Douglas County School System

School: MASON CREEK ELEMENTARY SCHOOL
Year: 2020-21

### District Focus / Goal: Teaching & Learning

#### Performance Objective 1: Increase academic achievement

1. **ELA performance on GMAS will increase in**
   - 3rd grade from 54% (Spring 2019) proficient/exemplary to 58% (Spring 2021) proficient/exemplary
   - 4th grade from 45% (Spring 2019) proficient/exemplary to 66% (Spring 2021) proficient/exemplary
   - 5th grade from 55% (Spring 2019) proficient/exemplary to 65% (Spring 2021) proficient/exemplary
   - 75% of kindergarten students will reach the sight word target of 220 by May 2021.
   - 75% of 1st graders will read fluently at 62 WCPM by May 2021.
   - 75% of 2nd Graders will meet Lexile target of 350 as measured by STAR 360 assessment.

2. **Math performance on GMAS will increase in**
   - 3rd grade from 61% (Spring 2019) proficient/exemplary to 63% (Spring 2021) proficient/exemplary
   - 4th grade from 44% (Spring 2019) proficient/exemplary to 65% (Spring 2021) proficient/exemplary
   - 5th grade from 54% (Spring 2019) proficient/exemplary to 59% (Spring 2021) proficient/exemplary
   - 75% of kindergarten students will recognize numbers 0-100 by May 2021.
   - 75% of 1st graders will add and subtract fluently to 20.
   - 75% of 2nd graders will add and subtract fluently within 100.

3. **Science performance on GMAS will increase in 5th grade from 61% (Spring 2019) to 63% (Spring 2021) proficient/exemplary.**

<table>
<thead>
<tr>
<th>Improvement Area</th>
<th>Action Steps for Implementation:</th>
<th>Implementation Timeline</th>
<th>Estimated Cost, Funding Sources &amp; Resources</th>
<th>Person / Group Responsible</th>
<th>Evaluation of Implementation and Impact on Student Learning</th>
</tr>
</thead>
</table>
| Increase in MATH Achievement  
*Problem Solving  
*Fluency | School wide focus on basic fact fluency to support math instruction. Teams will chart growth. Mastery will be promoted and recognized.  
School wide focus on problem solving (Problem of the Day). | August 2020-May 2021 | DCSS/School Based Budget | Administration Teachers  
Special Areas Counselor | • Student Work samples  
• STAR 360 Reports  
• Mastery Reports  
• Progress Monitoring  
• Team Meeting/Lesson Plans  
• Problem Solving Journal |
| Increase in SCIENCE Achievement | Inquiry Based Instruction using Problem-Based Learning, STEM Literacy, and Project Lead the Way grant. | August 2020-May 2021 | School Based Budget | Administration Teachers  
Special Areas | • Student Work Samples  
• Lesson Plans | • Classroom Environment  
• Peer Observations  
• TKES Walkthroughs and Formatives  
• Illuminate Quarterly Assessments  
• GMAS Scores  
• Hallway Display |
**District Focus / Goal: Teaching & Learning**

**Performance Objective 2**: Provide streamlined access to inst. resources and information

**School Improvement Goal(s): (SMART)**

- By May 2021, all staff will demonstrate an improvement in operational efficiency and demonstrate a high quality of work.

<table>
<thead>
<tr>
<th>Improvement Area</th>
<th>Action Steps for Implementation:</th>
<th>Implementation Timeline</th>
<th>Estimated Cost, Funding Sources &amp; Resources</th>
<th>Person / Group Responsible</th>
<th>Evaluation of Implementation and Impact on Student Learning</th>
</tr>
</thead>
</table>
| **Organizational Culture** | Collaborative Teams plan instruction that supports consistency in instruction, expectations for all subgroups, and rigor using AVID framework and best practices (differentiation). | On-going                | Administration All Certified Staff         | Administration All Certified Staff | • Agendas
|                         |                                                |                         |                                            |                            | • Team Meetings
|                         |                                                |                         |                                            |                            | • Faculty Meetings

- TKES Walkthroughs and Formatives
- Illuminate Quarterly Assessments
- GMAS Scores
Teachers will utilize the DCSS C & I website to access planning documents and resources. Teacher will also the applications available through Google Suites.

Weekly Administrative Team meeting.

<table>
<thead>
<tr>
<th>District Focus / Goal: Teaching &amp; Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Performance Objective 3: Implement a balanced assessment system</strong></td>
</tr>
<tr>
<td><strong>School Improvement Goal(s): (SMART)</strong></td>
</tr>
<tr>
<td>- By May 2021, all (100%) certified staff will have implemented a balanced assessment program of learning and for learning, gathering clear and accurate information about student needs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Improvement Area</th>
<th>Action Steps for Implementation:</th>
<th>Implementation Timeline</th>
<th>Estimated Cost, Funding Sources &amp; Resources</th>
<th>Person / Group Responsible</th>
<th>Evaluation of Implementation and Impact on Student Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of Data to drive instruction and support students</td>
<td>Monthly Data Meetings to monitor progress for students in all subgroups. Administrators will collaborate on the effectiveness of instructional practices.</td>
<td>August 2020-May 2021</td>
<td>Administration All Certified Staff</td>
<td>- Agendas - Action Plans/Data Sheets - Work Samples - Classworks/WriteScore Reports</td>
<td>- Data Room - Data Notebook/RtI Data - Increase in CCRPI</td>
</tr>
<tr>
<td></td>
<td>Teachers will administer DCSS mandated assessments. Teams will desegregate the data to develop an understanding of the strengths and weaknesses of their students. Reteach and enrichment plans will be created.</td>
<td>DCSS Assessment Calendar</td>
<td>DCSS Funded</td>
<td>Administration All Certified Staff</td>
<td>- Agendas - Team Meeting Notes - Data Reports</td>
</tr>
<tr>
<td></td>
<td>Teachers will use formative assessment prompts to support and assess student understanding and/or mastery of a skill or concept.</td>
<td>On-going</td>
<td>All Staff</td>
<td>- Lesson Plans</td>
<td>- TKES data</td>
</tr>
<tr>
<td></td>
<td>Assign adult mentor/teacher to each student to provide support and encouragement.</td>
<td>August 2020-July 2021</td>
<td>All Staff Counselor</td>
<td>- Teacher Input</td>
<td>- Attendance - Grades</td>
</tr>
</tbody>
</table>
### Discipline Records

Professional learning and discussion of de-escalation strategies and importance of positive relationships (proactive vs. reactive). School Counselor will address behavior expectations as well as social skills for emotions and anger.

<table>
<thead>
<tr>
<th>Implementation Timeline</th>
<th>Person / Group Responsible</th>
<th>Evaluation of Implementation and Impact on Student Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2020-2021</td>
<td>All Staff</td>
<td>• Discipline Cycle/Write-Ups • Sm. Counseling Groups</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Positive Classroom Culture</td>
</tr>
</tbody>
</table>

### District Focus / Goal: Communication

**Performance Objective:** Implement a comprehensive plan to include strategies to provide effective communication with all stakeholders.

**School Improvement Goal(s): (SMART)**
- By May 2021, 100% of the staff will nurture two-way communication with all stakeholders.

<table>
<thead>
<tr>
<th>Improvement Area</th>
<th>Action Steps for Implementation:</th>
<th>Implementation Timeline</th>
<th>Estimated Cost, Funding Sources &amp; Resources</th>
<th>Person / Group Responsible</th>
<th>Evaluation of Implementation and Impact on Student Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide communication with teachers, staff, parents, students, and stakeholders</td>
<td>• Increase and improve consistent utilization of social media, automated calling system and messaging system.</td>
<td>July 2020-May 2021</td>
<td>DCSS Funded</td>
<td>Principal Webmaster</td>
<td>• Completed Messages • Social Media</td>
</tr>
<tr>
<td></td>
<td>• Create a School Calendar for the year</td>
<td>July 2020</td>
<td>None</td>
<td>Principal PTSO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Build positive relationships through communication with all stakeholders.</td>
<td>July 2020-May 2021</td>
<td>None</td>
<td>All Staff PTSO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Regularly update school website</td>
<td>July 2020-May 2021</td>
<td>None</td>
<td>Principal Webmaster</td>
<td></td>
</tr>
</tbody>
</table>

### District Focus / Goal: Community

**Performance Objective 1:** Facilitate seamless access to partnerships with external organizations to extend services and programs.

**Improvement Goal(s): (SMART)**
- By May 2021, community partnerships will be established in order to coordinate, facilitate, and support programs/activities that support social, emotional and academic needs of staff, students, and parents.
### Improvement Area: Improve the collaboration between community organizations and MAES.

#### Action Steps for Implementation:
- Meet with partners to establish relationships and communicate needs to support students and staff.
- Use of PIE to enhance celebrations and rewards.
- Invite stakeholders of the school community to participate in school activities (guest readers, mentors, guest speakers, etc.).

#### Implementation Timeline:
- On-going
- July 2020-May 2021
- On-going

#### Estimated Cost, Funding Sources & Resources:
- Administration Partners Community Engagement Committe Counselor
- School Based Budget/Partners
- Administration District

#### Person / Group Responsible:
- Administration Partners Community Engagement Committe Counselor
- Administration Partners Community Engagement Chair Counselor
- Administration All Staff

#### Evaluation of Implementation and Impact on Student Learning:
- Artifacts
- Evidence
- Meeting Notes
- PIE Engagement Forms
- Photos
- Social Media
- Invitations, emails
- Photos

---

### District Focus /Goal: Community

#### Performance Objective 2: Promote and practice shared responsibility through engaging all stakeholder groups in achieving district goals.

#### Improvement Goal(s): (SMART)

By May 2021, representative groups all stakeholders of the school community will be established in order to support the education and welfare of the students.

#### Action Steps for Implementation:
- STEM Advisory Board Meetings (School Council)
- STEM Nights and School-Wide STEM Days on last Friday of each month.

#### Implementation Timeline:
- August November February May
- August 2020-May 2021

#### Estimated Cost, Funding Sources & Resources:
- Administration Advisory Board Members
- School Based Budget/Partners

#### Person / Group Responsible:
- Administration Advisory Board Members
- Advisory Board All Staff PTSO Community Parents

#### Evaluation of Implementation and Impact on Student Learning:
- Artifacts
- Evidence
- Agendas
- Sign-In Sheets
- Minutes
- List of STEM participants & presenters
- Social Media
- Photos
- Carryover into the classrooms.
All parents are invited to join and participate in PTSO. Meetings will be held to encourage parents to assist with various school activities, functions, services and foster a community atmosphere.

August 2020 - May 2021

PTSO Budget

All Staff

PTSO Community

- Agendas
- Completed Projects
- Room Parents
- Volunteers

### District Focus /Goal: Community

**Performance Objective 3:** Actively involve parents and caregivers, inclusive of all diverse groups, in the education of their students.

**Improvement Goal(s): (SMART)**

- By May 2021, 100% of the staff will participate in activities that actively involve families, inclusive of all diverse groups.

<table>
<thead>
<tr>
<th>Improvement Area</th>
<th>Action Steps for Implementation:</th>
<th>Implementation Timeline</th>
<th>Estimated Cost, Funding Sources &amp; Resources</th>
<th>Person / Group Responsible</th>
<th>Evaluation of Implementation and Impact on Student Learning</th>
</tr>
</thead>
</table>
| Family/ School Engagement | • Open House in every grade level. (Presentations will be recorded for families who cannot attend.) | August 2020 | Administration All Staff | • Sign In Sheets | • Agendas
| | | | | • Contact Logs | • PowerPoint |
| | • Parent Conference Months | October 2020 - February 2021 | School Based Budget | Administration Teachers Staff | • Sign In Sheets | • Photos
| | • Social Family Activities (such as Grits with Grandparents, Muffins with Mom, Donuts with Dad, Veterans Day Lunch, Family Dances, Diversity Night) | August 2020 - May 2021 | School Based Budget | All Staff | • Invitations | • Photos
| | • Regular, on-going communication with parents to communicate student progress, school related activities, conferences, meetings, relationship building | August 2020 - May 2021 | All Staff | • Contact Logs | • Social Media

### District Focus /Goal: Resources

**Performance Objective1:** Provide appropriate instructional resources for every student.

**School Improvement Goal(s): (SMART)**
- By May 2021, provide 100% of the appropriate instructional resources for each subject taught at MAES.

<table>
<thead>
<tr>
<th>Improvement Area</th>
<th>Action Steps for Implementation:</th>
<th>Implementation Timeline</th>
<th>Estimated Cost, Funding Sources &amp; Resources</th>
<th>Person / Group Responsible</th>
<th>Evaluation of Implementation and Impact on Student Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>To support instruction with appropriate resources</td>
<td>Evaluate resources available for each grade and subject</td>
<td>August 2020</td>
<td>None</td>
<td>Administration Leadership</td>
<td>• Textbook Inventory</td>
</tr>
<tr>
<td></td>
<td>Purchase of Saxon Phonics to support ELA Instruction.</td>
<td>July 2020</td>
<td>School Based Budget ($2,000)</td>
<td>Administration</td>
<td>• Invoices</td>
</tr>
<tr>
<td></td>
<td>Purchase of GMAS instructional materials to support rigorous instruction.</td>
<td>July 2020</td>
<td>School Based Budget (ASP)</td>
<td>Administration</td>
<td>• Invoices</td>
</tr>
</tbody>
</table>

District Focus /Goal: Resources

Performance Objective2: Recruit and retain highly qualified and high-performing staff in all areas.

School Improvement Goal(s): (SMART)
- By May 2021, retain (less than 5% attrition rate) a diverse, highly qualified and high performing staff in all areas.

<table>
<thead>
<tr>
<th>Improvement Area</th>
<th>Action Steps for Implementation:</th>
<th>Implementation Timeline</th>
<th>Estimated Cost, Funding Sources &amp; Resources</th>
<th>Person / Group Responsible</th>
<th>Evaluation of Implementation and Impact on Student Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Satisfaction</td>
<td>Staff will complete PULSE survey.</td>
<td>On-going</td>
<td>DCSS Funded</td>
<td>Principal</td>
<td>• Survey Results</td>
</tr>
<tr>
<td></td>
<td>Survey information will be gathered to identify levels of job satisfaction and to make adjustments as appropriate.</td>
<td>On-going</td>
<td>None</td>
<td>Administration</td>
<td>• Survey Results</td>
</tr>
<tr>
<td></td>
<td>New Teachers, to the building, will be provided a MAES mentor. A survey will be utilized to determine the needs of each teacher.</td>
<td>On-going</td>
<td>School Based Budget</td>
<td>Administration Lead Mentor Mentors</td>
<td>• New Teacher Handbook</td>
</tr>
<tr>
<td></td>
<td>Quarterly Staff Socials</td>
<td>Quarterly</td>
<td></td>
<td>All Staff</td>
<td>• List of Activities</td>
</tr>
<tr>
<td></td>
<td>Teacher and Staff Recognition and Appreciation</td>
<td>On-going</td>
<td>School Based Budget</td>
<td>Administration Leadership</td>
<td>• HOWL Award</td>
</tr>
</tbody>
</table>

Evaluation of Implementation and Impact on Student Learning:
- Artifacts
- Evidence:
  - • Textbook Inventory
  - • Program Inventory
  - • Leveled Book Inventory
  - • STEM Materials
  - • Invoices
  - • Refill Kits for Saxon
  - • Lesson Plans
  - • Survey Results
  - • Social Media
  - • Photos
  - • Morning Assembly
### District Focus /Goal: Resources

#### Performance Objective 3: Effectively manage and maintain quality technology and infrastructure.

**School Improvement Goal(s): (SMART)**
- By May 2021, 100% of the staff will utilize technology to increase productivity.

<table>
<thead>
<tr>
<th>Improvement Area</th>
<th>Action Steps for Implementation: Use of technology</th>
<th>Implementation Timeline</th>
<th>Estimated Cost, Funding Sources &amp; Resources</th>
<th>Person / Group Responsible</th>
<th>Evaluation of Implementation and Impact on Student Learning</th>
</tr>
</thead>
</table>
|                    | Professional learning in using available technology (Google Certified, Pear Deck, Flippity, etc.). | On-going | DCSS PL funded/School Based Budget | All Staff | • Certificate  
|                    | Staff will effectively manage passwords and put in help requests in a timely manner. | On-going | | All Staff Tech Dept. | • Tech Requests  
|                    | | | | | • “Working” Technology |

<table>
<thead>
<tr>
<th>Improvement Area</th>
<th>Action Steps for Implementation: Safe, welcoming school environment</th>
<th>Implementation Timeline</th>
<th>Estimated Cost, Funding Sources &amp; Resources</th>
<th>Person / Group Responsible</th>
<th>Evaluation of Implementation and Impact on Student Learning</th>
</tr>
</thead>
</table>
|                    | Put in work orders in a timely manner. | On-going | | All Staff Office Manager | • Work Orders  
|                    | School is kept safe, clean, and attractive. Visitors can easily navigate school campus. | On-going | | Administration, All Staff, Students Custodial Staff | • Monthly Custodian Report Cards  
|                    | | | | | • School Grounds |

#### Performance Objective 4: Effectively manage and maintain quality facilities.

**School Improvement Goal(s): (SMART)**
- By May 2021, 100% of the staff will support the county’s initiative to manage and maintain facilities.

<table>
<thead>
<tr>
<th>Improvement Area</th>
<th>Action Steps for Implementation: Effective Use of Budget</th>
<th>Implementation Timeline</th>
<th>Estimated Cost, Funding Sources &amp; Resources</th>
<th>Person / Group Responsible</th>
<th>Evaluation of Implementation and Impact on Student Learning</th>
</tr>
</thead>
</table>
|                    | Expenditures will be aligned to the needs of the school. | On-going | School Based Budget | Principal | • Monthly Statements  
|                    | | | | | • MUNIS |

#### Performance Objective 5: Effectively manage fiscal resources.

**School Improvement Goal(s): (SMART)**
- Effectively use of the budget to support student learning goals and goals.