

# 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

**Baseline Academy** NCES - 50900001378

Little Rock School District

**School Success Indicators**

Key Indicators are shown in **RED**.

<b>School Leadership and Decision Making</b>			
<b>Establishing a team structure with specific duties and time for instructional planning</b>			
<b>Indicator</b>	<b>ID01 - A team structure is officially incorporated into the school governance policy.(36) (All Schools,Focus,Priority)</b>		
<b>Status</b>	<b>Objective Met</b> 11/3/2015		
<b>Assess</b>	Level of Development:	Initial: <b>Limited Development</b> 10/20/2015	
		<b>Objective Met -</b> 11/03/2015	
	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:	<p>Quarter 3 <input type="checkbox"/> District policy specifies the team structure for all schools which include a description of the teams' purposes and how they are constituted. New school leaders are apprised of this expectation and how the effectiveness of teams is determined. A common team structure for a school consists of (but not limited to) a Leadership Team (consisting of principal and teacher leaders), teacher Instructional Teams (teaching common subject area or grade level), student team (a diverse group of student leaders), management team (campus administrators and other personnel as needed) and a School Community Council (with a majority of members being parents Quarter 2 Meeting will be led by the principal (chairperson), who may delegate leadership to other team members when appropriate. By laws will be established to include team purpose, membership, roles, agenda, date, time and place. The team will designate a time keeper, and recorder. Article VI of the bylaws will address other school teams; Instructional Team, Grade level PLCs, PTA, Student Bets Club, all committees, and teams that may be created in the future. Article VII will address how new employees will become apprised of the Leadership Team's function and structure. Classes will be covered in advance for classroom teachers. Quarter 1 The team has adopted bylaws. Jobs are flexible. Team is learning how to assess indicators and how to an action plan. The team watched a video about the structure of the Leadership Team. The team is currently assessing and making action plans for the first quarter's indicators. The</p>
<b>Plan</b>	Assigned to:	Lisa Mack

How it will look when fully met:		<p>45 Day Plan Full Implementation Description District policy specifies the team structure for all schools which include a description of the teams' purposes and how they are constituted. New school leaders are apprised of this expectation and how the effectiveness of teams is determined. A common team structure for a school consists of (but not limited to) a Leadership Team (consisting of principal and teacher leaders), teacher Instructional Teams (teaching common subject area or grade level), student team (a diverse group of student leaders), management team (campus administrators and other personnel as needed) and a School Community Council (with a majority of members being parents (ID01). Beginning of year How it will Look</p> <ul style="list-style-type: none"> <li>• Principal, assistant principal and school improvement specialist will meet weekly to plan meeting and create agenda.</li> <li>• Leadership Team meeting agenda and Wise Ways will be sent to the team 1 week in advance. Update emails will be sent as needed.</li> <li>• Team members will come to the meeting prepared to accomplish the task at hand with all necessary data and materials.</li> <li>• Meeting will be led by the principal (chairperson), who may delegate leadership to other team members when appropriate.</li> <li>• The team will designate a time keeper, and recorder.</li> <li>• Minutes will be kept to share with the staff at monthly faculty meetings or via email (if appropriate).</li> <li>• All agendas and minutes will be posted to Indistar to be shared with the district, state, various community leaders and parents.</li> <li>• By laws will be established to include team purpose, membership, roles, meetings agenda,, date, time and place.</li> <li>• Classes will be covered in advance for classroom teachers \$\$\$ Projector will be purchased to share materials, websites, and videos.</li> </ul> <p>Evidence</p> <ul style="list-style-type: none"> <li>• Baseline Bylaws of School Leadership Team</li> <li>• Copies of LS team agendas, minutes, next steps, sign in sheets (kept in a Leadership Team notebook and posted to indistar. ) These items should reflect the focus on indicators for school improvement.</li> <li>• Calendar showing schedule of meetings</li> </ul>
Target Date:		10/16/2015
		<b>Tasks:</b>
	1. Bylaws will be established.	
	Assigned to:	Lisa Mack
	Added date:	10/20/2015
	Target Completion Date:	10/16/2015
	Comments:	<p>Team members will come to the meeting prepared to accomplish the task at hand with all necessary data and materials.</p> <ul style="list-style-type: none"> <li>• Meeting will be led by the principal (chairperson), who may delegate leadership to other team members when appropriate.</li> <li>• The team will designate a time keeper, and recorder.</li> <li>• By laws will be established to include team purpose, membership, roles, meeting's agenda,, date, time and place.</li> </ul>
	<b>Task Completed:</b>	<b>10/30/2015 12:00:00 AM</b>
	2. A School Based Teams form will be completed for the Instructional Team.	
	Assigned to:	Jonathan Crossley

		Added date:	02/15/2016
		Target Completion Date:	02/26/2016
		Comments:	The school based teams form should be completed by the chairperson of each team after meeting with members to discuss.
		<b>Task Completed:</b>	<b>2/26/2016 12:00:00 AM</b>
	3. A School Based Teams form will be completed for PLCs.		
		Assigned to:	Michael Henderson
		Added date:	02/15/2016
		Target Completion Date:	02/26/2016
		Comments:	The school based teams form should be completed by the chairperson of each team after meeting with members to discuss.
		<b>Task Completed:</b>	<b>2/26/2016 12:00:00 AM</b>
	4. A School Based Teams form will be completed for the Baseline PTA.		
		Assigned to:	Pamela Freeman
		Added date:	02/15/2016
		Target Completion Date:	02/26/2016
		Comments:	The school based teams form should be completed by the chairperson of each team after meeting with members to discuss.
		<b>Task Completed:</b>	<b>2/26/2016 12:00:00 AM</b>
	5. A School Based Teams form will be completed for Baseline SBIT.		
		Assigned to:	Paula Ramsey
		Added date:	02/15/2016
		Target Completion Date:	02/26/2016
		Comments:	The school based teams form should be completed by the chairperson of each team after meeting with members to discuss.
		<b>Task Completed:</b>	<b>2/26/2016 12:00:00 AM</b>
	6. A School Based Teams form will be completed for Baseline LPAC.		
		Assigned to:	Paula Vasquez
		Added date:	02/15/2016
		Target Completion Date:	02/26/2016
		Comments:	The school based teams form should be completed by the chairperson of each team after meeting with members to discuss.
		<b>Task Completed:</b>	<b>2/26/2016 12:00:00 AM</b>
	8. A School Based Teams form will be completed for the Guidance Team .		
		Assigned to:	Paula Ramsey
		Added date:	02/15/2016
		Target Completion Date:	02/26/2016

		Comments:	The school based teams form should be completed by the chairperson of each team after meeting with members to discuss.
		Task Completed:	2/26/2016 12:00:00 AM
<b>Implement</b>	Percent Task Complete:		100%
	Objective Met:		11/3/2015
	Experience:		11/3/2015 The Baseline Leadership Team read and discussed the Wise Ways regarding procedures for meeting and bylaws. LRSD sent a bylaws draft to modify. The team met and made modifications to the draft which were approved at the October 2, 2015 meeting. The procedures have been successfully followed at the last two meetings.
	Sustain:		11/3/2015 The procedures and bylaws will be followed at all Leadership Team meetings.
	Evidence:		11/3/2015 Please see the Leadership Team folder in indistar for a copy of the bylaws.
<b>Indicator</b>	<b>ID04 - All teams prepare agendas for their meetings.(39)(All Schools,Focus,Priority)</b>		
<b>Status</b>	<b>Objective Met</b> 11/4/2015		
<b>Assess</b>	Level of Development:		Initial: <b>Limited Development</b> 10/20/2015
			<b>Objective Met</b> - 11/04/2015
	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:		Quarter 3 <input type="checkbox"/> Each team has a specific purpose and scheduled time to meet and works from agendas and minutes Quarter 2 Principal, assistant principal and school improvement specialist will meet weekly to plan meeting and create agenda. Leadership Team meeting agenda and Wise Ways will be sent to the team 1 week in advance. Update emails will be sent as needed. Minutes will be kept to share with the staff at monthly faculty meetings or via email (if appropriate). All agendas and minutes will be posted to Indistar to be shared with the district, state, various community leaders and parents. Quarter 1 Agendas are being created collaboratively by the principal, assistant principal, and the SIS during weekly meetings. The agendas reflect the assessing, planning, and monitoring of indicators. Old Business is also listed (minutes from last meeting).
<b>Plan</b>	Assigned to:		Lisa Mack

	How it will look when fully met:	<p>How it will Look • Principal, assistant principal and school improvement specialist will meet weekly to plan meeting and create agenda. • Leadership Team meeting agenda and Wise Ways will be sent to the team 1 week in advance. Update emails will be sent as needed. • Team members will come to the meeting prepared to accomplish the task at hand with all necessary data and materials. • Meeting will be led by the principal (chairperson), who may delegate leadership to other team members when appropriate. • The team will designate a time keeper, and recorder. • Minutes will be kept to share with the staff at monthly faculty meetings or via email (if appropriate). • All agendas and minutes will be posted to Indistar to be shared with the district, state, various community leaders and parents. • By laws will be established to include team purpose, membership, roles, meetings agenda,, date, time and place. • Classes will be covered in advance for classroom teachers \$\$\$ Projector will be purchased to share materials, websites, and videos. Evidence • Baseline Bylaws of School Leadership Team • Copies of LS team agendas, minutes, next steps, sign in sheets (kept in a Leadership Team notebook and posted to indistar. ) These items should reflect the focus on indicators for school improvement. • Calendar showing schedule of meetings</p>
	Target Date:	10/16/2015
	<b>Tasks:</b>	
	1. Meet to determine agenda and work to be accomplished for LS team meeting	
	Assigned to:	Lisa Mack
	Added date:	10/20/2015
	Target Completion Date:	10/16/2015
	Frequency:	weekly
	Comments:	<p>• Principal, assistant principal and school improvement specialist will meet weekly to plan meeting and create agenda. (time, place, date) • Leadership Team meeting agenda and Wise Ways will be sent to the team 1 week in advance. • Meeting will be led by the principal (chairperson), who may delegate leadership to other team members when appropriate. • The school improvement specialist sends agenda and wise ways • The assistant principal will ensure that classes are covered in advance for classroom teachers</p>
	<b>Task Completed:</b>	<b>10/30/2015 12:00:00 AM</b>
	2. Agendas and minutes will be shared with all stakeholders.	
	Assigned to:	Lisa Mack
	Added date:	10/20/2015
	Target Completion Date:	10/16/2015
	Frequency:	twice monthly

		Comments:	<ul style="list-style-type: none"> <li>• Minutes will be kept to share with the staff at monthly faculty meetings or via email (if appropriate).</li> <li>• All agendas and minutes will be posted to Indistar to be shared with the district, state, various community leaders and parents.</li> <li>• Copies of LS team agendas, minutes, next steps, sign in sheets(kept in a Leadership Team notebook and posted to indistar.) These items should reflect the focus on indicators for school improvement.</li> </ul>
		Task Completed:	10/30/2015 12:00:00 AM
<b>Implement</b>	Percent Task Complete:		100%
	Objective Met:		11/4/2015
	Experience:		11/4/2015 The principal, assistant principal, and SIS are meeting weekly to discuss the agenda for Leadership Team meetings. This meeting takes place formally the week before the meeting so that agendas and documents can be sent the week before the meeting to all team members. An informal meeting takes place the week of the Leadership Meeting to review and/or revise the agenda. The agendas are sent via email since they are detailed. The minutes are posted on indistar. The SIS reports the work of the team at the monthly faculty meeting. Baseline staff and parents have been given the appropriate indistar login.
	Sustain:		11/4/2015 Both meeting times will be scheduled and set on the participants' calendars.
	Evidence:		11/4/2015 A notebook will be maintained by the SIS that contains sign in sheets, agendas, and notes taken at the agenda planning session.
<b>Indicator</b>	<b>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)</b>		
<b>Status</b>	<b>Objective Met</b> 11/9/2015		
<b>Assess</b>	Level of Development:		Initial: <b>Limited Development</b> 10/20/2015
			<b>Objective Met</b> - 11/09/2015
	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:	Quarter 3 The Leadership Team meets at least twice a month in regularly scheduled meetings of at least an hour Quarter 2 Principal, assistant principal and school improvement specialist will meet weekly to plan meeting and create agenda. A calendar has been sent to all team members with Leadership Team meeting dates. The calendar is also posted in the conference room. Quarter 1 Members have been chosen for the Leadership Team: Jonathan Crossley (principal), Pamela Freeman (assistant principal), Lisa Mack (local school improvement specialist), Pamela Criss (literacy facilitator), Michael Henderson (math facilitator), Paula Vasquez (language acquisition facilitator), Paula Ramsey (counselor), Tamika Jordan (third grade teacher), and Ruth Harnish (first year, kindergarten teacher). • Meetings have been scheduled to meet in the conference room at Baseline Academy from 1:00-2:30 twice monthly for the 2014-2015 school year.
<b>Plan</b>	Assigned to:	Jonathan Crossley
	How it will look when fully met:	How it will Look • Principal, assistant principal and school improvement specialist will meet weekly to plan meeting and create agenda. • Leadership Team meeting agenda and Wise Ways will be sent to the team 1 week in advance. Update emails will be sent as needed. • Team members will come to the meeting prepared to accomplish the task at hand with all necessary data and materials. • Meeting will be led by the principal (chairperson), who may delegate leadership to other team members when appropriate. • The team will designate a time keeper, and recorder. • Minutes will be kept to share with the staff at monthly faculty meetings or via email (if appropriate). • All agendas and minutes will be posted to Indistar to be shared with the district, state, various community leaders and parents. • By laws will be established to include team purpose, membership, roles, meetings agenda,, date, time and place. • Classes will be covered in advance for classroom teachers \$\$\$ Projector will be purchased to share materials, websites, and videos. Evidence • Baseline Bylaws of School Leadership Team • Copies of LS team agendas, minutes, next steps, sign in sheets (kept in a Leadership Team notebook and posted to indistar. ) These items should reflect the focus on indicators for school improvement. • Calendar showing schedule of meetings
	Target Date:	10/16/2015
	<b>Tasks:</b>	
	1. LCD projector will be purchased.	
	Assigned to:	Jonathan Crossley
	Added date:	10/20/2015
	Target Completion Date:	10/16/2015
	Comments:	\$\$\$ Projector will be purchased to share materials, websites, and videos.
	<b>Task Completed:</b>	<b>11/2/2015 12:00:00 AM</b>
<b>Implement</b>	Percent Task Complete:	100%
	Objective Met:	11/9/2015



Experience:	11/9/2015 The Baseline Academy Leadership Team has been established and has been meeting twice monthly since September 18, 2015. The team meets to assess, plan, and monitor indicators. An LCD projector has been ordered to help with this work. The principal, assistant principal, and local SIS meet weekly to plan the meetings.
Sustain:	11/9/2015 The Leadership Team will continue to meet twice monthly (or more if needed). The team will continue its work around the priority school indicators. The work will continue to be shared with all stakeholders.
Evidence:	11/9/2015 Posted agendas and minutes from the Leadership Team meetings.

## Curriculum, Assessment, and Instructional Planning

### Engaging teachers in assessing and monitoring student mastery

<b>Indicator</b>	<b>IIB02 - Unit pre-tests and post-tests are administered to all students in the grade level and subject covered by the unit of instruction.(92)(Priority)</b>		
<b>Status</b>	Tasks completed: 7 of 8 (88%)		
<b>Assess</b>	Level of Development:	Initial: <b>Limited Development</b> 10/20/2015	
	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:	A team of facilitators and teachers have completed the district CFA training. • Grade level Instructional Teams have started creating/selecting questions for posttests. • Grade level Instructional Teams have started creating/selecting questions for pretests. • Grade level Instructional Teams have started analyzing work to guide instruction. • Forms are being developed to archive data and to analyze data	
<b>Plan</b>	Assigned to:	Jonathan Crossley	

	How it will look when fully met:	How it will Look •Clear, written pre /posttest expectations for all grades- o 3 units of instruction with pre/post tests will be created each nine weeks (math and literacy) during instructional Team meetings. o The pretest will be formative for both the teacher and the student. o The posttest will be summative for the student and a grade will be recorded. The post test will still be formative for the teacher. o The LRSD curriculum map will be followed for planning/pacing of instruction based on the standards. •Clear, written system for collecting data will be developed by the principal and facilitators. •Clear, written system for analysis and discussion of data- o The instructional Team will analyze pretest data to determine instructional strategies in math and literacy. o Next steps will be determined for students who need support or enhanced learning opportunities. o Continuous positive feedback will be given to students to encourage mastery and perseverance. •Facilitators and trained teachers will lead the development of common assessments (beginning stages) •Leadership team will monitor progress •All facilitators and classroom teachers will attend LRSD CFA training by the second semester of the 2016-17 school year. •Completely led by teachers (end of 2015-16 school year)
	Target Date:	05/09/2016
	<b>Tasks:</b>	
	1. Facilitators and one teacher per grade level will attend the LRSD CFA training this school year.	
	Assigned to:	Lisa Mack
	Added date:	10/20/2015
	Target Completion Date:	10/01/2015
	Comments:	•Contact LRSD Curriculum and Instruction team for information on the district training •Register the following staff to attend the training: Pamela Criss, Literacy Facilitator, Michael Henderson, Math Facilitator, Paula Vasquez, Language Acquisition Facilitator, Classroom teachers-Ruth Harnish, Trina Rovelli, Grace Waddell, Tamika Jordan, Robin Smith, Tamara Caston
	<b>Task Completed:</b>	<b>10/30/2015 12:00:00 AM</b>
	2. All Classroom teachers will attend the LRSD CFA training by the second semester of the 2016-17 school year.	
	Assigned to:	Lisa Mack
	Added date:	10/20/2015
	Target Completion Date:	12/16/2016
	Comments:	• Contact LRSD Curriculum and Instruction team for information on the district training • Discuss preferred training dates with classroom teachers who have not had the training • Register the staff to attend the training when they are ready
	3. Facilitators, with the assistance of trained teachers, will lead the creation of pre/posttest in their instructional team meeting.	
	Assigned to:	Pamela Criss
	Added date:	10/20/2015

		Target Completion Date:	12/18/2015
		Frequency:	weekly
		Comments:	<ul style="list-style-type: none"> <li>•Facilitators will provide resources for teachers to use as they develop three week units of instruction with pre and post tests in literacy and mathematics</li> <li>•Teachers will collaborate to develop well planned units from the standards and LRSD curriculum maps</li> </ul>
		<b>Task Completed:</b>	<b>12/18/2015 12:00:00 AM</b>
	4. Leadership Team will create clear expectations for pre/post test creation and use that coincide with state and district expectations.		
		Assigned to:	Jonathan Crossley, Lisa Mack
		Added date:	10/20/2015
		Target Completion Date:	10/16/2015
		Comments:	<ul style="list-style-type: none"> <li>•Principal and SIS will collaborate with LRSD Curriculum and Instruction team members and Dennis Glasgow to determine district and state policies and expectations.</li> <li>•From this discussion, the principal will present this information to the Baseline Leadership Team who will develop a written set of expectations to be shared with teachers.</li> </ul>
		<b>Task Completed:</b>	<b>11/16/2015 12:00:00 AM</b>
	5. LRSD developed a form for CFA expectations. This form will be reviewed at the November 13th Leadership Team meeting.		
		Assigned to:	Lisa Mack
		Added date:	11/09/2015
		Target Completion Date:	11/13/2015
		Comments:	
		<b>Task Completed:</b>	<b>11/16/2015 12:00:00 AM</b>
	6. Facilitators will develop forms to archive and analyze test data.		
		Assigned to:	Lisa Mack,Pamela Criss, Michael Henderson, Paula V
		Added date:	01/05/2016
		Target Completion Date:	12/18/2015
		Comments:	Modify LRSD form to accommodate Baseline needs.
		<b>Task Completed:</b>	<b>12/4/2015 12:00:00 AM</b>
	7. The SIS will create a clear system for collecting and sharing data.		
		Assigned to:	Lisa Mack
		Added date:	01/05/2016
		Target Completion Date:	12/18/2015
		Comments:	Set up folders in Google Drive for teachers and facilitators to upload data; both summative and formative.
		<b>Task Completed:</b>	<b>12/4/2015 12:00:00 AM</b>
	8. Facilitators and teachers will analyze test data to determine instructional needs in literacy and math.		
		Assigned to:	facilitators and classroom teachers
		Added date:	01/05/2016

		Target Completion Date:	12/18/2015
		Frequency:	weekly
		Comments:	
		Task Completed:	12/18/2015 12:00:00 AM
<b>Implement</b>	Percent Task Complete:		88%
<b>Indicator</b>	<b>IIB04 - Teachers individualize instruction based on pre-test results to provide support for some students and enhanced learning opportunities for others.(94)(Focus,Priority)</b>		
<b>Status</b>	Tasks completed: 3 of 5 (60%)		
<b>Assess</b>	Level of Development:	Initial: <b>Limited Development</b> 10/20/2015	
	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:	<ul style="list-style-type: none"> <li>• A team of facilitators and teachers have completed the district CFA training.</li> <li>• Grade level Instructional Teams have started creating/selecting questions for posttests.</li> <li>• Grade level Instructional Teams have started creating/selecting questions for pretests.</li> <li>• Grade level Instructional Teams have started analyzing work to guide instruction.</li> <li>• Forms are being developed to archive data and to analyze data</li> </ul>	
<b>Plan</b>	Assigned to:	Jonathan Crossley	

How it will look when fully met:		<p>How it will Look</p> <ul style="list-style-type: none"> <li>•Clear, written pre /posttest expectations for all grades- o3 units of instruction with pre/post tests will be created each nine weeks (math and literacy) during instructional Team meetings.</li> <li>oThe pretest will be formative for both the teacher and the student.</li> <li>oThe posttest will be summative for the student and a grade will be recorded. The post test will still be formative for the teacher.</li> <li>oThe LRSD curriculum map will be followed for planning/pacing of instruction based on the standards.</li> <li>•Clear, written system for collecting data will be developed by the principal and facilitators.</li> <li>•Clear, written system for analysis and discussion of data- oThe instructional Team will analyze pretest data to determine instructional strategies in math and literacy.</li> <li>o Next steps will be determined for students who need support or enhanced learning opportunities.</li> <li>oContinuous positive feedback will be given to students to encourage mastery and perseverance.</li> <li>•Facilitators and trained teachers will lead the development of common assessments (beginning stages)</li> <li>•Leadership team will monitor progress</li> <li>•All facilitators and classroom teachers will attend LRSD CFA training by the second semester of the 2016-17 school year.</li> <li>•Completely led by teachers (end of 2015-16 school year)</li> </ul> <p>Evidence</p> <ol style="list-style-type: none"> <li>1.Instructional Team meeting agendas and minutes should reflect the creation of pre/posttest (at least 3 times quarterly)</li> <li>2.Instructional Team meeting agendas and minutes should reflect the analyzing of pre/posttest data (at least 3 times quarterly)</li> <li>3.Notebook with literacy/math CFAs</li> <li>4.Student grades should reflect at least 3 posttest sores per 9 weeks.</li> <li>5.Instructional Team meeting agendas and minutes should reflect that teachers are leading the sessions.</li> <li>6.Teacher lesson plans reflect correlation between test data analysis and instructional strategies, differentiation of instruction, and rti goals.</li> <li>7.Pre/post test expectations will be posted in the staff handbook.</li> </ol>
Target Date:		05/30/2016
	<b>Tasks:</b>	
	1. A large dry erase Calendar will be purchased and located in the office area in order for all staff and faculty to keep abreast of monthly meetings, testing,professional development, and special events.	
	Assigned to:	Pamela Freeman
	Added date:	03/03/2016
	Target Completion Date:	03/18/2016
	Comments:	Organization and information important for each month; (monthly meetings, testing,professional development, and special events.)
	2. Facilitators will develop forms to archive and analyze test data; to include a clear system for collecting and sharing data.	
	Assigned to:	Lisa Mack,Pamela Criss, Michael Henderson, Paula V
	Added date:	10/21/2015
	Target Completion Date:	12/18/2015
	Comments:	<ul style="list-style-type: none"> <li>•Choose or create formats for data collection and analysis (math, literacy, ELL)</li> <li>•Collaborate to determine how to collect, share, and archive data</li> </ul>

		<b>Task Completed:</b>	12/4/2015 12:00:00 AM
		3. Facilitators and teachers will analyze test data to determine instructional needs in literacy and math.	
		Assigned to:	Facilitators, Classroom Teachers
		Added date:	10/21/2015
		Target Completion Date:	12/18/2015
		Frequency:	weekly
		Comments:	Facilitators and teachers will use the data to determine: <ul style="list-style-type: none"> <li>•support and enhanced learning opportunities for students</li> <li>•create individualized growth goals for students</li> <li>•provide continuous feedback to students in order to encourage mastery and perseverance</li> <li>•determine instructional strategies to use in math and literacy</li> </ul>
		<b>Task Completed:</b>	12/18/2015 12:00:00 AM
		4. The Leadership Team will review forms for sharing and archiving pre/post test data.	
		Assigned to:	Pamela Criss
		Added date:	11/09/2015
		Target Completion Date:	11/13/2015
		Comments:	Facilitators will bring the currently used forms to the Nov. meeting to be reviewed by team.
		<b>Task Completed:</b>	12/4/2015 12:00:00 AM
		5. Contact media specialist to provide professional development for staff on Outlook Calendar.	
		Assigned to:	Lisa Mack
		Added date:	03/03/2016
		Target Completion Date:	03/11/2016
		Comments:	Media specialist will prepare a short PD session to help teachers learn how to use Outlook Calendar so all staff and faculty easily stay informed and can inform the school about monthly events and occurrences.
<b>Implement</b>	Percent Task Complete:	60%	
<b>Classroom Instruction</b>			
<b>Expecting and monitoring sound classroom management</b>			
<b>Indicator</b>	<b>IIIC10 - All teachers reinforce classroom rules and procedures by positively teaching them.(165)(Priority)</b>		
<b>Status</b>	Tasks completed: 9 of 12 (75%)		
<b>Assess</b>	Level of Development:	Initial: <b>Limited Development</b> 10/21/2015	
	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:	1. Teachers have established classroom rules and norms with the class. 2. Rituals and Routines have been established the first 2 weeks of school. 3. Teachers are not consistent and always positive about expectations. 4. Individual behavior plans are starting to be made and implemented by the team consisting of the teacher, counselor, behavior specialist, 5. Gentlemen and Ladies clubs are being established for a targeted group of students. resource teacher and mental health worker. 6. The faculty has begun to assess our current practice of behavior management and are starting create a school- wide plan 7. A school-wide incentive system is being established. 8. A school-wide discipline plan is being established.
<b>Plan</b>	Assigned to:	Jonathan Crossley
	How it will look when fully met:	How it will Look- •A school-wide collaborative system for school discipline will be put in place and a process for behavior management will be established. •Clear, consistent behavior protocol will be put in place. •Clear, consistent classroom management systems will be developed and executed by all teachers. Classroom rituals and routines will be established by teachers. These procedures will be taught and reinforced daily with the students. •A system for collecting behavior data will be established and implemented. •A school-wide behavior plan with incentives will be established. (Blue Jay Bucks) •Individual behavior plans will be made for students who require more structure and incentive for acceptable and improved behavior •Engaging instruction will limit behavior problems. •A plan will be developed to support teachers who are struggling with classroom management. Evidence- •Reduced visits to the principal. •Reduced disruptive behavior in classes and hallways. •Rules and norms will be posted in classrooms. •Classroom rituals and routines will be observed and noted in classroom observation notes. •Collected behavior data will be analyzed and used to help reduce disruptions to instruction. •Individual behavior plans for students who need this support. •Baseline Behavior Management System will be posted in the handbook and shared with parents.
	Target Date:	12/18/2015
	<b>Tasks:</b>	
	1. A system for collecting behavior data will be established and implemented.	
	Assigned to:	Michael Henderson
	Added date:	10/21/2015
	Target Completion Date:	12/18/2015
	Comments:	Research systems for collecting behavior data and report to the Leadership Team. The Leadership Team will choose the system.
	<b>Task Completed:</b>	<b>11/13/2015 12:00:00 AM</b>
	2. A plan will be developed to support teachers who are struggling with classroom management.	
	Assigned to:	Jonathan Crossley
	Added date:	10/21/2015

		Target Completion Date:	12/18/2015
		Comments:	A plan for teachers who are struggling with classroom management will be based on classroom observations with feedback. Look into professional development sessions and mentors for these teachers.
		<b>Task Completed:</b>	<b>12/18/2015 12:00:00 AM</b>
	3. Engaging instruction will limit behavior problems.		
		Assigned to:	Pamela Criss, Michael Henderson, Paula Vasquez
		Added date:	10/21/2015
		Target Completion Date:	05/30/2016
		Frequency:	weekly
		Comments:	This will be based on classroom observations with feedback. Look into professional development sessions and mentors for teachers. Engaging instruction will be discussed at the end of the year Reflection Academy.
	4. A school-wide incentive plan will be created and established.		
		Assigned to:	Stephanie Hall, Youth Specialist
		Added date:	10/21/2015
		Target Completion Date:	12/18/2015
		Comments:	A written document will be created explaining the weekly and quarterly incentives and the incentive plan to be used by Baseline. (Blue Jay Bucks)
		<b>Task Completed:</b>	<b>11/30/2015 12:00:00 AM</b>
	5. The Baseline staff will collaboratively assess the current behavior management system and create a plan for consistency and high behavior expectations building wide. Appropriate and consistent consequences will be established.		
		Assigned to:	Jonathan Crossley
		Added date:	10/21/2015
		Target Completion Date:	10/05/2015
		Comments:	Principal will lead collaboration for assessing and improving behavior at ongoing professional development sessions. Teachers will collectively and honestly assess the building's behavior management and reflect on their own practices. The ideal system will be described and next steps towards implementation will be determined. These goals and next steps will be discussed at the next Leadership Team meeting.
		<b>Task Completed:</b>	<b>10/5/2015 12:00:00 AM</b>
	6. Establish a list of classroom rituals and routines to be taught and reinforced with each classroom.		
		Assigned to:	Classroom Teachers
		Added date:	10/21/2015
		Target Completion Date:	12/18/2015
		Frequency:	daily



		Comments:	Rituals and routines should be taught and practiced with the class regularly and expectations should be consistent. Observations will serve as evidence that rituals and routines have been established, modeled, and practiced.
		Task Completed:	12/18/2015 12:00:00 AM
	7. Individual behavior plans will be made for students who require more structure and incentive for acceptable behavior.		
		Assigned to:	Paula Ramsey
		Added date:	10/21/2015
		Target Completion Date:	12/18/2015
		Frequency:	twice monthly
		Comments:	Teams will meet as needed to make or modify individual behavior plans. These needs will be addressed at the bi-monthly SBIT meeting.
		Task Completed:	12/18/2015 12:00:00 AM
	8. Michael Henderson, math facilitator, will create a draft spreadsheet for collecting data based on a list of ideas brainstormed at the October 30th Leadership Team meeting.		
		Assigned to:	Michael Henderson
		Added date:	11/09/2015
		Target Completion Date:	11/13/2015
		Comments:	Spreadsheet will include the following: Number of students with disciplinary infractions (weekly)broken down by classroom, specialist area, lunchroom/recess, types of behaviors, repeat offenders, race, gender, students with special needs
		Task Completed:	11/13/2015 12:00:00 AM
	9. The counselor and principal will meet with Day Springs (mental health provider) to ensure that individual behavior plans are being created and implemented for students who are in need of extra support for behavior. This information will be shared at the November 13th Leadership Meeting.		
		Assigned to:	Paula Ramsey, Jonathan Crossley
		Added date:	11/09/2015
		Target Completion Date:	11/13/2015
		Comments:	What is the plan for identifying students who need extra support with their behavior? 504 and resource students? Other identified students? SBIT?
		Task Completed:	11/13/2015 12:00:00 AM
	10. The Principal will invite the Youth Specialist to attend the November 13th Leadership Team meeting to share behavior data that she has collected.		
		Assigned to:	Jonathan Crossley
		Added date:	11/09/2015
		Target Completion Date:	11/13/2015
		Comments:	Discuss behavior data that has been collected by Youth Specialist.What is different about the classrooms showing none or very few behavior infractions?
		Task Completed:	11/13/2015 12:00:00 AM

		11. Uniform documents will be created for teachers to use when sending students to the principal.	
		Assigned to:	Jonathan Crossley
		Added date:	02/25/2016
		Target Completion Date:	03/11/2016
		Comments:	The forms should be uniform and provide principal or behavior specialist with enough information about the behavior that is causing disruptions in the class. The form should also include all intervening steps that have been taken before sending the student to the principal.
		12. A Google document will be created for behavior data.	
		Assigned to:	Pamela Freeman
		Added date:	02/25/2016
		Target Completion Date:	02/26/2016
		Comments:	Document will be created with Google Docs so that this information can be updated and shared regularly with LS Team members. The behavior specialist will create the form. Pamela Freeman will work with the behavior specialist and update at next LS Team meeting.
<b>Implement</b>	Percent Task Complete:		75%
<b>Family Community Engagement</b>			
<b>Defining the purpose, policies, and practices of a school community</b>			
<b>Indicator</b>	<b>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)</b>		
<b>Status</b>	Tasks completed: 6 of 7 (86%)		
<b>Assess</b>	Level of Development:	Initial: <b>Limited Development</b> 10/21/2015	
	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:	For the 2015-16 school year, Baseline Academy chose to use the LRSD Title I compact that outlines how parents, school staff, and students can work together. Most compacts are signed by principal, student, teachers, and parent and are placed in a folder in their classroom. They will be placed in the student's permanent record file at the end of the year.	
<b>Plan</b>	Assigned to:	Pamela Freeman	

	How it will look when fully met:	How is will Look- For the 2015-16 school year- •ALL compacts are signed and on file. For the 2016-17 school year- •Research and elicit ideas for a meaningful compact that meets the needs and goals of Baseline Academy. •Compact developed collectively to include all stakeholders. •Clear and transparent school priorities tied to core values. •Expectations for all members of school community are tied to school priorities. •A clear process for getting compacts signed and communicated to the school community. •Compact will be available in English and Spanish. Evidence- •All compacts will be signed by student, parent, teacher, and principal. •All compacts will be placed in a folder/notebook in each classroom. •All compacts will be placed in the PRF at the end of the year. •Sharing of the current compact will be on the agenda for the October 12 faculty meeting.
	Target Date:	09/02/2016
	<b>Tasks:</b>	
	1. Check to see if ALL compacts are on file.	
	Assigned to:	Pamela Freeman
	Added date:	10/21/2015
	Target Completion Date:	12/18/2015
	Comments:	All student compacts are signed and in a folder/notebook in classrooms. They should be placed in the PRF at the end of the year.
	<b>Task Completed:</b>	12/18/2015 12:00:00 AM
	2. The idea of a school compact will be shared at the October faculty meeting and via email. A copy of Wise Ways will be sent via email.	
	Assigned to:	Lisa Mack
	Added date:	10/21/2015
	Target Completion Date:	10/19/2015
	Comments:	Review with staff that all compacts should be signed and shared with parents at parent teacher conference day (February 15, 2015). Teachers are responsible for keeping the on file in their classroom, to be place in the PRF at the end of the year. Share Wise Ways handout with staff. They should be thinking about how to improve this for next year. A Baseline Compact Team will be established.
	<b>Task Completed:</b>	10/20/2015 12:00:00 AM
	3. Research and elicit ideas for a meaningful compact that meets the needs and goals of Baseline Academy. This will be on the agenda for the end of the year Reflection Academy.	
	Assigned to:	Faculty
	Added date:	10/21/2015
	Target Completion Date:	05/30/2016
	Comments:	Staff will research and send ideas to the Baseline Compact Team. Parents will be surveyed about their ideas in the spring. The team will share the ideas with the staff. Baseline staff will collaborate to determine the compact that will be used for the 2016-2017 school year.
	4. Resend current compact home for signatures.	

		Assigned to:	Pamela Freeman
		Added date:	11/04/2015
		Target Completion Date:	12/18/2015
		Comments:	
		<b>Task Completed:</b>	<b>12/18/2015 12:00:00 AM</b>
	5. Ensure that teachers have a system in place for filing all important documentation and student records.		
		Assigned to:	Pamela Freeman
		Added date:	11/04/2015
		Target Completion Date:	12/18/2015
		Comments:	
		<b>Task Completed:</b>	<b>12/18/2015 12:00:00 AM</b>
	6. Contact the district to obtain a check list for items that should be placed in the permanent record file at the close of the year.		
		Assigned to:	Pamela Criss
		Added date:	11/04/2015
		Target Completion Date:	12/18/2015
		Comments:	The contact person at the LRSD central office is Charlotte Washington.
		<b>Task Completed:</b>	<b>12/18/2015 12:00:00 AM</b>
	7. Provide more guidance and understanding of the idea of creating a compact specific to Baseline and its core values.		
		Assigned to:	Jonathan Crossley
		Added date:	11/04/2015
		Target Completion Date:	12/08/2015
		Comments:	Faculty meeting.
		<b>Task Completed:</b>	<b>12/8/2015 12:00:00 AM</b>
<b>Implement</b>	Percent Task Complete:		86%