LISA West Middle School
Literacy Plan

Meeting Type	Date	District Recommendations	Follow-Meeting Date
Initial Meeting	**Jan 20, 2023**	• **Set the tone for all staff- Importance of ACT Aspire Prep** • **Discussed all possible options for closing gaps** • **Encouraged Special tutoring** • **Review Data to determine instructional target groups** • **Entice teachers with the earning potential** • **Make a contract for parents** • **Create parent, and student accountability** • **Communicate with parents about the importance of tutoring.** • **After-hour tutoring should not feel like "regular school."** • **Use PLC if needed to train teachers or for intervention** • **Coaches should help guide ACT Aspire lesson plans- "Fun or interactive skill, transfer skill into the ACT Aprire**	**Feb 3, 2023**
Plan Submission Meeting	**Feb 3, 2023**	• **Encouraged Special tutoring** • Have teachers clock out at four and then back in for target tutoring. • Entice students and staff to participate in "Special Tutoring." • Set a specific day for writing short answer responses and Essay - Follow up by having teachers calibrate their student responses	**Need to Schedule a Follow-up**

Literacy Action Plan Details							
	Hours of Operation	**Plan Option**	**Project Title**	**Instructional Focus/Grade Levels**	**Action Plan Details**	**Who is responsible for follow-up & adjustments?**	**Progress**
1	In-Scho…	Refocus instructi…	Utilize built-in Lab Time	ELA 6th-8th	• West Middle School currently has ten periods of English every week, which double blocks English for every student. • There are 7 hours in content and 3 hours of remediation/lab…should be doing small groups to assist students.	Dean of Aca… ELA Coach	In-progress
2.	In-Scho…	Regular Contra…	Regular Tutoring	ELA Math 6th-8th	• ***Contract Hour tutoring 3-4*** • After school tutoring… going over the RTI list, Dr. Lewis has data sheets and has selected students that could benefit the most from tutoring after school. • Target Tutoring is supposed to start next Thursday,	Principal Dean of Acad…	In-progress w
3.	In-Scho…	New initiative	Reading in Science	Scie… 6th-8th	• Science is starting tutoring in reading to help with reading data and charts.	STEM Coach	In-progress
4.	Weekend	NWEA Confer…	NWEA Teacher Conference	ELA ELA 6th-8th	• NWEA Data Meetings with each Teacher	Principal Dean of Acad… ELA Coach	Completed

5.	In-Scho…	Modified Scho…	2 Week Bootcamp	6th-8th	All subjects will have a 90 boot camp on Wednesday. Teachers will be paired up.	ELA Coach Math Coach STEM Coach Dean of Acad…	In-progress