

Task Report

The Task Report gives detailed information for all tasks including the assigned team member and target date for completion.

April 27, 2015

WESTSIDE CONSOLIDATED SCHOOL DISTRICT 504020

Key Objectives are shown in **RED**.

Tasks Included in the Plan (10)

Objective		Task	Frequency	Assigned	Due Date	Completed
ID02	4	Parent Coordinator will work closely with building-level parent facilitators to receive feedback on all school programs and continue to get feedback on school improvement initiatives. This will include ensuring the district meets or exceeds all parental involvement requirements from both the state and federal levels.	monthly	Dawn Passmore	03/17/2014	
<i>comments: Mrs. Passmore will ensure the district and each building leader meets or exceeds all requirements for parental involvement from both the state and federal levels.</i>						
ID02	3	Each building principal will work with their leadership teams, instructional teams and school community councils to develop and implement a strategic plan for attaining the vision of the school district.	monthly	Brenda Tash	03/31/2014	
<i>comments: Revision and implementation of the strategic plan.</i>						
ID02	1	Vision 2027 forums have been held with faculty, staff, students, parents and community members in attendance. District leadership and building leadership teams will review information gathered from all stakeholders to create current vision and mission statements for the district and each building.		Bryan Duffie	12/19/2014	02/16/2015
<i>comments: Compile the information gathered and organized by the district leadership team to develop vision and mission statements for the district - Dr. Duffie Each building principal will then lead their building leadership teams through the process of aligning their vision/mission statements to the district overarching statements. J. Scott, P. Dooley and M. Graham</i>						

ID02	2	School calendar reflects required monthly meetings for both the district and building leadership team meetings. The second monthly meeting will be scheduled by principals at each building.	twice monthly	Bryan Duffie	12/19/2014	11/05/2014
<i>comments: Schedule two monthly building and district leadership team meetings. Keep copies of agendas, minutes and sign-in sheets.</i>						
IA10	1	Professional development - common planning time, professional development sessions, attending professional development conferences/meetings, faculty meetings, peer coaching and mentoring experiences. Building principals will work with the curriculum director to plan data and research based professional development sessions for all teachers. Building principals will work with their leadership team to provide time for mentoring experiences, peer coaching, effective use of common planning time/faculty meetings and teacher led professional development sessions.	four times a year	Brenda Tash	07/31/2015	
<i>comments:</i>						
IC05	1	Teachers will be given time to work in content groups to develop common formative assessments.		Brenda Tash	08/17/2015	
<i>comments:</i>						
IC05	2	A review of grading practices is ongoing. Standards-based report cards will be used at the elementary level. Grade level and content area teachers will take a closer look at grading practices and effective progress reporting.		Brenda Tash	08/17/2015	
<i>comments:</i>						

IC05	3	Teachers were given pacing guides in English Language Arts and mathematics this year. These teachers will use the guides as maps to determine where explicit skills fit into the units of study teachers are creating. Teachers in other content areas are still using the pacing/maps from Arkansas Frameworks. Time is provided for teachers to work in both grade levels and content groups as they refine their pacing guides and curriculum maps.		Brenda Tash	08/17/2015	
<i>comments: Professional development funds will be used to provide teachers with time to work on their curriculum.</i>						
IA10	2	Building principals will meet with Dr. Duffie to begin the budgeting process this summer. Then, they will meet with their building leadership teams to evaluate the effectiveness of the budget and determine best ways to utilize any funds that are not already committed to a line item.	four times a year	Pam Dooley	09/30/2015	
<i>comments:</i>						
IA10	3	Program evaluation of all courses or programs offered in each school by the building principal and teacher leaders.		Each building principal	10/01/2015	
<i>comments: Review programs for effectiveness using data to determine which programs/courses to offer during the next school year.</i>						