

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

Mabelvale Middle School NCES - 50900001388

Little Rock 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)**
(All Schools,Focus,Priority)

Status Tasks completed: 10 of 11 (91%)

Assess	Level of Development:	Initial: Limited Development 11/18/2015	
		Objective Met - 01/15/2016	
	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:	Mabelvale has an established meeting time which is every other Wednesdays (two times per month) from 4: - 5:00 or one hour per meeting. The membership of the meeting includes the principal,assistant principals, the literacy facilitator, the math facilitator, district personnel (guest), teachers from each content area and a counselor.	
Plan	Assigned to:	Katie Gusewelle	
	How it will look when fully met:	Mabelvale Middle School's leadership team consists teacher leaders, facilitators, administrators, SIS with the goal of making decisions that will focus on achievement improvement within a collaborative culture. The focus on improving student achievement with established roles, meetings regularly through times towards the goals. We will also have an administrative team, content teacher teams, grade level teams, and a school community council team.	
	Target Date:	02/01/2016	
	Tasks:		
		1. The leadership team meeting time has been altered to 4:00 - 5:00.	
	Assigned to:	Rhonda Hall	
	Added date:	11/18/2015	
	Target Completion Date:	12/02/2015	

		Comments:	The meeting time has been changed to ensure all leadership team members have the opportunity to attend the scheduled meeting. Jennifer Nelson will be responsible for sending the meeting times and dates regularly.
		Task Completed:	12/2/2015 12:00:00 AM
		2. Roles will be established for the team. Roles - SIS - Jennifer Nelson - process manager. Gusewelle - Process manager Facilitator/Team Leader -Rhonda Hall Time Keeper - Dannisha Stroud Data Manager - Trina Bright and Donna Cochran	
		Assigned to:	Jennifer Nelson
		Added date:	11/18/2015
		Target Completion Date:	12/02/2015
		Comments:	The details above explains the roles of each staff member.
		Task Completed:	12/2/2015 12:00:00 AM
		3. The school community council must be established with parents and other stakeholders.	
		Assigned to:	Fran Moseley -Patterson
		Added date:	11/18/2015
		Target Completion Date:	02/01/2016
		Comments:	Parent involvement facilitator and coordinator will recruit parents for the school community council. Agendas, sign - in sheets, contact information will be available as documentation. The meeting time, date and responsibilities will be established.
		Task Completed:	1/4/2016 12:00:00 AM
		4. Establish a common goal for the leadership team. Common goal is to focus on student achievement through a collaborative culture with regularly scheduled meetings and times.	
		Assigned to:	Rhonda Hall
		Added date:	11/18/2015
		Target Completion Date:	11/18/2015
		Comments:	
		Task Completed:	11/18/2015 12:00:00 AM
		5. Ensure that leadership team minutes are distributed to content and grade level teams for feedback.	
		Assigned to:	Jennifer Nelson
		Added date:	11/18/2015
		Target Completion Date:	12/02/2015
		Frequency:	monthly
		Comments:	Updates from the leadership team will be share during teaming or department meetings monthly. Feedback will be provided to the leadership team.
		Task Completed:	12/2/2015 12:00:00 AM
		6. Establish an Administrative Team meeting time	
		Assigned to:	Rhonda Hall
		Added date:	03/01/2016
		Target Completion Date:	02/29/2016

		Comments:	The administrative team meets every Monday at 9:30. The meetings last from 1-2 hours.
		Task Completed:	2/8/2016 12:00:00 AM
	7. Change the collaboration and teaming agendas to include team roles and meeting expectations		
		Assigned to:	Rhonda Hall
		Added date:	03/01/2016
		Target Completion Date:	01/28/2016
		Comments:	Roles include: time keeper. someone to record minutes, etc
		Task Completed:	2/1/2016 12:00:00 AM
	8. Create Bylaws for School Community Council		
		Assigned to:	Alicia Troutman
		Added date:	03/01/2016
		Target Completion Date:	03/18/2016
		Comments:	Mr. Patterson is able to assist with this. There are already various parts of the bylaws completed for the school community council.
		Task Completed:	3/7/2016 12:00:00 AM
	9. Create new teacher orientation process/packet		
		Assigned to:	Rhonda Hall
		Added date:	03/01/2016
		Target Completion Date:	05/27/2016
		Comments:	this can be included in the bylaws
	10. Create a plan to bridge information from collaboration meetings to Leadership meetings (2-way communication)		
		Assigned to:	Donna Cochran
		Added date:	03/01/2016
		Target Completion Date:	03/04/2016
		Comments:	Facilitators can bring back information from teaming/collaboration meetings to the leadership meetings.
		Task Completed:	2/24/2016 12:00:00 AM
	11. Create Bylaws for Instructional Leadership Team		
		Assigned to:	Jennifer Nelson
		Added date:	03/01/2016
		Target Completion Date:	03/18/2016
		Comments:	include purpose, how members are chosen, scheduled time
		Task Completed:	3/3/2016 12:00:00 AM
Implement	Percent Task Complete:		91%
	Objective Met:		1/15/2016

	Experience:	1/15/2016 The leadership team established a meeting time during the work day so that members didn't have to stay late after work. There were problems getting coverage for so many classroom teachers. The times were changed to 4:00-5:00 so that all members could be present. To effectively use time, the SIS sends the agenda to members ahead of time so that they can prepare before the meeting. This has assisted the team with coming up with meaningful ideas. By sending the minutes out to the rest of the staff, we are able to get valuable input from other stakeholders.
	Sustain:	1/15/2016 Mabelvale will continue to meet bi-monthly. The leadership team will need to continue to monitor member attendance and decide if alternate dates and times are needed.
	Evidence:	1/15/2016 Agendas and minutes from the meetings are available in Indistar and in the front office.
Indicator	ID04 - All teams prepare agendas for their meetings.(39)(All Schools,Focus,Priority)	
Status	Objective Met 12/8/2015	
Assess	Level of Development:	Initial: Limited Development 12/03/2015
		Objective Met - 12/08/2015
	Index:	6 (Priority Score x Opportunity Score)
	Priority Score:	2 (3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3 (3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	The Leadership team prepares an agenda and distributes it at the meeting. They are kept in a binder in the front office. Collaboration and instructional content teams utilize an agenda template and fill it in during the meeting. They are kept in a binder with the team leader.
Plan	Assigned to:	Jennifer Nelson
	How it will look when fully met:	All teams will prepare an agenda for meetings and distribute them to the team at least 48 hours before the meeting. A copy of the agenda will continue to be kept in a binder by team leaders and another copy will be given to administration. Minutes and agendas will be distributed to staff for feedback.
	Target Date:	02/01/2015
	Tasks:	
	1. Templates will be created for teachers to use for agendas that include a space for minutes and discussion notes.	
	Assigned to:	Rhonda Hall
	Added date:	12/03/2015
	Target Completion Date:	12/16/2015

		Comments:	Mrs. Hall and Ms. Nelson will meet to create a template for teacher usage. Teachers will have the autonomy to add or delete things to the template based on their team needs. A uniform agenda was collaboration team meetings was suggested.
		Task Completed:	12/8/2015 12:00:00 AM
	2. Leadership team agendas will be available 48-72 hours before the meeting.		
		Assigned to:	Jennifer Nelson
		Added date:	12/03/2015
		Target Completion Date:	12/16/2015
		Frequency:	twice monthly
		Comments:	Ms. Nelson suggested having agendas available ahead of time so that team members are able to review and prepare for meetings.
		Task Completed:	12/8/2015 12:00:00 AM
Implement	Percent Task Complete:		100%
	Objective Met:		12/8/2015
	Experience:		12/8/2015 The pursuit if this objective was not difficult. Teachers appreciated the template and the ability to change them as needed. The leadership team was better prepared for team meetings by having the agenda a few days ahead of time. This enabled them to look over the indicators and prepare to discuss them.
	Sustain:		12/8/2015 To sustain the efforts and continue to meet this objective, we will need to monitor the agendas and minutes that are turned in to the office. This is to ensure that the agendas are being utilized and that are effective.
	Evidence:		12/8/2015 A template for agendas has been created and distributed to staff via email. This template can be modified for optimum use by each team. Teachers are using these agendas at team meetings and turning them in to the front office. Leadership meeting agendas are being sent via email to the leadership team an average of two days before the meeting. This allows members to see the agenda ahead of time and work individually on the indicators and then share out at the meetings.
Indicator	ID07 - A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff meets regularly (twice a month or more for an hour each meeting).(42)(All Schools,Focus,Priority)		
Status	Objective Met 12/15/2015		
Assess	Level of Development:		Initial: Limited Development 12/03/2015
			Objective Met - 12/15/2015
	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:	The instructional leadership team meets every other Wednesday from 4-5. The instructional content teams meet 3 times per week.
Plan	Assigned to:	Rhonda Hall
	How it will look when fully met:	When this objective is being fully met, leadership and instructional teams will be formed and duties will be assigned. A schedule of meetings will be made and available for all stakeholders. To provide evidence that this objective is fully met, there should be a list of all teams that include: members, duties, and when they meet.
	Target Date:	12/18/2015
	Tasks:	
	1. Content instructional teams will meet 3 times per week for 45 minutes each.	
	Assigned to:	Rhonda Hall
	Added date:	12/03/2015
	Target Completion Date:	12/03/2015
	Frequency:	weekly
	Comments:	Content area teams already meet three times a week for planning. Dr. Whitehorn suggested that teachers use teaming and collaboration time wisely because we do not know how much longer we will have it.
	Task Completed:	12/3/2015 12:00:00 AM
	2. Teams should have specific duties assigned to members at each meeting. There should be a time keeper, a facilitator, and someone to take minutes.	
	Assigned to:	Jennifer Nelson
	Added date:	12/03/2015
	Target Completion Date:	12/14/2015
	Comments:	Some teams had this in place already. This was set as an expectation at team meetings on 12/15/15.
	Task Completed:	12/15/2015 12:00:00 AM
	3. A schedule with the meeting times/days for each team will be available.	
	Assigned to:	Jennifer Nelson
	Added date:	12/03/2015
	Target Completion Date:	12/14/2015
	Comments:	
	Task Completed:	12/11/2015 12:00:00 AM
	4. SIS will meet every other week with math and literacy facilitators	
	Assigned to:	Jennifer Nelson
	Added date:	12/15/2015
	Target Completion Date:	12/18/2015
	Frequency:	twice monthly
	Comments:	Ms. Nelson will meet with Mrs. Bright and Mrs. Cochran to set up a bi-monthly meeting.
	Task Completed:	12/11/2015 12:00:00 AM

		5. SIS will meet with building administrator weekly to discuss school and academic improvement
	Assigned to:	Jennifer Nelson
	Added date:	12/15/2015
	Target Completion Date:	12/18/2015
	Frequency:	weekly
	Comments:	
	Task Completed:	12/8/2015 12:00:00 AM
Implement	Percent Task Complete:	100%
	Objective Met:	12/15/2015
	Experience:	12/15/2015 Pursuing this objective was not difficult. Leadership teams were already established at Mabelvale Middle School. There were just a few things that needed to be added to the teams. Teacher representation was added and job duties during the meetings were added (time keeper, facilitator, etc) Setting up meeting times between the SIS, facilitators, and principal was not very difficult. Everyone checked their schedules and agreed upon a day and time.
	Sustain:	12/15/2015 To continue to meet this objective, teachers will have to volunteer to stay after school for meetings. The meetings were in the day time, but coverage was hard to find for classroom teachers. Having meetings after school is the only time that all members are available. However, we are asking teachers to give up personal time. We will also have to make sure that the members who are assigned duties, take ownership of their role. This will keep the meetings running smoothly and make sure we stay on task.
	Evidence:	12/15/2015 The instructional leadership team meets every other Wednesday from 4-5 PM. This team is made up of Administration from the building and district level, teachers, specialists, and facilitators. The SIS and building principal have a standing weekly meeting to discuss school and academic improvement. The SIS and instructional facilitators will meet every other Monday at 9:30 AM. Agendas and minutes can be provided as proof for implementation.

Curriculum, Assessment, and Instructional Planning

Engaging teachers in assessing and monitoring student mastery

Indicator	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)		
Status	Objective Met 2/5/2016		
Assess	Level of Development:	Initial: Limited Development 12/17/2015	
		Objective Met - 02/05/2016	
	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:	Unit pre-test are being administered by some content area teachers in most grade levels. Assessments are currently not "common" across grade level content areas. Some pre-test assessments are covering the entire 9 weeks while others are covering the current unit. There were no clear directives in the beginning of the year with regards to how to break the units apart for the tests. All data has not been consistently submitted.	
Plan	Assigned to:	Rhonda Hall	
	How it will look when fully met:	Teacher Instructional Teams develop units of instruction with one or more formative assessments to determine student mastery of objectives prior to the introduction of lessons or units and their mastery at the end. This is a quick-check that enables the teacher to adjust his or her approach in teaching the lesson/unit and differentiate assignments and supports for each student. A unit test is an assessment device, aligned with each standards-based objective covered in the unit, and administered to all students before and after the unit of instruction. The pre-test and post-test are the same test, or parallel items for the same objectives, given at the beginning and end of a unit. Unit tests are constructed to give teachers a good idea of a student's current level of mastery of the objectives without taking a great amount of time to administer.	
	Target Date:	01/29/2016	
Tasks:			
	1. Clear expectations will be set at team meetings regarding pre tests and how to submit data to the appropriate person.		
	Assigned to:	Jennifer Nelson	
	Added date:	12/17/2015	
	Target Completion Date:	12/17/2015	
	Comments:	SIS and building administrator will attend team meetings and give instructions about common assessments across grade level content areas.	
	Task Completed:	12/17/2015 12:00:00 AM	
	2. A calendar will be created with approximate dates for pre/ post assessments for next quarter.		
	Assigned to:	Rhonda Hall	
	Added date:	12/17/2015	
	Target Completion Date:	01/22/2016	
	Comments:	SIS and building administrator will meet to create a schedule/calendar for assessments. This should assist teachers with planning to administer these assessments. Facilitators should also be in this meeting.	
	Task Completed:	1/14/2016 12:00:00 AM	
	3. Math curriculum map objectives will be divided into 3 week sections to help plan for pre test assessments		

		Assigned to:	Donna Cochran
		Added date:	12/17/2015
		Target Completion Date:	01/22/2016
		Comments:	
		Task Completed:	1/29/2016 12:00:00 AM
	4. English curriculum map objectives will be divided into 3 week sections to help plan for pre test assessments		
		Assigned to:	Trina Bright
		Added date:	12/17/2015
		Target Completion Date:	01/15/2016
		Comments:	District curriculum map already reflected units. However, teachers needed to adjust them.
		Task Completed:	1/29/2016 12:00:00 AM
	5. Math facilitator will meet with collaboration teams to plan assessments and units for next quarter		
		Assigned to:	Donna Cochran
		Added date:	12/17/2015
		Target Completion Date:	01/15/2016
		Comments:	Planned during district PD
		Task Completed:	1/29/2016 12:00:00 AM
	6. Literacy facilitator will meet with English collaboration teams to plan for assessments.		
		Assigned to:	Trina Bright
		Added date:	12/17/2015
		Target Completion Date:	01/15/2016
		Comments:	
		Task Completed:	2/1/2016 12:00:00 AM
Implement	Percent Task Complete:		100%
	Objective Met:		2/5/2016
	Experience:	2/5/2016 English and Math teachers began giving unit pre/post tests. We expanded to all core areas and then again to all subject areas. Some teachers didn't understand how and why related arts would use this data to drive instruction. Once a professional development opportunity was presented, teachers were able to see how administering these unit assessments would be beneficial across all curriculum areas.	
	Sustain:	2/5/2016 We will continue to monitor how many pre and post tests are given compared to the number of students enrolled. There is a discrepancy with the numbers in the computer system. We will also continue to set testing windows and deadlines to turn in data.	
	Evidence:	2/5/2016 Teachers are required to turn in data from pre and post assessments at the end of each unit. The SIS, building administrator, and facilitators have the data.	

Indicator	IIB04 - Teachers individualize instruction based on pre-test results to provide support for some students and enhanced learning opportunities for others.(94)(Focus,Priority)		
Status	Objective Met 3/29/2016		
Assess	Level of Development:	Initial: Limited Development 12/17/2015	
		Objective Met - 03/29/2016	
	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:	Most teachers are administering pre test. There is no evidence of instruction being individualized based on pre test results. Teachers indicate that there is instructional planning based on the classroom assessments results.	
Plan	Assigned to:	Rhonda Hall	
	How it will look when fully met:	The pre-test is a quick formative assessment at the beginning of a lesson or unit to determine each student's mastery of standards-aligned objectives prior to teaching the lesson or unit. The data from the pre-test enables the teacher to modify the lessons and to differentiate assignments for students, providing extra help for some and enhancing the assignments for others. A pre-test, designed by the instruction team and aligned to the curriculum and standards, is given to all students to determine their level of understanding and knowledge of the unit the teacher is getting ready to start. The results of the pre-test gives the teacher a "starting point" for each student. The results of the pre-test may indicate that the student is not ready for the new material, in which case the teacher would adjust to include extra supports for that student to bring the student up to speed with the rest of the class. Other students may have already mastered the skill or idea, and would need additional materials to spark interest or challenge new thinking.	
	Target Date:	03/30/2016	
	Tasks:		
	1. Survey teacher needs for professional development on differentiated instruction		
	Assigned to:	Donna Cochran	
	Added date:	12/17/2015	
	Target Completion Date:	01/08/2016	
	Comments:	Math and Literacy facilitator will use survey monkey to generate a survey to staff to see the training needs.	
	Task Completed:	1/29/2016 12:00:00 AM	
	2. Provide training and/or professional development on differentiating instruction		
	Assigned to:	Rhonda Hall	
	Added date:	12/17/2015	
	Target Completion Date:	02/05/2016	

		Comments:	Mrs. Hall will contact Dr. Sain on PD needs for the building. Dr. Sain stated that DI has been offered several times this year. We used the Indistar training module.
		Task Completed:	2/9/2016 12:00:00 AM
	3. Teacher data forms will be completed and submitted to facilitators, administrator, and SIS.		
		Assigned to:	Jennifer Nelson
		Added date:	12/17/2015
		Target Completion Date:	03/18/2016
		Frequency:	monthly
		Comments:	Teacher data forms should be submitted after each pre-test. Usually about every 3 weeks.
		Task Completed:	3/16/2016 12:00:00 AM
	4. English pre-test assessments will be analyzed within a reasonable amount of time following administration of the test		
		Assigned to:	Trina Bright
		Added date:	12/17/2015
		Target Completion Date:	01/15/2016
		Frequency:	monthly
		Comments:	Analyzing completed during a PLC with the guidance/ modeling from SIS and intern.
		Task Completed:	3/15/2016 12:00:00 AM
	5. Math pre-test assessments will be analyzed within a reasonable amount of time following administration of the test		
		Assigned to:	Donna Cochran
		Added date:	03/29/2016
		Target Completion Date:	03/15/2016
		Frequency:	monthly
		Comments:	
		Task Completed:	3/15/2016 12:00:00 AM
Implement	Percent Task Complete:		100%
	Objective Met:		3/29/2016
	Experience:	3/29/2016 This task was difficult. Some teachers were reluctant to administer, score, analyze, and submit data on a consistent basis. It was relatively easy for teachers to administer the assessments, the difficulty began with analyzing the data and getting teachers to use this data to form small groups. PD was given in the form of a PLC and expectations set by the principal. This is still an ongoing process, but most teachers are compliant.	
	Sustain:	3/29/2016 Instructional facilitators will need to continue to meet with teachers while planning the assessments. Teachers will need to continue submitting their data to the SIS and building principal. There will also need to be continued professional development on utilizing the data to drive instruction.	

Evidence:	3/29/2016 Pretest summaries are completed and submitted at the end of each unit to the district. We also complete data analysis forms during collaboration planning.		
Classroom Instruction			
Expecting and monitoring sound classroom management			
Indicator	IIIC10 - All teachers reinforce classroom rules and procedures by positively teaching them.(165)(Priority)		
Status	Tasks completed: 2 of 5 (40%)		
Assess	Level of Development:	Initial: Limited Development 02/16/2016	
	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:	School and classroom rules, rituals, and routines are evident. These rules (procedures) are taught for several months at the beginning of the school year and are reinforced at the beginning of the second semester. They need to be reinforced weekly to maintain classroom management. Character development is needed. All students do not obey the rules and all teachers do not teach them frequently enough. Positively teaching procedures before incidents will help reinforce rules.	
Plan	Assigned to:	Rhonda Hall	
	How it will look when fully met:	Establishing and posting classroom rules and procedures is a beginning step, but students need instruction and reinforcement for understanding and following the rules and procedures. Positive teaching is preferable to correcting students after the fact. Classroom management is more than posting a list of "dos and donts" on the classroom wall and expecting all students will happily and consistently follow every rule. These types of behaviors should be taught and not assumed that students come to class with these skills already present. Beyond social/emotional skills, each school and each classroom should have a stated and taught "rules of conduct" which is expected of all students; is actively taught and reinforced by the teacher and the principal; and carries rewards and consequences. Consistent feedback from teachers on whether or not behavior was appropriate, if there were consequences or feedback from fellow students, or if there was either reward for appropriate behavior or punishment for inappropriate behavior is consistently used.	
	Target Date:	02/26/2016	
	Tasks:		
	1. Re-teach the rituals and routines every Monday during 2nd period classes.		
	Assigned to:	Rhonda Hall	
	Added date:	02/16/2016	

		Target Completion Date:	02/16/2016
		Frequency:	weekly
		Comments:	This task does not require funding
		Task Completed:	2/19/2016 12:00:00 AM
	2. PLC on positive proactive classroom management		
		Assigned to:	Katie Gusewelle
		Added date:	02/16/2016
		Target Completion Date:	03/04/2016
		Comments:	
	3. All teachers post rituals and routines in their classroom		
		Assigned to:	Alicia Troutman
		Added date:	02/16/2016
		Target Completion Date:	02/19/2016
		Comments:	
		Task Completed:	2/19/2016 12:00:00 AM
	4. Classroom Walk-through will address posted rituals and routines.		
		Assigned to:	Rhonda Hall
		Added date:	02/16/2016
		Target Completion Date:	06/03/2016
		Comments:	
	5. Recognition for good citizenship for individual classrooms or teams		
		Assigned to:	Alicia Short
		Added date:	02/16/2016
		Target Completion Date:	03/10/2016
		Comments:	
Implement	Percent Task Complete:		40%