

Comprehensive Progress Report

Mission: The mission of Williams Township School is to actively involve faculty, staff, students, parents, and community in our students' educational endeavors so that all students can become productive and successful citizens in a global society.

Vision:

Goals:



! = Past Due Objectives

KEY = Key Indicator

| Core Function: | | | Dimension A - Instructional Excellence and Alignment | | | |
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| Effective Practice: | | | Curriculum and instructional alignment | | | |
| | KEY | A2.04 | Instructional Teams develop standards-aligned units of instruction for each subject and grade level.(5094) | Implementation Status | Assigned To | Target Date |
| <i>Initial Assessment:</i> | | | Teachers develop instruction based on the Common Core Standards. Students are instructed using the materials provided by the county. For example: 6th-8th grade are using for Reading Material - I-Ready Reading, Study Sync, Literacy Design Collaborative, Schoolnet and Digital Readworks. 6th-8th Grade use for Math I Ready Math, Connect Ed, Math Design Collaborative, Schoolnet and Prodigy. All grade levels meet during Weekly PLC's to plan instruction and look at the needs of their students. Grade levels also meet on a weekly basis to plan lesson plans. The District has a K-5 Curriculum Resource Page that the teachers pull information to help with lessons. | Full Implementation 05/25/2019 | All Teachers | |

| Core Function: | | | Dimension A - Instructional Excellence and Alignment | | | |
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| Effective Practice: | | | Student support services | | | |
| | KEY | A4.01 | The school implements a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with the individual needs of students across all tiers.(5117) | Implementation Status | Assigned To | Target Date |

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| Initial Assessment: | | | Small Group (Reading & Math) plans/Guided Reading Intervention Group Progress Monitoring Utilize Letter Land | Full Implementation 05/25/2019 | All Teachers | |
| | KEY | A4.06 | ALL teachers are attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary.(5124) | Implementation Status | Assigned To | Target Date |
| Initial Assessment: | | | Utilize MTSS Implementation | Full Implementation 05/25/2019 | Administration | |

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| Core Function: | | | Dimension B - Leadership Capacity | | | |
| Effective Practice: | | | Strategic planning, mission, and vision | | | |
| | KEY | B1.01 | The LEA has an LEA Support & Improvement Team.(5135) | Implementation Status | Assigned To | Target Date |
| Initial Assessment: | | | The SIT team is created with at least one individual from each span of Grade Levels. The team meets twice a month to discuss ways to improve and meet the needs of the school. | Full Implementation 05/25/2019 | | |
| | KEY | B1.03 | A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other professional staff meets regularly (at least twice a month) to review implementation of effective practices.(5137) | Implementation Status | Assigned To | Target Date |
| Initial Assessment: | | | The team has held and will continue to hold a minimum of two meetings per month. | Limited Development 12/31/2018 | | |
| | | | Priority Score: 3 Opportunity Score: 3 Index Score: 9 | | | |
| How it will look when fully met: | | | When fully implemented, the school improvement team will meet a minimum of twice a month and more frequently as needed. From time to time, ad hoc committees will meet also to address specific indicators, as needed. Verification of implementation will be assessed through invitations to meetings, minutes from meetings, and data entered in the the SIP. | Objective Met 10/10/18 | Amy Beck | 05/31/2019 |
| Actions | | | | | | |
| | 10/01/118 | | A room will be designated for use as the base for SIT meetings. This room will be appropriately appointed with materials, furnishings, and electronic equipment as needed. | Complete 10/01/2018 | Tom McLam | 10/01/2018 |
| Notes: Former student records room will be covered into a conference room. Student records will be moved into the "data room" located in the main office. An LCD projector will be purchased for use in the SIT/Conference room. | | | | | | |

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| 10/01/18 | Minutes from each SIT meeting will be recorded and shared with all team members as will as all staff members. | Complete Monthly | Carla Fowler | 11/01/2018 |
| <i>Notes:</i> Recorder will take minutes of each meeting. These may be paper/pencil notes, or may be electronic minutes. Any handouts will be attached to the minutes. Minutes will be send to all staff members, electronically, within 48 hours after a meeting is held. Any handouts will be kept in a notes book, compiled by the recorder. | | | | |
| | Send out bi-monthly invitations to SIT meetings. | Complete Monthly | Cassie Hoffman | 05/01/2019 |
| <i>Notes:</i> Email group will be set up for notifying team members. Google invites will be sent. Attendance will be taken. | | | | |
| Implementation: | | 10/10/2017 | | |
| Evidence | 09/10/2018 Room is in use daily. | | | |
| Experience | 09/01/2018 Room was organized and utilized. | | | |
| Sustainability | 10/01/2018 Continued organization will be needed | | | |

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| Core Function: | | | Dimension B - Leadership Capacity | | | |
| Effective Practice: | | | Distributed leadership and collaboration | | | |
| | KEY | B2.03 | The school has established a team structure among teachers with specific duties and time for instructional planning.(5143) | Implementation Status | Assigned To | Target Date |
| Initial Assessment: | | | Implementation is nearly complete. Issues arise when an elective teacher is absent and so substitute teacher is hired, causing teachers to potentially lose planning time. | Limited Development 10/01/2018 | | |
| | | | Priority Score: 3 Opportunity Score: 3 Index Score: 9 | | | |
| How it will look when fully met: | | | When fully implemented, all teachers in grades K-8 will have a minimum of 40 minutes of planning time per day. | Objective Met 10/01/18 | Amy Beck | 05/01/2019 |
| Actions | | | | | | |
| | | | Hire a substitute teacher to teach elective class when elective teacher is not present. | On Going | Carla Fowler | 06/01/2019 |
| | | | <i>Notes:</i> Teachers lose a day of planning when there is not a substitute teacher in elective classes and students lose a day of instruction. | | | |

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| | Students miss planned activities that other students participate in. Teachers of elective classes can not keep class on the same tract when there is no substitute teacher to keeping lessons taught | | | |
| | Monitor master schedule to ensure all elective classes are offered to each grade level on a weekly basis. | Complete 09/26/2018 | Tom McLam | 06/01/2019 |
| | Notes: Need to hire a substitute teacher when elective teachers are not present Length of elective class sessions Planning time needed for individual vs group planning Time needed for PLC meetings | | | |
| Implementation: | | 10/01/2019 | | |
| Evidence | 10/01/2018 All Students are enrolled in correct courses and all teachers have planning time. | | | |
| Experience | 10/01/2018 Master Schedule has been completed. | | | |
| Sustainability | 10/01/2018 Monitor implementation of master schedule | | | |

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| Core Function: | | | Dimension B - Leadership Capacity | | | |
| Effective Practice: | | | Monitoring instruction in school | | | |
| | KEY | B3.03 | The principal monitors curriculum and classroom instruction regularly and provides timely, clear, constructive feedback to teachers.(5149) | Implementation Status | Assigned To | Target Date |
| Initial Assessment: | | | Administration completes classroom observations per State and LEA requirements. Administration meets with lead teacher and reading specialist as needed. Administration attends curriculum meetings at the district level, as required. | Limited Development 10/01/2016 | | |
| How it will look when fully met: | | | Administration will complete classroom observations as required, but will also conduct classroom walkthroughs daily, to the maximum extent possible, documenting classes observed. Administration will attend PLC meetings/planning meetings weekly, held on Tuesday and Thursday afternoons. Administration will be provided with needed reports from the lead teacher and the reading specialist (Dibels, iReady, etc) in order to facilitate conversations with teachers regarding student performance and instructional targets. | Objective Met 10/01/18 | Tom McLam | 06/01/2019 |
| Actions | | | | | | |

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| | Administration will be provided with any needed data/reports on student learning that will help facilitate conversations with teachers regarding student performance. This data will be provided by the lead teacher (for grades 4-8) and by the reading specialist (for grades K-3). | On Going | Tom McLam, Amy Beck | 10/01/2018 |
| <i>Notes:</i> Administration will meet on a weekly basis with lead teacher and reading specialist. Data will be provided to administration following benchmark assessments, Dibels assessments, and other assessments. Student/teacher progress will be discussed. | | | | |
| | Administration will complete daily classroom walk-throughs each day, to the maximum extend possible, each day school is in session. | Complete 10/01/2018 | Tom McLam | 06/01/2019 |
| <i>Notes:</i> Administration will keep documentation of classrooms visited each day. | | | | |
| | Administration will attend PLC meetings with each grade level (K-3 on Tuesday afternoons and 4-8 on Thursday afternoons) to the maximum extent possible. | Complete 10/01/2018 | Tom McLam, Amy Beck | 06/01/2019 |
| <i>Notes:</i> Reminders of PLC times will be sent via email and announced on the intercom. | | | | |

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| Core Function: | | | Dimension C - Professional Capacity | | | |
| Effective Practice: | | | Talent recruitment and retention | | | |
| | KEY | C3.04 | The LEA/School has established a system of procedures and protocols for recruiting, evaluating, rewarding, and replacing staff.(5168) | Implementation Status | Assigned To | Target Date |
| <i>Initial Assessment:</i> | | | The LEA hires teachers based on qualifications that will best meet the needs of the position. The LEA also has to look at budget conditions when recruiting or replacing staff. | Limited Development 05/01/2019 | | |
| <i>How it will look when fully met:</i> | | | | | | |
| <i>Actions</i> | | | | | | |
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| <i>Notes:</i> | | | | | | |

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| Core Function: | | | Dimension E - Families and Community | | | |
| Effective Practice: | | | Family Engagement | | | |
| ! | KEY | E1.06 | The school regularly communicates with parents/guardians about its expectations of them and the importance of the curriculum of the | Implementation Status | Assigned To | Target Date |

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| | | | home (what parents can do at home to support their children's learning).(5182) | | | |
| Initial Assessment: | | | The school conducts a school wide Title I parent involvement night. During this time, curriculum is discussed as well as ways to work with students at home. In addition, some teachers/grade levels send home newsletters periodically. Weekly Newsletters and work are sent home. We use progress reports to keep parents informed and schedule conferences. Report Cards and Reading 3D Home Connect Letters are also ways that we communicate. | Limited Development 10/01/2018 | | |
| How it will look when fully met: | | | WTS will conduct a school wide Title I parent night in the fall and spring of the school year. WTS will send out telephone call alerts on a weekly basis to communicate with stakeholders regarding curriculum and school activities. Each grade level/Team will send out a weekly newsletter to parents regarding curriculum and classroom events. WTS will continue to utilize social media to communicate curriculum and school events with stakeholders. | | Tom McLam | 06/01/2019 |
| Actions | | | | 0 of 5 (0%) | | |
| | 10/18/18 | WTS will hold a school wide Title I parent night to discuss curriculum information, etc. | | | District Curriculum Directors | 10/18/2018 |
| Notes: The meeting will be held on 10-18-2018 at 6:00 PM | | | | | | |
| | | WTS will maintain a Face Book page, posting timely and relevant information regarding school activities. | | | Web Master | 06/01/2019 |
| Notes: WTS Face Book page will be kept up to date. WTS Face Book page will communicate testing information. WTS Face Book page will contain posts regarding events at WTS. | | | | | | |
| | | WTS will hold a spring semester curriculum night. | | | District Curriculum Directors | 06/01/2019 |
| Notes: A date will be set for the spring semester curriculum night. This date has not been determined. | | | | | | |
| | | Each grade level/team will send out a weekly newsletter/update/communication log to parents with information regarding curriculum, activities, etc. in which students are involved. | | | Classroom Teachers | 05/01/2019 |
| Notes: News letters should include information on curriculum being covered for the week, assessments that may be given, activities in the classroom, and other information deemed necessary by the classroom teacher. | | | | | | |

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| | WTS will send out weekly call alert messages (usually on Sunday evenings) containing information regarding curriculum, testing, and other school information. | | Tom McLam, Carla Fowler | 06/01/2019 |
| <i>Notes:</i> Information that needs to be sent in a call alert needs to be given to the principal by Friday morning, each week. | | | | |