Kenai Peninsula Borough School District

2019-20 SMART Goal Sheet for Goal #1
Kachemak-Selo

Area of Focus #1:	Responsive: Be immersed in a high quality instructional environment.

Goal #1:	Professional learning is embedded and ongoing, resulting in continuous growth and innovation.

Step 1: Write a SMART Goal in the space provided below for Goal #1

All teaching staff will participate in a 30 minute monthly collaborative learning community between Kachemak Selo and Voznesenka Schools focused on meeting the individualized personal needs of our students.

Step 2: Give detail to the SMART Goal by completing the action steps below

Action Steps: *What will be done? Include: professional development, ongoing communication with stakeholders, progress monitoring, and mid-year adjustments.*	Owner: *Who is responsible for leading or coordinating this action step?*	Timeline: *When will this be accomplished?*	Evidence of the Action: *What does success look like? What will be the evidence the action step occurred, the data indicating progress, or the indicator of success?*	Results: *Share results, observations, comments, etc.*
Inroduce collaborative Skype meetings between job alike staff at Voznesenka and Kachemak Selo Schools.	Alana Greear	Fall in-service	Collaborative Skype meetings will be introduced	Staff were positive about the opportunity to collaborate as part of their regular school day.
Organize collaborative groups and determine dates groups will meet.	Mike	Prior to September 18th Early Release	Collaborative groups will be determined prior to September 18th Early Release	Groups were determined with a few groups expressing interest in making accommodations to meet face to face.
Establish meeting norms, time of day to meet, and rotation for note taker	Collaborative groups	September 18th Early Release	Documentation from action step will be provided to the principal by the group's note taker.	All groups sent the documentation from their meetings, highlighting their action plans.
Determine student coverage to facilitate meetings.	Teaching staff at Kachemak Selo & teaching staff at Voznesenka	September 18th Early Release	A schedule will be provided to the principal by the group's note taker.	All groups determined a schedule, accommodating all members of the group.

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Monthly collaborative meetings will take place.	Mike	Monthly	Each month documentation of the group's collaborative time will be provided to the principal by the group's note taker.	
Inventory of meeting topics, overall satisfaction of meeting outcomes, and suggestions of changes to improve the initiatve will occur.	Mike	January 14th inservice	Collaboratively, a determination on ideas to increase the effectiveness of Skype meetings will be made.	All teachers felt their collaborations were an effective use of their time, with most expressing interest to continue next year with more of a focus on job alike groups.
Inventory of meeting topics, overall satisfaction of meeting outcomes, and suggestions of changes to improve the initiatve for the following year will occur.	Mike	April 15th Early Release	Collaboratively, a determination on ideas to increase the effectiveness of Skype meetings will be made.	
As a staff we will reflect on the process and determine if we want to continue next year, make changes, or discontinu.	Mike	April 15th Early Release	Final determination if this will take place next year.	

Step 3: At mid-year and EOY, repeat this process by reflecting upon your progress and considering next steps

<table>
<tr><td colspan="3" align="center">MID-YEAR DISCUSSION: January 14</td></tr>
<tr><td align="center">Area of Focus</td><td align="center">Record Discussion Notes Here</td><td>Select a current ranking for your school in this area</td></tr>
<tr><td>Responsive Goal: Be immersed in a high quality instructional environment.
Key Discussion Questions:
- In what ways does our school and staff prioritize strong, positive relationships with students to meet their social and emotional needs?
- What instructional strategies are used by our staff to target student needs? How can we support our staff to strengthen their instructional practice?
- Does our school foster a culture of innovation? What steps might we take to better support such a culture?</td><td>In Voznesenka, an advisory class was established for secondary students. This gives each student a teacher who will check up on them to talk about grades and progress in classes. This class is designed so students have the same advisory teacher for multiple years, helping foster a meaningful relationship. Selo meets students' needs as a smaller, close knit community. Staff often engage in personal dialogue with their students. Instructional strategies vary greatly from Pre-K classes through 12th grade classes. Personalized Learning, with an opportunity for some choice, is a common thread between grades and schools. Yes, our schools foster a culture of innovation. Collaboration opportunities between Voz and Selo, which will take place this year, will better support innovation.</td><td>Advancing</td></tr>
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Action Steps: *What will be done?*	Owner: *Who will do it?*	Timeline: *When will this be accomplished?*	Evidence of the Action: *What does success look like?*	Results: *Share attempts and wins*
Monthly collaborative meetings will take place.	Mike	Monthly	Each month documentation of the group's collaborative time will be provided to the principal by the group's note taker.	
Inventory of meeting topics, overall satisfaction of meeting outcomes, and suggestions of changes to improve the initiatve for the following year will occur.	Mike	April 15th Early Release	Collaboratively, a determination on ideas to increase the effectiveness of Skype meetings will be made.	
As a staff we will reflect on the process and determine if we want to continue next year, make changes, or discontinu.	Mike	April 15th Early Release	Final determination if this will take place next year.	

EOY DISCUSSION: [Insert Date]

Area of Focus	Record Discussion Notes Here	Select a current ranking for your school in this area
Responsive Goal: Be immersed in a high quality instructional environment. Key Discussion Questions: - In what ways does our school and staff prioritize strong, positive relationships with students to meet their social and emotional needs? - What instructional strategies are used by our staff to target student needs? How can we support our staff to strengthen their instructional practice? - Does our school foster a culture of innovation? What steps might we take to better support such a culture?		

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2019-20 SMART Goal Sheet for Goal #3

Kachemak-Selo

Area of Focus #3:	Core Four: Targeted Instruction

Goal #3:	Targeted Instruction

By February 3rd of 2020 all staff will be trained and students will use Write Tools strategies for at least one assignment per month.

Step 2: Give detail to the SMART Goal by completing the action steps below

Action Steps: *What will be done? Include: professional development, ongoing communication with stakeholders, progress monitoring, and mid-year adjustments.*	Owner: *Who is responsible for leading or coordinating this action step?*	Timeline: *When will this be accomplished?*	Evidence of the Action: *What does success look like? What will be the evidence the action step occurred, the data indicating progress, or the indicator of success?*	Results: *Share results, obersvations, comments, etc.*
Intoduce all staff to Write Tools by providing them a Write Tools folder and offering implementation strategies	Mike	Fall In-service	All staff will possess a Write Tools folder and will be presented with implementation strategies	Staff were presented with a folder containing Write Tools resources. Both an elementary and a secondary version were available.
Include Write Tools discussions during Skype collaborative meetings	Collaborative groups	Monthly	Collaborative groups will send email noting group discussions	Write Tools discussions were included in the notes from each group.
Support staff interested in attending Write Tools workshops	Mike	Ongoing while workshops are available	Staff attendance at Write Tools workshops	Several certified staff attended Write Tools workshops. There was a significant amount of interest from classified staff as well, but they were not permitted to attend.
During two Early Release days staff will callibrate Write Tools strategies using student work	Mike	One Early Release day each semester	Callibration opportunites were provided	

Action Steps	Owner	Timeline	Evidence	Results
During first semester teachers will incorporate Write Tools strategies in at least one assignment per quarter	Mike	First Semester	All teachers will have used Write Tools strategies with at least on assignment each quarter	All teachers included a minimal of one assignment per quarter using Write Tools strategies, with most teachers providing a plethora of learning opportunities using Write Tools.
During second semester teachers will incorporate Write Tools strategies in at least one assignment per month	Mike	Second Semester	All teachers will have used Write Tools strategies with at least on assignment each month	
Staff will look at CQA scores to determine if rubric scores rise over the course of the year.	Mike	April 15th Early Release.		

Step 3: At mid-year and EOY, repeat this process by reflecting upon your progress and considering next steps

MID-YEAR DISCUSSION: January 14

Area of Focus	Record Discussion Notes Here	Select a current ranking for your school in this area
Targeted Instruction	Staff use and appreciate Write Tools resources. If additional opportunities become available, more staff will participate in the training. Classified staff would also like to participate in these trainings. Teachers talked about the importance of using like strategies in both the Russian and English language classes. Certified teachers share strategies and resources, but there is a strong desire by both classified and certified staff to have training available to all language teachers.	Advancing

Action Steps: *What will be done?*	Owner: *Who will do it?*	Timeline: *When will this be accomplished?*	Evidence of the Action: *What does success look like?*	Results: *Share attempts and wins*
Include Write Tools discussions during Skype collaborative meetings	Collaborative groups	Monthly	Collaborative groups will send email noting group discussions	Write Tools discussions were included in the notes from each group.
Support staff interested in attending Write Tools workshops	Mike	Ongoing while workshops are available	Staff attendance at Write Tools workshops	Several certified staff attended Write Tools workshops. There was a significant amount of interest from classified staff as well, but they were not permitted to attend.
During two Early Release days staff will callibrate Write Tools strategies using student work	Mike	One Early Release day each semester	Callibration opportunites were provided	
During second semester teachers will incorporate Write Tools strategies in at least one assignment per month	Mike	Second Semester	All teachers will have used Write Tools strategies with at least on assignment each month	
Staff will look at CQA scores to determine if rubric scores rise over the course of the year.	Mike	April 15th Early Release.		

EOY DISCUSSION: [Insert Date]

Area of Focus	Record Discussion Notes Here	Select a current ranking for your school in this area