

Comprehensive Plan Report

A detailed report showing activity of the school team's work on the improvement plan including assessments, plans, tasks, monitoring, and implementation for selected time periods.

October 04, 2013

Lafayette - Winona NCES - na

Norfolk Public Schools

Transformation Toolkit

Key Indicators are shown in **RED**.

Transformation Toolkit

Strand A: Establishing and Orienting the District Transformation Team

Indicator	A1 - The LEA has an LEA transformation team. (879)		
Status	Tasks completed: 0 of 1 (0%)		
Assessment	Level of Development:	Initial: Limited Development 09/27/2013	
	Index:	9	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(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:	Meetings weekly, agendas used in meetings, team leaders identified, expectations set for meetings	
Plan	Assigned to:	Margie Stallings	
	How it will look when fully met:	<p>A district transformation team for Lafayette-Winona Middle School would:</p> <ul style="list-style-type: none"> *meet on a daily basis *has roles and responsibilities *follow a prescribed agenda *be expected to analyze data to include observations, CFA, formative assessments, state assessments *be comprised of the principal, Executive Director, assistant principal, internal and external lead partners, teacher leaders, ELA Senior Coordinator, Math Senior Coordinator, Special Education Senior Coordinator *conduct classroom observations 	
	Target Date:	09/30/2013	
	Tasks:		
	1. The Executive Director and Principal will determine who will participate on the transformation team that meets monthly.		
	Assigned to:	Denise Charbonnet	
	Target Completion Date:	09/30/2013	

		Comments:	
Implement	Percent Task Complete:		Tasks completed: 0 of 1 (0%)

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Strand D: Working with Stakeholders and Building Support for Transformation

Indicator	D1 - The LEA/School has assigned transformation team members the task of creating a plan to work and communicate with stakeholders prior to and during implementation of the transformation. (898)		
Status	Tasks completed: 0 of 3 (0%)		
Assessment	Level of Development:	Initial: Limited Development 09/27/2013	
	Index:	9	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(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:	Instructional leadership team established, parent advisory group established and student advisory group established that meet on a monthly basis.	
Plan	Assigned to:	Margie Stallings	
	How it will look when fully met:	The transformation team of stakeholders at Lafayette-Winona Middle School comprised of persons inside and outside of the school will be created for communications during transformation. The instructional team will meet monthly and information from the instructional team meeting will be shared with the following stakeholder groups, PTA, parent advisory group, student advisory group, and civic leagues to allow them the opportunity to provide input for future decision-making. Processes and procedures will be established to disseminate information to all stakeholder groups. The meetings with the stakeholder groups will be conducted monthly.	
	Target Date:	11/29/2013	
	Tasks:		
	1. At the beginning of the school year, the principal will identify teachers who will serve on the instructional leadership team.		
	Assigned to:	Margie Stallings	
	Target Completion Date:	09/30/2013	
	Comments:		
	2. The instructional leadership team will determine an agenda for the meetings and assign roles and responsibilities for each instructional team meeting.		
	Assigned to:	Margie Stallings	
	Target Completion Date:	10/31/2013	
	Frequency:	three times a year	

		Comments:	
		3. The instructional leadership team will determine how and what information from the instructional team meeting will be disseminated to the following stakeholder groups: parent advisory group, student advisory group, PTA, and civic leagues.	
		Assigned to:	Keisha Jackson
		Target Completion Date:	10/31/2013
		Frequency:	monthly
		Comments:	
Implement	Percent Task Complete:	Tasks completed: 0 of 3 (0%)	