

School Improvement Plan - PL221 Version - 2008-2011

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Longfellow Elementary School (3885)

Lake Ridge Schools

Gary, IN

This plan will be revised annually. Updates may be found each June at <http://www.asainstitute.org/publicsip>. The plan was developed with assistance from the:



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Table of Contents

- School Improvement Plan Introduction 3
- Reviewer Guide 4
- Who Wrote this School Improvement Plan? 5
- Vision Statement 7
- Academic Goals 9
- Areas of Concern 11
- Strategies 14
- Professional Development 19
- Relationship Report -- Areas of Concern / Strategies / Data Targets 24
- Force Field Excerpt 32
- To-Do List 33
- Continuous Improvement Timeline 101

School Improvement Plan Introduction

Longfellow Elementary School

This school improvement plan was developed using a vision-based and data-driven process called *Vision-to-Action* that was developed by the Indiana Student Achievement Institute. In addition to containing the strategies our school and community identified as key to raising student achievement and closing achievement gaps in our school, this plan contains strategies that meet the expectations of:

- Indiana Student Achievement Institute
- PL221
- Title I School Wide
- No Child Left Behind

Participation

The following people were involved in developing this School Improvement Plan

- Teachers
- Students
- Parent representatives
- Community representatives

Process

Those involved in developing this School Improvement Plan participated in a series of discussions related to the *Vision-to-Action* steps:

1. Establish a local culture of high expectations
2. Create a common vision for student success
3. Analyze achievement data and set realistic data targets for each of the next three years
4. Analyze force field data and identify concerns within the following areas.
 - Academic expectations
 - Curriculum content
 - Instructional practices
 - Classroom assessment
 - Extra help
 - Student guidance
 - Learning environment
5. Research strategies to address our concerns and select high-leverage strategies to implement
6. Develop a to-do list for each strategy

Using Data for Decision-Making

The Vision-to-Action process relies heavily on data as a foundation for decision-making.

1. Achievement Data – To what degree are students prepared for success at the next educational level, and ultimately for success in postsecondary education and a global economy?
2. Force Field Data – What conditions in the school and community interfere with high student achievement?
3. Strategy Data – Is the strategy having the desired impact on adults and students?

Implementation Next Year

Our work next year will be guided by the to-do list that we have developed for each strategy. We will also maintain an Implementation Binder for each strategy that contains the following documents:

1. Strategy Plan
2. Evidence that the strategy was implemented
3. Progress reports (containing strategy evaluation data)

Questions about the School Improvement Plan should be directed to the building principal.

Reviewer Guide

Indiana Public Law 221

The following table directs the reviewer to the section of the School Improvement Plan PDF File that contains each component required by Indiana Public Law 221. An expanded copy of the School Improvement Plan containing the actual data used in the creation of this School Improvement Plan may be found at www.asainstitute.org/publicsip. During the implementation of this plan, the school will be able to present a "School Improvement Implementation" binder including documentation that the strategies described in this plan were implemented as planned.

PL221 REQUIREMENT		Required	Location in this Plan
1	Description and location of curriculum	✓	Force Field Excerpt *
	Titles and descriptions of assessment instruments to be used in addition to ISTEP+	✓	Force Field Excerpt *
2	Statement of mission, vision, or belief (suggested but not required)		Vision Statement
3	Summary of data derived from an assessment (implied but not required)		May be obtained from the school's online School Improvement Plan at www.asainstitute.org/publicsip
4	Conclusions about the school curriculum, instructional strategies, and student achievement (implied but not required)		May be obtained from the school's online School Improvement Plan at www.asainstitute.org/publicsip
	Conclusion - Parent involvement	✓	Strategy Summary (Strategy A)
	Conclusion - Technology as a learning tool	✓	Strategy Summary (Strategy B)
	Conclusion - Safe and discipline learning environment	✓	Strategy Summary (Strategy C)
	Conclusion – Professional development	✓	Professional Development
5	Goal – Attendance rate	✓	Strategy Summary (Strategy D)
	Goals - % meeting ISTEP Standards	✓	Academic Goals
	Goals - % graduating (high schools only)	✓	Academic Goals
6	Specific areas where improvement is needed immediately	✓	Academic Goals Areas of Concern Strategies
7	Benchmarks for progress	✓	Academic Goals
8	Academic Honors Diploma and Core 40 – course offerings	✓	Strategy Summary (Strategy E)
	Academic Honors Diploma and Core 40 – encouragement	✓	Strategy Summary (Strategy F)
9	Proposed interventions / strategies (suggested but not required)		Strategy Summary (All strategies)
10	Professional development that a) emphasizes improvement of student learning and performance, b) supports research-based, sustainable school improvement efforts, c) aligns with the core principles of professional development, includes methods to improve cultural competency.	✓	Professional Development
11	Statutes and rules to be waived	✓	Force Field Excerpt *
12	Three (3) year time line for implementation, review, and revision	✓	Continuous Improvement Timeline To-Do List
13	Exceptional Learners – Gifted **	✓	Strategy Summary (Strategy G1)
14	Exceptional Learners – Special Education **	✓	Strategy Summary (Strategy G2)

* The full Force Field Report may be obtained from the school's online School Improvement Plan at www.asainstitute.org/publicsip

** In 2006 DOE began asking schools to report how they were addressing the needs of exceptional learners on the DOE School Improvement Plan Review and Revise Report. Therefore, InSAI requires schools to create strategies to meet the needs of "exceptional learners." DOE defines exceptional learners as both "gifted" and "special education" students.

Who Wrote this School Improvement Plan?

Many individuals were involved in the creation of this school improvement plan. The Steering Team facilitated discussions involving all teachers, all students, and community representatives including parents. Once these groups came to consensus on the Data Targets, Areas of Concern, and Strategies, strategy chairs and task forces were established to 1) develop a comprehensive implementation plan and 2) ensure that the plan is implemented next year.

Steering Team

- Pam Balint - Teacher
- Deb Carlson - Teacher
- Kerrie Dye - Community Representative (Business)
- Charles Kollross - Administrator
- Karen Laird - Teacher
- Terri Waugaman - Teacher
- Josie Werhowatz - School Counselor

Strategy Chairs

- Sherry Alford
- Pam Balint
- Susan Bochnowski
- Deb Carlson
- Deb Carlson
- Christina Gutierrez
- Dameca Harrison
- Tabitha Henry
- LuAnn Keltner
- Charles Kollross
- Karen Laird
- Terri Waugaman
- Josie Werhowatz

Community Council

- Connie Ashlock
- Gail Bieker - Food Preparer
- Teresa Cummings
- David Czynscon - Manager
- Derek Dembowski - Pipefitter/Apprentice Teacher
- Brian Denney
- Mary Didelot - Professor
- Kerrie Dye - Engineering Assistant
- Linda Flint - Math Teacher
- Kelly Gossman - Guidance Counselor
- Mary Jo Graig - Secretary
- Nancy Gryzch
- Dameca Harrison - Teacher
- Chris Herrera - Police Officer
- Sandra Heston - Abulance Driver
- Lisa Hollingsworth - Professor
- Jane Hoyle - Teacher
- Sharon Johnson-Shirley - Superintendent
- Estelle Keck-Becke - School Board Member
- Misty Kronland - PTC President

- Alisha Ley Daniels - Homemaker
- Mike Lohse - Manager
- Toni Modglin - First Steps Coordinator
- George Mose - Union Plumber
- Melinda Myer
- Jane Nelson - Advisor/Education License Coordinator
- Kathy Paniaguas
- Christina Repko - Parent
- Tina Rivera - Medical Assistant
- Kathy Russell - Homemaker
- Andrew Trevino - Teacher
- Nancy Urtz
- Ray Vargas
- Trina Vargas - Teacher's Aide

Vision Statement

The Vision Statement was developed by all teachers, all students, and members of the community. The foundation of the statement identifies the core convictions upon which this school improvement plan is built and answers the question, "What do our students deserve in order to be successful learners, responsible citizens, and productive members of a global economy?" The second part of the vision statement describes ideal adults who are striving to provide students with the things they deserve. The third part of the vision statement describes the ideal students in a school and community where adults live by their convictions. The last part of the vision statement includes ideal data that represent the community's dreams. This lofty data serves as the focal point for the remainder of the school improvement plan and requires the school and community to work toward every student succeeding at a high level.

We believe all students deserve:

We believe that all students deserve to be surrounded by adults who believe in them and have high expectations for their success at school. We believe that all students deserve to be taught a challenging curriculum based on individualized instruction. We believe that effective teachers utilize a variety of teaching strategies. We believe that students are praised often and allowed to learn from their mistakes. We believe that reading is an important life-long skill and our teachers are committed to teaching every child to read. We believe that student success is encouraged by a supportive family, a school counselor and positive role models. Furthermore, a high expectation for student success is encouraged by social acceptance within our school atmosphere. We believe that all students deserve to learn in a safe environment with no bullying. All members within Longfellow receive and show respect to each other. Students have opportunities to learn responsibility, develop self-worth, and create individual uniqueness. Students are listened to and accepted in a nurturing manner. We believe that these high expectations create successful students at Longfellow.

All adults in our community are living by these core convictions daily and as a result, show the following attitudes and actions:

All staff, teachers, community members, and parents place a high value on education. To insure that all students learn, adults provide a safe and caring environment. All adults show respect toward one another and toward students at all times.

All teachers provide an organized, well-planned instructional day. Teachers involve and engage students in learning activities throughout the day. Students are accepted at their instructional level and lessons are planned to meet their individual needs. Teachers are knowledgeable regarding Indiana Academic Standards and these standards drive the curriculum taught at Longfellow. Teachers keep current with new research and base instructional decisions on this research. Teachers assess students on a regular basis and use the data collected to identify students that need additional help to master the curriculum. Teachers provide consistent feedback to students about their learning. Teachers provide students with fun, creative activities that motivate students to learn. Field trips are planned to provide real-world experiences for the students. Teachers are aware of and utilize information about different learning styles to provide the best learning experiences for students. Teachers are willing to take risks and think "outside of the box" to insure student success. Teachers consistently question their teaching methods and engage in self-reflection to improve instruction. Teachers collaborate and share with colleagues to create an environment where everyone works together for the good of students.

All teachers at Longfellow strive to be positive role models for students, staff, and community. Teachers are passionate about their jobs, enjoy working with children, and are generous with their time and talent. Teachers at Longfellow are often seen laughing, smiling, and happy. Teachers are friendly and model good manners toward students, parents, and other staff members. Teachers establish a positive classroom climate by being patient, respectful, open-minded, and understanding. Teachers encourage students to the best that they can be. Teachers are caring and nurturing toward students. Teachers listen to students and offer assistance as needed. Teachers are flexible and are willing to accept change to meet the changing needs of students. Teachers at Longfellow create a safe emotional and physical learning environment. Teachers are perceptive, observant, and are aware of what is going on with their students in the school. Teachers are attentive to students' needs. Teachers provide a consistent and fair classroom management plan to encourage positive student behavior. Teachers use praise, rewards, and classroom discussion to promote appropriate social behavior. Teachers encourage and welcome parent involvement in student learning.

The parents of Longfellow students support their child's success in school. Parents send their child to school on-time each day, except for illness. When possible, parents schedule appointments after the school day. At home, parents check their child's backpack each day for daily work and notes. Parents help students correct mistakes on their schoolwork. Parents talk to their children daily about what was learned in school. Parents read daily to/or with their child. Parents make sure their child completes all homework and the homework is done correctly. Parents limit the amount of television and movies their child watches and instead encourage educational activities. Parents are often seen volunteering in their child's classroom and throughout the building. Parents attend all conferences. When possible, parents attend field trips, Family Nights, PTC meetings, and school board meetings.

Parents and Community members positively discuss Longfellow School. Some parents and community members are mentors for students. Parents and community members speak to students about career choices. Businesses in the community offer awards for student achievement. Businesses in the community help subsidize school events with donations of money, time, and supplies. Community members and parents attend meetings to discuss ways to solve problems. Longfellow School is used for a variety of community events.

In this environment where all adults are living by their core convictions, all students:

In this environment where all adults are living by their core convictions, all students have high expectations for their success at school. Students take great pride in their academics. They are always punctual, prepared, and ready to learn. Students are active participants in the learning environment. They remain focused, attentive, organized, and on task at all times. Students are encouraged to try their best by double checking their work, taking risks, and utilizing differentiated learning strategies. All of our students are accomplished readers, writers, and speakers. All of our students are constantly challenging the learning environment through their knowledge and inquisitiveness.

The high achieving, successful student at Longfellow Elementary is supported socially by all adults in the school and community. In turn this environment encourages all students to be independent, but cooperative; respectful, as well as responsible. They work well with others and are positive role models to their peers. They create a safe environment for each other by being compassionate, mature, encouraging, and helpful. Our students exhibit good manners by being polite, kind, loving, caring, generous, and are thoughtful to their friends. As a result the student climate is one with happy, laughing, fun, and playful students!

Because of the expectation of high academic and social achievement for all students, the environment of the school community is composed of students that are enthusiastic and enjoy coming to school. This evidence is excellently communicated indirectly through their smiles and thankfulness and directly through their exceptional listening habits and their observance of school procedures. Students are encouraged to take a chance and make mistakes, creatively solve problems, and use their common sense. They show respect for the school environment by taking care of their supplies and each other by offering and accepting praise. Because of this evidence, a safe environment is created and the students basic needs are met to achieve high success.

As a result of these efforts, our school's student achievement and choice data will be reflected in the following educational indicators by 100% of the students: passing ISTEP Math and Language Arts, passing NWEA in all subjects, passing the Lake Ridge District Quarterly Assessment, passing Longfellow Reading and Problem-Solving Assessments, completing school without discipline referrals, participating in academic extra-curricular activities, graduating with perfect attendance, graduating high school with an AHD, planning to go to college, and completing college or a trade school.

As a result of these efforts, our school's student achievement data is as follows:

- % of students who pass ISTEP Math: 100%
- % of students who pass ISTEP Language Arts: 100%
- % of students who pass NWEA, all subjects: 100%
- % of students who pass Lake Ridge District grade level tests: 100%
- % of students who pass Longfellow Reading Assessment: 100%
- % of students who pass Longfellow Problem Solving Assessment: 100%
- % of students who graduate high school with an AHD: 100%
- % of students who complete college/trade school: 100%

Academic Goals

After analyzing longitudinal data that was disaggregated by the student groups identified in No Child Left Behind, teachers, students, parents, and community members identified achievement data targets for the next three years. These targets represent academic areas (subjects) which we wish to improve and specific groups of students we have targeted for improvement (e.g. 6th graders). Our vision data represents our "dream" for all students. The data targets listed below each school year represent realistic steps toward that dream.

All Students (126 days) - ISTEP PL221 Category Placement Performance

2005-2006		2006-2007		2007-2008		2008-2009		2009-2010		2010-2011		Vision Data
Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	
	57.5%	61%	61.6%	68%		74.4%		80.8%		86.8%		100%

3rd grade students - Percent Students Passing ISTEP Problem Solving

2005-2006		2006-2007		2007-2008		2008-2009		2009-2010		2010-2011		Vision Data
Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	
	71%	78%	70%	75%		80%		85%		90%		100%

4th Grade Students - Percent Students Passing ISTEP Writing Applications

2005-2006		2006-2007		2007-2008		2008-2009		2009-2010		2010-2011		Vision Data
Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	
	64%	71%	75%	80%		85%		90%		95%		100

5th grade boys - Percent Students Passing ISTEP English/Language Arts

2005-2006		2006-2007		2007-2008		2008-2009		2009-2010		2010-2011		Vision Data
Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	
	50%	57%	75%	80%		85%		90%		95%		100%

5th grade students - Percent Students Passing ISTEP Literary Response

2005-2006		2006-2007		2007-2008		2008-2009		2009-2010		2010-2011		Vision Data
Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	
	60%	67%	68%	73%		78%		83%		88%		100%

5th grade students - Percent Students Passing ISTEP Reading Comprehension

2005-2006		2006-2007		2007-2008		2008-2009		2009-2010		2010-2011		Vision Data
Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	
	59%	66%	72%	77%		82%		87%		92%		100%

Special Education - Percent of students passing ISTEP Language Arts

2005-2006		2006-2007		2007-2008		2008-2009		2009-2010		2010-2011		Vision Data
Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	
	34.4		32.4		22.9	25%		30%		35%		100%

Special Education students - Percent of students passing ISTEP Math

2005-2006		2006-2007		2007-2008		2008-2009		2009-2010		2010-2011		Vision Data
Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	
	42.9		47.1		42.4	45%		50%		55%		100%

Areas of Concern

Teachers, students, parents, and community members analyzed data in seven areas known to impact student achievement: 1) expectations, 2) curriculum content, 3) instructional practices, 4) classroom assessments, 5) extra help, 6) student guidance, and 7) the learning environment. We identified areas that we must address in order to reach our academic goals. Those areas are listed below as "Local Areas of Concern". Organizations outside of our school (e.g. the Indiana General Assembly) have identified areas of concern for all schools and have required schools to address those areas. These are listed below as "Required Areas of Concern." Each Area of Concern listed below is followed by the condition in our school or community that led us to believe that this is an Area of Concern.

Local Areas of Concern

Concern: Special Education Reading Instruction

Special education students did not meet AYP for Language Arts.

Concern: Student Sharing

Students are not creating a community of readers by sharing their thinking about the books they have read independently.

Concern: Student Accountability for Independent Read

Students are not being held accountable for reading comprehension strategies during their independent read.

Concern: Data Driven Math Instruction

Data is not being utilized to drive instruction.

Concern: Teachers modeling comprehension strategies

Teachers are not modeling reading comprehension strategies daily during whole class read aloud.

Concern: Extra Time/Extra Help

Students are not getting opportunities to master the curriculum utilizing non-traditional teaching methods.

Concern: Reading Ability Level Instruction

Students are not receiving reading instruction at their ability level.

Concern: Positive Reading Attitude

Students are not exhibiting a positive attitude toward reading.

Concern: Writing Achievement Scores

Students are not meeting expected achievement scores.

Concern: Utilization of Writing Process

Students are not utilizing the grade level appropriate writing process on the writing assessment.

Concern: Guidance Curriculum

teacher survey, inquiry questions

Required Areas of Concern

A. Parent Involvement

B. Technology Coordination

C. Safe and Disciplined Learning Environment

D. Attendance

G1. Exceptional Learners - Gifted

G2. Exceptional Learners - Special Education

H. Cultural Competency

I. Focused Instruction / Curriculum

J. Instruction by Highly Qualified Teachers

K. Attracting Highly Qualified Teachers

L. Early Childhood Assistance

M. Assessment Results to Parents

N. Parent Notice of "School in Improvement"

O. Extended Learning Activities

P. Teacher Mentoring Program

Q. School-Parent Involvement Policy

R. Parent Right-to-Know Letter

S. School-Parent Compact

T. Annual Parent Meeting

U. Targeted Assistance

V. Peer Review for SIP

Strategies

After identifying areas of concern, teachers, students, parents, and community members researched proven strategies and selected strategies that our school and/or community will implement to impact our areas of concern. Local strategies are those identified by our teachers, students, parents, and community to address our areas of concern. Required strategies meet various state and/or federal regulations.

Local Strategies

Gold Star Counseling Program

The Indiana Gold Star Counseling Program is an initiative used to transform guidance counseling from a "position" into a "curriculum." The Gold Star Counseling Program is designed to assist counselors in creating a school counseling program that is vision-based and data-driven for all students they support. The program is recognized as an ASCA (American School Counselor Association) Model Program. School Counselor, Josie Lynn Werhowatz will initiate the efforts for Longfellow to become a Gold Star School during the 2008-2009 school year.

Guided Daily Writing with Assessments

On a daily basis, teachers in grades K - 5 will conduct a guided mini-lesson on at least one or more steps of the Five-Step Writing Process. The Five Step Writing Process includes: Step 1. Prewriting - This is where we plan what to write. Step 2. Drafting - This is where we write our story. Step 3. Revising - This is where we tell more about our story by adding more details. Step 4. Proofreading - This is where we check and fix any mistakes. Step 5. Publishing - This is where we copy our writing neatly and decide how to share it with others. Publishing does not have to be executed for every piece of writing. Published pieces will be determined by the individual classroom teacher. The students practice one or more of the writing steps each day in order to improve their writing skills so progress can be seen on their quarterly writing assessments. On a quarterly basis, teachers in grades K-5 will evaluate the students' writing process utilizing an ISTEP based writing assessment model that includes a prompt, graphic organizer and paper given during a 50 minute timed session. K-1 students' writing will be assessed by their classroom teachers using the Blackburn and Cramp developmental writing rubric. 2-5 students' writing will be assessed by their classroom teachers using the ISTEP writing development rubric. These quarterly assessments reflect the daily writing process done in the classroom.

Guided Reading

On a daily basis, grades 1-5 will begin to implement guided reading in October and K teachers will implement guided reading in January. Guided Reading is done by children; the teacher does not read the book to the children. Using questions and coaching statements, the teacher guides the children to the author's message. Guided Reading is flexible grouping with 4-6 children. Leveled materials are used to match students instructional reading level. Students Guided Reading achievement will be monitored 3 times a year through Houghton Mifflin running records, all teachers have materials in their rooms. Results will be recorded on an Excel Data Spread sheet.

Interactive Read Aloud

Throughout the school year, as a way to increase reading comprehension teachers will implement the interactive read aloud. This strategy consists of three parts that will be implemented on a daily basis in grades K-5. 1. Teacher Read Aloud a. This begins with an explicit description of a comprehension strategy and how it is used. b. Teachers model strategy through read aloud. c. Collaboratively use strategy with students. 2. Independent Reading (material used for this step have not been introduced or previewed by the teacher). a. Independently read using comprehension strategy that was modeled by teacher previously in the Read Aloud. b. During this time teacher conferences with students individually to assess their use of the modeled comprehension strategy through a comprehension evaluation tool. 3. Sharing a. At the end of the independent reading, the teacher chooses several students to share what they have been reading. b. Student leads discussion about what they have read. c. After students are familiar with this sharing technique, they may use optional ways of sharing (table sharing, buddy sharing, four square).

Writer's Workshop

We will begin to explore the idea of incorporating Writer's Workshop into our Balanced Literacy program. On a voluntary basis, K-5 teachers will include Writer's Workshop daily. Writer's Workshop will include a brief teacher mini-lesson on a writing component followed by independent writing by students.

Required Strategies

A. Parent Involvement: School-Parent Involvement Policy

To help parents learn parenting skills related to educational success Longfellow School will provide: 1. Two Family Nights will be scheduled. The Family Nights will include parent tips about how parents can help their child with literacy, math, and science activities. 2. A Home-School Connection and Building Readers newsletter will be sent home each month and posted on the school website. 3. A Title I page that includes parent tips will be included in the school newspaper. 4. A Parents Count link will be included on our school website. This link has parenting ideas and specific help for parents. 5. A parent brochure table will be available in the front hallway year round. It will contain parenting materials including books and DVD's for checkout. 6. The Title I teacher will maintain a Title I webpage on the school website that includes family activities to encourage literacy. To help parents communicate with their child's teacher, Longfellow School will: 1. Hold parent-teacher conferences twice per year. The Title I teacher will provide tips for teachers and parents about parent-teacher conferences. 2. Create classroom websites to be accessed on the school's website. Information about each teacher's expectations, grade-level appropriate curriculum, and activities will be included. 3. A computer will be available in the entranceway at Longfellow School for parents to use to access their child's classroom website. A Community Career Day will be scheduled once per year. Community members and parents will be encouraged to participate and share information about their career with students.

B. Technology Coordination

We will continue our successful implementation of this strategy. Technology is used at Longfellow Elementary to assist teachers, students and parents with the education of our students. For example, each classroom has a range of three to six computers and printers, one of which is connected to the Internet and provides e-mail service to that classroom. Each classroom has a cable television, a VCR, an overhead projector, listening centers, tape recorders and a CD player. All the teachers have available to them film strips projectors, a laminator, a wireless classroom presentation center, digital camera, sound system, video camera, stereo CD and tape systems and other technological devices. The teachers have a wealth of educational software available to them as well. We have over 500 titles available to teachers and students. We also have Scott Foresman Science and Social Studies text and supplemental resources available for teachers and students on line. Kindergarten and first grade teachers have a subscription to Reading A-Z, where leveled guided reading books can be downloaded for student use. To assist students and teachers, Longfellow School has a computer lab, which contains 30 computers, a server, a laser printer, and a CD tower. Students are regularly scheduled in the computer lab each week to use the Internet and computers to enhance learning. A computer technician maintains the computer lab equipment and the computers in the classroom. Longfellow School uses technology to assist parents in helping their child be successful at school. One example of technology assisting parents is the Longfellow School website. Parents can access school schedules, teacher e-mail addresses, and Parents Count, a link for help with parenting. Each teacher has an online classroom that is updated monthly. The websites include classroom rules, assignments, pictures, grade level appropriate activities and links, and field trip information. Because some of our parents may not have a computer at home, Longfellow provides one computer in the main entranceway for parents to access the school's website. This computer is for parent use only.

C. Safe and Disciplined Learning Environment

We are continuing our successful implementation of this strategy. New technology present in our building has increased security for students and staff. During school hours when children are present, all doors are locked. All main entry doors are equipped with palm readers that limit access to the building. The front door has cameras and electronic locks. The building is monitored by twenty high-definition video cameras. These cameras monitor the hallways, entryways, main office, and the playground. In the office area there are computer monitors that allow key personnel to observe various parts of the building. We are able to monitor the security of building off-site by using the Internet. Proper clearance is necessary to have access to this Internet site. All cameras record to a digital high definition system. Classroom security involves several areas. Each teacher at Longfellow has a crisis management plan and a quick flip chart reference guide to use in case of emergencies. Periodic practices for various emergencies are provided each month. All classrooms can be locked by the use of individual keys given to the teachers. These keys are located across the hallway from each classroom, out of the way of students. Each teacher maintains a classroom list with student names and phone numbers for emergency contacts. Three complete lists of students and emergency contacts are distributed to different parts of the building. During drills designated staff members carry this information. Playground safety and hallway safety is monitored by teachers and matrons. Each classroom and each matron is equipped with a first aid kit that includes rubber gloves and basic first aid supplies. Custodial staff that has been trained in cleaning up such problems does the clean up of body fluids. The school nurse periodically shows videos on AIDs and the handling of injured students. Each classroom teacher is responsible for an individual classroom behavior plan. Classroom teachers display classroom expectations. Many teachers provide individual behavioral plans with students having difficulty maintaining proper behavior. Teachers handle minor problems. When a difficult problem arises it is referred to the principal. Consequences for misbehavior are dealt with on an individual basis, depending upon the child's past history, age and the severity of the problem. During our survey of former students we discovered that 60% of the students felt safe while they attended Longfellow. In addition, we gave a survey to the current students at Longfellow. We found that 71% of grade 3 - 5 students felt safe while attending Longfellow. Eighty-seven percent of the primary students grade k - 2 felt safe at Longfellow.

D. Attendance

A review of the last seven years of our attendance indicates that Longfellow students's attendance was below the state average for five of the seven years. The range of this deficiency was from 1.3 to .4 percent below the state average. The average for these five years was .8 of a percent per year. Reviewing the last three years shows that Longfellow's attendance rate was above the state average for two of the three years. The average positive difference for these three years was .8 of the percent per year. During these three years Longfellow has instituted an attendance program. This program is two fold: preventative and positive for students who do have good attendance. When parents whose children are absent do not contact the school, we contact them. When students are absent excessively without justifiable reason, the parent is counseled. Continued excessive absences have resulted in court cases. The other part of this program is openly awarding students with perfect attendance. These awards are given for various durations of time. In addition, students with attendance problems are given individual goals that if attained result in positive reinforcement. These actions have shown positive results for our attendance rate. We plan to continue these programs.

G1. Exceptional Learners - Gifted

The school district will provide CRISS training for all general education teachers. This training will give teachers the knowledge of identifying students in their classrooms as exceptional learners. The teachers will use their training to provide identified students with lessons that have been differentiated to fit the exceptional learners needs in the regular education classroom. The school district is providing teachers with additional training on curriculum and strategies to use with students who are labeled exceptional learners. This training will be completed by the general education teachers. The teachers will implement the strategies in the regular education classroom. A program called Great Books is offered for identified students in second and third grade. The students engage in the inquiry method, analyzing, becoming an independent thinker and developing leadership qualities through the discussions and teaching of reading by a Great Books trained teacher(s). Great Books takes place after school for one hour a week beginning in September until the conclusion of the school year in May.

G2. Exceptional Learners - Special Education: Balanced Literacy

The core academic curriculum will be strengthened for special education students with research based strategies in the core academic subjects of reading and writing. The reading curriculum will be strengthened for special education students through a "double-dose" of Guided Reading provided by the both the general education and special education teachers. The reading curriculum will also be strengthened through Independent Reading/Read Aloud instruction by both the general education and special education teacher. Effectiveness of the reading strategies will be evaluated both qualitatively and quantitatively by both the general and special education teacher. The use of teacher observation, anecdotal records, benchmark assessments, NWEA, and ISTEP will be used for both formative and summative evaluations. The writing curriculum will be strengthened through writers workshop with both the general and special education teacher. Effectiveness of the strategy will be evaluated and monitored through the Quarterly Writing Assessment, NWEA, and ISTEP. Grade level discussions will also offer opportunities for prescriptive interventions and support for special education students. Collaborations and planning meetings will provide opportunities for prescriptive interventions for use in the classroom. All strategies will be monitored for effectiveness as noted in each strategy plan and professional development opportunities will be available to increase effectiveness and strengthen instruction.

G2. Exceptional Learners - Special Education: Non-Traditional Math Methods

The math special education curriculum will be strengthened through a variety of research-based strategies by both the general education teacher and the special education teacher. Special education students will be instructed at their ability level through non-traditional math methods. Collaboration and planning meetings will provide opportunities for prescriptive interventions for use in the classroom. All strategies will be monitored for effectiveness as noted in each strategy plan.

H. Cultural Competency

The InSAI Strategy Committee will ensure that professional development needs are being met to address the cultural competencies of teachers, administrators, staff, parents, and students. Professional developments needs will be determined both qualitatively and quantitatively. Qualitatively, informal cultural competency observations and concerns determined by the staff will be discussed at faculty and grade level meetings. Longfellow's social and academic cultural competency observations and concerns will be discussed and any personal or school-wide professional development needs will be determined. The Professional Development Library will be available to both parents and staff members to meet individual cultural development needs at all times. Quantitatively, NWEA, District Quarterly Assessments, and ISTEP results will be reviewed by staff members to review disaggregated data and determine the cultural competency needs of any particular student group. If disparities are noted, the needs of the student group will be addressed through review of current instructional methods and professional development needs. Appropriate strategies will be implemented or reviewed for effectiveness to meet the instructional needs of the students. Data from Parent Surveys, given at report card conferences will be reviewed by InSAI Strategy Committee. The data will be disaggregated and areas of concern will be identified. Appropriate cultural competency strategies will be implemented. Types of strategies implemented include, but are not limited to, parent seminars, family nights, and PTC

meetings.

I. Focused Instruction / Curriculum: Problem Solving

The Math Committee will strengthen teachers' effective use of math problem solving strategies by providing a sequenced focus on specific strategies for daily use in the classroom. This will be accomplished by teachers following a prescribed bi-monthly schedule of a particular problem solving strategy, which highlights the strategy to be practiced for that time frame. Teachers will informally assess students' progress and form small study groups for any struggling students. A monthly Math Academy for teachers will be held to provide specific activities for teachers to use in the daily teaching of problem solving in their classrooms. These activities correlate to the monthly assigned strategies. During this academy, time will be provided for teacher discussion and reflection.

J. Instruction by Highly Qualified Teachers

Longfellow ensures that all teachers are highly qualified through the use of the HOUSSE form. The HOUSSE form is the State of Indiana's rubric to ensure that all teachers meet NCLB's highly qualified criteria. Each teacher candidate fills out the HOUSSE form prior to employment. If the criteria are not met, the candidate is not considered for employment. Every veteran teacher must also complete and meet the HOUSSE form and criteria. If all criteria are not met, teachers are provided the opportunity for professional development and growth to meet such criteria. The building principal verifies that such criteria is then met. Ensuring that all teachers are highly qualified not only results in quality instruction, but most importantly, student success for all.

K. Attracting Highly Qualified Teachers

We will continue our current successful implementation of this strategy. All new teachers to Longfellow School are interviewed by the principal. A criminal background check is performed by the Central Office. Each position in our district is filled by an Indiana licensed teacher in their license area. The Central Office keeps track of each teachers license and when it is up for renewal. We are then notified to renew our licenses. Each of our kindergarten teachers has a license for teaching kindergarten. Our district gives teachers, by seniority, a stipend for continuing education.

L. Early Childhood Assistance: Fantastic Fours

Longfellow School has several major ways of helping incoming kindergarten students to transition to our school. 1. A minimum of five times a school year, four year olds, along with their parent, who reside within Longfellow's boundaries, will have an opportunity to participate in the Early Childhood Assistance program (Fantastic Fours)at Longfellow School. The child along with their parent will participate in enrichment activities, that will be presented by teachers from Longfellow, to help prepare the children for kindergarten. 2. Each August, Longfellow School will host a Kindergarten orientation for incoming kindergarten students and their parents. Curriculum, expectations, and requirements will be discussed. 3. Each spring during registration, incoming kindergarten students and their parents will receive an informational packet outlining the expectations of incoming students. The informational packet will also give parents some literacy activities to do with their child over the summer. 4. Each spring, all students from our Head Start Program will visit the kindergarten classrooms. Their visit will include introducing the student to our staff, school, and current kindergarten students.

M. Assessment Results to Parents

Parents receive test results on the following schedule: NWEA results are sent home to all Kindergarten through 5th grade parents 3 times per year, Fall, Winter, and Spring after testing. ISTEP results are sent home to all 3rd, 4th, and 5th grade parents in December. Indiana Reading Assessment results are sent home to Kindergarten, first, and second grade parents after the testing is completed in October, January, and April. Classroom teachers are responsible for sending home the assessment results. Our goal for next year will be to combine all test results on one sheet for parents and to be able to send home the district quarterly testing results to parents.

N. Parent Notice of "School in Improvement"

Each fall, a letter will be prepared by the Title I teacher and signed by the principal to be sent to all parents. This letter will inform parents our school did not make AYP and parents have the option of transferring their child to another school within the district. Parents will also be notified that the cost of transportation for the transferring students will be covered by the school district. Also included in the letter will be an invitation to the Parent Involvement meeting in the fall and some of our school improvement strategies.

O. Extended Learning Activities: Early Start, Leap Ahead, and Summer School

K-5 student groups that did not meet AYP will receive at least 30 minutes of extended learning opportunities before school OR after school. These sessions will be available from October through May depending on Title I funding. Parents will provide transportation so students will be able to attend the sessions. These opportunities will consist of language arts activities that will utilize a Balanced Literacy program and address math using non-traditional methods at the students' appropriate reading/math levels. The additional instruction is to be dictated by the areas of need as indicated by any/all of the following: NWEA, ISTEP, the District Quarterly Assessment, the Indiana State Reading Assessment, and teacher recommendation. K-1 students will receive 30 minutes daily in the Early Start program before school. A certified teacher will conduct the sessions with the assistance of the Title I aides. 2nd-5th grade students will receive up to 60 minutes of instruction by a certified teacher in the Leap Ahead After School program on a daily basis. Summer School will be offered through the Lake Ridge School District depending on funding. A certified teacher will conduct the instruction on a daily basis, and transportation will be provided by the school district.

P. Teacher Mentoring Program

Longfellow School will provide ongoing mentoring for all classroom teachers. Please see the strategy plan for Focused Instruction / Curriculum: Problem Solving for full details.

Q. School-Parent Involvement Policy

All Longfellow parents will be invited to attend five Community Council meetings during the school year. The meetings will be planned and presented by the Core Team of the School Improvement Committee. During these meetings, parents will have the opportunity to review and give input into the school improvement plan and the parent involvement policy. The Parent Involvement policy for 2008-09 will be posted on the school website in May 2008 and a paper copy will be handed out to parents at the Title I Annual Parent Meeting/Back to School Night on August 19, 2008.

R. Parent Right-to-Know Letter

Each year, Longfellow School will post the Highly Qualified Teacher letter and the Parent-Right-To-Know letter on our school website under the Title I page. This letter will be updated yearly by the Title I teacher.

S. School-Parent Compact

Each year, the School-Parent Compact will be included in the Longfellow Parent/School Handbook. The School-Parent Compact will outline the responsibilities for parents, students, and Longfellow staff for improved student achievement for all students. The School-Parent Compact will be provided to each child enrolled at Longfellow School yearly and will be provided to new students as they come in during the school year.

T. Annual Parent Meeting

Each fall, Longfellow School will hold an annual parent meeting during Meet the Teacher Night. During this meeting, parents will be informed of Longfellow's Title I schoolwide program and the rights of all parents with regard to the program. Parents will be provided with or given the website to a copy of the appropriate grade level Indiana Academic Standards for their child and a copy of the School-Parent Involvement Policy. Parents will be informed of all district-wide assessments their child will be participating in including but not limited to NWEA, ISTEP+, Indiana Reading Assessment, and the Lake Ridge District Quarterly Assessments.

U. Targeted Assistance

See Strategy I, Focused Instructional

V. Peer Review for SIP

At the beginning of August 2008, the principal and Title I teacher will meet with a school in our area for a peer review of our school improvement plan. In that review we will go over the ten components of a school improvement plan and complete the peer review form. The form will be submitted to the Department of Education and put in our school improvement plan by the end of August 2008.

Professional Development

These professional development activities will be implemented to help participants develop the knowledge and skills they need to successfully implement the strategy.

Gold Star Counseling Program

Professional Development Activity	Funding	Activity Purpose
<i>Purdue Class</i>	Source: N/A Amount: \$0	Information Skill Building Feedback/Support
Brief Description	Intended Participants	Activity Format
The Counselor will learn how to implement the Gold Star Program in his/her school. The class will provide handouts & updated information, model advisory council meetings through mock examples, and provide the counselor a network of professionals who are also in the process of implementing the Gold Star Counseling Program.	Counselors	Talk to Presentation/Workshop Networking/Site Visit Other

Professional Development Activity	Funding	Activity Purpose
<i>Indiana Conference on Learning</i>	Source: Professional Development Grant Amount: \$200.00	Information
Brief Description	Intended Participants	Activity Format
The counselor will attend the Indiana Conference on Learning to learn how other schools successfully implemented the Gold Star Counseling Program in their schools.	Counselors	Presentation/Workshop

Guided Daily Writing with Assessments

Professional Development Activity	Funding	Activity Purpose
<i>Guest Speaker #1 for Writing Development</i>	Source: Professional grant Amount: \$700	Information Feedback/Support Refinement
Brief Description	Intended Participants	Activity Format
A guest speaker will come to Longfellow to discuss writing development with teachers.	Teachers	Presentation/Workshop

Professional Development Activity	Funding	Activity Purpose
<i>Guest Speaker #2 for Writing Development</i>	Source: Professional Development grant Amount: \$700.00	Information Skill Building
Brief Description	Intended Participants	Activity Format
A guest speaker will come to Longfellow to discuss writing development with teachers.	Teachers	Presentation/Workshop

Guided Reading

Professional Development Activity	Funding	Activity Purpose
<i>Training for guided reading</i>	Source: Professional Development Amount: \$325	Information Refinement
Brief Description	Intended Participants	Activity Format
Training for guided reading for special teachers/new teachers(if need be).	Teachers	Presentation/Workshop

Professional Development Activity	Funding	Activity Purpose
<i>Site Visit</i>	Source: Professional Development Amount: \$65 for any teacher	Information Refinement
Brief Description	Intended Participants	Activity Format
Go on site visit to gain information and to refine skills for balanced literacy.	Teachers	Networking/Site Visit

Professional Development Activity	Funding	Activity Purpose
<i>Guided Reading lesson workshop</i>	Source: Professional Development Amount: \$250.00	Information Skill Building Refinement
Brief Description	Intended Participants	Activity Format
Give teachers different ways to do guided reading lessons. Each teacher will be paid a \$25/hour stipend.	Teachers	Presentation/Workshop Study Group

Professional Development Activity	Funding	Activity Purpose
<i>Grouping in guided reading</i>	Source: Professional Development Grant Amount: \$250.00	Information Feedback/Support
Brief Description	Intended Participants	Activity Format
Teachers bring their RR in order to make decisions about grouping levels for guided reading groups. Each teacher will be paid a \$25/hour stipend.	Teachers	Collaborative Problem Solving

Interactive Read Aloud

Professional Development Activity	Funding	Activity Purpose
<i>Using Making Meaning Program for Easier Implementation of Plan</i>	Source: Title One Amount: \$4835.00	Skill Building Feedback/Support
Brief Description	Intended Participants	Activity Format
Purchasing making meaning program and have a representative from program give a workshop on utilization	Teachers	Presentation/Workshop

Writer's Workshop

Professional Development Activity	Funding	Activity Purpose
<i>Informational Meeting about Writer's Workshop</i>	Source: Amount: \$0	Information
Brief Description	Intended Participants	Activity Format
There will be an informational meeting explaining what Writer's Workshop is at the beginning of the year.	Teachers	Talk to Presentation/Workshop

Professional Development Activity	Funding	Activity Purpose
<i>Site visit to Hosford Park School</i>	Source: Amount: \$0	Skill Building
Brief Description	Intended Participants	Activity Format
Any interested teacher will visit Hosford Park to see Writer's Workshop in action.	Teachers Administrators	Networking/Site Visit

Professional Development Activity	Funding	Activity Purpose
<i>Coaching for Writer's Workshop</i>	Source: Title I Amount: \$1000	Feedback/Support Refinement
Brief Description	Intended Participants	Activity Format
Teacher's that have been implementing Writer's Workshop will be able to receive coaching if desired.	Teachers	Other

A. Parent Involvement: School-Parent Involvement Policy

Professional Development Activity	Funding	Activity Purpose
<i>Classroom Website Training</i>	Source: Professional Development Grant Amount: \$250.00	Information Skill Building
Brief Description	Intended Participants	Activity Format
The computer lab assistant will provide after-school training for teachers on updating their classroom websites. Each teacher will be paid a \$25/hour stipend.	Teachers	Presentation/Workshop

G2. Exceptional Learners - Special Education: Balanced Literacy

Professional Development Activity	Funding	Activity Purpose
<i>Writer's Workshop Training (a Component of Balanced Literacy)</i>	Source: Amount: \$	
Brief Description	Intended Participants	Activity Format
The cost and description of this activity are listed under the Writer's Workshop Strategy (local).		

G2. Exceptional Learners - Special Education: Non-Traditional Math Methods

Professional Development Activity	Funding	Activity Purpose
<i>Touch Math Inservice</i>	Source: Title I-Professional Development Amount: \$400.00	Information Skill Building
Brief Description	Intended Participants	Activity Format
Special Education teacher will provide training for regular education teachers about Touch Math.	Teachers	Talk to Presentation/Workshop

I. Focused Instruction / Curriculum: Problem Solving

Professional Development Activity	Funding	Activity Purpose
<i>Math Academy for Learning About Problem Solving Strategies</i>	Source: Amount: \$0	Information Skill Building Feedback/Support
Brief Description	Intended Participants	Activity Format
Teachers will voluntarily attend a brief meeting after school to discuss problem solving strategies.	Teachers	Presentation/Workshop Collaborative Problem Solving

Professional Development Activity	Funding	Activity Purpose
<i>Math Professional Books and Materials in Professional Library</i>	Source: Professional Development Amount: \$500.00	Information
Brief Description	Intended Participants	Activity Format
We will add some math professional development books to the library. We will choose books recommended at the Marcy Cook and David Allsopp workshops.	Teachers Administrators	Professional Reading

Professional Development Activity	Funding	Activity Purpose
<i>Quarterly Peer Demonstrations of the Problem Solving Strategies</i>	Source: Amount: \$0	Feedback/Support Refinement
Brief Description	Intended Participants	Activity Format
The math committee members will demonstrate ways to teach the problem solving strategy of the month to interested teachers.	Teachers	Peer Coaching

L. Early Childhood Assistance: Fantastic Fours

No professional development is needed for this strategy.

O. Extended Learning Activities: Early Start, Leap Ahead, and Summer School

No professional development is needed for this strategy.

P. Teacher Mentoring Program

No professional development activities have been entered on [this strategy's plan](#).

If none is needed, please indicate so by checking the box on the [Professional Development Summary Entry](#).

Q. School-Parent Involvement Policy

No professional development activities have been entered on [this strategy's plan](#).

If none is needed, please indicate so by checking the box on the [Professional Development Summary Entry](#).

U. Targeted Assistance

No professional development is needed for this strategy.

V. Peer Review for SIP

No professional development activities have been entered on [this strategy's plan](#).

If none is needed, please indicate so by checking the box on the [Professional Development Summary Entry](#).

Relationship Report -- Areas of Concern / Strategies / Data Targets

Former Areas of Concern Summary

This report shows the relationship between the Areas of Concern, Strategies, and Data Targets. This report shows the following for each area of concern: 1) the achievement area(s) that are being negatively impacted by the concern and 2) the strategies we will implement to eliminate the concern. Basically, when we implement the strategies, the areas of concern should disappear. Once the areas of concern are gone, achievement should increase.

Local Areas of Concern

Concern: Special Education Reading Instruction

Data Targets Influenced by This Concern:

- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension

Strategies to Impact This Concern:

- Guided Reading

Concern: Student Sharing

Data Targets Influenced by This Concern:

- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension

Strategies to Impact This Concern:

- Interactive Read Aloud

Concern: Student Accountability for Independent Read

Data Targets Influenced by This Concern:

- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension

Strategies to Impact This Concern:

- Interactive Read Aloud

Concern: Data Driven Math Instruction

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving

Strategies to Impact This Concern:

- U. Targeted Assistance

Concern: Teachers modeling comprehension strategies

Data Targets Influenced by This Concern:

- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension

Strategies to Impact This Concern:

- Interactive Read Aloud

Concern: Extra Time/Extra Help

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving

Strategies to Impact This Concern:

- U. Targeted Assistance

Concern: Reading Ability Level Instruction

Data Targets Influenced by This Concern:

- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension

Strategies to Impact This Concern:

- Guided Reading

Concern: Positive Reading Attitude

Data Targets Influenced by This Concern:

- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension

Strategies to Impact This Concern:

- Guided Reading
- Interactive Read Aloud

Concern: Writing Achievement Scores

Data Targets Influenced by This Concern:

- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications

Strategies to Impact This Concern:

- Guided Daily Writing with Assessments
- Writer's Workshop

Concern: Utilization of Writing Process

Data Targets Influenced by This Concern:

- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts

Strategies to Impact This Concern:

- Guided Daily Writing with Assessments
- Writer's Workshop

Concern: Guidance Curriculum

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving
- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension

Strategies to Impact This Concern:

- Gold Star Counseling Program

Required Areas of Concern

A. Parent Involvement (PL221, Title I, NCLB)

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving
- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension

Strategies to Impact This Concern:

- A. Parent Involvement: School-Parent Involvement Policy

B. Technology Coordination (PL221)

Data Targets Influenced by This Concern:

- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension

Strategies to Impact This Concern:

- B. Technology Coordination

C. Safe and Disciplined Learning Environment (PL221)

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving
- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension

Strategies to Impact This Concern:

- C. Safe and Disciplined Learning Environment

D. Attendance (PL221)

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving
- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension

Strategies to Impact This Concern:

- D. Attendance

G1. Exceptional Learners - Gifted (PL221)

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving
- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension

Strategies to Impact This Concern:

- G1. Exceptional Learners - Gifted

G2. Exceptional Learners - Special Education (PL221)

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving
- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension

Strategies to Impact This Concern:

- G2. Exceptional Learners - Special Education: Balanced Literacy
- G2. Exceptional Learners - Special Education: Non-Traditional Math Methods

H. Cultural Competency (PL221)

Data Targets Influenced by This Concern:

- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts

Strategies to Impact This Concern:

- H. Cultural Competency

I. Focused Instruction / Curriculum (Title I, NCLB)

Data Targets Influenced by This Concern:

- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension

Strategies to Impact This Concern:

- I. Focused Instruction / Curriculum: Problem Solving

J. Instruction by Highly Qualified Teachers (Title I)

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving
- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension

Strategies to Impact This Concern:

- J. Instruction by Highly Qualified Teachers

K. Attracting Highly Qualified Teachers (Title I)

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving
- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension

Strategies to Impact This Concern:

- K. Attracting Highly Qualified Teachers

L. Early Childhood Assistance (Title I)

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving
- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension

Strategies to Impact This Concern:

- L. Early Childhood Assistance: Fantastic Fours

M. Assessment Results to Parents (Title I)

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving
- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension

Strategies to Impact This Concern:

- M. Assessment Results to Parents

N. Parent Notice of "School in Improvement" (NCLB)

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving
- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension
- Special Education -- Percent of students passing ISTEP Language Arts
- Special Education students -- Percent of students passing ISTEP Math

Strategies to Impact This Concern:

- N. Parent Notice of "School in Improvement"

O. Extended Learning Activities (Title I, NCLB)

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving
- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension

Strategies to Impact This Concern:

- O. Extended Learning Activities: Early Start, Leap Ahead, and Summer School

P. Teacher Mentoring Program (NCLB)

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving
- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension
- Special Education -- Percent of students passing ISTEP Language Arts

- Special Education students -- Percent of students passing ISTEP Math

Strategies to Impact This Concern:

- P. Teacher Mentoring Program

Q. School-Parent Involvement Policy (Title I)

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving
- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension
- Special Education -- Percent of students passing ISTEP Language Arts
- Special Education students -- Percent of students passing ISTEP Math

Strategies to Impact This Concern:

- Q. School-Parent Involvement Policy

R. Parent Right-to-Know Letter (Title I)

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving
- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension
- Special Education -- Percent of students passing ISTEP Language Arts
- Special Education students -- Percent of students passing ISTEP Math

Strategies to Impact This Concern:

- R. Parent Right-to-Know Letter

S. School-Parent Compact (Title I)

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving
- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension
- Special Education -- Percent of students passing ISTEP Language Arts
- Special Education students -- Percent of students passing ISTEP Math

Strategies to Impact This Concern:

- S. School-Parent Compact

T. Annual Parent Meeting (Title I)

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving
- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension
- Special Education -- Percent of students passing ISTEP Language Arts
- Special Education students -- Percent of students passing ISTEP Math

Strategies to Impact This Concern:

- T. Annual Parent Meeting

U. Targeted Assistance (Title I)

Data Targets Influenced by This Concern:

- Special Education -- Percent of students passing ISTEP Language Arts
- Special Education students -- Percent of students passing ISTEP Math

Strategies to Impact This Concern:

- U. Targeted Assistance

V. Peer Review for SIP (NCLB)

Data Targets Influenced by This Concern:

- 3rd grade students -- Percent Students Passing ISTEP Problem Solving
- 4th Grade Students -- Percent Students Passing ISTEP Writing Applications
- 5th grade boys -- Percent Students Passing ISTEP English/Language Arts
- 5th grade students -- Percent Students Passing ISTEP Literary Response
- 5th grade students -- Percent Students Passing ISTEP Reading Comprehension
- Special Education -- Percent of students passing ISTEP Language Arts
- Special Education students -- Percent of students passing ISTEP Math

Strategies to Impact This Concern:

- V. Peer Review for SIP

Force Field Excerpt

The Force Field reports are lengthy reports analyzed by the teachers, students, parents, and community members to help identify the areas of concern. The Force Field excerpt found below contains information that must be included in the School Improvement Plan to meet the requirements of Indiana Public Law 221.

Description and location of curriculum:	in the main office	Force Field Report B: Curriculum Additional Data #1
Titles and descriptions of assessment instruments to be used in addition to ISTEP+:	yes	Force Field Report C: Assessment Additional Data #1
Statutes and rules to be waived:	None	Force Field Report G: Environment Additional Data #2
Program Consolidation Plan:	Our funds are not consolidated as per the State of Indiana.	Force Field Report G: Environment Additional Data #2

To-Do List

This to-do list includes implementation, professional development, anti-resistance, and evaluation action steps for each strategy and will serve as a road map as we implement our School Improvement Plan.

Report by strategy. Showing completed and yet-to-be-completed action steps.

Early Childhood Assistance

Jan 30, 2008: Send home informational flyer to all K-5 students at Longfellow. They flyers will also be sent to Head Start, Ross Reformed Preschool and the 41st Street Public Library

Person: Tabitha Henry

Activity: Fantastic Fours Session #4

Aug 18, 2008: The Early Childhood Assistance committee will be explaining the program to the staff at a faculty meeting.

Person: Tabitha Henry, Mitzie Miller, Connie Ruberto and Jeannine Denney

Activity: Information Session

Aug 19, 2008: Each kindergarten teacher will give an overview of the curriculum, requirements and expectations.

Person: Tabitha Henry, Karen Laird and Jeannine Denney

Activity: Parent Orientation

Sep 15, 2008: Send home informational flyer to all K-5 students at Longfellow. They flyers will also be sent to Head Start, Ross Reformed Preschool and the 41st Street Public Library.

Person: Tabitha Henry

Activity: Fantastic Fours Session #1

Sep 29, 2008: Fantastic Fours Committee will meet after school to prepare for the October session.

Person: Tabitha Henry

Activity: Fantastic Fours Session #1

Oct 10, 2008: Title I teacher will phone parents on the reservation list to remind them of Fantastic Fours Session #1.

Person: Deb Carlson

Activity: Fantastic Fours Session #1

Oct 13, 2008: A survey will be given to the pre-kindergarten parents attending the first Fantastic Fours program.

Person: Terri Waugaman, Jeannine Denney

Activity: Collect baseline data

Oct 13, 2008: Fantastic Fours session #1 will be held.

Person: Jeannine Denney and Terri Waugaman

Activity: Fantastic Fours Session #1

Nov 3, 2008: Send home informational flyer to all K-5 students at Longfellow. The flyers will also be sent to Head Start, Ross Reformed Preschool and the 41st Street Public Library

Person: Tabitha Henry

Activity: Fantastic Fours Session #2

Nov 5, 2008: Fantastic Fours Committee will meet after school to prepare for the November session.

Person: Tabitha Henry

Activity: Fantastic Fours Session #2

Nov 14, 2008: Title I teacher will phone parents on the reservation list to remind them of the Fantastic Fours Session #2.

Person: Deb Carlson

Activity: Fantastic Fours Session #2

Nov 17, 2008: Fantastic Fours Session #2 will be held.

Person: Mitzie Miller and Gail Zmierski

Activity: Fantastic Fours Session #2

- Dec 19, 2008:** Send home informational flyer to all K-5 students at Longfellow. The flyers will also be sent to Head Start, Ross Reformed Preschool and the 41st Street Public Library.
Person: Tabitha Henry
Activity: Fantastic Fours Session #3
- Jan 8, 2009:** Title I teacher will phone parents on the reservation list to remind them of Fantastic Fours Session #3.
Person: Deb Carlson
Activity: Fantastic Fours Session #3
- Jan 9, 2009:** Fantastic Fours Committee will meet after school to prepare for the January session.
Person: Tabitha Henry
Activity: Fantastic Fours Session #3
- Jan 23, 2009:** A survey will be given to pre-kindergarten parents at the January Fantastic Fours meeting.
Person: Tabitha Henry, Lesi Marsh
Activity: Collect first semester/trimester follow up data
- Jan 23, 2009:** Fantastic Fours Session #3 will be held.
Person: Tabitha Henry and Lesi Marsh
Activity: Fantastic Fours Session #3
- Feb 6, 2009:** Fantastic Fours Committee will meet after school to prepare for the February session.
Person: Tabitha Henry
Activity: Fantastic Fours Session #4
- Feb 19, 2009:** Title I teacher will phone parents on the reservation list to remind them of Fantastic Fours Session #4
Person: Deb Carlson
Activity: Fantastic Fours Session #4
- Feb 20, 2009:** Fantastic Fours Session #4 will be held.
Person: Karen Laird and Lois Johnson
Activity: Fantastic Fours Session #4
- Mar 1, 2009:** Send home informational flyer to all K-5 students at Longfellow. They flyers will also be sent to Head Start, Ross Reformed Preschool and the 41st Street Public Library.
Person: Tabitha Henry
Activity: Fantastic Fours Session #5
- Mar 2, 2009:** Fantastic Fours Committee will meet after school to prepare for the March session.
Person: Tabitha Henry
Activity: Fantastic Fours Session #5
- Mar 13, 2009:** Title I teacher will phone parents on the reservation list to remind them of Fantastic Fours Session #5.
Person: Deb Carlson
Activity: Fantastic Fours Session #5
- Mar 16, 2009:** Fantastic Fours Session #5 will be held.
Person: Rene' Knight and Sandi Sweeney
Activity: Fantastic Fours Session #5
- Apr 9, 2009:** Copies will be made of the kindergarten packets.
Person: Deb Carlson
Activity: Compile Packets for incoming Kindergarten students
- May 1, 2009:** Informational packets handed out to parents at registration
Person: Jo Jo Craig
Activity: Compile Packets for incoming Kindergarten students
- May 1, 2009:** Send home informational flyer to all K-5 students at Longfellow. They flyers will also be sent to Head Start, Ross Reformed Preschool and the 41st Street Public Library.
Person: Tabitha Henry
Activity: Fantastic Fours Session #6

- May 2, 2009:** Fantastic Fours Committee will meet after school to prepare for the May session.
Person: Tabitha Henry
Activity: Fantastic Fours Session #6
- May 10, 2009:** Incoming Longfellow students that attended Head Start will visit our school
Person: Sheryl Sprague
Activity: Head Start Visit
- May 15, 2009:** Title I teacher will phone parents on the reservation list to remind them of Fantastic Fours Session #6.
Person: Deb Carlson
Activity: Fantastic Fours Session #6
- May 18, 2009:** A survey will be given to pre-kindergarten parents at the May Fantastic Fours meeting.
Person: Bonnie Walling, Christina Gutierrez
Activity: Collect final semester/trimester follow up data
- May 18, 2009:** Fantastic Fours Session #6 will be held.
Person: Bonnie Walling and Christina Gutierrez
Activity: Fantastic Fours Session #6

Exceptional Learners - Special Education

- Mar 13, 2008:** Contact Educational Diagnostician about doing a "Touch math" inservice for staff.
Person: LuAnn Keltner
Activity: Touch Math Inservice
- Aug 15, 2008:** Prepare growth data to present to staff indicating how "double blocking" is working. (i.e. NWEA scores, Lexile scores, guided reading levels)
Person: LuAnn Keltner
Activity: Inform staff of growth data
- Aug 18, 2008:** Present growth data to staff at 1st month's staff meeting.
Person: LuAnn Keltner
Activity: Inform staff of growth data
- Aug 18, 2008:** The special education teacher will attend an informational meeting for Writer's Workshop.
Person: LuAnn Keltner
Activity: Writer's Workshop Training (a Component of Balanced Literacy)
- Aug 19, 2008:** Gather list of special education students and their teachers enrolled for the 08-09 school year.
Person: LuAnn Keltner
Activity: Scheduling and special education instruction
- Aug 19, 2008:** Confirm date with Educational Diagnostician and principal.
Person: LuAnn Keltner
Activity: Touch Math Inservice
- Aug 20, 2008:** Special Education teacher will schedule a 40 minute plan time each day with classroom teachers that have special education students. (20 minute segments for 2 teachers.)
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Aug 20, 2008:** Make special education schedule
Person: LuAnn Keltner
Activity: Scheduling and special education instruction
- Aug 20, 2008:** Obtain students' reading levels from teachers.
Person: LuAnn Keltner
Activity: Scheduling and special education instruction

- Aug 20, 2008:** Obtain teachers' schedules.
Person: LuAnn Keltner
Activity: Scheduling and special education instruction
- Aug 20, 2008:** Email principal to put inservice date in school bulletin.
Person: LuAnn Keltner
Activity: Touch Math Inservice
- Aug 25, 2008:** Meet with committee and Title I teacher to go over schedule.
Person: LuAnn Keltner
Activity: Scheduling and special education instruction
- Aug 25, 2008:** Review scheduling concerns with district supervisor and principal.
Person: LuAnn Keltner
Activity: Scheduling and special education instruction
- Aug 26, 2008:** Email classroom teachers the special education schedule with collaboration time listed.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Sep 2, 2008:** Special education teacher will meet with committee members each Monday during their collaboration time to plan guided reading lessons utilizing NWEA data and specific needs of students.
Person: LuAnn Keltner
Activity: NWEA Data Correlation with Lesson Plans
- Sep 2, 2008:** Special Education teacher will meet with committee members during their collaboration times.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Sep 2, 2008:** The special education teacher will meet with committee members during their collaboration times to plan math instruction utilizing NWEA data and the specific needs of students.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Sep 2, 2008:** Begin all instruction.
Person: LuAnn Keltner
Activity: Scheduling and special education instruction
- Sep 2, 2008:** Contact district supervisor and principal if any areas of concern arise.
Person: LuAnn Keltner
Activity: Scheduling and special education instruction
- Sep 5, 2008:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Sep 5, 2008:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Sep 12, 2008:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Sep 12, 2008:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Sep 19, 2008:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time

- Sep 19, 2008:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Sep 26, 2008:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Sep 26, 2008:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Sep 30, 2008:** Hold Touch Math inservice.
Person: LuAnn Keltner
Activity: Touch Math Inservice
- Sep 30, 2008:** The special education teacher will attend a site visit to Hosford Park to see Writer's Workshop.
Person: LuAnn Keltner
Activity: Writer's Workshop Training (a Component of Balanced Literacy)
- Oct 2, 2008:** Special education teacher will meet with committee members each Monday during their collaboration time to plan guided reading lessons utilizing NWEA data and specific needs of students.
Person: LuAnn Keltner
Activity: NWEA Data Correlation with Lesson Plans
- Oct 3, 2008:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Oct 3, 2008:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Oct 10, 2008:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Oct 10, 2008:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Oct 13, 2008:** The special education teacher will receive coaching for Writer's Workshop from literacy coach.
Person: LuAnn Keltner
Activity: Writer's Workshop Training (a Component of Balanced Literacy)
- Oct 17, 2008:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Oct 17, 2008:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Oct 24, 2008:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Oct 24, 2008:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time

Oct 31, 2008: Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time

Oct 31, 2008: Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time

Nov 2, 2008: Special education teacher will meet with committee members each Monday during their collaboration time to plan guided reading lessons utilizing NWEA data and specific needs of students.
Person: LuAnn Keltner
Activity: NWEA Data Correlation with Lesson Plans

Nov 3, 2008: Email teachers to obtain guided reading group times for peer observations.
Person: LuAnn Keltner
Activity: Collect baseline data

Nov 4, 2008: Perform peer observations.
Person: LuAnn Keltner
Activity: Collect baseline data

Nov 4, 2008: Put in evidence binder.
Person: LuAnn Keltner
Activity: Collect baseline data

Nov 7, 2008: Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time

Nov 7, 2008: Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time

Nov 14, 2008: Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time

Nov 14, 2008: Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time

Nov 21, 2008: Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time

Nov 21, 2008: Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time

Nov 28, 2008: Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time

Nov 28, 2008: Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time

Dec 1, 2008: Email teachers to obtain guided reading group times for peer observations.
Person: LuAnn Keltner
Activity: Collect first semester/trimester follow up data

- Dec 2, 2008:** Perform peer observations.
Person: LuAnn Keltner
Activity: Collect first semester/trimester follow up data
- Dec 2, 2008:** Put in evidence binder.
Person: LuAnn Keltner
Activity: Collect first semester/trimester follow up data
- Dec 2, 2008:** Special education teacher will meet with committee members each Monday during their collaboration time to plan guided reading lessons utilizing NWEA data and specific needs of students.
Person: LuAnn Keltner
Activity: NWEA Data Correlation with Lesson Plans
- Dec 5, 2008:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Dec 5, 2008:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Dec 8, 2008:** Special education teacher will collect one piece of evidence from each literacy area.
Person: LuAnn Keltner
Activity: Special education evidence collection
- Dec 9, 2008:** Put in evidence binder.
Person: LuAnn Keltner
Activity: Special education evidence collection
- Dec 12, 2008:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Dec 12, 2008:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Dec 19, 2008:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Dec 19, 2008:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Dec 26, 2008:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Dec 26, 2008:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Jan 2, 2009:** Special education teacher will meet with committee members each Monday during their collaboration time to plan guided reading lessons utilizing NWEA data and specific needs of students.
Person: LuAnn Keltner
Activity: NWEA Data Correlation with Lesson Plans
- Jan 2, 2009:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time

Jan 2, 2009: Teachers initial collaboration log.

Person: LuAnn Keltner

Activity: Planning/Collaboration Time

Jan 6, 2009: The special education teacher will seek help from the Title I teacher to refine Writer's Workshop program for special education students.

Person: LuAnn Keltner

Activity: Writer's Workshop Training (a Component of Balanced Literacy)

Jan 9, 2009: Classroom teachers will initial collaboration log after meeting with Special Education teacher.

Person: Classroom Teachers

Activity: Planning/Collaboration Time

Jan 9, 2009: Teachers initial collaboration log.

Person: LuAnn Keltner

Activity: Planning/Collaboration Time

Jan 16, 2009: Email teachers to inform of balanced literacy celebration.

Person: LuAnn Keltner

Activity: Celebration

Jan 16, 2009: Give requirements for supplies needed for celebration to principal.

Person: LuAnn Keltner

Activity: Celebration

Jan 16, 2009: Schedule celebration with students and teachers over lunch.

Person: LuAnn Keltner

Activity: Celebration

Jan 16, 2009: Classroom teachers will initial collaboration log after meeting with Special Education teacher.

Person: Classroom Teachers

Activity: Planning/Collaboration Time

Jan 16, 2009: Teachers initial collaboration log.

Person: LuAnn Keltner

Activity: Planning/Collaboration Time

Jan 20, 2009: Obtain materials.

Person: Principal

Activity: Celebration

Jan 23, 2009: Classroom teachers will initial collaboration log after meeting with Special Education teacher.

Person: Classroom Teachers

Activity: Planning/Collaboration Time

Jan 23, 2009: Teachers initial collaboration log.

Person: LuAnn Keltner

Activity: Planning/Collaboration Time

Jan 30, 2009: Classroom teachers will initial collaboration log after meeting with Special Education teacher.

Person: Classroom Teachers

Activity: Planning/Collaboration Time

Jan 30, 2009: Teachers initial collaboration log.

Person: LuAnn Keltner

Activity: Planning/Collaboration Time

Feb 2, 2009: Special education teacher will meet with committee members each Monday during their collaboration time to plan guided reading lessons utilizing NWEA data and specific needs of students.

Person: LuAnn Keltner

Activity: NWEA Data Correlation with Lesson Plans

- Feb 6, 2009:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Feb 6, 2009:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Feb 13, 2009:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Feb 13, 2009:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Feb 20, 2009:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Feb 20, 2009:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Feb 27, 2009:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Feb 27, 2009:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Mar 2, 2009:** Special education teacher will meet with committee members each Monday during their collaboration time to plan guided reading lessons utilizing NWEA data and specific needs of students.
Person: LuAnn Keltner
Activity: NWEA Data Correlation with Lesson Plans
- Mar 6, 2009:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Mar 6, 2009:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Mar 13, 2009:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Mar 13, 2009:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Mar 20, 2009:** Email teachers to inform of balanced literacy celebration.
Person: LuAnn Keltner
Activity: Celebration
- Mar 20, 2009:** Give requirements for supplies to principal.
Person: LuAnn Keltner
Activity: Celebration

- Mar 20, 2009:** Obtain Materials
Person: Principal
Activity: Celebration
- Mar 20, 2009:** Schedule celebration with students and teachers over lunch.
Person: LuAnn Keltner
Activity: Celebration
- Mar 20, 2009:** Email teachers to obtain guided reading group times for peer observations.
Person: LuAnn Keltner
Activity: Collect final semester/trimester follow up data
- Mar 20, 2009:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Mar 20, 2009:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Mar 23, 2009:** Perform peer observations.
Person: LuAnn Keltner
Activity: Collect final semester/trimester follow up data
- Mar 23, 2009:** Put in evidence binder.
Person: LuAnn Keltner
Activity: Collect final semester/trimester follow up data
- Mar 27, 2009:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Mar 27, 2009:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Apr 2, 2009:** Special education teacher will meet with committee members each Monday during their collaboration time to plan guided reading lessons utilizing NWEA data and specific needs of students.
Person: LuAnn Keltner
Activity: NWEA Data Correlation with Lesson Plans
- Apr 3, 2009:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Apr 3, 2009:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Apr 10, 2009:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Apr 10, 2009:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Apr 17, 2009:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time

- Apr 17, 2009:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- Apr 24, 2009:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- Apr 24, 2009:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- May 1, 2009:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- May 1, 2009:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- May 2, 2009:** Special education teacher will meet with committee members each Monday during their collaboration time to plan guided reading lessons utilizing NWEA data and specific needs of students.
Person: LuAnn Keltner
Activity: NWEA Data Correlation with Lesson Plans
- May 8, 2009:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- May 8, 2009:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- May 15, 2009:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- May 15, 2009:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- May 22, 2009:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time
- May 22, 2009:** Teachers initial collaboration log.
Person: LuAnn Keltner
Activity: Planning/Collaboration Time
- May 26, 2009:** Special education teacher will collect one piece of evidence from each literacy area.
Person: LuAnn Keltner
Activity: Special education evidence collection
- May 27, 2009:** Put in evidence binder.
Person: LuAnn Keltner
Activity: Special education evidence collection
- May 29, 2009:** Classroom teachers will initial collaboration log after meeting with Special Education teacher.
Person: Classroom Teachers
Activity: Planning/Collaboration Time

May 29, 2009: Teachers initial collaboration log.

Person: LuAnn Keltner

Activity: Planning/Collaboration Time

Jun 5, 2009: Classroom teachers will initial collaboration log after meeting with Special Education teacher.

Person: Classroom Teachers

Activity: Planning/Collaboration Time

Jun 5, 2009: Teachers initial collaboration log.

Person: LuAnn Keltner

Activity: Planning/Collaboration Time

Jun 12, 2009: Classroom teachers will initial collaboration log after meeting with Special Education teacher.

Person: Classroom Teachers

Activity: Planning/Collaboration Time

Jun 19, 2009: Classroom teachers will initial collaboration log after meeting with Special Education teacher.

Person: Classroom Teachers

Activity: Planning/Collaboration Time

Jun 26, 2009: Classroom teachers will initial collaboration log after meeting with Special Education teacher.

Person: Classroom Teachers

Activity: Planning/Collaboration Time

Jul 3, 2009: Classroom teachers will initial collaboration log after meeting with Special Education teacher.

Person: Classroom Teachers

Activity: Planning/Collaboration Time

Extended Learning Activities

Feb 26, 2008: Central Office posts jobs for Summer School positions.

Person: Janet Flores

Activity: Summer School

Apr 16, 2008: Start reviewing data (NWEA, ISTEP, Indiana Reading Assessment, Teacher Recommendations) for students that are at risk of failure to attend the District offered Summer School.

Person: Deb Carlson, Terri Waugaman

Activity: Summer School

May 5, 2008: Compile the list of students for Summer School to Principal.

Person: Deb Carlson, Terri Waugaman

Activity: Summer School

May 6, 2008: After students are identified to attend the program the first notice is sent home.

Person: Deb Carlson

Activity: Summer School

May 11, 2008: Principal will interview teachers.

Person: Chuck Kollross

Activity: Summer School

May 12, 2008: The second notice is sent home for students to attend the program.

Person: Deb Carlson

Activity: Summer School

May 19, 2008: The third notice is sent home for students to attend the program.

Person: Deb Carlson

Activity: Summer School

- May 26, 2008:** Compile a list of students that have returned their parent permission slips to the Principal with the child's deficit included and reading level.
Person: Deb Carlson, Terri Waugaman
Activity: Summer School
- Jun 9, 2008:** Principal will submit recommendations to school board for approval.
Person: Chuck Kollross
Activity: Summer School
- Jul 1, 2008:** Teachers will be notified of Summer School positions in a letter, stating starting time.
Person: Janet Flores
Activity: Summer School
- Jul 14, 2008:** Reminder note is sent out to parents about when Summer School starts and bus pick up and drop off.
Person: JoJo Graig
Activity: Summer School
- Jul 21, 2008:** On the first day of Summer School teachers will receive their class list including areas of deficit for each student and reading levels.
Person: Chuck Kollross
Activity: Summer School
- Jul 21, 2008:** Principal will oversee the program.
Person: Chuck Kollross
Activity: Summer School
- Jul 21, 2008:** Teachers will create lesson plans and implement the Summer School program in their classrooms.
Person: Teachers
Activity: Summer School
- Sep 10, 2008:** Title I teacher will get teacher recommendations for students to attend the program.
Person: Deb Carlson
Activity: Early Start
- Sep 12, 2008:** Send home first note to parents requesting their child attend the Early Start Program.
Person: Deb Carlson
Activity: Early Start
- Sep 17, 2008:** Send home second note to parents requesting their child attend the Early Start Program.
Person: Deb Carlson
Activity: Early Start
- Sep 22, 2008:** Title I teacher will create lesson plans for the Early Start Program.
Person: Deb Carlson
Activity: Early Start
- Sep 26, 2008:** Compile a list of K-1 students that have been referred to the program and that have permission from parents to attend.
Person: Deb Carlson
Activity: Early Start
- Sep 29, 2008:** Have meeting with Title I assistance to go over and pass out the lesson plans.
Person: Deb Carlson
Activity: Early Start
- Oct 1, 2008:** Begin the Early Start Program.
Person: Deb Carlson
Activity: Early Start
- Oct 2, 2008:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance

- Oct 2, 2008:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Oct 3, 2008:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assisstance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Oct 3, 2008:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- Oct 9, 2008:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Oct 9, 2008:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Oct 10, 2008:** Prepare lesson plans for Title I Assistant's meeting.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Oct 10, 2008:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assisstance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Oct 10, 2008:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- Oct 13, 2008:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Oct 16, 2008:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Oct 16, 2008:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Oct 17, 2008:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assisstance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Oct 17, 2008:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- Oct 20, 2008:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Oct 20, 2008:** Write the job description for the Leap Ahead.
Person: Chuck Kollross
Activity: Leap Ahead After School Program

Oct 23, 2008: Get attendance from the Title I assistances.

Person: Deb Carlson

Activity: Early Start: Celebration for perfect attendance

Oct 23, 2008: Get prizes from the Principal.

Person: Deb Carlson

Activity: Early Start: Celebration for perfect attendance

Oct 24, 2008: Pass out prizes for students that had perfect attendance in Early Start.

Person: Title I Assistance, Deb Carlson

Activity: Early Start: Celebration for perfect attendance

Oct 24, 2008: Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.

Person: Teachers

Activity: Leap Ahead: Snack Celebration

Oct 27, 2008: Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.

Person: Deb Carlson

Activity: Early Start Title I Assistant's Meeting

Nov 3, 2008: Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.

Person: Deb Carlson

Activity: Early Start Title I Assistant's Meeting

Nov 3, 2008: Review the data (NWEA, ISTEP, Indiana Reading Assessment, teacher recommendations) compile a list of students that have needs in specific areas, students who have failed both English and Math ISTEP will have priority into the program.

Person: Deb Carlson, Terri Waugaman

Activity: Leap Ahead After School Program

Nov 6, 2008: Get attendance from the Title I assistances.

Person: Deb Carlson

Activity: Early Start: Celebration for perfect attendance

Nov 6, 2008: Get prizes from the Principal.

Person: Deb Carlson

Activity: Early Start: Celebration for perfect attendance

Nov 7, 2008: Pass out prizes for students that had perfect attendance in Early Start.

Person: Title I Assistance, Deb Carlson

Activity: Early Start: Celebration for perfect attendance

Nov 7, 2008: Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.

Person: Teachers

Activity: Leap Ahead: Snack Celebration

Nov 10, 2008: Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.

Person: Deb Carlson

Activity: Early Start Title I Assistant's Meeting

Nov 10, 2008: Submit job description to the school board for the job posting for the Leap Ahead after school program.

Person: Chuck Kollross

Activity: Leap Ahead After School Program

Nov 10, 2008: Talk to cafeteria director to get approval for snacks for students.

Person: Chuck Kollross

Activity: Leap Ahead: Snack Celebration

- Nov 13, 2008:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Nov 13, 2008:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Nov 14, 2008:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Nov 14, 2008:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- Nov 17, 2008:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Nov 20, 2008:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Nov 20, 2008:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Nov 21, 2008:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Nov 21, 2008:** Interview teachers for the job posting for the Leap Ahead.
Person: Chuck Kollross
Activity: Leap Ahead After School Program
- Nov 21, 2008:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- Nov 24, 2008:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Nov 24, 2008:** Send in the hire recommendations to the school board to approve.
Person: Chuck Kollross
Activity: Leap Ahead After School Program
- Nov 24, 2008:** Title I teacher gives the count of students that are enrolled in the program.
Person: Deb Carlson
Activity: Leap Ahead: Snack Celebration
- Nov 26, 2008:** Hold meeting to inform teachers of being hired for the position in the Leap Ahead program, compile a list of students names, along with areas of weakness, and reading levels for the teachers.
Person: Chuck Kollross, Deb Carlson
Activity: Leap Ahead After School Program
- Nov 26, 2008:** Teachers will create lesson plans for the Leap Ahead program.
Person: Teachers
Activity: Leap Ahead After School Program

- Nov 27, 2008:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Nov 27, 2008:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Nov 28, 2008:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Dec 1, 2008:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Dec 1, 2008:** Begin Leap Ahead Program.
Person: Teachers
Activity: Leap Ahead After School Program
- Dec 4, 2008:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Dec 4, 2008:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Dec 4, 2008:** Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Dec 5, 2008:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Dec 5, 2008:** Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Dec 5, 2008:** Pass out prizes to the students who had perfect attendance.
Person: Teachers
Activity: Leap Ahead Perfect Attendance Celebration
- Dec 5, 2008:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- Dec 8, 2008:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Dec 11, 2008:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Dec 11, 2008:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance

- Dec 11, 2008:** Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Dec 12, 2008:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assisstance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Dec 12, 2008:** Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Dec 12, 2008:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- Dec 15, 2008:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Dec 18, 2008:** Get attendance from the Title I assisstances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Dec 18, 2008:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Dec 18, 2008:** Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Dec 19, 2008:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assisstance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Dec 19, 2008:** Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Dec 19, 2008:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- Dec 22, 2008:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Dec 29, 2008:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Jan 5, 2009:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting

Jan 8, 2009: Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance

Jan 8, 2009: Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance

Jan 8, 2009: Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration

Jan 9, 2009: Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance

Jan 9, 2009: Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration

Jan 9, 2009: Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration

Jan 12, 2009: Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting

Jan 15, 2009: Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance

Jan 15, 2009: Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance

Jan 15, 2009: Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration

Jan 16, 2009: Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance

Jan 16, 2009: Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration

Jan 16, 2009: Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration

Jan 19, 2009: Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting

Jan 22, 2009: Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance

Jan 22, 2009: Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance

Jan 22, 2009: Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration

Jan 23, 2009: Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance

Jan 23, 2009: Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration

Jan 23, 2009: Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration

Jan 26, 2009: Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting

Jan 29, 2009: Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance

Jan 29, 2009: Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance

Jan 29, 2009: Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration

Jan 30, 2009: Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance

Jan 30, 2009: Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration

Jan 30, 2009: Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration

Feb 2, 2009: Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting

Feb 2, 2009: Review the data (NWEA, ISTEP, Indiana Reading Assessment, teacher recommendations) compile a list of potential new students (to Leap Ahead) that have needs in specific areas, students who have failed both English and Math ISTEP will have priority into th
Person: Deb Carlson, Terri Waugaman
Activity: Leap Ahead After School Program

- Feb 5, 2009:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Feb 5, 2009:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Feb 5, 2009:** Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Feb 6, 2009:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Feb 6, 2009:** Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Feb 6, 2009:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- Feb 9, 2009:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Feb 11, 2009:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Feb 11, 2009:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Feb 12, 2009:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Feb 12, 2009:** Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Feb 13, 2009:** Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Feb 16, 2009:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Feb 19, 2009:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Feb 19, 2009:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance

- Feb 19, 2009:** Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Feb 20, 2009:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Feb 20, 2009:** Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Feb 20, 2009:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- Feb 23, 2009:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Feb 23, 2009:** Central Office posts jobs for Summer School positions.
Person: Janet Flores
Activity: Summer School
- Feb 26, 2009:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Feb 26, 2009:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Feb 26, 2009:** Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Feb 27, 2009:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Feb 27, 2009:** Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Feb 27, 2009:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- Mar 2, 2009:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Mar 5, 2009:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Mar 5, 2009:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance

- Mar 5, 2009:** Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Mar 6, 2009:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Mar 6, 2009:** Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Mar 6, 2009:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- Mar 9, 2009:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Mar 12, 2009:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Mar 12, 2009:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Mar 12, 2009:** Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Mar 13, 2009:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Mar 13, 2009:** Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Mar 13, 2009:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- Mar 16, 2009:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Mar 19, 2009:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Mar 19, 2009:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Mar 19, 2009:** Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration

- Mar 20, 2009:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Mar 20, 2009:** Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Mar 20, 2009:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- Mar 23, 2009:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Mar 26, 2009:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Mar 26, 2009:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Mar 26, 2009:** Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Mar 27, 2009:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Mar 27, 2009:** Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Mar 27, 2009:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- Mar 30, 2009:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Apr 1, 2009:** Start reviewing data (NWEA, ISTEP, Indiana Reading Assessment, Teacher Recommendations) for students that are at risk of failure to attend the District offered Summer School.
Person: Deb Carlson, Terri Waugaman
Activity: Summer School
- Apr 2, 2009:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Apr 2, 2009:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Apr 2, 2009:** Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration

- Apr 3, 2009:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Apr 3, 2009:** Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Apr 3, 2009:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- Apr 6, 2009:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Apr 8, 2009:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Apr 8, 2009:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Apr 8, 2009:** Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Apr 9, 2009:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Apr 9, 2009:** Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Apr 13, 2009:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Apr 20, 2009:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Apr 23, 2009:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Apr 23, 2009:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Apr 23, 2009:** Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration

- Apr 24, 2009:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Apr 24, 2009:** Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Apr 24, 2009:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- Apr 27, 2009:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- Apr 29, 2009:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Apr 29, 2009:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Apr 30, 2009:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- Apr 30, 2009:** Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- Apr 30, 2009:** Compile the list of students for Summer School to submit to Principal.
Person: Deb Carlson, Terri Waugaman
Activity: Summer School
- May 1, 2009:** Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- May 4, 2009:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- May 4, 2009:** Review the data (NWEA, ISTEP, Indiana Reading Assessment, teacher recommendations) compile a list of potential new students (to Leap Ahead) that have needs in specific areas, students who have failed both English and Math ISTEP will have priority into the
Person: Deb Carlson, Terri Waugaman
Activity: Leap Ahead After School Program
- May 4, 2009:** Send home the first notice letter of participation for the Summer School program.
Person: Deb Carlson
Activity: Summer School
- May 7, 2009:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance

- May 7, 2009:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- May 7, 2009:** Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- May 8, 2009:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- May 8, 2009:** Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- May 8, 2009:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- May 11, 2009:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- May 11, 2009:** The second notice is sent home for students to attend the program.
Person: Deb Carlson
Activity: Summer School
- May 14, 2009:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- May 14, 2009:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- May 14, 2009:** Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- May 15, 2009:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- May 15, 2009:** Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- May 15, 2009:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- May 18, 2009:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- May 18, 2009:** The third notice is sent home for students to attend the program.
Person: Deb Carlson
Activity: Summer School

- May 21, 2009:** Get attendance from the Title I assistances.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- May 21, 2009:** Get prizes from the Principal.
Person: Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- May 21, 2009:** Get Attendance from teachers.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- May 22, 2009:** Pass out prizes for students that had perfect attendance in Early Start.
Person: Title I Assistance, Deb Carlson
Activity: Early Start: Celebration for perfect attendance
- May 22, 2009:** Get prizes from the Principal for both programs and distribute the prizes to the teachers to hand out to students.
Person: Deb Carlson
Activity: Leap Ahead Perfect Attendance Celebration
- May 22, 2009:** Teachers send in weekly attendance reports to the head of the cafeteria at Longfellow school.
Person: Teachers
Activity: Leap Ahead: Snack Celebration
- May 25, 2009:** Meeting each week with the Title I assistants and the Title I teacher to discuss student progress, lesson plans, and instructional techniques.
Person: Deb Carlson
Activity: Early Start Title I Assistant's Meeting
- May 26, 2009:** Compile a list of students that have returned their parent permission slips to the Principawith the childs deficit included and reading level.I .
Person: Deb Carlson, Terri Waugaman
Activity: Summer School
- May 26, 2009:** Principal will interview teachers.
Person: Chuck Kollross
Activity: Summer School
- Jun 8, 2009:** Principal will submit recommendations to school board for approval.
Person: Chuck Kollross
Activity: Summer School
- Jul 1, 2009:** Teachers will be notified of Summer School positions in a letter, stating starting time.
Person: Janet Flores
Activity: Summer School
- Jul 13, 2009:** Reminder note is sent out to parents about when Summer School starts and bus pick up and drop off.
Person: JoJo Graig
Activity: Summer School
- Jul 20, 2009:** On the first day of Summer School teachers will receive their class list including areas of deficit for each student and reading levels.
Person: Chuck Kollross
Activity: Summer School
- Jul 20, 2009:** Principal will oversee the program.
Person: Chuck Kollross
Activity: Summer School
- Jul 20, 2009:** Teachers will create lesson plans and implement the Summer School program in their classrooms.
Person: Teachers
Activity: Summer School

Focused Instruction / Curriculum

Jan 15, 2008: Add math professional development books and materials in the Professional Library.

Person: Sandi Sweeney

Activity: Math Professional Books and Materials in Professional Library

Mar 3, 2008: Email all grade level teachers to ask for appropriate problem solving resource file questions for the Problem Solving monthly strategies.

Person: Dameca Harrison

Activity: Problem Solving Strategy Resource Files

Apr 25, 2008: Develop the Problem Solving Strategy Schedule

Person: Jennifer Rhodes, Lois Johnson

Activity: Problem Solving Strategy Schedule

May 10, 2008: An email will be sent to find out how many teachers are using the problem solving strategies.

Person: Dameca Harrison

Activity: Collect baseline data

May 20, 2008: Preview to Math Academy. The Math Committee will show teachers what Math Academy is all about. An activity will be demonstrated and each teacher will get a copy of the activity.

Person: Dameca Harrison, Lois Johnson, Sandi Sweeney, Jennifer Rhodes

Activity: Math Academy for Learning About Problem Solving Strategies

Aug 18, 2008: Distribute a Math Academy meeting schedule for the school year.

Person: Dameca Harrison

Activity: Math Academy for Learning About Problem Solving Strategies

Aug 18, 2008: Distribute the Problem Solving Strategy Schedule

Person: Jennifer Rhodes, Lois Johnson

Activity: Problem Solving Strategy Schedule

Aug 21, 2008: Create Math Term Posters of commonly used math terms for grades K-5.

Person: Jennifer Rhodes

Activity: Math Term Posters

Aug 21, 2008: The Math Committee will search through math materials sent by K-5 teachers to create the problem solving strategy resource files for teachers.

Person: Dameca Harrison

Activity: Problem Solving Strategy Resource Files

Aug 27, 2008: Email teachers at the end of each month to remind them about upcoming Math Academy.

Person: Dameca Harrison

Activity: Math Academy for Learning About Problem Solving Strategies

Aug 28, 2008: Send Math Term Posters to Central Office for duplication.

Person: Jennifer Rhodes

Activity: Math Term Posters

Sep 5, 2008: Teachers will be provided collaboration time by grade level to discuss the strategies learned during the Math Academy.

Person: Dameca Harrison

Activity: Collaboration time during Math Academy

Sep 15, 2008: Pass out Math Term Posters to classroom teachers. Send an email use of posters.

Person: Jennifer Rhodes

Activity: Math Term Posters

Sep 26, 2008: Email teachers quarterly to find out who is interested in peer demonstrations or needs conferencing on the implementation of problem solving strategies.

Person: Dameca Harrison, Lois Johnson

Activity: Quarterly Peer Demonstrations of the Problem Solving Strategies

Oct 1, 2008: Order four substitute teachers quarterly for the Math Committee to do peer demonstrations.

Person: Dameca Harrison, Lois Johnson

Activity: Quarterly Peer Demonstrations of the Problem Solving Strategies

Oct 5, 2008: Teachers will be provided collaboration time by grade level to discuss the strategies learned during the Math Academy.

Person: Dameca Harrison

Activity: Collaboration time during Math Academy

Oct 7, 2008: Peer demonstrations given by Harrison and Rhodes for 3rd-5th grades, Johnson and Sweeney for K-2nd grades.

Person: Jennifer Johnson, Dameca Harrison, Lois Johnson, Sandi Sweeney

Activity: Quarterly Peer Demonstrations of the Problem Solving Strategies

Nov 5, 2008: Teachers will be provided collaboration time by grade level to discuss the strategies learned during the Math Academy.

Person: Dameca Harrison

Activity: Collaboration time during Math Academy

Dec 5, 2008: Teachers will be provided collaboration time by grade level to discuss the strategies learned during the Math Academy.

Person: Dameca Harrison

Activity: Collaboration time during Math Academy

Dec 8, 2008: Peer demonstrations given by Harrison and Rhodes for 3rd-5th grades, Johnson and Sweeney for K-2nd grades.

Person: Dameca Harrison, Lois Johnson, Sandi Sweeney, Jennifer Rhodes

Activity: Quarterly Peer Demonstrations of the Problem Solving Strategies

Dec 17, 2008: Purchase more math professional development books.

Person: Sandi Sweeney

Activity: Math Professional Books and Materials in Professional Library

Jan 5, 2009: Teachers will be provided collaboration time by grade level to discuss the strategies learned during the Math Academy.

Person: Dameca Harrison

Activity: Collaboration time during Math Academy

Feb 5, 2009: Teachers will be provided collaboration time by grade level to discuss the strategies learned during the Math Academy.

Person: Dameca Harrison

Activity: Collaboration time during Math Academy

Feb 9, 2009: During the Peer Demonstration, the Math Committee member will observe the classroom teacher using the previously taught strategy.

Person: Dameca Harrison, Lois Johnson, Sandi Sweeney, Jennifer Rhodes

Activity: Collect first semester/trimester follow up data

Feb 9, 2009: Peer demonstrations given by Harrison and Rhodes for 3rd-5th grades, Johnson and Sweeney for K-2nd grades.

Person: Dameca Harrison, Lois Johnson, Sandi Sweeney, Jennifer Rhodes

Activity: Quarterly Peer Demonstrations of the Problem Solving Strategies

Mar 5, 2009: Teachers will be provided collaboration time by grade level to discuss the strategies learned during the Math Academy.

Person: Dameca Harrison

Activity: Collaboration time during Math Academy

Apr 5, 2009: Teachers will be provided collaboration time by grade level to discuss the strategies learned during the Math Academy.

Person: Dameca Harrison

Activity: Collaboration time during Math Academy

Apr 6, 2009: During the Peer Demonstration, the Math Committee member will observe the classroom teacher using the previously taught strategy.

Person: Dameca Harrison

Activity: Collect final semester/trimester follow up data

Apr 6, 2009: Peer demonstrations given by Harrison and Rhodes for 3rd-5th grades, Johnson and Sweeney for K-2nd grades.

Person: Dameca Harrison, Lois Johnson, Sandi Sweeney, Jennifer Rhodes

Activity: Quarterly Peer Demonstrations of the Problem Solving Strategies

Gold Star Counseling Program

Jan 14, 2008: The Counselor will enroll and attend "Creating A Gold Star Counseling Program" class at Purdue Calumet

Person: Josie Lynn Werhowatz

Activity: Purdue Class

Jan 31, 2008: The Counselor will attend the Indiana Conference on Learning to see the Indiana Gold Star presentation

Person: Josie Lynn Werhowatz

Activity: Indiana Conference on Learning

Feb 12, 2008: Introductory Meeting to present Gold Star Initiative to the staff

Person: Josie Lynn Werhowatz

Activity: Faculty Meeting

Aug 18, 2008: Inform teachers about the Gold Star Counseling Program and Advisory Council Meeting Dates for the year

Person: Josie Lynn Werhowatz

Activity: Faculty Meeting

Aug 19, 2008: Send initial letter invite to all parents, teachers, school administration, and select community members to join the Advisory Council

Person: Josie Lynn Werhowatz

Activity: Form Advisory Council

Aug 25, 2008: Provide information about the Gold Star Counseling Program (program info., meeting dates) on existing counselor website

Person: Josie Lynn Werhowatz

Activity: Gold Star Counseling Info on Counselor Web Page

Sep 2, 2008: Compose and send letter invite/flyer to invite Advisory Council Members to attend meeting

Person: Josie Lynn Werhowatz

Activity: Advisory Council Meetings

Sep 2, 2008: The Counselor will monitor the Indiana Department of Education and Indiana Gold Star Web Page for current information and updates

Person: Josie Lynn Werhowatz

Activity: Monitor Gold Star Program Developments

Sep 8, 2008: Order Refreshments for Advisory Council Meeting

Person: Josie Lynn Werhowatz

Activity: Advisory Council Meetings

Sep 10, 2008: Prepare Advisory Council Agenda, Power Point Presentation, and other materials as needed for Advisory Council Meeting

Person: Josie Lynn Werhowatz

Activity: Advisory Council Meetings

- Sep 11, 2008:** Conduct Advisory Council Meeting and facilitate the completion of meeting tasks/portfolio assignment
Person: Josie Lynn Werhowatz & Principal
Activity: Advisory Council Meetings
- Sep 12, 2008:** E-mail staff Advisory Council Meeting updates and minutes
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meeting Minutes
- Sep 12, 2008:** Compile completed Advisory Council Tasks and meeting artifacts and insert in Gold Star Counseling Portfolio Binder
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings
- Oct 1, 2008:** Compose and send letter invite/flyer to invite Advisory Council Members to attend meeting
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings
- Oct 6, 2008:** Order Refreshments for Advisory Council Meeting
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings
- Oct 7, 2008:** The Counselor will monitor the Indiana Department of Education and Indiana Gold Star Web Page for current information and updates
Person: Josie Lynn Werhowatz
Activity: Monitor Gold Star Program Developments
- Oct 8, 2008:** Prepare Advisory Council Agenda, Power Point Presentation, and other materials as needed for Advisory Council Meeting
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings
- Oct 9, 2008:** Conduct Advisory Council Meeting and facilitate the completion of meeting tasks/portfolio assignment
Person: Josie Lynn Werhowatz & Principal
Activity: Advisory Council Meetings
- Oct 10, 2008:** E-mail staff Advisory Council Meeting updates and minutes
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meeting Minutes
- Oct 10, 2008:** Compile completed Advisory Council tasks and meeting artifacts and insert in Gold Star Counseling Portfolio Binder
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings
- Nov 3, 2008:** Compose and send letter invite/flyer to invite Advisory Council Members to attend meeting
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings
- Nov 3, 2008:** The Counselor will monitor the Indiana Department of Education and Indiana Gold Star Web Page for current information and updates
Person: Josie Lynn Werhowatz
Activity: Monitor Gold Star Program Developments
- Nov 10, 2008:** Order Refreshments for Advisory Council Meeting
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings
- Nov 12, 2008:** Prepare Advisory Council Agenda, Power Point Presentation, and other materials as needed for Advisory Council Meeting
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings

- Nov 13, 2008:** Conduct Advisory Council Meeting and facilitate the completion of meeting tasks/portfolio assignment
Person: Josie Lynn Werhowatz & Principal
Activity: Advisory Council Meetings
- Nov 14, 2008:** E-mail staff Advisory Council Meeting updates and minutes
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meeting Minutes
- Nov 14, 2008:** Compile completed Advisory Council tasks and meeting artifacts and insert in Gold Star Counseling Portfolio Binder
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings
- Dec 1, 2008:** Compose and send letter invite/flyer to invite Advisory Council Members to attend meeting
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings
- Dec 2, 2008:** The Counselor will monitor the Indiana Department of Education and Indiana Gold Star Web Page for current information and updates
Person: Josie Lynn Werhowatz
Activity: Monitor Gold Star Program Developments
- Dec 8, 2008:** Order Refreshments for Advisory Council Meeting
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings
- Dec 10, 2008:** Prepare Advisory Council Agenda, Power Point Presentation, and other materials as needed for Advisory Council Meeting
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings
- Dec 11, 2008:** Conduct Advisory Council Meeting and facilitate the completion of meeting tasks/portfolio assignment
Person: Josie Lynn Werhowatz & Principal
Activity: Advisory Council Meetings
- Dec 12, 2008:** E-mail staff Advisory Council Meeting updates and minutes
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meeting Minutes
- Dec 12, 2008:** Compile completed Advisory Council tasks and meeting artifacts and insert in Gold Star Counseling Portfolio Binder
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings
- Jan 5, 2009:** Compose and send letter invite/flyer to invite Advisory Council Members to attend meeting
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings
- Jan 7, 2009:** The Counselor will monitor the Indiana Department of Education and Indiana Gold Star Web Page for current information and updates
Person: Josie Lynn Werhowatz
Activity: Monitor Gold Star Program Developments
- Jan 12, 2009:** Order Refreshments for Advisory Council Meeting
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings
- Jan 14, 2009:** Prepare Advisory Council Agenda, Power Point Presentation, and other materials as needed for Advisory Council Meeting
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings

Jan 15, 2009: Conduct Advisory Council Meeting and facilitate the completion of meeting tasks/portfolio assignment

Person: Josie Lynn Werhowatz & Principal

Activity: Advisory Council Meetings

Jan 16, 2009: E-mail staff Advisory Council Meeting updates and minutes

Person: Josie Lynn Werhowatz

Activity: Advisory Council Meeting Minutes

Jan 16, 2009: Compile completed Advisory Council tasks and meeting artifacts and insert in Gold Star Counseling Portfolio Binder

Person: Josie Lynn Werhowatz

Activity: Advisory Council Meetings

Feb 1, 2009: Compose and send letter invite/flyer to invite Advisory Council Members to attend meeting

Person: Josie Lynn Werhowatz

Activity: Advisory Council Meetings

Feb 3, 2009: The Counselor will monitor the Indiana Department of Education and Indiana Gold Star Web Page for current information and updates

Person: Josie Lynn Werhowatz

Activity: Monitor Gold Star Program Developments

Feb 17, 2009: Order Refreshments for Advisory Council Meeting

Person: Josie Lynn Werhowatz

Activity: Advisory Council Meetings

Feb 18, 2009: Prepare Advisory Council Agenda, Power Point Presentation, and other materials as needed for Advisory Council Meeting

Person: Josie Lynn Werhowatz

Activity: Advisory Council Meetings

Feb 19, 2009: Conduct Advisory Council Meeting and facilitate the completion of meeting tasks/portfolio assignment

Person: Josie Lynn Werhowatz & Principal

Activity: Advisory Council Meetings

Feb 20, 2009: E-mail staff Advisory Council Meeting updates and minutes

Person: Josie Lynn Werhowatz

Activity: Advisory Council Meeting Minutes

Feb 20, 2009: Compile completed Advisory Council tasks and meeting artifacts and insert in Gold Star Counseling Portfolio Binder

Person: Josie Lynn Werhowatz

Activity: Advisory Council Meetings

Mar 1, 2009: Compose and send letter invite/flyer to invite Advisory Council Members to attend meeting

Person: Josie Lynn Werhowatz

Activity: Advisory Council Meetings

Mar 3, 2009: The Counselor will monitor the Indiana Department of Education and Indiana Gold Star Web Page for current information and updates

Person: Josie Lynn Werhowatz

Activity: Monitor Gold Star Program Developments

Mar 9, 2009: Order Refreshments for Advisory Council Meeting

Person: Josie Lynn Werhowatz

Activity: Advisory Council Meetings

Mar 11, 2009: Prepare Advisory Council Agenda, Power Point Presentation, and other materials as needed for Advisory Council Meeting

Person: Josie Lynn Werhowatz

Activity: Advisory Council Meetings

- Mar 12, 2009:** Conduct Advisory Council Meeting and facilitate the completion of meeting tasks/portfolio assignment
Person: Josie Lynn Werhowatz & Principal
Activity: Advisory Council Meetings
- Mar 13, 2009:** E-mail staff Advisory Council Meeting updates and minutes
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meeting Minutes
- Mar 13, 2009:** Compile completed Advisory Council tasks and meeting artifacts and insert in Gold Star Counseling Portfolio Binder
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings
- Apr 1, 2009:** Compose and send letter invite/flyer to invite Advisory Council Members to attend meeting
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings
- Apr 7, 2009:** The Counselor will monitor the Indiana Department of Education and Indiana Gold Star Web Page for current information and updates
Person: Josie Lynn Werhowatz
Activity: Monitor Gold Star Program Developments
- Apr 20, 2009:** Order Refreshments for Advisory Council Meeting
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings
- Apr 22, 2009:** Prepare Advisory Council Agenda, Power Point Presentation, and other materials as needed for Advisory Council Meeting
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings
- Apr 23, 2009:** Conduct Advisory Council Meeting and facilitate the completion of meeting tasks/portfolio assignment
Person: Josie Lynn Werhowatz & Principal
Activity: Advisory Council Meetings
- Apr 24, 2009:** E-mail staff Advisory Council Meeting updates and minutes
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meeting Minutes
- Apr 24, 2009:** Compile completed Advisory Council tasks and meeting artifacts and insert in Gold Star Counseling Portfolio Binder
Person: Josie Lynn Werhowatz
Activity: Advisory Council Meetings
- May 15, 2009:** Proofread Portfolio
Person: Josie Lynn Werhowatz
Activity: Submit Completed Gold Star Counseling Portfolio to the Indiana Department of Education
- May 30, 2009:** Send Completed Portfolio to the Indiana Department of Education
Person: Josie Lynn Werhowatz
Activity: Submit Completed Gold Star Counseling Portfolio to the Indiana Department of Education

Guided Daily Writing with Assessments

- May 14, 2008:** Select new writing prompts for 2008-2009 school year
Person: Sue Bochnowski
Activity: New Prompts
- May 15, 2008:** Submit writing prompts for copying
Person: Sue Bochnowski
Activity: New Prompts

- Jun 1, 2008:** Deliver writing prompts to teachers
Person: Sue Bochnowski
Activity: New Prompts
- Aug 4, 2008:** Inform teachers of eliminating yes or no on score sheets
Person: Sue Bochnowski
Activity: E- Mail Excel Scoring Grids
- Aug 18, 2008:** Create 2008-2009 Writing Assessment Schedule
Person: Sue Bochnowski
Activity: Schedule Writing Assessments
- Aug 25, 2008:** Principal will include dates in daily bulletin
Person: New principal
Activity: Email Reminders of Writing Assessment Dates
- Aug 25, 2008:** Send a friendly reminder of upcoming writing assessment to teachers
Person: Sue Bochnowski
Activity: Email Reminders of Writing Assessment Dates
- Sep 2, 2008:** E-mail excel scoring grids to teachers
Person: Gail Zmierski
Activity: E- Mail Excel Scoring Grids
- Sep 11, 2008:** Score results from teachers and record on excel grids
Person: Gail Zmierski
Activity: E- Mail Excel Scoring Grids
- Sep 11, 2008:** Teachers will give assessment 1 to students
Person: teachers
Activity: Writing assessment
- Sep 12, 2008:** Schedule Speaker
Person: Deb Carlson
Activity: Guest Speaker #1 for Writing Development
- Sep 24, 2008:** Monthly emails will be sent to teachers with strategies and ideas for 1 of the 5 steps of writing
Person: Sue Bochnowski
Activity: Monthly Strategy
- Oct 1, 2008:** Send email asking how many teachers do daily writing
Person: Sue Bochnowski
Activity: Collect Baseline Data
- Oct 2, 2008:** Email staff about posters for classroom writing ideas
Person: Judy Smejek
Activity: Writing Idea Poster #1
- Oct 8, 2008:** Put posters up in teacher's lunchroom
Person: Judy Smejek and Gail Zmierski
Activity: Writing Idea Poster #1
- Oct 13, 2008:** Email teachers with date for speaker
Person: Sue Bochnowski
Activity: Guest Speaker #1 for Writing Development
- Oct 16, 2008:** Get snacks for meeting and set up all materials needed
Person: New Principle
Activity: Guest Speaker #1 for Writing Development

- Oct 16, 2008:** Take down posters and store
Person: Sue Bochnowski
Activity: Writng Idea Poster #1
- Oct 24, 2008:** Monthly emails will be sent to teachers with strategies and ideas for 1 of the 5 steps of writing
Person: Sue Bochnowski
Activity: Monthly Strategy
- Oct 27, 2008:** Principal will include dates in daily bulletin
Person: New principal
Activity: Email Reminders of Writing Assessment Dates
- Oct 27, 2008:** Send a friendly reminder of upcoming writing assessment to teachers
Person: Sue Bochnowski
Activity: Email Reminders of Writing Assessment Dates
- Nov 3, 2008:** E-mail excel scoring grids to teachers
Person: Gail Zmierski
Activity: E- Mail Excel Scoring Grids
- Nov 12, 2008:** Score results from teachers and record on excel grids
Person: Gail Zmierski
Activity: E- Mail Excel Scoring Grids
- Nov 13, 2008:** Teachers will give assessment 2 to students
Person: teachers
Activity: Writng assessment
- Nov 24, 2008:** Monthly emails will be sent to teachers with strategies and ideas for 1 of the 5 steps of writing
Person: Sue Bochnowski
Activity: Monthly Strategy
- Dec 24, 2008:** Monthly emails will be sent to teachers with strategies and ideas for 1 of the 5 steps of writing
Person: Sue Bochnowski
Activity: Monthly Strategy
- Dec 28, 2008:** Principal will include dates in daily bulletin
Person: New principal
Activity: Email Reminders of Writing Assessment Dates
- Dec 28, 2008:** Send a friendly reminder of upcoming writing assessment to teachers
Person: Sue Bochnowski
Activity: Email Reminders of Writing Assessment Dates
- Jan 5, 2009:** E-mail excel scoring grids to teachers
Person: Gail Zmierski
Activity: E- Mail Excel Scoring Grids
- Jan 14, 2009:** Score results from teachers and record on excel grids
Person: Gail Zmierski
Activity: E- Mail Excel Scoring Grids
- Jan 14, 2009:** Teachers will give assessment 3 to students
Person: teachers
Activity: Writng assessment
- Jan 15, 2009:** Peer observation of daily writing
Person: Sue Bochnowski
Activity: Collect First Semester/Trimester Follow Up Data

Jan 24, 2009: Monthly emails will be sent to teachers with strategies and ideas for 1 of the 5 steps of writing
Person: Sue Bochnowski
Activity: Monthly Strategy

Feb 24, 2009: Monthly emails will be sent to teachers with strategies and ideas for 1 of the 5 steps of writing
Person: Sue Bochnowski
Activity: Monthly Strategy

Mar 1, 2009: Principal will include dates in daily bulletin
Person: New principal
Activity: Email Reminders of Writing Assessment Dates

Mar 1, 2009: Send a friendly reminder of upcoming writing assessment to teachers
Person: Sue Bochnowski
Activity: Email Reminders of Writing Assessment Dates

Mar 9, 2009: E-mail excel scoring grids to teachers
Person: Gail Zmierski
Activity: E- Mail Excel Scoring Grids

Mar 18, 2009: Score results from teachers and record on excel grids
Person: Gail Zmierski
Activity: E- Mail Excel Scoring Grids

Mar 18, 2009: Teachers will give assessment 4 to students
Person: teachers
Activity: Writing assessment

Mar 24, 2009: Monthly emails will be sent to teachers with strategies and ideas for 1 of the 5 steps of writing
Person: Sue Bochnowski
Activity: Monthly Strategy

Mar 26, 2009: Schedule Guest Speaker
Person: Deb Carlson
Activity: Guest Speaker #2 for Writing Development

Apr 1, 2009: Email teachers with date for speaker
Person: Sue Bochnowski
Activity: Guest Speaker #2 for Writing Development

Apr 9, 2009: Get snacks for meeting and set up all materials needed for meeting
Person: New principal
Activity: Guest Speaker #2 for Writing Development

Apr 24, 2009: Monthly emails will be sent to teachers with strategies and ideas for 1 of the 5 steps of writing
Person: Sue Bochnowski
Activity: Monthly Strategy

Apr 30, 2009: Peer observation of daily writing
Person: Sue Bochnowski
Activity: Collect Final Semester/Trimester Follow Up Data

May 5, 2009: email staff about posters for classroom writing
Person: Judy Smejek
Activity: Writing Idea Poster #2

May 7, 2009: Put posters up in teacher's lunchroom
Person: Judy Smejek and Gail Zmierski
Activity: Writing Idea Poster #2

May 14, 2009: Take down posters and store

Person: Sue Bochnowski

Activity: Writing Idea Poster #2

May 24, 2009: Monthly emails will be sent to teachers with strategies and ideas for 1 of the 5 steps of writing

Person: Sue Bochnowski

Activity: Monthly Strategy

Guided Reading

Jan 8, 2008: Principal will notify teachers who want to have buddy think tank of release person

Person: Principal

Activity: Optional Buddy Think Tank

Apr 7, 2008: Get materials ready for teachers

Person: Terri Waugaman

Activity: Jump-Start to guided reading help session.

Apr 28, 2008: Email reminder to K-5 teachers to complete the running records on the excel program by the end of the grading period.

Person: Terri Waugaman

Activity: HM Running Records Reminder

May 12, 2008: Send out an email to remind the teachers while they are filling out their pinks/blues on their students for the next year teacher to have levels at beginning of the school year.

Person: Lesi Marsh

Activity: Running Records on pinks/blues

May 15, 2008: Email teachers thank you notes when they turn in their RR.

Person: Terri Waugaman

Activity: Celebration of teachers turning in running records

May 15, 2008: Running Records (RR)

Person: Terri Waugaman

Activity: Collect baseline data:

May 19, 2008: Email committee to meet to review the RR.

Person: Terri Waugaman

Activity: Celebration of Student Progress

May 21, 2008: Meet with committee go over data.

Person: Terri Waugaman, Lesi Marsh, Joan Sparks

Activity: Celebration of Student Progress

May 24, 2008: Make graphs or posters of students accomplishments on the designated reading bulletin board.

Person: Lesi Marsh, Joan Sparks

Activity: Celebration of Student Progress

May 28, 2008: Call Teri Crussen the Literacy Coach through LASS to set up a date for the workshop.

Person: Terri Waugaman

Activity: What to expect when your expecting a Literacy Coach.

Aug 18, 2008: Pass out materials and have brief discussion.

Person: Terri Waugaman

Activity: Jump-Start to guided reading help session.

Aug 18, 2008: Email teachers to inform them of OPTIONAL peer coaching is available.

Person: Terri Waugaman

Activity: Optional Buddy Think Tank

- Aug 18, 2008:** If a teacher replies that they are interested, Waugaman will notify principal.
Person: Terri Waugaman
Activity: Site Visit
- Aug 18, 2008:** Send out an email to see if anyone is interested in going anywhere to observe balanced literacy.
Person: Terri Waugaman
Activity: Site Visit
- Aug 18, 2008:** Email to staff tips on guided reading lessons, inspirational quotes, literacy stations activities.
Person: Terri Waugaman
Activity: Teacher Tips
- Aug 19, 2008:** Email the Principal to set up a time for the teacher to help their peer with guided reading.
Person: Terri Waugaman
Activity: Optional Buddy Think Tank
- Aug 22, 2008:** Principal will notify teachers who want to have buddy think tank of release person
Person: Principal
Activity: Optional Buddy Think Tank
- Aug 29, 2008:** Notify the special teachers of the training and the principal.
Person: Terri Waugaman
Activity: Training for guided reading
- Aug 29, 2008:** Remind principal to get subs for the teachers and myself.
Person: Terri Waugaman
Activity: Training for guided reading
- Sep 2, 2008:** Get materials copied and set up for the workshop.
Person: Terri Waugaman
Activity: Training for guided reading
- Sep 4, 2008:** Get snacks for the workshop.
Person: Principal
Activity: Training for guided reading
- Sep 5, 2008:** Have workshop
Person: Terri Waugaman
Activity: Training for guided reading
- Sep 8, 2008:** Send out thank you to teachers for attending.
Person: Terri Waugaman
Activity: Training for guided reading
- Sep 15, 2008:** Peer Observation
Person: Terri Waugaman
Activity: Collect baseline data:
- Sep 15, 2008:** Get stipend approved by the Principal for meeting after school.
Person: Terri Waugaman
Activity: Grouping in guided reading
- Sep 15, 2008:** Set up time with Casey Wszolek for site visit.
Person: Terri Waugaman
Activity: Kindergarten site visit to see Casey Wszolek at Hosford.
- Sep 17, 2008:** Invite Kindergarten teachers to go observe after I get date.
Person: Terri Waugaman
Activity: Kindergarten site visit to see Casey Wszolek at Hosford.

- Sep 18, 2008:** Email to staff tips on guided reading lessons, inspirational quotes, literacy stations activities.
Person: Terri Waugaman
Activity: Teacher Tips
- Sep 22, 2008:** Send out an email to invite teachers to attend an after school meeting to get ideas for grouping for guided reading.
Person: Terri Waugaman
Activity: Grouping in guided reading
- Sep 29, 2008:** If a teacher replies that they are interested, Waugaman will notify principal.
Person: Terri Waugaman
Activity: Site Visit
- Sep 29, 2008:** Send out an email to see if anyone is interested in going anywhere to observe balanced literacy.
Person: Terri Waugaman
Activity: Site Visit
- Sep 30, 2008:** Get snacks for meeting
Person: Principal
Activity: Grouping in guided reading
- Oct 1, 2008:** Get all set up with materials, overhead, computer in the Library for meeting.
Person: Terri Waugaman
Activity: Grouping in guided reading
- Oct 1, 2008:** Have workshop on grouping in guided reading.
Person: Terri Waugaman
Activity: Grouping in guided reading
- Oct 2, 2008:** Send out thank you to teachers for attending.
Person: Terri Waugaman
Activity: Grouping in guided reading
- Oct 6, 2008:** Email reminder to K-5 teachers to complete the running records on the excel program by the end of the grading period.
Person: Terri Waugaman
Activity: HM Running Records Reminder
- Oct 6, 2008:** Go to Hosford for site visit. After site-visit come back half day to discuss the site visit.
Person: Terri Waugaman
Activity: Kindergarten site visit to see Casey Wszolek at Hosford.
- Oct 13, 2008:** Get stipend approved by the Principal for after school guided reading workshop.
Person: Terri Waugaman
Activity: Guided Reading lesson workshop
- Oct 13, 2008:** Send thank you to Casey Wszolek and Eric Worthington for letting us come to their school.
Person: Terri Waugaman
Activity: Kindergarten site visit to see Casey Wszolek at Hosford.
- Oct 17, 2008:** Email to staff tips on guided reading lessons, inspirational quotes, literacy stations activities.
Person: Terri Waugaman
Activity: Teacher Tips
- Oct 20, 2008:** Email to set up time with K teachers to have meeting.
Person: Terri Waugaman
Activity: Follow up meeting with Kindergarten on guided reading
- Oct 20, 2008:** Email teachers to inform them of OPTIONAL peer coaching is available.
Person: Terri Waugaman
Activity: Optional Buddy Think Tank

- Oct 21, 2008:** Email the Principal to set up a time for the teacher to help their peer with guided reading.
Person: Terri Waugaman
Activity: Optional Buddy Think Tank
- Oct 24, 2008:** Email teachers thank you notes when they turn in their RR.
Person: Terri Waugaman
Activity: Celebration of teachers turning in running records
- Oct 24, 2008:** Running Records (RR)
Person: Terri Waugaman
Activity: Collect first semester/trimester follow up data
- Oct 24, 2008:** Principal will notify teachers who want to have buddy think tank of release person
Person: Principal
Activity: Optional Buddy Think Tank
- Oct 27, 2008:** Send reminder to K teachers about meeting.
Person: Terri Waugaman
Activity: Follow up meeting with Kindergarten on guided reading
- Oct 27, 2008:** Send out email to all teachers with the date for meeting.
Person: Terri Waugaman
Activity: Guided Reading lesson workshop
- Oct 28, 2008:** Have meeting
Person: Terri Waugaman
Activity: Follow up meeting with Kindergarten on guided reading
- Oct 28, 2008:** Send out thank you emails to teachers for the meeting.
Person: Terri Waugaman
Activity: Follow up meeting with Kindergarten on guided reading
- Nov 2, 2008:** Send out emails to teachers to see if they would need anything to help with their groups.
Person: Terri Waugaman
Activity: Training for guided reading
- Nov 5, 2008:** Email committee to meet to review the RR.
Person: Terri Waugaman
Activity: Celebration of Student Progress
- Nov 7, 2008:** Meet with committee go over data.
Person: Terri Waugaman, Lesi Marsh, Joan Sparks
Activity: Celebration of Student Progress
- Nov 7, 2008:** If a teacher replies that they are interested, Waugaman will notify principal.
Person: Terri Waugaman
Activity: Site Visit
- Nov 7, 2008:** Send out an email to see if anyone is interested in going anywhere to observe balanced literacy.
Person: Terri Waugaman
Activity: Site Visit
- Nov 10, 2008:** Send out reminder for meeting and materials needed for workshop.
Person: Terri Waugaman
Activity: Guided Reading lesson workshop
- Nov 11, 2008:** Make graphs or posters of students accomplishments on the designated reading bulletin board.
Person: Lesi Marsh, Joan Sparks
Activity: Celebration of Student Progress

- Nov 17, 2008:** Get snacks for the workshop.
Person: Principal
Activity: Guided Reading lesson workshop
- Nov 18, 2008:** Set up with materials, overhead, computer in the Library for meeting. Have meeting.
Person: Terri Waugaman
Activity: Guided Reading lesson workshop
- Nov 18, 2008:** Email to staff tips on guided reading lessons, inspirational quotes, literacy stations activities.
Person: Terri Waugaman
Activity: Teacher Tips
- Nov 19, 2008:** Send out thank you to teachers for attending.
Person: Terri Waugaman
Activity: Guided Reading lesson workshop
- Dec 15, 2008:** Send out emails to teachers to see if they would need anything to help with their groups.
Person: Terri Waugaman
Activity: Training for guided reading
- Dec 15, 2008:** Email the teachers to invite them to the workshop on what to expect when your expecting a Literacy Coach.
Person: Terri Waugaman
Activity: What to expect when your expecting a Literacy Coach.
- Dec 15, 2008:** Reminder to Teri Crussen on the date we picked for the workshop.
Person: Terri Waugaman
Activity: What to expect when your expecting a Literacy Coach.
- Dec 15, 2008:** Speak with the Principal and get stipends for the teachers to attend the workshop
Person: Terri Waugaman
Activity: What to expect when your expecting a Literacy Coach.
- Dec 18, 2008:** Email to staff tips on guided reading lessons, inspirational quotes, literacy stations activities.
Person: Terri Waugaman
Activity: Teacher Tips
- Dec 19, 2008:** If a teacher replies that they are interested, Waugaman will notify principal.
Person: Terri Waugaman
Activity: Site Visit
- Dec 19, 2008:** Send out an email to see if anyone is interested in going anywhere to observe balanced literacy.
Person: Terri Waugaman
Activity: Site Visit
- Jan 5, 2009:** Peer Observation
Person: Terri Waugaman
Activity: Collect first semester/trimester follow up data
- Jan 5, 2009:** Email reminder to K-5 teachers to complete the running records on the excel program by the end of the grading period.
Person: Terri Waugaman
Activity: HM Running Records Reminder
- Jan 5, 2009:** Email teachers to inform them of OPTIONAL peer coaching is available.
Person: Terri Waugaman
Activity: Optional Buddy Think Tank
- Jan 5, 2009:** Get snacks for the meeting.
Person: Principal
Activity: What to expect when your expecting a Literacy Coach.

- Jan 5, 2009:** Reminder about the meeting.
Person: Terri Waugaman
Activity: What to expect when your expecting a Literacy Coach.
- Jan 6, 2009:** Email the Principal to set up a time for the teacher to help their peer with guided reading.
Person: Terri Waugaman
Activity: Optional Buddy Think Tank
- Jan 6, 2009:** Have the meeting.
Person: Terri Waugaman
Activity: What to expect when your expecting a Literacy Coach.
- Jan 7, 2009:** Send the thank you to Teri Crussen and the teachers for attending the meeting.
Person: Terri Waugaman
Activity: What to expect when your expecting a Literacy Coach.
- Jan 12, 2009:** Email committee to meet to review the RR.
Person: Terri Waugaman
Activity: Celebration of Student Progress
- Jan 16, 2009:** Meet with committee go over data.
Person: Terri Waugaman, Lesi Marsh, Joan Sparks
Activity: Celebration of Student Progress
- Jan 16, 2009:** Send out thank you emails to teachers that have emailed in their RR.
Person: Terri Waugaman
Activity: Celebration of teachers turning in running records
- Jan 16, 2009:** Email to staff tips on guided reading lessons, inspirational quotes, literacy stations activities.
Person: Terri Waugaman
Activity: Teacher Tips
- Jan 20, 2009:** Make graphs or posters of students accomplishments on the designated reading bulletin board.
Person: Lesi Marsh, Joan Sparks
Activity: Celebration of Student Progress
- Jan 23, 2009:** Send out emails to teachers to see if they would need anything to help with their groups.
Person: Terri Waugaman
Activity: Training for guided reading
- Feb 1, 2009:** If a teacher replies that they are interested, Waugaman will notify principal.
Person: Terri Waugaman
Activity: Site Visit
- Feb 1, 2009:** Send out an email to see if anyone is interested in going anywhere to observe balanced literacy.
Person: Terri Waugaman
Activity: Site Visit
- Feb 20, 2009:** Email to staff tips on guided reading lessons, inspirational quotes, literacy stations activities.
Person: Terri Waugaman
Activity: Teacher Tips
- Feb 23, 2009:** Email reminder to K-5 teachers to complete the running records on the excel program by the end of the grading period.
Person: Terri Waugaman
Activity: HM Running Records Reminder
- Feb 23, 2009:** Email teachers to inform them of OPTIONAL peer coaching is available.
Person: Terri Waugaman
Activity: Optional Buddy Think Tank

- Feb 24, 2009:** Email the Principal to set up a time for the teacher to help their peer with guided reading.
Person: Terri Waugaman
Activity: Optional Buddy Think Tank
- Feb 26, 2009:** Principal will notify teachers who want to have buddy think tank of release person
Person: Principal
Activity: Optional Buddy Think Tank
- Mar 6, 2009:** Send out emails to teachers to see if they would need anything to help with their groups.
Person: Terri Waugaman
Activity: Training for guided reading
- Mar 15, 2009:** If a teacher replies that they are interested, Waugaman will notify principal.
Person: Terri Waugaman
Activity: Site Visit
- Mar 15, 2009:** Send out an email to see if anyone is interested in going anywhere to observe balanced literacy.
Person: Terri Waugaman
Activity: Site Visit
- Mar 18, 2009:** Email to staff tips on guided reading lessons, inspirational quotes, literacy stations activities.
Person: Terri Waugaman
Activity: Teacher Tips
- Mar 20, 2009:** Send out thank you emails to teachers that have emailed in their RR.
Person: Terri Waugaman
Activity: Celebration of teachers turning in running records
- Mar 23, 2009:** Email committee to meet to review the RR.
Person: Terri Waugaman
Activity: Celebration of Student Progress
- Mar 27, 2009:** Meet with committee go over data.
Person: Terri Waugaman, Lesi Marsh, Joan Sparks
Activity: Celebration of Student Progress
- Mar 31, 2009:** Make graphs or posters of students accomplishments on the designated reading bulletin board.
Person: Lesi Marsh, Joan Sparks
Activity: Celebration of Student Progress
- Apr 20, 2009:** Email to staff tips on guided reading lessons, inspirational quotes, literacy stations activities.
Person: Terri Waugaman
Activity: Teacher Tips
- Apr 20, 2009:** Send out emails to teachers to see if they would need anything to help with their groups.
Person: Terri Waugaman
Activity: Training for guided reading
- Apr 24, 2009:** Email teachers to inform them of OPTIONAL peer coaching is available.
Person: Terri Waugaman
Activity: Optional Buddy Think Tank
- Apr 26, 2009:** If a teacher replies that they are interested, Waugaman will notify principal.
Person: Terri Waugaman
Activity: Site Visit
- Apr 26, 2009:** Send out an email to see if anyone is interested in going anywhere to observe balanced literacy.
Person: Terri Waugaman
Activity: Site Visit

Apr 27, 2009: Email the Principal to set up a time for the teacher to help their peer with guided reading.

Person: Terri Waugaman

Activity: Optional Buddy Think Tank

Apr 29, 2009: Principal will notify teachers who want to have buddy think tank of release person

Person: Principal

Activity: Optional Buddy Think Tank

Apr 30, 2009: Email reminder to K-5 teachers to complete the running records on the excel program by the end of the grading period.

Person: Terri Waugaman

Activity: HM Running Records Reminder

May 4, 2009: Peer Observation

Person: Terri Waugaman

Activity: Collect final semester/trimester follow up data

May 15, 2009: Send out thank you emails to teachers that have emailed in their RR.

Person: Terri Waugaman

Activity: Celebration of teachers turning in running records

May 15, 2009: Running Records (RR)

Person: Terri Waugaman

Activity: Collect final semester/trimester follow up data

May 15, 2009: Send out an email to remind the teachers while they are filling out their pinks/blues on their students for the next year teacher to have levels at beginning of the school year.

Person: Lesi Marsh

Activity: Running Records on pinks/blues

May 18, 2009: Email committee to meet to review the RR.

Person: Terri Waugaman

Activity: Celebration of Student Progress

May 18, 2009: Email to staff tips on guided reading lessons, inspirational quotes, literacy stations activities.

Person: Terri Waugaman

Activity: Teacher Tips

May 22, 2009: Meet with committee go over data.

Person: Terri Waugaman, Lesi Marsh, Joan Sparks

Activity: Celebration of Student Progress

May 26, 2009: Make graphs or posters of students accomplishments on the designated reading bulletin board.

Person: Lesi Marsh, Joan Sparks

Activity: Celebration of Student Progress

Interactive Read Aloud

Mar 5, 2008: make list

Person: Bonnie Walling

Activity: School-wide List of Comprehension Skills

Apr 10, 2008: Order charts

Person: Christina Gutierrez

Activity: Book Talk Chart

Apr 15, 2008: Order making meaning kits

Person: Christina Gutierrez

Activity: Using Making Meaning Program for Easier Implementation of Plan

May 15, 2008: order folders
Person: Christina Gutierrez
Activity: Independent Reading Log

May 15, 2008: Run off Reading Logs
Person: Christina Gutierrez
Activity: Independent Reading Log

May 21, 2008: E-mail explanation of peer walk through
Person: Bonnie Walling
Activity: Inform Staff of Positive Switch to Peer Walk Through

Jul 15, 2008: Schedule inservice with representative from company
Person: Rene' Knight
Activity: Using Making Meaning Program for Easier Implementation of Plan

Aug 18, 2008: Explain chart usage
Person: Christina Gutierrez
Activity: Book Talk Chart

Aug 18, 2008: Pass out charts
Person: Christina Gutierrez
Activity: Book Talk Chart

Aug 18, 2008: Pass out logs and folders and explain usage
Person: Christina Gutierrez
Activity: Independent Reading Log

Aug 18, 2008: pass out list to staff and explain usage
Person: Cyndi Malinowski
Activity: School-wide List of Comprehension Skills

Aug 18, 2008: Explain Making Meaning kits to staff
Person: Christina Gutierrez
Activity: Using Making Meaning Program for Easier Implementation of Plan

Aug 19, 2008: E-mail reminder of peer walk through addition to school improvement plan
Person: Bonnie Walling
Activity: Inform Staff of Positive Switch to Peer Walk Through

Aug 29, 2008: e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips

Sep 1, 2008: Email staff for time slot of Read Aloud to do peer walk through.
Person: Christina Gutierrez
Activity: Peer Walkthroughs

Sep 5, 2008: E-mail master list of times for visits, a copy of peer walk through form and reminder of visit.
Person: Christina Gutierrez
Activity: Peer Walkthroughs

Sep 5, 2008: Schedule master list of times for visits.
Person: Christina Gutierrez
Activity: Peer Walkthroughs

Sep 5, 2008: e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips

- Sep 12, 2008:** Make poster and post in lounge the positives for peer walk throughs
Person: Bonnie Walling
Activity: Inform Staff of Positive Switch to Peer Walk Through
- Sep 12, 2008:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Sep 15, 2008:** Create schedule and order subs for inservice. E-mail schedule to teachers.
Person: Christina Gutierrez
Activity: Using Making Meaning Program for Easier Implementation of Plan
- Sep 19, 2008:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Sep 22, 2008:** e-mail monthly comprehension skills from master list
Person: Cyndi Malinowski
Activity: School-wide List of Comprehension Skills
- Sep 26, 2008:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Sep 29, 2008:** Have 1/2 day inservice with representative from company for staff
Person: Rene' Knight
Activity: Using Making Meaning Program for Easier Implementation of Plan
- Sep 30, 2008:** Do peer walk through.
Person: Christina Gutierrez
Activity: Peer Walkthroughs
- Oct 3, 2008:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Oct 5, 2008:** E-mail master list of times for visits, a copy of peer walk through form and reminder of visit.
Person: Christina Gutierrez
Activity: Peer Walkthroughs
- Oct 10, 2008:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Oct 15, 2008:** Check Book Charts
Person: Christina Gutierrez
Activity: Collect baseline data
- Oct 15, 2008:** Check Reading Logs
Person: Christina Gutierrez
Activity: Collect baseline data
- Oct 15, 2008:** Configure number of teachers conducting read alouds
Person: Christina Gutierrez
Activity: Collect baseline data
- Oct 15, 2008:** Give notes from peer walk through to type up positive list
Person: Christina Gutierrez
Activity: Positive Comments from Peer Walkthroughs

- Oct 16, 2008:** Send out e-mail of positive observation from peer walk throughs
Person: Cyndi Malinowski
Activity: Positive Comments from Peer Walkthroughs
- Oct 17, 2008:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Oct 20, 2008:** do a drawing with turned in reading logs one winner per class
Person: Christina Gutierrez
Activity: Independent Reading Log
- Oct 20, 2008:** email reminder to turn in reading log
Person: Bonnie Walling
Activity: Independent Reading Log
- Oct 20, 2008:** pass out prizes from drawing (free book)
Person: Christina Gutierrez
Activity: Independent Reading Log
- Oct 24, 2008:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Oct 27, 2008:** e-mail monthly comprehension skills from master list
Person: Cyndi Malinowski
Activity: School-wide List of Comprehension Skills
- Oct 30, 2008:** Do peer walk through.
Person: Christina Gutierrez
Activity: Peer Walkthroughs
- Oct 31, 2008:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Nov 5, 2008:** E-mail master list of times for visits, a copy of peer walk through form and reminder of visit.
Person: Christina Gutierrez
Activity: Peer Walkthroughs
- Nov 7, 2008:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Nov 14, 2008:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Nov 16, 2008:** do a drawing with turned in reading logs one winner per class
Person: Christina Gutierrez
Activity: Independent Reading Log
- Nov 16, 2008:** email reminder to turn in reading log
Person: Bonnie Walling
Activity: Independent Reading Log
- Nov 16, 2008:** pass out prizes from drawing (free book)
Person: Christina Gutierrez
Activity: Independent Reading Log

- Nov 21, 2008:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Nov 23, 2008:** e-mail monthly comprehension skills from master list
Person: Cyndi Malinowski
Activity: School-wide List of Comprehension Skills
- Nov 28, 2008:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Nov 30, 2008:** Do peer walk through.
Person: Christina Gutierrez
Activity: Peer Walkthroughs
- Dec 5, 2008:** E-mail master list of times for visits, a copy of peer walk through form and reminder of visit.
Person: Christina Gutierrez
Activity: Peer Walkthroughs
- Dec 5, 2008:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Dec 10, 2008:** Check Book Charts
Person: Christina Gutierrez
Activity: Collect first semester/trimester follow up data
- Dec 10, 2008:** Check Reading Logs
Person: Christina Gutierrez
Activity: Collect first semester/trimester follow up data
- Dec 10, 2008:** Configure number of teachers conducting read alouds
Person: Christina Gutierrez
Activity: Collect first semester/trimester follow up data
- Dec 12, 2008:** Give notes from peer walk through to type up positive list
Person: Christina Gutierrez
Activity: Positive Comments from Peer Walkthroughs
- Dec 12, 2008:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Dec 15, 2008:** do a drawing with turned in reading logs one winner per class
Person: Christina Gutierrez
Activity: Independent Reading Log
- Dec 15, 2008:** email reminder to turn in reading log
Person: Bonnie Walling
Activity: Independent Reading Log
- Dec 15, 2008:** pass out prizes from drawing (free book)
Person: Christina Gutierrez
Activity: Independent Reading Log
- Dec 16, 2008:** E-mail notes to staff positive list from peer walk through
Person: Cyndi Malinowski
Activity: Positive Comments from Peer Walkthroughs

- Dec 19, 2008:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Dec 22, 2008:** e-mail monthly comprehension skills from master list
Person: Cyndi Malinowski
Activity: School-wide List of Comprehension Skills
- Dec 26, 2008:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Dec 30, 2008:** Do peer walk through.
Person: Christina Gutierrez
Activity: Peer Walkthroughs
- Jan 2, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Jan 5, 2009:** E-mail master list of times for visits, a copy of peer walk through form and reminder of visit.
Person: Christina Gutierrez
Activity: Peer Walkthroughs
- Jan 9, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Jan 16, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Jan 19, 2009:** do a drawing with turned in reading logs one winner per class
Person: Christina Gutierrez
Activity: Independent Reading Log
- Jan 19, 2009:** email reminder to turn in reading log
Person: Bonnie Walling
Activity: Independent Reading Log
- Jan 19, 2009:** pass out prizes from drawing (free book)
Person: Christina Gutierrez
Activity: Independent Reading Log
- Jan 23, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Jan 26, 2009:** e-mail monthly comprehension skills from master list
Person: Cyndi Malinowski
Activity: School-wide List of Comprehension Skills
- Jan 30, 2009:** Do peer walk through.
Person: Christina Gutierrez
Activity: Peer Walkthroughs
- Jan 30, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips

- Feb 5, 2009:** E-mail master list of times for visits, a copy of peer walk through form and reminder of visit.
Person: Christina Gutierrez
Activity: Peer Walkthroughs
- Feb 6, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Feb 13, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Feb 16, 2009:** do a drawing with turned in reading logs one winner per class
Person: Christina Gutierrez
Activity: Independent Reading Log
- Feb 16, 2009:** email reminder to turn in reading log
Person: Bonnie Walling
Activity: Independent Reading Log
- Feb 16, 2009:** pass out prizes from drawing (free book)
Person: Christina Gutierrez
Activity: Independent Reading Log
- Feb 18, 2009:** Check Book Charts
Person: Christina Gutierrez
Activity: Collect final semester/trimester follow up data
- Feb 18, 2009:** Check Reading Logs
Person: Christina Gutierrez
Activity: Collect final semester/trimester follow up data
- Feb 18, 2009:** Configure number of teachers conducting read alouds
Person: Christina Gutierrez
Activity: Collect final semester/trimester follow up data
- Feb 18, 2009:** Give notes from peer walk through to type up positive list
Person: Christina Gutierrez
Activity: Positive Comments from Peer Walkthroughs
- Feb 20, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Feb 23, 2009:** e-mail monthly comprehension skills from master list
Person: Cyndi Malinowski
Activity: School-wide List of Comprehension Skills
- Feb 27, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Mar 2, 2009:** Do peer walk through.
Person: Christina Gutierrez
Activity: Peer Walkthroughs
- Mar 5, 2009:** E-mail master list of times for visits, a copy of peer walk through form and reminder of visit.
Person: Christina Gutierrez
Activity: Peer Walkthroughs

- Mar 6, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Mar 13, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Mar 16, 2009:** do a drawing with turned in reading logs one winner per class
Person: Christina Gutierrez
Activity: Independent Reading Log
- Mar 16, 2009:** email reminder to turn in reading log
Person: Bonnie Walling
Activity: Independent Reading Log
- Mar 16, 2009:** pass out prizes from drawing (free book)
Person: Christina Gutierrez
Activity: Independent Reading Log
- Mar 20, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Mar 23, 2009:** e-mail monthly comprehension skills from master list
Person: Cyndi Malinowski
Activity: School-wide List of Comprehension Skills
- Mar 27, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Apr 2, 2009:** Do peer walk through.
Person: Christina Gutierrez
Activity: Peer Walkthroughs
- Apr 3, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Apr 5, 2009:** E-mail master list of times for visits, a copy of peer walk through form and reminder of visit.
Person: Christina Gutierrez
Activity: Peer Walkthroughs
- Apr 10, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Apr 17, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Apr 20, 2009:** do a drawing with turned in reading logs one winner per class
Person: Christina Gutierrez
Activity: Independent Reading Log
- Apr 20, 2009:** email reminder to turn in reading log
Person: Bonnie Walling
Activity: Independent Reading Log

- Apr 20, 2009:** pass out prizes from drawing (free book)
Person: Christina Gutierrez
Activity: Independent Reading Log
- Apr 24, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- Apr 29, 2009:** E-mail notes to staff positive list from peer walk through
Person: Cyndi Malinowski
Activity: Positive Comments from Peer Walkthroughs
- May 1, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- May 2, 2009:** Do peer walk through.
Person: Christina Gutierrez
Activity: Peer Walkthroughs
- May 4, 2009:** Give notes from peer walk through to type up positive list
Person: Christina Gutierrez
Activity: Positive Comments from Peer Walkthroughs
- May 6, 2009:** Send out e-mail of positive observation from peer walk through
Person: Cyndi Malinowski
Activity: Positive Comments from Peer Walkthroughs
- May 8, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- May 15, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips
- May 22, 2009:** e-mail teacher tips
Person: Rene' Knight
Activity: Weekly e-mail Teacher Tips

Parent Involvement

- Feb 15, 2008:** Create sign in sheet for parents at Math/Science Fair Night.
Person: Deb Carlson
Activity: Collect baseline data
- Feb 16, 2008:** Tally number of parents that attended Math/Science Fair Night.
Person: Deb Carlson
Activity: Collect baseline data
- Mar 20, 2008:** Count and record the number of teachers that have completed their classroom websites.
Person: Deb Carlson
Activity: Collect baseline data
- Mar 20, 2008:** Count and record the number of teachers volunteers for Family Math/Science, Literacy Nights.
Person: Deb Carlson
Activity: Collect baseline data
- Mar 20, 2008:** Print off copies of the front page of each teacher's completed website for evidence binder.
Person: Deb Carlson
Activity: Collect baseline data

- Mar 20, 2008:** Put a copy of volunteer list in the evidence binder.
Person: Deb Carlson
Activity: Collect baseline data
- Sep 1, 2008:** Building Readers newsletter will be copied and distributed to all studnets.
Person: Deb Carlson
Activity: Building Readers Newsletter
- Sep 1, 2008:** Building Readers Newsletter will be posted on the school website.
Person: Deb Carlson
Activity: Building Readers Newsletter
- Sep 1, 2008:** All classrooms will have websites on the school websiter that include classroom rules, Indiana Academic Standards, and homework policy.
Person: Teachers
Activity: Classroom Websites
- Sep 1, 2008:** Create and distribute letter to all parents about the classroom websites.
Person: Deb Carlson
Activity: Classroom Websites
- Sep 1, 2008:** Home-School Connection Newsletter will be copied and distributed to all students.
Person: Deb Carlson
Activity: Home -School Connection Newsletter
- Sep 1, 2008:** Maintain parent computer in the main hallway.
Person: Deb Carlson
Activity: Parent Computer
- Sep 1, 2008:** Send home note to parents informing them of the parent computer in the main hallway.
Person: Deb Carlson
Activity: Parent Computer
- Sep 1, 2008:** Set up parent computer in the main hallway.
Person: Deb Carlson
Activity: Parent Computer
- Sep 1, 2008:** Obtain parent email addresses during registration.
Person: JoJo Craig
Activity: Parent email addresses
- Sep 1, 2008:** A parent information table, including parenting materials, books for checkout, and DVD's will be set-up and maintained.
Person: Deb Carlson
Activity: Parent Information Table
- Sep 1, 2008:** The Title I teacher will participate in monthly discussions on the PTC's Yahoo list serv.
Person: Deb Carlson
Activity: PTC Yahoo List Serv
- Sep 1, 2008:** Recipes for Success newsletter will be copied and distributed to all students.
Person: Deb Carlson
Activity: Recipes for Success newsletter
- Sep 1, 2008:** A Title I page including parent tips will be created and sent to the Longfellow Leaders newspaper.
Person: Deb Carlson
Activity: Title I page in Longfellow Leaders newspaper
- Sep 1, 2008:** The Title I teacher will update the Longfellow School website weekly.
Person: Deb Carlson
Activity: Update Longfellow School website

- Sep 1, 2008:** The Title I teacher will update the Title I webpage monthly.
Person: Deb Carlson
Activity: Update Title I webpage on school website
- Sep 2, 2008:** Create and distribute a letter to all parent explaining the Parent's count website link on our school website.
Person: Deb Carlson
Activity: Parent's count website link
- Sep 10, 2008:** Add printer to parent computer in the main hallway.
Person: Betty Smith
Activity: Parent Computer
- Sep 15, 2008:** Create a parent email list for the office. Distribute list to teachers and staff.
Person: JoJo Craig
Activity: Parent email addresses
- Sep 28, 2008:** Students will receive prizes for completing all activities on the Recipes for Success newsletter.
Person: Deb Carlson
Activity: Recipes for Success newsletter
- Sep 30, 2008:** Count and record the number of teachers that have completed their classroom websites.
Person: Deb Carlson
Activity: Collect first semester/trimester follow up data
- Oct 1, 2008:** Building Readers newsletter will be copied and distributed to all studnets.
Person: Deb Carlson
Activity: Building Readers Newsletter
- Oct 1, 2008:** Building Readers Newsletter will be posted on the school website.
Person: Deb Carlson
Activity: Building Readers Newsletter
- Oct 1, 2008:** Teachers will update their classroom website on a monthly basis.
Person: Teachers
Activity: Classroom Websites
- Oct 1, 2008:** Home-School Connection Newsletter will be copied and distributed to all students.
Person: Deb Carlson
Activity: Home -School Connection Newsletter
- Oct 1, 2008:** Maintain parent computer in the main hallway.
Person: Deb Carlson
Activity: Parent Computer
- Oct 1, 2008:** A parent information table, including parenting materials, books for checkout, and DVD's will be set-up and maintained.
Person: Deb Carlson
Activity: Parent Information Table
- Oct 1, 2008:** The Title I teacher will participate in monthly discussions on the PTC's Yahoo list serv.
Person: Deb Carlson
Activity: PTC Yahoo List Serv
- Oct 1, 2008:** Recipes for Success newsletter will be copied and distributed to all students.
Person: Deb Carlson
Activity: Recipes for Success newsletter
- Oct 1, 2008:** A Title I page including parent tips will be created and sent to the Longfellow Leaders newspaper.
Person: Deb Carlson
Activity: Title I page in Longfellow Leaders newspaper

- Oct 1, 2008:** The Title I teacher will update the Longfellow School website weekly.
Person: Deb Carlson
Activity: Update Longfellow School website
- Oct 8, 2008:** Send email to teachers inviting them to the classroom website training.
Person: Deb Carlson
Activity: Classroom Website Training
- Oct 10, 2008:** Print off copies of the front page of each teacher's completed website for evidence binder.
Person: Deb Carlson
Activity: Collect first semester/trimester follow up data
- Oct 13, 2008:** Train teachers on new fresh ways to update classroom websites.
Person: Betty Smith
Activity: Classroom Website Training
- Oct 15, 2008:** Website training for teachers.
Person: Betty Smith
Activity: Updating Classroom Websites
- Oct 20, 2008:** Create and email note to classroom teachers to view Pam Balint's classroom website for ideas when updating their own website.
Person: Deb Carlson
Activity: Updating Classroom Websites
- Oct 22, 2008:** Create activities and secure prizes for Family Literacy Night.
Person: Deb Carlson
Activity: Family Literacy Night
- Oct 27, 2008:** Title I teacher will provide information to parents before conferences regarding tips about what to ask their child's teacher.
Person: Deb Carlson
Activity: Parent/Teacher Conference notes
- Oct 28, 2008:** Students will receive prizes for completing all activities on the Recipes for Success newsletter.
Person: Deb Carlson
Activity: Recipes for Success newsletter
- Nov 1, 2008:** Building Readers newsletter will be copied and distributed to all students.
Person: Deb Carlson
Activity: Building Readers Newsletter
- Nov 1, 2008:** Building Readers Newsletter will be posted on the school website.
Person: Deb Carlson
Activity: Building Readers Newsletter
- Nov 1, 2008:** Teachers will update their classroom website on a monthly basis.
Person: Teachers
Activity: Classroom Websites
- Nov 1, 2008:** Home-School Connection Newsletter will be copied and distributed to all students.
Person: Deb Carlson
Activity: Home -School Connection Newsletter
- Nov 1, 2008:** Maintain parent computer in the main hallway.
Person: Deb Carlson
Activity: Parent Computer
- Nov 1, 2008:** A parent information table, including parenting materials, books for checkout, and DVD's will be set-up and maintained.
Person: Deb Carlson
Activity: Parent Information Table

- Nov 1, 2008:** The Title I teacher will participate in monthly discussions on the PTC's Yahoo list serv.
Person: Deb Carlson
Activity: PTC Yahoo List Serv
- Nov 1, 2008:** Recipes for Success newsletter will be copied and distributed to all students.
Person: Deb Carlson
Activity: Recipes for Success newsletter
- Nov 1, 2008:** A Title I page including parent tips will be created and sent to the Longfellow Leaders newspaper.
Person: Deb Carlson
Activity: Title I page in Longfellow Leaders newspaper
- Nov 1, 2008:** The Title I teacher will update the Longfellow School website weekly.
Person: Deb Carlson
Activity: Update Longfellow School website
- Nov 1, 2008:** Send out encouraging emails to teachers who have created classroom websites.
Person: Deb Carlson
Activity: Updating Classroom Websites
- Nov 12, 2008:** Send home flyers for dinner count for Family Literacy Night.
Person: Deb Carlson
Activity: Family Literacy Night
- Nov 20, 2008:** Order food and secure volunteers for Family Literacy Night.
Person: Deb Carlson
Activity: Family Literacy Night
- Nov 21, 2008:** Count and record the number of teachers volunteers for Family Literacy Nights.
Person: Deb Carlson
Activity: Collect first semester/trimester follow up data
- Nov 24, 2008:** Put copy of volunteer list in evidence binder.
Person: Deb Carlson
Activity: Collect first semester/trimester follow up data
- Nov 25, 2008:** Create sign in sheet for parents at Family Literacy Night
Person: Deb Carlson
Activity: Collect first semester/trimester follow up data
- Nov 25, 2008:** All parents and students will be invited to attend a family night promoting literacy activities that correlate with the Indiana Academic Standards.
Person: Deb Carlson
Activity: Family Literacy Night
- Nov 26, 2008:** Tally number of parent that attended Family Literacy Night.
Person: Deb Carlson
Activity: Collect first semester/trimester follow up data
- Nov 28, 2008:** Students will receive prizes for completing all activities on the Recipes for Success newsletter.
Person: Deb Carlson
Activity: Recipes for Success newsletter
- Dec 1, 2008:** Building Readers newsletter will be copied and distributed to all students.
Person: Deb Carlson
Activity: Building Readers Newsletter
- Dec 1, 2008:** Building Readers Newsletter will be posted on the school website.
Person: Deb Carlson
Activity: Building Readers Newsletter

- Dec 1, 2008:** Teachers will update their classroom website on a monthly basis.
Person: Teachers
Activity: Classroom Websites
- Dec 1, 2008:** Home-School Connection Newsletter will be copied and distributed to all students.
Person: Deb Carlson
Activity: Home -School Connection Newsletter
- Dec 1, 2008:** Maintain parent computer in the main hallway.
Person: Deb Carlson
Activity: Parent Computer
- Dec 1, 2008:** A parent information table, including parenting materials, books for checkout, and DVD's will be set-up and maintained.
Person: Deb Carlson
Activity: Parent Information Table
- Dec 1, 2008:** The Title I teacher will participate in monthly discussions on the PTC's Yahoo list serv.
Person: Deb Carlson
Activity: PTC Yahoo List Serv
- Dec 1, 2008:** Recipes for Success newsletter will be copied and distributed to all students.
Person: Deb Carlson
Activity: Recipes for Success newsletter
- Dec 1, 2008:** A Title I page including parent tips will be created and sent to the Longfellow Leaders newspaper.
Person: Deb Carlson
Activity: Title I page in Longfellow Leaders newspaper
- Dec 1, 2008:** The Title I teacher will update the Longfellow School website weekly.
Person: Deb Carlson
Activity: Update Longfellow School website
- Dec 1, 2008:** Send out encouraging emails to teachers woh have created classroom websites.
Person: Deb Carlson
Activity: Updating Classroom Websites
- Dec 10, 2008:** Contact local businesses such as Bank one, Strack's, Menards, Fire Department, Post Office to obtain volunteers to discuss their career with students.
Person: Josie Werhowatz
Activity: Community Career Day
- Dec 10, 2008:** Create and distribute letter to parents to find volunteers to discuss their career on Community Career Day.
Person: Josie Werhowatz
Activity: Community Career Day
- Dec 17, 2008:** Create and distribute note to parents and teachers about career day. Expalin to parents that students will be dressing up to represent their favorite career.
Person: Josie Werhowatz
Activity: Community Career Day
- Dec 17, 2008:** Set up schedule for one speaker to visit each classrooms for career day.
Person: Josie Werhowatz
Activity: Community Career Day
- Dec 20, 2008:** Create and distribute flyer to all students explaining the science fair.
Person: Deb Carlson
Activity: Family Math/Science Fair Night
- Dec 28, 2008:** Students will receive prizes for completing all activities on the Recipes for Success newsletter.
Person: Deb Carlson
Activity: Recipes for Success newsletter

- Jan 1, 2009:** Building Readers newsletter will be copied and distributed to all studnets.
Person: Deb Carlson
Activity: Building Readers Newsletter
- Jan 1, 2009:** Building Readers Newsletter will be posted on the school website.
Person: Deb Carlson
Activity: Building Readers Newsletter
- Jan 1, 2009:** Teachers will update their classroom website on a monthly basis.
Person: Teachers
Activity: Classroom Websites
- Jan 1, 2009:** Home-School Connection Newsletter will be copied and distributed to all students.
Person: Deb Carlson
Activity: Home -School Connection Newsletter
- Jan 1, 2009:** Maintain parent computer in the main hallway.
Person: Deb Carlson
Activity: Parent Computer
- Jan 1, 2009:** A parent information table, including parenting materials, books for checkout, and DVD's will be set-up and maintained.
Person: Deb Carlson
Activity: Parent Information Table
- Jan 1, 2009:** The Title I teacher will participate in monthly discussions on the PTC's Yahoo list serv.
Person: Deb Carlson
Activity: PTC Yahoo List Serv
- Jan 1, 2009:** Recipes for Success newsletter will be copied and distributed to all students.
Person: Deb Carlson
Activity: Recipes for Success newsletter
- Jan 1, 2009:** A Title I page including parent tips will be created and sent to the Longfellow Leaders newspaper.
Person: Deb Carlson
Activity: Title I page in Longfellow Leaders newspaper
- Jan 1, 2009:** The Title I teacher will update the Longfellow School website weekly.
Person: Deb Carlson
Activity: Update Longfellow School website
- Jan 1, 2009:** Send out encouraging emails to teachers woh have created classroom websites.
Person: Deb Carlson
Activity: Updating Classroom Websites
- Jan 7, 2009:** Notify career day speakers of time and confirm they are coming.
Person: Josie Werhowatz
Activity: Community Career Day
- Jan 7, 2009:** Order lunch for the career speakers.
Person: Josie Werhowatz
Activity: Community Career Day
- Jan 10, 2009:** Secure Science Fair committee members and judges.
Person: Deb Carlson
Activity: Family Math/Science Fair Night
- Jan 13, 2009:** Public address announcement reminding students to dress up as their favorite career.
Person: Josie Werhowatz
Activity: Community Career Day

- Jan 14, 2009:** Community Career Day
Person: Josie Werhowatz
Activity: Community Career Day
- Jan 15, 2009:** Notify Betty Smith (computer lab assistant) she is to have training for parents.
Person: Deb Carlson
Activity: Computer classes for parents
- Jan 15, 2009:** Renew the subscription for the Parent's count website link with the Master Teacher.
Person: Deb Carlson
Activity: Parent's count website link
- Jan 16, 2009:** Count and record the number of teachers that have updated their classroom websites.
Person: Deb Carlson
Activity: Collect final semester/trimester follow up data
- Jan 18, 2009:** Send home a flyer inviting parents to the training.
Person: Deb Carlson
Activity: Computer classes for parents
- Jan 21, 2009:** Create problems to solve during Family Math/Science Fair Night.
Person: Deb Carlson
Activity: Family Math/Science Fair Night
- Jan 25, 2009:** Computer class for parents.
Person: Betty Smith
Activity: Computer classes for parents
- Jan 28, 2009:** Students will receive prizes for completing all activities on the Recipes for Success newsletter.
Person: Deb Carlson
Activity: Recipes for Success newsletter
- Jan 30, 2009:** Print off copies of the front page of each teacher's completed websites for evidence binder.
Person: Deb Carlson
Activity: Collect final semester/trimester follow up data
- Feb 1, 2009:** Teachers will update their classroom website on a monthly basis.
Person: Teachers
Activity: Classroom Websites
- Feb 1, 2009:** Home-School Connection Newsletter will be copied and distributed to all students.
Person: Deb Carlson
Activity: Home -School Connection Newsletter
- Feb 1, 2009:** Maintain parent computer in the main hallway.
Person: Deb Carlson
Activity: Parent Computer
- Feb 1, 2009:** A parent information table, including parenting materials, books for checkout, and DVD's will be set-up and maintained.
Person: Deb Carlson
Activity: Parent Information Table
- Feb 1, 2009:** The Title I teacher will participate in monthly discussions on the PTC's Yahoo list serv.
Person: Deb Carlson
Activity: PTC Yahoo List Serv
- Feb 1, 2009:** Recipes for Success newsletter will be copied and distributed to all students.
Person: Deb Carlson
Activity: Recipes for Success newsletter

- Feb 1, 2009:** A Title I page including parent tips will be created and sent to the Longfellow Leaders newspaper.
Person: Deb Carlson
Activity: Title I page in Longfellow Leaders newspaper
- Feb 1, 2009:** The Title I teacher will update the Longfellow School website weekly.
Person: Deb Carlson
Activity: Update Longfellow School website
- Feb 1, 2009:** Send out encouraging emails to teachers who have created classroom websites.
Person: Deb Carlson
Activity: Updating Classroom Websites
- Feb 11, 2009:** Prepare sign in sheet for parents at Math/Science Fair Night.
Person: Deb Carlson
Activity: Collect final semester/trimester follow up data
- Feb 11, 2009:** Family Math/Science Fair Night
Person: Deb Carlson
Activity: Family Math/Science Fair Night
- Feb 11, 2009:** Set up science fair projects for Family Math/Science Fair Night. Judge science fair projects.
Person: Deb Carlson
Activity: Family Math/Science Fair Night
- Feb 12, 2009:** Tally number of parents that attended Math/Science Fair Night.
Person: Deb Carlson
Activity: Collect final semester/trimester follow up data
- Feb 12, 2009:** Enter Calumet Regional Science Fair participants online.
Person: Deb Carlson
Activity: Family Math/Science Fair Night
- Feb 18, 2009:** Get permission slips from parents of the top five fifth graders, and set up transportation to Regionals.
Person: Deb Carlson
Activity: Family Math/Science Fair Night
- Feb 28, 2009:** Students will receive prizes for completing all activities on the Recipes for Success newsletter.
Person: Deb Carlson
Activity: Recipes for Success newsletter
- Mar 1, 2009:** Building Readers newsletter will be copied and distributed to all students.
Person: Deb Carlson
Activity: Building Readers Newsletter
- Mar 1, 2009:** Building Readers Newsletter will be posted on the school website.
Person: Deb Carlson
Activity: Building Readers Newsletter
- Mar 1, 2009:** Teachers will update their classroom website on a monthly basis.
Person: Teachers
Activity: Classroom Websites
- Mar 1, 2009:** Home-School Connection Newsletter will be copied and distributed to all students.
Person: Deb Carlson
Activity: Home -School Connection Newsletter
- Mar 1, 2009:** Maintain parent computer in the main hallway.
Person: Deb Carlson
Activity: Parent Computer

- Mar 1, 2009:** A parent information table, including parenting materials, books for checkout, and DVD's will be set-up and maintained.
Person: Deb Carlson
Activity: Parent Information Table
- Mar 1, 2009:** The Title I teacher will participate in monthly discussions on the PTC's Yahoo list serv.
Person: Deb Carlson
Activity: PTC Yahoo List Serv
- Mar 1, 2009:** Recipes for Success newsletter will be copied and distributed to all students.
Person: Deb Carlson
Activity: Recipes for Success newsletter
- Mar 1, 2009:** A Title I page including parent tips will be created and sent to the Longfellow Leaders newspaper.
Person: Deb Carlson
Activity: Title I page in Longfellow Leaders newspaper
- Mar 1, 2009:** The Title I teacher will update the Longfellow School website weekly.
Person: Deb Carlson
Activity: Update Longfellow School website
- Mar 1, 2009:** Send out encouraging emails to teachers who have created classroom websites.
Person: Deb Carlson
Activity: Updating Classroom Websites
- Mar 4, 2009:** Top five fifth graders to go to Regional Science Fair to be chaperoned by Title I teacher.
Person: Deb Carlson
Activity: Family Math/Science Fair Night
- Mar 6, 2009:** Count and record the number of teachers volunteers for Family Math/Science and Literacy Nights.
Person: Deb Carlson
Activity: Collect final semester/trimester follow up data
- Mar 13, 2009:** Put a copy of the volunteer list in evidence binder.
Person: Deb Carlson
Activity: Collect final semester/trimester follow up data
- Mar 23, 2009:** Title I teacher will provide information to parents before conferences regarding tips about what to ask their child's teacher.
Person: Deb Carlson
Activity: Parent/Teacher Conference notes
- Mar 28, 2009:** Students will receive prizes for completing all activities on the Recipes for Success newsletter.
Person: Deb Carlson
Activity: Recipes for Success newsletter
- Apr 1, 2009:** Building Readers newsletter will be copied and distributed to all students.
Person: Deb Carlson
Activity: Building Readers Newsletter
- Apr 1, 2009:** Building Readers Newsletter will be posted on the school website.
Person: Deb Carlson
Activity: Building Readers Newsletter
- Apr 1, 2009:** Teachers will update their classroom website on a monthly basis.
Person: Teachers
Activity: Classroom Websites
- Apr 1, 2009:** Home-School Connection Newsletter will be copied and distributed to all students.
Person: Deb Carlson
Activity: Home -School Connection Newsletter

Apr 1, 2009: Maintain parent computer in the main hallway.

Person: Deb Carlson

Activity: Parent Computer

Apr 1, 2009: A parent information table, including parenting materials, books for checkout, and DVD's will be set-up and maintained.

Person: Deb Carlson

Activity: Parent Information Table

Apr 1, 2009: The Title I teacher will participate in monthly discussions on the PTC's Yahoo list serv.

Person: Deb Carlson

Activity: PTC Yahoo List Serv

Apr 1, 2009: Reciepes for Success newsletter will be copied and distributed to all students.

Person: Deb Carlson

Activity: Recipes for Success newsletter

Apr 1, 2009: A Title I page including parent tips will be created and sent to the Longfellow Leaders newspaper.

Person: Deb Carlson

Activity: Title I page in Longfellow Leaders newspaper

Apr 1, 2009: The Title I teacher will update the Longfellow School website weekly.

Person: Deb Carlson

Activity: Update Longfellow School website

Apr 1, 2009: Send out encouraging emails to teachers woh have created classroom websites.

Person: Deb Carlson

Activity: Updating Classroom Websites

Apr 28, 2009: Students will receive prizes for completing all activities on the Recipes for Success newsletter.

Person: Deb Carlson

Activity: Recipes for Success newsletter

May 1, 2009: Building Readers newsletter will be copied and distributed to all studnets.

Person: Deb Carlson

Activity: Building Readers Newsletter

May 1, 2009: Building Readers Newsletter will be posted on the school website.

Person: Deb Carlson

Activity: Building Readers Newsletter

May 1, 2009: Teachers will update their classroom website on a monthly basis.

Person: Teachers

Activity: Classroom Websites

May 1, 2009: Home-School Connection Newsletter will be copied and distributed to all students.

Person: Deb Carlson

Activity: Home -School Connection Newsletter

May 1, 2009: Maintain parent computer in the main hallway.

Person: Deb Carlson

Activity: Parent Computer

May 1, 2009: A parent information table, including parenting materials, books for checkout, and DVD's will be set-up and maintained.

Person: Deb Carlson

Activity: Parent Information Table

May 1, 2009: The Title I teacher will participate in monthly discussions on the PTC's Yahoo list serv.

Person: Deb Carlson

Activity: PTC Yahoo List Serv

May 1, 2009: Recipes for Success newsletter will be copied and distributed to all students.

Person: Deb Carlson

Activity: Recipes for Success newsletter

May 1, 2009: A Title I page including parent tips will be created and sent to the Longfellow Leaders newspaper.

Person: Deb Carlson

Activity: Title I page in Longfellow Leaders newspaper

May 1, 2009: The Title I teacher will update the Longfellow School website weekly.

Person: Deb Carlson

Activity: Update Longfellow School website

May 1, 2009: Send out encouraging emails to teachers who have created classroom websites.

Person: Deb Carlson

Activity: Updating Classroom Websites

May 28, 2009: Students will receive prizes for completing all activities on the Recipes for Success newsletter.

Person: Deb Carlson

Activity: Recipes for Success newsletter

Jun 1, 2009: Maintain parent computer in the main hallway.

Person: Deb Carlson

Activity: Parent Computer

Jun 1, 2009: The Title I teacher will update the Longfellow School website weekly.

Person: Deb Carlson

Activity: Update Longfellow School website

Peer Review for SIP

May 30, 2008: Contact a school near us who has met AYP to schedule appointment.

Person: Deb Carlson

Activity: Complete peer review form

Aug 5, 2008: Meet with school to discuss school improvement plan and complete peer review form.

Person: Chuck Kollross, Deb Carlson

Activity: Complete peer review form

Aug 21, 2008: Submit peer review form to DOE and enter form in school improvement plan.

Person: Deb Carlson

Activity: Complete peer review form

School-Parent Involvement Policy

Sep 1, 2008: Create and distribute flyer inviting all Longfellow parents to our Community Council meeting.

Person: Josie Werhowatz

Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings

Sep 1, 2008: The presentation will be prepared for the Community Council Meeting

Person: Deb Carlson

Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings

Sep 11, 2008: The Community Council will meet.

Person: Josie Werhowatz

Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings

Sep 12, 2008: The minutes from the Community Council will be entered into the InSAI system.

Person: Josie Werhowatz

Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings

- Oct 1, 2008:** Create and distribute flyer inviting all Longfellow parents to our Community Council meeting.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Oct 1, 2008:** The presentation will be prepared for the Community Council Meeting.
Person: Deb Carlson
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Oct 9, 2008:** The Community Council will meet.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Oct 10, 2008:** The minutes from the Community Council will be entered into the InSAI system.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Nov 1, 2008:** Create and distribute flyer inviting all Longfellow parents to our Community Council meeting.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Nov 1, 2008:** The presentation will be prepared for the Community Council Meeting.
Person: Deb Carlson
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Nov 13, 2008:** The Community Council will meet.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Nov 14, 2008:** The minutes from the Community Council will be entered into the InSAI system.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Dec 1, 2008:** Create and distribute flyer inviting all Longfellow parents to our Community Council meeting.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Dec 1, 2008:** The presentation will be prepared for the Community Council Meeting.
Person: Deb Carlson
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Dec 11, 2008:** The Community Council will meet.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Dec 12, 2008:** The minutes from the Community Council will be entered into the InSAI system.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Jan 1, 2009:** Create and distribute flyer inviting all Longfellow parents to our Community Council meeting.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Jan 1, 2009:** The presentation will be prepared for the Community Council Meeting.
Person: Deb Carlson
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Jan 8, 2009:** The Community Council will meet.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings

- Jan 9, 2009:** The minutes from the Community Council will be entered into the InSAI system.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Feb 1, 2009:** Create and distribute flyer inviting all Longfellow parents to our Community Council meeting.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Feb 1, 2009:** The presentation will be prepared for the Community Council Meeting.
Person: Deb Carlson
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Feb 12, 2009:** The Community Council will meet.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Feb 13, 2009:** The minutes from the Community Council will be entered into the InSAI system.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Mar 1, 2009:** Create and distribute flyer inviting all Longfellow parents to our Community Council meeting.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Mar 1, 2009:** The presentation will be prepared for the Community Council Meeting.
Person: Deb Carlson
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Mar 12, 2009:** The Community Council will meet.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Mar 13, 2009:** The minutes from the Community Council will be entered into the InSAI system.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Apr 1, 2009:** Create and distribute flyer inviting all Longfellow parents to our Community Council meeting.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Apr 1, 2009:** The presentation will be prepared for the Community Council Meeting.
Person: Deb Carlson
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Apr 9, 2009:** The Community Council will meet.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings
- Apr 10, 2009:** The minutes from the Community Council will be entered into the InSAI system.
Person: Josie Werhowatz
Activity: Community Council Meetings/Gold Star Counseling Advisory Committee Meetings

Writer's Workshop

- Aug 18, 2008:** Informational meeting for any interested teachers about Writer's Workshop.
Person: Balanced Literacy Team
Activity: Informational Meeting about Writer's Workshop
- Sep 8, 2008:** Contact Casey Wszolek to choose date for site visit.
Person: Deb Carlson
Activity: Site visit to Hosford Park School

- Sep 25, 2008:** Email teachers to let them know about site visit
Person: Deb Carlson
Activity: Site visit to Hosford Park School
- Sep 30, 2008:** Site visit to Hosford Park.
Person: Classroom teachers
Activity: Site visit to Hosford Park School
- Oct 1, 2008:** Email teachers to find out who would like the help of a balanced literacy coach for implementing Writer's Workshop.
Person: Deb Carlson
Activity: Coaching for Writer's Workshop
- Oct 6, 2008:** The Title I teacher will provide continuous support for teachers as they implement Writer's Workshop.
Person: Deb Carlson
Activity: Coaching for Writer's Workshop
- Oct 8, 2008:** Contact literacy coach to schedule date for coaching.
Person: Deb Carlson
Activity: Coaching for Writer's Workshop
- Oct 10, 2008:** Email teachers to let them know of date chosen for coaching.
Person: Deb Carlson
Activity: Coaching for Writer's Workshop
- Oct 13, 2008:** Coaching for interested classroom teachers.
Person: Deb Carlson
Activity: Coaching for Writer's Workshop
- Nov 6, 2008:** The Title I teacher will provide continuous support for teachers as they implement Writer's Workshop.
Person: Deb Carlson
Activity: Coaching for Writer's Workshop
- Dec 6, 2008:** The Title I teacher will provide continuous support for teachers as they implement Writer's Workshop.
Person: Deb Carlson
Activity: Coaching for Writer's Workshop
- Jan 6, 2009:** The Title I teacher will provide continuous support for teachers as they implement Writer's Workshop.
Person: Deb Carlson
Activity: Coaching for Writer's Workshop
- Feb 6, 2009:** The Title I teacher will provide continuous support for teachers as they implement Writer's Workshop.
Person: Deb Carlson
Activity: Coaching for Writer's Workshop
- Mar 6, 2009:** The Title I teacher will provide continuous support for teachers as they implement Writer's Workshop.
Person: Deb Carlson
Activity: Coaching for Writer's Workshop
- Apr 6, 2009:** The Title I teacher will provide continuous support for teachers as they implement Writer's Workshop.
Person: Deb Carlson
Activity: Coaching for Writer's Workshop

Continuous Improvement Timeline

The table below shows the timeline we will follow in reviewing and revising our School Improvement Plan each year.

	First Year Schools	Second Year Schools	Third Year and Beyond Schools
Oct	<p>Session 1: <u>Getting Started</u> <i>Local Mtgs: Rationale for Change</i></p>	<p><u>New Steering Team Member</u> (optional) Session 1: <u>Improvement Plan Implementation</u></p>	<p><u>New Steering Team Member</u> (optional) Session 1: <u>Kick-Off / Monitoring / Mentoring</u></p>
Nov	<p><u>Session 2 Visioning</u> <u>Tech Training 1</u> (two people per school) <i>Local Mtgs: Visioning</i></p>	<p><u>Tech Training 1</u> (optional) <i>Local Mtgs – SIP Implementation Roles & Responsibilities</i></p>	<p><u>Tech Training 1</u> (optional) <i>Local Mtgs – SIP Implementation Roles & Responsibilities</i></p>
Dec	<p>Session 3: <u>Achievement Data Analysis</u> <i>Local Mtgs: Achievement Data Targets</i></p>		<p>Session 2: <u>SIP Evaluation & Revision</u> <i>Local Mtgs: Sch. Imp. Plan Revision</i></p>
Jan	<p>Session 4: <u>Areas of Concern & Research Assignments</u> <i>Local Mtgs: Areas of Concern</i></p>	<p>Session 2: <u>SIP Review & Revision</u> <i>Local Mtgs: Sch. Imp. Plan Revision</i></p>	
Jan 31	<p>Session 5: <u>InSAI Conference on Learning</u> <i>Strategy Research Group Meetings: Local Mtgs – Strategy Selection</i></p>	<p><u>InSAI Conference on Learning</u> (optional)</p>	<p><u>InSAI Conference on Learning</u> (optional)</p>
Feb / Mar	<p>Session 6: (strategy chairs only) <u>Strategy Plans</u> <u>Tech Training 2</u> (two people per school) <i>Strategy Task Force Mtg – Strategy Plans</i></p>	<p>Session 3 (strategy chairs only): <u>Writing Strategy Plans</u> <u>Tech Training 2</u> (optional) <i>Strategy Committees – Strategy Plans</i></p>	<p>Session 3: (strategy chairs only): <u>Writing Strategy Plans</u> <u>Tech Training 2</u> (optional) <i>Strategy Committees – Strategy Plans</i></p>
Apr	<p><i>1st Fri. in April: All submissions due online</i></p> <p>Session 7: <u>Strategy Plan Review:</u> One hour individual appointment</p>	<p><i>1st Fri. in April: All submissions due online</i></p> <p>Session 4: <u>Strategy Plan Review:</u> One hour individual appointment</p>	<p><i>1st Fri. in April: All submissions due online</i></p> <p>Session 4: <u>Strategy Plan Review:</u> One hour individual appointment</p>
May	<p><i>1st Fri in May: Revisions due online</i> <i>3rd Fri in May: Schools mail hardcopies</i> <i>(after status of all submissions is “meets criteria”)</i></p>	<p><i>1st Fri in May: Revisions due online</i> <i>3rd Fri in May: Schools mail hardcopies</i> <i>(after status of all submissions is “meets criteria”)</i></p>	<p><i>1st Fri in May: Revisions due online</i> <i>3rd Fri in May: Schools mail hardcopies</i> <i>(after status of all submissions is “meets criteria”)</i></p>