

Memorandum

To: Patty O'Neil

From: Larry Bidlack 

Date: December 2, 2013

Re: GMS North School Improvement Plan

The purpose of this memo is to summarize the work completed this year to create a school improvement plan for Geneva Middle School North using the Rising Star E-Plan process. Attached are the documents produced through the Rising Star process that outlines our school goals and the tasks related to each goal.

Through the Rising Star process, our Building Leadership Team assessed the performance of our school as it relates to the Rising Star indicators of successful schools. There are 105 indicators in Rising Star, and we assessed the first two groups of indicators known as the Smart Start (11) and Smart Plan (15) indicators. The remaining indicators will be assessed as we continue through the process. Based on our assessment of the first twenty-six indicators, our BLT prioritized four areas on which to focus our school improvement efforts. These goal areas were chosen based on their connection to the District Vision Statement, Common Core State Standards, Professional Learning Communities, curriculum development, and student achievement. After deciding on these indicators, the team developed a list of tasks to help accomplish the goals developed from the indicators and a timeline for accomplishing each task. The next step in the process is to have the School Board review our plan before it is implemented.

The following is a list of our school improvement goals based on the Rising Star process:

- Yearly learning goals will be set for the school by the Leadership Team, utilizing student learning data.
- Instructional Teams will develop standards-aligned units of instruction for each subject and grade level.
- Units of instruction will include specific learning activities aligned to objectives.
- A team structure will be officially incorporated into the school improvement plan and governance policy.

Attached are the supporting documents related to the school improvement plan, as well as, the document that requires the signatures of the School Board President and the Superintendent. Please submit this information for the Board of Education to review at their meeting on December 9, 2013. I will be in attendance to review the plan and answer any questions as needed.

I would also like to take a moment to acknowledge the following members of our Building Leadership Team who committed an extensive amount of time and effort to develop our school improvement plan through the Rising Star process:

Maura Burns
Kerry Gain
Kate Ritter

James Cook
Dawn Gargano
Celine Selin

Jason Flaks
Janet Nothnagel
Carey Sloan

IID06

Yearly learning goals will be set for the school by the Leadership Team, utilizing student learning data.

GOAL STATEMENT: Yearly learning goals will be set for the school by the Leadership Team, utilizing student learning data.

How the objective will look when fully implemented: In order to identify and prioritize school improvement goals focused on student learning, we will assemble the following relevant data: ISAT scores, AIMSWeb benchmark data, perception data (i.e. 5 Essentials Survey data, CSCI data), observational data of teacher practice, and progress monitoring data assessing the effectiveness of our interventions. This information gathering will be shared between members of the Building Leadership Team. In addition to collecting the relevant data, we will develop a system for linking the data together to develop and assess school improvement goals, as well as, provide targeted staff development supporting school and district priorities.

Task Assigned to Objective	Assigned to	Completed
Assemble relevant ISAT Data.	Michelle Vargas-Herbst	Jan 2015
Develop a spreadsheet that includes comparison ISAT and AIMSWeb benchmark data for the data meetings.	Michelle Vargas-Herbst	Jun 2015
Assemble progress monitoring data on reading interventions.	Ashley Falkos	Apr 2015
Assemble progress monitoring data on math interventions.	Kerry Gain	Apr 2015
Provide anecdotal data from classroom observations on how staff development is impacting instruction.	Maura Burns	Aug 2016
Assemble teacher, parent, and student survey data.	Janet Nothnagel	Jan 2016
Develop a system for linking all relevant data together.	Janet Nothnagel	Jan 2015

IIA01

Instructional Teams will develop standards-aligned units of instruction for each subject and grade level.

GOAL STATEMENT: Instructional Teams will develop standards-aligned units of instruction for each subject and grade level.

How the objective will look when fully implemented: Instructional teams pool their expertise to develop a plan for each unit that provides opportunities for enhanced learning. The alignment process serves two purposes: It serves as a check on guide/text/test congruence, and it provides teachers with an organizational structure for their own planning. The plan is used and shared by all teachers. The curriculum is built from learning standards, curriculum guides, and a variety of resources, including textbooks, other commercial materials, and teacher-created activities and materials.

Task Assigned to Objective	Assigned to	Completed
Develop a plan to provide time for teacher articulation.	Larry Bidlack	Aug 2014
Determine the concepts, principles, and skills that will be covered within all units.	Celine Selin	Aug 2015
Identify the standards/benchmarks that apply to the grade level and unit topics.	Jason Flaks	Aug 2015
Develop all objectives that clearly align to the selected standards/benchmarks.	Jason Flaks	Aug 2015
Consider the most appropriate elements for mastery and construct criteria for mastery.	Dawn Gargano	Jan 2016
Develop pre/post-test items that are clear and specific and would provide evidence of mastery consistent with the criteria established.	Carey Sloan	Jun 2016

IIC01

Units of instruction will include specific learning activities aligned to objectives.

GOAL STATEMENT: Units of instruction will include specific learning activities aligned to objectives.

How the objective will look when fully implemented: All teachers will have access to learning activities that support objectives of each instructional unit. Teachers will regularly communicate with their teaching partners to discuss instructional goals through the weekly and monthly PLC meetings. The formal unit template will be used to assist teachers in organizing and communicating their lesson activities. The final unit plan "completed unit template" will be placed in a PLC product folder on the TeacherShared drive.

Task Assigned to Objective	Assigned to	Completed
Complete unit plans for each instructional unit including common assessments and plans for intervention and enrichment.	Maura Burns	Jun 2016
Shared learning activities in the PLC product folder are labeled clearly and are easily accessible.	Kerry Gain	Jun 2016
Provide quality professional development in the area of differentiating for multiple tiers of students – targets, enhanced and benchmark.	Dawn Gargano	Jun 2016
Provide quality professional development in the area of developing valid and reliable assessments.	Kate Ritter	Jun 2016

ID01

A team structure will be officially incorporated into the school improvement plan and school governance policy.

GOAL STATEMENT: A team structure will be officially incorporated into the school improvement plan and school governance policy.

How the objective will look when fully implemented: When this is fully implemented, members of the school community will be made aware of the district's vision and decisions will be made that are consistent with the vision. Professional development will be provided for staff to help support the vision. The administration will lead a focused effort on keeping the school improvement process on track, utilizing the team structure to facilitate the distribution of leadership opportunities. Parents will be aware of how they can support their child's learning at home. A school community council will be created to advise, plan, and assist with matters related to the school-home compact, open houses, parent-teacher conferences, and school/home communication.

Task Assigned to Objective	Assigned to	Completed
Create a revised description of the responsibilities for the team communicator position.	Celine Selin	Jan 2015
Create a school/community council.	Larry Bidlack	Jan 2016
Create a structure for distributive leadership	Kate Ritter	Jun 2015
Develop a process to embed the district's vision into our school culture.	James Cook	Jan 2016
Clarify the district vision in terms of what it means for our middle school.	James Cook	Jun 2016
Create and implement a staff development plan that supports the district's vision.	Carey Sloan	Jun 2015

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Local Board Action Report

A. ASSURANCES

1. Strategies and activities have been founded in scientifically based research as required by NCLB, Section 1116(b)(3)(A)(i) and as defined in NCLB, Section 9101(37).
2. Technical assistance provided by the district serving its school is founded on scientifically based research [NCLB, Section 1116(b)(4)(C)] as defined in NCLB, Section 9101(37).
3. The plan includes strategies and activities that support the implementation of the New Illinois Learning Standards Incorporating the Common Core and ensures alignment of curriculum, instruction, and assessment with the New Illinois Learning Standards Incorporating the Common Core.
4. The district will spend at least 10 percent of the funds made available under Title I, Part A, Subpart 2 of NCLB, for the purpose of providing high-quality professional development. (Title I districts only.)

B. SUPERINTENDENT'S CERTIFICATION

By submitting the plan on behalf of the district/school, the district superintendent certifies to ISBE that all the assurances and information provided in the plan are true and correct and that the improvement plan has been duly approved by the local school board. By submitting this form of plan completion and local board approval, this plan shall be deemed to be executed by the superintendent on behalf of the district.

Principal Signature (school only):

Date:

Superintendent Signature:

Date:

Board President Signature:

Date: