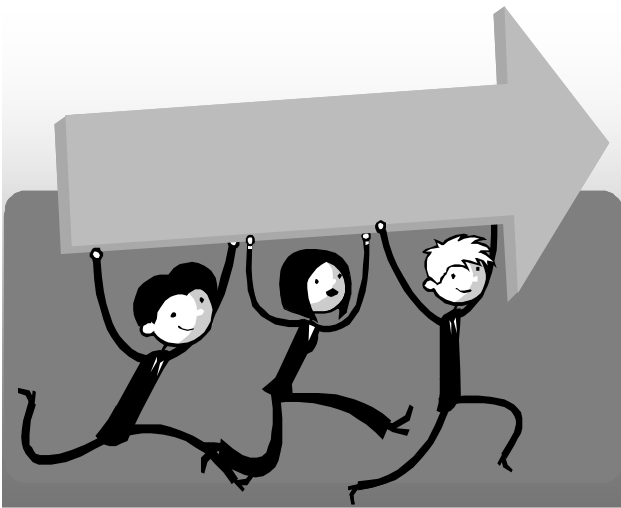


Action Plan Changes



“The results of the work of your school improvement team in developing your school’s profile (Part 1) and beliefs and mission (Part 2), defining the desired results for student learning (Part 3), and analyzing the instructional and organizational effectiveness of your school (Part 4) will now be combined in the development of the action plans for your school improvement plan. The alignment of the school improvement plan with each of these four critical elements of the planning process will help to yield a data driven, research-based plan focused on improving student learning.” (Fitzpatrick, 1993).

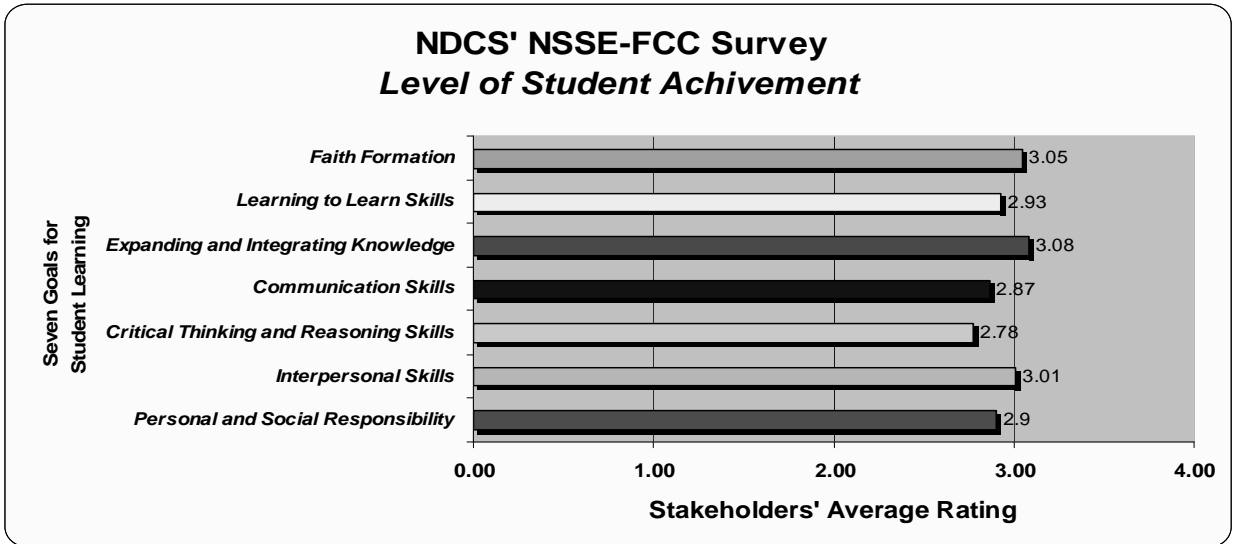
Introduction

The Action Plan committee reviewed the *Statement of Goals for Student Learning at Notre Dame Catholic School* and the supporting evidence. These goals were distributed to the teachers in April, 2006 to develop objectives and strategies for inclusion in the Action Plan. Although some of average ratings for the identified weaknesses in the area of Personal and Social Responsibility fell within the “limited” and “full functioning” levels, the faculty decided to direct its effort to the areas of Learning to Learn Skills, the Thinking & Reasoning Skills, and the Communication Skills based on the evidences of weaknesses.

Dr. Kealey, Steering Committee Chairperson, and Sr. Eileen Marie Woodbury, Principal, developed the strategies for improvement in August of 2006, incorporating the suggestions discussed by the teachers in April. On September 5, 2006 the teachers received the preliminary Action Plan for their review and additional edits. NDCS’ Steering Committee reviewed, amended and approved the following Action Plan on September 12, 2006.

Dr. Riley, Committee Chairperson, and the Implementation Committee reviewed the Action Plan in the Spring of 2007. After several meetings the committee realized that the Action Plan did not coincide with the data results from the community survey and test scores. Additionally the committee and faculty felt the layout of the Action Plan was confusing and not in proper alignment. Therefore, Dr. Riley and the committee came up with a new set of goals and an action plan based on quantitative data. Graph 1, see below, shows the rankings of the *Seven Goals of Learning* from the stakeholders, it’s clear from the table that the three weakest areas of student achievement are *Critical Thinking and Reasoning Skills, Communication Skills, and Person and Social Responsibility*. Furthermore, the stakeholders, nineteen teachers, staff, and administration, indicated in the *Survey of Instructional and Organizational Effectiveness* that the principle of Communication, particularly community building, was ranked exceptionally low. Finally the results from the ITBS testing, stakeholder’s input, and teacher recommendations, concluded that math, writing, and community involvement were the areas that needed the most improvement. Therefore the committee chose the following areas for school improvement: *Communication, Community Involvement, Critical Thinking and Reasoning Skills, and Technology*.

Graph 1: NDCS' NSSE-FCC Survey of Seven Goals for Student Learning
Overall Stakeholders' Rating Average for *Level of Student Achievement*



Goal 1: Communication Skills

Writing and Oral Communications



"In good writing, words become one with things."

Ralph Waldo Emerson

Committee members: Mrs. Cathie Suszek, Elementary Teacher, Co-Chair

Mrs. Karen Grover, Elementary Teacher, Co-Chair

Mrs. Irene Mathews, Middle School Language Arts

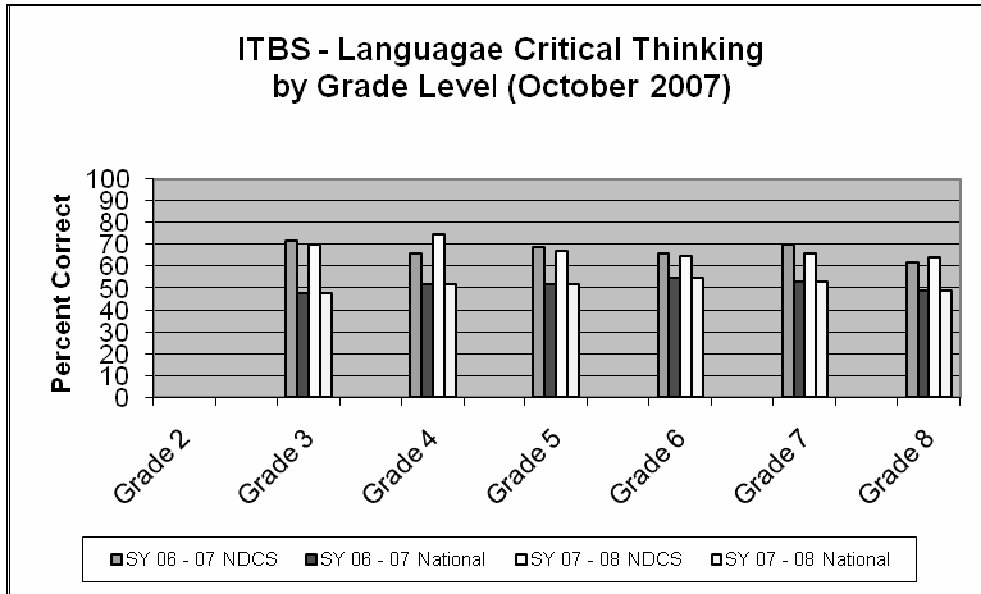
Mrs. Beth Sabatino, Elementary Teacher

Mrs. Kelly Misener, Elementary Teacher

Goals, Resources, and Evaluation plan:

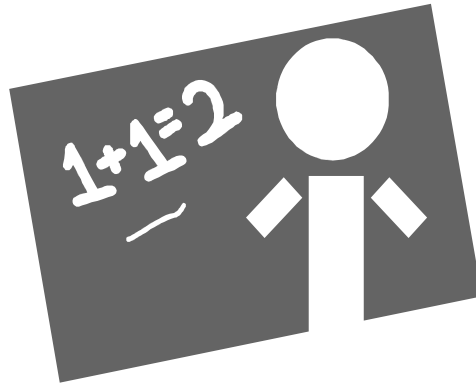
1. To increase the use of rubrics by teachers. We plan to implement this by gathering information on the use of rubrics, and to schedule an in-service on using rubrics. We will do this by having Pat Cameron speak to Kristen Hope from FDLRS to set up the in-service. This will be paid for by the professional development instructional budget. Our evaluation plan for this is a survey of the faculty on the in-service, and by successful implementation of the use of rubrics for written and oral communication.
2. Our second goal is to create a school-wide vision for writing. We will collect information from all teachers on what they emphasize at each grade level and in each subject taught. We will then evaluate the weaknesses of our writing program, analyze our program, and make any adjustments to our curriculum to cover any deficits we find. This will be evaluated by the use of writing portfolios to follow the student' progress in their writing skills. Also we will see improvements in scores on the ITBS writing tests.
3. Finally, we will have all students do at least one oral presentation per marking period. Our resources for this will be our textbooks, curriculum and the teacher's ideas. The evaluation of this will be teacher observation and evaluation of presentations. Our Language Arts program has already seen the continued level of achievement has been met or exceeds percentile ranks for the Diocese of St. Petersburg (See appendix A)

Graph 2: ITBS- Critical Thinking by Grade Level



Goal 2: Critical Thinking and Reasoning Skills

Math and Logic



"Logic is the anatomy of thought." John Locke

Committee Members: Sister Alice Ottapurackal, Elementary Teacher, Co-Chair

Mrs. Mary Franklin, Elementary Teacher, Co-Chair

Mrs. Terri Schoonmaker, Art Teacher

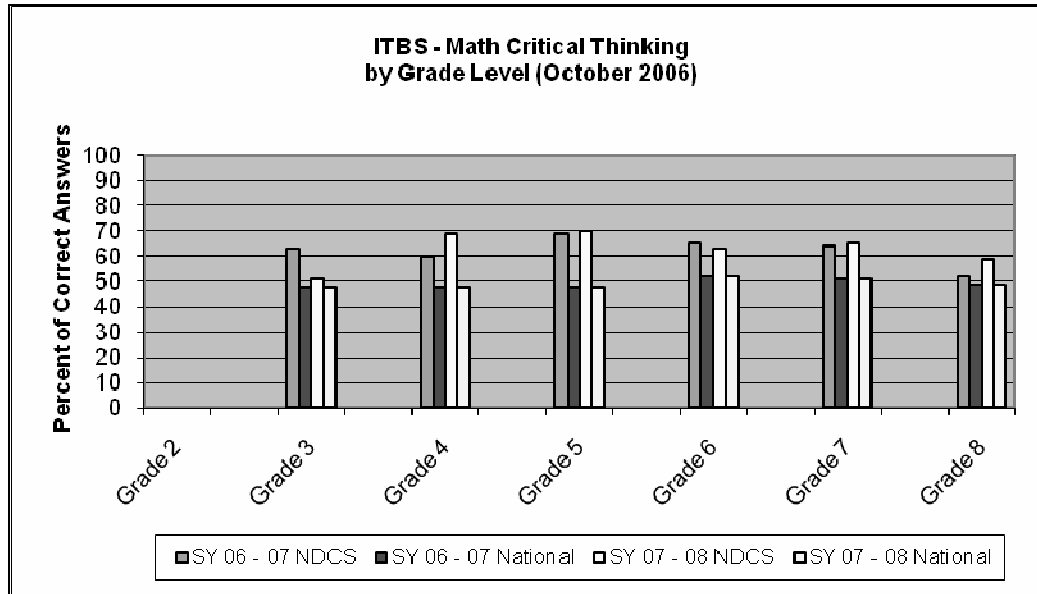
Mr. Nathan Triolo, Middle School Math

Goals, Resources, and Evaluation Plan:

1. To improve computation ITBS scores by using the first or last ten minutes of instruction time for maintenance of skills. Resources to be utilized in this review process include: Math Texts, Workbooks, Standardized Test practice sheets, flash cards, and games (www.allmath.com). Our evaluation for this daily review will be the scores students receive on the worksheets, teacher observation, progress reports, report cards, and the results of the math computation scores on the ITBS.
2. Our second goal is to improve problem solving in math and across the curriculum. We will achieve this goal by utilizing various teaching methods which include: model/diagram, guess and test, hidden information, making tables, finding a pattern, working backwards, using formulas, drawing pictures, and using similar numbers. The students will each get a problem of the week, and then they will share their answers on Friday, and will get the opportunity to learn how to solve the problem various ways. Our evaluation plan includes teacher observation and results from the problems of the week.
3. Our final goal is to improve math vocabulary. We will accomplish this by having the students define vocabulary; the building of vocabulary will begin at the EC level and continue up to the 8th grade.

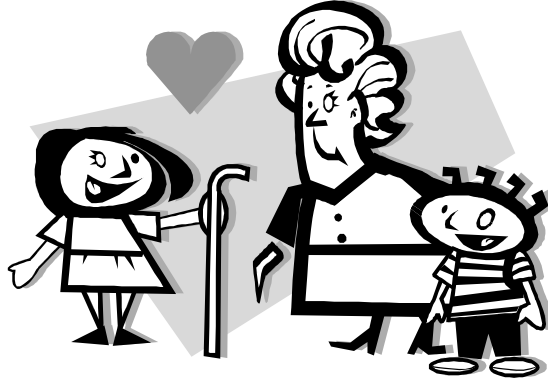
4. The continued revitalization of our math programs has already begun to show successful results. Table 3 for the results of the latest math scores from ITBS.

Graph 3: ITBS- Math Critical Thinking by Grade Level



Goal 3: Community Involvement

Community Service



"A community is like a ship; everyone ought to be prepared to take the helm." Henrik Isben

Committee Members: Dr. Michele Riley, Middle School Science Teacher, Chair
Sister Immaculata Atienza, Middle School Social Studies /Religion Teacher
Mrs. Donna Goodmok, EC3/4
Mrs. Nancy Dougherty, EC3/4

Goals, Resources, and Evaluation plan:

1. Our goal is to foster community building conditions and working relationships within the school, the parish, and the broader community. This was an area of recommendation from the Visitation committee; therefore we're committed to becoming more active in our surrounding communities. Each grade will adopt a non-profit organization within the local community and design a community service project for their organization. This program will be implemented in the fall and spring of each year. The committee will evaluate the success on positive responses, continued community service by our students, teacher and parent observation.
2. This program is already in action and seeing phenomenal results. This Christmas season each class has adopted homeless children from, Holy Ground, a local homeless shelter in Hudson, Florida. This program has brought community service to the forefront here at Notre Dame Catholic School. The after care program just recently sent letters to local soldiers serving overseas, the students in several classes are supporting missions in Ethiopia, India, and the Philippines. Finally many of our students assisted Helping Hands United and spent their Thanksgiving helping prepare dinners for the local shelters in Hernando County.

Goal 4: Technology

Computer and Media



"Innovation distinguishes between a leader and a follower."

Steve Jobs

Committee Members: Mr. Anthony Smith, Technology

Mrs. Pat Cameron, Media and Librarian

Lori Cleary, Physical Education

1. Goal: To introduce and continually instruct students to progress in present and future technology, through the utilization of updated computer systems and programs. See Table10 for more specific details on implementation and evaluation.

Table 10: NDCS Media Action Plan

Action Steps to Meet Goal K-3	Resources	Evaluation Plan
Make a simple Graphic Organizer and then go to the writing view to add more detail	Kidspiration	To see if they can use both views in Kidspiration to complete a G.O.
Implement Basic PC skills		
Implement Amtype3 Teacher made quizzes	Amtype3 Keyboard covers	Evaluate students performance using the typing program
Implement PowerPoint 1-3 slide presentation	PowerPoint	Evaluate the students ability to complete a one to three page simple slide show using the basic tools in PowerPoint
Teach Word	Word	Evaluate the students ability to complete a one page document using some of the basic tools in word, alignment, font, picture
Action Steps to Meet Goal 4-5	Resources	Evaluation Plan
Implement Intimidate PC skills		
Teach Amtype3 Teacher made quizzes	Amtype3 Keyboard covers	Evaluate students performance using the typing program
Teach PowerPoint slide presentation	PowerPoint	Evaluate students ability to complete a slide show using the tools in PowerPoint, use blank slides instead of the slide layouts to make each slide
Teach Word	Word	Evaluate each students ability to complete document using the tools in word, alignment, font, picture, tables
Teach Internet Searches using multiple websites	Internet Explorer	Observe to see how well students can navigate across multiple websites to find the correct information to complete an assignment

Excel	Excel	To introduce students to the excel program
Action Steps to Meet Goal 6-8	Resources	Evaluation Plan
Implement Amtype3 Teacher made quizzes	Amtype3 Keyboard covers	Evaluate students performance using the typing program
Teach PowerPoint slide presentation	PowerPoint	Evaluate students ability to complete a slide show using the tools in PowerPoint, use blank slides instead of the slide layouts to make each slide
Teach Word	Word	Evaluate students ability to complete document using the tools in word, alignment, font, picture, tables
Teach Outlook	Outlook	Evaluate students basic knowledge keeping a calendar of events using Outlook
Teach HTML	Notepad, Frontpage	Introducing the students to webpage building, using Notepad, so they can learn hard coding then eventually introduce them to Frontpage to produce a simple webpage
Teach Publisher	Publisher	Evaluating students ability to complete a one project, invitation, program or other form of printed media

VISTING TEAM RECOMMENDATIONS

The following recommendations were made by Mr. Cooney and the visiting team:

Development of the School Improvement Plan

The team recommended the school update the school profile annually to track and identify any changes or fluctuations. This will assist the school in preparing for changing needs of the entire school community.

The school's office manager continues to update data pertaining to school profile on a yearly basis.

Mission Statement

The team recommended that all stakeholders should be involved in an annual review of the Mission and Belief Statement.

NDCS has developed a committee to annually review the Mission and Belief Statement. This committee will continually survey the stakeholders for any improvements and changes that would be beneficial to the entire school community. This committee will work with stakeholders to review and update the Beliefs and Mission Statements.

Desired Results for Student Performance

The team recommended that a base line set of data should be established for each goal, indicating the current level of student performance, thus making the goal measurable.

The Implementation Committee is working on a baseline set of data for each individual goal, utilizing ITBS scores, survey results, grades, and teacher observation.

Analysis of Instructional and Organizational Effectiveness of School Performance

Recommendations by the team included continuing to implement the collaboration model, to identify baselines and benchmarks, and to work towards achievement of the school improvement goals.

The Implementation team continues to enhance collaboration by

- Utilizing the recommendations of the stakeholders and the visiting team
- Building a baseline data
- Establishing benchmarks to improve the organizational effectiveness of the school
- The NDCS principal will develop a system of internal and external communication strategies with consistent implementation, responsibilities will be delegated to the staff.

- NDCS administration and faculty will hold parent meetings throughout the school year to inform and collaborate with parents to enhance the learning environment
- The NDCS administration and SIP committee will continue to provide the faculty and staff with numerous professional development opportunities.

Action Plan

The visitation team made numerous recommendations for the Action Plan:

- Base line data should be created for each individual goal
- Measure of achievement for each goal should be defined
- leadership team should be created in order to monitor the progress of the Action Plan
- The School Implementation efforts should be vocalized to the stakeholders through a variety of means such as newsletters, meetings, websites, etc.

A leadership team has been created consisting of the following individuals: Dr. Michele Riley, Mrs. Karen Grover, Mrs. Cathie Suzsek, Mrs. Pat Cameron. The implementation committee has created four committees, *Technology, Reasoning and Critical Thinking Skills, Communication, and Community Service*; all four committees are made up of the NDCS faculty. NDCS' administration and staff continues to keep the stakeholders informed through newsletters, church bulletins, church services, meetings, and the school website.

Accreditation Standards Review

Area B School and Community

B4 The school should develop an initiative to create an awareness of the school in surrounding community and parishes. It was suggested that a marketing plan be developed and implemented to make evident the importance of the school as a Catholic institution and the necessity of its continued existence in the community.

The Community Service committee has designed a program to continue the visibility of the school in the community and the supporting parishes; this includes community projects, marketing plans, and continued parish activities. See attached new school brochure.

Area C Curriculum

C 9 Continue to update textbooks and educational resources by developing and following a documented and written plan to study each curriculum area on a rotating basis, specific to the needs of the school.

NDCS has developed committees for each subject area to review and recommend new textbooks on an ongoing basis.

C11 Continue enhancement efforts with technology by gradually adding a close circuit TV to each classroom which would serve the purpose of projecting the teacher's computer screen for class viewing and open the potential for a production studio and school wide broadcasts.

NDCS is currently investigating way of funding the close circuit TVs for each classroom.

Area G Pupil Services

G1 In order to enhance the effectiveness of the comprehensive guidance program, the school counselor's services should be the implementation of developmental guidance practices across all grade levels, thus eliminating any disciplinary responsibilities pertaining to discipline.

Sister Eileen Marie has taken over all disciplinary responsibilities so that Mrs. Carmen Anderson can devote her time to guidance matters.

Area H Facilities

H11 In order to enable the students the opportunity of an onsite field for recreational activities, consideration should be given to the re-grading of the athletic field in order to provide a safe environment for sports and recess activities.

The implementation team disagrees with the recommendations on the grounds that money spent for this process is needed for textbooks.

Summary

Reflections on Lessons Learned

As we reflect on our work over the past year in developing and implementing our school improvement plan, there are two key outcomes of the process that are quite encouraging to us as a school community. First, we are ecstatic by the improvements in student achievements, especially in math and language arts; test scores and report grades both show positive growth in all grades. In addition we are narrowing the achievement gap by continually providing tutoring by our teachers and Title 1. The second key outcome that we believe has made a major difference in the school's energy and spirit, is the community service program just recently implemented here at NDCS. Working together as a school to serve our surrounding community has given us visibility and brought our community closer together. The success of both of these efforts has been a combination of administration, teachers, staff, students, parents, parishes, and community members all pulling together for the betterment of the school. We've also learned that by improving ourselves, student learning improves greatly. This year we have redesigned our professional development program to include monthly programs in differential learning, rubrics, and teaching diversity; just a sample of some of the programs brought in to NDCS for the enrichment of the faculty and teaching staff.

Next Steps

This process has given us insight into the needs of the students here at NDCS. We believe our next step is to establish a base line of data for our goals, so that we can continue to see progress and areas of growth as well as areas that need attention. Additionally, we will continue to work on our four areas of improvement; *Communication, Technology, Community Service, and Reasoning and Critical Thinking Skills*. Finally, we are committed to keeping the stakeholders and community informed of our progress, by continually establishing and keeping communication lines open.