ensures students who are academically at risk are identified early and supported by a process that provides interventions based on student needs and includes procedures for monitoring effectiveness.	3
Establish a system within the school that fully ensures the school has partnered with families and the community to support student participation in the learning process	4

## Communication Plan

- August 2013 – Work with the faculty and staff on creating, reviewing, and preparing the SIP for submission.
- By November 15, 2013 send an email to parents explaining the SIP and its components to parents, teachers, and the PGHS community for review.
- Monthly - Provide regular updates to the faculty, parents, and the community through PGHS updates.
- Bi-Monthly - (Nov, Jan, March, May) Provide bi-monthly updates to the PTO members at their monthly PTO meetings.
- January 2014 – Host a parent information session on the SIP at 7:00 p.m.
- By March 2014, create a video to send to parents, teachers, and the PGHS community reviewing the SIP and the outlined goals.
- Monthly - Use the monthly departmental meetings as opportunities to have the Building Leadership Team to update, revise, monitor, and review the SIP.
- At each monthly faculty meeting, give a progress update on the SIP to all teachers.
- By May 2014 - Present at a Sanatoga Ridge and Buchert Ridge community meeting on the SIP and the goals outlined in the plan.

## Goal #1 Action Plan Worksheet

Goal
Establish a system within the school that fully ensures consistent implementation and monitoring of standards-aligned curricula across all classrooms for all students.

Indicators of Effectiveness		
Data Source Include dates of implementation	Specific targets that will indicate the action plan is having a positive impact on <u>student</u> achievement or performance.	Is the Indicator summative or formative?
Common Formative Assessments (Pre and Post data) September 2013-May 2014	Attainment of SMART goals for each subject area	formative
Performance Tasks – By May 2014	Data team around Performance Tasks to determine students strengths and weaknesses	formative
Classroom Assessments reviewed quarterly – September 2013-May 2014	Improvement in Test scores and quarterly grades	Formative and summative
Keystone Exams in Algebra, Biology, and Literature December 2013 and May 2014	Over 80% percent proficiency for all juniors on the three Keystone exams	Summative
Benchmark Tests (November 2013 and March 2014)	Proficiency rates on assessment of 80% or greater	Formative

Strategies	
Name, describe and provide the rationale for each strategy selected to address the goal.	
Strategy 1:	Continue to revise curricula to address current state and/or national standards (Rigorous Curriculum Design)
Strategy 2:	Continue to revise common assessments to reflect rigor of CCSS and keystone assessments
Strategy 3:	Continue to implement a common Data Team process to review and revise curriculum and common assessment to inform instruction
Strategy 4:	Continue to incorporate identified components of the district established writing checklist within content areas
Strategy 5	Increase the number of Advanced Placement courses.

## Implementation Plan—Action Steps

Document the action steps that will be taken to implement the strategies in accomplishing the Goal:

**Strategy 1:** Continue to revise curricula to address current state and/or national standards (Rigorous Curriculum Design)

<b>Action Step 1:</b>	Description:	Review curriculum and establish goals for curriculum and assessment revision for 2013-2014		
Implementation Start Date:		September 2013	Target Completion Date:	August 2014
Person Responsible for Managing and Monitoring the Action Step			Bill Ziegler, Barbara Burke-Stevenson and Michael Wagman	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.			<ul style="list-style-type: none"> <li>Completed plan</li> <li>Administrator observation to assure fidelity of implementation of the curriculum</li> <li>Submission of curriculum aligned to Common Core and Keystone Exams.</li> </ul>	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>NO</b>
<b>Optional Identification of Anticipated Costs</b>				

<b>Action Step 2:</b>	Description:	Math - Implement the Carnegie Learning and Cognitive Tutor math program with fidelity		
Implementation Start Date:		September 2013	Target Completion Date:	May 2014
Person Responsible for Managing and Monitoring the Action Step			Bill Ziegler, Jeff Madden, Todd VanHorn	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.			<ul style="list-style-type: none"> <li>Observations using math look for procedures</li> <li>Walkthrough Data using the Carnegie Learning Look Fors Checklist</li> <li>Teacher Self Reflection using the Carnegie Learning Look Fors Checklist</li> </ul>	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>YES</b>
<b>Optional Identification of Anticipated Costs</b>	<p>There is extensive professional development that is needed for this. This PD comes in the form of training from the Carnegie Learning trainer, coaching from the principals, coaching from the Math Coach, and work with Diane Briars.</p> <p>August PD Days – Dedicated to Carnegie Learning Follow Up Training from June.</p> <p>October 1, 2013 PD – Higher Math teachers work with Diane Briars to investigate ways to increase the self directed teaching model and increase the level of instructional strategies for these classes.</p> <p>October 5, 2013 – PD – Possible day with Diane Briars to continue the work with the Higher Level math courses.</p> <p>November 5, 2013 – PD with Carnegie Learning as a follow up and first quarter check in.</p> <p>January 2014 - PD focused on Carnegie Learning and increasing the Student Directed Model of Teaching.</p>			

Spring 2014 – PD focused on Carnegie Learning and increasing the Student Directed Model of teaching.

<b>Action Step 3:</b>	<b>Description:</b>	Incorporate common core literacy standards into units of study in social studies and science		
<b>Implementation Start Date:</b>	September 2013	<b>Target Completion Date:</b>	June 2014	
<b>Person Responsible for Managing and Monitoring the Action Step</b>		Bill Ziegler, Jeff Madden, and Todd VanHorn		
<b>Indicator of Implementation:</b> Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Reviewed through curriculum approval process</li> <li>9<sup>th</sup> and 10<sup>th</sup> grade will provide samples of using the District’s Writing Checklist</li> <li>Student Writing Exemplars selected by SS &amp; English teachers</li> </ul>		
<b>Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)</b>				<b>YES</b>
<b>Optional Identification of Anticipated Costs</b>		<p>The SS and English teachers need to meet with the HS Writing Committee to establish clear plan to implement writing checklist process into the departments with fidelity.</p> <p>PD Time is needed to reinforce with teachers the expectations of the writing checklist and writing samples, and to review and select student exemplars. This time will be given during the one hour meeting times.</p>		

**Strategy 2:** Continue to revise common assessments to reflect rigor of CCSS and keystone assessments

<b>Action Step 1:</b>	<b>Description:</b>	Course level data teams will develop and implement two approved performance tasks two identified units of study		
<b>Implementation Start Date:</b>	September 2013	<b>Target Completion Date:</b>	June 2014	
<b>Person Responsible for Managing and Monitoring the Action Step</b>		Bill Ziegler, Jeff Madden, and Todd VanHorn		
<b>Indicator of Implementation:</b> Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Completed Performance Task on District’s form</li> <li>Observed by administration during Walkthroughs</li> <li>Departments share out samples and exemplars at Cross Departmental meetings</li> </ul>		
<b>Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)</b>				<b>YES</b>
<b>Optional Identification of Anticipated Costs</b>		<p>Professional Development is needed to reinforce the District’s process and vision/goals for Performance Tasks in the Science, SS, Encore, and English departments.</p> <p>August 2013 – Provide refresher course on Performance Tasks and provide time to create a PT alongside coaches who are equipped to answer questions and give guidance.</p> <p>Spring 2014 – Provide time during the Act 80 day to allow for cross-departmental showcasing of Performance Tasks.</p>		

<b>Action Step 2:</b>	<b>Description:</b>	Course level data teams will develop and implement two approved performance assessments in two identified units of study.		
<b>Implementation Start Date:</b>	August 2013	<b>Target Completion Date:</b>	June 2014	
<b>Person Responsible for Managing and Monitoring the Action Step</b>		Bill Ziegler, Jeff Madden, and Todd VanHorn		
<b>Indicator of Implementation:</b> Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Reviewed through district curriculum approval process</li> <li>Observed by administration during Walkthroughs</li> <li>Departments share out samples and exemplars at Cross Departmental meetings</li> </ul>		

Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)		<b>YES</b>
<b>Optional Identification of Anticipated Costs</b>	Professional Development is needed to reinforce the District’s process and vision/goals for Performance Tasks in the Science, SS, Encore, and English departments.	
	August 2013 – Provide refresher course on Performance Tasks and provide time to create a PT alongside coaches who are equipped to answer questions and give guidance.	
	Spring 2014 – Provide time during the Act 80 day to allow for cross departmental showcasing of Performance Tasks.	

<b>Action Step 3:</b>	Description:	Design and implement a monitoring plan to monitor Strategy 2		
Implementation Start Date:	September 2013	Target Completion Date:	May 2014	
Person Responsible for Managing and Monitoring the Action Step		Bill Ziegler, Jeff Madden, and Todd VanHorn		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Monitoring plan designed by November 1, 2013</li> <li>Detailed written report on monitoring plan for Strategy 2</li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>NO</b>
<b>Optional Identification of Anticipated Costs</b>				

**Strategy 3:** Continue to implement a common Data Team process to review and revise curriculum and common assessment to inform instruction

<b>Action Step 1:</b>	Description:	Utilize data team process		
Implementation Start Date:	September 2013	Target Completion Date:	June 2014	
Person Responsible for Managing and Monitoring the Action Step		HS Administration		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Meeting minutes</li> <li>Walkthroughs data by administration</li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>NO</b>
<b>Optional Identification of Anticipated Costs</b>				

<b>Action Step 2:</b>	Description:	Design and implement a monitoring plan to monitor Strategy 3		
Implementation Start Date:	September 2013	Target Completion Date:	May 2014	
Person Responsible for Managing and Monitoring the Action Step		Bill Ziegler, Jeff Madden, and Todd VanHorn		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Monitoring plan designed by November 1, 2013</li> <li>Detailed written report on monitoring plan for Strategy 3</li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>NO</b>

<b>Optional Identification of Anticipated Costs</b>	
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**Strategy 4:** Continue to incorporate identified components of the district established writing checklist within content areas

<b>Action Step 1:</b>	Description:	Work with ELA, Social Studies, and Science teachers to incorporate components of the district writing checklist in units of study (2 writing pieces per year)		
Implementation Start Date:	September 2013	Target Completion Date:	May 2014	
Person Responsible for Managing and Monitoring the Action Step		Bill Ziegler, Jeff Madden, and Todd VanHorn		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Reviewed through curriculum approval process</li> <li>Teachers in each department share two exemplars of student writing with the Writing Committee</li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>YES</b>
<b>Optional Identification of Anticipated Costs</b>	1 Hour Faculty meeting in November and January - English, SS, and Science teachers will need time to work with the Writing Committee. 1 Hour Faculty meeting – Work in departments to share exemplars of student writing Act 80 Day in the Spring to examine student Exemplars			

**Strategy 5:** Increase the number of Advanced Placement courses.

<b>Action Step 1:</b>	Description:	Increase the number of Advanced Placement for students to enroll in		
Implementation Start Date:	September 2013	Target Completion Date:	May 2014	
Person Responsible for Managing and Monitoring the Action Step		Bill Ziegler, Barbara Burke-Stevenson and Michael Wagman		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Assessment of course selection offerings for high achieving students</li> <li>Detailed plan to implement AP courses</li> <li>Teachers trained by AP in their content area</li> <li>Placement of AP courses in the 2014-2015 Course Selection Guide</li> <li>Curriculum written for AP courses</li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>YES</b>
<b>Optional Identification of Anticipated Costs</b>	Spring and Summer 2014 - Teachers will need to be trained in the AP Course teaching program.			

**Plan Solution**

**Goal #2 Action Plan Worksheet**

<b>Goal</b>
<b>Establish a system within the school that fully ensures the consistent implementation of effective instructional practices across all classrooms.</b>



Indicators of Effectiveness		
Data Source Include dates of implementation	Specific targets that will indicate the action plan is having a positive impact on <u>student</u> achievement or performance.	Is the Indicator summative or formative?
Common Formative Assessment (pre/post for each unit)	Attainment of SMART goals for each unit of study in each subject area	Formative
Powerschool (quarterly)	Improvement in quarterly grades	Summative
Keystone Exams	Earn at least an 80% for all juniors on the Keystone exams	Summative
National Assessments (AP and SAT Exams)	Increase students who meet or exceed state averages	Summative

Strategies	
Name, describe and provide the rationale for each strategy selected to address the goal. (Min. of 1)	
Strategy 1:	Utilize established data team process to monitor the effective implementation of instructional strategies (3x per each unit of study minimum)
Strategy 2:	Employ differentiated instructional strategies in all classrooms
Strategy 3:	Implement common instructional strategies aligned to CCSS in all math courses
Strategy 4:	Implement writing checklist and performance tasks in ELA, science, and social studies
Strategy 5	Enhance the STEM program through development of Physics and Engineering course selection and instruction.

Implementation Plan—Action Steps
Document the action steps that will be taken to implement the strategies in accomplishing the Goal:

**Strategy 1:** Data Teams- Teachers and administrators meet regularly to analyze student data and plan for instructional practices

Action Step 1:	Description:	Utilize established data team process to monitor the effective implementation of instructional strategies (3x per each unit of study minimum)		
Implementation Start Date:	September 2013	Target Completion Date:	June 2014	
Person Responsible for Managing and Monitoring the Action Step		HS Administration		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Review of meeting minutes</li> <li>Administrative walkthroughs to ensure fidelity of classroom instruction using administrative walkthrough checklist</li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>NO</b>

<b>Optional Identification of Anticipated Costs</b>	
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<b>Action Step 2:</b>	<b>Description:</b>	Employ differentiated instructional strategies in all classrooms		
<b>Implementation Start Date:</b>	November 2013	<b>Target Completion Date:</b>	May 2013	
<b>Person Responsible for Managing and Monitoring the Action Step</b>		HS Administration		
<b>Indicator of Implementation:</b> Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Coaching observations</li> <li>Administrative walkthrough of classroom instruction using the walkthrough checklist</li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>YES</b>

<b>Optional Identification of Anticipated Costs</b>	Faculty and department meetings – It’s important to use Faculty and Departmental meeting as an opportunity to reinforce practice with DI.			
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<b>Action Step 3:</b>	<b>Description:</b>	Implement common instructional strategies aligned to CCSS in all math courses		
<b>Implementation Start Date:</b>	August 2013	<b>Target Completion Date:</b>	June 2013	
<b>Person Responsible for Managing and Monitoring the Action Step</b>		Bill Ziegler and Todd VanHorn,		
<b>Indicator of Implementation:</b> Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Implementation of Carnegie Learning curriculum and student directed teaching mode</li> <li>Increase of Keystone Algebra Exam scores by at least 20%</li> <li>Walkthrough data by administration using the Carnegie Learning Look Fors checklist.</li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				

<b>Optional Identification of Anticipated Costs</b>	
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<b>Action Step 4:</b>	<b>Description:</b>	Design and implement a monitoring plan to monitor Strategy 1		
<b>Implementation Start Date:</b>	September 2013	<b>Target Completion Date:</b>	May 2014	
<b>Person Responsible for Managing and Monitoring the Action Step</b>		Bill Ziegler, Jeff Madden, and Todd VanHorn		
<b>Indicator of Implementation:</b> Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Monitoring plan designed by November 1, 2013</li> <li>Detailed written report on monitoring plan for Strategy 1</li> <li></li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>NO</b>

<b>Optional Identification of Anticipated Costs</b>	
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**Strategy 2:** Implement Differentiated Instruction based on readiness in all courses

<b>Action Step 1:</b>	Description:	Implement Differentiated Instruction based on readiness in all courses		
Implementation Start Date:	September 2013	Target Completion Date:	June 2014	
Person Responsible for Managing and Monitoring the Action Step		HS Administration		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Administrative walkthroughs of classroom instruction using administrative walkthrough checklist</li> <li>Classroom observations</li> <li>Administrative review of curriculum and lesson plans</li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>NO</b>
<b>Optional Identification of Anticipated Costs</b>				

<b>Action Step 2:</b>	Description:	Design and implement a monitoring plan to monitor Strategy 4		
Implementation Start Date:	September 2013	Target Completion Date:	May 2014	
Person Responsible for Managing and Monitoring the Action Step		Bill Ziegler, Jeff Madden, and Todd VanHorn		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Monitoring plan designed by November 1, 2013</li> <li>Detailed written report on monitoring plan for Strategy 2</li> <li></li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>NO</b>
<b>Optional Identification of Anticipated Costs</b>				

**Strategy 3:** Implement common instructional strategies aligned to CCSS in all math courses

<b>Action Step 1:</b>	Description:	All math teachers will implement CCSS standards and instructional strategies necessary to implement the District's math program		
Implementation Start Date:	June 2013	Target Completion Date:	June 2014	
Person Responsible for Managing and Monitoring the Action Step		HS Administration		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Administrative walkthroughs of classroom instruction using administrative walkthrough checklist</li> <li>Classroom observations</li> <li>Administrative review of lesson plans and curriculum</li> <li>Administrative review of data team meetings, notes and google docs</li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>NO</b>
<b>Optional Identification of Anticipated Costs</b>				

<b>Anticipated Costs</b>			
<b>Action Step 2:</b>	Description:	Implement the Carnegie Learning math program and student directed teaching mode in all classrooms with fidelity	
Implementation Start Date:	August 2013	Target Completion Date:	June 2014
Person Responsible for Managing and Monitoring the Action Step		Bill Ziegler, Todd VanHorn, and Holli Artim	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Administrative walkthrough data using the Carnegie Learning Checklist</li> <li>Increase in Keystone Algebra exams</li> <li>Teacher reflection data</li> <li>Student reflection survey data</li> </ul>	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			<b>YES</b>
<b>Optional Identification of Anticipated Costs</b>	Extensive Professional Development is needed in this area  August - Carnegie Learning works with teachers to begin the year October – Diane Briars, math consultant, works with higher level math teachers on student centered instruction November – Carnegie Learning works with all teachers on the Student Directed mode of teaching and the Carnegie curriculum Monthly – Department meetings which reinforce and build on the teachings in the professional development sessions Spring – Carnegie Learning works with all teachers on honing best practices Summer – Teachers work to prepare for the coming school year and reflect on their growth over the past school year		

<b>Action Step 3:</b>	Description:	Develop and implement AP Calculus BC for high achieving math students	
Implementation Start Date:	October 2013	Target Completion Date:	June 2014
Person Responsible for Managing and Monitoring the Action Step		Bill Ziegler, Todd VanHorn, and Holli Artim	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Completed course description and curriculum</li> <li>Insertion of course in the Course Selection Guide</li> <li>Teacher trained in the AP Calculus BC course</li> </ul>	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			<b>YES</b>
<b>Optional Identification of Anticipated Costs</b>	Summer – A teacher will need to be trained in the AP Calculus BC course		

<b>Action Step 4:</b>	Description:	Implement and design a monitoring plan	
Implementation Start Date:	October 2013	Target Completion Date:	May 2014
Person Responsible for Managing and Monitoring the Action Step		Bill Ziegler and Todd VanHorn	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Written report on progress of math department</li> <li>Public report out on our math program at the end of the year</li> </ul>	

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Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)	
<b>Optional Identification of Anticipated Costs</b>	

**Strategy 4:** Implement writing checklist in ELA, science, and social studies and performance tasks in ELA, science, social studies and encore

<b>Action Step 1:</b>	<b>Description:</b>	Implement writing checklist in ELA, science, and social studies and performance tasks in ELA, science, social studies and encore	
Implementation Start Date:	September 2013	Target Completion Date:	June 2014
Person Responsible for Managing and Monitoring the Action Step		HS Administration	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>• Student work samples</li> <li>• Coaching sessions</li> <li>• Lesson plans</li> <li>• Administrative walkthroughs of classroom instruction using administrative walkthrough checklist</li> <li>• Classroom observations</li> </ul>	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			<b>NO</b>
<b>Optional Identification of Anticipated Costs</b>			

<b>Action Step 2:</b>	<b>Description:</b>	Implement and design a monitoring plan	
Implementation Start Date:	September 2013	Target Completion Date:	June 2014
Person Responsible for Managing and Monitoring the Action Step		Jeff Madden	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>• Monitoring plan designed by November 1, 2013</li> <li>• Detailed written report on monitoring plan for Strategy 4</li> <li>•</li> </ul>	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			<b>NO</b>
<b>Optional Identification of Anticipated Costs</b>			

**Strategy 5:** Enhance the STEM program through development and enhancement of Physics and Engineering course selection and instruction.

<b>Action Step 1:</b>	<b>Description:</b>	Expand Physics courses in the Course Selection guide to focus on STEM
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Implementation Start Date:	November 2013	Target Completion Date:	June 2014
Person Responsible for Managing and Monitoring the Action Step		HS Administration and Andrew Friedlund	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Investigate Physics programs at other schools and prepare a proposal to add Physic courses as deemed necessary</li> </ul>	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			<b>YES</b>
<b>Optional Identification of Anticipated Costs</b>	Time will be needed spent investigating Physics programs at high performing schools.		

<b>Action Step 2:</b>	Description:	Prepare implementation for Phase II of the Project Lead the Way programming	
Implementation Start Date:	September 2013	Target Completion Date:	May 2014
Person Responsible for Managing and Monitoring the Action Step		Michael Wagman and Jim Regensburg	
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Course outline and curriculum prepared for courses</li> <li>Courses approved for entry into the Course Selection Guide</li> <li>Budget prepared for next year's equipment and curriculum needs</li> </ul>	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			<b>YES</b>
<b>Optional Identification of Anticipated Costs</b>	Additional training may be needed for PLTW – Training will be needed for the new Engineering educator		

### Goal #3 Action Plan Worksheet

<b>Goal</b>
Establish a system within the school that fully ensures students who are academically at risk are identified early and supported by a process that provides interventions based on student needs and includes procedures for monitoring effectiveness.

Indicators of Effectiveness		
Data Source Include dates of implementation	Specific targets that will indicate the action plan is having a positive impact on <u>student</u> achievement or performance.	Is the Indicator summative or formative?
Powerschool (quarterly grades and attendance)	Reduction in student failures and reduction in tardies and absenteeism	Summative
Graduation rate (June, 2014)	Exceed minimum state graduation rate	Summative
Common Formative Assessment and Bench Mark Assessment	Increase in proficiency for low performing/at risk student	Formative
Grade Level Minutes	Improvement grades for targeted students in each grade level	Formative

Strategies	
Name, describe and provide the rationale for each strategy selected to address the goal. (Min. of 1)	
Strategy 1:	Data teams- employ a consistent data team process including identifying and remediating at risk students
Strategy 2:	Implement tutoring sessions in lieu of study halls in math and biology
Strategy 3:	Increase parent and student awareness of academic performance, student progress and program expectations
Strategy 4:	Monitor student attendance patterns for purposes of early identification and remediation.

Implementation Plan—Action Steps
Document the action steps that will be taken to implement the strategies in accomplishing the Goal:

**Strategy 1:** Data teams- employ a consistent data team process including identifying and remediating at risk students

<b>Action Step 1:</b>	Description:	Data teams will identify at risk students and provide tutoring to remediate these students		
Implementation Start Date:	September 2013	Target Completion Date:	June 2014	
Person Responsible for Managing and Monitoring the Action Step		Data team teachers		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		Reduction in student failures Increase in proficiency for low performing/at risk student Improvement grades for targeted students in each grade level		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				NO
<b>Optional Identification of Anticipated Costs</b>				

<b>Action Step 2:</b>	Description:	Design and implement a monitoring plan		
Implementation Start Date:	October 2013	Target Completion Date:	June 2014	
Person Responsible for Managing and Monitoring the Action Step				
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Monitoring plan designed by November 1, 2013</li> <li>Detailed written report on monitoring plan for Strategy 1</li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>NO</b>

<b>Optional Identification of Anticipated Costs</b>	
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**Strategy 2:** Implement tutoring sessions in lieu of study halls in math and biology

<b>Action Step 1:</b>	Description:	Students not proficient on the Keystone Algebra will be assigned to Math Mastery		
Implementation Start Date:	September 2013	Target Completion Date:	June 2014	
Person Responsible for Managing and Monitoring the Action Step		Todd Van Horn		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Increased proficiency rates on Benchmark exams</li> <li>Increased proficiency rates on the Keystone Algebra exam</li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>YES</b>
<b>Optional Identification of Anticipated Costs</b>	October 3, 2013 – Provide professional development on Study Island programming			

<b>Action Step 2:</b>	Description:	Students not proficient on the Keystone Biology exam will be assigned Biology Master		
Implementation Start Date:	November 2013	Target Completion Date:	June 2014	
Person Responsible for Managing and Monitoring the Action Step		Bill Ziegler, Jeff Madden, and Todd VanHorn		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Increased proficiency on the Biology Keystone by 20%</li> <li>Increase proficiency on a Biology Benchmark by 20%</li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>YES</b>
<b>Optional Identification of Anticipated Costs</b>	October 3, 2013 – Provide professional development on Study Island programming			

<b>Action Step 3:</b>	Description:	Assess and monitor student performance in the Biology and Math Mastery programming		
Implementation Start Date:	December 2013	Target Completion Date:	June 2014	
Person Responsible for Managing and Monitoring the Action Step		Jeff Madden and Todd VanHorn		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Increase in Benchmark scores in math and biology</li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>NO</b>
<b>Optional Identification of Anticipated Costs</b>				

<b>Action Step 4:</b>	Description:	Design and implement a monitoring plan for Strategy 2		
Implementation Start Date:	October 2013	Target Completion Date:	June 2014	



Person Responsible for Managing and Monitoring the Action Step	Todd VanHorn		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.	<ul style="list-style-type: none"> <li>Monitoring plan designed by November 1, 2013</li> <li>Detailed written report on monitoring plan for Strategy 2</li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			<b>NO</b>
<b>Optional Identification of Anticipated Costs</b>			

**Strategy 3:** Increase parent and student awareness of academic performance, student progress and program expectations

<b>Action Step 1:</b>	Description:	Increased communication through the increased use of our technology		
Implementation Start Date:	September 2013	Target Completion Date:	August 2014	
Person Responsible for Managing and Monitoring the Action Step	William Ziegler and Michael Wagman			
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.	<ul style="list-style-type: none"> <li>Improvement in student grades</li> <li>Reduction in absenteeism and tardies</li> </ul>			
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>NO</b>
<b>Optional Identification of Anticipated Costs</b>				

<b>Action Step 2:</b>	Description:	9th grade Team meets monthly with students who are at risk of failing to increase student achievement		
Implementation Start Date:	October 2013	Target Completion Date:	June 2014	
Person Responsible for Managing and Monitoring the Action Step	9 <sup>th</sup> grade Team Leader			
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.	<ul style="list-style-type: none"> <li>Written reports from meetings with students</li> <li>Increase in student achievement</li> <li>Reduction in failures</li> </ul>			
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>NO</b>
<b>Optional Identification of Anticipated Costs</b>	The 9 <sup>th</sup> grade team will meet regularly with all students who have a D or lower in 2 or more classes.			

<b>Action Step 3:</b>	Description:	Design and implement monitoring plan		
Implementation Start Date:	October 2013	Target Completion Date:	June 2014	
Person Responsible for Managing and Monitoring the Action Step	Jeff Madden			
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.	<ul style="list-style-type: none"> <li>Monitoring plan designed by November 1, 2013</li> <li>Detailed written report on monitoring plan for Strategy 3</li> </ul>			

implemented.	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)	
<b>Optional Identification of Anticipated Costs</b>	

**Strategy 4:** Monitor student attendance patterns for purposes of early identification and remediation.

<b>Action Step 1:</b>	Description:	Conduct weekly attendance meeting		
Implementation Start Date:	September 2013	Target Completion Date:	June 2014	
Person Responsible for Managing and Monitoring the Action Step		Jeff Madden and Todd Van Horn		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>• Team meetings minutes</li> <li>• Established action plans for students</li> <li>• Increase in student attendance</li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>NO</b>
<b>Optional Identification of Anticipated Costs</b>				

<b>Action Step 2:</b>	Description:	Design and implement monitoring plan for Strategy 4		
Implementation Start Date:	October 2013	Target Completion Date:	June 2014	
Person Responsible for Managing and Monitoring the Action Step		Jeff Madden and Todd VanHorn		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>• Monitoring plan designed by November 1, 2013</li> <li>• Detailed written report on monitoring plan for Strategy 4</li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				
<b>Optional Identification of Anticipated Costs</b>				

**Goal #4 Action Plan Worksheet**

<b>Goal</b>
Establish a system within the school that fully ensures the school has partnered with families and the community to support student participation in the learning process

<b>Indicators of Effectiveness</b>		
<b>Data Source</b>	Specific targets that will indicate the action plan is having a positive impact on <u>student</u>	Is the Indicator summative or

<b>Include dates of implementation</b>	achievement or performance.	formative?
Website creation via School Wires	All teachers create/establish a webpage	Summative
Provide regular and timely updates to Teacher Websites	Maintain weekly updates to all teacher websites with current data	Formative
Parent Newsletter	Send at least five Parent Newsletters out throughout the year.	Formative
Increase the level of PowerAnnouncements to inform parents	Provide regular updates to parents on PGHS news and happenings	Formative

Strategies	
Name, describe and provide the rationale for each strategy selected to address the goal. (Min. of 1)	
<b>Strategy 1:</b>	Create and develop teacher websites via the School Wires webpage platform
<b>Strategy 2:</b>	Provide regular and timely updates to the Teacher Websites
<b>Strategy 3:</b>	Increase parent communication by providing parent newsletters highlighting news worthy events at PGHS
<b>Strategy 4:</b>	Utilize PowerAnnounce through providing parents with relevant, timely, and regular updates on PGHS through texting, email, and phone messages.

<b>Implementation Plan—Action Steps</b>
Document the action steps that will be taken to implement the strategies in accomplishing the Goal:

**Strategy 1:** Create and develop teacher websites via the School Wires webpage platform

<b>Action Step 1:</b>	<b>Description:</b>	Teachers create websites using School Wires. Each page should include syllabus, HW, teacher education, and any newsworthy events for parents.	
<b>Implementation Start Date:</b>	August 2013	<b>Target Completion Date:</b>	October 1, 2013
<b>Person Responsible for Managing and Monitoring the Action Step</b>		Dr. Ziegler and Mr. Wagman	

<b>Indicator of Implementation:</b> Evidence that will indicate the Action Step has been implemented.		All webpages are live and ready for parent viewing Monitoring by the principal and director of technology to make sure all webpages are active	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			YES
<b>Optional Identification of Anticipated Costs</b>			

  

<b>Action Step 2:</b>	<b>Description:</b>	Design and implement monitoring plan for Strategy 1	
<b>Implementation Start Date:</b>	October 2013	<b>Target Completion Date:</b>	June 2014
<b>Person Responsible for Managing and Monitoring the Action Step</b>		Bill Ziegler	
<b>Indicator of Implementation:</b> Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Monthly reports of updates on teacher web pages</li> </ul>	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			
<b>Optional Identification of Anticipated Costs</b>			

**Strategy 2:** Provide regular and timely updates to the Teacher Websites

<b>Action Step 1:</b>	<b>Description:</b>	Teacher webpages will be updated weekly to ensure the most accurate data	
<b>Implementation Start Date:</b>	September 2013	<b>Target Completion Date:</b>	June 2014
<b>Person Responsible for Managing and Monitoring the Action Step</b>		Dr. Ziegler	
<b>Indicator of Implementation:</b> Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Monthly reports on teacher webpage updates</li> <li>20% Increase in Survey on Parent/Teacher communication</li> </ul>	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			<b>NO</b>
<b>Optional Identification of Anticipated Costs</b>			

<b>Action Step 2:</b>	<b>Description:</b>	Design and implement monitoring plan for Strategy 2	
<b>Implementation Start Date:</b>	October 2013	<b>Target Completion Date:</b>	June 2014
<b>Person Responsible for Managing and Monitoring the Action Step</b>			
<b>Indicator of Implementation:</b> Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>Monitoring plan designed by November 1, 2013</li> <li>Detailed written report on monitoring plan for Strategy 2</li> </ul>	
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)			
<b>Optional Identification of Anticipated Costs</b>			

<b>Anticipated Costs</b>	
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**Strategy 3:** Increase parent communication by providing parent newsletters highlighting news worthy events at PGHS

<b>Action Step 1:</b>	Description:	Send parents five newsletters which highlight PGHS news, dates, and the SIP Goals.		
Implementation Start Date:	September 2013	Target Completion Date:	August 2014	
Person Responsible for Managing and Monitoring the Action Step		Bill Ziegler		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>• Five copies of the Parent Newsletter</li> <li>• 20.00% increase in the Parent/Teacher Communication survey</li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>NO</b>
<b>Optional Identification of Anticipated Costs</b>				

**Strategy 4:** Utilize PowerAnnounce through providing parents with relevant, timely, and regular updates on PGHS through texting, email, and phone messages.

<b>Action Step 1:</b>	Description:	Provide parents with regular and timely updates of emergencies, school events, etc. through ParentAnnounce via email, texting, and phone calls.		
Implementation Start Date:	September 2013	Target Completion Date:	June 2014	
Person Responsible for Managing and Monitoring the Action Step		Bill Ziegler		
Indicator of Implementation: Evidence that will indicate the Action Step has been implemented.		<ul style="list-style-type: none"> <li>• 20.00% increase in the Parent/Teacher communication survey</li> </ul>		
Is this Action Step a <i>professional development</i> activity or initiative? If yes, complete the professional development worksheet. (YES or NO)				<b>NO</b>
<b>Optional Identification of Anticipated Costs</b>				