

Manhattan School District 114 – Action Plan

District Improvement Goal: Becoming One – ALL for ONE, ONE for ALL, WE are 114						
All Decisions Promote Literacy Respect and Collaboration Among ALL Consistent and High Expectations			Rationale for Goal: To create a climate within the district, where each school, staff, students, families and community work together to achieve agreed upon expectations and goals.			
Activity/Strategy	Action Steps	Person Responsible	Date to be Completed	Implementation Progress	Monitoring Date	Budget
Establish and communicate goals	Goal posters, logo, letterhead, email signatures, etc.	K. Maher	October 2015	Goal posters and logo created, included on letterhead and email signatures	December 2015	
	Introduce goals at August Teacher Institute Day	R. Ragon	August 2015	Goals introduced in August 2015	September 2015	
	Regularly address goals at district and building faculty meetings, Board of Education, Parent Advisory Committee, etc.	R. Ragon	Ongoing	Began September 2015	Monthly	
Solicit feedback on goals	All-staff activity to solicit feedback on district goals	K. Maher	October 2015	Activity took place at October TI Day	November 2015	
	Review feedback and plan future implementation of goals with District Leadership Team including future Teacher Institute Day and staff development planning	R. McWilliams	Ongoing	Feedback from October TI Day compiled and shared with District Leadership Team December 2015	September November March	
Develop a district action plan	Discuss, format, and draft plan of action for each of the four district goals	R. Ragon	February 2016	Administrative team work with PDA consultant to draft action plan	March 2016	

	Share draft plan with staff, Board of Education, and Parent Advisory Committee	R. Ragon	March 2016		April 2016	
	Publish on district website	R. Karalus	March 2016	Consider next steps and implementation in	April 2016	
	Consider future involvement of all stakeholders in the development of expectations, goals, and the action plan	R. Ragon	July 2016	Spring 2016	July 2016	
Make efforts to bring staff together	Format Teacher Institute Days to regularly include district-wide activities	R. McWilliams	August 2015 Ongoing	August and October TI Days included district-wide activities. Planning in progress with DLT	September November March	
	Establish pen pals across district	R. Karalus	August 2015	Pen pals established in August 2015, quarterly reminders	Quarterly	
	Evaluate pen pal program and make changes based on evaluation	R. Karalus	May 2016	Assign to District Leadership Team	June 2016	
	Connect job-alike groups to assure alignment and consistent practices	R. Karalus R. McWilliams	August 2015 Ongoing	Job-alike groups worked together at August TI Day, plans in progress	June 2016	
	Consider connecting transition (2 nd -3 rd , 5 th -6 th , 8 th -HS) groups to achieve smooth transitions between buildings	R. McWilliams	May 2016	Discuss with District Leadership Team	June 2016	
Transition District Curriculum & Instruction Team to District Leadership Team	Change team from narrower focus on curriculum to broader purpose of district cohesion and goals	R. McWilliams	January 2016	Evaluation of purpose and change of focus took place at January 2016 DLT meeting	February 2016	

	Team will take active role in supporting implementation of building and district goals	R. McWilliams	Ongoing	Involve District Leadership Team in TI Day planning	Monthly	
	Team members will provide feedback and communication to and from buildings and district	R. McWilliams	Ongoing	Discussion about involvement and communication with DLT	Bi-monthly	
	Consider monthly meetings of District Leadership Team	R. McWilliams	February 2016	February 3 rd agenda item	March 2016	
	Communicate change and introduce team at district and building levels	R. Ragon	February 2016	February TI Day and February Faculty Meetings	March 2016	
Change administrative roles to include district level responsibilities	Identify and assign changed roles and responsibilities	R. Ragon	April 2016		May 2016	

District Improvement Goal: Literacy for ALL – Literacy is the Foundation for ALL Learning

Everyone is a Teacher of Literacy
Promote Literacy in ALL Forms

Rationale for Goal: An integrated district initiative that supports all forms of literacy to promote higher student achievement.

Activity/Strategy	Action Steps	Person Responsible	Date to be Completed	Implementation Progress	Monitoring Date	Budget
Include specials (art, music, computers, PE, etc) and core content area teachers in literacy instruction and staff development	Provide opportunities for professional development	R. Pacheco	Ongoing	Oct. 2015 Illinois Reading Conference Feb. 2016 SLO Training	Quarterly	
	Identify opportunities for staff to share efforts to promote literacy in their classrooms	R. Pacheco R. McWilliams K. Maher	December 2015 Ongoing	Music, art, computers, and PE staff presented at December 2015 Board of Education meeting	February 2016 Quarterly	
	Survey staff to find out if additional resources are needed	R. Pacheco R. McWilliams K. Maher	April 2016		May 2016	

	Purchase and provide access to resources for literacy instruction when possible	R. Pacheco R. McWilliams K. Maher	August 2016	Examples: 50+ picture and reference books purchased for art department Whiteboard for JH gym	September 2016	
	Utilize Reading/Instructional Specialists to support specials staff	R. Pacheco	August 2016	Instructional Specialists to be hired	Quarterly	
Change roles and expectations of Reading Specialists/Instructional Specialists	Redefine future roles and expectations of Reading Specialists to increase focus on data and instructional practices	R. Ragon	December 2015	Wrote job description for Instructional Specialist	February 2016	
	Hire Instructional Specialist	R. Pacheco	February 2016	Posted on January 2016	August 2016	
Work with building committees/departments to establish building level instructional goals to increase student achievement	Communicate goals to building staff and across district	R. Ragon R. Pacheco R. McWilliams K. Maher	August 2015	Communicated at building faculty meetings and through ELA Committees	February 2016	
Wilson Creek	Implement the Daily 5 in all K-2 classrooms in 2015-2016 school year	K. Maher	Fall 2015 Ongoing	Daily 5 is in place in all 21 homeroom classes. Conversations continue to reflect on implementation and refine procedures and practices	February 2016	
	Increase writing instruction to 90 minutes per week	K. Maher	Fall 2015	Writing committee worked with teachers to plan for this during 2014-2015. 90 minutes of writing instruction in all classrooms in 15-16.	February 2016	

	Implement consistent writing instructional practices	K. Maher	May 2016 Ongoing	Writing committee reps continue to meet at building and grade levels to plan for writing objectives and instruction	March 2016	
	Develop and administer common writing assessments across grade levels	K. Maher	May 2016	Assessments and rubrics evaluated and updated in 2014-2015. Implemented 2015-16.	June 2016	
Anna McDonald	Develop and implement Language Arts curriculum for grades 3-5	R. McWilliams	June 2015	Piloted in 2 classrooms at each grade during the 2014-15 school year. Fully implemented across building in 2015-2016	February 2016	
	Continue implementation and evaluation of writing curriculum and common assessments	R. McWilliams	June 2016	Curriculum will be evaluated and tweaked by writing committee before August 2016		
Manhattan Junior High	Increase writing across all areas of curriculum, including specials	R. McWilliams	June 2017	Special area staff work with instructional specialists		
	Rewrite and align 6-8 ELA curriculum and review at the end of the year	R. Pacheco	August 2015	ELA committee drafted the curriculum prior to the school year for one semester and continues monthly meetings moving forward		
	Establish common instructional practices among grade level and	R. Pacheco	August 2015	Committees focus on instructional practices as		

	among subjects. Incorporate writing and nonfiction reading within Social Sciences, Science, and All Curricular areas	R. Pacheco	August 2015	a required agenda topic on every meeting ELA committee and Reading Specialist discussed varied methods and presented strategies to staff		
Pilot and adopt new K-5 reading series	Review reading series materials from multiple publishers for new series adoption in 2014-2015	R. McWilliams	May 2015	Selected Houghton Mifflin Harcourt Journeys	August 2015	
	Pilot and evaluate materials in 2015-2016 at grades 1,3,4,5	R. McWilliams K. Maher	May 2016	Pilot in 7 1 st grades, 3 3 rd grades and 2 4 th and 5 th grade classrooms	June 2016	
	Order materials and resources for all K-5 classrooms for 2016-2017 school year	R. McWilliams	February 2016	Purchase to be approved at February 2016 Board of Education meeting	March 2016	
	Provide staff development to support implementation of new reading series	R. McWilliams K. Maher	March 2016	March Early Dismissal by building Reading Committees	April 2016	
Promote family literacy	Parent and community involvement to promote awareness of curriculum expectations and the role of literacy in all areas	K. Maher	August 2016	Resources shared on websites and through classroom teachers	October 2016	
	Building Level Literacy Nights Wilson Creek – Monarch Family Reading Night	K. Maher	January 2016	January 21, 2016	February 2016	
	Anna McDonald – Prime Time Family Reading Night	R. McWilliams	April 2016	April 15, 2016	May 2016	
	Manhattan Junior High – 8 th Grade STEM event	R. Pacheco	February 2016	February 2016	March 2016	

	District-wide Literacy Event	K. Maher	Spring 2017	Plan to involve Manhattan 114 staff and families	June 2017	
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District Improvement Goal: Professional Learning for ALL – Building a Community of Learners

Increasing Professional Development for ALL Focused and Consistent Training for ALL Building Capacity in Our Own People	Rationale for Goal: To provide opportunities for all staff to engage in professional development to create a community of learners, improve instruction, and maximize student growth.
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Activity/Strategy	Action Steps	Person Responsible	Date to be Completed	Implementation Progress	Monitoring Date	Budget
Survey of professional development needs for all staff	Identify tool used to survey staff	R. Karalus	April 2016		May 2016	
	Administer survey before end of 2015-2016 school year	R. Karalus	April 2016		May 2016	
	Compile and assess data to identify areas of needs	R. Karalus R. McWilliams	May 2016		June 2016	
	Develop plan for staff development based on initiatives and goals	R. McWilliams	May 2016		June 2016	
Professional development based on initiatives, at least one per year for data and literacy	Review survey results for data and literacy needs	R. Karalus	May 2016		June 2016	
	Plan for staff development as applicable	R. McWilliams	May 2016	October 2015 February 2016	June 2016	
Provide professional training and build internal capacity	Develop staff skills and build opportunity for staff based on needs identified in staff survey and other sources	R. McWilliams	May 2016		June 2016	
	Provide in-house professional development when applicable	K. Maher	Ongoing	October 2015 February 2016	June 2016	

	Create opportunities to share ideas, resources, and workshop experiences	R. Pacheco R. McWilliams K. Maher	Ongoing	Staff PD opportunities	June 2016	
Incorporate feedback and reflection	Solicit and develop feedback loops for continuous improvement and planning	R. Karalus R. McWilliams	May 2016	Feedback activities after August/October TI days DLT determined themes for future actions and goal setting	Fall 2015 January 2016	

District Improvement Goal: Data for ALL – Know it, Use it, Own it

Continue to Develop a Culture of Data-Based Decisions Celebrate Achievement Encourage Growth for ALL	Rationale for Goal: To empower all staff to review, analyze, “own,” and communicate data to make informed decisions to improve instruction and student growth
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Activity/Strategy	Action Steps	Person Responsible	Date to be Completed	Implementation Progress	Monitoring Date	Budget
Increase staff understanding so that all staff can access, interpret, and analyze data	Provide training opportunities for understanding data	Instructional Specialists	Fall 2014/ Ongoing	Classroom teachers by September 2014	January 2016	
	Provide access to data	Instructional Specialists	Fall 2015	100% of staff have access	January 2016	
	Provide training to all specials staff (i.e. PE, Art)	Instructional Specialists	Fall 2016		December 2016	
Continue use of building level data	Grade level and individual data review meetings held following each benchmark period	R. Ragon	Fall, Winter, Spring	Data Day meetings held at all 3 buildings – Fall 2015	Quarterly	
	Create and use forms for data analysis and review; consider adapting for district-wide use	K. Maher	January 2016	Wilson Creek 2016	February 2016	

	Structure data day meetings based on teacher reflection and instructional goal setting	R. Pacheco R. McWilliams K. Maher	February 2016	MJHS 2016 Anna McDonald 2010 Wilson Creek 2014	June 2016	
	Provide resources and support to make and implement instructional decisions	Instructional Specialists	Fall 2016	Reading Specialists currently providing resources and support	June 2017	
	Increase participation of Special Educators in data day meetings	R. Karalus	Spring 2016	Involvement of Special Educators began in Winter 2016	June 2016	
Assure accountability in the review of data	Instructional Specialists and Administration will meet to share and review practices	R. Ragon	Fall, Winter, Spring	Plan meeting for Spring 2016	June 2017	
	Consider future involvement of District Leadership Team	R. McWilliams	Fall, Winter, Spring		June 2016	
	Regular and guided sharing and use of data at building and district levels	R. Ragon	Fall, Winter, Spring	Consider structures that enable feedback and decision making	June 2016	
	Superintendent will use data to communicate and acknowledge expectations, goals, and achievements	R. Ragon	TI Days	Data share planned for February 2016 TI Day	June 2016	
Use data to make budgetary decisions	Budget for personnel, curriculum materials and support, staff development, facilities, etc.	R. Ragon	June 2016	FY2017 budget preparations in Spring 2016	July 2016	