

Doña Ana Elementary School 2018-2021 LCPS Strategic Plan

District Priorities 2018-2021 Goal 1: Student Success	2018-2021 Aligned Actions and Measurements (Current School Year Plan and Evaluation of previous year's plan due September 1)					
						Focus Priority Status:
	Key Actions: (List as many actions ad needed in each box.)	Measured by:	Owner(s):	Resources Needed:	Results of Key Actions from last year's plan: (Due September 1)	IP = In Progress FO = Fully Operational
Focus Priorities						
1. Implement 90-Day PED plans	1. Provide daily targeted instruction for content and language development by teaching a research-based curriculum in reading, math and science that contains SIOP strategies, restorative practices, and is aligned to Common Core State Standards. This will increase student proficiency by 10% on the 2019 NMSBA Science, PARCC ELA/Reading and Math, ISTATIONS, IPT and ACCESS assessments. 2. Complete the SIOP course - Making Content Comprehensible for English Learners: Part A in LCPS Canvas by May 2019. Prepare teachers, utilizing 6 Modules, to incorporate four of the eight components of the SIOP Model into their current teaching practices in order to make content comprehensible for all students. 3. Require Weekly Lesson Plans with scripted higher-level questions for ELA, reading,	Data collection and analysis, Observation (walkthroughs) and Feedback, EOY assessment data	Administrators, Teachers, students, parents, LCPS, NMPED (Assessments)	PED templates. Data analysis from 30/60/90 day plans.		IP = In Progress

2. Increase online instructional resources for teachers	1. Provide information to teachers and staff to access Instructional Pacing Guides for ELA/Reading, Math and Science on LCPS website and in Canvas.	1. Observation and Feedback conferences, Canvas Log in data, Observation of implementation in classrooms.	Administrators, Teachers, students, parents, LCPS	LCPS Website, Internet access, Canvas Login	IP = In Progress
3. Support language acquisition and academic outcomes for English Learners (EL)	1. Provide school-wide professional development to teachers, educational assistants, and administrators on SIOP components and features aligned to DAES 90-Day Plan goals. 2. Complete SIOP Course Making Content Comprehensible for English Learners: Part A in Canvas. 3. Plan lessons incorporating SIOP strategies to deliver integrated instruction (ELA/Reading, Science, and Math) using CCSS, LCPS Literacy Framework, LCPS Science Instructional Guides and LCPS Math Framework.	Administrative monitoring in Canvas. Teacher and staff will complete modules and lessons in Canvas by deadline (May 2019).	Administrators, Teachers, students, parents, LCPS	Book, access to technology to access Canvas	IP = In Progress

<p>4.. Strengthen gifted services to include targeted instruction, increased identification, and content integration</p>	<p>1. Teach lessons to strengthen critical thinking and problem solving skills to all 3rd grade students.</p> <p>2. Identify students through the SAT process that are good candidates for screening/testing for Advanced Education Services (AES).</p> <p>3. Build into the DAES Master Schedule a school-wide 45 minute Intervention block of time where teachers provide intervention/enrichment by differentiating instruction to meet each students needs .</p> <p>4. Provide additional academic pull out support and enrichment to students who are demonstrating high academics, strong critical thinking skills, creativity who did not qualify for AES services. (staff and</p>	<p>Collaboration between administrators, teachers and AES Facilitator.</p>	<p>Administrators, Teachers, AES Facilitator, students, parents, LCPS.</p>	<p>Materials, AES Resources, Assessment data.</p>		<p>IP=In Progress</p>
<p>5. Improve student behavior through systemic initiatives</p>	<p>1. Motivate students and by adopting school cheer this year "Doña Ana...PROUD! Wildcat...STRONG!"</p> <p>2. Perform cheer before students enter the building each and every morning.</p> <p>3. Play music each morning as students and staff enter the building so we can "Dance our way to a GREAT new day!"</p> <p>2. Read positive behavior slips over the announcements on Friday afternoons at 2:00 p.m.</p> <p>3. Recognize students at Awards Assemblies every 9-weeks for Excellent Character, 7 Habits, Attendance, Academic Achievement, etc.</p> <p>4. Greet all students every day in the halls, in cafeteria, playground, and classrooms by teachers and staff.</p>	<p>Observation, Positive slips submitted, Agenda from awards assemblies</p>	<p>Administrators, Teachers, students, parents, LCPS</p>	<p>Behavior Analysis of Discipline Reports, Certificates</p>		<p>FO = Fully Operational IP = In Progress</p>

<p>6. Establish common expectations for Professional Learning Communities (PLC's) in all schools</p>	<p>1. Schedule 90 - Minute PLCs (Data/Collaborative Team Meetings) blocks of time into the DAES Master Schedule on Tuesdays, Wednesdays, Thursdays for K-5 grade level teams, the specials team and the special education team.</p> <p>2. Focus on student achievement (growth) data, information from classroom work samples, data from PARCC scores, Common Formative Assessments, classroom quizzes, Istations K-5, writing samples, and full implementation of our DASH 90-Day Plan goals in 90-Minute PLCs (Data/Collaborative Team Meetings).</p> <p>3. Analyze student writing samples from ELA, math, science, and/or social studies at data meetings at least two times a month.</p> <p>4. Score student work samples together to calibrate their scoring.</p>	<p>Observation and feedback, data analysis, graded student work samples, rubrics,</p>	<p>Administrators, teachers, LCPS</p>	<p>Agendas from meetings, Copy of DAES Master Schedule</p>		<p>IP = In Progress</p>
--	---	---	---------------------------------------	--	--	-------------------------

7. Prepare all students for college and career readiness	<p>1. Refer to college and career readiness during daily lessons (Lessons on community helpers, careers; local, state and regional colleges; STEM curriculum, ELA, Math, Reading, Science, Social Studies).</p> <p>2. Offer school wide events such as Career Day, Heroes Essays & Dinner, ENLACE classes, Science Fair, Literacy and Numeracy Nights, First Responders Breakfast, and STEM Nights to prepare students for career readiness.</p> <p>3. Sponsor school clubs such as DAES Student Council, Rotary Club Early Act Club, DATV Media Club, STEM Lego Robotics Club, Ballet Folklorico, Girl Scouts, and Wildcat Leaders that prepares students for college and career readiness.</p> <p>4. Provide resources for field trip opportunities for ENLACE students to visit New Mexico State University and Doña Ana</p>	Sign in sheets, observation, agenda, lesson plans	Administrators, Teachers, students, parents, LCPS	Flyers, Materials for event, Lesson Plans,		IP = In Progress
8. Expand Virtual Academy to support traditional and non-traditional students	N/A	N/A	N/A	N/A	N/A	N/A

Doña Ana Elementary School 2018-2021 LCSD Strategic Plan

District Priorities 2018-2021 Goal 2: Budgets & Facilities Management		2018-2021 Aligned Actions and Measurements (Current School Year Plan and Evaluation of previous year's plan due September 1)					Focus Priority Status:
Key Actions: (List as many actions as needed in each box.)		Measured by:	Owner(s):	Resources Needed:	Results of Key Actions from last year's plan: (Due September 1)	IP = In Progress FO = Fully Operational	
Focus Priorities							
1. Improve state data reporting in all areas	1. Conduct a comprehensive review of master schedules and EL records to ensure proper course coding.	No errors on STARS reports	Administrators, secretaries, LCPS	Access to computer, EL records, master schedules.		IP = In Progress	
2. Determine facility needs to maximize student safety and engagement	1. Determine facility needs by meeting with lead custodian and night custodians once a week to walk school building and document building and facility needs. 2. Discuss building safety and security needs with security guard 1-2 times a week to improve school security. 3. Meet with DAES safety/crisis team twice a month to discuss safety drills, DAES safety plan, and building security.	Meeting sign in sheets, safety meeting agendas, work order completions	Administrators, teachers, students, parents, LCPS,	Map of school, paper, computer		IP = In Progress	

3. Increase efficient use of financial resources	1. Prioritize building needs (materials, technology, resources, services, professional development) by meeting with teachers, staff, parents, secretaries, administrators 2-3 times a year to increase efficient use of financial resources.	DAES Budget Plan for Operational funds and Title I funds.	Administrators, Teachers, secretaries, parents, LCPS,	computer, access to iVisions, paper	
4. Increase safety measures	<p>1. Hire a security guard to patrol and establish positive parent and community interactions to ensure a safe and secure school campus.</p> <p>2. Require security measures to be in place 100% of the time that include a computer check in/check out system (photograph taken) when parents, visitors, guests enter the building, Photo Identification for early pick up, blocked access to hallways (benches until doors installed in 2019), staff check of enrollment/medical card for names authorized to pick up or access student and student records.</p> <p>3. Lock and secure all exterior doors at 8:00 a.m. daily.</p> <p>4. Require all visitors in the building to wear visitor identification passes (stickers) on an article of clothing where sticker can be seen.</p> <p>5. Require all district and school staff to wear district identification badge at all times when in the</p>	Meeting sign in sheets, print out from visitors sign in, safety drill reports, observtion and feedback to staff about safety measures.	Administrators, Teachers, campus security, students, parents, LCPS,	paper, computer, visitor passes, enrollment and/or medical cards	

IP = In Progress

IP = In Progress

Doña Ana Elementary School 2018-2021 LCSD Strategic Plan

District Priorities 2018-2021 Goal 3: Communication, Trust, and Human Relations	2018-2021 Aligned Actions and Measurements (Current School Year Plan and Evaluation of previous year's plan due September 1)					
Focus Priorities	Key Actions: (List as many actions ad needed in each box.)	Measured by:	Owner(s):	Resources Needed:	Results of Key Actions from last year's plan: (Due September 1)	Focus Priority Status: IP = In Progress FO = Fully Operational

<p>1. Increase communication and engagement with stakeholders</p>	<ol style="list-style-type: none"> 1. Call parents after 2 unexcused absences to check up on student and document that contact. 2. Write a Student Attendance Intervention Plan (SAIP) for students with 5 unexcused absences. 3. Send letters home after 3, 5 and 7 unexcused absences. 4. Meet in person with parents and volunteers regularly to answer questions and get their input on needs and topics important and relevant to them. 5. Plan and meet 1-2 times per week with attendance coordinator (LCPS) to conduct home visits, analyze data, encourage and increase student attendance. 6. Communicate with parents about upcoming events, parent teacher conferences, assessment data, school report card grade, family nights, parent classes, community events, etc. through LCPS district website, Facebook and through school newsletters. 7. 	<p>Teacher phone logs, attendance logs, classroom newsletters, DAES event flyers, notes, DAES newsletters, marquee announcements, meetings, parent classes, parent meetings.</p>	<p>Administrators, Teachers, students, parents, Las Cruces and Doña Ana Community, LCPS</p>	<p>Attendance logs, photographs, paper, computer</p>		<p>IP = In Progress</p>
<p>2. Implement review cycle for board policies, and communicate policy revisions with stakeholders</p>	<ol style="list-style-type: none"> 1. Inform staff on how to access policies and regulations on the LCPS website. 2. Review new policies with all staff and parents annually. 	<p>Staff meeting agendas, WIS</p>	<p>Administrators, teachers, parents, LCPS</p>	<p>Paper, policy</p>		<p>IP = In Progress</p>

3. Expand International Welcome Center (IWC) to support newcomers and families	1. Provide information to DAES families on International Welcome Center to support newcomers and their families.	Parent meetings, information letters sent out.	Administrators, Teachers, students, parents, LCPS	Paper	
--	--	--	---	-------	--

IP = In Progress

Doña Ana Elementary School 2018-2021 LCSD Strategic Plan

District Priorities 2018-2021 Goal 4: Quality in Human Resources	2018-2021 Aligned Actions and Measurements (Current School Year Plan and Evaluation of previous year's plan due September 1)					
	Key Actions: (List as many actions as needed in each box.)	Measured by:	Owner(s):	Resources Needed:	Results of Key Actions from last year's plan: (Due September 1)	Focus Priority Status: IP = In Progress FO = Fully Operational
Focus Priorities						
1. Hire highly-effective teachers who meet identified district needs	1. Interview and hire highly qualified teachers from a list of qualified applicants. 2. Select an interview committee that has the required representation of classified and certified staff.	NMTEACH Summative Reports, Applitrack	Administrators, teachers, staff, LCPS	Applitrack, iVisions, LCPS HR support		IP=In Progress
2. Increase efficiency of turnaround time in the hiring process	1. Post vacant positions within 10 days of vacancy. 2. Call references of top applicants within 48 hours of interview and submit ePar.	Hiring dates (date from interview to hire) monitored.	Administrators, LCPS	Applitrack, LCPS HR support		IP=In Progress
3. Strengthen new teacher orientation process to support first-day readiness	1. Send reminders to new employees about required meetings. 2. Allocate financial resources to new teachers to purchase materials and supplies for their classrooms. 3. Provide mentors to new teachers from within the building to support first day readiness.	Emails, face to face conversations, schedule posted, WIS	Administrators, teachers, secretaries, LCPS	Mentors for new teachers, materials, resources		IP=In Progress

<p>4. Increase leadership capacity</p>	<ol style="list-style-type: none"> 1. Solicit teachers and staff to present at staff meetings on topics/areas they scored Effective or Highly Effective in on NMTEACH evaluation. 2. Recommend teachers and staff for NMPED Leadership committees, LCPS committees, workshops, and professional development. 3. Require teachers and staff to share information and strategies learned at workshops, professional development opportunities, and training sent to by administrators, with colleagues at Doña Ana Elementary. 4. Provide teachers information about National Board Certification and Licensure Advancement through the NMPED. 	<p>Summative Reports, National Board Certification information/professional development, NMPED website and resources</p>	<p>Administrators, teachers/staff, secretaries, LCPS</p>	<p>Schedule of ILT Meetings, Staff Meetings, and Professional Development</p>		<p>IP=In Progress</p>
<p>5. Provide support for alternative licensure teachers</p>	<ol style="list-style-type: none"> 1. Provide support to alternative licensure teachers weekly for behavior management, core content, resources, materials, etc. 2. Allocate financial resources to alternative licensure teachers to purchase materials and supplies for their classrooms. 3. Provide mentors (in similar licensure field) for alternative licensure teachers from within the building. 	<p>Schedule of meetings.</p>	<p>Administrators, teachers, secretaries, LCPS</p>	<p>Materials, CCSS Reference, Resources for Instruction</p>		<p>IP=In Progress</p>

6. Increase substitute teacher pool	1. Provide information to parents and volunteers annually about becoming substitute teachers with LCPS. 2. Provide a list of parents and volunteers in our building to Human Resources who are interested in becoming substitutes.	Contact list of substitutes. Substitute jobs filled.	Administrators, teachers, secretaries, LCPS	List of qualified substitutes from LCPS.		IP=In Progress
-------------------------------------	---	---	---	--	--	----------------