

# Comprehensive Plan Report

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

10/13/2016

Charleston Elementary School NCES - 50420000157

Charleston School District

## 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)		
Status	Tasks completed: 0 of 1 (0%)		
Assessment	Level of Development:	Initial: Limited Development 09/09/2015	
	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:	Our ACSIP team is our Leadership team . K-6 has common planning times at each grade level and serves as the instructional team. In lieu of a School Community Council we rely on our PTO.	
Plan	Assigned to:	Bruce Womack	
	How it will look when fully met:	Teams will be established with goals and outlines. Replacement members are available. It will be set up so that should anyone on the team not return, the team will continue to function.	
	Target Date:	05/19/2017	
	Tasks:		
	1. Team planning has been built into schedule.		
	Assigned to:	Bruce Womack	
	Added date:	08/12/2016	
	Target Completion Date:	05/19/2017	
	Frequency:	monthly	
	Comments:		
Implement	Percent Task Complete:	Tasks completed: 0 of 1 (0%)	
Indicator	ID04 - All teams prepare agendas for their meetings.(39)		
Status	Tasks completed: 0 of 1 (0%)		
Assessment	Level of Development:	Initial: Limited Development 09/09/2015	
	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 feel most all meetings are currently using agendas, but want to make sure that everyone is using them.	

Plan	Assigned to:		Karrie Efurd
	How it will look when fully met:		All leadership meetings will have agendas, sign-in sheets, and minutes. These will be housed at the school level in a three ring binder for access.
	Target Date:		12/16/2016
	Tasks:		
	1. Leadership meetings will keep agenda, sign-in sheets, and minutes,		
	Assigned to:		Karrie Efurd
	Added date:		10/13/2015
	Target Completion Date:		12/16/2016
	Frequency:		monthly
	Comments:		Collect agendas from grade level meetings and any leadership meetings at the elementary school. Place in a three ring binder.
Implement	Percent Task Complete:		Tasks completed: 0 of 1 (0%)
Indicator	ID07 - A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff meets regularly (twice a month or more for an hour each meeting).(42)		
Status	Tasks completed: 0 of 1 (0%)		
Assessment	Level of Development:		Initial: Limited Development 09/09/2015
	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:		We meet as an entire faculty to form consensus on an "as needed" basis. We don't meet for an hour unless we need to address more issues.
Plan	Assigned to:		Bruce Womack
	How it will look when fully met:		The school leadership team will meet once a month or on an as needed basis. Meetings can consists of face to face or by emails through google docs. Recordings of these meetings will be kept in google docs or by agendas face to face.
	Target Date:		12/16/2016
	Tasks:		
	1. Record meetings by google docs or face to face meetings.		
	Assigned to:		Bruce Womack
	Added date:		10/13/2015
	Target Completion Date:		12/16/2016
	Frequency:		monthly
	Comments:		Principal or assignee will keep record of meetings through google docs or agendas when meetings are face to face.
Implement	Percent Task Complete:		Tasks completed: 0 of 1 (0%)

### School Leadership and Decision Making

#### Aligning classroom observations with evaluation criteria and professional development

Indicator	IF02 - The Leadership Team reviews the principal’s summary reports of classroom observations and takes them into account in planning professional development.(66)		
Status	Tasks completed: 0 of 1 (0%)		
Assessment	Level of Development:	Initial: Limited Development 04/15/2016	
	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:	Teachers record observations and create a professional development plan.	
Plan	Assigned to:	Bruce Womack	
	How it will look when fully met:	All teacher will create a professional development plan. Teachers will use peer to peer observations. The leadership team will use classroom observations when planning professional development.	
	Target Date:	05/18/2018	
	Tasks:		
	1. The leadership team will make recommendations for professional development after analyzing observations.		
	Assigned to:	Bruce Womack	
	Added date:	04/15/2016	
	Target Completion Date:	05/18/2018	
	Comments:		
Implement	Percent Task Complete:	Tasks completed: 0 of 1 (0%)	
Indicator	IF06 - Teachers are required to make individual professional development plans based on classroom observations.(70)		
Status	Tasks completed: 0 of 1 (0%)		
Assessment	Level of Development:	Initial: Limited Development 04/15/2016	
	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:	Teachers develop professional development plan. Observations are used to help in the plan. TESS, Bloomboard are used to collect observations.	
Plan	Assigned to:	Bruce Womack	
	How it will look when fully met:	All teachers will have professional development plans. Observations will be used to inform the teacher's plan. Observations and professional development plan will be in Bloomboard.	
	Target Date:	05/18/2018	
	Tasks:		
	1. Bloomboard documentation will be used for this task.		
	Assigned to:	Susan Brown	
	Added date:	04/15/2016	

	Target Completion Date:	05/18/2018
	Frequency:	once a year
	Comments:	
<b>Implement</b>	Percent Task Complete:	Tasks completed: 0 of 1 (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)		
Status	Tasks completed: 0 of 1 (0%)		
Assessment	Level of Development:	Initial: Limited Development 11/23/2015	
	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:	The Charleston Elementary School feels they are working very hard at this indicator. We just want to make that we continue with at least 3 assessments each year.	
Plan	Assigned to:	Bruce Womack	
	How it will look when fully met:	Every student at CES will participate in at least 3 assessments each year.	
	Target Date:	05/19/2017	
	Tasks:		
	1. Assess students at least 3 times a year.		
	Assigned to:	Karrie Efurd	
	Added date:	11/23/2015	
	Target Completion Date:	05/19/2017	
	Frequency:	three times a year	
	Comments:	Team members listed several assessments that are being used.	
Implement	Percent Task Complete:	Tasks completed: 0 of 1 (0%)	

### High School: Opportunity to Learn

#### Ensure content mastery and graduation

<b>Indicator</b>	<b>HS04 - The school provides all students with guidance and supports (academic, financial, etc.) to prepare them for college and career.(4541)</b>		
<b>Status</b>	Tasks completed: 0 of 1 (0%)		
<b>Assessment</b>	Level of Development:	Initial: <b>Limited Development</b> 03/18/2016	
	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:	Teachers remind students that they are preparing for high school credit and grades are important for college and career. There is some talk of careers but not enough.	
<b>Plan</b>	Assigned to:		

<b>Plan</b>	Assigned to:	Karrie Efurd
	How it will look when fully met:	Elementary students will be able to talk about careers and college and know what skills they will need to be successful. With help from the counselor and the teachers, students will be introduced career awareness and become aware of requirements for college.
	Target Date:	05/18/2018
	<b>Tasks:</b>	
	1. The guidance counselor will create a unit for career awareness.	
	Assigned to:	Karrie Efurd
	Added date:	03/18/2016
	Target Completion Date:	05/19/2017
	Frequency:	twice a year
	Comments:	Create a unit on career awareness and one one college requirements with the help of the high school counselor.
<b>Implement</b>	Percent Task Complete:	Tasks completed: 0 of 1 (0%)