

Brownwood Independent School District

East Elementary School - TIP

2022-2023 Cycles/Essential Actions/Action Steps

Superintendent:
DCSI/Grant Coordinator:

Dr. Joe Young
Liesa Land

Principal: Christi Burks
ESC Case Manager: Cindy Lee
ESC Region: 15

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Cycle 1 - (Sept – Nov)

Did you achieve your student performance data goals? Why or why not?:

1. Essential Action 1.1: Develop campus instructional leaders with clear roles and responsibilities.

Implementation Level: Fully Implemented

Key Practices: Campus instructional leaders have clear, written, and transparent roles and responsibilities, and core leadership tasks (including observations, debriefs, and leadership team meetings) are scheduled on weekly calendars. • Campus instructional leaders use consistent written protocols and processes to lead their department or grade-level teams. • Campus instructional leaders meet weekly to focus on student progress and formative data. • Principal improves campus leaders through regularly scheduled job-embedded professional development and development opportunities are consistent with best practices for adult learning, deliberate modeling, and observation and feedback cycles.

Rationale: East Elementary will have a new principal for the 2022-23 school year. To continue the best practices and systems in place, we feel the new principal and ILT will benefit by engaging in Essential Action 1.1.

Who will you partner with?: TIL

How will you build capacity in this Essential Action? The new principal will attend TIL training through ESC 15 and the ESC 15 SI specialist will support those practices throughout the year. The past principal and district leaders will also support the principal with leadership roles and campus planning.

How will you communicate these priorities to your stakeholders? How will you create buy-in?: The new principal was the previous assistant principal, so the staff and community are familiar with her. As a member of the ILT previously, the new principal was part of implementing best practices and systems that are in place at the campus. Her educational values and leadership vision will be shared at August PD with staff. She will also share her values and vision at staff and parent meetings throughout the year.

Desired Annual Outcome: By May 2023 the new principal at East Elementary will have successfully implemented 100% of School Leadership and Planning key practices.

District Commitment Theory of Action: If the district provides opportunities for ongoing support and coaching of the campus leader and policies, and prioritize principal and principal supervisor instructional leadership, then development of campus leaders will meet instructional expectations due to clear protocols and processes that are in place.

Desired 90-day Outcome: By December 2022, Campus instructional leaders will have a clear, written, and transparent list of roles and responsibilities including teachers assigned for supervision, and leadership tasks will be scheduled on weekly calendars that will include observations/feedback of classroom instruction, PLC's, and key data meetings, and written protocols and processes will be updated to ensure 4th and 5th grade staff are supported appropriately as evidenced by principal calendars, and 2022-23 protocol documents for PLC's and data meetings.

District Actions: Principal job description

District assessment calendar

District data tracking document

Did you achieve your 90 day outcome?:

Why or why not?:

What challenges do you think you'll encounter in achieving desired campus or student outcomes for this cycle?	What specific action steps address these challenges?	How does this action step address this challenge?
The new principal and new assistant principal may struggle with time management for all responsibilities.	None	Listing responsibilities and calendaring tasks should help ensure tasks are completed.
The campus was a K - 3 campus; 4th and 5th now attend, so supporting those grade levels to ensure campus expectations are met during observations, PLC's, and data meetings may be challenging.	None	Principals will model campus expectations and support new staff appropriately.

Step 1 Details	Reviews
<p>Action Step 1: Campus leaders will review district principal job descriptions with district leadership and develop a comprehensive list of responsibilities that includes staff assigned for supervision.</p> <p>Evidence Used to Determine Progress: Campus leadership assignments Principal assignments for teacher supervision</p> <p>Person(s) Responsible: Principal supervisor DCSI Principals</p> <p>Resources Needed: District principal job description Staff T-TESS documentation 21-22</p> <p>Addresses an Identified Challenge: Yes</p> <p>Start Date: September 6, 2022 - Frequency: One Time - Evidence Collection Date: December 9, 2022</p>	<p>Progress toward Action Steps:</p> <p>Necessary Adjustments/Next Steps:</p>
Step 2 Details	Reviews
<p>Action Step 2: Principals will calendar observations/feedback of classroom instruction, PLC meetings, and data meetings on weekly calendars.</p> <p>Evidence Used to Determine Progress: Principal calendars</p> <p>Person(s) Responsible: Principal Assistant Principal</p> <p>Resources Needed: District assessment calendar</p> <p>Addresses an Identified Challenge: Yes</p> <p>Start Date: September 6, 2022 - Frequency: Weekly - Evidence Collection Date: December 9, 2022</p>	<p>Progress toward Action Steps:</p> <p>Necessary Adjustments/Next Steps:</p>

Step 3 Details	Reviews
<p>Action Step 3: Campus principals will consistently model campus protocols and processes and support all new staff, with a focus on new 4th and 5th grade staff, to ensure expectations for observation/feedback cycles, PLC's, and data meeting are clear.</p> <p>Evidence Used to Determine Progress: Campus protocols for K - 5 observation/feedback cycles, PLC's and data meetings Meeting agendas, minutes, sign in sheets.</p> <p>Person(s) Responsible: Principals DCSI</p> <p>Resources Needed: District protocols and resources for PLC's and data meetings Eduphoria data District and ESC support for observations/feedback, PLC's, and DDI</p> <p>Addresses an Identified Challenge: Yes</p> <p>Start Date: September 6, 2022 - Frequency: Weekly - Evidence Collection Date: December 9, 2022</p> <p>Funding Sources: ESC Support - 6200-Professional and contracted services - \$5,000</p>	<p>Progress toward Action Steps:</p> <p>Necessary Adjustments/Next Steps:</p>

Cycle 1 - (Sept – Nov)

2. Essential Action 3.1: Compelling and aligned vision, mission, goals, values focused on a safe environment and high expectations.

Implementation Level: Fully Implemented

Key Practices: Stakeholders are engaged in creating and continually refining the campus' mission, vision, and values. • Campus practices and policies demonstrate high expectations and shared ownership for student success, with a drive towards college and career readiness and postsecondary readiness. • Staff members share a common understanding of the mission, vision, and values in practice and can explain how they are present in the daily life of the school. • Regular campus climate surveys assess and measure progress on student and staff experiences.

Rationale: East Elementary will have a new principal for the 2022-23 school year. As a new leader, engaging in refining the mission, vision, and values of the campus will help her continue to support the values of the campus and positive school culture under her leadership.

Who will you partner with?: TIL

How will you build capacity in this Essential Action? The principal will attend TIL training through ESC 15. The past principal, district staff, and ESC SI specialist will support the principal in maintaining a positive school culture.

How will you communicate these priorities to your stakeholders? How will you create buy-in?: The principal will meet with the campus ILT to collaborate and engage in discussions centered around the campus culture that include values, safety, and high expectations. The principal will share her vision and values at BOY staff meetings, parent meetings and through campus newsletters and online resources.

Desired Annual Outcome: By May 2023 90% of all climate surveys that are based on key climate indicators, will reflect positive experiences from staff, students, and families.

District Commitment Theory of Action: If the district provides the campus with tools to engage families, ensures buildings are well maintained, safe, and conducive to learning, and policies align with and promote a positive school culture, then the campus can develop practices and policies that support high expectations and shared ownership for student success.

Desired 90-day Outcome: By December 2022, East Elementary mission, vision, and value statements will be revised and 100% of staff will be able to verbalize how they are presented in the daily life of the school.

District Actions: District mission, vision, and values shared
Support campuses and with focus on new configuration and new staff to campus

Did you achieve your 90 day outcome?:

Why or why not?:

What challenges do you think you'll encounter in achieving desired campus or student outcomes for this cycle?	What specific action steps address these challenges?	How does this action step address this challenge?
New staff from other campuses may struggle to embrace East high expectations for all areas and stakeholders.	None	Including new staff in the refinement process of the mission, vision, and values will help new staff invest in the campus expectations.
Developing a common understanding of the campus mission, vision, and values with all stakeholders and connecting those to the daily routines and processes of the campus may be a challenge.	None	By consistently readdressing the mission, vision, and values of the campus and connecting those to the the campus intentional processes will help build a common understanding.

Step 1 Details	Reviews
<p>Action Step 1: Principals will engage stakeholders in refining the campus' mission, vision, and values; teachers, students, and parent input will be captured through surveys, parent meetings, committee meetings, and PLC meetings.</p> <p>Evidence Used to Determine Progress: Meeting sign in sheets Survey results Mission, vision, and value statements</p> <p>Person(s) Responsible: Principals Site-base Team Grade level lead teachers</p> <p>Resources Needed: Online survey platform 2021-22 mission, vision, and value statements.</p> <p>Addresses an Identified Challenge: Yes</p> <p>Start Date: September 19, 2022 - Frequency: Weekly - Evidence Collection Date: December 9, 2022</p>	<p>Progress toward Action Steps: Necessary Adjustments/Next Steps:</p>
Step 2 Details	Reviews
<p>Action Step 2: Principals will ensure a common understanding for all stakeholders of the mission, vision, and values of the campus by connecting those statements with routines, procedures, and policies of the campus during staff meetings, PLC meetings, data meetings, and parent meetings.</p> <p>Evidence Used to Determine Progress: Meeting agendas Artifacts in classrooms and hallways that reference and are linked to the mission, vision, and values of the campus.</p> <p>Person(s) Responsible: Principals Lead teachers</p> <p>Resources Needed: Mission, vision and values statements Campus protocols for routines and procedures</p> <p>Addresses an Identified Challenge: Yes</p> <p>Start Date: October 3, 2022 - Frequency: Weekly - Evidence Collection Date: December 9, 2022</p>	<p>Progress toward Action Steps: Necessary Adjustments/Next Steps:</p>

Step 3 Details	Reviews
<p>Action Step 3: Artifacts in classrooms and hallways will reference mission, vision, and values of the campus.</p> <p>Evidence Used to Determine Progress: Artifacts</p> <p>Person(s) Responsible: Principals Staff</p> <p>Resources Needed: Budget for school-wide artifacts</p> <p>Addresses an Identified Challenge: Yes</p> <p>Start Date: September 6, 2022 - Frequency: Weekly - Evidence Collection Date: December 9, 2022</p> <p>Funding Sources: Budget for printing artifacts for hallways and classrooms - 6300-Supplies and materials - \$600</p>	<p>Progress toward Action Steps:</p> <p>Necessary Adjustments/Next Steps:</p>
Step 4 Details	Reviews
<p>Action Step 4: Administrators, teachers, support staff, and tutors will demonstrate high expectations and shared ownership for student success.</p> <p>Evidence Used to Determine Progress: PLC and Data Meeting minutes Observation/feedback documentation Lesson plans for small group instruction with support staff/tutors</p> <p>Person(s) Responsible: Principals Teachers</p> <p>Resources Needed: Budget for tutors</p> <p>Addresses an Identified Challenge:</p> <p>Start Date: September 12, 2022 - Frequency: Ongoing - Evidence Collection Date: December 9, 2022</p> <p>Funding Sources: Tutors - 6100-Payroll - \$9,000</p>	<p>Progress toward Action Steps:</p> <p>Necessary Adjustments/Next Steps:</p>

Cycle 2 - (Dec – Feb)

Did you achieve your student performance data goals? Why or why not?:

1. Essential Action 1.1: Develop campus instructional leaders with clear roles and responsibilities.

Implementation Level: Fully Implemented

Key Practices: Campus instructional leaders have clear, written, and transparent roles and responsibilities, and core leadership tasks (including observations, debriefs, and leadership team meetings) are scheduled on weekly calendars. • Campus instructional leaders use consistent written protocols and processes to lead their department or grade-level teams. • Campus instructional leaders meet weekly to focus on student progress and formative data. • Principal improves campus leaders through regularly scheduled job-embedded professional development and development opportunities are consistent with best practices for adult learning, deliberate modeling, and observation and feedback cycles.

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How will you communicate these priorities to your stakeholders? How will you create buy-in?: The new principal was the previous assistant principal, so the staff and community are familiar with her. As a member of the ILT previously, the new principal was part of implementing best practices and systems that are in place at the campus. Her educational values and leadership vision will be shared at August PD with staff. She will also share her values and vision at staff and parent meetings throughout the year.

Desired Annual Outcome: By May 2023 the new principal at East Elementary will have successfully implemented 100% of School Leadership and Planning key practices.

District Commitment Theory of Action: If the district provides opportunities for ongoing support and coaching of the campus leader and policies, and prioritize principal and principal supervisor instructional leadership, then development of campus leaders will meet instructional expectations due to clear protocols and processes that are in place.

Desired 90-day Outcome: By March 1, 2023, campus principals will meet each week to focus on student progress and formative data as evidenced by meeting minutes that include next steps, and reassessment data that shows 80% of student progress monitoring data shows consistent growth over each three week period.

District Actions:

Did you achieve your 90 day outcome?:

Why or why not?:

Cycle 2 - (Dec – Feb)

2. Essential Action 3.1: Compelling and aligned vision, mission, goals, values focused on a safe environment and high expectations.

Implementation Level: Fully Implemented

Key Practices: Stakeholders are engaged in creating and continually refining the campus' mission, vision, and values. • Campus practices and policies demonstrate high expectations and shared ownership for student success, with a drive towards college and career readiness and postsecondary readiness. • Staff members share a common understanding of the mission, vision, and values in practice and can explain how they are present in the daily life of the school. • Regular campus climate surveys assess and measure progress on student and staff experiences.

Rationale: East Elementary will have a new principal for the 2022-23 school year. As a new leader, engaging in refining the mission, vision, and values of the campus will help her continue to support the values of the campus and positive school culture under her leadership.

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Desired Annual Outcome: By May 2023 90% of all climate surveys that are based on key climate indicators, will reflect positive experiences from staff, students, and families.

District Commitment Theory of Action: If the district provides the campus with tools to engage families, ensures buildings are well maintained, safe, and conducive to learning, and policies align with and promote a positive school culture, then the campus can develop practices and policies that support high expectations and shared ownership for student success.

Desired 90-day Outcome: By March 1, 2023, campus policies and practices will demonstrate high expectations and shared ownership for student success, with a drive toward college and career readiness and postsecondary success as evidenced by written policies and practices, and classroom artifacts that show 90% of all students consistently meet classroom and individual goals for high stakes assessments.

District Actions:

Did you achieve your 90 day outcome?:

Why or why not?:

Cycle 3 - (Mar – May)

Did you achieve your student performance data goals? Why or why not?:

1. Essential Action 1.1: Develop campus instructional leaders with clear roles and responsibilities.

Implementation Level: Fully Implemented

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Desired 90-day Outcome: By May 2023, principals will improve campus leaders through regularly scheduled, job embedded PD consistent with best practices for adult learning, deliberate modeling, and observation and feedback cycles as evidenced by 100% of lead teachers coaching and supporting grade level members during PLC and data meetings with little or no support from principals.

District Actions:

Did you achieve your 90 day outcome?:

Why or why not?:

Did you achieve your annual outcome?:

Cycle 3 - (Mar – May)

2. Essential Action 3.1: Compelling and aligned vision, mission, goals, values focused on a safe environment and high expectations.

Implementation Level: Fully Implemented

Key Practices: Stakeholders are engaged in creating and continually refining the campus' mission, vision, and values. • Campus practices and policies demonstrate high expectations and shared ownership for student success, with a drive towards college and career readiness and postsecondary readiness. • Staff members share a common understanding of the mission, vision, and values in practice and can explain how they are present in the daily life of the school. • Regular campus climate surveys assess and measure progress on student and staff experiences.

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Desired 90-day Outcome: By May 2023, 90% of campus climate surveys based on key climate indicators will reflect positive experiences from staff, students, and parents.

District Actions:

Did you achieve your 90 day outcome?:

Why or why not?:

Did you achieve your annual outcome?:

Cycle 4 - (Jun – Aug)