

Riverview Gardens School District 2010 MSIP  
Accountability Plan

January-00

Objective	ITEM	Start Date	End Date	25% Benchmark	50% Benchmark	75% Benchmark	Timeline /Benchmark	Completion Evidences	Owner	Likert Scale	Balanced Score Card	Barriers	Responses	Cross-Reference	Funding Source
IV	<b>IV. Parent and Community Involvement</b>								Team Leader: Darlene Bosley/Co-Leader: Joyce Pugh						
	<b>Goal: Promote, facilitate and enhance parent, student, and community involvement in LEA/District educational programs.</b>														
IV.A	<b>Objective A: The District to continue its efforts to build an environment of transparency and partnership with parents and community members.</b>									3@75%					
IV.A.1	<b>Strategy 1: Determine public opinion regarding Riverview Gardens School District.</b>	10/1/2010	11/1/2012												
IV.A.1.a	<b>Action Step a:</b> Conduct a parent, teacher and student needs assessment survey.	10/1/2010	11/20/2012	Review DSAC survey to gain questions for parent, teacher, student and community surveys	Prepare and disseminate scantron surveys	Analyze data to create needs assessments for buildings and district.		Completed building Needs assessments	Principals, Pogue, Pugh	4 @ 75 %					
IV.A.1.b	<b>Action Step b:</b> Analyze data and provide results to the RG community.	10/1/2010	11/20/2012	Collect survey data from all stakeholders	Utilize info from surveys to update/revise school improvement plan strategies	Communicate district and school results with all stakeholders in order to build capacity		Post data and School Improvement Plans on web site	Pugh	4 @ 75 %					
IV.A.1.c	<b>Action Step c:</b> Conduct a community public opinion survey	10/1/2010	11/20/2012	Create community opinion survey	Disseminate scantron surveys during Council meetins	Analyze data to create needs assessments for buildings and district.									
IV.A.1.d	<b>Action Step d:</b> Analyze data and provide results to the RG community.	10/1/2010	11/20/2012	Collect survey data from community members	Utilize info from surveys to realize public opinion of RGSD.	Communicate results in order to build capacity			Pugh	3					
IV.A.2	<b>Strategy 2: Establish and maintain a Superintendent's Student Council.</b>	10/1/2010	5/1/2011	Select and invite RGHS students to become members of the council	Prepare and disseminate agenda, seek input and provide informational lunch meetings.	Utilize student feedback to provide opportunities for staff/student dialogue.		Agenda/Sign-in sheets	Coleman						
IV.A.2.a	<b>Action Step a:</b> Convene a monthly council of high school students to provide input to the overall district improvement.	10/1/2010	5/1/2011	Organize transportation, lunches and agenda	Prepare agenda and guest speakers	Present info and listen to input from students during a working lunch		Agenda/Sign-in sheets	Coleman	3@75%					

IV.A.3	<b>Strategy 3:</b> Convene the Community Advisory Council (community leaders, elected officials, area clergy, child care provider representative, etc) quarterly to inform, nurture, seek input and engage them in district initiatives.	11/1/2010	5/1/2011	Post dates and forward invitations to community leaders	Create an agenda for an informational meeting of district status updates	Dialogue		Agenda/Sign-in sheets	Coleman/SAB						
IV.A.4	<b>Strategy 4:</b> Define and Communicate the role of the school and district parent organizations.	10/1/2010	5/1/2011	Approve policies for parent involvement in organizations, material selections, etc. Create/update bylaws of organizations to	Involve parents in discussions to identify barriers and solutions for parental involvement	Create, update and post the goals and bylaws of each parent organization to each web site		Create, update and post the goals and bylaws of each parent organization to each web site	Bosley/Pugh						
IV.A.4.2	<b>Action Step a:</b> Approve policies for parental involvement	9/1/2010	11/1/2010	Contact MSBA for possible parental involvement policies	Forward to policy committee for discussions. Present policies to SAB	Post policies to web site and present at parent organization meetings for parent input		Approval of policies: KMA, IGBC	Pugh	5					
IV.A.4.1	<b>Action Step b:</b> Document the Vision, Mission and goals of the organizations to assist in meeting APR	9/1/2010	5/1/2011	Gather contact information of all building PTO officers	Schedule a meeting w/parent group members to discuss goals.	Create and post goals on the district website and in the school office		Mission, Vision and Goals communicated to all parents and posted to site	Bosley/Pugh	<a href="#">3@25%</a>					
IV.A.5	<b>Strategy 5:</b> Provide assessment information and data on websites.								Sampson						
IV.A.5.2	<b>Action Step a:</b> Create a comprehensive assessment plan/schedule and post it on the district website.	10/1/2010	ongoing	Look at all assessment dates and create an assessment plan/schedule	Distribute assessment plan/schedule to all stakeholders and district website	Follow the assessment plan/schedule with all state required testing			Sampson	<a href="#">4@75%</a>					
IV.A.5.1	<b>Action Step b:</b> Post district AYP, APR, and MAP/EOC test scores on district website.			Obtain information on how to add information to the website	Filter through data to determine what information to be displayed on the public website	Accurate and up-to-date data is displayed on website for stakeholders and view		Website is complete with assessment data	Sampson/Turnips	<a href="#">3@50%</a>					
IV.A.6	<b>Strategy 6:</b> Provide MAP prep workshops for parents.								Sampson						
IV.A.6	<b>Action Step a:</b> Present MAP and EOC information at PAC, PTO, and Curriculum Council of Excellence meetings in the Spring	1/3/2011	ongoing	Obtain a schedule of when PTO meeting and PAC meetings are held at individual school sites	Meet with PTO members and PAC members about testing and the steps they can take at home to make the testing experience a positive one	Continue to meet with PTO members and PAC members about testing as well as the Curriculum Council of Excellence to help making testing a positive experience		All stakeholders have information regarding testing and the steps they can do to help create a positive testing experience.	Sampson	<a href="#">3@50%</a>					

IV.A.6.1	<b>Action Step b:</b> Provide parent informational packets to all schools to distribute to parents.	1/3/2010	ongoing	Create an informational packet about testing ideas and strategies on how parents can help their child()	Testing informational packet approved and copied for distribution	Pass out informational packet at PTO, PAC and Curriculum Council of Excellence meetings. Have information downloadable on district website.			All parents will have testing informational packet.	Sampson	<a href="#">3@50%</a>					
IV.B	<b>Objective B: Increase two-way communication between schools, students, parents and community.</b>										<a href="#">4@50%</a>					
IV.B.1	<b>Strategy 1:</b> Provide Professional Development for teachers and principals regarding parent communication.	7/1/2011	10/1/2011	Conduct Public Opinion Survey and analyze data to determine priority of messages and most efficient/effective communications tools;	Principals and key school staff will be trained on producing and disseminating effective school newsletters, creating	Principals are comfortable with multiple ways of communicating with parents; Schools are using			Parent-School Communication has increased by evidence of Schools by	Mueller						
IV.B.1.2	<b>Action Step a:</b> Provide parent/teacher communication strategies	10/1/2010	5/1/2011	Forward monthly parent/teacher engagement information	Parent Institute Newsletters forwarded to parents and teachers	Utilize PD360 forum for sharing strategies and ideas			Hard copies of newsletters and articles	Pugh	<a href="#">3@75%</a>					
IV.B.1.1	<b>Action Step b:</b> All elementary buildings become PPP sites	11/1/2010	1/1/2011	Registration of Principal and 2 additional stakeholders to Implementation workshops	50% of schools will participate in PPP parent engagement workshops	Create opportunities for teachers to engage with parents during building workshops			All elementary buildings become registered PPP sites	Principals	<a href="#">3@75%</a>					
IV.B.2	<b>Strategy 2:</b> Send quarterly progress reports.	9/1/2010	5/1/2012							Teachers						
IV.B.2.2	<b>Action Step a:</b> SIS will be available for input of grades	9/1/2010	5/1/2012	Opening grading window for all term grades and progress reporting. Providing assistance when necessary	Evidenced by opening grading window and providing assistance when necessary for completion of grades	Evidenced by opening grading window and providing assistance when necessary for completion of grades			All Grades will have been entered completely and in a timely fashion	Turnipseed	5					
IV.B.2.1	<b>Action Step b:</b> Administrators verify grades in system and sign reports	9/1/2010	5/1/2011	Logging into the SIS System to review reports					Quarterly reports	Administrators	<a href="#">4@75%</a>					

IV.B.3	<b>Strategy 3:</b> Fall and Spring parent-teacher conference.	9/1/2010	5/1/2012						Teachers						
IV.B.3.a	<b>Action Step a:</b> Conference reminders	9/1/2010	5/1/2012	Communication, i.e., flyers, Letters, etc.	Post on Marquee	Teachers call parents			Sign-in sheets for conference	Principals	5				
IV.B.3.b	<b>Action Step b:</b> SIS call will be made to remind parents of conferences	1/9/1900	5/1/2012	Create reminder message	Program SIS to make 3 reminder calls to parents	Execute the SIS calls			Log of SIS call being sent	Turnipseed	<a href="#">4@75%</a>				
IV.B.4	<b>Strategy 4:</b> The District will use a variety of methods to disseminate information about events and volunteers needed.														
IV.B.4.a	<b>Action Step a:</b> Provide SIS calls to inform community of upcoming events.	1/1/2010	5/1/2012	Obtain events from all stakeholders	Que events to go out .	Reach more community members using SISCall for events at all schools/			When information is received SIScalls are set up to engage the community and give them an opportunity to participate in school events.	Turnipseed	5				
IV.B.4.b	<b>Action Step b:</b> Post information on the web page, in The View, on marquees, e-alerts, bldg newsletters, email blasts, texts.	1/1/2010	5/1/2012	Obtain events from all stakeholders	Que events to go out .	Reach more community members using the Web Page, Parent Portal, E-Alerts, Email Blast. Etc.. for events at all schools/			When information is received the Web Page, Parent Portal, E alerts, Email blast via SIS and Text via SISCall are set up to engage the community and give them an opportunity to participate in school events.	Sotir/Turnipseed	5				
IV.B.4.c	<b>Action Step c:</b> Consider Using Social Media (Facebook, Twitter) if survey shows need.	9/1/2010	5/1/2012	Survey for needs assessment needs to be done					Results of survey	Sotir/Turnipseed	<a href="#">1@25%</a>				
IV.B.5	<b>Strategy 5:</b> Solicit and nurture volunteers to assist with gaining APR.														
IV.B.5.a	<b>Action Step c:</b> Promote volunteer opportunities in every monthly school newsletter, on school web pages; include form in newsletters and provide link on website.	9/1/2010	5/1/2012	Post Headline link on District webpage	Solicit volunteers in monthly newsletter	Hwy patrol form completed and processed			Completed and approved volunteer forms	Principals/Pogue	5				

IV.B.5.k	<b>Action Step d:</b> Conduct background checks on volunteers prior to their first volunteer activity.	9/1/2010	5/1/2012	Input volunteer information into background check system	Keep a database of approved volunteers at C.O.	Forward letters to approved volunteers and building staff.		Background checks approved/denied from Highway Patrol	Pogue	5					
IV.B.5.c	<b>Action Step e:</b> Provide an orientation/training sessions for parent volunteers at the school(s) where they will be volunteering.	9/1/2010	5/1/2012	Allow them to indicate how they would like to serve in the school		PPP guide for parent volunteers provided		Volunteer Sign-In	Principals	3@75%					
IV.B.6.	<b>Strategy 6:</b> Develop collaborations with local organizations that serve children birth to 5 years of age.								Kulla-Branz						
IV.B.6.a	<b>Action Step a:</b> Participate in quarterly committee meetings of representatives from organizations serving children birth to 5 years of age. To included but not limited to Head Start, Special School District, Child Day Care Association, beyond housing, Parents as Teachers, local Early Childhood programs.	11/1/2010	6/1/2012	Develop a collaborative plan to assist districts with communicating kindergarten registration and expectations with all agencies					Kulla-Branz	3 @ 25%					
IV.B.6.k	<b>Action Step b:</b> Review and agree upon a Memorandum of Understanding Between Metro St. Louis YWCA Head Start and the Riverview Gardens Parents as Teachers and Early Childhood Program.	9/1/2010	12/1/2010	Have district lawyers review the Memorandum prior to board approval	establish services and procedures to identify children needing special services and coordinate kindergarten transition activities between head start and R.G.	Complete registration in the spring for the 2011-2012 school year at the Head Start site		Completed enrollment of children currently attending Head Start that will be attending Kindergarten in the fall of 2011.	Kulla-Branz, Renada	3 @ 50%					
IV.B.6.c	<b>Action Step c:</b> Collaborate with Child Day Care Association and the Department of Elementary Education through the Missouri Preschool Grant to provide training and services to licensed and unlicensed child care facilities that are located in Riverview Gardens School District.	8/1/2010	6/1/2012	Survey local day care centers for curriculum training needs.	Provide screening and kindergarten readiness to parents and staff at each center's sites.	Increase the number of pre-k children assessed		Increase number of children entering kindergarten ready to learned as measured on the Dial - 3	Kulla-Branz, parent educators	3 @ 50%					
IV.B.7	<b>Strategy 7:</b> Establish a Kindergarten transition program.								Bosley						
IV.B.7.a	<b>Action Step a:</b> Establish a Kindergarten Transition committee to include representatives from the district administration, principals, Kindergarten Teachers, Early Childhood Staff, Parents as Teachers, Special School District staff, local childcare directors and organizations.	1/1/2011	5/1/2012	Solicit volunteers from Principals for Kindergarten Transition committee	Solicit local Day Care providers to disseminate & share information	Date for Kindergarten Round up will be communicated and executed		Agenda, Sign-in sheet, Minutes	Pugh	5					
IV.B.7.k	<b>Action Step b:</b> The committee will create a list of readiness expectations that is consistent throughout the district.	1/1/2011	5/12/2010	Committee brainstorms list of expectations for incoming kindergartners	Committee members collaborate with area day care facilities	Submit the 80 Skills of Kindergartners: Principals, Pre-K, K, Day Care Provider		Listing of expectations to be shared with area day care facilities and parents in form of a booklet	Committee	5					

IV.B.7.c	<b>Action Step c:</b> Materials will be developed that provide childcare providers and parents information related to kindergarten readiness.	9/1/2010	6/1/2012	Kindergarten criteria for enrollment established	Materials proffed and copied	Resource packet forwarded to all enrollings Pre-K students		Kindergarten Handbook	Committee	5					
IV.B.7.d	<b>Action Step d:</b> Parents as Teachers will provide developmental screenings to local childcare facilities and refer for further evaluation or resources as needed.	9/1/2010	6/1/2012	Survey completed by local day care providers requesting screening services	Annual screening calendar set for the 2010-2011 school year	Competition of 75% of screening request		evaluation of screening services provided to local day care providers	PAT	<a href="#">4@50%</a>					
IV.B.7.e	<b>Action Step e:</b> Identify five year old children that will be enrolled in kindergarten at one of the Riverview Schools in 2011-2012.	2/1/2011	6/1/2012	Assign all PAT children a MOSIS identification number	Distribute contact information to elementary schools			Increase number of children enrolled in the district prior to July 1	PAT	3 @ 25%					
IV.B.7.f	<b>Action Step f:</b> Parents as Teachers will provide kindergarten readiness information to families attending local childcare facilities and on home visits.	9/1/2010	6/1/2012	PAT and committee materials will be distributed to parents on personal visits and at group meetings held at local day care sites					PAT	3 @ 25%					
IV.B.7.g	<b>Action Step g:</b> Elementary Schools will invite prospective kindergarten students to school events.	9/1/2010	6/1/2012	Kindergarten Survey will be forwarded to all RGSD households	Demographic information will be forwarded to PAT for contact with family	Data will be forwarded to schools so that prospective students can be contacted		Spreadsheet of perspective kindergarten students and survey	Principals	<a href="#">3@25%</a>					
IV.B.7.h	<b>Action Step h:</b> Provide kindergarten registration in the spring of 2011 at various locations including the local Head Start.	3/11/2010	6/1/2012	Transition Committee will meet and establish guidelines for Spring communication	PR forwarded to local newspapers and website for event	Evaluation surveys completed by all participating parents		Minutes, agendas, sign-in sheets and evaluations	Principals/Committee	<a href="#">4@75%</a>					
IV.C	<b>Objective C: Increase communications with parents and community about district wide and school-based news.</b>														
IV.C.1	<b>Strategy 1:</b> Create a communications program that results in a positive impact on student achievement.								Public Relations						
IV.C.1.a	<b>Action Step a:</b> Hire a Communications/Public Relations Director and support staff.								Seeney	<a href="#">1@50%</a>					
IV.D	<b>Objective D: Parents and other community members will be informed about academic and technological resources in the district.</b>									<a href="#">3@50%</a>					
IV.D.1	<b>Strategy 1:</b> The District will provide a variety of methods for parents and other community members to learn about technology and other resources available for students in the district.								Sotir, Johnson						

IV.D.1.	<b>Action Step a:</b> Revise and update the Curriculum & Instruction page on the district website.	9/1/2010	ongoing	A structure is create to get input from all stakeholders in writing the vision and mission statement.	New web page displays new vision and mission state for curriculum and instruction.	Updates are displayed regarding curriculum revisions, material adoption process and timeline.		District webpage is used effectively to communicate updates regarding curriculum and instruction.	Johnson						
IV.D.1.	<b>Action Step b:</b> Provide updates regarding curriculum revision, instruction and assessments to parents who attend the monthly Curriculum Council for Excellence (CCE) meetings.	9/1/2010	ongoing	Bi-monthly meetings are scheduled and invitations, letters and phone calls go out to stakeholders.	All stakeholders has a forum to be informed, educated and kept up to date with curriculum issues.	Stakeholders have the opportunity to provide input regarding the improvement and revisions of curriculum, instruction and assessment .			Johnson						
IV.D.1.	<b>Action Step c:</b> Routinely post announcements on the homepage of the district website regarding current events related to curriculum, instruction and assessment.	Fall 2010	ongoing	Information is added to website calendar	More general stakeholders are signed up for e-alerts and and all key members of Curriculum Council and Boot Camp groups are signed up for E-alerts; E-alerts and calendar items are posted at least 4 weeks in advance of events	Information posted on website includes helpful information for teachers, students and parents on preparing for assessments, changes in curriculum and/or instruction, and an opportunity for input from different stakeholder groups		Increased awareness of curriculum, instruction and assessment events	Mueller & Johnson						
IV.D.2	<b>Strategy 2:</b> Parent technology workshops/training (MIS Coordinator) Parent Portal Training Etc....	2/1/2011	6/1/2012	Survey needs for Training/Workshops	Schedule Trainings after school or through PTO meetings			Parent Portal training/works hops have taken place during PTO meetings.	Turnipseed						
IV.D.3	<b>Strategy 3:</b> Utilize technology to support the Parents as Teachers and Early Childhood programs.	2/1/2011	6/12/2012	Needs assessment to survey the needs of PAT staff	Outfitted staff with cell phones and laptops	Creation of PAT website		Technology Contracts	Steve Sotir						







IV.E.5	Strategy 5: Engage parents on District Strategic Planning and School Improvement committees.	9/1/2010	6/1/2012	Title I Overview meeting in September	Parent to serve on planning committee	Parents participate in evaluating needs assessment and give input		School Improvement Plans	Principals	5					
IV.F	<b>Objective F: Increase the number of inter-generational academic support activities.</b>									<a href="#">4@75%</a>					
IV.F.1	Strategy 1: Oasis volunteers will provide literacy strategies to K-2 students.	9/1/2010	5/1/2012	Volunteers will receive 12 hours of literacy training	Monthly meetings to determine best practices			Log of students served	R. Woods						
IV.F.1.a	Action Step a: Provide the 12 hour literacy training for Oasis volunteers.	9/1/2010	5/1/2012	Order OASIS tutoring materials for implementation		Facilitate training courses over 3 days.		Tutors have completion summary, utilize strategies and receive certificate	R. Woods	<a href="#">5@75%</a>					
IV.F.1.b	Action Step b: Monthly meetings w/volunteers to recap procedures and evaluate processes.	9/1/2010	5/1/2012	Tutors meet monthly with coordinator.	Tutors learn new strategies and share "what works"			Sign in sheets, agenda	R. Woods	<a href="#">4@75%</a>					
IV.E.4	Strategy 4: Family & Community Health Fair.								Nurse Krenna						
IV.E.4.a	Action Step a: Solicit participation of area health organizations														
IV.E.5	Strategy 5: Engage parents on District Strategic Planning and School Improvement committees.									5					
IV.F	<b>Objective F: Increase the number of inter-generational academic support activities.</b>									<a href="#">4@75%</a>					
IV.F.1	Strategy 1: Oasis volunteers will provide literacy strategies to K-2 students.	9/1/2010	5/1/2012					Log of	R. Woods						
IV.F.1.a	Action Step a: Provide the 12 hour literacy training for Oasis volunteers.	9/1/2010	5/1/2012					Tutors have complete summary, utilize strategies and receive certificate	R. Woods	<a href="#">4@75%</a>					
IV.F.1.b	Action Step b: Monthly meetings w/volunteers to recap procedures and evaluate processes.	9/1/2010	5/1/2012	Tutors learn new strategies and share "what works"	Tutors learn new strategies and share "what works"	Tutors learn new strategies and share "what works"		Sign in sheets, agenda	R. Woods	<a href="#">4@75%</a>					