

Sample Division Tasks for One Indicator

Indicator	IA13 - The district works with the school to provide early and intensive intervention for students not making progress. (13)		
Status	Tasks Completed: 0 of 4 (0%)		
	Level of Development:	Initial: Limited Development 10/13/2010	
	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 Happy Hills School Division does not currently have a process in place to provide central support to schools that are in improvement.	
Plan	Assigned to:	John Doe	
	Added:	06/17/2011	
	How it will look when fully met:	By January 2013, 100% of focus schools will have a division intervention plan (DIP) that is implemented to address student deficiencies as identified on formative and summative assessments.	
	Target Date:	01/30/2013	
	Tasks:		
	1. The Happy Hills division leadership team will assign a member (division intervention monitor) to oversee implementation of the division intervention plan (DIP) for the following focus schools: 1) Heart Elementary - Reading (Proficiency gap group 1) 2) Johnston Elementary - Reading and Math (Proficiency gap groups 1 and 2) 3) Timmons Elementary - Reading and Math (Proficiency gap groups 1 and 2)		
	Assigned to:	Satchel Paige	
	Target Completion Date:	10/30/2012	
	Comments:		
	2. The division intervention monitor for each focus school will meet with the assigned building principals on a monthly basis to review common formative assessment (CFA) data, observe classrooms, and participate in grade-level meetings. Monthly reports from the division intervention monitors will be shared with the division leadership team on the second Tuesday of each month.		
	Assigned to:	Susie Sunshine	
	Target Completion Date:	06/30/2014	
	Comments:	This task will be evaluated using the meeting minutes, CFA data, and classroom observation data. This task is associated with indicator ID10 and ID11 in the Heart Elementary school improvement plan, indicator IID07 in the Johnston Elementary school improvement plan, and indicator IID08 in the Timmons Elementary school improvement plan.	

			The monthly report template will be available on the shared drive by November 12, 2012.
			3. The division intervention monitor assigned to each focus school will meet with the school's leadership team and content area specialists to develop a division intervention plan (DIP) to address subgroup deficiencies in math and/or reading. Heart Elementary - Reading (Proficiency gap group 1) Johnston Elementary - Reading and Math (Proficiency gap groups 1 and 2) Timmons Elementary - Reading and Math (Proficiency gap groups 1 and 2)
		Assigned to:	Rob Granite
		Target Completion Date:	12/14/2012
		Comments:	The DIP for each school will be presented to the Happy Hills School Board on December 14, 2012.
			4. Based on classroom observation data and common formative assessment data, the division intervention monitors and the building principals of Timmons Elementary, Johnston Elementary, and Heart Elementary will develop reading and/or math professional development groups for selected teachers. These groups will participate in intensive training with the Happy Hills reading and/or math specialists on the first Wednesday of each month.
		Assigned to:	Satchel Paige
		Target Completion Date:	04/30/2011
		Comments:	Following the sessions, teachers will conduct peer observations and receive feedback from their peers, principals, and reading and/or math specialists. Information from these activities will be used to evaluate this task. This task is associated with indicator IF01 from the Heart Elementary improvement plan, indicators IF01 and IF02 from the Timmons Elementary school improvement plan, and indicators IF04 and IF07 from the Johnston Elementary school improvement plan.
Implement		Percent Task Complete:	0 of 4 (0%)

November 01, 2012