

Comprehensive Plan Report

A detailed report showing activity of the district team's work on the improvement plan including assessments, plans, tasks, monitoring, and implementation for selected time periods.

November 30, 2016

MANSFIELD SCHOOL DISTRICT NCES - 509330

Key Indicators are shown in **RED**.

District Context and Support for School Improvement	
Improving the school within the framework of district support	
Indicator	IA10 - The district regularly reallocates resources to support school, staff, and instructional improvement.(10)(AllDistricts)
Status	Tasks completed: 10 of 11 (91%)
	Level of Development: Initial: Limited Development 09/14/2015
	Index: 3 (Priority Score x Opportunity Score)
	Priority Score: 3 (3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score: 1 (3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development: The Mansfield School District superintendent, federal programs coordinator, and building administrators meet multiple times during the spring and summer to discuss the district's budget and staffing needs. The improvement status, progress, and student learning outcomes are discussed throughout the school year but not in a consistent manner. Teachers in grades 7-12 do not have common plan times and therefore find it difficult to meet frequently regarding student progress.
Plan	Assigned to: Tina Smith
	Added: 09/14/2015
	How it will look when fully met: This indicator will be considered fully implemented when a.) the district administration meets annually to discuss the district budget and building staffing needs; b.) the elementary meets by grade level each month to discuss student progress; c.) the middle school meets by grade level each month to discuss student progress; and d.) the high school meets by grade level/or subject area each month to discuss student progress. Sign in sheets, agendas, and minutes will be needed to document evidence of implementation.
	Target Date: 06/30/2017
	Tasks:
	1. Meet once per month with Mansfield Elementary.
	Assigned to: Tina Smith
	Target Completion Date: 10/07/2015
	Frequency: monthly

		Comments:	Meet with the elementary faculty and staff at least once a month to discuss interim assessment scores, academic progress, and student achievement.
		Task Completed:	10/05/2015
	2. Meet once per month with Mansfield Middle School.		
		Assigned to:	Tina Smith
		Target Completion Date:	10/14/2015
		Frequency:	monthly
		Comments:	Meet with the middle school faculty and staff at least once a month to discuss interim assessment scores, academic progress, and concerns of faculty and staff regarding student achievement.
		Task Completed:	10/07/2015
	3. Meet once per month with Mansfield Elementary.		
		Assigned to:	Tina Smith
		Target Completion Date:	11/02/2015
		Frequency:	monthly
		Comments:	Meet with the elementary faculty and staff at least once a month to discuss interim assessment data, academic progress, and student achievement.
		Task Completed:	11/04/2015
	4. Meet once per month with Mansfield Middle School.		
		Assigned to:	Tina Smith
		Target Completion Date:	11/13/2015
		Frequency:	monthly
		Comments:	Meet with the middle school faculty and staff at least once a month to discuss interim assessment scores, academic progress, and concerns of faculty and staff regarding student achievement.
		Task Completed:	11/04/2015
	5. Meet once per month with Mansfield Elementary.		
		Assigned to:	Tina Smith
		Target Completion Date:	12/02/2015
		Frequency:	monthly
		Comments:	Meet with the elementary faculty at least once per month to discuss interim assessment data, academic progress, and student achievement.
		Task Completed:	12/02/2015
	6. Meet once per month with Mansfield Middle School.		
		Assigned to:	Tina Smith
		Target Completion Date:	12/02/2015
		Frequency:	monthly

		Comments:	Meet with the middle school faculty at least once per month to discuss interim assessment scores, academic progress, and student achievement.
		Task Completed:	12/02/2015
	7. Meet with Mansfield Elementary to begin Comprehensive Needs Assessment for 2016-17 school year.		
		Assigned to:	Tina Smith
		Target Completion Date:	03/07/2016
		Comments:	Discuss the interim assessment process, possible ACT Aspire Interim assessments which will be free to schools, other resources needed.
		Task Completed:	08/09/2016
	8. Meet with Mansfield Middle School to begin Comprehensive Needs Assessment for 2016-17 school year.		
		Assigned to:	Tina Smith
		Target Completion Date:	04/29/2016
		Comments:	Meet to discuss current interim assessment program, study island, and ACT Aspire interim assessments. Discuss other needed resources.
		Task Completed:	08/09/2016
	9. Meet with Mansfield High School to begin Comprehensive Needs Assessment for 2016-17 school year.		
		Assigned to:	Tina Smith
		Target Completion Date:	03/11/2016
		Comments:	Conduct a comprehensive needs assessment at Mansfield High School before the end of the school year. Discuss interim assessments, ACT Aspire interim assessments which will be free to school districts, and other resources needed.
		Task Completed:	03/02/2016
	10. Meet with administration.		
		Assigned to:	Tina Smith
		Target Completion Date:	08/26/2016
		Comments:	Mr. Ross, Superintendent, Tina Smith, Federal Programs, Melinda Van Pelt, SPED supervisor, and Principals Best, Fisher, and Arnold met to discuss budget, staffing, and federal funds expenditures.
		Task Completed:	08/26/2016
	11. Meeting dates, minutes, and agendas for October 2016 through April 2017 will be documented in Indistar at each building.		
		Assigned to:	Tina Smith
		Target Completion Date:	06/30/2017
		Comments:	
Implement	Percent Task Complete:		10 of 11 (91%)

Indicator IA14 - The district recruits, trains, supports, and places personnel to competently address the problems of schools in need of improvement.(14)(AllDistricts)

Status	Tasks completed: 0 of 2 (0%)		
	Level of Development:	Initial: Limited Development 02/12/2016	
	Index:	3	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	1	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	The Mansfield School District has a limited level of implementation in the area of teacher recruiting. Professional Development training meets state mandates but often does not exceed mandates due to budget constraints. Support for personnel is implemented at a higher level due to strong collaboration efforts by building principals and faculty/staff.	
Plan	Assigned to:	Robert Ross	
	Added:	02/12/2016	
	How it will look when fully met:	This indicator will be considered fully implemented when the Mansfield School District certified salary schedule is comparable to other schools of similar size in the Guy Fenter Education Cooperative and professional development budget amounts increase. Copies of salary schedules from neighboring school districts and annual professional development expenditure totals will be needed to document evidence of progress toward implementation.	
	Target Date:	08/17/2020	
	Tasks:		
	0. The district will form a committee consisting of three certified staff, the District Treasurer, the Superintendent, the Federal Programs Coordinator, the President of the Board of Education, and one community member to discuss the certified and classified salary schedules of the Mansfield School District compared to other school districts within the Guy Fenter Cooperative or similar in size to MSD. The committee will meet approximately three times prior to the April 18, 2016 school board meeting and present findings to the board.		
		Assigned to:	Robert Ross
		Target Completion Date:	04/14/2016
		Frequency:	weekly
		Comments:	
	1. The district Superintendent will collect salary schedules from other school districts of similar size in the Guy Fenter Education Cooperative. The Federal Programs coordinator will maintain records of professional development expenditures.		
		Assigned to:	Robert Ross
		Target Completion Date:	08/31/2016
		Frequency:	once a year
		Comments:	The superintendent will access salary schedule information from neighboring districts using each district's website. The federal programs coordinator will provide documents showing annual expenditures in the area of professional development.
Implement	Percent Task Complete:	0 of 2 (0%)	

Indicator	IA15 - The district allows school leaders reasonable autonomy to do things differently in order to succeed.(15)(AllDistricts)		
Status	Tasks completed: 1 of 2 (50%)		
	Level of Development:	Initial: Limited Development 09/14/2015	
	Index:	3	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	1	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Due to budget constraints which affect staffing and funds, building administrators and leaders are given limited flexibility to do the following: a.) make changes to instruction, organization, and scheduling; b.) gather and disaggregate data; c.) maintain control over the building budget; and d.) provide opportunities for teachers to work together.	
Plan	Assigned to:	Robert Ross	
	Added:	09/14/2015	
	How it will look when fully met:	This indicator will be considered fully implemented when building administrators and leaders have the staffing needed to make more building scheduling decisions, have more control over the building budget in order to provide additional resources to faculty, and have more opportunities to provide the time for teachers to work together. The district will provide a narrative which addresses the progress toward each of these three areas of concern.	
	Target Date:	08/24/2018	
	Tasks:		
		0. The superintendent, district treasurer, and federal programs coordinator will monitor local, state, and federal funds to determine the funding available to each building for staffing and resources and will conduct a series of meetings with building administrators to discuss final budgets.	
		Assigned to:	Robert Ross
		Target Completion Date:	09/16/2016
		Comments:	Meet annually with building principals to discuss the building budget and ACSIP budget. Determine if additional staff can be hired.
		1. The superintendent, district treasurer and federal programs coordinator will monitor local, state and federal funds to determine the funding available to each building for staffing and resources and will conduct a series of meetings with building administrators to discuss final budgets.	
		Assigned to:	Robert Ross
		Target Completion Date:	09/16/2016
		Comments:	Meet annually with building principals to discuss the building budget and ACSIP budget. Determine if additional staff can be hired.
		Task Completed:	03/02/2016
Implement	Percent Task Complete:	1 of 2 (50%)	

District Context and Support for School Improvement

Taking the change process into account

Indicator	IB13 - The district monitors progress of the extended learning time programs and other strategies related to school improvement.(4542)(AllDistricts)		
Status	Tasks completed: 1 of 3 (33%)		
	Level of Development:	Initial: Limited Development 02/12/2016	
	Index:	6	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	The Mansfield School District Federal Programs Coordinator/Director of Instructional Services and each building level Principal monitor the level of progress shown by students enrolled and /or attending extended learning time programs which include before and after-school tutoring programs at each campus. The implementation level of monitoring varies by campus and is not consistent throughout the district.	
Plan	Assigned to:	Tina Smith	
	Added:	02/12/2016	
	How it will look when fully met:	The indicator will be considered fully implemented when a.) each campus conducts a pre-test in mathematics and literacy for students attending before and after-school tutoring programs; b.) each campus keeps attendance records for students attending tutoring programs; c.)each campus and the Federal Programs Coordinator/Instructional Services Director evaluate student progress throughout the year based on tutoring attendance, semester grades, and a post-test in mathematics and literacy. Documentation needed will be pre-test scores in mathematics and literacy, attendance records, post-test scores, and semester grades.	
	Target Date:	09/28/2018	
	Tasks:		
	1. Meet with building principals to discuss the pre-test instruments for mathematics and literacy that will be given to students attending before and after-school tutoring. In addition, discuss the method for keeping attendance records for students attending before and after-school tutoring.		
	Assigned to:	Tina Smith	
	Target Completion Date:	08/26/2016	
	Frequency:	once a year	
	Comments:	Determine if current interim assessment programs can be used effectively for pre-tests. Use Google Docs to keep a record of attendance. Building principals will assign a faculty member to keep attendance.	
	2. Meet with building principals to discuss semester grades and tutoring attendance.		
	Assigned to:	Tina Smith	
	Target Completion Date:	01/27/2017	

		Frequency:	twice a year
		Comments:	Look at semester grades and the number of tutoring sessions attended by students.
		Task Completed:	02/11/2016
	3. Meet with building principals to discuss semester grades and tutoring attendance.		
		Assigned to:	Tina Smith
		Target Completion Date:	06/30/2016
		Comments:	Look at semester grades and the number of tutoring sessions attended by students.
Implement	Percent Task Complete:		1 of 3 (33%)

District Context and Support for School Improvement

Clarifying district-school expectations

Indicator	IC02 - The district designates a central office contact person for the school, and that person maintains close communication with the school and an interest in its progress. (29)(AllDistricts)		
Status	Tasks completed: 8 of 10 (80%)		
	Level of Development:	Initial: Limited Development 07/31/2015	
	Index:	9	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Title I/Federal Programs Coordinator Tina Smith currently is designated as the central office contact person for the school buildings. Within her responsibilities is the coordination of federal and state funds, data disaggregation of state test scores, and instructional support services. Communication with the school buildings and building administrators occurs frequently but is not always documented.	
Plan	Assigned to:	Tina Smith	
	Added:	09/11/2015	
	How it will look when fully met:	This indicator will be considered fully implemented when Federal Programs/Title I Coordinator Tina Smith meets with each of the three school building principals three times per year. Evidence needed to document the full implementation of this indicator will be sign in sheets, agendas, and minutes from the administration meeting.	
	Target Date:	06/30/2017	
	Tasks:		
	1. Meet once per month with Mansfield Elementary		
	Assigned to:	Tina Smith	
	Target Completion Date:	10/07/2015	
	Frequency:	monthly	

		Comments:	Meet with the elementary faculty and staff at least once a month to discuss interim assessment scores, academic progress, and concerns of faculty and staff regarding student achievement.
		Task Completed:	10/05/2015
	2. Meet once per month with Mansfield Middle School		
		Assigned to:	Tina Smith
		Target Completion Date:	10/12/2015
		Frequency:	monthly
		Comments:	Meet with MMS faculty and staff at least once a month to discuss interim assessment scores, academic progress, and concerns of the faculty and staff regarding student achievement.
		Task Completed:	10/07/2015
	3. Meet once per month with Mansfield Elementary.		
		Assigned to:	Tina Smith
		Target Completion Date:	11/02/2015
		Frequency:	monthly
		Comments:	Meet with the elementary faculty and staff at least once a month to discuss interim assessment scores, academic progress, and concerns of faculty and staff regarding student achievement.
		Task Completed:	11/04/2015
	4. Meet once per month with Mansfield Middle School.		
		Assigned to:	Tina Smith
		Target Completion Date:	11/13/2015
		Frequency:	monthly
		Comments:	Meet with the middle school faculty and staff at least once a month to discuss interim assessment data, academic progress, and concerns of faculty and staff regarding student achievement.
		Task Completed:	11/02/2015
	5. Meet once per month with Mansfield Elementary.		
		Assigned to:	Tina Smith
		Target Completion Date:	12/02/2015
		Frequency:	monthly
		Comments:	Meet with the elementary faculty once per month to discuss interim assessment scores, academic progress, and concerns of faculty and staff regarding student achievement.
		Task Completed:	12/02/2015
	6. Meet once per month with Mansfield Middle School.		
		Assigned to:	Tina Smith
		Target Completion Date:	12/02/2015
		Frequency:	monthly

		Comments:	Meet with the middle school faculty and staff at least once a month to discuss interim assessment scores, academic progress, and concerns of faculty and staff regarding student achievement.
		Task Completed:	12/02/2015
	7. Meet with Mansfield High School.		
		Assigned to:	Tina Smith
		Target Completion Date:	04/22/2016
		Comments:	
		Task Completed:	03/02/2016
	8. Meet with administration.		
		Assigned to:	Tina Smith
		Target Completion Date:	08/31/2016
		Comments:	Mr. Ross, Superintendent, Tina Smith, Federal Programs Coordinator, Mindy Van Pelt, SPED supervisor, Kim Arnold, MES Principal, Floyd Fisher, MMS Principal, and Dr. Best, MHS Principal met to discuss district needs for staffing and federal funds. Tina Smith will finalize the budget for federal funds based upon the decisions from this meeting.
		Task Completed:	08/26/2016
	9. Meet with administration.		
		Assigned to:	Tina Smith
		Target Completion Date:	02/10/2017
		Comments:	
	10. Meet with administration.		
		Assigned to:	Tina Smith
		Target Completion Date:	06/30/2017
		Comments:	
Implement	Percent Task Complete:		8 of 10 (80%)

Indicator	IC05 - The district provides a cohesive district curriculum guide aligned with state standards or otherwise places curricular expectation on the school.(32)(AllDistricts)		
Status	Tasks completed: 0 of 2 (0%)		
	Level of Development:	Initial : Limited Development 02/12/2016	
	Index:	4	(Priority Score x Opportunity Score)
	Priority Score:	2	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	The Mansfield School District has varied levels of development of cohesive district curriculum guides. Building level curriculum guides aligned with state standards are farther along in progress and implementation.	
Plan	Assigned to:	Tina Smith	

	Added:	02/12/2016
	How it will look when fully met:	This indicator will be considered fully implemented when a.) each campus conducts an annual curriculum alignment meeting for each core subject area and b.)the district conducts an annual curriculum alignment meeting for each core subject area. Sign-in sheets, agendas, and minutes will be the documentation used as evidence of implementation.
	Target Date:	08/28/2020
Tasks:		
	1. The district Professional Development schedule will include building level curriculum alignment meetings for each core subject area-mathematics, ELA, social studies, and science.	
	Assigned to:	Tina Smith
	Target Completion Date:	08/31/2016
	Frequency:	once a year
	Comments:	Each building will conduct annual curriculum alignment meetings during professional development days in August. Meetings will be scheduled for mathematics, ELA, social studies, and science.
	2. The district Professional Development schedule will include curriculum alignment meetings for grade K-2 teachers and grade 3-12 teachers in each core subject area--mathematics, ELA, social studies, and science.	
	Assigned to:	Tina Smith
	Target Completion Date:	08/31/2017
	Frequency:	once a year
	Comments:	Teachers will meet to discuss any possible gaps in instruction and needed resources.
Implement	Percent Task Complete:	0 of 2 (0%)

School Leadership and Decision Making

Establishing a team structure with specific duties and time for instructional planning

Indicator	ID01 - A team structure is officially incorporated into the school governance policy.(36) (AllDistricts)		
Status	Tasks completed: 2 of 6 (33%)		
	Level of Development:	Initial: Limited Development 09/14/2015	
	Index:	4	(Priority Score x Opportunity Score)
	Priority Score:	2	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	2	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	The district has established a District ACSIP Leadership team. In addition, each building has established Building ACSIP Leadership teams. However, the teams do not meet on a consistent basis.	
Plan	Assigned to:	Tina Smith	
	Added:	09/14/2015	

How it will look when fully met:	This indicator will be considered fully implemented when the district and building teams meet at least twice each year. Evidence needed to document the full implementation of this indicator will be agendas, minutes, and sign in sheets.
Target Date:	06/26/2020
Tasks:	
1. Mansfield Elementary will meet with the Federal Programs coordinator to conduct an Annual Comprehensive Needs Assessment.	
Assigned to:	Tina Smith
Target Completion Date:	06/01/2016
Frequency:	once a year
Comments:	Conduct a comprehensive needs assessment with Mansfield Elementary before the end of each school year.
2. Mansfield Middle School will meet with the Federal Programs Coordinator to conduct an Annual Comprehensive Needs Assessment.	
Assigned to:	Tina Smith
Target Completion Date:	06/01/2016
Frequency:	once a year
Comments:	Meet with the middle school faculty and conduct a comprehensive needs assessment before the end of the school year.
3. Mansfield High School will meet with the Federal Programs Coordinator to conduct an Annual Comprehensive Needs Assessment.	
Assigned to:	Tina Smith
Target Completion Date:	06/01/2016
Frequency:	once a year
Comments:	Conduct a comprehensive needs assessment at Mansfield High School before the end of the school year.
Task Completed:	03/02/2016
4. Mansfield Elementary will meet with the building principal and ACSIP Chairperson to discuss the level of success of building programs, discuss needed professional development, and discuss building priorities for ACSIP funds.	
Assigned to:	Laura Holland
Target Completion Date:	04/29/2016
Frequency:	once a year
Comments:	Meet with the principal and all faculty/staff to discuss the success of programs such as Lexia, Go Math, TLI, starfall, accelerated reader, discovery learning (united streaming). Should funds be used to continue these programs or should the program be dropped. Discuss any needs for professional development in August of 2016.
5. Mansfield Middle School will meet with the building principal and ACSIP Chairperson to discuss the level of success of building programs, discuss needed professional development, and discuss building priorities for ACSIP funds.	
Assigned to:	Sandra Adams
Target Completion Date:	04/29/2016

		Frequency:	once a year
		Comments:	Meet with principal and faculty/staff to discuss the success of Study Island. Are more programs needed? Does MMS need to keep accelerated reader, discovery learning (united streaming), brain pop, etc. What professional development is needed for August 2016.
	6. Mansfield High School will meet with the building principal and ACSIP Chairperson to discuss the level of success of building programs, discuss the needed professional development, and discuss building priorities for ACSIP funds.		
		Assigned to:	Tracey Barnette
		Target Completion Date:	06/01/2016
		Frequency:	once a year
		Comments:	Meet with faculty and discuss the effectiveness of Classworks (math department) and TLI (English department). Should the programs be implemented again in 2016-17? What are the priorities for ACSIP funds?
		Task Completed:	03/02/2016
Implement	Percent Task Complete:		2 of 6 (33%)