

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

<b>Goal Team Chair:</b>	Valarie Rothering	<b>Date:</b>	12-12-13
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<b>Aligned District Goal (write it out):</b>	The School District of Holmen will provide a rigorous, relevant curriculum and high quality instruction to prepare all students for the future.
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<b>P</b>	<b>Plan: Identify the gap, goal, and approach</b>
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<b>SMART Impact Goal (one through three year projections)</b>	<p>By September 2016, the percentage of incoming Kindergarten students, who attended Four-Year-Old Kindergarten in the School District of Holmen, meeting math proficiency targets will increase by <u>  </u>% as indicated in the chart below, according to the Richardson Counting Assessment.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2"></th> <th colspan="4">2013 Richardson Counting Assessment Data</th> <th colspan="4">2014 Richardson Counting Assessment Data</th> <th colspan="4">2015 Richardson Counting Assessment Data</th> </tr> <tr> <th>Count pile of 12</th> <th>Make pile of 9</th> <th>1 more to 8</th> <th>1 less from 8</th> <th>Count pile of 12</th> <th>Make pile of 9</th> <th>1 more to 8</th> <th>1 less from 8</th> <th>Count pile of 12</th> <th>Make pile of 9</th> <th>1 more to 8</th> <th>1 less from 8</th> </tr> </thead> <tbody> <tr> <td>English-language Learners</td> <td>20%</td> <td>20%</td> <td>30%</td> <td>0%</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Special Education Students</td> <td>20%</td> <td>33%</td> <td>40%</td> <td>13%</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>All Students</td> <td>39%</td> <td>81%</td> <td>64%</td> <td>37%</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		2013 Richardson Counting Assessment Data				2014 Richardson Counting Assessment Data				2015 Richardson Counting Assessment Data				Count pile of 12	Make pile of 9	1 more to 8	1 less from 8	Count pile of 12	Make pile of 9	1 more to 8	1 less from 8	Count pile of 12	Make pile of 9	1 more to 8	1 less from 8	English-language Learners	20%	20%	30%	0%									Special Education Students	20%	33%	40%	13%									All Students	39%	81%	64%	37%								
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<b>SMART Fidelity Goal (one through three year projections)</b>	By September 2016, 80% of Four-Year-Old Kindergarten teachers will implement Early Math Skills at a proficient level or higher, as measured by the Early Math Skills Rubric.				
		2013	2014	2015	2016
	Percent teachers at a proficient level				

<b>What data supports the SMART Goal above? (Insert data or put data in summary form – Table or Graph) Include Completion; Fidelity; and Impact Data</b>		
<b>Strengths?</b>	<b>Opportunities For Improvement?</b>	<b>Information/Data needed that you do not have.</b>

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

<p><b>A. List the measure(s) the team will use to determine if the strategy was implemented/completed? (Completion Data)</b></p> <table border="1"> <thead> <tr> <th>Measure</th> <th>Reported When</th> </tr> </thead> <tbody> <tr> <td>Percent of action steps completed</td> <td>Nov, Feb, and June</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Measure	Reported When	Percent of action steps completed	Nov, Feb, and June					<p><b>B. List the measure(s) the team will use to determine if the strategy was implemented correctly? (Fidelity)</b></p> <table border="1"> <thead> <tr> <th>Measure</th> <th>Reported When</th> </tr> </thead> <tbody> <tr> <td>Fidelity Implementation Rubric for Early Math Skills</td> <td>Feb. and May</td> </tr> <tr> <td>Self – Audit of Early Math Skills Rubric</td> <td>Feb. and May</td> </tr> </tbody> </table>	Measure	Reported When	Fidelity Implementation Rubric for Early Math Skills	Feb. and May	Self – Audit of Early Math Skills Rubric	Feb. and May	<p><b>C. List the measure(s) the team will use to determine if the overall goal was met? (Impact)</b></p> <table border="1"> <thead> <tr> <th>Summative Measure</th> <th>Reported When</th> </tr> </thead> <tbody> <tr> <td>Richardson Counting Assessment kindergarten fall data</td> <td>Oct.</td> </tr> <tr> <td>End of Year Student Progress Report</td> <td>May</td> </tr> <tr> <th>Formative Measure</th> <th>Reported When</th> </tr> <tr> <td>Beginning of Year and Mid-Year Progress Report</td> <td>Nov. and Feb.-Dec.</td> </tr> </tbody> </table>	Summative Measure	Reported When	Richardson Counting Assessment kindergarten fall data	Oct.	End of Year Student Progress Report	May	Formative Measure	Reported When	Beginning of Year and Mid-Year Progress Report	Nov. and Feb.-Dec.
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Indicate the steps you will need to take to implement this strategy.

<b>D</b>	<b>Do: Develop and Implement Deployment Plan:</b> <i>What steps will you need to take to implement this strategy?</i>					
<b>Step</b>	<b>Action Steps</b>	<b>Person Responsible</b>	<b>Evidence of Completion</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Completed?</b>
1.	The Holmen Public Preschool staff will form the Early Math Skills (EMS) Implementation Team.	Sue	E-mail containing Early Math Skills Implementation Team members.	August 29, 2013	August 29, 2013	September 3, 2013
2.	The Early Math Skills Implementation Team will designate a chairperson.	Sue	Email name of chairperson	August 22, 2013	August 22, 2013	August 22, 2013
3.	The Early Math Skills Implementation Team Chair will Schedule Early Math Skills Implementation Team Meeting Dates.	Valarie	Meeting Times on Outlook Calendar	August 29, 2013	September 6, 2013	September 12, 2013
4.	The chairperson will obtain the Richardson Counting Assessment from Christine Allen for reference purposes.	Valarie	Assessment form	August 22, 2013	September 15, 2013	September 12, 2013
5.	The EMS team will obtain a copy of the Math Expressions instruction manual from Wendy a Kindergarten teacher.	Valarie	Math Expressions manual	August 22, 2013	September 15, 2013	September 18, 2013
6.	The EMS team will obtain the fall 2013 Richardson Counting Assessment data from Christine Allen.	Valarie	Richardson data	September 15, 2013	September 30, 2013	September 18, 2013

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7.	Kristy will disaggregate 2012 and 2013 Richardson Counting Assessment data into students who attended Four-Year-Old Kindergarten in the School District of Holmen and those who did not.	Kristy	List of disaggregated student data	August 22, 2013	October 7, 2103	September 27, 2013
8.	Valarie will share the data at a weekly PLC meeting.	Valarie	PLC meeting minutes	October 7, 2013	October 7, 2013	October 29, 2013
9.	The Holmen Public Preschool staff will celebrate student successes related to Richardson Counting Assessment data	Sue	Early Release Agenda	October 9, 2013	October 9, 2013	October 9, 2013
10.	The EMS Team will determine which Early Math Skills should be implemented.	Valarie	The list of Early Math Skills	October 10, 2013	November 22, 2013	November 25, 2013
11.	Complete the Study/Act Cycle by analyzing data and determining next steps for improvement	Sue	A copy of the 1 <sup>st</sup> Quarter Study/Act Cycle will be submitted to Wendy and Dale by Sue.	October 28, 2013	November 5, 2013	November 6, 2013

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**1<sup>st</sup> 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 (9/9) completed. ☺**

**Fidelity Data**

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

**Impact Data**

	2013 Richardson Counting Assessment Data			
	Count pile of 12	Make pile of 9	1 more to 8	1 less from 8
English-language Learners	20%	20%	30%	0%
Special Education Students	20%	33%	40%	13%
All Students	39%	81%	64%	37%

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What strengths were noted from that data?	What opportunities for improvement were noted in that data?	Information/Data needed that you do not have.
<p>100% (9/9) of action steps were completed during the first quarter.</p> <p>81% of current Kindergarten students, who attended Holmen’s 4K program during the 2012-13 school year, were able to make a pile of 9 items.</p>	<p>Increase percentage of students ready to apply the following concepts by the time they enter Kindergarten: Count pile of 12; One more to 8; One less from 8.</p>	<p>Special Education and English-language Learner results disaggregated.</p> <p>Progress Report Timeline (To be generated by Holmen Public Preschool Team)</p> <p>Assessment Timeline (To be generated by Holmen Public Preschool Team and Instructional Services Staff)</p>

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

<b>A</b>	<b>ACT: Revise or continue with implementation based on data analysis. Improvements should be included in the action steps.</b>					
<b>Step</b>	<b>Action Steps</b>	<b>Person Responsible</b>	<b>Evidence of Completion</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Completed?</b>
1.	PDSA Leadership Team will complete the Study/Act Cycle by analyzing data and determining next steps for improvement	Sue	A copy of the 1 <sup>st</sup> Quarter Study/Act Cycle will be submitted to Wendy and Dale by Sue.	October 28, 2013	November 5, 2013	November 6, 2013
2.	Valarie will share PDSA progress with the EC/4K team at a PLC meeting	Valarie	PLC meeting minutes	November 12, 2013	November 12, 2013	November 12, 2013
3.	Valarie will disaggregate English-language Learner and Special Education Student data from the	Valarie	Data	November 6, 2013	November 22, 2013	November 22, 2013

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	Richardson Counting Assessment.					
4.	The EMS Team will determine which Early Math Skills should be implemented.	Valarie	The list of Early Math Skills	October 10, 2013	November 22, 2013	November 26, 2013
5.	Jackie will provide a list of skills to Holmen Public Preschool teachers via e-mail.	Jackie	Email containing list	November 22, 2013	November 26, 2013	
6.	Partners within Math PDSA Team will develop strategies and list of resources/materials for teachers to use when teaching the following: Count Pile of 12; One more to 8; One less from 8	Valarie	Document containing list of strategies and resources/materials list	November 22, 2013	December 18, 2013 (During Weekly PLC – PDSA Week)	
7.	Partners within Math PDSA Team will share strategies and list of resources/materials with Math PDSA team.	Valarie	PDSA Meeting Minutes List of Strategies and Resources/Materials	December 18, 2013	December 18, 2013	
8.	Math PDSA Team will share draft copy of Early Math Skills to be implemented, as well as strategies and resources/materials to use with each strategy during a 4K PLC.	Valarie	PLC Meeting Minutes	January 7, 2014	January 7, 2014	
9.	Complete the Study/Act Cycle by analyzing data and determining next steps for improvement	Sue	PDSA	January 24, 2014	January 24, 2014	

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**2<sup>nd</sup> Quarter Cycle**

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

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

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

<b>A</b>	<b>ACT: Revise or continue with implementation based on data analysis. Improvements should be included in the action steps.</b>					
<b>Step</b>	<b>Action Steps</b>	<b>Person Responsible</b>	<b>Evidence of Completion</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Completed?</b>
10.	Staff coaching/training needed?					
11.	Implementation					
12.	Develop Fidelity Checklist					
13.						
14.						



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**3<sup>rd</sup> Quarter Cycle**

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

<b>S</b>	<b>STUDY: Analysis of data after implementing an approach. <i>To be completed quarterly.</i></b>		
<b>Insert data collected from the measures identified? (Insert data or put data in summary form – Table or Graph.)</b>			
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**Indicate the steps you will need to take to implement this strategy.**

<b>A</b>	<b>ACT: Revise or continue with implementation based on data analysis. Improvements should be included in the action steps.</b>					
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**

<b>S</b>	<b>STUDY: Analysis of data after implementing an approach.</b> <i>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.</i>	
<p><b>Insert data for summative completion, impact and fidelity.</b></p>  <p>Update progress report.</p>		
<b>Did you meet your Impact Goal?</b>		
<b>Did you meet your Fidelity Goal?</b>		
<b>What strengths were noted from that data?</b>	<b>What opportunities for improvement were noted in that data?</b>	<b>Information/Data needed that you do not have.</b>