 

# School Improvement Plan Overview

## Introduction and Purpose

The School Improvement (SI) Plan answers the question, “How are we going to get to where we want to be?” It is different from typical, annual plans that are written to close a gap or achieve a couple goals. The SI Plan is written to achieve the vision of the school and is about keeping the entire system together and moving forward.

The primary purpose of the plan is to identify the strategies, practices, or programs (referred to collectively as “strategies” in this document) based on the root-cause analysis, the system can implement with the highest likelihood of success. Schools should select strategies that are informed by research as having a desired impact in addressing root causes for the intended student population.

Under Every Student Succeeds Act (ESSA), the district or charter—in partnership with stakeholders (including principals and other school leaders, teachers and parents)—must locally develop and implement a school improvement plan for the school to improve student outcomes.

For schools identified under ESSA, the plan must:

1. Improve student outcomes.
2. Be informed by all indicators in the accountability system, including student performance in Minnesota’s long-term goals.
3. Based on a school level comprehensive needs assessment.
4. Include at least one strategy or evidence-based intervention that:

* Is aligned to the accountability indicator(s) for which the school was identified
* Is supported by the strongest level of evidence available
* Is appropriate to the needs of the schools in the student populations
* May be selected from a state provided list

1. Include strategies to increase access to experienced, qualified and effective teachers for underserved students at the school and classroom levels.
2. Identifies resource inequities, which may include a review of district and school level budgeting, to be addressed through implementation of this plan.
3. Be resourced appropriately.
4. Describe how early stakeholder input was solicited and used plan development, and how stakeholders will participate in plan implementation.
5. Be approved by the school, the district or charter, and the state (comprehensive support and improvement schools only).
6. Are made publicly available, such as on a school or district website, with required materials under World’s Best Workforce.
7. Upon approval and implementation, is monitored and periodically reviewed by the state.

A school improvement (SI) plan is required for *each school* identified for support and improvement.

* **Schools identified for *Comprehensive* Support and Improvement are required to submit a SI Plan to the Minnesota Department of Education (MDE)** [submit PDF to [schoolsupport@state.mn.us](mailto:schoolsupport@state.mn.us)] **no later than March 1, 2019.** Your Regional Center of Excellence team member should be copied on this submission. This plan should already have been reviewed and approved by the district or charter prior to submitting to the state. Note: if the district or charter has a school improvement plan template they would prefer to use, they may do so provided the local template meets all of the state plan requirements as determined by a Regional Center Director or the Director of School Support at MDE.
* **Schools identified for *Targeted* Support and Improvement (TSI) are not required to submit a CNA Summary Report to MDE.** The district or charter has the sole oversite role for school improvement activities under Minnesota’s ESSA plan. The state may conduct periodic audits of district and charter TSI activities including the SI Plan. Use of this SI Plan is encouraged but not required.

## Outcome

The SI Plan identifies what will be done, how it will be done, when it will be done, why it will be done, and who will do it is at the heart of an action plan. Aligned with the existing strengths and resources within a district/school, and their readiness, the action plan will have a high likelihood of success.

## Preparation and Materials

In advance, a full review of the process, protocols, and supporting documents is important. This includes:

* “School Improvement Plan Template”
* “Hexagon Tool”
* Determining a stakeholder communication/engagement plan

## Who Should Be Involved

* A school level school improvement team should be established that includes voices of educators, staff and community. District or charter staff should be represented on this team or have clear communication links established between the school and its district or charter. The school improvement team is accountable for making the school improvement work happen, including the development and implementation of the SI plan.

## Time

To do this process with fidelity

* Preparing: includes the time to review all documentation, and identification of stakeholders outside of the system to engage in the process. 1-2 hours
* Strategy, practice, program research: includes the time to research all possible options that can be used to remove the identified/hypothesized root-cause(s) and support the vision of the system. Depending on the time of year and availability of leadership/staff, the research should take from one to two weeks.
* Strategy, practice, program selection: Using the hexagon tool, find which option(s) the system is most ready to implement. 2-8 hours.
* Creating the SI Plan: 4-8 hours.
* It is important to note that there may be time needed (possibly multiple days) between steps to allow for any work or research needed to inform the next step.

## Directions Overview

Preparing

* Review all documents associated with the SI Plan and strategy selection. Determine how to communicate with and engage all stakeholders, within and outside of the school system.

Strategy, practice, program research

* Research all possible options that can be used to remove the identified/hypothesized root-cause(s) and support the vision of the system.
* Where possible, compare research of similar school systems with similar demographics and student groups.

Strategy, practice, program selection

* Using the Hexagon tool from NIRN (see citation below), select the strategy, practice, or program that is identified as being the best fit for the system.

Creating the SI Plan

* Ideally, the plan will be written to meet goals over a two to three year cycle, with the plan being updated or modified annually.
* The SI Plan consists of the baseline data, goals, objectives, selected strategy, activities to implement, person(s) responsible for each activity, how the success of each activity will be measured, what resources are needed, due dates, and when activities will take place on the timeline.
  + In the “Plan for Strategy” sections, be sure to consider and include all actions that will be associated with successful implementation of the strategy. To add rows in this section, place the curser on the right side of the bottom row and click the “return” or “enter” button on your keyboard.
* The plan must include the activities for implementing and monitoring fidelity of the strategy.
* The plan must include stakeholder communication and engagement strategies and plans.

## Leading the Conversation

* Using the SI Plan Template, leadership will ensure that all parts are completed, including all items under the “Plan for Strategy” section.
* Facilitating the process can be done in many ways. It is important to use protocols that allow for all stakeholder voices to be shared when determining all actions to implement a strategy.

## Modifications or Variations

Describe options for use:

* Ideally, the plan will be written to meet goals over a two to three year cycle, with the plan being updated or modified annually. However, it may be written for an initial one year cycle if:
  + There was not enough data to complete a root-cause process. In this case, a strategy may be used based on the best hypothesis and additional data collected to revisit the root-cause process.
  + Due to other factors within the system, a one year goal is in the best interests of the system.
* Delegating strategy research to multiple people can save time on the research step of the process.
* A system may select only one strategy to implement, but may select up to three. It is recommended that a system not try to implement more than three strategies in a given year.

## Citations

* Bernhardt, V. L. (2018). *Data analysis for continuous school improvement*. New York, NY: Routledge.
* NIRN - The National Implementation Research Network. (n.d.). Retrieved from http://nirn.fpg.unc.edu/

## School Improvement (SI) Plan

The purpose of the school improvement (SI) plan is to lay out the vision, including strategies and actions, person(s) responsible, measurement, costs/funding sources, timelines, and anything that must be considered. The SI Plan will move the system forward to the vision. The SI Plan is work done in the [INSTALLATION](http://nirn.fpg.unc.edu/learn-implementation/implementation-stages/installation) stage. Using what is learned through the [EXPLORATION](http://nirn.fpg.unc.edu/learn-implementation/implementation-stages/exploration) stage, the leadership team can acquire or repurpose needed resources for implementation.

### Contact Information

|  |  |
| --- | --- |
| **District or Charter Information** | **District Phone, Fax, Email** |
| District/Charter Name and Number  Minnesota Transitions Charter School 4017 | Supt/Director Phone:  612-722-9013 |
| Superintendent/Director  Shawn Fondow & Wendy Lorenz-Walraven | Supt/Director Email:  [sfondow@emailmtcs.org](mailto:sfondow@emailmtcs.org)  [wlorenz-walraven@emailmtcs.org](mailto:wlorenz-walraven@emailmtcs.org) |
| District Address:  2872 26th Avenue South Minneapolis, MN 55406 | District/Charter Fax:  612-722-0013 |

**Who is the main contact at the district or charter level for the ESSA school support and improvement work?**

|  |  |
| --- | --- |
| Name of Main Contact: Kelsey Bennett | Role in District/Charter: Director of Academics, Instruction and Compliance |
| Phone Number: 612-770-8744 | E-mail Address [kbennett@emailmtcs.org](mailto:kbennett@emailmtcs.org) |

|  |  |
| --- | --- |
| **School Information** | **School Phone, Fax, Email** |
| School Name, Number and Grade Span:  MTS Elementary 4017 K-6 | Phone:  612-729-9140 |
| School Address:  2526 27th Avenue South Minneapolis, MN 55406 | Fax:  952-843-9090 |
| Principal:  Suzette L. Dornfeld | Email:  [sdornfeld@emailmtcs.org](mailto:sdornfeld@emailmtsc.org) |

**Who is the main contact at the school for the ESSA school support and improvement work?**

|  |  |
| --- | --- |
| Name of Main Contact: Suzette L. Dornfeld | Role in School: Principal |
| Phone Number: 612-729-9140 | E-mail Address: [sdornfeld@emailmtcs.org](mailto:sdornfeld@emailmtcs.org) |

### Stakeholder Engagement and Communications Plan

**Describe your stakeholder engagement activities and how you will communicate with stakeholders.**

|  |  |  |  |
| --- | --- | --- | --- |
| **When** will the communication take place | **What** is the message | **Who** is the audience | **How** will it be communicated |
| 8/23/21  9/10/21  10/1/21  11/5/21  12/3/21  1/7/22  2/4/ 22  3/4/22  4/1/22  5/6/22  6/3/22 | **Newsletter**  A monthly school newsletter will go home to families to keep them informed on school data, assessments, activities, programs, instruction, curriculum, and opportunities  Classroom and Resource Teachers will also send monthly newsletters to their students | Students  Parents  Guardians  Family Members | newsletter sent home in backpacks  virtually through email and Remind  posted to school website  posted on bulletin board  available in main office  available at Student Recognition programs |
| 10/19/21:evening  10/20/21:daytime  2/17/22:evening  2/24/22:evening | **Conferences**  To promote a shared understanding of each student’s personal development in order to partner for each child’s success | Students  Parents  Guardians  Family Members | phone calls  flyers  email/Remind |
| 9/16/21  10/14/21  11/18/21  1/13/21  2/16/21  3/16/21  4/20/21  6/1/21 | **FAST: Family and Staff Together-Family Advisory**  The purpose of this group is to share ideas, communicate school & district happenings and to gather input about our families’ and students’ experiences at MTS Elementary. Together we will explore our strengths and challenges and then put our plans into action. | Parents and Guardians of our students  family liaison  teachers  principal | phone calls  monthly newsletter  shared Google site  email  flyers  school events |
| 11/4/21 AM&PM  1/27/22 AM&PM  4/6/22 AM&PM  5/18/22 AM&PM | **Family Listening Sessions**  The purpose of this group is for me, as the principal of MTSE, to listen. Through a series of questions, from the book- *Street Data*, our time will be spent digging into your and your child’s experiences to gain a deep and meaningful understanding of the needs, wants and desires of our community. These are the questions we will use to guide our sessions:   * What is going well for your child right now? What is something you feel proud of? * What is the biggest challenge or frustration about their school experience? * What should we know about your beliefs, values, and/or culture to best support your family and child? * What changes would you like to see in our classrooms or school, and why? * What feedback do you have for me to improve your child’s experience or the school in general? | Parents and Guardians of our students  family liaison  teachers  principal | phone calls  monthly newsletter  shared Google site  email  flyers  school events |
| monthly | **Postcards**  Classroom teachers and Specialists will mail specific, timely & positive acknowledgement to each student they work with  Administration, Social Worker & Student Success Specialist will mail specific, timely & positive acknowledgement to students dependent on situation | Students  Parents  Guardians | mail |
| \*events dependent on guidelines and recommendations regarding COVID-19  8/27/2021  11/4/2021  1/27/2022  4/6/2022  5/3/2022 | **Title 1/Family Night Events**  Evenings planned to engage families in activities and to inform about student data, school data, curriculum, status and plans   * Open House/Back to School * make & take games: math & reading * student centered learning presentation | Students  Parents  Guardians  Family Members | flyers sent home in backpacks  virtually through email and Remind  dates posted on website calendar  flyer posted in main hallway  phone calls |
| \*events dependent on guidelines and recommendations regarding COVID-19 | **School Community Events/Activities**  planned events to build community   * quarterly student recognition programs * Dia de los Muertos 11/1 * gingerbread houses/relays 12/17 * reading under the stars 2/11 * NAAPID 2/14 * talent show 4/8 * Pinata Day 4/18 * field day 5/12 * end of year picnic 6/3 * k & 6th celebrations 6/9 | Students  Parents  Guardians  Family Members | flyers sent home in backpacks  virtually through email and Remind  dates posted on website calendar  flyer posted in main hallway  phone calls |

### School Improvement Strategy(ies)--Summary

Identify the strategies, practices, or programs the team has selected for implementation. This will be the focus of the school improvement effort identification cycle (three years). It is strongly recommended that schools focus their school improvement effort and seek deep, consistent implementation of one or two strategies.

|  |  |
| --- | --- |
| **Strategy #1** | Click here **x** if the strategy is an Evidence-Based Practice (EBP) |
| The **Strategy** we are going to implement is… | Implement new reading curriculum: American Reading Company |
| …to address this **Root-Cause(s)** | comprehension  fluency |
| Which will help us meet this student outcome **Goal\*** | **The percentage of all students in grades K-6 at MTS Elementary who meet or exceed their fall to spring individual RIT Growth Projection on the NWEA MAP in Reading will increase from 34% in spring 2021 to 68% in spring 2022** |

### Plan for Strategy #1

### Strategy #1: Implement new reading curriculum

**Root-Cause:**   
comprehension

fluency

**Goal:** The percentage of all students in grades K-6 at MTS Elementary who meet or exceed their fall to spring individual RIT Growth Projection on the NWEA MAP in Reading will increase from 34% in spring 2021 to 68% in spring 2022

*(Use the following table to identify actions that need to take place in order to implement this strategy. The months are intended to display a timeline for when each action step needs to begin and culminate in order to move the work forward. Use as many rows as needed)*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **20-21 Action Steps** | **Person(s) Responsible** | **Measurement** | **Resources Needed** | **August** | **September** | **October** | **November** | **December** | **January** | **February** | **March** | **April** | **May** | **June** | **July** | **Due Date** |
| Staff training on use of new curriculum | American Reading Company  Director of Academics, Instruction & Compliance  Site TOSA  Principal | training sign in  Lesson Plans | ARC curriculum | X | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | X |  |  |
| PLC: reading focus (every 4th session) | PLC Leads  Leadership Team | PLC sign-in | Curriculum  student data |  | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | X |  |  |
| Classroom Observations: Administrator | Principal | District Observation Template  (CDM) | Template |  |  | **X** |  |  | **X** |  | **X** |  |  |  |  |  |
| Classroom Observations: PLC Leads | PLC Leads | Peer Observation Template (CDM) | Template |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |
| Classroom Observations - Peers | Staff (licensed) | Peer observation Template (CDM) | Template |  |  |  |  |  |  |  |  | **X** |  |  |  |  |
| Student Data   * NWEA * IRLA | TOSA | NWEA data  IRLA Data | Student Data |  | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |  |  |
| Flexible Reading Groups | Leadership Team  Staff | MCA  NWEA  IRLA | curriculum  data |  |  |  |  |  | **X** | **X** | **X** | **X** | **X** | X |  |  |

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**Progress Toward Goal #1:** *(To be completed at end of year, and document resubmitted to the Regional Center of Excellence Director and MDE.)*

* To what extent has the Strategy been implemented? What about the process went well, or not? What is the adult fidelity evidence of this?
  + Click here to enter text.
* How has student achievement been impacted? What is the evidence?
  + Click or tap here to enter text.
* How will implementation be adjusted and/or supported moving into the next year?
  + Click or tap here to enter text.