

Seckman Middle School Building Improvement Plan 2018-2019

A. **Leadership Role** As administrators and instructional leaders of Seckman Middle School, Mr. Peterson and I have taken a collective leadership approach which includes input and ongoing conversations with each of the following groups

1. **Building Problem Solving Team** (Debi Williams - Social Studies, Michelle Stokes - SPED, Shawn Sanderson - Math, Dr. Andrew Yates - Science, Angie Morre - ELA, Heather Burris - Counselor, Adam Ullo - Counselor, Abbie Klaric - Diagnostician, Kelly Wason - Librarian, Mr. Peterson - assistant principal, and Tammy Cardona - Principal)
2. **Building Leadership Team** (Debi Williams - Social Studies, Michelle Stokes - SPED, Jeff Perry - Science, Angie Moore - ELA, Brad Cookson - Math, Prudence Willard - Electives, Heather Burris - Counselor, Adam Ullo - Counselor, Mr. Peterson - assistant principal, and Tammy Cardona - Principal)
3. **Building Professional Development Committee** (Mike Zaretsky - building rep, Debi Williams - Social Studies, Michelle Stokes - SPED, Jeff Perry - Science, Angie Moore - ELA, Brad Cookson - Math, Prudence Willard - Electives, Heather Burris - Counselor, Adam Ullo - Counselor, Mr. Peterson - assistant principal, and Tammy Cardona - Principal)
4. **Daily PLC Meetings** - Tammy Cardona - Monday (SS), Tuesday (ELA), Peterson/Cardona - Wednesday (electives), Kolin Peterson - Thursday (MA) and Friday (SC)
5. **Weekly counselor meetings** - Mr. Peterson, Dr. Cardona, Heather Burris and Adam Ullo - around attendance, Naviance, and student trainings during teacher PLC
6. **Teacher observations** (Cardona - all B teams - 6th, 7th and 8th grade) (Peterson - all A teams 6th, 7th and 8th grade)
7. **Parent Advisory Board** - Goal to go from 5 to 10 parents attending regularly - Meetings set for the year, Account created, Leader chosen (Kristi James)

B. Collaboration What collaborative processes were used to address the shared needs of the building?

Who participated in that collaboration? Provide evidence, such as the BIP team roster of school stakeholders, meeting agendas revealing degree of participation and input of all members, and how BIP was shared with all building staff and input taken back to the BIP team.

- **Building Problem Solving Team (Debi Williams - Social Studies, Michelle Stokes - SPED, Shawn Sanderson - Math, Dr. Andrew Yates - Science, Angie Morre - ELA,**

Heather Burris - Counselor, Adam Ullo - Counselor, Abbie Klaric - Diagnostician, Kelly Wason - Librarian, Mr. Peterson - assistant principal, and Tammy Cardona - Principal)

1. Training as a team on July 12th and 13th
 2. Meet one time each month (day before faculty meeting) however talk on a weekly basis
 3. RTI structure updated
 4. Meeting times set for the year
 5. PLC structure/schedule set for year
 6. Building Goals set
 7. Referral to Problem Solving Team - electronically shared with staff
 8. PLC binders expanded and created including data
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- **Building Leadership Team (Debi Williams -Social Studies, Michelle Stokes - SPED, Jeff Perry - Science, Angie Moore - ELA, Brad Cookson - Math, Prudence Willard - Electives, Heather Burris - Counselor, Adam Ullo - Counselor, Mr. Peterson - assistant principal, and Tammy Cardona - Principal)**
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1. Meet one time each month (after faculty meetings) (August 9th, Sept. 19th, October 17th, Nov. 14th, December 12th, Jan. 23rd, Feb. 20th, March 13th, April 10th, May 8th)
 2. 2017-2018 BIP Plan reviewed
 3. Discuss Building Goals/Progress
 4. Assessment Data reviewed
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- **Building Professional Development Committee (Mike Zaretsky - building rep, Debi Williams - Social Studies, Michelle Stokes - SPED, Jeff Perry - Science, Angie Moore - ELA, Brad Cookson - Math, Prudence Willard - Electives, Heather Burris - Counselor, Adam Ullo - Counselor, Mr. Peterson - assistant principal, and Tammy Cardona - Principal)**
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1. On Meeting Agendas
 2. Met Sept. 10th - Discuss Building Goals
 3. Meet with building rep - Michael Zaretsky - each month
 4. Trainings for Faculty Meetings
 5. Trainings for PD Days
 6. Teacher PD Plans
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C. Goal Alignment Objective - May use a SMART approach. Use a reasonable number of objectives that can be adequately monitored and completed.

- **ACADEMIC**
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1. Reading emphasis in each advisory (1st 20 minutes)

2. Student Data Tracking Folders in each advisory
3. Monitoring of D and F list each quarter
4. Daily tutoring/ Weekly Academic Lab (Mon./Wed)

- **PLC/RTI**

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1. PLC Binders up to date and discussions around data in weekly PLC meetings
 2. Monthly Problem Solving Team Meetings (9/19, 10/17, 11/14, 12/12, 1/23, 2/20, 3/13, 4/10, and 5/8)
 3. Problem Solving Team Electronic Referral
 4. Problem Solving Team Electronic Process Sheet
 5. PD on: First Best Instruction, Grading Practices, Co-teaching
 6. All elective teachers in PLC Schedule (2x each month)
 7. Test Retake form shared with staff (common grading practice starts)

- **COMMUNICATION/PARENT INVOLVEMENT**

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1. Weekly email blasts to parents
 2. Media Specialist incharge of Facebook, Twitter, and website
 3. 7 scheduled Parent Advisory Group Meetings (9/11, 10/9, 11/13, 2/5, 3/12, 4/16, and 5/14)
 4. Parent Group Leader identified (Kristi James)

D. CSIP Goals

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- **ACADEMIC**
 - **Building Goal #1** - Student Achievement - Seckman Middle School will increase the building percentage of students scoring in the Exceeding and Ready levels in Reading on the ACT Aspire from 48% to 55% on the 2018 ACT Aspire (October).
 - **PLC/RTI**
 - **Building Goal #2** - Seckman Middle School will include PLC time and RTI time into the daily schedule. By 4th quarter the SMS core teachers will have shared student data from one unit formative/summative assessment each semester with their PLC team. This will be documented in their data tab of their PLC Handbook.
 - **PARENT INVOLVEMENT**
 - **Building Goal #3** - Seckman Middle School will increase the parent advisory board participants by 50% (from 5 to 10) this school year as measured by parent advisory sign in sheets collected at our monthly meetings.
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E. Baseline Data What baseline data was used to measure progress toward this objective?

- **ACADEMIC DATA** All academic data used for RTI and PLC discussions has been compiled and added to the teacher PLC binders. The following data was used - ACT, MAP, Attendance, Discipline, NEE Observation Data, D and F list, students at risk data. On the 2018 ACT Reading Readiness data SMS had 48% of students Exceeding/Ready and our building goal is to move that to 55%. On the 2017 ACT we had a bulding percentage of 44% so we were able to show a 4% increase. When looking at individual grade-level reading readiness on the ACT 2017, it showed 6th grade 49%, 7th grade 46% and 8th grade 52% in the top 2 levels.
 - **PLC/RTI** Last year we were able to have weekly PLC meeting set aside for ELA, MA, SC, SS which included the SPED in each of their prospective subjects. This year we are able to continue that with 40 minutes each week and included all elective teachers who now have Devoted PLC time every other week for 40 minutes. We have also created our Problem Solving Team meeting dates, electronic referral process and Problem Solving Team monitoring sheet.
 - **COMMUNICATION:** In the 2017-2018 school year we had a parent advisory group that met monthly, with a consistent 4-5 members. This year we have set monthly meetings and have a leader that is working on setting up quarterly activities for the community, a budgeted account, and will run the meetings. A media specialist (Librarian - Kelly Wason) - was also trained in getting info out on Twitter, Facebook and keeping the website up to date.
 - [BIP FOLDER for SMS](#)
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F. Use of Research-Based Strategies Research Based Strategies – Cited evidence should be from credible sources, such as publications or presentations that have been reviewed by peers, credible textbooks, trade books, journals, the What Works Clearinghouse review, and publications and papers produced by nationally-recognized research or higher-education institutions. Include dates.

- **ACADEMIC:** [A Repair Kit for Grading Practices](#) (O'Connor) through principal PD, staff meetings, PLC discussions, [Better Learning](#) (Fisher/Frey) - staff PD, first best instruction, observation/walkthroughs, [Getting Insainley Clear About What StudentsHave to Learn](#) (Mike Mattos)
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RTI/PLC: Taking Action (Buffum/Mattos/Malone) - Problem Solving Team guidebook, Summer Institute Training with Problem Solving Teams, [A Brief History of Grading Discrepancies](#) Video (Thomas Guskey)

COMMUNICATION: Email from Fox Parent, Admin Council talks in communication/parent groups, [Building Collective Efficacy](#) article, [Why Parent Engagement is Important to Student Success](#)

F. Sharing Results The on-going work that is done throughout the year to support the Building Improvement Plan will be shared with all stake-holders in the following ways:

- **BUILDING STAFF**

- Link attached to every agenda and referenced as "Why we do What we do"
- Discussed and referenced during PLC Meetings and Team Meetings
- Continued reminder of focus shared out on Monday Memos to staff

- **BIP COMMITTEE**

- Discussed and referenced during monthly Problem Solving and Team Meetings

- **PARENTS**

- Updated during Principal Reports for the monthly parent meetings
- Link shared on SMS website
- Shared with parents via email blasts