

School Improvement - DRAFT

Improvement/Accountability Plan		
Focus of Plan: Math Reading Science School Culture	Principal: Patricia Hayes Lee A Tolbert Community Academy	Targeted Date: _____
Date: 5/1/2024		
Purpose: To develop a plan for SY24-25 improvement the top 3 needs identified in the Surveys/EOC & MAP Scores and Needs' Assessment		
<p>This plan may meet the needs of a number of different programs.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Title I.A School Improvement <input type="checkbox"/> Title II.A Language Instruction for English Learners and Immigrant Children <input type="checkbox"/> Title IV 21st Century Schools <input type="checkbox"/> McKinney Vento Homeless Assistance Act <input type="checkbox"/> MSIP 		
Staff/Stakeholders involved in our needs assessment and the development of this plan	Dr. Carnest Mitchell, Superintendent Dr. Patricia Hayes – Principal Mr. Urban Ray - Vice Principal Dr. Shaun Bryant – Instructional Coach Ms. Sonya Parks- Social Worker/Title 1-McKinney Vento Coord. Ms. Jackie Dawson - Family & Community Liaison Ms. TaJaree Berry – Title 1 Reading Lead Ms. Nicole Grantham, Special Ed. Ms. Carmen Eatman, Attendance Building Leadership Team Chair Ryan Allen – Parent Representative PEACE Team Member Student Council President	

<p>Key issues to target as identified from the needs assessment</p>	<p>1. ESTABLISHING SCHOOL LEADERS</p> <ul style="list-style-type: none"> • Establish and implement systemic communication protocols with all stakeholders; for example, “Monthly PEACE Meetings” Monthly Stakeholder Newsletter. • Create Intentional collaboration at every level and with all stakeholders • Develop Leaders (through teams) within the building (teachers and students) <p>2. PROMOTE POSITIVE AND COLLABORATIVE CULTURE AND CLIMATE</p> <ul style="list-style-type: none"> • Increase teacher collaboration across core curriculum and focus on building PLCs • Consistent, 100% student- oriented atmosphere to create an environment of increased academic achievement and attendance. • Model and teach positive language and behaviors (by teachers) and hold students accountable for behaviors that are taught. • Foster an increased positive school spirit by taking pride in schools, students, staff and community. • Increase positive behavior by increased recognition via extra-curricular activities. <p>3. ENHANCE EFFECTIVE TEACHING AND LEARNING</p> <ul style="list-style-type: none"> • Increase expectations with the collaborated protocol concerning student engagement & behavior. Principal and/or Vice-principal will walk through every classroom at least once per day. • Review student data and improve an atmosphere conducive to a rigorous learning environment. • Be intentional in measuring rigorous engaging lessons, positive environment and high expectations • Provide consistent differentiation in teaching styles in all content classes. • Improve Project-based instruction and interactive learning environment in YES/Computer classes. • Provide increased intervention in math. • Add Supplemental Educators and Volunteer Readers for K-2nd Grades
<p>Prioritized needs for the LEA and overall building</p>	<ol style="list-style-type: none"> 1. Increase communication among all stakeholders and develop leaders within the building to increase academic achievement, assessment scores and attendance percentages. 2. Establish more opportunities for collaboration and professional development across core subjects. Focus on increasing the effectiveness of PLC collaboration, efficient Response to Intervention (RTI) and Student Intervention Teams (SAT). Re-Introduce Care Teams. 3. Improve and monitor the building-wide system to handle behavioral problems (which will include a new Vice Principal and Restorative Justice Team and Counselor. This will ensure more engaging lessons within a positive learning environment.

The Goals and the Plan				
Leadership X	Collaborative Climate and Culture	Effective Teaching and Learning	Data-Based Decision Making	Alignment of Standards and Curriculum
SMART (Specific, Measurable, Achievable, Relevant and Timely) Goal #1				
<p>S. Administration will take the major instructional leadership role to increase student achievement and assessment percentages in the 2024-25 School Year.</p> <p>M. The administration will collaborate with stakeholders on methods to increase student achievement by 10%</p> <p>A. Student achievement will be increased through tutoring and increased intervention and use of In-house Benchmarking and Accelerated learning tasks for some students</p> <p>R. Increased Instructional Leadership is required to increase student achievement</p> <p>T. 2024-25 School Year using results from Evaluate and Formative Assessment Scores using 30/60/90 day checkpoints</p>				
Strategies				
<ul style="list-style-type: none"> • Conduct Building Leadership Team meetings - keeping accurate agendas and minutes • Provide staff with consistent Professional Development on classroom instruction • Review Weekly Lesson Plans and Weekly Walk-through visits • Lee A Tolbert Community Academy will promote leadership within the building by the continued use of a staff leadership teams comprised of department chairs who will meet with the Principal, Vice Principal and Instructional Coaches. • Lee A Tolbert Community Academy administration will attend the weekly PLC team meetings and provide opportunity for questions and feedback to measure curriculum alignment, rigor and differentiated instruction. 				
Funding Source(s): Title 1 & PEACE Accounts				
Action Steps	Start Date	Person Responsible	Resources	Completed/Date
<u>SY23/24 EOY Steps</u> 1. Work with existing New Leadership Team to begin SY24-25 goals.	May 24-25, 2024	Principal Vice Principal Building Leadership Team	<u>Data Used:</u> Mission and Vision Statements MAP Date	<input type="checkbox"/> _____

<p>2. Review Mission and Vision statement, COGNIA Review Results, and SY23/24 School Surveys and Assessment scores to determine SY24/25 need.</p> <p>3. Facilitate Professional Development Plan that will be used in curriculum planning and instruction for SY24/25.</p>	<p>August 10 - 15th, 2024</p>	<p>Professional Development Chair Instructional Coach</p> <p>Principal Vice Principal Building Leadership Team Professional Development Chair Instructional Coach</p>	<p>Evaluate Data Parent/Student/Staff Surveys Strategic Plan</p> <p>LATCA Resources Chart Standards & Lesson Plan SY24/25 School Goals Assessment data (mini) Curriculum Maps</p>	<p>_____</p>
<p><u>60 Days</u></p> <p>1. Continue weekly building leadership team meetings to review assessment data for curriculum & instructional improvement</p> <p>2. Align school curriculum and Goals to Monthly Professional Development and Weekly PLC meetings.</p> <p>3. Review data to compare achievement data of previous years to current student progress</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Principal/Vice Principal Building Leadership Team Lee A Tolbert Community Academy Staff</p> <p>Principal/Vice Principal Building Leadership Team Professional Development Chair Academy Staff Instructional Coaches</p>	<p><u>Data:</u></p> <p>Teacher Lesson Plans Assessment Data Student Pass/Fail Rates</p> <p>Curriculum Pacing Guides Vertical Alignment Notes Assessment Data Pass/Fail Rates MAP DATA Previous Year Data</p>	<p><input type="checkbox"/> _____</p>
<p><u>90 Days</u></p> <p>1. Review Instructional Observation Data from Walk</p>	<p>October 1, 2024</p>	<p>Principal Vice Principal Instructional Coaches</p>	<p><u>Data:</u></p> <p>Continuous Feedback Walk through data Assessment Data</p>	<p><input type="checkbox"/> _____</p>

<p>Through Class visits for curriculum alignment</p> <p>2. Conference with Teachers regarding curriculum alignment and student data</p>	<p>October 1, 2024</p>	<p>Principal Vice Principal Instructional Coaches</p>	<p>Pass/Fail Percentages</p> <p>Classroom Grades Observation Data Student Assessment Data</p>	<p>_____</p>
<p><u>Long Range</u></p> <p>1. Continue meeting with Leadership Team to guide student and school achievements.</p> <p>2. Review Student Assessment data to determine growth</p> <p>3. Individually review effectiveness of Teachers via walk through class visits and observations</p>	<p>Ongoing</p> <p>January 15, 2025</p> <p>October, 2024 & January, 2025 & April, 2025</p>	<p>Principal Vice Principal Leadership Team LATCA Staff – Inst. Coach</p> <p>Principal/V. Principal Instructional Coach</p> <p>Principal/V. Principal Instructional Coach</p>	<p><u>Data:</u></p> <p>I-Station/Dibels & Evaluate Data Pass/Fail Rates Agendas/Meeting Notes from Leadership Team</p> <p>Walk-through Forms Feedback Observations</p>	<p><input type="checkbox"/> _____</p>
<p align="center">Goal #2 - Circle the appropriate of the Continuous Improvement System this goal falls under:</p>				
<p align="center">Leadership</p>	<p align="center">Collaborative Climate and Culture X</p>	<p align="center">Effective Teaching and Learning</p>	<p align="center">Data-Based Decision Making X</p>	<p align="center">Alignment of Standards and Curriculum</p>
<p>SMART (Specific, Measurable, Achievable, Relevant and Timely) Goal #2</p>				
<p>S. Use PLC structure to facilitate collaboration around content both vertically and horizontally</p> <p>M. 100% of teachers will engage in weekly PLC meetings with focus on aligning content vertically and horizontally across the arts and core subjects using PLC format with documented notes, minutes and agendas from meetings. Monthly All-School Professional Development will be based upon School Resources.</p> <p>A. Use of master schedule and leadership facilitation with gradual release to department heads and PLC</p> <p>R. Engage staff in protocols and practices to collaboratively increase student achievement and a positive culture throughout school</p> <p>T. Practices will be administered throughout the 2024-25 SY with 30, 60, 90-day checkpoints</p>				

Rationale (name of the existing conditions/data points to support the selection of the objective/goal)

- Surveys to stakeholders indicated classroom climate is a high priority to increase student scores
- Post-COVID statistics of attendance and discipline events indicate necessary improvements
- Data and Feedback from Parent/Staff School Improvement Meetings show positive steps with band and cheer team are appreciated
- Data from Evaluate Assessments given throughout the year (and end-of-year grades) show steps in right direction
- Results from School-wide needs assessment indicate need for more collaboration and enhanced communication. Weekly Staff Newsletter and Weekly Parent Newsletter have helped.

Strategies for Improvement

- Lee A Tolbert Community Academy will provide incentive-based recognition for students for attendance, behavior and academic growth at the end of **every quarterly** grading period
- Lee A Tolbert Academy will provide Incentive-based recognition for teacher attendance at the end of every quarterly grading period
- LATCA will realign Professional Development Plan to ensure mastery of resources
- LATCA will increase its recruitment of students and parents for our School Advisory Teams
- LATCA will create a school-wide mentoring program to track and intervene targeted students who have attendance, behavior and/or academic needs.
- Collaborate with stakeholders to develop school regulations and norms aligning to Teacher/Student/Parent/School compact to hold students and adults to high expectations to reduce student discipline by 10%
- Actively engage stakeholders in collaboration to enhance our Response to Intervention system and protocols for use of Student Assistant Team to improve student attendance, behavior and academics by September 1, 2024.
- Continue the use Student Assistant Team (SAT) to create a system of school-wide behavior protocols and RTI's to attempt to keep students in classrooms and improve student achievement
- Continue Quarterly Award Assemblies
- Begin Student of the Month – Continue Teacher of the Month

Funding Source(s): Title 1 & PEACE Budget

Action Steps	Start Date	Person Responsible	Resources	Completed/Date
<p><u>30 Days</u></p> <p>1. Alignment of Professional Development to allow for weekly collaboration</p>	<p>August 10, 2024</p>	<p>Principal, Vice Principal Professional Development Chair Counselors</p>	<p><u>Data:</u> Curriculum Plans Academic Resources Chart District/Assessment Calendar Evaluate & MAP Data</p>	<p><input type="checkbox"/> _____</p>

<p>2. Create master schedule earlier to allow for additional planning time for teachers to have regularly scheduled collaboration & data reviews</p> <p>3. Organize Student Assistant Team (SAT) /Student Tutoring/Mentor Program/Saturday School to target at risk scholars</p>	<p>June 30, 2024 (completion)</p> <p>Sept. 1, 2024</p>	<p>Principal Secretaries Math Interventionist Title 1 Reading Team</p>		
<p><u>60 Days</u></p> <p>1. Administration will attend and facilitate PLC meetings with gradual release to Department Chairs</p> <p>2. Facilitate Student Assistant Team to track students targeted for high risk for academic, attendance and behavior issues.</p> <p>3. Schedule special recognition programs and events for academic and attendance achievements</p>	<p>October 1, 2024</p> <p>End of 1st Quarter Grading period</p> <p>End of 1st Quarter Grading Period</p>	<p>Principal Vice Principal</p> <p>Principal/Vice Principal Counselors/ Secretaries Instructional Coach Title 1 Reading Team</p>	<p><u>Data:</u></p> <p>Attendance, Grades, Behavior percentages District/Assessment Calendar Evaluate, Dibels, I-Station Assessment Data EOC/MAP results Building calendar</p>	<p><input type="checkbox"/> _____</p>
<p><u>90 Days</u></p> <p>1. Review targeted students' progress and conduct student/probation meetings</p>	<p>Beginning of Semester/End of</p>	<p>Principal/Vice Principal Professional Development Chair</p>	<p><u>Data:</u></p> <p>Attendance, Grades, Behavior Data District/Assessment Calendar</p>	<p><input type="checkbox"/> _____</p>

<p>with parents. Special attention to senior students</p> <p>2. Semester achievement incentive\activity for students</p> <p>3. Continuation of PLC protocol to align curriculum with Professional Development and regularly scheduled meetings</p> <p>4. Give out 2 Eagle Award Trophies for Student Eagle of the Month.</p> <p>5. LATCA Best of Excellence Award. The winner per grade will win \$20. The criteria targets best attendance (being at school & being on time.)</p> <p>6. Best Behavior – 8 point day every day for the quarter.</p> <p>7. Follow BIST Model for behavior.</p>	<p>second quarter grading period</p> <p>Dec. 20, 2024</p> <p>Ongoing</p> <p>August 29, 2024</p> <p>Ongoing – beginning at first Quarter Award Assembly.</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Counselors Secretaries Math Interventionist Title 1 Reading Team Instructional Coach</p> <p>Climate Team</p> <p>Principal Vice Principal Teachers Registrar</p> <p>Continue with 8-point day PBIS SOAR Store BIST Consultant</p>	<p>Evaluate data MAP exam results Building calendar</p> <p>Medals Plaques Monetary from Mr. Collier</p>	
<p><u>Long Range</u></p> <p>1. Review data of attendance, academic, and behavior progress.</p> <p>2. End of year celebration recognizing students and staff</p>	<p>End of 3rd Quarter Grading Period MAP/EOC Data</p> <p>May 15, 2025</p>	<p>Principal/Vice Principal Core Data/Attendance Counselors Secretaries BIST Consultant</p>	<p><u>Data:</u></p> <p>My Learning Plan Infinite Campus- attendance, grades, behavior District/Assessment Calendar Evaluate, Interim Assessments MAP exam results</p>	<p><input type="checkbox"/> _____</p>

<p>with academic and attendance achievements. Monday Assembly – Perfect Attendance – 90% or Above Class of the Week – SAT Team – Call Team for Attendance – If missed more than 3 days Perfect Attendance / Month Post Absences in the Cafeteria</p> <p>3. Create master schedule for continuation of PLC protocols for collaboration to improve student achievement</p>			Building calendar	
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Goal #3 - Circle the appropriate of the Continuous Improvement System this goal falls under:				
Leadership	Collaborative Climate and Culture	Effective Teaching and Learning	Data-Based Decision Making	Alignment of Standards and Curriculum
		X	X	X
SMART (Specific, Measurable, Achievable, Relevant and Timely) Goal #3				
<p>S. Administration will use LATCA Walkthrough and Weekly lesson plans to increase teacher effectiveness to increase student achievement & provide extra help to students using math tutors as needed.</p> <p>M. Lesson Plans LATCA to increase percentage of approaching and advanced ratings by 10%</p> <p>A. 100% of teachers turning in effective lessons plans weekly to administration</p> <p>R. Increase student achievement all grades</p> <p>T. Student data will be tracked for the 2024-25 SY using 30-60-90 Day checkpoints.</p>				
Rationale (name of the existing conditions/data points to support the selection of the objective/goal)				
<ul style="list-style-type: none"> • Student Achievement Levels on Interim Assessments, Evaluate MAP exams • Infinite Campus data on discipline events • Advanced Questionnaire • Staff and Stakeholder Survey • Professional Development Schedule/Agendas 				

Strategies for Improvement

- Lee A Tolbert Community Academy will provide staff development on improving teaching skills
- Lee A Tolbert Community Academy administration will visit each classroom daily to ensure classrooms have positive learning environments, hands-on engaging lessons and differentiated instruction
- Lee A Tolbert Community Academy will restructure weekly Professional Development to provide PLC’s opportunity to study data and collaborate to implement strategies to improve student achievement (concentrating on Math skills)
- Staff will be required to submit a weekly lesson plans to administration using building templates to determine if lessons are aligned with district and state standards to improve student achievement.
- The administration will serve as instructional leaders by conducting classroom walkthrough visits and providing feedback to instructors focusing on curriculum alignment, rigor and level of instruction
- Increase student achievement levels in grades 5th & 8th grade science using data from Assessments and Evaluate data. Staff will collaborate to implement strategies

Funding Source(s): Title 1 & PEACE – School-wide Budget & SPED Budget – Kiewit Grant

Action Steps	Start Date	Person Responsible	Resources	Completed/Date
<p><u>30 Days</u></p> <p>1. Assign teachers to particular administrators for walkthrough visits and evaluations.</p> <p>2. Review LATCA protocol and rubric with staff during Professional Development-lesson plan design/curriculum mapping</p> <p>4. Ensure teachers are using curriculum maps and aligning to Missouri Standards.</p> <p>5. Ensure teachers and staff are assigning and reading</p>	<p>July 31, 2024</p> <p>August 25, 2024</p> <p>August 25, 2024 or Second week of school</p> <p>August 25, 2024 or Second week of school</p>	<p>Principal Vice Principal Department Chairs LATCA Staff Title 1 Reading Team Math Interventionist Instructional Coach</p> <p>Principal Vice Principal Department Chairs Instructional Coach</p> <p>Principal Vice Principal</p>	<p>Data:</p> <p>Grades, Assessment Data & District/Assessment Cal. Evaluate data MAP exam results Building calendar NEE Evaluation Tool Curriculum Maps Lesson Plans</p>	<p><input type="checkbox"/> _____</p>

<p>Book Reports as assigned and continue with awards and reading contests.</p> <p>6. Conduct walkthrough visits as administrative team to collaborate on effective teaching tools in the classroom</p> <p>7. Ensure that teachers and students are using the curriculum maps and guides, and Title 1 Academic Resources.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Department Chairs Title 1 Reading Lead Instructional Coach</p> <p>Principal Vice Principal Department Chairs Title 1 Reading Lead Instructional Coach</p> <p>Principal Vice Principal Department Chairs Title 1 Reading Lead Instructional Coach</p>	<p>Monetary Awards from Board</p> <p>Assemblies/Class Awards Teacher Awards</p> <p>LATCA Walkthrough Forms Curriculum MAPS</p>	
<p><u>60 Days</u></p> <p>1. Conduct 15 weekly walkthrough visits and provide feedback to teachers</p> <p>2. Identify teachers who have consistently performed in the lagging or approaching range</p> <p>3. Provide opportunities for teachers to complete classroom observations of teachers performing in the advanced/proficient range-provide subs if needed. Send teachers to Professional Dev Training</p>	<p>September 1, 2024-ongoing</p> <p>End of 1st Quarter Grading Period</p> <p>October 20, 2024</p>	<p>Principal Vice Principal Department Chairs LATCA Staff Title 1 Reading Team Math Interventionist Instructional Coach</p> <p>Principal Teacher Mentors</p>	<p><u>Data:</u></p> <p>NEE Evaluation Tool Academic Walk-through forms Professional Improvement Plans Administrative Notices</p> <p>Professional Development</p>	<p><input type="checkbox"/> _____</p>

<p><u>90 Days</u></p> <p>1. Re-evaluate grade data from teachers performing in lagging/ approaching range-provide resources-create improvement plans.</p> <p>2. Review data and as a staff during PD</p> <p>3. Continue classroom walkthrough visits and lesson plan reviews</p>	<p>November 1, 2024</p> <p>November 1, 2024</p> <p>Ongoing</p>	<p>Principal Vice Principal Department Chairs LATCA Staff Title 1 Reading Team Math Interventionist Instructional Coach</p>		<p>□ _____</p>
<p><u>Long Range</u></p> <p>1. Examine Data from various assessment sources to determine what adjustments need to be made to Reading Curriculum/Subjects teaching assignments</p> <p>2. Complete walkthrough visits & staff evaluations.</p> <p>3. Collaborate among staff vertically and horizontally to prepare for final assessments.</p>	<p>End of Grading Periods- Ongoing</p> <p>Ongoing beginning Sept. 4, 2024</p>	<p>Principal Vice Principal Department Chairs LATCA Staff Title 1 Reading Team Instructional Coach</p>	<p><u>Data:</u></p> <p>Curriculum Guides Attendance, Grades & Behavior data District/Assessment Calendar Evaluate, Dibels, I-Station And MAP exam results Building calendar</p>	<p>□ _____</p>

Principal

Date