

# LATHAM ELEMENTARY

2022



COMPREHENSIVE SCHOOL IMPROVEMENT PLAN

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## **LATHAM ELEMENTARY MISSION STATEMENT**

Latham Elementary strives to link learning to life through teamwork and educate students so they can become responsible and productive citizens in our society.

## Data Analysis

- I. Internal Analysis – The following documents and resources were reviewed as part of an internal analysis of the school district.
  - a. Moniteau County R-V District Report Card
  - b. School Annual Performance Report
  - c. MAP/EOC Assessment Data
  - d. Dibels, AR, Saxon Assessments
  - e. PD Day/Workshop with all faculty and staff
- II. External Analysis
  - a. Surveys accessible to parents and community members
  - b. Consideration of school/community demographics
- III. Identification of district strengths and weaknesses:

<b>STUDENT ACHIEVEMENT</b>	
<b>Strengths</b>	<b>Weaknesses</b>
<ul style="list-style-type: none"> <li>• RTI Program</li> <li>• Supplemental Instruction Programs</li> <li>• Teacher to Student Ratio</li> <li>• Attendance</li> <li>• Talented Teachers</li> <li>• Title I Program</li> <li>• Technology</li> <li>• Student mentorship</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Involvement</li> <li>• Student Educational Motivation</li> <li>• Subgroup Achievement</li> <li>• Student Extracurricular Involvement</li> <li>• Lack of gifted program</li> <li>• Lack of varied class offerings</li> </ul>
<b>Opportunities</b>	<b>Threats</b>
<ul style="list-style-type: none"> <li>• Data Driven Practices</li> <li>• Gifted Program</li> <li>• After School Tutoring</li> <li>• Increased Communication</li> <li>• Pre-K</li> <li>• Summer School</li> </ul>	<ul style="list-style-type: none"> <li>• Small Sample Sizes</li> <li>• Low Participation / Enrollment</li> <li>• Funding</li> </ul>

## FACILITY SAFETY AND DEVELOPMENT

### Strengths

- Electronic Entry / Locked Down Vestibule
- New Building
- Camera System
- Weather Safety Room
- Air Purification System

### Weaknesses

- Number of large windows
- Outbuildings / Trailers
- Playground Equipment
- Emergency Response Time

### Opportunities

- Anti-Shatter Window Film
- New Construction
- Classroom Barricading Equipment
- Playground Equipment/ Relocate
- Safety Routes Posted

### Threats

- Funding



## SCHOOL AND COMMUNITY PARTNERSHIP

Strengths	Weaknesses
<ul style="list-style-type: none"><li>• Close Knit Community</li><li>• Multiple Generations</li><li>• Communication (Remind, Facebook)</li><li>• CTO</li><li>• Technology</li><li>• School Bulletins</li></ul>	<ul style="list-style-type: none"><li>• Lack of motivation/involvement</li><li>• Large number of private schools in district</li></ul>
Opportunities	Threats
<ul style="list-style-type: none"><li>• Student Council</li><li>• Connectivity</li><li>• Mass Mailing</li><li>• CTO and Student Council Partnership</li></ul>	<ul style="list-style-type: none"><li>• Limited Community Growth</li><li>• Funding</li></ul>

## HIGH QUALITY STAFF DEVELOPMENT

Strengths	Weaknesses
<ul style="list-style-type: none"><li>• High # of staff with continued education</li><li>• Staff continuity</li><li>• NEE</li><li>• Title II Funding</li><li>• Progress Committee</li></ul>	<ul style="list-style-type: none"><li>• Lack of collaboration time</li><li>• One size fits all PD</li><li>• Lack of subs</li></ul>
Opportunities	Threats
<ul style="list-style-type: none"><li>• Self-led PD</li><li>• Collaboration with other schools</li><li>• Higher substitute pay</li><li>• Higher staff pay and improved benefits</li></ul>	<ul style="list-style-type: none"><li>• Funding</li><li>• Scheduling with other districts</li><li>• Location</li></ul>

## GOVERNANCE

Strengths	Weaknesses
<ul style="list-style-type: none"><li>• Consistent Communication</li><li>• Motivated Board of Education</li><li>• MCE Board Policies</li><li>• Annual Audit</li><li>• Annual Budget Review</li><li>• Board Refresher Training</li></ul>	<ul style="list-style-type: none"><li>• Limited Pool of Candidate</li><li>• Educational Experience of Board Candidates</li><li>• Lack of Separation of Duties</li></ul>
Opportunities	Threats
<ul style="list-style-type: none"><li>• Revision of CSIP</li><li>• Evaluation of CSIP</li></ul>	<ul style="list-style-type: none"><li>• DESE Funding Changes</li><li>• Lack of Community Involvement</li></ul>



# COMPREHENSIVE SCHOOL IMPROVEMENT PLAN TEAM

**Name:**

Jordan Hoecker  
Tracey Bieri  
Amanda Bolinger  
Megan Pardoe  
Rachel Swillum  
Victoria Wieberg  
Kylee Ratcliff  
Diana Norris  
Ellen Allee

**Position:**

Principal Past  
Current Principal  
Board Member  
Community Member / Parent  
Teacher  
Teacher  
Teacher  
Teacher  
Teacher

**Description of how staff and stakeholders will be informed and engaged in the accountability**

**plan:**

During the fall of 2021, the school district began the process of revising its 5 year Comprehensive School Improvement Plan. Invitations were published and sent out to the public to be a member of the CSIP team. After coordination, a meeting was held to go over the SWOT analysis of the school and set goals based on the analysis. The CSIP was then brought to the board of education for approval. The CSIP plan was approved by the board of education.

**Key Issues identified from annual performance data and local assessments:**

The Comprehensive School Improvement Plan Team's Needs Assessment and data from the surveys indicate the following key issues for use in the CSIP Plan:

1. Faculty need to provide increased parent involvement in student education.
2. Faculty need time to collaborate about student performance.
3. Faculty need time to collaborate about lesson planning and ELOs (essential learning outcomes).
4. Ensure curriculum is aligned to MLS to prepare students for high school.



5. Faculty need research based training on providing effective feedback to students and parents, along with student goal setting.
6. Students need an opportunity to assess themselves in relation to their goals.
7. Make students aware of having good character traits: respect, responsibility.

**Key issues identified from needs stakeholder meeting:**

1. Increase challenging opportunities for above grade level students (gifted program).
2. Increase community communication and parent education/involvement.
3. Continue increasing school safety/security.

**Prioritized Needs for the Building/District:**

1. Moniteau County R-V will implement the use of data to drive everyday decisions. The data measured will align to the Missouri Learning Standards to improve student scores on state assessments.
2. Moniteau County R-V will provide after school tutoring to reinforce and support students who are performing below grade level according to the data collected through assessments and classroom observations.
3. Moniteau County R-V will continue to complete safety initiatives and ground improvements.

# STUDENT PERFORMANCE GOALS

*DEVELOP AND ENHANCE QUALITY EDUCATIONAL/INSTRUCTIONAL PROGRAMS TO ENSURE ONGOING IMPROVEMENT IN STUDENT ACHIEVEMENT.*

## GOAL ONE:

Provide a stipend for teachers to provide after-school tutoring services for the beginning of 2022-23 school year, and provide an easily accessible way to request tutoring services for parents.

## ACTION PLAN:

1. Faculty will collect data and classroom observations on all students for the first 6 weeks of school.
2. Faculty will meet to determine which students would benefit from tutoring services.
3. A parent letter will be sent home to describe our tutoring program.
4. Parents will have the option of requesting and approving their child for tutoring.
5. Students will attend tutoring 1 afternoon per week until the end of the year.
6. Faculty will keep in constant communication with parents about the tutoring schedule.
7. Data will be collected at the end of the year to see if tutoring was effective.

## FUNDING SOURCE (S):

Local, State and Federal funds

## MEASURABLE ADULT BEHAVIORS:

1. Student pre-tutoring data and post-tutoring data
2. MAP assessment totals
3. Local assessment totals

Action Plan	Start Date	Person Responsible	Resources	Complete/Date
Faculty collect student data	8/23/22	Faculty	Dibels, DRA, AR, classroom assessments	10/4/22
Faculty determines which students need tutoring	10/4/22	Faculty and principal		10/7/22
Parent letters go home	10/11/22	Faculty and Principal	District constructed Letter	10/11/22
Tutoring begins	10/25/22	Faculty	District curriculum	4/11/23
End of Year Data Collection	4/11/23	Faculty	Dibels, DRA, AR, classroom assessments, MAP assessment	5/18/23 MAP - ongoing



## GOAL TWO:

Use at least 2 hours each year of professional development to increase knowledge and efficiency in using data in everyday instruction.

## ACTION PLAN:

1. Schedule PD days when developing the school calendar.
2. Align those PD days to have time set aside for training on data collection.
3. Schedule presenters to train staff on data collection.
4. Teachers incorporate data collection and data-driven decisions into their instruction.
5. Gather feedback from teachers on the effectiveness of using data and assessment scores to see if data-driven instruction impacts student outcomes.

## FUNDING SOURCE (S):

Local, State and Federal funds

## MEASURABLE ADULT BEHAVIORS:

1. Teacher survey
2. Assessment results

Action Plan	Start Date	Person Responsible	Resources	Complete/Date
Schedule PD Days	2/2023	Superintendent/Principal		3/2023
Schedule Presenters	3/2023	Principal	Research-based data collection systems	ongoing
Teacher incorporation of data into instruction	8/22/23	Faculty	Data driven binders provided by school	ongoing
Feedback/Assessments	8/22/23	Faculty	Dibels, DRA, AR, classroom assessments; teacher survey	ongoing

# GROUNDS & SAFETY

## GOAL ONE:

Purchase barricading equipment and shatter resistant film for classrooms.

## ACTION PLAN:

1. Research shatter resistant film companies (reach out to other districts who have the film to gather information)
2. Contact Company to receive a quote
3. Present quote to school board for approval
4. Install film

## FUNDING SOURCE (S):

Local, State and Federal funds

## MEASURABLE ADULT BEHAVIORS:

The completion of projects by the completion date of the CSIP plan.

Action Plan	Start Date	Person Responsible	Resources	Complete/Date
Call local districts with film	3/2023	Superintendent/Principal	Moniteau County R1 School SRO	3/2023
Contact Mark from USWA film	4/5/23	Superintendent/Principal	USWA film	4/5/23
Quote presented to school board	4/17/23	Superintendent/Principal; School Board	USWA quote	ongoing



## GOAL TWO:

Update safety routes and post them in each classroom and gathering area each year.

## ACTION PLAN:

1. Update safety routes and maps.
2. Meet with staff to inform them of any updates
3. Post updated safety routes in classrooms.

## FUNDING SOURCE (S):

Local, State and Federal funds

## MEASURABLE ADULT BEHAVIORS:

The completion of projects by the completion date of the CSIP plan.

Action Plan	Start Date	Person Responsible	Resources	Complete/Date
Update Safety Routes and Maps	7/2023	Superintendent/Principal		9/2023
Meet with Staff	8/17/23	Superintendent/Principal		8/17/23
Post Updated Safety Routes	8/17/23	Superintendent/Principal;		8/17/23

# COLLABORATIVE CULTURES

*IMPROVE THE COLLABORATIVE CULTURE WITH ALL STAKEHOLDERS.*

## GOAL ONE:

Reinstate a student council and have one outreach event per school year

## ACTION PLAN:

1. Give student surveys to gather feedback on student council officers.
2. Establish officer team
3. Conduct Monthly meetings
4. Host community wide events

## FUNDING SOURCE (S):

Local Funds

## MEASURABLE ADULT BEHAVIORS:

1. Student Survey
2. Community feedback from outreach events

Action Plan	Start Date	Person Responsible	Resources	Complete/Date
Student Surveys	8/22/22	Faculty		8/22/22
Establish Officer Team	9/1/22	Faculty and Principal		9/1/22
Monthly Meetings	10/2022	Faculty and Principal		ongoing
Host Community Carnival	10/2022	Faculty, Principal, CTO, School Board		Ongoing (yearly event)
Host School Dance to invite/collaborate with other districts	1/2023	Faculty, Principal, School Board		1/2023

## GOAL TWO:

Continually look for new media and methods to reach the entire community about school events.

## ACTION PLAN:

1. Update outdated website system to be more user friendly and more accessible to the community.

## FUNDING SOURCE (S):

Local, State and Federal funds

## MEASURABLE ADULT BEHAVIORS:

The completion of projects by the completion date of the CSIP plan.

Action Plan	Start Date	Person Responsible	Resources	Complete/Date
Research website companies	3/2023	Superintendent/Principal	Other district websites	3/2023
Gather quotes from companies	4/2023	Superintendent/Principal		4/2023
Present quotes to school board for approval	4/17/23	Superintendent/Principal; School Board	SOCs Website	4/17/23
Work with approved company to build website.	5/2023	Superintendent/Principal, faculty	SOCs website	ongoing



# HIGH QUALITY STAFF DEVELOPMENT

## GOAL ONE:

Provide teachers research-based professional development that insures they are meeting the requirements of the reading initiative, Senate Bill 681.

## ACTION PLAN:

1. Work with the heart of Missouri RPDC to enroll teachers in LETRs training.
2. Provide PD time/days for teachers to complete the LETRs workload.
3. Teacher surveys for feedback on how the training is going and if it benefits the students.
4. Look at pre and post data to see if the training is impacting student achievement.

## FUNDING SOURCE (S):

State and Federal Funds

## MEASURABLE ADULT BEHAVIORS:

1. Teacher Survey
2. Assessment Data

Action Plan	Start Date	Person Responsible	Resources	Complete/Date
Enroll Teachers in LETRs training	7/2022	Principal	Heart of Missouri-RPDC	7/2022
Provide PD days/time	8/22/22	Principal		ongoing
Teacher Survey	5/2023	Faculty and Principal		ongoing
Assess data	5/2023	Faculty, Principal, School Board	Dibels, DRA, AR, classroom assessments, MAP test	Ongoing



# SOCIAL EMOTIONAL LEARNING THROUGH LEADERSHIP

## GOAL:

Increase student's social emotional learning through curriculum and leadership opportunities.

## ACTION PLAN:

1. Implement a weekly social emotional curriculum using lessons to increase student responsibility, respect, and kindness.
2. Increase extracurricular programs to provide social skills, team work skills, and leadership.
3. Implement a student of the month ceremony to recognize student character traits.

## FUNDING SOURCE (S):

Local, State, and Federal Funds

## MEASURABLE ADULT BEHAVIORS:

1. Student survey of social emotional learning course completed annually.
2. Faculty annual reports over extracurricular participation to administration.

Action Plan	Start Date	Person Responsible	Resources	Complete/Date
Provide teachers with SEL curriculum	8/2023	Principal; School Counselor	SEL Curriculum	ongoing
Increase extracurricular activities	8/22/22	Principal; Faculty	Sponsors	ongoing
Begin monthly student of the month ceremonies	9/2022	Faculty and Principal		ongoing
Assess data	5/2023	Faculty, Principal, School Board		Ongoing

# GOVERNANCE

## GOAL ONE:

Keep the CSIP in front of stakeholders to review and revise as needed.

## ACTION PLAN:

1. Present and discuss the CSIP at monthly school board meetings.
2. Present and discuss the CSIP to community members/parents at community events (Parent-teacher conferences; Title One Meetings).

## FUNDING SOURCE (S):

Local Funds

## MEASURABLE ADULT BEHAVIORS:

The completion of projects by the completion date of the CSIP plan.

Action Plan	Start Date	Person Responsible	Resources	Complete/Date
Present CSIP at each board meeting	8/2022	Superintendent/Principal; School Board		ongoing
Present CSIP at community events	9/2022 10/2022 3/2022 4/2022	Superintendent/Principal; Faculty; community members		ongoing

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Superintendent of Schools

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Date

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Board of Education President

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Date