

CLT Agenda
9-26-24

Finalize CIP - due Oct. 4

Finalize Math/Literacy Night - activities/Rooms

Discuss any other questions or concerns.

Next Meeting - Thursday, Nov 7 Discuss Christmas Party Organization

CLT	
	9-26-24
Renee Funderburg	<i>Renee Funderburg</i>
Brady Bell	<i>Brady Bell</i>
Amelia Torres	<i>Amelia Torres</i>
Karen Cox	<i>Karen Cox</i>
Becky Picquet	<i>Kenzi Hays</i>
Erin Stark	<i>Erin Stark</i>
Kati Castellanos	<i>Kim McHugh</i>
Jessica Wallis	<i>J Wallis</i>
Brandi Bell	<i>Brandi Bell</i>
Tara Hartjen	<i>Tara Hartjen</i>
Martha Murphy	<i>Martha Murphy</i>
Brooke Nickelson	<i>Brooke Nickelson</i>
Lenae Hitt (parent)	<i>Lenae Hitt</i>
Page Austin (community)	<i>Page Austin</i>
Paige Miranda (business)	<i>Paige Miranda</i>

Karsyn Beauchamp
(community)

Karsyn Beauchamp

Page Austin

Changes on the 2024-25 AWE Campus Improvement Plan

Instruction Plan

1. 1.1 - Anywhere a specific name of a curriculum was listed we changed it to “district curriculum”.
2. 1.3 - RTI was changed to MTSS
3. 1.4 - New implementation of a visual data wall
4. 1.4 Added action step #8 to reflect the district plan
“ Continue to study and make necessary adjustments to campus master schedules to support maximum learning and collaboration through Professional Learning Communities”
5. Removed any mention of campus reading, math, or behavior specialists.

Character Development and Guiding and Counseling Action Plan

1. 2.3 - Added action step #9
“ Implement the CHAMPS system schoolwide including common area policies to ensure ALL students know and meet expectations”

Attracting, Retaining, and Training Staff Action Plan

1. 4.2 - Added action step #9
“Implement staff newsletters, Staff of the Week, and Random Acts of Kindness emails to keep staff aware of expectations and events and build a positive school culture”

Community Involvement Action Plan

1. 6.1 - Changed action step #7
“Partner with Harvest and the PTA to host a Parent Night Out benefitting the North Texas Food Bank” instead of a canned food drive.

When reading the attached plan, all changes are **highlighted** in yellow.

Argyle West Elementary School

Campus Improvement Plan 2024-25

District Mission Statement:

The mission of Argyle Independent School District, the exemplar of tradition and multi-faceted opportunities for success, is to empower students to become ambitious, proficient, socially responsible citizens and leaders who meet future challenges by embracing a diversity of ideas through inclusive, high-quality, engaging learning experiences that foster the unique potential of every student with a dedicated, passionate school community in a safe and dynamic environment.

Campus Mission Statement:

Argyle West Elementary will provide an educational foundation that empowers ALL students to fulfill their unique potential by instilling a love of learning, fostering positive relationships, and developing well-rounded citizens.

Campus Promise:

I will do what is right.

I will do my best.

I will show others I care.

[INSTRUCTION ACTION PLAN](#)

[CHARACTER DEVELOPMENT AND GUIDANCE AND COUNSELING ACTION PLAN](#)

[FACILITIES AND LEARNING SPACES ACTION PLAN](#)

[ATTRACTING, RETAINING AND TRAINING STAFF ACTION PLAN](#)

[FISCAL RESPONSIBILITY ACTION PLAN](#)

[COMMUNITY INVOLVEMENT ACTION PLAN](#)

INSTRUCTION ACTION PLAN

Strategy 1:

We will develop and implement engaging, innovative, and rigorous curriculum and instruction that will optimize learning. We will adopt a system-wide approach to prepare students for college, careers, and beyond academics.

Specific Result 1:

Utilize a district-wide curriculum that will optimize learning while engaging students in developmentally appropriate content.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	Annually use data from formal and informal assessments such as (curriculum-based assessments, MAP testing reports, BAS reports, student work, anecdotal evidence, etc) to determine strengths in content.	Principal, AP, Curriculum, Teachers	August 2024	May 2025	Ongoing
2	Also use the above data to determine weaknesses in content to use as a focus area in instruction, programming, and teaching strategies to improve the outcome.	Principal, AP, Curriculum, Teachers	August 2024	May 2025	Ongoing
3	Team with other campuses in curriculum writing teams to collaborate and partner with the AS of C&I to maintain continuity of curriculum across all grades.	Principal, AP, Curriculum, Teachers	August 2024	May 2025	Ongoing
4	Identify areas of strength for reading, math, and ELA for each grade level in an effort to enrich each specific area and use them for learning extension.	Principal, AP, Teachers	August 2024	May 2025	Ongoing
5	Identify areas of weakness for reading, math, and ELA for each grade level in an effort to decrease learning gaps in each area and improve instruction.	Principal, AP, Curriculum, Teachers	August 2024	May 2025	Ongoing
6	Engage students in all content areas to the depth and complexity required for TEKS mastery by increasing student engagement, differentiating instruction, and making instruction relevant and meaningful to students.	Principal, AP, Curriculum, Teachers	August 2024	May 2025	Ongoing
7	Continue utilizing writing strategies gained from district curriculum training to create motivational	Teachers	August 2024	May 2025	Ongoing

	lessons to use in their writing programs. Emphasize writing across all content areas.				
8	Utilize district-provided ELAR curriculum to meet the needs of ALL levels of learners in reading instruction.	Teachers	August 2024	May 2025	Ongoing
9	Utilize district-provided math curriculum to meet the needs of ALL levels of learners in math instruction.	Teachers	August 2024	May 2025	Ongoing
10	Focus on our economically disadvantaged and ESL students to ensure their academic success in the classroom through small group instruction, tutoring, mentoring, co-teaching, and providing real-world application to learning.	Teachers, ESL, special ed teachers	August 2024	May 2025	Ongoing
11	Continue to have co-teach classes in 4th and 5th-grade math and ELAR to support special education students in a general education setting.	Principal, special ed teachers, teachers	August 2024	May 2025	Ongoing
12	Implement the use of district curriculum and Kessler science to engage students in real-world applications of science-related topics.	Teachers	August 2024	May 2025	Ongoing

Strategy 1:

We will develop and implement engaging, innovative, and rigorous curriculum and instruction that will optimize learning. We will adopt a system-wide approach to prepare students for college, careers, and beyond academics.

Specific Result 2:

Cultivate a district-wide curriculum alignment that supports content that includes student choice, inquiry, problem-solving, critical thinking, and research to support life-long learners in an ever-changing world.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	Participate in the development and implementation of curriculum alignment development.	Principal, AP, Teachers	August 2024	May 2025	Ongoing
2	Continue to promote the use of common vocabulary across grade levels and subjects to deepen the understanding of content and learning. *Encourage anchor charts and journals for academic language integration by students.	Principal, teachers	August 2024	May 2025	Ongoing
3	Continue vertical and horizontal planning in vertical teams, grade-level planning, and faculty meetings.	Principal, AP, Teachers	August 2024	May 2025	Ongoing
4	Post "I can" or Objective statements in the classroom for all students to be aware of the content and application of what they are learning.	Principal, AP, teachers	August 2024	May 2025	Ongoing
5	Curriculum Coordinators will continue to work with teachers to facilitate cross-curricular integration throughout grades PK-5.	Principal, AP, Teachers	August 2024	May 2025	Ongoing
6	Implement the 5 "C's" of 21st-century thinking skills in all content areas. collaboration, communication, creativity, critical thinking, and cooperation.	Teachers	August 2024	May 2025	Ongoing
7	Implement Thinking MAP in instruction to increase higher level thinking, depth, relevance, complexity, and rigor.	Teachers	August 2024	May 2025	Ongoing
8	Use MAP testing for Reading, Math, and Science, BAS, and Amplify for	Teachers	August 2024	May 2025	Ongoing

	assessment, remediation, and acceleration of students.				
9	GT specialist will continue to work with classroom teachers to introduce depth and complexity icons and genius hour to extend and enrich learning.	GT specialist, teachers	August 2024	May 2025	Ongoing
10	Continue to study and make necessary adjustments to campus master schedules to support maximum learning and collaboration through Professional Learning Communities.	Principal	August 2024	May 2025	Ongoing
11	During walkthroughs ensure alignment between lesson plans, scope and sequence, and instruction taking place in the classroom.	Principal, AP	September 2024	March 2024	Ongoing

Strategy 1:

We will develop and implement engaging, innovative, and rigorous curriculum and instruction that will optimize learning. We will adopt a system-wide approach to prepare students for college, careers, and beyond academics.

Specific Result 3:

Integrate developmentally appropriate differentiation strategies to optimize student engagement, understanding, and depth of learning.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	Continue to utilize a variety of data including formative and summative assessments to differentiate instruction by maximizing the use of Eduphoria.	Principal, AP, Teachers	August 2024	May 2025	Ongoing
2	Continue to use best practice methods to create lessons that promote the best possible learning outcomes for all students, including English Language Learners through data looks and push in ESL lessons.	Principal, AP, ESL Teacher	August 2024	May 2025	Ongoing
3	Continue to differentiate by using intentional student groupings to honor individual differences in learning and understanding.	Teachers,	August 2024	May 2025	Ongoing
4	Continue to utilize a framework of reading and writing curriculum across all English Language Arts Classes in K-5 to develop lifelong habits of reading, writing, and independence.	teachers	August 2024	May 2025	Ongoing
5	Explore teacher observation opportunities of one another for staff support and constructive conversations.	Principal, Team leads,	August 2024	May 2025	Ongoing
6	Place ESL students in ESL-certified ELAR teacher classrooms, and the ESL facilitator will provide instructional support weekly to ensure the development of reading and language skills across all content areas.	Principal, AP, ESL facilitator	August 2024	May 2025	Ongoing
7	Identify all students "at risk" for failing and provide interventions which include tutoring, mentoring, PALS, MTSS, and individualized or small group instruction.	Principal, AP, Teachers,	August 2024	May 2025	Ongoing

8	Ensure that all modifications and accommodations in IEPs, 504, and MTSS plans are followed.	Principal, AP, teachers, sped teachers, and counselor	August 2024	May 2025	Ongoing
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Strategy 1:

We will develop and implement engaging, innovative, and rigorous curriculum and instruction that will optimize learning. We will adopt a system-wide approach to prepare students for college, careers, and beyond academics.

Specific Result 4:

Develop and integrate a professional development program to facilitate content-specific instruction as well as areas of digital literacy, lesson design, flexible grouping, and best practices.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	Continue to utilize a district-developed, district-wide curriculum that is aligned both horizontally and vertically in all core subjects and specials.	Teachers	August 2024	May 2025	Ongoing
2	Continue to provide teachers opportunity and time to research, collaborate, and plan content area curriculum and lessons that are engaging and developmentally appropriate.	Principal, lead teachers, CLT	August 2024	May 2025	Ongoing
3	Provide opportunities for teachers to attend content-specific training to implement in their classrooms and to share with staff.	Principal, teachers	August 2024	May 2025	Ongoing
4	Campus administrators will collaborate with teachers on how to use data to drive instruction by incorporating a visual data wall.	Principal, AP, teachers,	August 2024	May 2025	Ongoing
5	Provide teachers time to research, collaborate, and plan content area curriculum and lessons that are engaging and developmentally appropriate.	Principal, AP, Curriculum Planners, Team leads,	August 2024	May 2025	Ongoing
6	Continue to utilize resources by Lead4Ward in the areas of data desegregation, professional development, and accountability.	Principal, AP, Teachers,	August 2024	May 2025	Ongoing

7	Provide training so teachers will demonstrate knowledge and understanding of special programs such as special ed., 504, GT, ESL, and Dyslexia.	Principal, AP, Counselor, GT, ESL, and dyslexia	August 2024	August 2024	completed
8	Continue to study and make necessary adjustments to campus master schedules to support maximum learning and collaboration through Professional Learning Communities.	Principal	October 2024	April 2024	Ongoing

Strategy 1:

We will develop and implement an engaging, innovative, and rigorous curriculum and instruction that will optimize learning. We will adopt a system-wide approach to prepare students for college, careers, and beyond academics.

Specific Result 5:

Implement attendance guidelines that communicate the correlation between attendance and successful student achievement.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	Communicate with parents concerning the importance of good attendance and the impact of poor attendance.	Principal, AP, Teachers	August 2024	May 2025	Ongoing
2	Monitor student attendance and intervene with parents of students who exhibit poor attendance by sending letters or scheduling conferences.	Principal, AP, Attendance Committee, Attendance Clerk	August 2024	May 2025	Ongoing
3	Recognize students for perfect attendance at quarterly and end-of-year awards ceremonies.	Principal	August 2024	May 2025	Ongoing
4	Attendance Committee will convene when a student has reached excessive absences to determine remediation strategies.	Attendance Committee	August 2024	May 2025	Ongoing

Strategy 1:

We will develop and implement an engaging, innovative, and rigorous curriculum and instruction that will optimize learning. We will adopt a system-wide approach to prepare students for college, careers, and beyond academics.

Specific Result 6:

Evaluate, update, and implement emerging technology and technology-based curriculum in the classroom by budgeting necessary resources and ensuring teacher accountability.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	Provide Chromebook access for all students at AWE for use in the classroom.	Technology, principal, teachers	August 2024	May 2025	Ongoing
2	Integrate meaningful and relevant technology to support the TEKS, increase vocabulary development, and provide collaboration on instructional activities and assessments to raise the critical thinking required of all students.	Teachers	August 2024	May 2025	Ongoing
3	Use various technology programs to assess, remediate, and accelerate all students.	Teachers	August 2024	May 2025	Ongoing
4	Campus Trainer will continue to train staff on new programs and technology integrations.	Campus Technologist	August 2024	May 2025	Ongoing
5	Continue to submit technology needs in the Spring for the following year for the campus.	Principal	February 2025	August 2025	Ongoing
6	Continue to provide learning time on teacher workdays for instructors to plan for the implementation of new technology.	Principal	August 2024	May 2025	Ongoing

CHARACTER DEVELOPMENT AND GUIDANCE AND COUNSELING ACTION PLAN

Strategy 2:

We will create a culture that fosters positive character development and supports the safety of all.

Specific Result 1:

A comprehensive, developmental guidance and counseling program will be established that prioritizes the social, emotional, and physical safety needs of the population that each campus serves.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	Provide direct, emotional, social, and mental health support services to the campus population.	Counselors	August 2024	May 2025	Ongoing
2	Counselors will meet with the other AISD elementary counselors weekly in order to discuss the needs, resources, planning, and implementation of the district's comprehensive developmental guidance and counseling program at each level.	Counselors	September 2024	May 2025	Ongoing
3	Counselors will attend conferences and training sessions that support the development of the school counselor and the mission of AISD.	Counselors	November 2024	May 2025	Ongoing
4	Provide small group, individual, and large group guidance to promote positive choices and build character.	Counselors	September 2024	May 2025	Ongoing
5	Plan participation events for Red Ribbon Week to encourage students to make healthy choices.	Principal, Counselors, Guest speakers	October 2024	October 2024	Ongoing
6	Provide mentoring opportunities for students through small groups based on student needs, PALS, Watch Dogs, etc.	Principal, Counselors	October 2024	May 2025	Ongoing
7	Provide opportunities for students to take leadership roles on campus to promote self-esteem and positive incentives. (i.e., safety patrol, Flag team, STUCO, announcement team, yearbook staff, etc.)	Principal, AP, Counselor	September 2024	May 2025	Ongoing
8	Recite the school promise every morning to encourage a common language of high expectations among students and staff.	Principal	August 2024	May 2025	Ongoing

9	Provide opportunities for intergenerational interactions through the Grandparents Parade and Veteran's Day activities.	Principal, AP, PE teachers, PTA	September 2024	May 2025	Ongoing
10	Provide a needs assessment survey to parents and staff regarding the implementation of the AWE counseling program.	Counselors	September 2024	September 2024	completed
11	Implement a school-wide discipline plan based on Restorative Practices to increase consistency and accountability for student behavior.	Principal, AP, teachers, and Counselors	August 2024	May 2025	Ongoing
12	Implement a Safety Patrol for students to take ownership of the safety of all students during arrival and dismissal each day.	Principal	September 2024	May 2025	Ongoing
13	Personal Safety Curriculum through the guidance program for all grades.	Counselors	Spring 2024	Spring 2024	Ongoing
14	The counselor will provide a minimum of three anti-bully/conflict resolution lessons for each grade level through guidance lessons.	Counselors	September 2024	May 2025	Ongoing

Strategy 2:

We will create a culture that fosters positive character development and supports the safety of all.

Specific Result 2:

The AWE counseling program will be accessible and publicized.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	School Counselors will continue to maintain a current web presence and website that details information and resources of each campus counseling program.	Counselors	August 2024	May 2025	Ongoing

2	The Counselor's website will continue to be developed and will include a link for requesting an appointment and will provide resources for help including a self-harm hotline and information regarding other local agencies.	Counselors	August 2024	May 2025	Ongoing
3	School counselors will send a newsletter about events and information each quarter as well as weekly updates on guidance lessons in the school newsletter.	Counselors	August 2024	May 2025	Ongoing
4	Maintain a list of professional referral contacts in the community.	Counselors	September 2024	May 2025	Ongoing
5	Build and maintain positive relationships with campus populations.	Counselors	August 2024	May 2025	Ongoing
6	Utilize social media, Insights magazine, class newsletters, and websites to publish information regarding the counseling program.	Counselors, Campus Communicator	September 2024	May 2025	Ongoing

Strategy 2:

We will create a culture that fosters positive character development and supports the safety of all.

Specific Result 3:

A comprehensive character education program will be established that is consistent across AISD campuses.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	Continue to utilize Project Wisdom character education program that focuses on various character traits.	Principal,	August 2024	May 2025	Ongoing
2	Utilize Words of Wisdom every morning on the announcements that encourage students to make good choices and explain how to put positive character traits into action.	Principal	August 2024	May 2025	Ongoing
3	Traits and other information regarding the character education program will be communicated to parents and the community throughout the school year.	Principal, Counselors	August 2024	May 2025	Ongoing

4	Recognize students quarterly and end of the year for outstanding character, leadership, and citizenship.	Principal, teachers	October 2024	May 2025	Ongoing
5	Utilize outside resources to reinforce positive character education such as AISD police officers, Dennis Lee, Watch Dogs, DPS agents, etc.	Principal, Counselors	October 2024	May 2025	Ongoing
6	Provide small group, individual, and large group guidance to promote positive character education.	Counselors	September 2024	May 2025	Ongoing
7	Implement the Ron Clark Academy House System to build a positive culture and climate in the school community and across the district.	Principal, AP, Counselors, and teachers	October 2024	May 2025	Ongoing
8	Continue a student council to provide leadership opportunities for students through service, responsibility, teamwork, community involvement, and campus awareness.	STUCO Sponsor, Principal	November 2024	May 2025	Ongoing
9	Implement the CHAMPS system schoolwide including common area policies to ensure ALL students know and meet expectations.	Principal, AP, teachers	August 2024	May 2025	Ongoing

Strategy 2:

We will create a culture that fosters positive character development and supports the safety of all.

Specific Result 4:

A diversity awareness program will be established.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	The social studies curriculum promotes education and awareness of our diverse community.	Principal, Counselors, Teachers	August 2024	May 2025	Ongoing
2	Continue to ensure that posters, decorations, decor, and other public materials are inclusive and diverse in nature and representation.	Counselors, Teachers	August 2024	May 2025	Ongoing
3	Continue to provide information regarding our diverse population	Principal, AP,	September 2024	May 2025	Ongoing

	through social media, campus newsletters, and other means.	Campus Communicator			
4	Provide opportunities for students to share their cultures through school projects, and district multicultural fair.	Principal, teachers	October 2024	May 2025	Ongoing
5	Provide translators when needed for parent communication, conferences, and ARD meetings.	Principal Diagnostician	September 2024	May 2025	Ongoing
6	Counselors will teach a diversity awareness unit during guidance classes.	Counselors	September 2024	May 2025	Ongoing
7	Provide training for staff regarding cultural awareness and competency.	Principal, AP	October 2024	October 2024	completed
8	Develop monthly activities that revolve around different cultures to celebrate and bring awareness to other customs and traditions (ie, Diwali, Hispanic Heritage, etc.).	Principal, Teachers	November 2024	May 2025	Ongoing
9	Implement the Special Olympics Unified Champion Schools program that promotes acceptance and inclusion between students with intellectual disabilities in schools.	PE teachers	August 2024	May 2025	Ongoing
10	Continue a multicultural committee to work on school activities and events to bring awareness and celebration of the various cultures present in our school community.	Principal	September 2024	May 2025	Ongoing

Strategy 2:

We will create a culture that fosters positive character development and supports the safety of all.

Specific Result 5:

A new student orientation and welcome program will be established at each campus.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	Continue the practice of welcoming new students by asking a classmate, who is selected by the teacher to serve as a mentor.	Principal, AP Counselors, Teachers	August 2024	May 2025	Ongoing
2	Reach out to new families to welcome them and provide information regarding the school district and the community through the PTA Welcome Packet.	PTA	October 2024	May 2025	Ongoing

3	Continue the practice of "Funderburg Forum " quarterly which is intentional about welcoming new families and providing them with information about our school and community while allowing them the opportunity to ask questions throughout the year.	Principal	October 2024	May 2025	Ongoing
4	Teachers will call or email new students' families to build a positive relationship and offer support. Occurs within the first 48 hours of a new student arriving.	Principal, Front office, Teachers	October 2024	May 2025	Ongoing
5	Newcomer luncheons with the counselors and frequent check-ins. The guidance curriculum will include social skill training and expectations for newcomers.	Counselors	September 2024	May 2025	Ongoing

FACILITIES AND LEARNING SPACES ACTION PLAN

Strategy 3:

We will continuously monitor, project, and plan for the increasing student population in order to develop new and renovate existing facilities that address safety, technology, and instructional criteria.

Specific Result 1:

Design, develop, and implement new buildings and technology infrastructure that are adaptable to an innovative curriculum and instructional model and the evolving needs of our students and a rapidly growing community.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	Input work orders to the maintenance department to make sure necessary repairs are done to maintain the safety and quality of the learning environment.	AP, Receptionist	August 2024	May 2025	Ongoing

Strategy 3:

We will continuously monitor, project, and plan for the increasing student population in order to develop new and renovate existing facilities that address safety, technology, and instructional criteria.

Specific Result 2:

Maintain and upgrade existing facilities with an emphasis on safety and security to ensure they accommodate the needs of all of our students and the ever-changing learning environment.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	Communicate with custodial services to ensure facilities stay properly cleaned.	Principal, AP	September 2024	May 2025	Ongoing
2	Conduct appropriate drills to ensure students' safety and preparedness in case of emergencies.	Principal, AP	September 2024	May 2025	Ongoing
3	Utilize two-way radios throughout the building for instant communication.	Principal, AP, Counselors, Nurse, Teachers	August 2024	May 2025	Ongoing
4	Utilize the Raptor System to sign in all visitors and checkout students.	Principal, AP, Receptionist	August 2024	May 2025	Ongoing
5	Utilize ID badges to identify all visitors, staff and substitutes.	Principal, staff, receptionist	August 2024	May 2025	Ongoing

6	Complete a criminal history check on all chaperones or visitors to the classrooms prior to being on campus.	Principal, teachers, receptionist	August 2024	May 2025	Ongoing
7	Utilize Anonymous Alerts System for students and parents to report safety issues.	Principal, AP, Counselor	September 2024	May 2025	Ongoing
8	All exterior doors will be checked frequently throughout the day.	Police Officer, Admin	August 2024	May 2025	Ongoing
9	Implement an elevator pass for students to wear when injured or in need of using the elevator for medical purposes only.	Principal, AP, Nurse	October 2024	May 2025	Ongoing
10	Implement the use of the Centegix badges in case of emergencies.	All Staff	August 2024	May 2025	Ongoing
11	Utilize a Threat Assessment Team to identify and work with students in crisis.	Admin, counselors, teachers, Crisis Coordinator	September 2024	May 2025	Ongoing
12	Emphasize arrival and dismissal procedures with parents to focus on student safety including monitoring of any open doors.	All Staff	August 2024	May 2025	Ongoing

Attracting, Retaining, and Training Staff ACTION PLAN

Strategy 4:

We will provide Ongoing recruitment, appraisal, and meaningful, relevant professional development.

Specific Result 1:

Evaluate and improve hiring, interviewing, and recruiting practices.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	Continue to use the district-wide hiring process.	Principal, AP	on-going	on-going	
2	Post job vacancies on TJN and TASA websites. Create a pool of applicants from student teachers and certified substitutes.	Principal, AP	As needed	As needed	
3	Evaluate candidates for quality interviews to bring to the committee. The evaluation process is established.	Principal, AP	on-going	on-going	
4	Utilize standardized interview questions to screen candidates.	Principal, AP	on-going	on-going	
5	Continue to use interview teams that include teachers, team leaders, and other appropriate staff Interview teams are set up as positions become available.	Principal, AP, Team leaders	on-going	on-going	
6	Utilize a rubric for references and check social media and the internet.	Principal, AP	on-going	on-going	

Strategy 4:

We will provide Ongoing recruitment, appraisal, and meaningful, relevant professional development.

Specific Result 2:

Create a school community that values its employees and encourages support from the administration and the community.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	Prepare and publish social media expectations in Student and Employee Handbooks.	Principal, AP	August 2024	August 2024	completed

2	Emphasize and educate parents, staff, and students on AISD's chain of command to encourage concerns or complaints to first be addressed with or in the presence of the staff member. This is included in the student handbooks.	Principal, Teachers	August 2024	May 2025	Ongoing
3	Plan additional welcoming and orientation events for staff, families, and community at the start of each school year, and throughout the year for incoming students.	Principal, PTA	August 2024	May 2025	Ongoing
4	Coordinate with the PTA hospitality committee to provide faculty breakfasts, lunches, and other special treats.	Principal, PTA, Hospitality Chair	August 2024	May 2025	Ongoing
5	Provide team-building activities, recognition at faculty meetings, and reward incentives to establish positive relationships among staff members to create a climate where employees enjoy where they work.	Principal, AP	August 2024	May 2025	Ongoing
6	Hold monthly meetings with paraprofessionals to allow them an opportunity to speak with admin regarding any questions or concerns.	Admin Staff	August 2024	May 2025	Ongoing
7	Maintain an open door policy where teachers have the ability to talk with administration at any given time about anything so they feel heard and valued.	Principal, AP	August 2024	May 2025	Ongoing
8	Provide special dress-up days for school-wide opportunities.	Principal, AP, Team Leaders	August 2024	May 2025	Ongoing
9	Implement staff newsletters, Staff of the Week, and Random Acts of Kindness emails to keep staff aware of expectations and events and build a positive school culture.	Principal	August 2024	May 2025	Ongoing

Strategy 4:

We will provide Ongoing recruitment, appraisal, and meaningful, relevant professional development.

Specific Result 3:

Regularly evaluate all certified teachers using T-TESS and evaluate other staff using a district-approved evaluation instrument.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	Evaluate faculty regularly utilizing the T-TESS instrument and frequent walk-throughs.	Principal, AP	September 2024	March 2024	Ongoing
2	Complete data walkthroughs to identify areas of strength and weakness in instruction.	Principal, AP	September 2024	March 2024	Ongoing
3	Share information gathered from data walks with staff to focus on best practices.	Principal, AP	October 2024	May 2025	Ongoing
4	Evaluate non-teaching staff using appropriate appraisal instruments.	Principal, AP	September 2024	May 2025	Ongoing
5	Evaluate teacher and student growth through the use of professional goals and student learning objectives created by the teachers from disaggregated data.	Principal, AP, teachers	September 2024	May 2025	Ongoing

Strategy 4:

We will provide Ongoing recruitment, appraisal, and meaningful, relevant professional development.

Specific Result 4:

Expand training, curriculum development, and professional development to support increasing identified needs of staff.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	Cultivate new opportunities for in-house staff professional development based on teacher needs.	Principal, AP, teachers	September 2024	May 2025	Ongoing
2	Implement a rigorous evaluation program to provide encouragement to high achievers, identify underperforming staff, and provide support and additional training or implement other appropriate alternatives.	Principal, AP	September 2024	May 2024	Ongoing

3	Increase training and evaluation of teacher aides.	Principal, AP	October 2024	May 2025	Ongoing
4	Determine staff development needs by the performance of students and data from teacher goals, evaluations, and walkthroughs.	Principal, AP	October 2024	May 2025	Ongoing
5	Provide opportunities and resources for teachers to attend conferences and professional development outside the district.	Principal	September 2024	May 2025	Ongoing

Strategy 4:

We will provide Ongoing recruitment, appraisal, and meaningful, relevant professional development.

Specific Result 5:

Adopt and implement a comprehensive mentoring program.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	Implement a mentoring partner on campus for all new staff.	Principal, AP, Counselor, GT	August 2024	May 2025	Ongoing
2	Meet periodically throughout the year with new teachers to monitor their progress and provide support if needed.	Admin, Counselors, Mentors	October 2024	May 2025	Ongoing

FISCAL RESPONSIBILITY ACTION PLAN

Strategy 5:

We will maintain fiscal accountability.

Specific Result 1:

Be fiscally responsible while maintaining a transparent accountability system.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	Stay within the predetermined budget guidelines as determined by the CFO and Superintendent.	Principal	September 2024	August 2024	Ongoing
2	Update the Superintendent and CFO on budgetary needs as necessary or as requested throughout the year.	Principal	August 2024	August 2024	Ongoing
3	Train teachers and staff on purchasing procedures.	Principal, Admin. Asst.	August 2024	August 2024	completed
4	Reconcile petty cash funds on a quarterly basis.	Principal, Secretary	October 2024	May 2025	Ongoing

COMMUNITY INVOLVEMENT ACTION PLAN

Strategy 6

We will provide ongoing relationship-building with parents, community members, volunteers, and our staff.

Specific Result 1:

Evaluate and improve communication between staff, families, and the community.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	Use Google Classroom, electronic newsletters, social media, web pages, and various classroom apps to share information with the school community and maximize involvement in the school.	Principal, AP, Teachers	August 2024	May 2025	Ongoing
2	Continue Funderburg Forums online and extend the invitation to the school community.	Principal	August 2024	May 2025	Ongoing

3	Continue to use social media platforms such as Facebook, Instagram, SeeSaw, Remind 101, etc. to share school information and provide insight into the classrooms.	Principal, AP, Teachers	August 2024	May 2025	Ongoing
4	Establish conference day to set aside time for teachers to meet with parents in person or via Webex.	Principal, Teachers	October 2024	October 2024	completed
5	Use WeVideo to create and share morning announcements with the school community.	announcement crew	August 2024	May 2025	Ongoing
6	Provide articles for Insights, PTA newsletters, parent letters, and school messengers.	Principal, AP, Teachers	September 2024	May 2025	Ongoing
7	Partner with Harvest and the PTA to host a Parent Night Out benefitting the North Texas Food Bank.	Principal	November 2024	November 2024	Ongoing

Strategy 6:

We will provide ongoing relationship-building with parents, community members, volunteers, and amongst our staff.

Specific Result 2:

Build partnerships to promote, support, and establish opportunities for parental and community involvement in our children's learning.

#	Action Step	Assigned To	Starting Date	Due Date	Completed
1	Support a high level of regular volunteers for the library, copy room, UIL activities, and after-school groups.	Principal, Counselor, Teachers, PTA	August 2024	May 2025	Ongoing
2	Continue the Watchdog Dads program to promote positive male role models and support the overall safe climate of the campus.	Principal, Counselors, AP,	September 2024	May 2025	Ongoing
3	Hold Fall and Spring book fairs to foster reading interest, fundraise, and	Librarian, PTA	October 2024 March 2024	October 2024 March 2024	Ongoing

	encourage families to participate in school events.				
4	Develop activities such as award ceremonies, Literacy, STEM and Math nights, Horizons plays, open houses, art shows, field trips, choir programs, Exceptional Eagle assemblies, award ceremonies, field days, etc. to encourage parents to participate with their children.	Principal, AP Teachers, PTA	September 2024	May 2025	Ongoing
5	Establish business partnerships with community members to sponsor campus activities.	Principal, PR Director	August 2024	May 2025	Ongoing
6	Provide intergenerational activities such as Veteran's Day, and Grandparent's Parade to build relationships with elderly community members.	Principal, Counselors, teachers, and PTA	September 2024	May 2025	Ongoing
7	Red Ribbon Week speakers include DPS agents and AISD police.	Counselors	October 2024	October 2024	Completed
8	Parent programs to support needs based on needs assessment.	Counselors	September 2024	May 2025	Ongoing
9	Participate in the Harvest Back To School Party as an opportunity for teachers and school officials to meet the Harvest community and foster relationships.	Principal, teachers, PTA	August 2024	August 2024	Completed

Campus Level Funding and Budget:

Jane Ruestmann Elementary: SCE Allocation Amount Received \$ 271,788

Expenditures by Object Code:

6100 Payroll Costs \$ 271,288

List the number of supplemental position(s) funded with SCE at the campus:

<u>Pre-K Teacher</u>	Number of FTEs <u>2</u>
<u>Pre-K Aides</u>	Number of FTEs <u>4</u>
<u>Summer School Program</u>	Number of FTEs _____

6200 Professional & Contracted Services \$ 0

List the contracts to be SCE funded;

_____	\$ _____
_____	\$ _____

6300 Supplies & Materials \$ 500

List the supplies and materials to be SCE funded:

<u>Campus Supplies</u>	\$ 500
_____	\$ _____

6400 Other Operating Costs \$ 0

List other operating costs to be SCE funded:

_____	\$ _____
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