

Implementation Committee Annual Report

Action Plan I – 2008-2009



| Committee Members | | |
|-----------------------------|--------------------|--|
| Eric Bousman | <i>Chairman</i> | Secondary School Teacher |
| Joshua Olson | <i>Co-Chairman</i> | Technology Teacher / Network Admin |
| Vanessa Littlechilds | | 9YOC Core Teacher |
| Doug Shippert | | QSIY Director |
| Narine Hovhanassyan | | Office Assistant / Language Teacher |
| Ruzanna Karapetyan | | Secondary School Teacher |
| Steven Donatelle | | Secondary School Teacher |
| Mary Ann Shippert | | 6YOC Core Teacher |

Action Plan I – Success Orientations: Improving student performance in Success Orientations at QSIY

Introduction: The implementation committee has collected and reviewed all relevant evidence and documentation related to the AFG objective on Success Orientations and the associated Action Plan. A determination of the status and success of each activity in the action plan has been made. Factors contributing to the current status and success of each activity were discussed. Based on those determinations and discussions, modifications have been made to the Action Plan to make it a better framework for achieving AFG Objective # 1.

The following is a summary of the committees findings categorized by topic:

Section I: In-services and Informational Meetings

- An in-service for staff was conducted at the beginning of the year to introduce new staff members to the Success Orientations and offer a review to returning staff. This was successful and will be repeated next year with changes made to further improve the effectiveness. (See AP.I.I.2)
- A parent packet has been developed that will be distributed to all new families joining QSIY. This packet addresses both the grading system and success orientation system at QSI. (See AP.I.I.3)

Section II: Resources

- Some print resources with Success Orientation themes have been purchased for the library. Materials of this type will continue to be purchased in the coming years and a list of desired materials will be compiled to guide purchasers in the future. Also, resources already in the library have been marked to clearly and directly identify them as being related to particular Success Orientations; additionally a list of these materials has been compiled and made available. (See AP.I.II.2)
- Print materials have been given a priority over multimedia materials. This resulted in a decision to delay the purchase of Success Orientation related multimedia resources until a better collection of print resources has been acquired. (See AP.I.II.4, 6, 7)
- For the year 2007-2008, the students designed and created a series of posters designed to align with the wording of the QSI Success Orientations. These posters have been continuously displayed though out the school. (See AP.I.II.1)

Section III: Student Activities

- During the 2007-2008 school year, month-long celebrations of the Success Orientation were emphasized. These were counterpoint to the previous year's very successful presentations that did not have a lasting effect as they were often one day events. A noticeable increase in the awareness of the Success Orientations was seen at school. (See AP.I.III.1)

- Currently there is no Student Council; however, various charitable events have been organized over the course of the year through both student and teacher initiative. Many of these will be repeated next year. A student council is being organized to make this more of a student driven endeavor. (See AP.I.III.7)
- A Director's short story/poetry book of student work has been compiled and shall be placed in the school library. (See AP.I.III.4)

Section IV: Forms and Documents

- The procedure for giving "N"s have been clarified and formalized. The already existing Discipline Referral form has been modified and more explicitly linked to this procedure. The changes emphasize teacher communication with parents. (See AP.I.IV.1)
- A review will be composed that presents Success Orientation data (numbers and percentages) and discusses how these results were affected by the Action Plan Activities and other school activities. This will be done to both deepen future analysis and understanding of the progress towards AFG Objective # 1. (See AP.I.IV.2)
- A display has been made each quintile showing the recipients of Es. A year end list will be compiled and awards will be presented at the end of the year awards ceremony. (See AP.I.IV.4)

General Recommendations:

Activities and outputs need to be carefully documented

General Notes:

SONAAR - Success orientation nomination and awards annual report
 SOAAR - Success orientation activity annual report

Action Plan I – Success Orientations: Improving student performance in Success Orientations at QSIY

AP.I.1-3

Section I: In-service trainings

| # | Activity | Responsibility | Resources needed (input) | Evidence (output) | Time Frame |
|-------------------------|---|--------------------------|------------------------------------|----------------------------------|--|
| 1. | In-service training on Success Orientations during the new staff training in Seattle | SPU training coordinator | 1.5 hours during training | Agenda from Seattle training | Completed 2006-2007 Completed 2007-2008 Discontinued after 2007-2008 |
| Recommendations: | Maintain list of employees who have attended Seattle training | | | | |
| Notes: | | | | | |
| 2. | In-service training on Success Orientations for all staff during QSIY teacher orientation | Director | Success Orientations handout | QSIY staff orientation agenda | Completed 2007-2008 Completed 2008-2009 Continue annually every Aug |
| Recommendations: | | | | | |
| Notes: | Combined from Activities two and three in 2006 Action Plan I | | | | |
| 3. | Distribute Success Orientation and grading system informational packet to parents on ‘welcome to school’ night and conduct presentation on the above topics | Director | ½ hour presentation Info packet | ‘welcome to school’ night agenda | Completed 2006-2007 Completed 2007-2008 Completed 2008-2009 Continue annually every Aug |
| Recommendations: | | | | | |
| Notes: | | | | | |

Action Plan I – Success Orientations: Improving student performance in Success Orientations at QSIY

AP.II.1-7

Section II: Resources

| # | Activity | Responsibility | Resources needed (input) | Evidence (output) | Time Frame |
|-------------------------|--|--|--------------------------------------|---|--|
| 1. | Establish collection of and display posters that encourage thoughtfulness on and application of Success Orientations | Success Orientation Committee | Varies | Collection of posters displayed throughout the school | Completed 2006-2007 Completed 2007-2008 Continue annually |
| Recommendations: | | | | | |
| Notes: | | 2007-2008 school competition to design new S.O. posters | | | |
| 2. | Acquire library books on Success Orientations, motivation, achievement, & leadership | Library Staff | List of books | Collection in library | Completed 2006-2007 Completed 2007-2008 Continue annually |
| Recommendations: | | Focus on acquiring late elementary and older level literature | | | |
| Notes: | | Books that deal with S.O. in an indirect manner have been identified in a list that has been forwarded to Library staff New library software allows for better searching due to improved MARC records | | | |
| 3. | Purchase of staff development books on Success Orientations, leadership, group interaction, and related themes | Library Staff | List of books | Collection in library | Completed 2007-2008 Continue annually Next Book order Dec 08 |
| Recommendations: | | Re-evaluate the need for this item due to prohibitive cost of obtaining these types of materials. | | | |
| Notes: | | Staff response to being surveyed showed a reliance on existing materials and the internet. | | | |
| 4. | Develop a DVD library on Success Orientations, leadership, group interaction, and related themes | n/a | n/a | n/a | Deferred Begin 2008-2009 |
| Recommendations: | | | | | |
| Notes: | | 6-8 year old materials satisfactory. Materials for 9 year old and up to be purchased | | | |
| 5. | Collection of Success Orientations activities used at QSIY | Success Orientation Committee | Success Orientation Activity Reports | SOAAR | Completed 2007-2008 Continue annually |
| Recommendations: | | | | | |
| Notes: | | | | | |

| | | | | | |
|----|---|-----|-----|-----|----------|
| 6. | Development of study guide activities for Success Orientation style DVD's | n/a | n/a | n/a | Deferred |
|----|---|-----|-----|-----|----------|

| | | | | | |
|-------------------------|--|--|--|--|--|
| Recommendations: | | | | | |
| Notes: | | This item is deferred to focus on developing print resources. See (AP1.II.3, AP1.II.4) | | | |

| | | | | | |
|----|-------------------------------|-----|-----|-----|----------|
| 7. | Use of DVD's and study guides | n/a | n/a | n/a | Deferred |
|----|-------------------------------|-----|-----|-----|----------|

| | | | | | |
|-------------------------|--|--|--|--|--|
| Recommendations: | | | | | |
| Notes: | | This item is deferred to focus on developing print resources. See (AP1.II.3, AP1.II.4) | | | |

Action Plan I – Success Orientations: Improving student performance in Success Orientations at QSIY

AP.I.III.1-7

Section III: Student Activities

| # | Activity | Responsibility | Resources needed (input) | Evidence (output) | Time Frame |
|---|----------|----------------|--------------------------|-------------------|------------|
|---|----------|----------------|--------------------------|-------------------|------------|

| | | | | | |
|----|--|--|--------|-------------------------------------|---|
| 1. | Establish 'month long' celebrations of Success Orientations, one month for each Success Orientation. | All Staff Success Orientation Committee | varies | Success Orientation Activity Report | Completed 2006-2007 Completed 2007-2008 Continue annually |
|----|--|--|--------|-------------------------------------|---|

| | |
|-------------------------|--|
| Recommendations: | |
| Notes: | The wording of this item was changed to reflect our desire to have emphasis put upon having 'month long' celebrations as opposed to a single day during the month dedicated to a single Success Orientation. First month (responsibility by the 7YOC) completed and compiled, continuing throughout the year. |

| | | | | | |
|----|---|--------------------------------|--------|---------------------------|--|
| 2. | Expand environmental activity program to include tree plantings, wildlife walks, nature appreciation, composting, recycling and field trip activities | Science and classroom teachers | Varies | Activity reports SOAAR | Completed 2007-08 Continue annually |
|----|---|--------------------------------|--------|---------------------------|--|

| | |
|-------------------------|--|
| Recommendations: | |
| Notes: | |

| | | | | | |
|----|--|-------------------------------|--------|----------------------------|---|
| 3. | Extension of Field Trip / Excursion program to provide particular emphasis on Success Orientations | Success Orientation Committee | Varies | Field Trip Activity report | Completed 2006-2007 Completed 2007-2008 Continue annually |
|----|--|-------------------------------|--------|----------------------------|---|

| | |
|-------------------------|--|
| Recommendations: | |
| Notes: | Two field trips taken so far, more planned for the future. |

| | | | | | |
|----|--|-------------------------------|-----|---|--|
| 4. | Establishment of director's short story / poetry success orientation compilation | Success Orientation Committee | n/a | Collection of original short stories and poetry | Completed 2007-2008 Continue annually |
|----|--|-------------------------------|-----|---|--|

| | |
|-------------------------|---|
| Recommendations: | |
| Notes: | All entries were collected, displayed in library, and added to the library catalogue (aesthetic appreciation month 2007-2008) |

| | | | | | |
|----|---|-----|-----|-----|----------|
| 5. | Establishment of directors success book reading award | n/a | n/a | n/a | Deferred |
|----|---|-----|-----|-----|----------|

| | |
|-------------------------|--|
| Recommendations: | |
| Notes: | This item is deferred until our needed print resources have been developed. See (AP1.II.3) |

| | | | | | |
|-------------------------|---|---|--------|--------------------------------------|---|
| 6. | Development of student driven community service program which emphasizes concern for others | Director All Staff Students | Varies | Community Service Activity Report | Completed 2006-2007 Completed 2007-2008 Continue annually |
| Recommendations: | | | | | |
| Notes: | | To date in 2008: clothes drive for orphanage. | | | |

| | | | | | |
|-------------------------|--|---|--------|----------------------------------|--------------------------------------|
| 7. | Student Council sponsored charity table at various school events | Student Council | Varies | Student Council Annual Report | Begin 2008-2009 Continue annually |
| Recommendations: | | | | | |
| Notes: | | Due to not having any Student Council for the year 2006-07 this activity was instead accomplished on a class by class basis. This was accomplished on a class by class basis for the 2007-2008 school year due to low class numbers. | | | |

Action Plan I – Success Orientations: Improving student performance in Success Orientations at QSIY

AP.I.IV.1-5

Section IV: Forms and Documents

| # | Activity | Responsibility | Resources needed (input) | Evidence (output) | Time Frame |
|---|----------|----------------|--------------------------|-------------------|------------|
|---|----------|----------------|--------------------------|-------------------|------------|

| | | | | | |
|-------------------------|--|--|-----------------|--|---------------------|
| 1. | Establish procedure to inform parents of a student who will be receiving an ‘N’ on a status report | Director Teachers | Discipline form | Discipline form Log of phone calls to parents | Completed 2006-2007 |
| Recommendations: | | Teachers will be responsible for calling parents before status reports are sent home. | | | |
| Notes: | | A long discussion ensued over the wording of this item, with the above language being the final result Discipline form has been modified to indicate a text describing the proper procedure for notifying parents of an impending ‘N’ mark. | | | |

| | | | | | |
|-------------------------|--|----------|-------|----------------------|---|
| 2. | Review of the years Success Orientation activities | Director | SOAAR | Staff Meeting agenda | Completed 2006-2007 Completed 2007-2008 Continue annually |
| Recommendations: | | | | | |
| Notes: | | | | | |

| | | | | | |
|-------------------------|--|---|-----------------|--|------------------------------------|
| 3. | Review of previous three year’s success Orientation awards, nominations and activities | Director Implementation Committee | SOAAR SONAAR | Implementation Committee meeting minutes and annual report | Begin 2009-10 Continue annually |
| Recommendations: | | | | | |
| Notes: | | This item was changed to reflect our desire to review both activities and nominations | | | |

| | | | | | |
|-------------------------|--------------------------------|---|--------|-----------------------------|---|
| 4. | Success Orientation Honor Roll | Director | SONAAR | End of year awards ceremony | Completed 2006-2007 Completed 2007-2008 Continue annually |
| Recommendations: | | | | | |
| Notes: | | Each quintile’s ‘E’ recipients have their names and pictures posted on the Success Orientation Bulletin Board | | | |

| | | | | | |
|-------------------------|--|----------|--------|-----------------------------------|------------------------------------|
| 5. | Adding of students Success Orientation awards to students’ college application records | Director | SONAAR | Success Orientation awards letter | Begin 2008-09 Continue annually |
| Recommendations: | | | | | |
| Notes: | | | | | |

Implementation Committee Annual Report

Action Plan II – 2008-2009



| Committee Members | | |
|----------------------|-------------------------------------|------------------------------------|
| Eric Bousman | Chairman | Secondary School Teacher |
| Joshua Olson | Co-Chairman | Technology Teacher / Network Admin |
| Vanessa Littlechilds | | 9YOC Core Teacher |
| Doug Shippert | | QSIY Director |
| Narine Hovhanassyan | Office Assistant / Language Teacher | |
| Ruzanna Karapetyan | | Secondary School Teacher |
| Steven Donatelle | | Secondary School Teacher |
| Mary Ann Shippert | | 6YOC Core Teacher |

Action Plan II – Mathematics: Improved Mathematical Computation skills as measured by an increase of at least 5% on scores of the Iowa Test of Basic Skills

Introduction: The implementation committee has collected and reviewed all relevant evidence and documentation related to the AFG objective on Mathematical Computation and the associated Action Plan. A determination of the status and success of each activity in the action plan has been made. Factors contributing to the current status and success of each activity were discussed. Based on those determinations and discussions, modifications have been made to the Action Plan to make it a better framework for achieving AFG Objective # 2.

The following is a summary of the committees findings categorized by topic:

Section I: In-services

- Mathematics committee has conducted an in-service on the mathematics internal assessment tests. (See AP.II.I.5)
- Some elementary classrooms had Math Corners this year, they have been successful. Information about Classroom Mathematics Corners has been provided to all staff. (See AP.II.I.4)
- Conducted staff wide review of ITBS scores along with staff in-service on Mathematics Action Plan. (See AP.II.I.1)

Section II: Testing

- Math committee has created an internal assessment test for mathematic computation in 6-10 year-old classes. Standardized tests were taken from QSI curriculum and created for each class. (This was put into motion and explained at the mathematics in-service) This was given to students at the end of the year. The results will be used only as a diagnostic tool for teachers and as a gauge of our progress in respect to AFG objective #1; they will not be shared with the parents. (See AP.II.II.2)

Section III: Activities

- Math bulletin board activities and 'Riddles of the week' have been made in some elementary classrooms. We will be looking to continuously improve this aspect of the action plan. (See AP.II.III.2)
- All School 100 Day Celebration was held the week of our 100th day of school. It was a very big success. Students participated in variety of different math competitions each day of the week. Winners were announced and awarded. More activities are planned for next year. (See AP.II.III.3)

Section IV: Resources

- Some mathematics print resources have been purchased for the library. These types of books will continue to be purchased in the coming years. (See AP.II.IV.1)
- Online mathematics competitions were participated in by the 8YOC and based on their positive response will be broadened and continued for following years. (See AP.II.IV.2)

**General
Recommendations:**

Documentation of activities needs to be stronger

General Notes:

'computation' description taken directly from ITBS test description

| | |
|--|-----------|
| Action Plan II – Mathematics: Improved Mathematical Computation skills as measured by an increase of at least 5% on scores of the Iowa Test of Basic Skills <i>Section I: In-Service</i> | AP.II.1-5 |
|--|-----------|

| # | Activity | Responsibility | Resources needed (input) | Evidence (output) | Time Frame |
|-------------------------|--|--|----------------------------------|---|---|
| 1. | All Staff review of the ITBS Math computation scores | Director | ITBS math scores report | Staff meeting agenda | Completed 2006-2007 Completed 2007-2008 Continue annually |
| Recommendations: | | | | | |
| Notes: | | | | | |
| 2. | In-service on ITBS for all new staff | Director | ITBS math booklet as an example | New staff orientation meeting agenda | Begin 2007-2008 Continue annually |
| Recommendations: | | To happen when ITBS scores are received | | | |
| Notes: | | | | | |
| 3. | In service on new Mathematics Curriculum | n/a | n/a | n/a | Completed 2008 |
| Recommendations: | | | | | |
| Notes: | | Deemed unnecessary due to all teachers already having to review new math curriculum | | | |
| 4. | In-service on Classroom Mathematics Corners | Math Committee | Varies | Mathematics Corners in every Core Classroom | Completed 2006-2007 Completed 2007-2008 Continue annually |
| Recommendations: | | Teachers will receive a inventory list of math supplies available in the school. | | | |
| Notes: | | Some rooms have mathematics corners already, others will be developed next year | | | |
| 5. | In-service on internal assessment of student mathematic skills 6-10YOC | Math Committee | Standardized test for each class | In-service report | Completed 2007-2008 Continue annually |
| Recommendations: | | The math committee has created a standardized test for each class. A scaled down version of the end of year standardized test will be given at the beginning of the year, before parent conferences | | | |
| Notes: | | | | | |

Action Plan II – Mathematics: Improved Mathematical Computation skills as measured by an increase of at least 5% on scores of the Iowa Test of Basic Skills

AP.II.II.1-2

Section II: Testing

| # | Activity | Responsibility | Resources needed (input) | Evidence (output) | Time Frame |
|-------------------------|--|--|----------------------------------|--|---|
| 1. | In-class mathematical computation tests | Math Committee Core Teachers | Standardized math tests | Math Committee report on in-class mathematical computation tests | Completed 2006-2007 Completed 2007-2008 Continue annually |
| Recommendations: | | Keep verification of computations being assessed in classroom math tests. | | | |
| Notes: | | Poor records have been kept so far. The math committee will be responsible for making sure that good documentation is kept | | | |
| 2. | Internal assessment of student mathematic skills 6-10YOC | Core Teachers | Standardized test for each class | Math Committee annual activity report | Completed 2007-2008 Continue annually |
| Recommendations: | | | | | |
| Notes: | | The test has been planned for summer (June) of 2008. | | | |

Action Plan II – Mathematics: Improved Mathematical Computation skills as measured by an increase of at least 5% on scores of the Iowa Test of Basic Skills
Section III: Activities

AP.II.III.1-3

| # | Activity | Responsibility | Resources needed (input) | Evidence (output) | Time Frame |
|-------------------------|-----------------------------------|---|--------------------------|---------------------------------------|---|
| 1. | School Mathematics Bulletin Board | Math Committee | Varies | Mathematics Bulletin Board | Completed 2007-2008 Continue annually |
| Recommendations: | | Good success, continue annually | | | |
| Notes: | | In progress for '08-'09 | | | |
| 2. | Mathematic 'Riddle of the Week' | Math Committee | Varies | 'Riddle of the Week' | Completed 2006-2007 Completed 2007-2008 Continue annually |
| Recommendations: | | | | | |
| Notes: | | Well implemented but poorly documented. | | | |
| 3. | All School 100 Day Celebrations | Math Committee | Various | Math Committee annual activity report | Completed 2006-2007 Completed 2007-2008 Continue annually |
| Recommendations: | | | | | |
| Notes: | | | | | |

Action Plan II – Mathematics: Improved Mathematical Computation skills as measured by an increase of at least 5% on scores of the Iowa Test of Basic Skills

AP.II.IV.1-2

Section IV: Resources

| # | Activity | Responsibility | Resources needed (input) | Evidence (output) | Time Frame |
|-------------------------|---|---|---------------------------------|---|---|
| 1. | Mathematics literature for the library | Library Staff | \$500 List of Books | Collection in Library | Completed 2006-2007 Completed 2007-2008 Continue annually |
| Recommendations: | | Math committee should remind library staff of the need for more materials from time to time | | | |
| Notes: | | | | | |
| 2. | External online Mathematic competitions for 6-17YOC | Technology Committee | External mathematic competition | Technology Committee annual activity report | Completed 2007-2008 Continue annually |
| Recommendations: | | | | | |
| Notes: | | World Math Day Competition will take place March 4 th . | | | |