

SCHOOL ACTION PLAN 1: Data Collection, Analysis and Decision-Making

Goal: Formalize a process to collect and analyze data to improve student learning outcomes by increasing effectiveness of the school's decision-making regarding classes, programs, services and finances.

SLOs Addressed: Lifelong Learners; Critical Thinkers; Technology Users; Strong members of their families and communities

<u>Steps to Meet Goal:</u>	<u>Responsible Party(s)</u>	<u>Timeline</u>	<u>Progress Indicators</u>
<p>1. Create a system for gathering, storing and retrieving student achievement data</p> <p>1.1 Review/revise student achievement indicators by department (ABE, ASE, ESL) annually</p> <p>1.2 Determine documentation method and location</p> <p>1.3 Create a flowchart to show documentation process (what, who, where, how)</p> <p>1.4 Share/communicate/in-service relevant stakeholders on flowchart & process</p>	Program Coordinators	<p>1.1 Annually in Fall</p> <p>1.2 June 2017</p> <p>1.3 Summer 2017</p> <p>1.4 Fall 2017</p>	<p>1.1 Action item on agenda</p> <p>1.2 Meeting notes</p> <p>1.3 Flowchart</p> <p>1.4 Agenda, notes or emails</p>
<p>2. Review & analyze student achievement data</p> <p>2.1 Embed the regular review & analysis of student achievement data into department (ABE, ASE, ESL, LT, Data Team) PLC meetings</p> <p>2.2 Based on findings, determine timeline & changes to curriculum & instruction; classes, programs & services; and professional development</p> <p>2.3 Communicate change recommendations to principal for approval and to LT for information</p> <p>2.4 Implement change(s) & monitor student progress</p> <p>2.5 Share/communicate/in-service relevant stakeholders on flowchart & process</p>	Program Coordinators	<p>2.1 PLC Department mtgs</p> <p>2.2 Ongoing as needed</p> <p>2.3 Ongoing as needed</p> <p>2.4 Ongoing as needed</p> <p>2.5 Ongoing as needed</p>	<p>2.1 Agendas, notes, data, results</p> <p>2.2 Changes with rationale</p> <p>2.3 Email, notes,</p> <p>2.4 Agenda, notes, data, results</p> <p>2.5 Agenda, notes or emails</p>
<p>3. Make fiscal decisions based on data review & analysis</p> <p>3.1 Determine documentation method and location that includes District level reports as well as school level reports</p> <p>3.2 Create a flowchart to show: what, how, who, where</p> <p>3.3 Review previous year's budget and current financial, student achievement, profile and student support services data</p> <p>3.4 Develop the annual budget based on review of the above</p> <p>3.5 Monitor budget and data to determine midyear budget changes and implement if necessary</p>	Principal Leadership	<p>3.1 June 2017</p> <p>3.2 June 2017</p> <p>3.3 Annually in March</p> <p>3.4 Annually in April</p> <p>3.5 Ongoing</p>	<p>3.1-3.2 Flowchart</p> <p>3.3 Budget & allocation documents, demographic, achievement, services data charts/results</p> <p>3.4 Budget worksheet</p> <p>3.5 Budget changes</p>