

**Windham School District  
Climate, Culture, and School Improvement  
Implementation Rubric**

Objective 1: Increased Leadership Visibility	By June 2020, Windham Middle School Leadership will increase their visibility based on developed action steps.	School Year:	2019-2020
Building:	WMS		

<u>Action Steps</u>	<u>Roles and Responsibility</u>	<u>Timeline Schedule</u>	<u>Benchmarks</u>
A. Create an invitation system to encourage teachers to invite administrators into their classroom and PLC's.	Directors, Principal, Asst. Principal	2019-2020	By Oct. 1st a google document will be kept by grade level showing the invitation that teachers used to invite administration to their PLCs
B. Admin will attend 50% of PLC invitations received from PLC groups.	Directors, Principal, Asst. Principal	2019-2020	Establish admin calendar of PLC meetings for admin attendance, participation and data collection. Progress check at the end of Sept.
C. Building Admin. will visit each classroom 1x per week.	Principal, Asst. Principal	2019-2020	Admin will use their Google calendar to record visitations

Evidence:



Logs, Calendars



Agendas



Meeting Minutes



Programs

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Objective 2 Communication	By June 2020, Windham Middle School Leadership Team will improve their communication based on developed action steps.	School Year:	2019-2020
Building:	WMS		

<u>Action Steps</u>	<u>Roles and Responsibility</u>	<u>Timeline Schedule</u>	<u>Benchmarks</u>
A. Admin will print and post weekly navigation in teacher workroom and in building.	Building Admin.	2019-2020	Principal will create a google form to record monthly navigation comments and suggestions
B. Create the opportunity to develop agendas for meetings	Building Admin, Directors	2019-2020	Collect data monthly with a google form for staff meetings and team leader meetings
C. Admin will comment on PLC reports every other month	Principal, AP	2019-2020	Comments will be recorded on individual PLC meeting notes and will be reviewed monthly at directors meetings.

Evidence:



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Objective 3: Collaboration	By June 2020, Windham Middle School Leadership Team will Increase Active Participation and Collaboration based on developed action steps.	School Year:	2019-2020
Building:	WMS		

<u>Action Steps</u>	<u>Roles and Responsibility</u>	<u>Timeline Schedule</u>	<u>Benchmarks</u>
A. Invite staff members to attend team leader meetings to present/share ideas/proposals.	Building Admin	2019-2020	A google invitation will be provided to staff monthly to share ideas, proposals, etc. at team leader meetings Attendance at meetings will be recorded
B. Invite staff to attend school council meetings.	Building Admin	2019-2020	A google invitation will be provided to staff monthly to attend school council meetings Attendance at meetings will be recorded
C. Invite staff members to present/share ideas/proposals at monthly staff meetings.	Building Admin	2019-2020	A google invitation will be provided to staff monthly to share ideas, proposals, etc. at staff meetings Attendance at meetings will be recorded

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Objective 4: Student Achievement	By June 2020, WMS will increase the number of students who are meeting proficiency in the area of mathematics as measured by the 2020 NHSAS scores.	School Year:	2019-2020
Building:	WMS		

<u>Action Steps</u>	<u>Roles and Responsibility</u>	<u>Timeline Schedule</u>	<u>Benchmarks</u>
A. Communicate the goal to the teachers and allow for collaborative planning time (ID problem/subtopic areas, look at data, ID students)	Director, Principal, Asst. Principal	1st Dept. meeting	First dept. meeting
B. In grades 5 to 8, the Director of Mathematics will work with the math teachers to develop ways to increase students' overall proficiency on NWEA and NHSAS.	Director of Math Math Teachers	2019-2020	A google document will be kept by grade level showing the questions that teachers used with students in class. This will be a departmental/school goal. Teachers and the director will discuss in their goal updates what they have done to support students.
C. In grades 5 to 8, math teachers, in consultation with the Director of Mathematics, will develop and implement strategies to help students, who scored a 2 on	Director of Math Math Teachers	2019-2020	The Director of Mathematics will give teachers a list of their students who scored a level 2. The Director of Mathematics and teachers will work

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last year's NHSAS, to reach proficiency. Teachers will discuss strategies for remediation in PLC meetings.			with those students to encourage more effort and growth. Notes will be documented in PLC documents as well as teacher and director goal updates.
D. The Windham Middle School math teachers will strengthen their co-teaching practice by being provided professional coaching each trimester as well as support by the school Administrators.	Director of Math Math Teachers	2019-2020	Teachers will try at least 3 new co-teaching strategies per trimester. They will keep notes on their visit to share with the professional coach. Administrators will observe teachers in co-teaching classes and discuss the co-teaching strategies used during the follow up conversations. Documentation will occur in the observation write up.
E. In grades 9 to 11, the Director of Mathematics will work with the math teachers to develop ways to increase students' overall proficiency on PSAT and SAT.	Director of Math Math Teachers	2019-2020	A google document will be kept by course showing the questions that teachers used with students in class.  This will be a departmental/school goal. Teachers and the director will discuss in their goal updates what they have done to support students.

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Objective 5: Student Achievement	By March 2020, Windham Middle School Staff will ensure that each student will have a connection with at least one adult. DRAFT	Schoo	2019-202
Building:	WMS		

<u>Action Steps</u>	<u>Roles and Responsibility</u>	<u>Timeline Schedule</u>	<u>Benchmarks</u>
A. Windham Middle School staff will work together to create a student questionnaire to measure student/teacher connections	Guidance, Mental Health Counselors, Administration	2019-2020	The staff will create a questionnaire to measure student/teacher connections. Given twice a year (Oct. & May)
B. Administration will reach out to non-professional staff to invite and encourage them to reach out to make connections with students.	Administration	October 2019	Meet with non-professional staff members each trimester to monitor their
C. Windham Middle School staff will work together to create a teacher questionnaire to measure student/teacher connections.	Guidance, Mental Health Counselors	2019-2020	The staff will create a questionnaire to measure student/teacher connections. Given twice a year (Oct. & May)
D. Windham Middle School staff will determine which students have no/limited	All staff	December 2019	Survey staff every trimester.

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connection to WMS and establish consistent connections with those students.			
E. In May of 2020, students and staff will organize a full school event to celebrate the student/adult connections.	Administration, Student Council Supervisor	May 2020	Meet with Student Council each trimester to plan

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