

CMS AVID Site Goals 2019–2020

Site Information

School Name: Central Middle School

Principal: Mr. Todd Scheuerer

Address: 2600 Wingate Blvd.

District: Brevard School District

County: Brevard

City, State, ZIP: West Melbourne, Florida 32904

AVID Information- Secondary Site

AVID Site Coordinator: Jennifer Zifer

AVID Administrator: Lorri T. Benjamin

Grade Level(s): 7th and 8th

Number of Elective Sections: 5

First Year of AVID Implementation: August 2018

Site Goals Prepared By:

Todd Scheuerer-Principal

Lorri T. Benjamin-Assistant Principal

Lisa Higham-Assistant Principal

Julie Sanders-Guidance Service Professional

John Contoupe-Teacher

Carolyn Heckenstaller-Teacher

Lindsay Kerstetter-Teacher

Patricia Linden-Teacher

Willis Lowell-Teacher

Mark Mallak-Teacher

Scott Miller-Teacher

Diana Pittenger-Teacher

Susan Vogt-Teacher

CMS Site Team Representatives:

CMS Staff

X _____

AVID Coordinator

X _____

District Director

District Support Needs:

At this time, CMS projects a need for support through the form of continuous formative observations and constructive feedback throughout the 2019-2020 academic year. District feedback will provide the CMS AVID program with continuous growth opportunities throughout the year.

CMS AVID Systems

Our Continuous Improvement Plan has involved setting goals that are validated by existing data. All goals are clearly defined, and are aligned to our CMS AVID Coaching & Certification Instrument, integrated with our CMS School Improvement Plan (SIP), and BPS district strategic plan.

1. The identified SMART (Specific, Measurable, Action-Oriented, Realistic, and Timely) goal.

CMS will increase the AVID elective class to include 5-sections, with 22 students. This will be accomplished by May of 2020:

- Sending CMS AVID Site Team representatives to CMS's feeder schools to engage students in a 10-minute CMS AVID presentation.
- Holding a CMS parent AVID informational night prior to CMS's registration.
- Requesting and analyzing feeder school data to target potential CMS AVID candidates.
- Sending personalized invitation letters to identified students.
- CMS AVID Site Team will review and conduct CMS AVID applicant interviews for 2020-2021.

We will increase the number of AVID students enrolled in the Algebra I course through our AVID recruitment process for the 2020-2021

2. Data to validate and established baseline.

Stakeholder feedback was used to validate this goal. We received feedback from a BPS district leader, CMS administrators, and CMS teacher stakeholders in our CCI on our 1st year of AVID implementation. We also conducted formative classroom walkthroughs, and conducted an anonymous teacher perception survey.

3. **AVID CCI Domain Alignment:** Systems 1.3: AVID Elective Student Recruitment and Selection Plan

Systems 1.7: Collaboration on Access to Advance Curriculum on courses

4. **Alignment/Integration With Other Plans:** School Improvement Plan and District Strategic Plan

5. Identify your action steps for your goal.

Action Steps <i>What action steps do we think will generate improvement?</i>	Evidence <i>What evidence will we use to measure progress?</i>	Resources/ Timeline <i>What are the best resources? What is an appropriate timeline for the action steps?</i>	Individual Commitments <i>Who will be involved? What will they do? (Name/Role/Action)</i>
The CMS AVID coordinator, a few CMS Site Team members, and student AVID representatives will go to CMS feeder schools to conduct a 10-minute presentation to inform and generate student interest.	Number of CMS AVID applicants.	Date: January 2020 <ul style="list-style-type: none"> • CMS AVID student video • Video technology expert • CMS AVID students • Interest form for students to check out the online CMS AVID application. 	<ul style="list-style-type: none"> • CMS AVID Coordinator • CMS teacher stakeholders • CMS AVID student stakeholders • CMS Administration support with planning
CMS will analyze feeder-school upcoming student data during site visits.	Data collected on the number of students who received a personal invitation, to the number of invited students who actually applied.	Date: January 2020 <ul style="list-style-type: none"> • Personalize, with student name, pre-made student invitation letter for students that meet AVID requirements. 	<ul style="list-style-type: none"> • Administration establish school site-visit date and expectations with feeder schools to pull data. • CMS Site Team analyzes student data.

			<ul style="list-style-type: none"> ○ Place names on the invitation. ○ Deliver letters and Syner-voice to students. ○ Creative ideas recommendation.
CMS will conduct a parent night prior to BPS school registration process.	Parent turnout.	<p>Date: February</p> <ul style="list-style-type: none"> ● Blackboard connect? ● Syner-voice ● CMS students (CMS AVID student panel or video clip). <ul style="list-style-type: none"> ○ Engage/Excite parent stakeholders. 	<ul style="list-style-type: none"> ● CMS Administration <ul style="list-style-type: none"> ○ Communication. ○ Planning and participating. ○ CMS Site Team plans and participate in event..
CMS Site Team will conduct student applicant interviews.	Number of students who meet AVID recruitment criteria.	<p>Date: March 9th</p> <ul style="list-style-type: none"> ● Practice interview expectations. 	<ul style="list-style-type: none"> ● ALL CMS Site Team members.
CMS Site Team will complete acceptance and regret letters.	Positive results from stakeholders.	<p>Date: March 27th</p> <ul style="list-style-type: none"> ● Create letters. ● Address letters. ● Send letters (stamps). 	<ul style="list-style-type: none"> ● All CMS Site Team members will participate in communicating to CMS AVID parent/student applicants at the same time that Eagle students are notified.
Hold an Algebra I night at CMS.	Number of participants.	<p>Date: Spring</p> <ul style="list-style-type: none"> ● BPS leaders. ● Powerpoint presentation. 	<ul style="list-style-type: none"> ● CMS Administration. ● CMS Algebra I staff. ● CMS AVID Site Team representatives.
After a great CMS AVID selection process, CMS leaders will review student math data trends to place students into Algebra I.	A course placement growth analysis will be compared from 2019-2020 and 2020-2021 school years.	<p>Date: Spring-Summer 2020</p> <ul style="list-style-type: none"> ● Need student registration information and data. 	<ul style="list-style-type: none"> ● CMS Administration.

CMS AVID Leadership

Our Continuous Improvement Plan has involved setting goals that are validated by existing data. All goals are clearly defined, and are aligned to our CMS AVID Coaching & Certification Instrument, integrated with our CMS School Improvement Plan (SIP), and BPS district strategic plan.

1. Identified SMART goal. (Specific, Measurable, Action-Oriented, Realistic, and Timely)

The CMS administration team will increase the CMS's AVID site coordinator's participation in leadership meeting from 0% to 50% during the 2019-2020 academic school year.

2. Data used to validate and established baseline goal.

BPS AVID district and CMS AVID coordinator documented 0% of leadership participation.

3. Domain Alignment: Leadership 2.3: School Leadership Composition

4. Alignment/Integration With Other Plans: School Improvement Plan and District Strategic Plan

5. Identify the action steps for your goal.

Action Steps <i>What action steps do we think will generate improvement?</i>	Evidence <i>What evidence will we use to measure progress?</i>	Resources/ Timeline <i>What are the best resources? What is an appropriate timeline for the action steps?</i>	Individual Commitments <i>Who will be involved? What will they do? (Name/Role/Action)</i>
The AVID site coordinator will participate in 50% of CMS's leadership meetings, on Monday mornings. This is to ensure that AVID is incorporated into all CMS focus priorities.	Through participation of and the collection of meeting agenda and notes.	Date: August 2019 <ul style="list-style-type: none"> AVID site coordinator will attend CMS leadership meetings bimonthly. 	<ul style="list-style-type: none"> CMS administration CMS AVID site coordinator

CMS AVID Instruction

Our Continuous Improvement Plan has involved setting goals that are validated by existing data. All goals are clearly defined, and are aligned to our CMS AVID Coaching & Certification Instrument, integrated with our CMS School Improvement Plan (SIP), and BPS district strategic plan.

1. **Identified goal SMART (Specific, Measurable, Action-Oriented, Realistic, and Timely) goal.**

CMS wants to see all students using AVID Focused Note-Taking strategies and the binder system in all of their classes. The goal is that 100% of all CMS teachers will implement all steps/phases of AVID Focused Note-Taking consistently in their classrooms by 3/13/2020 (end of 3rd 9 weeks), as evident by student work samples collected every 9-weeks and through informal colleague walk-throughs.

2. **Data was used to validate and established the baseline goal.**

Last year, BPS AVID district leaders, CMS administration, and CMS teachers evaluated and provided feedback on CMS's 1st year of AVID implementation. This was done through the AVID Coaching and Certification Instrument (CCI). According to CMS stakeholders, CMS students received instruction on Focused Note-Taking "Taking Notes", but CMS students were not consistently using their notes to process, connect, summarize, or applied learning.

CMS teacher perception data, collected last school year, showed that 48% of CMS teachers felt very comfortable with Focused-Note implementation, while 52% of CMS teachers felt somewhat uncomfortable with AVID Focused Notes.

BPS district leaders, CMS administration, and CMS teacher formative walkthrough data demonstrated that 26% of CMS teachers were not using a note-taking instrument during the observation period. (No graphic organizer, or tools were used to document student learning experience.)

Focused Note-taking interaction observed that 74% CMS teachers observed were using a note-taking strategy.

Elements	% of teachers
• NOTE-Taking (C-Create format, O-Organize Notes)	39%
• NOTE-Making (R-Review and Revise, N-Note Key Ideas, E-Exchange Ideas)	22%
• NOTE-Interacting (L-Link Learning, L-Learning Tool)	9%
• NOTE-Reflection (W-Written Feedback, A-Address, Y-Your Reflection)	4%

When CMS teachers were asked their perceptions on the impact of AVID on instruction with "What are your recommendations to improve CMS's AVID implementation for the 2019-2020 school year?" CMS responses were coded, below is a percentage of CMS teachers who stated:

• Improve communication (set clear expectations).	25%
• Schoolwide accountability (common language, organizational expectations, follow through, consistency).	55%
• Increased planning and collaboration time.	20%
• Increased AVID support for teachers.	25%

CMS will improve its AVID implementation through clearly establishing, communicating, supporting, increasing schoolwide accountability measures with the Focused Note-Taking process and use of the AVID binder system.

3. **Domain Alignment:**

- *Instruction 1.3: Focused Note-Taking*

- *Instruction 1.12: AVID Organizational Tools*

4. **Alignment/Integration With Other Plans:** *School Improvement Plan and District Strategic Plan*

5. **Identify your action steps for your goal(s).**

Action Steps <i>What action steps do we think will generate improvement?</i>	Evidence <i>What evidence will we use to measure progress?</i>	Resources/ Timeline <i>What are the best resources? What is an appropriate timeline for the action steps?</i>	Individual Commitments <i>Who will be involved? What will they do? (Name/Role/Action)</i>
Obtain CMS teacher input on which stages/phases of Focused Note-Taking are of the highest need. Our schoolwide PD will be based on this input.	<ul style="list-style-type: none"> • Teacher Survey Data. • PD Exit Slips. 	<ul style="list-style-type: none"> • SurveyMonkey, AVID Professional PD Modules (my.AVID.org) • Content-specific examples. • Survey teachers during pre-planning (8/2-8/9/19). • First, CMS PD will be on one of the FNT stages. 	<ul style="list-style-type: none"> • AVID Site Team • MESH departments for content-specific examples.
All MESH teams collaborate to determine the binder rubric that they will be using.	Teachers submit copy of the rubric they will use as a team and explanation of binder check system.	<ul style="list-style-type: none"> • Submitted by 8/9 (last day of pre-planning). • Provide rubric examples to choose from so there is consistency schoolwide. 	<ul style="list-style-type: none"> • MESH Team Teachers. • AVID Site Team
All MESH teams are responsible for implementing their BINDER binder check systems.	Teachers submit copy of the rubric they will use as a team and explanation of binder check system. During informal Walkthroughs: Mondays-Math Tuesdays-English Wednesday-Science Thursday-History Friday-Elective	<ul style="list-style-type: none"> • Submitted by 8/9 (last day of pre-planning). • Provide rubric examples to choose from so there is consistency schoolwide. • Informal walk-through data collection. 	<ul style="list-style-type: none"> • MESH Team Teachers. • AVID Site Team • CMS administration
Analyze student sample of Focused Note-Taking (including all stages) and determine school-wide progress.	<ul style="list-style-type: none"> • Student Samples. • Data collected from feedback on student samples. 	At the end of every 9- weeks, teachers submit one student sample for constructive feedback from their peers.	<ul style="list-style-type: none"> • All MESH Teachers • AVID Site Team (for feedback)

AVID Site Team members will take back AVID strategies to their PLC's for implementation.	<ul style="list-style-type: none"> • Student Samples 	Every 3-4 weeks	<ul style="list-style-type: none"> • AVID Site Team members. • CMS Teachers
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CMS AVID Culture

Our Continuous Improvement Plan has involved setting goals that are validated by existing data. All goals are clearly defined, and are aligned to our CMS AVID Coaching & Certification Instrument, integrated with our CMS School Improvement Plan (SIP), and BPS district strategic plan.

1. Our identified SMART (Specific, Measurable, Action-Oriented, Realistic, and Timely) goal.

During the 2019-2020 school year, CMS will develop three tools to support CMS teacher professional development that will focus on 10 WICOR strategies in order to increase rigor within core content classes.

Culture 1.8 : During the 2019-2020 school year, CMS will develop and implement student surveys that will give an accurate measure of teacher perceptions.

2. Data was used to validate and establish our baseline goal.

3. Domain Alignment: *Culture 1.1: WICOR, Scaffolding and Rigorous Instructional Practices*

Culture 1.8: Perceived Teacher Expectations

4. Alignment/Integration With Other Plans: *School Improvement Plan and District Strategic Plan*

5. Identify the action steps for your goal.

Action Steps <i>What action steps do we think will generate improvement?</i>	Evidence <i>What evidence will we use to measure progress?</i>	Resources/ Timeline <i>What are the best resources? What is an appropriate timeline for the action steps?</i>	Individual Commitments <i>Who will be involved? What will they do? (Name/Role/Action)</i>
CMS teachers will be provided posters with WICOR strategies to use for easy reference during lesson planning.	Each classroom will have a WICOR poster visible.	Date: September 30th, 2019 <ul style="list-style-type: none"> • Posters created, printed, distributed. 	<ul style="list-style-type: none"> • CMS teacher stakeholders. • CMS administration will support with expenses. • CMS AVID Site Team will work to fundraise to cover the cost.
CMS Site Team will invite CMS teacher stakeholders to observe AVID strategies being used in their classes.	CMS Site Team members will send out a schoolwide email to invite any, and all, CMS teachers to observe the implement of an AVID strategy.	Date: On-going <ul style="list-style-type: none"> • E-mail • CMS Site Team members 	<ul style="list-style-type: none"> • CMS Site Team
CMS Site Team will create a CMS AVID teacher perception survey to collect data AVID strategy comfortability and PD needs.	Monthly survey data available after PLC meetings.	Date: On-going <ul style="list-style-type: none"> • Site Team create survey • Teacher stakeholders take survey (monthly) • Coordinator and Site Team analyze survey results (monthly) 	<ul style="list-style-type: none"> • CMS Site Team • CMS Administration support with planning

<p>CMS Site Team will create a student perception survey to measure perceived teacher expectations of students.</p>	<p>Data</p>	<p>Date: Sept, Jan, April</p> <ul style="list-style-type: none"> ● Student stakeholders complete survey (Sept, Jan, April) ● Coordinator and site team analyze survey data (Oct, Feb, May) 	<ul style="list-style-type: none"> ● CMS Site Team ● CMS Administration support with planning
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