

# Osseo Area Learning Center

2007-08 Site Progress Report

2008-09 Site Continuous Improvement Plan

2008-09 Staff Development Plan

Submitted:

# Osseo Area Schools' Site Continuous Improvement Report

***District 279 Mission Statement***  
*Our mission is to inspire and prepare all students with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.*

Please submit the completed form to Joan Bowman at the ESC  
**by Friday, October 10, 2008**

**For 2007-2008:** • Site Progress Report (4 pages)

**For 2008-2009:** • Site Continuous Improvement Plan  
• Staff Development Plan and Calendar  
• Site's Mission, Beliefs, Decision Making Matrix, and Bylaws

SITE: Osseo Area Learning Center

PLAN YEAR: 2008/09

**SITE COUNCIL OR LEADERSHIP TEAM MEMBERS:**

James Hill  
Don Myhre  
Kris Johnson  
Alicia Fischer

Albert McGee  
Krista Frechette  
Ross Young

**Preliminary Review by Site Council/Leadership Team**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Reviewed by Staff**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Final Approval by Site Council/Leadership Team**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Reviewed by Assistant Superintendent**

Signature \_\_\_\_\_

Date \_\_\_\_\_

## 2007-08 Site Progress Report

### Site Improvement Objective # 1

**State the objective:** OALC students will increase the average BST reading score by 3%

This objective is  New  Continuing

**Performance Target:** Was not meet due to the amount of learners who had to take the test were ELL.

#### Which action plan steps were completed?

1. Continued to improve student participation in the MCA tests
2. Counselors follow-up on students who do not test
3. Continue a food program before, during and after testing
4. Continue to offer incentives for participation/achievement and provide test preparation classes or lesson plans
5. Identify and place students who have not passed the reading test in Read 180
6. Initiate a school wide Silent and Sustained Reading once a day

#### Which of these steps were especially powerful?

#### Which of these steps were not completed?

Provide evidence that your objective was achieved or not achieved.

What implications do this year's results have for 2008-09?

## 2007-08 Site Progress Report

### Site Improvement Objective # 2

State the objective: Improve student attendance rate by 2%

This objective is  New  Continuing

Performance Target: Was accomplished.

#### Which action plan steps were completed?

1. Made student /parents aware of the OALC attendance policy at the orientations in August and throughout the year
2. Identify students who are not reaching the 80% attendance rate
3. Identified student concerns in weekly staff meetings
4. Referred students to Human Services Team
5. Placed students who are not reaching 80% attendance rate on a Student Success Plan. Advisors/staff were facilitators of the process.
6. If the student was not successful with the Student Success Plan, student was referred to the Student Attendance Review Team (SART)
7. If the student was not successful with SART, student was referred to the Student Attendance Review Board (SARB)
8. If the student was not successful with SARB, student was referred for the OALC probation process
9. Continued to develop enrichment opportunities that reflect OALC ethnic groups and diverse population
10. Perfect attendance awards and incentives were given to students that had zero absences for each three week grading period

#### Which of these steps were especially powerful?

#### Which of these steps were not completed?

#### Provide evidence that your objective was achieved or not achieved.

#### What implications do this year's results have for 2008-09?

## 2007-08 Site Progress Report

### Site Improvement Objective # 3

**State the objective:** In order to provide cultural richness and awareness for all students and staff, the entire staff will participate in cultural competence training, provide cultural activities and/or lessons for our students and create a safe environment that will not tolerate any forms of harassment.

This objective is  New  Continuing

Performance Target: Was accomplished.

#### Which action plan steps were completed?

1. Staff will attend GLBTQ conference and will share information at staff development meetings
2. Activities and speakers on diversity, culturalism, socio-economics etc. to create a more culturally competent staff
3. Racial, sexual harassment and bullying packets for students to complete and discuss
4. Collect number of referrals regarding harassment issues to see if incidents of harassment decrease

#### Which of these steps were especially powerful?

#### Which of these steps were not completed?

1. Cultural Liaison will visit classrooms and facilitate discussion groups
2. Will conduct surveys for school climate

#### Provide evidence that your objective was achieved or not achieved.

#### What implications do this year's results have for 2008-09?

## 2007-08 Site Progress Report

Site Improvement Objective # \_\_\_\_\_

State the objective: \_\_\_\_\_

This objective is  New  Continuing

Performance Target: \_\_\_\_\_

Which action plan steps were completed?

Which of these steps were especially powerful?

Which of these steps were not completed?

Provide evidence that your objective was achieved or not achieved.

What implications do this year's results have for 2008-09?

## 2008-09 Site Continuous Improvement Plan

Site Improvement **Objective # 1**

**State the objective:** OALC students will increase the average BST reading score by 2%.

This objective is  New  Continuing

**Narrative Summary of this Objective and its Tasks** (This narrative should briefly state your objective, target, and strategies.):

*Example: "OAK" will improve student writing skills so that 80% of the students who take the MCAII's, will score 3 or above. Two strategies will be used to accomplish this: (1) all staff will be in-serviced on 6 Traits writing and (2) all students, Grades 2-6, will do a standard writing assessment three times during the year with teachers monitoring their progress.*

The OALC will improve student reading scores so that 45% of OALC students pass the Minnesota Basic Skills reading test and increase student scores on the Minnesota Comprehensive Assessments by 2%. To accomplish this, all students will participate in ten minutes of Silent and Sustained Reading per school day and students who have not passed the Minnesota Basic Skills Reading test will be enrolled in the Read 180 course.

**This improvement objective is intended for:**  1 Year  2 Years  3 Years

**This action plan is for what year of the plan?**  Year 1  Year 2  Year 3

**Evidences of Need:** What key measurable performance indicators (test scores, RIT scores, MCAII scores, survey results) show a need to spend time, energy, and resources on this particular objective?

1. The OALC average reading BST score for 2007/08 academic school year was 43.

**Performance Targets:** What key measurable performance indicators/performance targets (test scores, RIT scores, MCAII scores, survey results) will point to success at year-end review? Please write this in SMART goal format (see samples).

1. Students who have not passed the BST reading test will be identified and placed in read 180 and show improvement
2. The average reading score for OALC students who take the Minnesota Comprehensive Assessment will increase

2008-09 Site Continuous Improvement Plan

Action Plan Details for Objective # 1

Task#	Tasks to be Completed	Timeline		Assigned to:	Resources Allocated Time/\$/Materials	Monitoring Dates	Progress Indicators
		Begin	End				
1	Continue to improve student participation in the BST tests.	9/2/08	6/5/09	SILT/Staff and Administration		Once a trimester	Signatures of students and parents on the handbook page.
2	Counselor follow-up on students who do not test.	9/2/08	6/5/09	Krista Frechette, Mike Sheehan & Rob Alm		Once a trimester	Number of students referred to SARB.
3	Continue to offer incentives for participation/achievement and provide test preparation opportunities in classes and/or lessons.	9/2/08	6/5/09	All Staff and Students		Once a trimester	Number of students referred to SARB and on intervention plans.
4	Identify and place students who have not passed state reading test(s) in Read 180.	9/2/08	6/5/09	James Donovan, Krista Frechette & Mike Sheehan		Once a trimester	Number of students who get off Student Success Plans.
5	Continue a school wide Silent Sustained Reading program once a day.	9/2/08	6/5/09	All Staff		Once a trimester	Number of students being referred.
6	ELL help will be provided to all learners who need assistance.	9/2/08	7/30/09	Administration		Once a Trimester	Number of students receiving assistance.

## 2008-09 Site Continuous Improvement Plan

### Site Improvement **Objective # 2**

**State the objective:** The OALC average student attendance rate will meet or exceed 80%.

This objective is  **New**  **Continuing**

**Narrative Summary of this Objective and its Tasks (This narrative should briefly state your objective, target, and strategies.):**

The oalc attendance rate will meet or exceed 80%. This will be accomplished by implementing a parent notification system and offering incentives to students for good attendance. Students with chronic attendance concerns will be referred to Human Services Team, be placed on an attendance contract or will be referred for truancy.

**This improvement objective is intended for:**  1 Year  2 Years  3 Years

**This action plan is for what year of the plan?**  Year 1  Year 2  Year 3

**Evidences of Need:** What key measurable performance indicators (test scores, RIT scores, MCAII scores, survey results) show a need to spend time, energy, and resources on this particular objective?

The OALC wants to comply with NCLB by 2014.

**Performance Targets:** What key measurable performance indicators/performance targets (test scores, RIT scores, MCAII scores, survey results) will point to success at year-end review? Please write this in SMART goal format (see samples).

1. The OALC attendance rate will meet or exceed 80%
2. Administration will work with staff to maintain the attendance incentive program that was implemented in 1007/08.

## 2008-09 Site Continuous Improvement Plan

Action Plan Details for <b>Objective # 2</b>							
Task#	Tasks to be Completed	Timeline		Assigned to:	Resources Allocated Time/\$/Materials	Monitoring Dates	Progress Indicators
		Begin	End				
1	Make students/parents aware of the attendance policy at the student orientations in August and throughout the year.	9/2/08	6/5/09	Krista Frechette, Mike Sheehan, Kip Sackett & Rob Alm		Once a trimester	Signatures of students and parents on the handbook page.
2	Any OALC student who does not earn more than 50% of his/her credits AND does not meet the 80% rate of attendance each grading period is identified and a parent meeting is set up by administration.	9/2/08	6/5/09	Jenny Serim, Rob Alm, Krista Frechette & Mike Sheehan		Once a trimester	Number of meeting set up with parent/guardians.
3	Place students who are not reaching 80% attendance on the S.T.E.P.S.* plan.	9/2/08	6/5/09	OALC Teachers		Once a trimester	Number of students who are placed on a S.T.E.P.S plan.
4	If the student is not successful with the S.T.E.P.S.* plan, the student will be referred to SART (Student Attendance Review Team)/HST (Human Services Team).	9/2/08	6/5/09	Staff, Parents, Counselors & Students		Once a trimester	Number of students who are referred to SART.
5	If the student is not successful with SART, student will be referred to SARB (Student Attendance Review Board).	9/2/08	6/5/09	Krista Frechette, Mike Sheehan & Rob Alm		Once a trimester	Number of students who are referred to SARB.
6	If the student is not successful with SARB, if appropriate, a truancy petition is filed.	9/2/08	6/5/09	Krista Frechette, Mike Sheehan & James Donovan		Once a trimester	Number of students who have a truancy petition filed on them.
7	Perfect attendance awards and incentives will be given throughout the academic year to students who have zero absences.	9/2/08	6/5/09	Rob Alm		Once a trimester	Number of students who have perfect attendance.
	<b>*Please Note: S.T.E.P.S. is the acronym for Students/Teachers Expecting Progress in School</b>						

## 2008-09 Site Continuous Improvement Plan

### Site Improvement Objective # 3

**State the objective:** Provide a safe environment in which no forms of harassment are tolerated, which will in turn promote cultural richness and awareness for all staff and students and include activities/lessons that focus on and celebrate diversity.

This objective is  New  Continuing

**Narrative Summary of this Objective and its Tasks (This narrative should briefly state your objective, target, and strategies.):**

The OALC wants to align with the district's goals of creating a safe and respectful learning environment. The OALC will provide ample opportunities for culturally enriched activities and staff development training geared toward cultural competence and welcome courageous conversations, ideas, and suggestions from all stakeholders. The OALC will monitor the number of discipline referrals and conduct surveys as a means to track this objective.

This improvement objective is intended for:  1 Year  2 Years  3 Years

This action plan is for what year of the plan?  Year 1  Year 2  Year 3

**Evidences of Need:** What key measurable performance indicators (test scores, RIT scores, MCAII scores, survey results) show a need to spend time, energy, and resources on this particular objective?

Number of harassment referrals and results of climate surveys.

**Performance Targets:** What key measurable performance indicators/performance targets (test scores, RIT scores, MCAII scores, survey results) will point to success at year-end review? Please write this in SMART goal format (see samples).

Number of harassment referrals and results of climate surveys.

2008-09 Site Continuous Improvement Plan

Action Plan Details for Objective # 3							
Task#	Tasks to be Completed	Timeline		Assigned to:	Resources Allocated Time/\$/Materials	Monitoring Dates	Progress Indicators
		Begin	End				
1	Provide small group(s) opportunities to discuss gender, race and diversity issues during Advisory 1 <sup>st</sup> trimester.	9/2/08	6/5/09	Administration & Staff		Once a trimester	
2	Administration and staff development teams will collaborate to provide 2 all-school speakers on diversity for OALC staff and students.	9/2/08	6/5/09	Administration, Staff Development & Albert McGee		Once a trimester	
3	Provide racial, sexual harassment, and bullying packets for students to complete and discuss with a student learning advocate, administrator, or counselor.	9/2/08	6/5/09	Administration, Rob Alm		Once a trimester	
4	Cultural Liaison will visit classrooms and facilitate discussion groups	9/2/08	6/5/09	Albert McGee		Once a trimester	
5	Data will be collected on the number of referrals regarding harassment issues to see if incidents of harassment have decreased.	9/2/08	6/5/09	Administration		Once a trimester	
6	Continue to develop enrichment opportunities that reflect OALC ethnic groups and diverse population	9/2/08	6/5/09	Administration		Once a trimester	

## 2008-09 Site Continuous Improvement Plan

Site Improvement **Objective #**

State the objective: \_\_\_\_\_

This objective is  New  Continuing

**Narrative Summary of this Objective and its Tasks** (This narrative should briefly state your objective, target and strategies):

This improvement objective is intended for:  1 Year  2 Years  3 Years

This action plan is for what year of the plan?  Year 1  Year 2  Year 3

**Evidences of Need:** What key measurable performance indicators (test scores, RIT scores, MCAII scores, survey results) show a need to spend time, energy, and resources on this particular objective?

**Performance Targets:** What key measurable performance indicators/performance targets (test scores, RIT scores, MCAII scores, survey results) will point to success at year-end review? Please write this in SMART goal format (see samples).



## 2008-2009 Staff Development Calendar

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

21-22—New Licensed Staff Workshop  
 25—Site Time (8:00-12:30)  
 25—All Staff Gathering (1:00-3:00)  
 26-27—Site Time  
 28—Curriculum/Program Wkshp (8:00-11:30)  
 28—System PLCs (12:30-2:00)  
 28—Site Time (2:30-4:00)

September 2008				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1—Labor Day No School  
 2—First Day of School, Tri I Begins  
 9—Primary Elections, No Meetings 6-8 PM  
 25—Late Start PLCs

October 2008				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

10—System PLCs (8:00-11:30 AM)  
 10—Site Time (12:30-4:00 PM)  
 16-17—Ed MN Conference  
 30-31—PreK/K Conference Release Day

November 2008				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

4—General Elections, No Meetings 6-8 PM  
 12—Late Start PLCs  
 26—Mark Reporting  
 27-28—Thanksgiving Break

December 2008				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1—Tri II Begins  
 22-31—Conference Release, Winter Break

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1-2—Winter Break  
 14—Late Start PLCs  
 19—MLK Day No School

February 2009				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

5-6—PreK/K Conference Release Day  
 13—System PLCs (8:00-11:30 AM)  
 13—Site Time (12:30-4:00 PM)  
 16—President's Day No School

March 2009				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

6—Mark Reporting  
 9—Tri III Begins

April 2009				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	






6-10—Spring Break  
 24—Curriculum/Program Wkshp (8:00-11:30)  
 24—System PLCs (12:30-2:00)  
 24—Site Time (2:30-4:00)

May 2009				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

25—Memorial Day No School

June 2009				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

5—Last Day of School for Students  
 8—Mark Reporting Last Day of School for Licensed Staff

	System Staff Development		No School-Holiday/Break
	Site Time		Conference Release
	Late Start PLCs *		Mark Reporting

\*Site PLC-related Staff Development &/or Site PLC Meetings

May 2008