

Essex County Public Schools

Corrective Action Plan for Essex High School

Date: June 13, 2016

Plan Developed with Assistance from:

- Teachers
- Building Administrators
- Central Office Administrators
- Parents
- Community Members
- Business Partners

Quarterly Meeting Dates:

May 10, 2016: Division School Improvement Meeting

May 16, 2016: Community Partnership Meeting

TBD: Public Hearing/School Board Meeting

For purposes of this Corrective Action Plan, the local division superintendent will agree that essential actions in the Corrective Action Plan are priority actions for the identified school. The local division superintendent will submit data quarterly and participate in each required triannual meeting and monitor, at a minimum, monthly progress of the essential actions. This Corrective Action Plan will be updated annually until Essex High School is *Fully Accredited*. Additional essential actions may be required by the Virginia Department of Education. Essential actions may be added as additional needs are identified.

Essential Action	Title of Person(s) Responsible for Essential Action	Title of Person(s) Monitoring	Dates (Timeframe)	Documentation Required to Support Evidence of Progress/Completion
Participate in VDOE technical assistance (TA), Aligning Academic Review and Performance Evaluation (AARPE)	Principal, Assistant Superintendent	VDOE	AARPE: August 2015-December 2016 VDOE TA 2016-2018	VDOE AARPE Sign-in Sheets; schedule for Inter-rater Reliability team observations; observation documents; formative assessments
Provide professional development (pd) to all teachers on writing student objectives (with behaviors, conditions, and criteria) and implementing engaging student learning experiences aligned to the Standards of Learning in content and cognition.	Instructional Coaches	Principal, Assistant Principal, Assistant Superintendent	Initial pd completed by December, 2015; Follow up (as/if needed) through June, 2018	Roster of participants; agenda that identifies next steps in terms of who does what by when and how it is monitored; materials used for pd.
Establish and implement a system for monitoring lesson plans to ensure alignment and student engagement. (Initial emphasis will be on student objectives with behavior, condition and criteria.)	Establish and Monitor: Principal, Assistant Principal Implement: Teachers	Assistant Superintendent; Instructional Coaches	Establish system: Completed by June 30, 2016 with Lesson Plan Monitoring Protocol developed by Oct. 30, 2015 Implementation: October 2015-June 2018	Documents detailing and describing the system being implemented that monitors lesson plans for alignment of objectives and student engagement; Lesson Plan Monitoring Protocol; completed Lesson Plan Monitoring Protocol documents with feedback notes from principal and/or assistant principal; Lesson Plan Monitoring Schedule; lesson plans; minutes/agendas from department/grade level meetings with feedback or supporting notes from administrative team
Provide and implement professional development on IEP development and lesson planning for students with	Provide: TTAC, Director of Special Education	Provide: TTAC-VDOE, Superintendent	August 2016-June 2018	Roster of participants; agenda that identifies next steps in terms of who does what by when and how it is monitored; materials

Essential Action	Title of Person(s) Responsible for Essential Action	Title of Person(s) Monitoring	Dates (Timeframe)	Documentation Required to Support Evidence of Progress/Completion
disabilities including specially designed instruction.	Implement: Teachers	Implement: Principal, Assistant Principal		used for pd; completed IEPs, lesson plans, lesson plan monitoring document
Conduct peer review of lesson plans during department meetings/grade level meetings and work collaboratively to ensure lesson plans are aligned.	Teachers, Department Chairs	Principal, Assistant Principal	Monthly beginning November, 2015-June 2018	Meeting agendas/notes and follow up memos/emails Written next steps that identify who does what by when
Conduct meetings every other month with principal and every other month with assistant principal to provide professional development, get updates, review observations and data and discuss areas of improvement and next steps as deemed necessary.	Assistant Superintendent, Human Resources Director	Superintendent	Monthly beginning October 2015-June 2018 excluding the months of July and August	Roster of participants, agenda, Lesson plans with written feedback, including next steps, lesson observations with written feedback including next steps; next steps for improvement (All next steps identify who does what by when.)
Develop and implement expectations, procedures/processes, and timelines for data analysis.	Develop: Principal Implement: Teachers, Department Chairs	Develop: Assistant Superintendent Implement: Principal, Assistant Principal	Development completed by June, 2016 Implementation: July 2016-June 2018	Documents detailing and describing the expectations, procedures/processes, and timelines; division, school, and teacher outcome based goals and/or actions resulting from data analysis; Professional Learning Community/Department meeting artifacts with next steps
Conduct instructional diagnostic visits in math, history, and special education.	VDOE Staff	OSI	Completed by May, 2016	Proposed essential actions

Authorizations

I (We) agree to work collaboratively to implement the essential actions required in the Corrective Action Plan for the purposes of improving student achievement in Essex County Public Schools.

<p>Printed Name: <u>Dr. Scott A. Burckbuchler</u></p> <p>Title: Superintendent of Essex County Public Schools</p> <p>Signature: _____</p> <p>Date: _____</p> <p>Printed Name: <u>Mr. Andy Hipple</u></p> <p>Title: Principal of Essex County Public Schools</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>Printed Name: _____</p> <p>Title: Director, Office of School Improvement</p> <p>Signature: _____</p> <p>Date: _____</p>
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