

August 23, 2013

Dear Principals,

On or before Monday, August 26<sup>th</sup>, you will receive feedback on your School Improvement Plan *Draft* to support you in making improvements to your plan and then re-submitting it to your Area Superintendent by September 5<sup>th</sup> (either PCS Template or DOE Site). These plans will then be ready for approval by the School Board through the Board's review of your Executive Summary.

As part of the School Board approval process for your School Improvement Plan, you will need to complete an Executive Summary to be published in the Board Agenda for September 24<sup>th</sup>. In order to improve the quality and reduce the variation of these summaries, **the sample attached is to be used to capture the essential description of your school and the major components of your School Improvement Plan that are of most concern to the School Board. If you follow your school improvement plan's sequence, you will easily be able to pull the required information and place it into this sample.** This summary should be brief and well done as it is in the Board agenda published in hard copy and posted online.

Here are the directions for using the Executive Summary example attached.

Directions for Executive Summary: Substitute your school's information for the text in red. Keep the text in black the same. The underlined area refers to the Bradley MOU and must be included in either the goal or the segmented data measuring the results of a goal.

Another part of this process is the *peer review* and your Executive Summary will be part of the *peer review* process. Your assigned school to review and your *peer reviewer* is attached to this document. **As soon as you complete your Executive Summary, send it to your peer reviewer for edits or corrections. After receiving your feedback from your peer reviewer, edit your Executive Summary to reflect suggested and agreed upon changes.** When completed, email ***your school's*** Executive Summary to your Area Superintendent and copy me no later than September 9<sup>th</sup>. This will ensure your school's inclusion in the Board Agenda for September 24<sup>th</sup> approval of your School Improvement Plan.

Call or email if you have any questions.

Sincerely,

Mary Beth Corace

Directions for Executive Summary. Substitute your school's information for the text in red shown below. Keep the text in black the same. The underlined area refers to the Bradley MOU and must be included in either the goal or the segmented data measuring the results of a goal.

### Executive Summary of **Hometown Elementary's** School Improvement Plan

**Hometown Elementary** School has 500 students grades **Prek to 5<sup>th</sup>**, two administrators, 50 teachers, and 10 staff members. The mission of **Hometown Elementary** is to develop high achieving and responsible citizens by building positive relationships and providing relevant and rigorous learning experiences.

To accomplish this mission, **Hometown** has 6 Goals:

- 1) Increase Reading scores to 75% students achieving at level 3 and above on FCAT;
- 2) Increase Mathematics scores to 65% students achieving at level 3 and above on FCAT; 3) Increase Science scores to 75% students achieving at level 3 and above on FCAT;
- 4) Close the achievement gap between Black and non-black students to our AMO 2014 targets;
- 5) Reduce the number and percent of discipline incidents for each student subgroup by 40% and
- 6) Increase parent involvement hours by 30% representing 50% of our parent population.

The core instructional strategies included in our action plans are: providing in-class modeling and coaching on a bi-weekly basis with a district coach during instruction time; utilizing data to differentiate and scaffold instruction; using research-based strategies in core instruction (e.g., 5E, Gradual Release, Text Dependent Questioning, Collaboration, Speaking and Listening, Content Enhancement, NG-CARPD); and utilizing project-based learning in appropriate settings.

The professional development efforts include the use of the literacy team to train and guide teachers in differentiating and scaffolding instruction.

The parent involvement efforts are a challenge for our school as many parents work during the school. As a strategy to increase volunteer hours, the school is hosting monthly evening meetings featuring student led conferencing, parent academies with featured speakers, and routine evening hours for various volunteer activities benefiting the students.

For more information about **Hometown's** School Improvement Plan, please go to our website at [www.hometownschool.org](http://www.hometownschool.org)