

Putnam County School District

# Melrose Elementary School



2016-17 School Improvement Plan

## Melrose Elementary School

401 STATE ROAD 26, Melrose, FL 32666

mes.putnamschools.org

### School Demographics

<b>School Type and Grades Served</b> (per MSID File)	<b>2018-19 Title I School</b>	<b>2018-19 Economically Disadvantaged (FRL) Rate</b> (As Reported on Survey 3)
Elementary School PK-6	Yes	95%
<b>Primary Service Type</b> (per MSID File)	<b>Charter School</b>	<b>2018-19 Minority Rate</b> (Reported as Non-white on Survey 2)
K-12 General Education	No	27%

### School Grades History

<b>Year</b>	<b>2015-16</b>	<b>2014-15</b>	<b>2013-14</b>	<b>2012-13</b>
<b>Grade</b>	A	A*	A	B

*\*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 Putnam 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.

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 or a monitoring status of "Former F" (see page 4). For all other schools, the district may use a template of its choosing. All districts must submit annual assurances that their plans meet statutory requirements.

This document was prepared by school and district leadership using the Florida Department of Education'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 three 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 – currently A, B, or C and not Monitoring Only; charter schools; ungraded schools
- Monitoring Only – currently A, B, or C that improved from a previous grade of F
- Focus – currently D
- Priority – currently F

### DA Turnaround and Monitoring Statuses

Additionally, schools in DA may be subject to a turnaround status of "Planning" or "Implementing" or a monitoring status of "Former F." These statuses are based on a school's grades history, including the current school grade:

- Former F - A school with a status of "Former F" requires the department to monitor the implementation of strategies and progress toward the goals outlined in the school improvement plan for three years following the school's improvement from a grade of F to a C or higher.
- Planning - A school with a status of "Planning" requires the district to engage stakeholders in the development of a turnaround option plan to be implemented in the following year should the school grade not improve to a C or higher.
- 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.

### 2016-17 DA Category and Statuses for Melrose Elementary School

DA Region and RED	DA Category and Turnaround Status
Northeast - <a href="#">Dustin Sims</a>	- N/A

## I. Part I: Current School Status

### A. Supportive Environment

#### 1. School Mission and Vision

##### a. Provide the school's mission statement

Every Melrose elementary student will achieve academic growth based on his or her personal abilities.

##### b. Provide the school's vision statement

Every Melrose elementary student will academically achieve a year's worth of growth as defined by the state and/or district.

#### 2. School Environment

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

Melrose Elementary School uses Pupil Information Sheets which are filled out by the parent or guardian. The sheets include questions pertaining to the student's place of birth as well as race. We also have the parent/guardian fill out an LEP survey. This survey obtains information about a student's first language, language used in the home, and national origin. Teachers are given access to all collected information to assist in fostering optimal student-teacher relationships.

In addition, Melrose Elementary School hosts several family nights throughout the year as well which helps foster relationships between the school and students' families/community. In September, the school has the Title I Annual Meeting followed by Open House. In addition, there is an Accelerated Reader Night where families can come to the school and read together before students demonstrate for their parents how they take A.R. quizzes. In November, the school hosts another family night called BINGO for Books where families play BINGO and win books to take home. This night is also used for showing parents the best ways to help students with homework and or practice with reading and math. In December, the school hosts an Arts and Crafts Night for families to take part in where all materials are provided. In February, various grade levels host parent nights specifically for sharing testing tips relative to their grade levels and how to prepare students for upcoming state testing. These activities help foster the relationship building between home and school that is so important to student success.

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

To begin fostering a safe and respectfully perceived environment, Melrose Elementary School utilizes a schoolwide discipline plan based on established rituals and routines. The plan is driven by the Character Counts program which serves as the umbrella for Positive Behavior Support. All faculty and staff members have been trained in Positive Behavioral Support strategies to help foster a safe, nurturing, and respectful school environment for students.

To further explain, Melrose Elementary School's Positive Behavior Support team has created a set of behavioral expectations for all areas of the school (cafeteria, media center, restrooms, computer labs, classrooms, etc.) at all times. Each teacher teaches and reviews these rules and expectations with students at the start of and throughout the school year, and monitors the degree to which the expectations are followed. Classes that have 100% compliance to expectations are rewarded with a "YEEHAW" ticket from staff members who witness the compliance. (Likewise, individual students

demonstrating behaviors that align with the school-wide expectations are recognized and awarded a "YEEHAW" ticket as well to contribute to a class goal of 30 tickets.) These tickets are then exchanged for tangible rewards both individually and collectively. Students are additionally rewarded with peer, school, and community recognition whenever their behavior warrants this reward through Terrific Kid, Kid with Character, and Student of the Month programs.

In addition to clear and positive behavioral expectations that help students view the school as a place where they can feel respected, Melrose also ensures that the issue of bullying is taught and retaught throughout the year. During preplanning, faculty and staff are trained in Bullying Prevention, Suicide Prevention, and Threat Assessment so that everyone is aware of how to best keep students safe. Likewise, during the first month of school, all students are given a Bullying Prevention training as well. Throughout the year, the guidance counselor conducts lessons as follow up to this training reminding students about bullying prevention, Character Counts, safety, conflict resolution, etc. In some instances, the guidance counselor even pulls small groups or individual students for various behavioral counseling needs. Finally, administration and guidance are readily accessible should students have a problem with anything or a need arise.

To ensure the school is viewed as a safe school for all students, Melrose also uses the new Raptor System that tracks students' attendance, visitors and volunteers. The system helps ensure all visitors/volunteers at the school are properly screened to interact with students. Likewise, the physical safety of the students on campus is maintained through the use of security cameras and monitoring, a school-wide Safety Plan/Critical Incident Plan, and adult supervision during arrival, dismissal, and throughout the school day. Teachers and support staff have been trained in emergency procedures for various potential situations.

**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 schoolwide behavioral system consists of a clear set of rules for students to follow in all areas of the school. Rules are reviewed by all faculty and staff members with an expectation that all students will follow them. There is a schoolwide Positive Behavior Support system that rewards classes that are successful when all students are following the prescribed rules created by the staff. Classes, as well as individuals, can earn "YEEHAW" tickets. Rewards for the entire class are given when a specific amount of the tickets are earned. (Individual rewards and public recognition are given to those individuals who earn tickets as well.) Teachers have also created classroom-level behavior systems that reward positive behavior on an individual basis, too.

**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 at Melrose has created a "Guidance Referral". This form is used by staff members when they feel a student could benefit from speaking with the guidance counselor. This occurs when a child is exhibiting emotions that interfere with his or her learning. This may also occur when family events may create stress on the child's social or emotional well being.

The guidance counselor also creates groups based on the social-emotional needs of the students. (Attendance, anger issues, etc. are some of the groups the guidance counselor works with on a consistent basis.)

### 3. Early Warning Systems

The school's response to this section may be used to satisfy the requirements of 20 U.S.C. § 6314(b)(1)(B)(ii)(III), (b)(1)(B)(iii)(I), and (b)(1)(I).

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

All absences are followed up with a Messenger phone call home. Students with five days of absences within a 30-day period or ten days of absences within a 90-day period will be referred to the RTI Team upon principal's discretion. The team along with the parent/guardian will discuss a resolution to the attendance problem.

Students with behavior problems that require suspension are referred to the RTI Team for behavior. Interventions are instituted to target the negative behavior. Follow up meetings are scheduled to determine if interventions are successful.

Students failing language arts and/or math are provided a PMP initially and referred to the RTI Team to discuss interventions and placement in Tier Two. Follow up meetings are scheduled to review data to determine if the student needs to be placed in Tier Three or if the interventions are successful.

A student earning a Level 1 on statewide assessments in ELA or math will be referred to the RTI Team where interventions will be determined.

**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	12	6	16	7	12	1	1	0	0	0	0	0	0	55
One or more suspensions	1	0	3	3	1	2	0	0	0	0	0	0	0	10
Course failure in ELA or Math	0	0	0	0	4	7	0	0	0	0	0	0	0	11
Level 1 on statewide assessment	0	0	0	0	15	19	0	0	0	0	0	0	0	34
Below grade level in grades K-3	0	7	12	16	0	0	0	0	0	0	0	0	0	35
	0	0	0	0	0	0	0	0	0	0	0	0	0	

**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	0	2	2	0	0	0	0	0	0	4

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

1. Students who are performing below grade level are brought up to the RTI team to discuss interventions and formulate a plan of action. (Depending on the student needs, teachers and instructional assistants service these students.) The student data from these interventions is reviewed monthly to determine if the interventions are effective or need adjusting.
2. Students with unexcused absences receive home contact from the school. After a specific amount of absences the family is brought in for an RTI meeting to discuss ways to increase attendance.
3. Individual behavior plans are created for students that are having difficulty following school rules. These students are also brought to the RTI team for a behavior-based meeting to discuss potential interventions.



## B. Family and Community Engagement

The school's response to this section may be used to satisfy the requirements of 20 U.S.C. § 6314(b)(1)(B)(iii)(I)(aa).

### 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

Title I schools use the Parent Involvement Plan (PIP) to meet the requirements of 20 U.S.C. § 6314(b)(1)(F).

#### a. Will the school use its PIP to satisfy this question?

Yes

##### 1. PIP Link

The school completes a Parental Involvement Plan (PFEP), which is accessible through the Continuous Improvement Management System (CIMS) at <https://www.floridacims.org/documents/304588>.

##### 2. Description

A PIP has been uploaded for this school or district - see the link above.

### 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

Administration visits community businesses and organizations such as Kiwanas throughout the year for various reasons but especially to keep lines of communication open between the community and the school. Community members and parents are also invited to attend SAC meetings on a regular basis or to serve on PIDAC at the district level. The lead team at the school also reaches out to the community to help with school activities (i.e. Fall Festival, Water Day, etc).

In addition, Melrose Elementary School takes part in programs sponsored by the community that helps support student needs such as Terrific Kid and Kid with Character. Likewise, the Melrose Public Library (one of the school's oldest community partners) serves as an integral community connection providing students and school families with exposure to quality literature and other academic supports through the programs they offer.

## C. Effective Leadership

The school's response to this section may be used to satisfy the requirements of 20 U.S.C. § 6314(b)(1)(H).

### 1. School Leadership Team

#### a. Membership

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

Name	Title
Wynn, Montez	Principal
McKinney, Carmen	Instructional Coach
Wylie, Sarah	Guidance Counselor
Driggers, Tammie	Assistant Principal

#### b. Duties

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

The reading coach, guidance counselor, and teachers review the data that has been collected from week to week as well as the quarterly assessment data during PLCs. Reviewing the data enables the team to identify those students in need of intensive intervention. Interventions are then put in place and monitored for effectiveness. If the interventions are not working, other team members such as the principal, assistant principal, school psychologist, or speech therapist, along with the students' parents will meet to determine the next steps to ensure academic success of the student.

The guidance counselor is primarily responsible for scheduling meetings with our Tier Two and Tier Three students. She is also responsible for monitoring the implementation of strategies prescribed on the students RTI form.

The reading coach is primarily responsible for coaching teachers, but also scheduling on-line assessments and reviewing the data to establish a student's RTI status. She also explains the results of specific tests to the parents at RTI meetings.

The administration is responsible for monitoring the fidelity of the implementation of our MTSS process.

**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**

Melrose uses quarterly meetings as well as bi-weekly PLCs to assess the effectiveness of both our core instruction and our remediation of struggling students. Our leadership team attends the bi-weekly PLCs, and meets with each teacher individually at the end of each quarter. Administration and teachers review all formative and summative assessments. Each teacher creates a goal based on the data that is reviewed. The goal targets either the entire class or a group of students that are having difficulty mastering a specific standard/skill. Formative assessments are designed to monitor and track the progress of the students targeted. The teacher meets with members of the leadership team if the data shows there is no improvement in student achievement following the implementation of the accommodations after a few weeks. The team reconvenes at the end of the quarter to analyze all of the available data and determine how effective our core instruction and remediation has been. The team decides where the area of focus will be for the forthcoming nine weeks.

Title I. Part A. Programs are coordinated through the Curriculum/Instruction/Assessment department at the district level and include the Assistant Superintendent and personnel from ESE, MTSS, ESOL, PBS and School Improvement (Federal Programs). This team meets monthly (at a minimum) and establishes and monitors program evaluation for all schools to ensure entitlement programs' resources are available and fully implemented at each school site and that all funds are used effectively and efficiently as possible. School sites have the responsibility of keeping an inventory of resources purchased with Title I. Communication throughout the year is ongoing with the building level administrators regarding progress toward the goals and objectives as stated in the grants. Coordination of these services is done in the following ways:

- (1) Principal and Assistant Principal meetings are scheduled monthly;
- (2) Progress monitoring assessments are completed during the year, with the results reported to each participating school for review. Revisions in objectives or instructional strategies are addressed and implemented to meet the needs of all students;
- (3) Email dissemination regarding school improvement, technical assistance, and data guidance are made available to school leaders;
- (4) DA schools participate in an Instructional Review to identify individual school needs and desired

support;

(5) Support for schools is differentiated based on each school's current academic performance, teacher quality, leadership experience, and supportive environment;

(6) Collaborative assistance is provided by consultants hired to address specific deficiencies demonstrated by participating schools through assessment analysis;

(7) Professional development and support is coordinated with school leaders and provided by School Improvement Specialists and the Curriculum/Instruction/Assessment department on topics including lesson planning, instructional practices, resources, and problem solving.

Title I, Part C. In addition to the services provided by Title I, Part A, the district uses Part C funds to improve the academic achievement of the school's migratory children. Title I, Part C initiatives are coordinated by the Curriculum/Instruction/Assessment department, Federal Programs, and Exceptional Student Education.

Title I, Part D. In addition to the services provided by Title I, Part A, the district maintains collaborative and partner-like relationships with Family Medical and Dental Services and Putnam Health to serve homeless, neglected, and delinquent students by providing health services. The District partners with the Department of Juvenile Justice and Putnam County Sheriff's Department to target delinquent students and provide mentoring and counseling services that foster relationships and provide supplemental support services. Funds are also utilized to provide services at the district's Solutions Center (Alternative Center).

Title II, Part A. The Title II Project Director meets with Curriculum/Instruction/Assessment personnel as well as the directors of Title I and Title VI to ensure coordination and alignment of activities and fiscal support. At the district level, content coach positions in ELA, Math, and Science are funded as resource support for schools and teachers. Funds are also utilized to provide professional development for teachers and administrators at the district level. Funds are allocated at each school site to support professional development specific to the needs of the teachers as determined by the needs of their students.

Title III. The Title III Coordinator supports our English Language Learner (ELL) population by coordinating with schools to provide professional development opportunities for teachers, tutoring assistance for students based on need, after school programs for parents and students, and supplemental materials. In addition, a teaching assistant position is funded at Crescent City High School.

Title VI, Part B. The Title VI Project Director meets with Curriculum/Instruction/Assessment personnel as well as the directors of Title I and Title II to ensure coordination and alignment of activities and fiscal support. Funds are utilized to provide professional development for teachers to improve standards-based instruction. At the secondary level, funds are also utilized to provide credit recovery and tutoring for students to pass Florida EOC exams.

Nutrition Programs. Each student in Putnam County is provided free breakfast and lunch through the Community Eligibility Provision Program (CEP).

Adult Education. Adult education is available at Saint Johns River State College through a collaboration with Workforce.

Housing Programs. The district has a working relationship with the Putnam County Public Housing Authority. The authority supports the district by encouraging parents to participate in parental involvement designed to increase student achievement.

Violence Prevention Programs. The district works collaboratively with the Department of Juvenile

Justice to provide support to students in need of behavioral interventions within and/or outside the school day.

Career and Technical Education. The Career and Technical Education (CTE) department works closely with students and business partners to provide each student the opportunity to leave high school as a highly skilled graduate with the skills necessary to thrive in current and future careers.

## 2. School Advisory Council (SAC)

### a. Membership

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

Name	Stakeholder Group
Montez Wynn	Principal
Sherri Siebert	Teacher
Sarah Wylie	Teacher
Barbara Warren	Teacher
Laurie Alsobrook	Teacher
Maureen Coates	Teacher
Laura Kwaak	Education Support Employee
Pam Lay	Education Support Employee
Mary McKibben	Education Support Employee
Aimee Olmsted	Parent
Wayne Siebert	Business/Community
Zane Greathouse	Business/Community
Keera Kyle	Student
Maryann Kyle	Parent
Sarah Mixon	Parent
James Peffley	Parent
Dina Womble	Parent
Calin Coates	Student
Noah Horton	Student
Samantha Olmsted	Student
Luke Peffley	Student
Sherre Sims	Business/Community

### b. Duties

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

*a. Evaluation of last year's school improvement plan*

The SAC reviewed the goals on the school improvement plan. Due to the scores not being readily available in May, members of the SAC could not evaluate successful implementation of the plan. Parents did review the goal of increased "differentiated instruction" for the 2016-2017 school year.

Once scores were retrieved, the school was awarded an A rating from the state. New administration dissected the previous year's data over the summer though and discovered that a huge portion of students did not make a year's worth of growth last year, especially in the Bottom Quartile group. Therefore, we are making differentiated instruction a top priority this school year.

*b. Development of this school improvement plan*

The SAC will review the preliminary School Improvement Plan. Members will have input into the final draft of the plan through questions, clarification, and suggestions. Our SAC will have a vote of approval on the final plan.

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

The school's budget is shared through the School's Accountability Report and is available in the front office.

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

No funds were given for the 2015/16 school year.

**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
Wynn, Montez	Principal
McKinney, Carmen	Guidance Counselor
Wylie, Sarah	Guidance Counselor
Driggers, Tammie	Assistant Principal

**b. Duties**

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

The major initiatives of the Literacy Leadership Team this year will be to train teachers to become more familiar with the Florida Standards, and use district pacing guides and utilize formative assessments (with Mastery Connect and iReady resources) to adjust instruction as needed.

In addition to this instructional push, Melrose will continue to promote Accelerated Reader Program which promotes literacy for students in 1st through 6th grade as well as select K students. Likewise, grades 3-5 will continue to utilize the Sunshine State Reader program.

Melrose's Media Specialist hosts two books fairs each year as well where students and their families are invited to come out and preview and/or purchase books. Sometimes, parent nights are held in conjunction with these to promote literacy activities that can be done at home. While attending, parents have the option to shop for books as well.

## D. Public and Collaborative Teaching

The school's response to this section may be used to satisfy the requirements of 20 U.S.C. § 6314(b)(1)(D).

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

The master schedule was created to allow teachers 60 minutes of common planning time every day and an additional 30 minutes per day, 4 days a week. Teachers are encouraged to use this time to collaborate. Teachers will set aside one day each week to review data and discuss their successes and challenges regarding student achievement.

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

Our principal, Montez Wynn, recruits qualified teachers by advertising positions with requirements listed in the advertisement. Applicants also are interviewed with references verified. Highly qualified teachers are retained by using an integrated management system. Teachers are included in school based decisions. Ms. Wynn also has an "open door" policy in regards to any concerns teachers may have.

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

Currently all of our teachers have 3 or more years of experience. We do not have a need for a mentoring program.

## 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 include the Florida Common Core Standards in their lesson plans when planning for the teaching of all core subjects; the standards drive the instruction. Teachers were previously trained on teaching the Florida Common Core Standards in all academic areas, and the district has adopted state approved resources with the reading curriculum.

In addition, walkthrough, informal, and formal teacher observations that are conducted throughout the year focus on the teaching of CCSS as well, and administration uses Element 6 of the Marzano Teacher Evaluation System to ensure the instruction, resources, and assessments are aligned with grade level standards.

#### 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**

Our Literacy Team reviews data each nine weeks to determine which students are in Tier One, Tier Two, or Tier Three of MTSS. All students receiving interventions through RTI Tier Two and Tier Three are monitored closely to evaluate the effectiveness of the interventions implemented. Interventions are changed depending on the needs of individual students.

In addition, teachers use iReady diagnostic information and ongoing progress monitoring data to group students in their classrooms based on needs for intervention rotations. Depending on how students respond to the interventions, next steps are created and taken accordingly. Likewise, students who are above level based on data are provided enrichment opportunities through iReady as well. All student data is reviewed bi-weekly (in PLCs) and quarterly for regrouping purposes to assure every learner is growing.

**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:** 900

The district provided all teachers with two days of summer professional development and planning using Methodology, an approach to teaching conceptual understanding of mathematics. Methodology focuses on building problem-solving skills and an in-depth understanding of essential math skills. It is closely aligned with curriculum focal points recommended by the National Council of Teachers of Mathematics and the Common Core State Standards.

**Strategy Rationale**

In an effort to strengthen core instruction and differentiation in mathematics, the district has provided professional development in Methodology to all elementary teachers, K-5.

**Strategy Purpose(s)**

- Teacher collaboration, planning and professional development

**Person(s) responsible for monitoring implementation of the strategy**

Wynn, Montez, mwynn@my.putnamschools.org

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

School administrators will monitor the implementation of Methodology strategies using lesson plan reviews and teacher observations; observational data will be collected in iObservation. School administrators will also engage in analysis of student achievement data with the school-based leadership team and teachers to determine areas of need as it relates to math instruction at Melrose.

**2. Student Transition and Readiness**

**a. PreK-12 Transition**

The school's response to this question may be used to satisfy the requirements of 20 U.S.C. § 6314(b)(1)(G).

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

The Melrose PreK teacher prepares the students for Kindergarten with an age-appropriate school-based environment instead of a day care setting. The PreK teacher teaches the SRA Imagine It! curriculum that introduces the students to language, phonemic awareness, alphabet knowledge, reading and responding, sight words, math and science and social studies so the children can easily transition into Kindergarten. The teacher also follows the school schedules so that when entering Kindergarten the routines for the children basically stay the same, and they are able to go into Kindergarten ready to learn.

In addition, the teacher that teaches the Accelerated 6th Grade Class prepares the 6th grade students for their transition to Q.I. Roberts Cambridge program by providing a challenging curriculum on the honors level that provides many opportunities for enrichment and growth. Prior to their transition, all 6th graders visit Q.I. Roberts for an orientation and tour of the campus.

In addition, the guidance counselor at Melrose meets with and communicates with Q.I.'s guidance counselor ahead of time (usually in April and before students visit the middle school) regarding potential students who will be enrolling as 6th graders. This gives the middle school a better idea of specific student needs that need to be considered before they enroll. Q.I.'s guidance counselor in turn provides Melrose students with possible electives they may take and/or other pertinent information that will make the transition that much smoother for students once they go to middle school.

## **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**

NA

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

NA

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

NA

**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**

NA



## 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.** If the principal and assistant principal make teacher table/small group interventions (based on i-Ready and other progress monitoring data) a school-wide expectation and has the lead team observe and give feedback regarding small group instruction, then teachers will be able to more effectively differentiate their instructional practices so that students will be able to close their individual learning gaps and attain a year's worth of academic growth or more.

## 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.** If the principal and assistant principal make teacher table/small group interventions (based on i-Ready and other progress monitoring data) a school-wide expectation and has the lead team observe and give feedback regarding small group instruction, then teachers will be able to more effectively differentiate their instructional practices so that students will be able to close their individual learning gaps and attain a year's worth of academic growth or more. **1a**

G084758

**Targets Supported** **1b**

Indicator	Annual Target
FSA ELA Achievement	65.0
ELA/Reading Gains	70.0
ELA/Reading Lowest 25% Gains	55.0
FSA Mathematics Achievement	75.0
Math Gains	86.0
Math Lowest 25% Gains	70.0
FCAT 2.0 Science Proficiency	60.0

**Targeted Barriers to Achieving the Goal** **3**

- Teachers historically, according to the CRT, have not been required to used iReady consistently or run reports for differentiating instruction through it which could drive learning gains for every students.
- Due to a lack of grade level collaboration and planning, the standards may not have been examined as deeply as they could have and differentiated instruction may have been weaker as a result.

**Resources Available to Help Reduce or Eliminate the Barriers** **2**

- iReady Training
- Consistent PLCs and Monitoring of Them
- CRT
- SNAP Learning
- iReady Resources (workbooks, Teacher Toolbox, etc.)
- Frequently Updated Bottom Quartile List

**Plan to Monitor Progress Toward G1. 8**

iReady data (including data from Response to Instruction report, Instructional Usage report, and the overall large export as well as ongoing assessments through Standards Mastery for grades they apply to)

**Person Responsible**

Carmen McKinney

**Schedule**

Biweekly, from 9/5/2016 to 5/5/2017

**Evidence of Completion**

Response to Instruction report Instructional Usage report Large iReady Export Standards Mastery Scores/Reports

**Plan to Monitor Progress Toward G1. 8**

Administration will review school-wide iReady reports to assure adequate progress is being made in all grade levels.

**Person Responsible**

Montez Wynn

**Schedule**

On 5/12/2017

**Evidence of Completion**


iReady reports and comparative FSA data if available

## 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                      **S** = Strategy

 = Problem Solving Step     S123456 = Quick Key

**G1.** If the principal and assistant principal make teacher table/small group interventions (based on i-Ready and other progress monitoring data) a school-wide expectation and has the lead team observe and give feedback regarding small group instruction, then teachers will be able to more effectively differentiate their instructional practices so that students will be able to close their individual learning gaps and attain a year's worth of academic growth or more. 1

G084758

**G1.B1** Teachers historically, according to the CRT, have not been required to use iReady consistently or run reports for differentiating instruction through it which could drive learning gains for every student. 2

B225383

**G1.B1.S1** Have ongoing iReady training for the teachers throughout the year. 4

S237765

### Strategy Rationale

Since many teachers did not use iReady consistently last year, we want to assure they all have the proper training to begin this year with it. We also want to make sure they receive ongoing adequate support throughout the year where questions can be answered as needed.

### Action Step 1 5

iReady training will occur at least 3 times prior to FSA testing.

#### Person Responsible

Montez Wynn

#### Schedule

Every 6 Weeks, from 8/9/2016 to 2/9/2017

#### Evidence of Completion

Calendar of iReady training dates; sign in sheets

### Action Step 2 5

Administration will meet with teachers to assure reports have been run in iReady to ensure differentiation for intervention time in each class.

#### Person Responsible

Montez Wynn

#### Schedule

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

#### Evidence of Completion

teacher iReady reports (Response to Instruction, Grouping Profile Reports, etc.) as well as PLC sign in sheets with notes

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

Email confirmations will be sent to the facilitator at least two weeks prior to all three training sessions.

**Person Responsible**

Tammie Driggers

**Schedule**

Every 6 Weeks, from 8/9/2016 to 2/9/2017

**Evidence of Completion**

Email confirmations

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

Collect a copy of the PLC notes showing evidence of teachers utilizing the iReady reports

**Person Responsible**

Tammie Driggers

**Schedule**

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

**Evidence of Completion**

PLC notes showing evidence of teachers utilizing the iReady reports

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

CRT and administration will conduct classroom observations and review iReady data followed by data chats with teachers through PLCs.

**Person Responsible**

Montez Wynn

**Schedule**

Biweekly, from 8/9/2016 to 3/30/2017

**Evidence of Completion**

Teacher observation data and iReady data

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

Administration and CRT will run the school-wide reports, Instruction Response Reports, and Standards Mastery Reports to ensure all grade levels are moving and progressing as needed

**Person Responsible**

Montez Wynn

**Schedule**

On 5/12/2017

***Evidence of Completion***

School-wide iReady Reports

**G1.B2** Due to a lack of grade level collaboration and planning, the standards may not have been examined as deeply as they could have and differentiated instruction may have been weaker as a result. **2**

 B225384

**G1.B2.S1** Every grade level will have a scheduled weekly PLC attended by administration where data will be reviewed and plans for "next steps" will be made. **4**

 S237766

### **Strategy Rationale**

Teachers need a scheduled time to meet collectively and collaborate about the standards, the resources needed to teach the standards to the depth required, assessment choices, and which students need interventions on which specific skills. Having administration attend the PLCs allows not only for easy monitoring but also allows them to hear what additional support they might provide to teachers.

### **Action Step 1** **5**

Every grade level will have a scheduled weekly PLC attended by administration where data will be reviewed and plans for "next steps" will be made.

#### **Person Responsible**

Carmen McKinney

#### **Schedule**

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

#### **Evidence of Completion**

### **Action Step 2** **5**

All grade levels will receive a common planning day once per quarter for instructional standards based planning with regard to differentiated instruction.

#### **Person Responsible**

Montez Wynn

#### **Schedule**

Quarterly, from 9/30/2016 to 4/5/2017

#### **Evidence of Completion**

Copies of teacher lesson plans illustrating differentiated groups with various resources based on student needs



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

Administration and CRT will attend PLCs and review standards-based data sheets with teachers.

**Person Responsible**

Montez Wynn

**Schedule**

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

**Evidence of Completion**

Sign in sheets and standards-based data sheets

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

Administration will attend parts of grade level planning days to collaborate with CRT and grade level teachers

**Person Responsible**

Tammie Driggers

**Schedule**

Quarterly, from 9/30/2016 to 4/14/2017

**Evidence of Completion**

Sign in sheets for planning days and lesson plans; feedback from teachers and CRT

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

Administration and CRT will analyze and monitor the data collected in PLCs for effectiveness

**Person Responsible**

Tammie Driggers

**Schedule**

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

**Evidence of Completion**

standards-based data sheets

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

Administration will email teachers regarding planning dates and will email CRT for an agenda regarding the grade level planning days.

**Person Responsible**

Montez Wynn















**Schedule**

Quarterly, from 9/16/2016 to 3/31/2017

***Evidence of Completion***

Email correspondence

## IV. Implementation Timeline

Source	Task, Action Step or Monitoring Activity	Who	Start Date (where applicable)	Deliverable or Evidence of Completion	Due Date/End Date
<b>2017</b>					
G1.B1.S1.MA1  M313786	Email confirmations will be sent to the facilitator at least two weeks prior to all three training...	Driggers, Tammie	8/9/2016	Email confirmations	2/9/2017 every-6-weeks
G1.B1.S1.A1  A307501	iReady training will occur at least 3 times prior to FSA testing.	Wynn, Montez	8/9/2016	Calendar of iReady training dates; sign in sheets	2/9/2017 every-6-weeks
G1.B1.S1.MA1  M313784	CRT and administration will conduct classroom observations and review iReady data followed by data...	Wynn, Montez	8/9/2016	Teacher observation data and iReady data	3/30/2017 biweekly
G1.B2.S1.MA4  M313789	Administration will email teachers regarding planning dates and will email CRT for an agenda...	Wynn, Montez	9/16/2016	Email correspondence	3/31/2017 quarterly
G1.B2.S1.A2  A307504	All grade levels will receive a common planning day once per quarter for instructional standards...	Wynn, Montez	9/30/2016	Copies of teacher lesson plans illustrating differentiated groups with various resources based on student needs	4/5/2017 quarterly
G1.B2.S1.MA3  M313791	Administration will attend parts of grade level planning days to collaborate with CRT and grade...	Driggers, Tammie	9/30/2016	Sign in sheets for planning days and lesson plans; feedback from teachers and CRT	4/14/2017 quarterly
G1.MA1  M313792	iReady data (including data from Response to Instruction report, Instructional Usage report, and...	McKinney, Carmen	9/5/2016	Response to Instruction report Instructional Usage report Large iReady Export Standards Mastery Scores/Reports	5/5/2017 biweekly
G1.B1.S1.MA3  M313787	Collect a copy of the PLC notes showing evidence of teachers utilizing the iReady reports	Driggers, Tammie	9/6/2016	PLC notes showing evidence of teachers utilizing the iReady reports	5/5/2017 biweekly
G1.B1.S1.A2  A307502	Administration will meet with teachers to assure reports have been run in iReady to ensure...	Wynn, Montez	9/6/2016	teacher iReady reports (Response to Instruction, Grouping Profile Reports, etc.) as well as PLC sign in sheets with notes	5/5/2017 biweekly
G1.B2.S1.MA1  M313788	Administration and CRT will analyze and monitor the data collected in PLCs for effectiveness	Driggers, Tammie	9/6/2016	standards-based data sheets	5/5/2017 biweekly
G1.B2.S1.MA1  M313790	Administration and CRT will attend PLCs and review standards-based data sheets with teachers.	Wynn, Montez	9/6/2016	Sign in sheets and standards-based data sheets	5/5/2017 weekly
G1.B2.S1.A1  A307503	Every grade level will have a scheduled weekly PLC attended by administration where data will be...	McKinney, Carmen	9/6/2016		5/5/2017 weekly
G1.MA2  M313793	Administration will review school-wide iReady reports to assure adequate progress is being made in...	Wynn, Montez	9/20/2016	iReady reports and comparative FSA data if available	5/12/2017 one-time
G1.B1.S1.MA4  M313785	Administration and CRT will run the school-wide reports, Instruction Response Reports, and...	Wynn, Montez	9/20/2016	School-wide iReady Reports	5/12/2017 one-time

## V. Professional Development Opportunities

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

**G1.** If the principal and assistant principal make teacher table/small group interventions (based on i-Ready and other progress monitoring data) a school-wide expectation and has the lead team observe and give feedback regarding small group instruction, then teachers will be able to more effectively differentiate their instructional practices so that students will be able to close their individual learning gaps and attain a year's worth of academic growth or more.

**G1.B1** Teachers historically, according to the CRT, have not been required to used iReady consistently or run reports for differentiating instruction through it which could drive learning gains for every students.

**G1.B1.S1** Have ongoing iReady training for the teachers throughout the year.

### PD Opportunity 1

iReady training will occur at least 3 times prior to FSA testing.

#### Facilitator

Chris Tincher and Carmen McKinney

#### Participants

Teachers and administration

#### Schedule

Every 6 Weeks, from 8/9/2016 to 2/9/2017

### PD Opportunity 2

Administration will meet with teachers to assure reports have been run in iReady to ensure differentiation for intervention time in each class.

#### Facilitator

Montez Wynn

#### Participants

all teachers K-6

#### Schedule

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

**G1.B2** Due to a lack of grade level collaboration and planning, the standards may not have been examined as deeply as they could have and differentiated instruction may have been weaker as a result.

**G1.B2.S1** Every grade level will have a scheduled weekly PLC attended by administration where data will be reviewed and plans for "next steps" will be made.

### **PD Opportunity 1**

Every grade level will have a scheduled weekly PLC attended by administration where data will be reviewed and plans for "next steps" will be made.

#### **Facilitator**

Teacher-led

#### **Participants**

Teachers

#### **Schedule**

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

### **PD Opportunity 2**

All grade levels will receive a common planning day once per quarter for instructional standards based planning with regard to differentiated instruction.

#### **Facilitator**

CRT

#### **Participants**

all teachers

#### **Schedule**

Quarterly, from 9/30/2016 to 4/5/2017

## 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	iReady training will occur at least 3 times prior to FSA testing.	\$0.00
2	G1.B1.S1.A2	Administration will meet with teachers to assure reports have been run in iReady to ensure differentiation for intervention time in each class.	\$0.00
3	G1.B2.S1.A1	Every grade level will have a scheduled weekly PLC attended by administration where data will be reviewed and plans for "next steps" will be made.	\$0.00
4	G1.B2.S1.A2	All grade levels will receive a common planning day once per quarter for instructional standards based planning with regard to differentiated instruction.	\$0.00
<b>Total:</b>			<b>\$0.00</b>