HOLMEN SCHOOL DISTRICT
PLAN OF ACTION
School: Holmen Public Preschool
Strategy: Implementing Early Literacy Skills

Goal Team Chair:	Karyl Adcock	**Date:**	12-12-13

Aligned District Goal (write it out):	The School District of Holmen will provide a rigorous, relevant curriculum and high quality instruction to prepare all students for the future.

P	**Plan: Identify the gap, goal, and approach**
SMART Impact Goal (one through three year projections)	By June 2017, the percentage of Four-Year-Old Kindergarten students within or exceeding the targeted Spring Developmental Ranges will increase by __% as indicated in the chart below, according to the Phonological Awareness Literacy Screening (PALS).

		2013 Fall PALS Data			2013 Spring PALS Data		
PALS PreK Task	Spring Developmental Range	EL	Spec. Ed.	Total	EL	Spec. Ed.	Total
Name Writing	5-7						
Upper-Case Alphabet	12-21						
Lower-Case Alphabet	9-17						
Letter Sounds	4-8						
Beginning Sounds	5-8						

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Print and Word Awareness	7-9							
Rhyme Awareness	5-7							

PALS PreK Task	Spring Developmental Range	2014 Fall PALS Data			2014 Spring PALS Data		
		EL	Spec. Ed.	Total	EL	Spec. Ed.	Total
Name Writing	5-7						
Upper-Case Alphabet	12-21						
Lower-Case Alphabet	9-17						
Letter Sounds	4-8						
Beginning Sounds	5-8						
Print and Word Awareness	7-9						
Rhyme Awareness	5-7						

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PALS PreK Task	Spring Developmental Range	2015 Fall PALS Data			2015 Spring PALS Data		
		EL	Spec. Ed.	Total	EL	Spec. Ed.	Total
Name Writing	5-7						
Upper-Case Alphabet	12-21						
Lower-Case Alphabet	9-17						
Letter Sounds	4-8						
Beginning Sounds	5-8						
Print and Word Awareness	7-9						
Rhyme Awareness	5-7						

SMART Fidelity Goal (one through three year projections)	By June 2017, 80% of Four-Year-Old Kindergarten teachers will implement Early Literacy Skills at a proficient level or higher, as measured by the Early Literacy Skills Rubric.

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	Percentage of teachers at a proficient level of implementation	2013	2014	2015	2016

What data supports the SMART Goal above? (Insert data or put data in summary form – Table or Graph.)

Strengths?	Opportunities For Improvement?	Information/Data needed that you do not have.

Identify the measures you will use to determine the effectiveness of the strategy.

A. List the measure(s) the team will use to determine if the strategy was implemented/ completed? (Completion Data)		B. List the measure(s) the team will use to determine if the strategy was implemented correctly? (Fidelity)		C. List the measure(s) the team will use to determine if the overall goal was met? (Impact)	
Measure	Reported When	Measure	Reported When	**Summative Measure**	**Reported When**
Percent of steps completed	Nov, Feb, and June	Fidelity Implementation Rubric for Early Literacy Skills	Feb and May	Spring PALS data	June
		Self – Audit of Early Literacy Skills Rubric	Feb and May	End of Year Student Progress Report	June
				Formative Measure	**Reported When**
				Fall PALS data	Nov
				~~Fall and Mid-Year~~ Student Progress Report	Nov and Feb

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Indicate the steps you will need to take to implement this strategy.

D	**Do: Develop and Implement Deployment Plan:** *What steps will you need to take to implement this strategy?*					
Step	**Action Steps**	**Person Responsible**	**Evidence of Completion**	**Start Date**	**End Date**	**Completed?**
1.	The Holmen Public Preschool staff will form the Early Literacy Skills (ELS) Implementation Team.	Sue	List of Early Literacy Skills team members	August 29, 2013	August 29, 2013	August 29, 2013
2.	The Continuous Improvement Team will designate a chairperson for the Early Literacy Skills Team.	Sue	Name of chairperson	August 22, 2013	August 22, 2013	August 22, 2013
3.	The Early Literacy Skills Implementation Team Chair will Schedule Early Literacy Skills Implementation Team Meeting Dates.	Karyl	Schedule of meeting times	August 29, 2013	September 6, 2013	September 8, 2013
4.	All Holmen Public Preschool teaching staff will complete PALS administration training.	Sue	Certificate of completion	August 19, 2013	September 15, 2013	September 16, 2013
5.	All teaching staff will e-mail the certificate of completion to Amy Stoeckly.	Amy	Email with certificate attachment	August 19, 2013	September 15, 2013	September 16, 2013
6.	Using the Virginia PALS website, the ELS team will develop a list of early	Karyl	List of early literacy skills	September 15, 2013	November 26, 2013	Oct. 9, 2013

	literacy skills to be taught in Four-Year-Old Kindergarten.					
7.	Holmen Public Preschool staff will celebrate completion of PALS administration training	Karyl	Cheesecake	October 9, 2013	October 9, 2013	Oct. 9, 2013
8.	All teaching staff will complete online data entry training for Pre-K PALS	Sue	Sign-in sheet	October 9, 2013	October 9, 2013	Oct. 9, 2013
9.	Gina will compile online data entry training questions	Gina	List of questions	October 9, 2013	October 9, 2013	Oct. 9, 2013
10.	Gina will refer list of training questions to Amy Stoeckly	Gina	E-mail	October 9, 2013	October 11, 2013	Oct. 10, 2013
11.	Gina will disseminate training answers to teaching staff	Gina	E-mail	October 11, 2013	October 18, 2013	Oct. 10, 2013
12.	All teaching staff will set up individual class lists in PALS database	Sue	Class lists	October 14, 2013	November 1, 2013	November 4, 2013
13.	All teaching staff will administer the fall PALS to all Four-Year-Old Kindergarten students.	Sue	Student score sheets	October 14, 2013	November 8, 2013	November 1, 2013
14.	The Continuous Improvement Team will complete the Study/Act Cycle by analyzing data and determining next steps for improvement	Sue	A copy of the 1st Quarter Study/Act Cycle will be submitted to Wendy and Dale by Sue.	October 28, 2013	November 5, 2013	

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1st Quarter Cycle

Did you review the measures indicated in the original document for completion, fidelity and impact?

S	**STUDY: Analysis of data after implementing an approach.** *To be completed quarterly.*

Insert data collected from the measures identified? (Insert data or put data in summary form – Table or Graph.)

Completion Data
100% of action steps (13/13) completed.

Fidelity Data
No fidelity data at this time. This is part of our action steps for February.

Impact Data
Fall PALS Data was entered into the computer system on November 4th. Data will be analyzed and disaggregated during the November 25th Literacy PDSA Meeting.

What strengths were noted from that data?	**What opportunities for improvement were noted in that data?**	**Information/Data needed that you do not have.**
100% of action steps (13/13) completed.		Although teachers have their own students' results on the Fall PALS Assessment, total 4K program results have not yet been compiled. Special Education and English-language Learner results disaggregated.

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		Progress Report Timeline (To be generated by Holmen Public Preschool Team) Assessment Timeline (To be generated by Holmen Public Preschool Team and Instructional Services Staff)

Indicate the steps you will need to take to implement this strategy.

A	**ACT: Revise or continue with implementation based on data analysis. Improvements should be included in the action steps.**					
Step	**Action Steps**	**Person Responsible**	**Evidence of Completion**	**Start Date**	**Completion Date**	**Completed?**
1.	The Continuous Improvement Team will complete the Study/Act Cycle by analyzing data and determining next steps for improvement	Sue	Updated PDSA	October 28, 2013	November 5, 2013	November 6, 2013
2.	PDSA Team will compile and disaggregate Fall PALS Assessment data.	Karyl	Data	November 6, 2013	November 25, 2013	November 25, 2013
3.	PDSA Team will align list of Early Literacy Skills with student progress report.	Karyl	List of Early Literacy Skills	November 25, 2013	November 25, 2013	November 25, 2013
4.	PDSA Team will share Fall PALS data with all 4K teachers during a weekly PLC Meeting.	Karyl	Weekly PLC Meeting Minutes	December 3, 2013	December 3, 2013	
5.	PDSA Team will review expected list of Early Literacy Skills to be	Karyl	List of Early Literacy Skills and Weekly PLC Meeting Minutes	December 3, 2013	December 3, 2013	December 9, 2013

	implemented with all 4K teachers during a weekly PLC Meeting.					
6.	Literacy PDSA Team will begin Draft 1 of Early Literacy Skills Teacher Implementation Rubric			December 3, 2013	January 2014	
7.	The Continuous Improvement Team will complete the Study/Act Cycle by analyzing data and determining next steps for improvement	Sue	A copy of the 1st Quarter Study/Act Cycle will be submitted to Wendy and Dale by Sue.	January 2014	January 2014	

2nd Quarter Cycle

Did you review the measures indicated in the original document for completion, fidelity and impact?

S	STUDY: Analysis of data after implementing an approach. *To be completed quarterly.*	
Insert data collected from the measures identified? (Insert data or put data in summary form – Table or Graph)		
What strengths were noted from that data?	**What opportunities for improvement were noted in that data?**	**Information/Data needed that you do not have.**

Indicate the steps you will need to take to implement this strategy.

A	ACT: Revise or continue with implementation based on data analysis. Improvements should be included in the action steps.				
Step	**Action Steps**	**Person Responsible**	**Evidence of Completion**	**Start Date**	**Completion Date**	**Completed?**
1.	Partners within the Literacy PDSA					

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	Team will develop strategies and resources/materials for teachers to use when teaching the following Early Literacy skills: TBD based upon Fall PALS Data (focus on whichever skills need most improvement)					
2.	Partners will share strategies and resources/materials with the entire Early Literacy PDSA team.					
3.	Partners within the Literacy PDSA Team will develop strategies and resources/materials for the remainder of the identified literacy skills.					
4.	Partners will share strategies and resources/materials with the entire Early Literacy PDSA team.					
5.	PDSA Team will develop Draft 1 of the Rubric for Implementing Early Literacy Skills.					
6.						
7.						
8.						
9.						
10.						
11.						
12.						

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3rd Quarter Cycle

Did you review the measures indicated in the original document for completion, fidelity and impact?

S	**STUDY: Analysis of data after implementing an approach.** *To be completed quarterly.*
Insert data collected from the measures identified? (Insert data or put data in summary form – Table or Graph.)	

What strengths were noted from that data?	What opportunities for improvement were noted in that data?	Information/Data needed that you do not have.

Indicate the steps you will need to take to implement this strategy.

A	**ACT: Revise or continue with implementation based on data analysis. Improvements should be included in the action steps.**					
Step	**Action Steps**	**Person Responsible**	**Evidence of Completion**	**Start Date**	**Completion Date**	**Completed?**
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

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End of Year

S	**STUDY: Analysis of data after implementing an approach.** *End-of-year report. If the strategy will continue next year, the steps will be included in the DO portion of the next year's plan.*

Insert data for summative completion, impact and fidelity.
Update progress report.

Did you meet your Impact Goal?
Did you meet your Fidelity Goal?

What strengths were noted from that data?	What opportunities for improvement were noted in that data?	Information/Data needed that you do not have.