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# Strategic Improvement Plan

*A continuous improvement strategic plan, that communicates the approach we use to ensure every student thrives and every school is high performing.*

<b>School:</b> Capital Community College Magnet Academy	<b>School Year: 2016-17</b>
<b>Mission:</b> Inspire and prepare ALL students to create their own success in and beyond school	
<b>District SOP Key Strategy 1:</b> Developing Leaders to Lead for Learning- Family and Community Partnership	
<b>District SOP Benchmark for Success (Enter Equity Indicators here):</b> School Climate and Connection to a Caring Adult	
<b>School Benchmark for Success (IAGD) focus areas:</b> [ ] Literacy [ ] Numeracy [ ] College and Career Readiness [ X] Climate and Culture	
<b>Overall Goal: SMART Goal/IAGD</b> CCCMA will increase the percentage of favorable responses on the question “I am satisfied with the communication with my child’s teacher(s)” from 77% to 90% on the Spring 2018 Climate and Connectedness Survey.	
<b>Target goal: (What we want to accomplish this year?)</b> CCCMA will increase the percentage of favorable responses on the question “I am satisfied with the communication with my child’s teacher(s)” from 77% to 83% on the Spring 2017 Climate and Connectedness Survey.	
<b>Approaches/Strategies: (What we will do to realize our goal?)</b> <ul style="list-style-type: none"> <li>• Welcome Night for all CCCMA Families in August 2016</li> <li>• Family Meetings with all incoming CCCMA families with Dean (Summer 2016)</li> <li>• Teachers will contact families after third class absence (attendance policy)</li> <li>• 1:1 Advisor check-ins with students every week</li> <li>• Bi-monthly Student Equity Team meetings to ensure that all students are receiving the necessary academic, social and emotional supports</li> <li>• Monthly school newsletter</li> <li>• Teacher input/management with school social media accounts (Facebook, Twitter, SnapChat)</li> <li>• Increase SGC parent membership</li> </ul>	



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- PowerSchool Parent Portal Sign ups/Tutorials
- Create Parent Resource section on school's website
- Quarterly family surveys

### **Measures: (What we will use to monitor our progress toward reaching our goal?)**

Performance/Impact: Survey response on Spring 2017 Family Climate Survey and quarterly family surveys

Fidelity of implementation: Informal advisory walkthroughs, teacher contact logs, PowerSchool grade book/parent portal reviews

During the first and second PDSA cycle we will revisit/monitor our plan every month in scheduled SIP Data Team Meetings

Powerschool Parent Portal Sign ups and Tutorials

**We will revisit/monitor our plan every quarter (November, January, and April) – All PDSA Cycles should be completed by June 15, 2017)**

**P**

**PLAN: Identify the gap and the approach**

**Performance Data:** Formative and/or Summative that is aligned to goal.



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### Capital Community College Magnet Academy – School Climate Survey Results

<u>Question</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>Change</u>
My child's school is a supportive and inviting place for students	97%	100%	3%
I feel welcome at this school	97%	97%	0%
My child is treated fairly at school	91%	97%	6%
I am satisfied with the level of communication with my child's teacher(s).	72%	77%	5%

Capital Community College Magnet Academy is entering its third year of operation. As a small school, we pride ourselves on our ability to communicate and partner with families. However, there has been an execution gap in our school's overall ability for teachers and parents to partner in ensuring the success of all of our students.

In our first year our 72% of our families indicated that they were satisfied with the level of communication from their child's teachers. This past school year we increased our percentage to 77% but it is still far off from where we believe we need to be as a school. Our goal is to have 90% of our parents satisfied with the level of communication from their teacher which would put us more in line with our 93% overall school rating from our families. Ultimately, we know that success in this area will help us provide all of our students what they need to be successful in CCCMA and beyond.

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**Data Analysis.** Answer the following questions using any data and/or information you have about performance in this focus area.

**1.** In order to meet your Overall Goal, what is the most important area that needs improving and why?

The most important area that needs improving is increasing the variety and frequency of communication with our parents. We need to stop relying on the traditional forms of communication (phone calls) and expand what we do to meet the needs of all of our families. Parents need to be seen as true partners in our work and be counted on as the main experts of their children. This mindset shift will allow us to not only call for the negative but also when we know that a child's needs are not being met wither in the classroom, college coursework or socially.

**2.** What approaches/strategies are contributing to your success in this area and what data suggests this.

The increase from 72% to 77% in family communication satisfaction was largely met because of the creation/implementation of our daily advisory program. Advisory has created the space for teachers to get to know a smaller group of students as individuals and make sure that they know who they are academically, socially and emotionally. Advisory has helped improve our overall peer climate rating by 15% this past year. The next step in the process is to make sure that the relationship that developed between teacher and student is shared with families. As a school we also know that the many of the systems that we currently have in place have helped CCCMA's positive school culture because of the fact that 100% of our parents would recommend our school to other families.

**3.** What are opportunities for improvement, gap or barriers are in this area?

The opportunity for improvements are to increase the frequency of communication to our parents in a variety of methods- some of which have been under-utilized at CCCMA.

- PowerSchool Parent Portal
- School Website
- Increased parental involvement in School Governance

Gaps/Barriers

- Parents/Staff have very little time to develop relationships because of the fact that we are only an 11<sup>th</sup> and 12<sup>th</sup> grade school
- Lack of School Based PD around family communication



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### 4. What seems to be the root cause of the problem and what data suggests this?

There is a disconnection between the frequency of the communication with our parents and the content of what is shared when contact is made. Parents responded very positively to the content of contact based on the following indicators:

- Adults in this school have high expectations of my child (94%)
- Teachers at my child's school are interested in what I have to say (82%)
- This school is supportive and inviting for parents and guardians (97%)

### Reflection:

### 5. What approaches/strategies could you deploy to address the root cause and support meeting your overall goal?

The following approaches/strategies will be implemented:

- Professional Development on Effective Family Communication
- Engage in school and individual PDSA cycles
- Review current systems and practices in classroom/advisory in regard to family communication
- Make revisions in the staff/parent handbook that do not reflect implementation of current family communication systems

### 6. What research did you review to support the use of these strategies/approaches?

- Family-School Relationships for Children's Learning (Virginia BOE)
- Mindset (Dweck)
- Teaching with Poverty in Mind (Jensen)

### 7. What performance measures will you use to monitor impact of your approach/strategy?

- School Climate Survey Results
- Quarterly Family Surveys
- PowerSchool Parent Portal access numbers
- Parent attendance at school events (Family Meetings, Welcome Night, SGC)



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**8.** What measure will you use to monitor fidelity of deployment of your strategy/approach?

- Review of Teacher contact logs
- PowerSchool Parent Portal sign up statistics

**9.** What professional development, if any, will be offered in cycle 1 to support the staff in implementing the approach?

- Full Day PD 8/24- (SIP review- data, mission and vision, handbook policies)
- Early Dismissal PD (9/7 Running an Effective Advisory Check in, 10/5 Effective Family Communication)

### **Messaging:**

**10.** How will you convey intent of this focus area of SIP to stakeholders?

- Professional Development in August (8/24, 8/27)
- Family Welcome Night (8/25)
- 1:1 meetings with staff (Coaching meetings week of 9/5)
- Post SIP on school's updated website by (10/1)
- Share with students during first whole school meeting- SIP at a glance (9/2)

**11.** How will you communicate progress towards goals or course corrections to stakeholders?

- Monthly reviews at SIP Data Team Meeting (3<sup>rd</sup> Tuesday of every month)
- Principal message in monthly newsletter (3<sup>rd</sup> Friday of every month)
- School Messenger updates (8/23, 10/28, 11/25, 12/16, 1/27, 2/24, 3/24, 4/21, 5/25)
- School Governance Council Data Reviews (October, December, February, April, May)

**12.** Publish survey data in print and school's website (10/1)

**13.** Publish quarterly surveys in print and school's website



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<b>D</b>	<b>DO: Develop and Implement Deployment Plan</b>
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*Include the results from Reflection and Messaging section into deployment plan. Approach/Strategies, Impact performance measure, Fidelity measure, Professional development and Messaging.*

Step #	List the specific steps your team will complete during this cycle.	Person(s) responsible for completion of the step.	Measure/Indicator (Used to monitor performance, process improvement or completion)	Start Date	Nov. 2016	Feb. 2017	April 2017	June 2017
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1	Staff PD August- SIP review and data reflection, share PD timeline, and create 1:1 advisory check-in system	Arsenault (Dean)	Staff Reflections/Admin Walkthroughs of Advisory/Contact Logs	7/1/16				
2	Create monthly newsletter template and schedule for staff to create new content each month	Stewart (Executive Assistant)	Copy of each month's completed newsletter	7/1/16				
3	Plan messaging/content for Family Meetings and Welcome Night around communication goals	Arsenault	Family Attendance Statistics	7/1/16				

4	Revise school website to include a Parent Resource Section and update school information	Teachers/Admin 8	Website Access Totals/Quarterly Survey Question	7/1/16				
5	Develop plan to sign up parents for PowerSchool Parent Portal with tutorial	Teachers/Admin	Parent Portal Login Stats Report	7/1/16				





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6	Create Quarterly family survey questions and email out to families on 10/1	Arsenault	Quarterly Survey Results	7/1/16				
7	Implement the HPS/CCCMA Attendance Policy with Fidelity	Teachers/Admin	Walkthrough Data Informal and Formal Observations	8/24/16				
8	Implement Advisory Systems and Procedures with Fidelity	Teachers/Admin	Walkthrough Data Informal and Formal Observations	8/24/1/16				
9	Share SIP and quarterly reflections with stakeholders- website, advisory classes  SUDY and ACT to each quarterly review at SIP Data Team meetings to progress monitor and update the plan  Realign the data team cycle to align with the Data Wise Process	Teachers/Admin	Progress Monitoring Data (Above)	10/1/16				