

Polk County Public Schools

Dundee Elementary Academy



2017-18 Schoolwide Improvement Plan

Dundee Elementary Academy

215 FREDERICK AVE, Dundee, FL 33838

<http://schools.polk-fl.net/dundeeelementary>

School Demographics

School Type and Grades Served (per MSID File)	2016-17 Title I School	2016-17 Economically Disadvantaged (FRL) Rate (as reported on Survey 3)
Elementary School PK-5	Yes	87%
Primary Service Type (per MSID File)	Charter School	2018-19 Minority Rate (Reported as Non-white on Survey 2)
K-12 General Education	No	68%

School Grades History

Year	2016-17	2015-16	2014-15	2013-14
Grade	B	B	C*	F

**Informational Baseline School Grade*

Note: The school grades calculation was revised substantially for the 2014-15 school year to implement statutory changes made by the 2014 Legislature and incorporate the new Florida Standards Assessments. The 2014-15 school grades serve as informational baseline data that schools can use to improve in future years.

School Board Approval

This plan is pending approval by the Polk County School Board.

SIP Authority and Template

Section 1001.42(18), Florida Statutes, requires district school boards to annually approve and require implementation of a school improvement plan (SIP) for each school in the district that has a school grade of D or F.

The Florida Department of Education (FDOE) SIP template meets all statutory and rule requirements for traditional public schools and incorporates all components required for schools receiving Title I funds. This template is required by State Board of Education Rule 6A-1.099811, Florida Administrative Code, for all non-charter schools with a current grade of D or F (see page 4). For schools receiving a grade of A, B, or C, the district may opt to require a SIP using a template of its choosing.

This document was prepared by school and district leadership using the FDOE's school improvement planning web application located at <https://www.floridacims.org>.

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Purpose and Outline of the SIP

The SIP is intended to be the primary artifact used by every school with stakeholders to review data, set goals, create an action plan and monitor progress. A corollary at the district level is the District Improvement and Assistance Plan (DIAP), designed to help district leadership make the necessary connections between school and district goals in order to align resources. The Florida Department of Education encourages schools to use the SIP as a “living document” by continually updating, refining and using the plan to guide their work throughout the year. This printed version represents the SIP as of the “Date Modified” listed in the footer.

Part I: Current School Status

Part I organizes the current status of the school around five domains inspired by the 5Essentials framework: Supportive Environment, Family and Community Involvement, Effective Leadership, Public and Collaborative Teaching, and Ambitious Instruction and Learning. Questions regarding the school’s Multi-Tiered System of Supports have been embedded throughout this part to demonstrate how data is used by stakeholders to understand the needs of all students and allocate appropriate resources in proportion to those needs.

Part II: Needs Assessment

Part II requires the school to review performance and early warning systems data in order to develop strategic goals and associated data targets (i.e., “SMART goals”) for the coming school year in context of the school’s greatest strengths and needs. An online tool was developed, which includes data visualizations and processing questions to support problem identification, problem analysis and strategic goal formulation.

Part III: 8-Step Planning and Problem Solving for Implementation

Part III enables the school to develop implementation plans for its highest-priority goals. With the overview of the current state of the school in mind and the strategic goals identified through the needs assessment, the planning team engages in a facilitated planning and problem-solving process, through which they

- Define strategic goals and establish targets to be reached by successfully achieving the goals (Step 1)
- Identify barriers that could hinder achieving those goals and resources that could be used to eliminate or reduce barriers (Step 2)
- Select high-priority barriers they want to address initially (Step 3)
- Design implementation and monitoring plans for strategies to resolve selected barriers (Steps 4-7)
- Determine how they will monitor progress toward each goal (Step 8)

Appendices

The following appendices, automatically-generated from content entered in Part III, are included in this document:

- Appendix 1 is a timeline of all action steps and monitoring activities
- Appendix 2 is an outline of all professional development opportunities and technical assistance items
- Appendix 3 is a report of the budget needed to implement the strategies

Differentiated Accountability

Florida's Differentiated Accountability (DA) system, established in [section 1008.33, Florida Statutes](#), is a statewide network of strategic support, differentiated by need according to performance data, provided to districts and schools in order to improve leadership capacity, teacher efficacy, and student outcomes. Through a data-driven planning and problem-solving process, DA field teams collaborate with district leadership to design, implement, and refine strategic goals and action plans that are documented in the SIP.

DA Regions

Florida's DA network is divided into four geographical regions, each served by a field team led by a regional executive director (RED).

DA Categories

At the start of each academic year, traditional schools are classified for DA support in two categories based on the most recent school grades data available. Descriptions of each DA category along with the state support and interventions provided are set forth by [Rule 6A-1.099811, Florida Administrative Code](#):

- **Not in DA** - A school with a current school grade of A, B, or C; charter schools; and ungraded schools.
- **Targeted Support and Improvement** - A school with a current school grade of an initial D.
- **Comprehensive Support and Improvement** - A school with a current school grade of F or two consecutive grades of D, or a high school with a graduation rate of 67 percent or less in the most recent data release.

DA Turnaround Status

Additionally, Comprehensive Support and Improvement schools have a turnaround status of "Implementing," based on a school's grades history, including the current school grade:

- Implementing - A school with a status of "Implementing" requires the district to submit a turnaround plan to the State Board of Education for approval and implementation. A school remains in "Implementing" status until its school grade improves to a C or higher.

2017-18 DA Category and Statuses for Dundee Elementary Academy

DA Region and RED	DA Category and Turnaround Status
Southwest -	- N/A

I. Part I: Current School Status

A. Supportive Environment

1. School Mission and Vision

a. Provide the school's mission statement.

Dundee Elementary Academy aims to develop influential citizens who are globally aware, internationally minded, and have a passion for life long learning. We work as a highly qualified staff that works collaboratively with all stakeholders to provide inquiry based instruction in a safe and supportive environment.

b. Provide the school's vision statement.

Dundee Elementary Academy is preparing students to excel in a global society!

2. School Environment

a. Describe the process by which the school learns about students' cultures and builds relationships between teachers and students.

The teachers review each students' cumulative folder and meet with ESOL and ESE staff to determine modifications and accommodations. Parents were invited to Orientation where they met with their children's teachers. The parents and students participated in a STEM activity together and teachers were able to see how the students participated with adults and other students. There is a Title I Open House in September for parents to attend to meet with teachers. There are four parent conferences during the year. The first conference is teacher-led and the other three are student-led. Information about students' work is shared with parents. After-school clubs are available for students to interact with teachers in fun learning activities.

b. Describe how the school creates an environment where students feel safe and respected before, during and after school.

An opening assembly was held by the principal and assistant principal to go over expectations with regards to safety, bullying and other school issues. All rooms are kept locked and all employees wear their badges at school. Bullying lessons are taught to each grade level. There is an anonymous bully box for students to use. When going to a location outside of the classroom, students walk in pairs. Red Ribbon Week stresses the importance of not using drugs or becoming involved with anyone using drugs or alcohol. The Hearth Program assists students who are homeless by supporting the students and their families. CHAMPS is used to create a positive and supportive learning environment.

c. Describe the schoolwide behavioral system in place that aids in minimizing distractions to keep students engaged during instructional time. This may include, but is not limited to, established protocols for disciplinary incidents, clear behavioral expectations, and training for school personnel to ensure the system is fairly and consistently enforced.

The PBIS plan is in place for all students. The data leadership team meets monthly to go over discipline data. There are personal development expectations and study habits. Each classroom has a school-wide discipline plan and parents are notified through the agenda. All minor infractions are recorded in the agenda as a "Request for Parent Support" and all major infractions are handled by administration according to the Polk County Code of Conduct. Behavior and responsibility reports are

signed by parents at the end of each week.

Monthly rewards are given to students for compliance with the discipline plan using CHAMPS.

Behavior probation is used for tier 2 which includes assigning a mentor that meets with the students weekly to check on their behavior.

d. Describe how the school ensures the social-emotional needs of all students are being met, which may include providing counseling, mentoring and other pupil services.

The guidance counselor and school psychologist visited each classroom to introduce themselves to the students and describe the kind of assistance that they provide. The guidance counselor is available to students and parents when needed. In addition, should a student be placed on behavior probation, they meet with the guidance counselor once a week for a check in and check out.

3. Early Warning Systems

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, Â§ 1114(b)(7)(A)(i) and (b)(7)(A)(iii)(III).

a. Describe the school's early warning system and provide a list of the early warning indicators used in the system.

Attendance below 90 percent;

One or more suspensions;

Grades of 'F;''

Level 1 on FSA.

The data leadership team meets weekly to discuss various forms of data.

b. Provide the following data related to the school's early warning system

1. The number of students by grade level that exhibit each early warning indicator:

Indicator	Grade Level													Total
	K	1	2	3	4	5	6	7	8	9	10	11	12	
Attendance below 90 percent	15	8	7	5	7	0	0	0	0	0	0	0	0	42
One or more suspensions	1	1	3	1	1	0	0	0	0	0	0	0	0	7
Course failure in ELA or Math	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Level 1 on statewide assessment	0	0	0	6	4	0	0	0	0	0	0	0	0	10

The number of students identified by the system as exhibiting two or more early warning indicators:

Indicator	Grade Level													Total
	K	1	2	3	4	5	6	7	8	9	10	11	12	
Students exhibiting two or more indicators	0	0	0	2	3	0	0	0	0	0	0	0	0	5

c. Describe all intervention strategies employed by the school to improve the academic performance of students identified by the early warning system.

*After school tutoring is offered after school from February until April;

*Teachers provide Leveled Literacy Intervention (LLI);

*There is a guided reading resource room with leveled sets of reading books for teachers to use for levelled/skill groups;

*ESOL paraprofessionals serve the ELL population in the classroom to assist students with assignments;

- *ESE inclusion teacher assists students in the classrooms and assists teachers with modifications and accommodations;
- *Title I paraprofessionals assist classroom teachers with small group interventions;
- *Reading coaches assist teachers with best practices and standards-based instruction training;

B. Family and Community Engagement

The school's response to this section may address the requirements of ESSA, P.L. No. 114-95, Â§ 1114(b)(2) and (b)(7)(A)(iii)(I).

1. Describe how the school works at building positive relationships with families to increase involvement, including efforts to communicate the school's mission and vision, and keep parents informed of their child's progress.

a. Will the school use its Title I Parent and Family Engagement Policy (PFEP) to satisfy this question?

Yes

1. PFEP Link

The school completes a Parental Involvement Plan (PFEP), which is available at the school site.

2. Description

Increase the percentages of all parent attendance and participation in school programs that build the capacity of our students to academically perform at a higher level as evidenced by sign-in sheets at those programs.

2. Describe the process by which the school builds and sustains partnerships with the local community for the purpose of securing and utilizing resources to support the school and student achievement.

Dundee Elementary Staff secured the resources from the local community by making face to face contact with Business Partners and Community groups.

The Adopt A Class program was initiated so that business partners could adopt the class of their choice by choosing to donate money or materials. This program can be sustained by recognizing the business partners and community members in our newsletters and on the school marquee.

A partnership was established with the Dundee Public Library and our First Grade classrooms. Our students and teachers visited the library for a story and activity that supported their current unit of study. We will continue with this program this year.

Kindergarten has a mapping unit where they go to different business partners to learn about their business.

A Business Partner/Community Member orientation was held in the early fall to orientate our partners on ways to help our school and the community.

Coordination with the East Coast Migrant Center.

Horace Mann provides lunches for the staff.

An appreciation breakfast was held in early spring to honor our business partners and community members.

C. Effective Leadership

1. School Leadership Team

a. Membership

Identify the name, email address and position title for each member of the school leadership team.:

Name	Title
Crosthwaite, Monica	Teacher, K-12
Dettling, Jennifer	Assistant Principal
Royer, Renee	School Counselor
Meek, Kimberly	Instructional Coach
Headley, Lana	Principal
Warren, Melissa	Teacher, K-12
Straughn, Claire	Teacher, K-12
Silva, Tracey	Teacher, K-12
Pry, Zachary	Teacher, K-12
Odenwller, Stephanie	Teacher, K-12
Rodriguez, Dawn	Teacher, K-12
Alvarez, Christen	Teacher, K-12
Razo, Yesenia	Teacher, K-12

b. Duties

1. Describe the roles and responsibilities of the members, including how they serve as instructional leaders and practice shared decision making.

Principal – the Principal provides a common vision for the use of data-based decision making, models the Problem solving process; supervises the development of a strong infrastructure for implementation of MTSS; ensures that the school-based team is implementing MTSS; conducts assessment of MTSS skills of school staff; ensures implementation of intervention support and documentation; ensures and participates in adequate professional learning to support MTSS Implementation; develops a culture of expectation with the school staff for the implementation of MTSS school-wide; ensures resources are assigned to those areas in most need and communicates with parents regarding school-based MTSS plans and activities.

Speech-Language Pathologist: Educates the team in the role language plays in curriculum assessment and instruction as a basis for appropriate program design; assists in the selection of screening measures; and helps identify as systematic patterns of student need with respect to language skills.

Guidance Counselor: Provides quality services and expertise on issues ranging from program design to assessment and intervention with individual students. Communicate with child-serving community agencies to support the students’ academic emotional, behavioral, and social succes

Network Manager: Develops or brokers technology necessary to manage and display data, provides professional development and technical support to teachers and staff regarding data management and graphic design.

Assistant Principal: Assists Principal in providing a common vision for the use of data-based decision-making, assists in the development of a strong infrastructure of resources for the implementation of MTSS, further assists the principal in the assessment of MTSS skills, implementation of intervention support and documentation, professional learning, and communication with parents concerning MTSS plans and activities.

Selected General Education Teachers: Provides information about core instruction; participates in

student data collection; delivers Tier 1 instruction/intervention; collaborates with other staff to implement Tier 2/3 intervention; and integrates Tier 1 materials/instruction with Tier 2/3 activities.

Exceptional Student Education (ESE) Teachers: Participates in student data collection, integrates core instructional activities/materials/instruction in tiered intervention; collaborates with general education teachers.

Curriculum Coaches: develops, leads, and evaluates school core content standards/programs; identifies and analyzes existing literature on scientifically based curriculum/behavior assessment and intervention approaches; identifies systematic patterns of student need while working with district personnel to identify appropriate evidence-based intervention strategies; assists with whole school screening programs that provide early intervening services for children to be considered "at risk", assists in the design and implementation for progress monitoring, data collection, and data analysis, participates in the design and delivery of professional development; and provides support for assessment and implementation monitoring.

School Psychologist: Participates in collection, interpretation, and analysis of data; facilitates development of intervention plans; provides support for intervention fidelity and documentation; provides professional development and technical evaluation; assists in facilitation data-based making activities.

MTSS Behavior Representative (PBS): Participates in collection, interpretation, and analysis of data; facilitates development of intervention plans; provides support for intervention fidelity and documentation; assists with professional development for behavior concerns; assists in facilitation data-based decision making activities.

2. Describe the process through which school leadership identifies and aligns all available resources (e.g., personnel, instructional, curricular) in order to meet the needs of all students and maximize desired student outcomes. Include the methodology for coordinating and supplementing federal, state and local funds, services and programs. Provide the person(s) responsible, frequency of meetings, how an inventory of resources is maintained and any problem-solving activities used to determine how to apply resources for the highest impact.

The MTSS team is part of the Leadership team of the school. It will focus meetings on how to improve school/teacher effectiveness and student achievement using the Problem solving Model. The MTSS team will meet at least once per month (or more frequently as needed) to engage in the following activities:

- Review school-wide grade level and teacher data to problem solve needed interventions on a systemic level and identify students meeting/exceeding benchmarks as well as those at moderate or high risk for not meeting benchmarks. This will be done at least three times per year or more frequently if new data is available.
- Help teachers design feasible strategies and interventions for struggling students by collaborating regularly problem solving , sharing effective practices, evaluating implementation, assist in making decisions for school, teacher, and student improvement. This is done weekly with coaches and administration.
- Facilitate the process of building consensus, increasing infrastructure, and making decisions about implementation. This is done as needed through surveys and grade chair meetings.
- Focus on improving student achievement outcomes with evidence based interventions implemented with fidelity and frequent progress monitoring. This is done weekly via the data team meetings.
- Intervention teams also foster a sense of collegiality and mutual support among educator, promote the use of evidence-based interventions, and support teachers in carrying out intervention plans.

Title I, Part A

Title I, Part A, funds school-wide services to Dundee Elementary. The Title I funds provide supplemental instructional resources and interventions for students with academic achievement needs. This program supports after-school and summer instructional programs, supplemental instructional materials, resource teachers, technology for students, professional development for the staff, and resources for parents. The district coordinates with Title II and Title III to ensure that staff development needs are addressed accordingly.

Title I, Part C- Migrant

Migrant students enrolled in Dundee Elementary will be assisted by the school and by the district Migrant Education Program (MEP). Students will be prioritized by the MEP for supplemental services based on need and migrant status. MEP Teacher Advocates assigned to school with high percentages of migrant students, monitor the progress of these high need students and provide or coordinate supplemental academic support. Migrant Home-School Liaisons identify and recruit migrant students and their families for the MEP> They provide support to both students and parents in locating services necessary to ensure the academic success of these students whose education has been interrupted by numerous moves.

Title I, Part D

Title I, Part D, provides Transition Facilitators to assist students with transition from department of Juvenile Justice (DJJ) facilities back into their zoned school. The Transition Facilitators communicate with the Guidance counselors at schools to facilitate the transfer of records and appropriate placement.

Title II

Professional development resources are available to all schools through Title II funds. In addition, School Technology Services provide technical support, technology training, and licenses for software programs and web-based access via Title II-D funds as made available. Funds available to Dundee Elementary are used to pay for substitute teachers in order for our classroom teachers to received training and/or have planning time to develop core integrated lesson plans.

Title III

Title III provides supplemental resources for English Language Learners (ELL) and their teachers in Title I schools, as well as professional learning opportunities for school staff.

Title X- Homeless

The Hearth program, funded through Title X, provides support identified homeless students. Title I provides additional support for this program, and many activities implemented by the Hearth program are carried out in cooperation with the Migrant Education Program (MEP) funded through Title I, part C.

Supplemental Academic Instruction (SAI)

Dundee Elementary currently does not have any SAI units for the 2014-2015 school year.

Violence Prevention Programs

Dundee Elementary provides violence and drug prevention programs in order to promote a safe school environment. Examples of violence prevention programs include anti-bullying, gang

awareness, gun awareness, etc.

Nutrition Programs

Dundee Elementary is participating in the CEO program providing free breakfast and lunch for all students.

Housing Programs

Students with housing needs are referred to the Homeless Student Advocate.

Head Start

Head Start is not located on our campus.

Adult Education

Students are provided with information related to adult education options upon request.

Career and Technical Education

N/A

Job Training

N/A

2. School Advisory Council (SAC)

a. Membership

Identify the name and stakeholder group for each member of the SAC.:

Name	Stakeholder Group
SAC member list on file in the main office	Parent

b. Duties

1. Provide a description of the SAC's involvement with the following activities, as required by section 1001.452(2), Florida Statutes

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, Â§ 1114(b)(2).

a. Evaluation of last year's school improvement plan

The school improvement plan and data for school grade was shared at the August SAC meeting.

b. Development of this school improvement plan

The school improvement plans was shared at the August SAC meeting and will be continued to be reviewed throughout the year at each meeting.

c. Preparation of the school's annual budget and plan

Mrs. Tatom shared both the school budget and the budgeted items from the grant.

2. Describe the use of school improvement funds allocated last year, including the amount budgeted for each project.

Teachers met with the IB Coordinator and the district magnet grant coordinator to plan units and lessons that met IB standards and the state standards.

3. Verify that the school is in compliance with section 1001.452, Florida Statutes, regarding the establishment requirements and duties of the SAC.

Yes

a. If the school is not in compliance, describe the measures being implemented to meet SAC requirements.

3. Literacy Leadership Team (LLT)

a. Membership

Identify the name and position title for each member of the school-based LLT or similar group, if applicable.:

Name	Title
Royer, Renee	School Counselor
Dettling, Jennifer	Assistant Principal
Meek, Kimberly	Instructional Coach
Headley, Lana	Principal
Crosthwaite, Monica	Teacher, K-12

b. Duties

1. Describe how the LLT or similar group promotes literacy within the school, if applicable.

The Literacy Leadership work together to ensure that the standards are taught with rigor and excellence and supporting students that need additional time with the standard. The reading coach works with teachers to understand the reading standard and develop sound instructional practices to teach the standards. The team meets on Thursdays to discuss a variety of data including, but not limited to, circulation, AR, reading data, and state testing data.

D. Public and Collaborative Teaching

The school's responses to this section may address the requirements of ESSA, P.L. No. 114-95, Â§ 1114(b)(7)(A)(iii)(IV).

1. Describe the school's strategies to encourage positive working relationships between teachers, including collaborative planning and instruction.

Administration has provided teachers with 100 minutes a day for planning purposes. Four of the Five days are directed planning with coaches, administration, and IB coordinator. Teachers meet on Tuesdays and Wednesday for lesson planning, Thursday for data, and Friday for IB units. Teachers are required to use a pre-planning form to gather thoughts, ideas, and resources prior to planning. This allows them to use the time together to actually plan the lessons. It also gives the coaches and administration time to help with misconceptions about the standard.

2. Describe the school's strategies to recruit, develop and retain highly qualified, certified-in-field, effective teachers to the school.

1. Use of the district RHS hiring system - Administration
2. Multi-tiered systems of support for teachers - Administration and Coaches
3. Common planning time for grade levels - Administration

4. Support from Math and Reading Coaches - Coaches
5. Professional development - Administration, Coaches, and other Trainers.

3. Describe the school's teacher mentoring program, including the rationale for pairings and planned mentoring activities.

Dundee Elementary provides teacher mentoring for new teachers by providing support and guidance from the curriculum coaches and administration. Teachers that are in their 1st or 2nd year of teaching will be provided a district mentor teacher to work them them. Additionally, new teachers participate in the Teacher Induction Program orientation provided by the district. We have also paired new teachers with an IB expert at the school to help support them as they learn IB.

E. Ambitious Instruction and Learning

1. Instructional Programs and Strategies

a. Instructional Programs

1. Describe how the school ensures its core instructional programs and materials are aligned to Florida's standards.

Teachers use a preplanning form to help them understand the scope and sequence of the standards being taught. This helps teachers know what to teach. During planning sessions, teachers collaborate to determine the best method to teach the content. Teachers start with the end in mind by first determining how students will be assessed, creating or locating an assessment that matches the standard, and then developing lessons that lead students to the standard. Administration and coaches review lesson plans and attend planning meetings to help ensure that task, test, and teaching align to the standard.

b. Instructional Strategies

1. Describe how the school uses data to provide and differentiate instruction to meet the diverse needs of students. Provide examples of how instruction is modified or supplemented to assist students having difficulty attaining the proficient or advanced level on state assessments.

Teachers examine test data weekly. They are looking for trends across grade level and in their own classes. Once those determinations have been made teachers either reteach a concept or set aside time in small groups to remediate or excel students. Teachers use iii time 30 per day to close large gaps in reading.

2. Provide the following information for each strategy the school uses to increase the amount and quality of learning time and help enrich and accelerate the curriculum:

Strategy: Summer Program

Minutes added to school year: 288

Students that are not on grade level will be required to attend either Power Up which is offered by the county or they can complete a summer learning packet which is based on their reading level. Students are required to bring in their completed notebook throughout the summer to show that they are working toward reaching grade level.

Strategy Rationale

We are trying to prevent and reverse summer learning loss by providing students with an opportunity to continue their learning over the summer.

Strategy Purpose(s)

- Core Academic Instruction

Person(s) responsible for monitoring implementation of the strategy

Straughn, Claire, claire.straughn@polk-fl.net

Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy

Complete of summer learning packets, data from students at Power Up, beginning of the year assessments vs end of the year assessments.

Strategy: Summer Program

Minutes added to school year: 32

Planning Days for Teachers

Strategy Rationale

We were revamping our curriculum maps to better align with units.

Strategy Purpose(s)

- Teacher collaboration, planning and professional development

Person(s) responsible for monitoring implementation of the strategy

Farmer, Nicole, nicole.farmer@polk-fl.net

Data that is or will be collected and how it is analyzed to determine effectiveness of the strategy

The completion of the curriculum maps.

2. Student Transition and Readiness

a. PreK-12 Transition

The school's response to this question may address the requirements of ESSA, P.L. No. 114-95, Â§ 1114(b)(7)(A)(iii)(V).

1. Describe the strategies the school employs to support incoming and outgoing cohorts of students in transition from one school level to another.

Dundee Elementary has both a regular and an ESE Pre-K program on campus. The PreK teacher is invited to attend all professional learning opportunities at DEA so that she is able to align her curriculum with that of DEA. Also, Pre-K students attend specials that last few weeks of school and eat in the lunchroom so that they have experiences in a typical school setting. This allows for a smoother transition with incoming kindergarten students.

Dundee Elementary will conduct a Kindergarten Round-up called Up and Coming Inquirers in April to register new students. During this Round-up incoming students will be provided with math manipulatives, reading workbooks, and other items to prepare students for school success.

STAR Early Literacy will be administered at the beginning of the school year.

Dundee Elementary invites the East Coast Migrant School students, staff and families to visit Dundee Elementary several times a year.

We articulate with community preschool programs in Dundee to help them better prepare their students

Kindergarten Readiness Workshops are held in the spring to assist parents in preparing their children for kindergarten.

b. College and Career Readiness

1. Describe the strategies the school uses to advance college and career awareness, which may include establishing partnerships with business, industry or community organizations.

2. Identify the career and technical education programs available to students and industry certifications that may be earned through those respective programs.

3. Describe efforts the school has taken to integrate career and technical education with academic courses (e.g., industrial biotechnology) to support student achievement.

4. Describe strategies for improving student readiness for the public postsecondary level based on annual analysis of the [High School Feedback Report](#), as required by section 1008.37(4), Florida Statutes.

II. Needs Assessment

The school's completion of this part may address the requirements of ESSA, P.L. No. 114-95, Â§ 1114(b)(6).

A. Problem Identification

1. Data to Support Problem Identification

b. Data Uploads

Data uploads are not required by the Florida Department of Education but are offered as a tool for the needs assessment. In this section, the school may upload files of locally available data charts and graphs being used as evidence of need.

The following documents were submitted as evidence for this section:

No files were uploaded

2. Problem Identification Summary

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the points of strength and areas of need that have been identified in the data.

Points of Strength

1. Continue working on identified SIP goal.
2. Overall proficiency in ELA and math, students performing on or above grade level.
3. Continue using IB model and training for staff.
4. Continue teaching Wednesdays PD focus on reading workshop and calendar math.

Opportunities for Improvement

1. Look at lowest quartile data starting in kindergarten instead of 3rd grade.
2. Use STAR early literacy and STAR reading on schedule.
3. Reduce the gap for ELL and SWD in ELA and math if the data is showing this is a need.
4. Increase teacher retention
5. Supportive environment goal
6. Documentation of running records data

B. Problem Analysis Summary

This section is not required by the Florida Department of Education but is provided as an opportunity for the school to summarize the underlying "why" or root causes for the areas of need identified in the data, as determined by situational awareness of, and research conducted by, the stakeholders involved in the needs assessment.

1. If we begin identifying the LQ K-4 (instead of waiting until 3rd grade) then our students will make gains in both ELA and math.
2. If we test students during the testing window, we can use the data to progress monitor and differentiate instruction to meet the needs of the learners.
3. If we continue collaborative transdisciplinary planning using the standards and teaching Wednesdays (including ESE and ELL), then we will retain teachers and increase teacher effectiveness.
4. If we use the data from performance matters with teachers to assess the standards being taught, they will use it to make instructional decisions for their students.

C. Strategic Goals

School Improvement Goals

The following key is intended to help readers understand how the sections of this document correspond to the steps of the 8-step planning and problem-solving framework used in the School Improvement Plan. The Quick Key numbers can help registered users go directly to the point of entry for any given goal, barrier and strategy within the online survey.

Problem Solving Key

G = Goal

B =
Barrier

S = Strategy

1 = Problem Solving Step  S123456 = Quick Key

Strategic Goals Summary

- G1.** Teachers will engage students in rigorous tasks aligned with the full intent of the standard in all content areas using proven instructional delivery techniques, including differentiated instruction.

Strategic Goals Detail

For each strategic goal, this section lists the associated targets (i.e., "SMART goals"), targeted barriers to achieving the goal, resources available to help reduce or eliminate the barriers, and the plan for monitoring progress toward the goal.

G1. Teachers will engage students in rigorous tasks aligned with the full intent of the standard in all content areas using proven instructional delivery techniques, including differentiated instruction. 1a

G098870

Targets Supported 1b

Indicator	Annual Target
FSA ELA Achievement	

Targeted Barriers to Achieving the Goal 3

- Assimilating new staff into an understanding of standards and instructional delivery
- Implementing ELA curriculum with fidelity
- Need to focus on the lowest 25% in all grade levels for ELA and math
- Maintaining rigor in math

Resources Available to Help Reduce or Eliminate the Barriers 2

- District/Regional/School Coaches will facilitate collaborative planning and the coaching cycle as necessary.
- Triple iii reading plan
- 4th Grade writing plan
- Guided reading library
- New reading and math curriculum and accompanying professional development
- Common planning time with content coach support
- Title One funding
- District/State support
- Technology
- CPALMS
- Professional development

Plan to Monitor Progress Toward G1. 8

Conduct walk throughs to check for implementation with fidelity.

Person Responsible

Lana Headley

Schedule

Monthly, from 8/17/2017 to 5/25/2018

Evidence of Completion

Journey, lesson plans, curriculum maps

Action Plan for Improvement

For each strategy selected in the plan to reduce a targeted barrier to a strategic goal, this section lists the rationale for that strategy (i.e., why the school believes it will reduce the barrier) and the action steps that have been identified as necessary to implementing the strategy, including details such as the point person, timing and duration, and evidence of completion. At the end of each set of action steps is the plan for monitoring the implementation and effectiveness of the respective strategy.

Problem Solving Key

G = Goal

B =
Barrier

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G1. Teachers will engage students in rigorous tasks aligned with the full intent of the standard in all content areas using proven instructional delivery techniques, including differentiated instruction. 1

G098870

G1.B1 Assimilating new staff into an understanding of standards and instructional delivery 2

B266129

G1.B1.S1 Coach and IB Coordinator will continue collaborative trans disciplinary planning and implementation. 4

S282052

Strategy Rationale

Increasing collective teacher efficacy is one of the most effective methods to increase student achievement.

Action Step 1 5

Collaborative planning time during the school day, summer and after school

Person Responsible

Monica Crosthwaite

Schedule

Daily, from 8/14/2017 to 5/25/2018

Evidence of Completion

Agendas, Sign in sheets, collaborative planning form, unit lesson plans, meeting minutes and notes

Action Step 2 5

Align teacher instruction and student practice to the common formative assessments.

Person Responsible

Kimberly Meek

Schedule

Weekly, from 8/17/2017 to 5/25/2018

Evidence of Completion

Lesson plans, weekly reading, collaborative planning form, math and data sign-in sheets and minutes/notes, CFAs

Action Step 3 5

Teachers will preplan by reviewing the standard, participate by responding to the standard, and gather resources.

Person Responsible

Jennifer Dettling

Schedule

Weekly, from 8/17/2017 to 5/25/2018

Evidence of Completion

Pre planning forms

Plan to Monitor Fidelity of Implementation of G1.B1.S1 6

Grade level lesson plans will be checked and and walk-throughs conducted to observe the implementation of plans.

Person Responsible

Jennifer Dettling

Schedule

Monthly, from 8/25/2017 to 8/25/2017

Evidence of Completion

Lesson plans, lesson plan checklists, Journey records of observations, sign in sheets, agendas

Plan to Monitor Fidelity of Implementation of G1.B1.S1 6

Data meetings will focus on student achievement, to include students in need of remediation.

Person Responsible

Lana Headley

Schedule

Weekly, from 8/25/2016 to 5/25/2018

Evidence of Completion

Weekly data meeting sign-in sheets and minutes and notes, coaches logs, ESE plans and logs, progress monitoring, IBTP data, STAR data, F & P data, FAIR data, weekly reading assessments

Plan to Monitor Effectiveness of Implementation of G1.B1.S1 7

Weekly leadership meetings will be held to address instruction, lesson plan feedback, and student achievement.

Person Responsible

Lana Headley

Schedule

Weekly, from 8/17/2016 to 5/25/2017

Evidence of Completion

Common formative assessments, ongoing assessments, district progress monitoring tools

Plan to Monitor Effectiveness of Implementation of G1.B1.S1 7

Administrative walkthroughs will be conducted and assign coaches to work with instructional staff.

Person Responsible

Jennifer Dettling

Schedule

Daily, from 8/24/2015 to 6/10/2017

Evidence of Completion

Journey, coaches logs, observation documentation

G1.B1.S2 Teaching Wednesdays (a bi-weekly new DEA teacher meeting) will be provided to all new staff members on relevant topics. 4

 S282053

Strategy Rationale

New teachers need to know expectations, policies, and procedures of DEA's cultures.

Action Step 1 5

School Teacher Leaders will conduct short in-services for teachers new to DEA on topics relevant to new staff.

Person Responsible

Kimberly Meek

Schedule

Biweekly, from 6/17/2017 to 5/25/2018

Evidence of Completion

sign in and agendas

Plan to Monitor Fidelity of Implementation of G1.B1.S2 6

Sign in sheets will be turned in.and teachers will have a reflection log.

Person Responsible

Kimberly Meek

Schedule

Evidence of Completion

Teachers will have a reflection log where they make an action plan, follow through, and reflect on plan.

Plan to Monitor Effectiveness of Implementation of G1.B1.S2 7

The assistant principal will monitor the action plans.

Person Responsible

Jennifer Dettling

Schedule

Monthly, from 9/28/2016 to 6/7/2017

Evidence of Completion

Teachers have a professional development book where they keep notes from trainings. In this book is a log for teachers to create an action plan and implement the plan. There is also a section for reflection.

G1.B2 Implementing ELA curriculum with fidelity 2

 B266130

G1.B2.S1 Coaching Cycle 4

 S282055

Strategy Rationale

Coaching will be provided for teacher that need additional support implementing reading/workshop as well as IB.

Action Step 1 5

Work with teachers as needed implementing the coaching cycle.

Person Responsible

Kimberly Meek

Schedule

Monthly, from 8/31/2016 to 6/9/2017

Evidence of Completion

Coaches Log

Plan to Monitor Fidelity of Implementation of G1.B2.S1 6

Coaching logs turned into Administration

Person Responsible

Lana Headley

Schedule

Monthly, from 8/17/2017 to 5/25/2018

Evidence of Completion

Coaching Logs, Journeys

Plan to Monitor Effectiveness of Implementation of G1.B2.S1 7

Increase in effective instructional strategies

Person Responsible

Lana Headley

Schedule

Every 6 Weeks, from 8/17/2017 to 5/25/2018

Evidence of Completion

Walk throughs, goal setting forms and observations

G1.B2.S2 Peer observations 4

S282056

Strategy Rationale

Teachers can learn from model teachers.

Action Step 1 5

Teachers will observe peer teachers to improve implementation of ELA curriculum across grade levels.

Person Responsible

Kimberly Meek

Schedule

Quarterly, from 8/17/2017 to 5/25/2018

Evidence of Completion

Sign in sheets and PD book with reflection

Plan to Monitor Fidelity of Implementation of G1.B2.S2 6

Teachers will turn in an individual plan of action to document the observation.

Person Responsible

Kimberly Meek

Schedule

On 8/17/2017

Evidence of Completion

Plans of action, schedules, agendas and sign-in sheets

Plan to Monitor Effectiveness of Implementation of G1.B2.S2 7

Administration will meet with teachers to reflect on their action plan.

Person Responsible

Jennifer Dettling

Schedule

Quarterly, from 8/17/2017 to 8/17/2017

Evidence of Completion

Journey observations, classroom walkthrough forms, and comment cards

G1.B2.S3 Professional Development on Reader's and Writer's Workshop. 4

 S282057

Strategy Rationale

Teachers need to learn how to implement the core reading and writing curriculum.

Action Step 1 5

Teachers will attend professional development to learn how to implement reader's and writer's workshop

Person Responsible

Kimberly Meek

Schedule

Monthly, from 7/21/2017 to 5/25/2018

Evidence of Completion

Sign in sheets

Plan to Monitor Fidelity of Implementation of G1.B2.S3 6

Administration and coaches will attend weekly planning meetings.

Person Responsible

Jennifer Dettling

Schedule

Weekly, from 8/17/2017 to 5/25/2018

Evidence of Completion

Sign in sheets, meeting notes,, pre-planning notes

Plan to Monitor Effectiveness of Implementation of G1.B2.S3 7

Leadership team will have strategic classroom walk throughs

Person Responsible

Kimberly Meek


Schedule

Monthly, from 8/17/2017 to 5/25/2018

Evidence of Completion

Journey and data shared at weekly leadership team meetings.

G1.B2.S4 Extended planning time for teachers to map workshop, rubrics, and build common assessments to support reading/writing workshop 4

 S282058

Strategy Rationale

Reader's Workshop is a holistic way to teach reading teachers need to map out the curriculum, create rubrics, and build assessments to grade holistically.

Action Step 1 5

Teachers will create rubrics to grade holistically and match learning progressions

Person Responsible

Kimberly Meek

Schedule

Quarterly, from 12/1/2017 to 7/27/2018

Evidence of Completion

Teachers will produce rubrics and learning progressions for grading.

Plan to Monitor Fidelity of Implementation of G1.B2.S4 6

Grades will be collected based on the learning progressions.

Person Responsible

Jennifer Dettling

Schedule

Evidence of Completion

Teachers will use the rubrics created to provide students with grades.

Plan to Monitor Effectiveness of Implementation of G1.B2.S4 7

Teachers will use the rubrics created to grade students.

Person Responsible

Jennifer Dettling

Schedule

Every 3 Weeks, from 1/5/2018 to 5/18/2018

Evidence of Completion

Rubrics with teacher feedback.

G1.B3 Need to focus on the lowest 25% in all grade levels for ELA and math **2**

 B266131

G1.B3.S1 Use STAR and STAR Early Learning Literacy data to determine the lowest 25% for K-3 and FSA data in 4th grade **4**

 S282059

Strategy Rationale

The information gleaned from diagnostic data can help teachers guide instruction and monitor progress.

Action Step 1 **5**

Provide professional development for paraprofessionals so that they can support students that are meeting or exceeding the standards while teachers are meeting with the lowest quartile.

Person Responsible

Jennifer Dettling

Schedule

Monthly, from 9/13/2017 to 5/16/2018

Evidence of Completion

Schedules from paraprofessionals

Action Step 2 **5**

Teachers monitor progress of MTSS students on a regular basis.

Person Responsible

Renee Royer

Schedule

Monthly, from 9/19/2017 to 5/25/2018

Evidence of Completion

Attendance of students

Plan to Monitor Fidelity of Implementation of G1.B3.S1 6

The reading and math level of students will be monitored for growth.

Person Responsible

Kimberly Meek

Schedule

Quarterly, from 9/5/2016 to 6/9/2017

Evidence of Completion

STAR Math, STAR Reading, istation, Star Early Literacy

Plan to Monitor Effectiveness of Implementation of G1.B3.S1 7

Strategic walk throughs during MTSS

Person Responsible

Jennifer Dettling

Schedule

Evidence of Completion

Evaluations and feedback slips.

G1.B3.S2 Reports will be used to by teachers to monitor progress and communicate with parents about their student's progress. 4

 S282060

Strategy Rationale

When there is a collaborative effort by teachers and parents, students learning increases.

Action Step 1 5

Teachers will participate in data conversations about common formative assessments

Person Responsible

Lana Headley

Schedule

Weekly, from 8/17/2017 to 5/25/2018

Evidence of Completion

Data logs, sign in sheets, small group plans, student work

Plan to Monitor Fidelity of Implementation of G1.B3.S2 6

Administration will attend the data meetings with teachers to review data and student work samples.

Person Responsible

Lana Headley

Schedule

Weekly, from 8/17/2017 to 8/17/2017

Evidence of Completion

sign in sheets, data logs

Plan to Monitor Effectiveness of Implementation of G1.B3.S2 7

Monitoring teacher data in collaborative teams will increase student performance

Person Responsible

Lana Headley

Schedule

Weekly, from 8/17/2017 to 5/25/2018

Evidence of Completion

Student work, common formative assessments, and reports generated from on-line assessments.

G1.B3.S3 Assess students during the designated testing window so that staff can use information provided in Performance Matter. 4

 S282061

Strategy Rationale

Teachers need to have up to date data to make instructional decisions.

Action Step 1 5

Administration will notify teachers of the testing window.

Person Responsible

Jennifer Dettling

Schedule

Weekly, from 8/17/2017 to 5/25/2018

Evidence of Completion

print out of DEA website notification

Plan to Monitor Fidelity of Implementation of G1.B3.S3 6

Principal will work with reading coach and IB coordinator to run reports during testing window to make sure every student is tested.

Person Responsible

Lana Headley

Schedule

Monthly, from 8/17/2017 to 5/25/2018

Evidence of Completion

Reports

Plan to Monitor Effectiveness of Implementation of G1.B3.S3 7

Principal will monitor completion rates

Person Responsible

Lana Headley


Schedule

Monthly, from 8/17/2017 to 5/25/2018

Evidence of Completion

Reports showing completion rates of testing.

G1.B4 Maintaining rigor in math **2**

 B266132

G1.B4.S1 Teachers will implement a focused calendar math experience for students that focuses on academic vocabulary and concepts that need to be reinforced. **4**

 S282062

Strategy Rationale

There is a lack of consistency in academic math vocabulary and expectations. Streamlining and aligning calendar math can help make math cohesive at DEA.

Action Step 1 **5**

Teachers will attend professional development to learn how to implement calendar math.

Person Responsible

Jennifer Dettling

Schedule

Quarterly, from 8/17/2017 to 5/25/2018

Evidence of Completion

Agendas, sign in sheets, student work samples

Action Step 2 **5**

Teachers will participate in a walk about to observe master teachers

Person Responsible

Jennifer Dettling

Schedule

Triannually, from 8/17/2017 to 5/25/2018

Evidence of Completion

Sign in sheets and reflections from teachers

Action Step 3 5

Parents will be invited to attend a math night, IB showcase & IB exhibitions.

Person Responsible

Jennifer Dettling

Schedule

On 5/25/2018

Evidence of Completion

sign in sheets, pictures, parent survey.

Plan to Monitor Fidelity of Implementation of G1.B4.S1 6

Observations of teachers teaching calendar math

Person Responsible

Jennifer Dettling

Schedule

Biweekly, from 8/17/2017 to 8/17/2017

Evidence of Completion

Journey evaluations, feedback tickets

Plan to Monitor Effectiveness of Implementation of G1.B4.S1 7

End of year data using math tools.

Person Responsible

Jennifer Dettling


Schedule

Monthly, from 5/25/2015 to 6/8/2016

Evidence of Completion

istation, STAR Math, FSA data

G1.B4.S2 Grade levels will create common assessments that are aligned to the full intent of the standard and use assessment to direct instruction. 4

 S282063

Strategy Rationale

Teachers and students need to build their capacity to understand and increase their mathematical thinking in order to be successful.

Action Step 1 5

Teachers will meet frequently to examine and analyze data from common assessments.

Person Responsible

Lana Headley

Schedule

Weekly, from 8/17/2017 to 5/25/2018

Evidence of Completion

Data examination forms

Action Step 2 5

Teachers will meet weekly to plan math assessments and instruction.

Person Responsible

Monica Crosthwaite

Schedule

Weekly, from 8/17/2017 to 5/25/2018

Evidence of Completion

Sign-in sheets from planning

Plan to Monitor Fidelity of Implementation of G1.B4.S2 6

Grade chairs will keep evidence from each meeting.

Person Responsible

Monica Crosthwaite

Schedule

Weekly, from 8/17/2017 to 5/25/2018

Evidence of Completion

Administration will join planning meetings, planning sheets.

Plan to Monitor Effectiveness of Implementation of G1.B4.S2 7

Administrator will collect data examination forms.

Person Responsible

Jennifer Dettling

Schedule

Weekly, from 8/15/2016 to 5/25/2017

Evidence of Completion

Data examination form.

G1.B4.S3 Parents will participate in an informational training and learning engagement about how to help their student with math standards. 4

S282064

Strategy Rationale

Parents lack the knowledge of how to assist their students with Florida math standards.

Action Step 1 5

Parents will be invited to a math training focused on specific grade levels needs

Person Responsible

Monica Crosthwaite

Schedule

On 11/28/2017

Evidence of Completion

Sign in sheets and pictures.

Plan to Monitor Fidelity of Implementation of G1.B4.S3 6

Parents will be surveyed about their experience and what they learned.

Person Responsible

Monica Crosthwaite

Schedule

On 11/28/2017

Evidence of Completion

Learning activities will be collected from students.

Plan to Monitor Effectiveness of Implementation of G1.B4.S3 7

The survey results will be collected and analyzed.

Person Responsible

Monica Crosthwaite

Schedule

On 11/29/2017

Evidence of Completion

Surveys from parents.

IV. Implementation Timeline

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/End Date
2018					
G1.B3.S1.MA1 M412973	Strategic walk throughs during MTSS	Dettling, Jennifer	9/13/2016	Evaluations and feedback slips.	No End Date weekly
G1.B2.S4.MA1 M412972	Grades will be collected based on the learning progressions.	Dettling, Jennifer	5/11/2018	Teachers will use the rubrics created to provide students with grades.	No End Date every-3-weeks
G1.B4.S1.MA1 M412979	End of year data using math tools.	Dettling, Jennifer	5/25/2015	istation, STAR Math, FSA data	6/8/2016 monthly
G1.B1.S1.MA1 M412959	Weekly leadership meetings will be held to address instruction, lesson plan feedback, and student...	Headley, Lana	8/17/2016	Common formative assessments, ongoing assessments, district progress monitoring tools	5/25/2017 weekly
G1.B4.S2.MA1 M412981	Administrator will collect data examination forms.	Dettling, Jennifer	8/15/2016	Data examination form.	5/25/2017 weekly
G1.B1.S2.MA1 M412963	The assistant principal will monitor the action plans.	Dettling, Jennifer	9/28/2016	Teachers have a professional development book where they keep notes from trainings. In this book is a log for teachers to create an action plan and implement the plan. There is also a section for reflection.	6/7/2017 monthly
G1.B2.S1.A1 A380584	Work with teachers as needed implementing the coaching cycle.	Meek, Kimberly	8/31/2016	Coaches Log	6/9/2017 monthly
G1.B3.S1.MA1 M412974	The reading and math level of students will be monitored for growth.	Meek, Kimberly	9/5/2016	STAR Math, STAR Reading, istation, Star Early Literacy	6/9/2017 quarterly
G1.B1.S1.MA5 M412960	Administrative walkthroughs will be conducted and assign coaches to work with instructional staff.	Dettling, Jennifer	8/24/2015	Journey, coaches logs, observation documentation	6/10/2017 daily
G1.B4.S1.MA1 M412980	Observations of teachers teaching calendar math	Dettling, Jennifer	8/17/2017	Journey evaluations, feedback tickets	8/17/2017 biweekly
G1.B2.S2.MA1 M412967	Administration will meet with teachers to reflect on their action plan.	Dettling, Jennifer	8/17/2017	Journey observations, classroom walkthrough forms, and comment cards	8/17/2017 quarterly
G1.B2.S2.MA1 M412968	Teachers will turn in an individual plan of action to document the observation.	Meek, Kimberly	8/17/2017	Plans of action, schedules, agendas and sign-in sheets	8/17/2017 one-time
G1.B3.S2.MA1 M412976	Administration will attend the data meetings with teachers to review data and student work samples.	Headley, Lana	8/17/2017	sign in sheets, data logs	8/17/2017 weekly
G1.B1.S1.MA1 M412961	Grade level lesson plans will be checked and and walk-throughs conducted to observe the...	Dettling, Jennifer	8/25/2017	Lesson plans, lesson plan checklists, Journey records of observations, sign in sheets, agendas	8/25/2017 monthly
G1.B4.S3.MA1 M412984	Parents will be surveyed about their experience and what they learned.	Crosthwaite, Monica	11/28/2017	Learning activities will be collected from students.	11/28/2017 one-time
G1.B4.S3.A1 A380597	Parents will be invited to a math training focused on specific grade levels needs	Crosthwaite, Monica	11/28/2017	Sign in sheets and pictures.	11/28/2017 one-time
G1.B4.S3.MA1 M412983	The survey results will be collected and analyzed.	Crosthwaite, Monica	11/29/2017	Surveys from parents.	11/29/2017 one-time
G1.B3.S1.A1 A380588	Provide professional development for paraprofessionals so that they can support students that are...	Dettling, Jennifer	9/13/2017	Schedules from paraprofessionals	5/16/2018 monthly
G1.B2.S4.MA1 M412971	Teachers will use the rubrics created to grade students.	Dettling, Jennifer	1/5/2018	Rubrics with teacher feedback.	5/18/2018 every-3-weeks

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Dundee Elementary Academy

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/End Date
G1.MA1 M412991	Conduct walk throughs to check for implementation with fidelity.	Headley, Lana	8/17/2017	Journey, lesson plans, curriculum maps	5/25/2018 monthly
G1.B1.S1.MA2 M412962	Data meetings will focus on student achievement, to include students in need of remediation.	Headley, Lana	8/25/2016	Weekly data meeting sign-in sheets and minutes and notes, coaches logs, ESE plans and logs, progress monitoring, IBTP data, STAR data, F & P data, FAIR data, weekly reading assessments	5/25/2018 weekly
G1.B1.S1.A1 A380580	Collaborative planning time during the school day, summer and after school	Crosthwaite, Monica	8/14/2017	Agendas, Sign in sheets, collaborative planning form, unit lesson plans, meeting minutes and notes	5/25/2018 daily
G1.B1.S1.A2 A380581	Align teacher instruction and student practice to the common formative assessments.	Meek, Kimberly	8/17/2017	Lesson plans, weekly reading, collaborative planning form, math and data sign-in sheets and minutes/notes, CFAs	5/25/2018 weekly
G1.B1.S1.A3 A380582	Teachers will preplan by reviewing the standard, participate by responding to the standard, and...	Dettling, Jennifer	8/17/2017	Pre planning forms	5/25/2018 weekly
G1.B2.S1.MA1 M412965	Increase in effective instructional strategies	Headley, Lana	8/17/2017	Walk throughs, goal setting forms and observations	5/25/2018 every-6-weeks
G1.B2.S1.MA1 M412966	Coaching logs turned into Administration	Headley, Lana	8/17/2017	Coaching Logs, Journeys	5/25/2018 monthly
G1.B3.S1.A2 A380589	Teachers monitor progress of MTSS students on a regular basis.	Royer, Renee	9/19/2017	Attendance of students	5/25/2018 monthly
G1.B4.S1.A1 A380592	Teachers will attend professional development to learn how to implement calendar math.	Dettling, Jennifer	8/17/2017	Agendas, sign in sheets, student work samples	5/25/2018 quarterly
G1.B4.S1.A2 A380593	Teachers will participate in a walk about to observe master teachers	Dettling, Jennifer	8/17/2017	Sign in sheets and reflections from teachers	5/25/2018 triannually
G1.B4.S1.A3 A380594	Parents will be invited to attend a math night, IB showcase & IB exhibitions.	Dettling, Jennifer	2/28/2017	sign in sheets, pictures, parent survey.	5/25/2018 one-time
G1.B1.S2.MA1 M412964	Sign in sheets will be turned in.and teachers will have a reflection log.	Meek, Kimberly	No Start Date	Teachers will have a reflection log where they make an action plan, follow through, and reflect on plan.	5/25/2018 biweekly
G1.B1.S2.A1 A380583	School Teacher Leaders will conduct short in-services for teachers new to DEA on topics relevant to...	Meek, Kimberly	6/17/2017	sign in and agendas	5/25/2018 biweekly
G1.B2.S2.A1 A380585	Teachers will observe peer teachers to improve implementation of ELA curriculum across grade...	Meek, Kimberly	8/17/2017	Sign in sheets and PD book with reflection	5/25/2018 quarterly
G1.B3.S2.MA1 M412975	Monitoring teacher data in collaborative teams will increase student performance	Headley, Lana	8/17/2017	Student work, common formative assessments, and reports generated from on-line assessments.	5/25/2018 weekly
G1.B3.S2.A1 A380590	Teachers will participate in data conversations about common formative assessments	Headley, Lana	8/17/2017	Data logs, sign in sheets, small group plans, student work	5/25/2018 weekly
G1.B4.S2.MA1 M412982	Grade chairs will keep evidence from each meeting.	Crosthwaite, Monica	8/17/2017	Administration will join planning meetings, planning sheets.	5/25/2018 weekly
G1.B4.S2.A1 A380595	Teachers will meet frequently to examine and analyze data from common assessments.	Headley, Lana	8/17/2017	Data examination forms	5/25/2018 weekly
G1.B4.S2.A2 A380596	Teachers will meet weekly to plan math assessments and instruction.	Crosthwaite, Monica	8/17/2017	Sign-in sheets from planning	5/25/2018 weekly
G1.B2.S3.MA1 M412969	Leadership team will have strategic classroom walk throughs	Meek, Kimberly	8/17/2017	Journey and data shared at weekly leadership team meetings.	5/25/2018 monthly

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Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/End Date
G1.B2.S3.MA1 M412970	Administration and coaches will attend weekly planning meetings.	Dettling, Jennifer	8/17/2017	Sign in sheets, meeting notes,, pre-planning notes	5/25/2018 weekly
G1.B2.S3.A1 A380586	Teachers will attend professional development to learn how to implement reader's and writer's...	Meek, Kimberly	7/21/2017	Sign in sheets	5/25/2018 monthly
G1.B3.S3.MA1 M412977	Principal will monitor completion rates	Headley, Lana	8/17/2017	Reports showing completion rates of testing.	5/25/2018 monthly
G1.B3.S3.MA1 M412978	Principal will work with reading coach and IB coordinator to run reports during testing window to...	Headley, Lana	8/17/2017	Reports	5/25/2018 monthly
G1.B3.S3.A1 A380591	Administration will notify teachers of the testing window.	Dettling, Jennifer	8/17/2017	print out of DEA website notification	5/25/2018 weekly
G1.B2.S4.A1 A380587	Teachers will create rubrics to grade holistically and match learning progressions	Meek, Kimberly	12/1/2017	Teachers will produce rubrics and learning progressions for grading.	7/27/2018 quarterly

V. Professional Development Opportunities

Professional development opportunities identified in the SIP as action steps to achieve the school's goals.

G1. Teachers will engage students in rigorous tasks aligned with the full intent of the standard in all content areas using proven instructional delivery techniques, including differentiated instruction.

G1.B1 Assimilating new staff into an understanding of standards and instructional delivery

G1.B1.S2 Teaching Wednesdays (a bi-weekly new DEA teacher meeting) will be provided to all new staff members on relevant topics.

PD Opportunity 1

School Teacher Leaders will conduct short in-services for teachers new to DEA on topics relevant to new staff.

Facilitator

Teacher Leaders

Participants

New Staff Members

Schedule

Biweekly, from 6/17/2017 to 5/25/2018

G1.B2 Implementing ELA curriculum with fidelity

G1.B2.S1 Coaching Cycle

PD Opportunity 1

Work with teachers as needed implementing the coaching cycle.

Facilitator

Meek and District New Teacher Mentor

Participants

Classroom teachers

Schedule

Monthly, from 8/31/2016 to 6/9/2017

G1.B2.S3 Professional Development on Reader's and Writer's Workshop.

PD Opportunity 1

Teachers will attend professional development to learn how to implement reader's and writer's workshop

Facilitator

Jeanne Tribuzzi

Participants

K-4 teachers

Schedule

Monthly, from 7/21/2017 to 5/25/2018

G1.B4 Maintaining rigor in math

G1.B4.S1 Teachers will implement a focused calendar math experience for students that focuses on academic vocabulary and concepts that need to be reinforced.

PD Opportunity 1

Teachers will attend professional development to learn how to implement calendar math.

Facilitator

Jennifer Dettling

Participants

K-4 Teachers

Schedule

Quarterly, from 8/17/2017 to 5/25/2018

VI. Technical Assistance Items

Technical Assistance opportunities identified in the SIP as action steps to achieve the school's goals.

VII. Budget

1	G1.B1.S1.A1	Collaborative planning time during the school day, summer and after school				\$11,750.40
	Function	Object	Budget Focus	Funding Source	FTE	2017-18
			1781 - Dundee Elementary Academy	Other Federal		\$11,750.40
			<i>Notes: MSAP funding to pay teachers to plan with grade levels in June and after school in August and September.</i>			
2	G1.B1.S1.A2	Align teacher instruction and student practice to the common formative assessments.				\$0.00
3	G1.B1.S1.A3	Teachers will preplan by reviewing the standard, participate by responding to the standard, and gather resources.				\$0.00
4	G1.B1.S2.A1	School Teacher Leaders will conduct short in-services for teachers new to DEA on topics relevant to new staff.				\$1,088.00
	Function	Object	Budget Focus	Funding Source	FTE	2017-18
			1781 - Dundee Elementary Academy	Title, I Part A		\$1,088.00
5	G1.B2.S1.A1	Work with teachers as needed implementing the coaching cycle.				\$67,892.24
	Function	Object	Budget Focus	Funding Source	FTE	2017-18
	5100	413000-INSURANCE - WORKERS COMPENSATION	1781 - Dundee Elementary Academy	Title I, Part A		\$67,892.24
			<i>Notes: District coach provided by Title 1.</i>			
6	G1.B2.S2.A1	Teachers will observe peer teachers to improve implementation of ELA curriculum across grade levels.				\$0.00
7	G1.B2.S3.A1	Teachers will attend professional development to learn how to implement reader's and writer's workshop				\$45,946.18
	Function	Object	Budget Focus	Funding Source	FTE	2017-18
			1781 - Dundee Elementary Academy	Title, I Part A		\$45,946.18
			<i>Notes: Classroom libraries and sunshine state reader and binders for each student to gather writing samples</i>			
8	G1.B2.S4.A1	Teachers will create rubrics to grade holistically and match learning progressions				\$0.00
9	G1.B3.S1.A1	Provide professional development for paraprofessionals so that they can support students that are meeting or exceeding the standards while teachers are meeting with the lowest quartile.				\$22,693.18

Polk - 1781 - Dundee Elementary Academy - 2017-18 SIP
Dundee Elementary Academy

	Function	Object	Budget Focus	Funding Source	FTE	2017-18	
			1781 - Dundee Elementary Academy	Title, I Part A		\$22,693.18	
10	G1.B3.S1.A2	Teachers monitor progress of MTSS students on a regular basis.					\$10,000.00
	Function	Object	Budget Focus	Funding Source	FTE	2017-18	
			1781 - Dundee Elementary Academy	Title, I Part A		\$10,000.00	
			<i>Notes: Tutoring and summer learning for LQ students</i>				
11	G1.B3.S2.A1	Teachers will participate in data conversations about common formative assessments					\$0.00
12	G1.B3.S3.A1	Administration will notify teachers of the testing window.					\$0.00
13	G1.B4.S1.A1	Teachers will attend professional development to learn how to implement calendar math.					\$0.00
14	G1.B4.S1.A2	Teachers will participate in a walk about to observe master teachers					\$0.00
15	G1.B4.S1.A3	Parents will be invited to attend a math night, IB showcase & IB exhibitions.					\$2,000.00
	Function	Object	Budget Focus	Funding Source	FTE	2017-18	
	6150	510-Supplies	1781 - Dundee Elementary Academy	Title I, Part A		\$2,000.00	
16	G1.B4.S2.A1	Teachers will meet frequently to examine and analyze data from common assessments.					\$0.00
17	G1.B4.S2.A2	Teachers will meet weekly to plan math assessments and instruction.					\$0.00
18	G1.B4.S3.A1	Parents will be invited to a math training focused on specific grade levels needs					\$0.00
					Total:	\$161,370.00	