## Form A2 – School Improvement Plan

Principal: Rob Nelson	Assistant Superintendent: Steve Flisk
School: Woodland	Date: 2021-22

The School Improvement Plan priorities focus on five areas: **reading, mathematics**, **student behavior**, **family engagement, and, if applicable, graduation**. The School Improvement Plan must include: (1) the utilization of MCAs as a data point for one or more goals; (2) articulated goals related to proficiency rate(s), growth, and achievement gap reduction; (3) student behavior; (4) family engagement and, if applicable, (5) a graduation rate goal.

#### Guidelines

- (1) The district will insert the basic and transformational goals before the start of school using the 2021-2022 cohorts (incoming students for Fall 2021).
- (2) Basic goals represent reasonable student progress (typically district average change). Transformational goals represent the scores that are necessary to close the achievement gaps and are based on state expectations.
- (3) General Color-Coding Key (most data tables include a more specific key):

	Well	Below	Near		Met
Far Below	Below	Basic	Basic	Met Basic	Transformational
<b>Basic Goal</b>	<b>Basic Goal</b>	Goal	Goal	Goal	Goal

- (4) Data tables include rows for students served in Talent Development, Academic Challenge and Gifted Support (TAG), Title I, and/or Distance Learning Academy (DLA) as relevant to the site. For Fall of 2020 in last year's SIP, these were students from your school who were entering DLA, and for Fall of 2021 in this year's SIP, these are students returning to your school from DLA.
- (5) Few DLA students participated in MCA testing in 2021, and those who did participate were involved in unusual testing conditions. Because of this (and related issues in other schools), we identified and excluded some FastBridge and/or MCA scores which were inconsistent. Please refer to your preliminary 2021 MCA report (on your school reports page of the Data & Assessment site) for more information.
- (6) Final Fall 2020 cohort index scores for grades 3-8 were based on Fall 2020 FastBridge aReading or aMath scores. For grades 10 and 11, final cohort scores were based on the 2018 or 2019 MCA.
- (7) Initial Fall 2021 cohort index scores for grade 3 were from Spring 2021 FastBridge aReading or aMath scores. For grades 4-8, the 2021 MCA was used. For grades 10-11, cohort scores were from 2019 MCA.
- (8) Goals and targets may shift after assessment data is received to ensure they are equitable, realistic, and accurately reflect learning achieved.
- (9) Site teams should use these **guiding questions** for discussion in development of the action plan for each area of the plan:
  - a. What did the data tell you about your current state? Is this part of a longer trend?
  - b. What adult practices might be contributing to the results? What could be root causes?
  - c. What research-based actions, strategies, and interventions may help students meet the goals?
  - d. What knowledge and skills (professional learning) will adults need to support students so they can meet goals?

#### Date: 2021-2022

Priority One: READING			Ме	asure: Proficien	cy (% Low Risk	on FastBridge)	
Column Header	Definition	efinition					
2018, 2019 and	Percent of stud	ents at risk or s	ome risk in the	fall who becam	e low risk in Spr	ing 2018,	
2020 Results	Spring 2019 and	d Winter 2020.	See Progress to	Fluency Report	s for more info		
Basic Goal	District-wide go	als for 2020-22	: KG = 23%; Gr	1 = 38%; Gr 2 =	9%.		
Transformational	District wide a	als for 2019 22	· VC - 69% · Cr	1 = 67%; Gr 2 =	E0%		
Goal (Trans)	District-white gt		. KG – 08%, GI	1 – 07 %, GI 2 –	50%.		
2021 Results	Percentage of students low risk in Spring 2021.						
Color Coding	30% + from	15 - 29% from	5 - 14% < Basic	<5% from Basic	Basic Goal Met	Transformational	
color coulling	Basic Goal	Basic Goal	Goal	Goal	Basic Goal Wet	Goal Met	

	2017-18	2018-19	2019-20	2020-21	2020-21 & 2	021-22 Goals
Group	2018 Results	2019 Results	2020 Results	2021 Results	2021 Basic	2021 Trans.
KG	51%	53%	29%	4%	23%	68%
Grd 1	62%	48%	38%	14%	38%	67%
Grd 2	36%	30%	12%	12%	9%	50%

goal

#### School: Woodland

Color Coding

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goal

goal

goal

Priority One: READING						Me	asure: MCA Pro	ficiency (Iı	ndex Rates)
Column Header									
Results	Index rate fo	or students w	ith scores from	last spring	, enrolle	ed on Octobe	er 1 and tested in	n the sprin	g.
Fall Cohort	Index rate fo	or students te	ested in the prev	/ious sprir	ng and er	nrolled the f	ollowing fall.		
	The lower of	f the district a	average change	and the M	DE index	k target (red	uce non-proficie	ency by hal	f in two
Basic Goal	years), with	a minimum o	of 20 (previously	the minir	num wa	s 25).			
Transformational	The higher o	of the district	average change	and the N	/IDE inde	x target (red	luce non-profici	ency by ha	If in two
(Trans.) Goal	years), with	a minimum o	of 30.						
	10+ points below basic			1.1 to 5.9	) points	Within 1 ind	lex point of basic	Met basic	transform- ational

Notes: Student group goals are addressed under gap reduction. Also, when results are calculated, the cohort scores and goal scores are updated to reflect the students with pretest scores who were enrolled in the fall and took the test in the spring. Fall 2020 FastBridge aReading scores were used to estimate MCA achievement levels for setting Spring 2021 MCA index rate goals.

6-9 points below basic goal below basic goal

			Fall 2020	2021	2021	Spring 2021	Fall 2021	2022	2022
			Cohort (based	Basic	Trans.	Results	Cohort (based	Basic	Trans.
Group	Spring 2018	Spring 2019	on aReading)	Goal	Goal	(MCA)	on MCA)	Goal	Goal
All Students	66.9	71.4	67.9	68.7	75.9	61.9	<b>59.9</b>	64.1	69.9
Grade 3	64.0	63.9	66.0	66.5	74.5	58.3	63.6	64.2	72.7
Grade 4	69.4	68.3	62.3	63.6	71.7	64.0	53.4	56.1	65.1
Grade 5	67.4	82.1	75.4	75.8	81.5	63.4	62.2	70.6	71.6
AmIn/Haw									
Asian	67.8	63.3					56.9		
Black	56.5	71.6					54.9		
Hispanic	60.0	50.0					39.3		
White	73.0	77.8					69.6		
Multiracial	74.1	82.5					63.5		
EL	43.3	43.2					24.4		
Spec Ed	40.5	47.7							
F/R Lunch	59.6	62.4					46.9		
Female	73.1	72.8					65.1		
Male	60.8	69.9					54.5		
TAG							84.4		
DLA							62.8		

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Priority One: READING

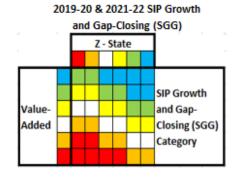
Measure: SIP Growth and Gap-Closing (SGG)

#### Color Coding for MCA Value-Added and Z-State Results

30 or below15 to2914 to 0	+.0001 to +.14 +.15 to +.29 +.30 and up
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Results reported for groups of 10 or more students. Any results for groups not reported in the previous year were color coded using the lowest basic and transformational goals. 2021 Z-State results not available due to COVID-19.

2021 & 2022 Goals (for All Groups)			
Transformational	.30 on MCA Value-Added or Z-State		
Basic	.15 on MCA Value-Added or Z-State		



	Bas	eline		2019 Results		2021 Results
Group	2017	2018	Val-Add	Z - State	SGG	Val-Add
All Students	-0.19	-0.30	-0.02	0.05		-0.24
Grade 3			-0.14			-0.23
Grade 4	-0.17	-0.28	-0.11	-0.01		0.08
Grade 5	-0.21	-0.31	0.19	0.11		-0.52
Am Ind						
Asian	-0.07	-0.16	-0.11	0.04		-0.45
Black	-0.38	-0.51	0.02	-0.06		-0.16
Hispanic	-0.59	-0.28	-0.52			-0.89
White	-0.11	-0.23	0.02	0.17		-0.23
Multiracial		-0.39	0.38	0.27		0.01
EL	-0.32	-0.25	-0.11	0.22		-0.29
Spec Ed	-0.43	-0.82	-0.46	-0.50		-0.34
F/R Lunch	-0.27	-0.36	-0.07	-0.07		-0.13
Female	-0.16	-0.20	-0.04	0.04		-0.17
Male	-0.22	-0.39	0.00	0.07		-0.33
TAG						-0.22
DLA						

## Priority One: Reading

# Reading Continuous Improvement Action Plan: (add steps as needed by using tab key)

Strategies:	Adult actions:	Measure student	Person(s)
What specific strategies	What adult actions will ensure	progress:	Responsible:
will be implemented?	the strategies are successful?	What student data	
		will be collected?	
<ul> <li>Team meetings will be based on continuous improvement cycles.</li> <li>Identify Essential Standards and level of mastery and rigor required</li> <li>Design Common Pre- Assessments, Formative Assessments, Formative Assessments to inform instruction.</li> <li>Heavy emphasis on instruction, pedagogy, and the learning progression</li> <li>Heavy emphasis on strategy- based and differentiated instruction for students who are Exceeding, Proficient, Close, or Far to Go in identified standards</li> </ul>	<ul> <li>-Alignment between SLGs, PGPs, and SIP goals and strategies.</li> <li>-Streamlined and aligned PLT / SLG meeting notes.</li> <li>Assigning and maintaining roles within each team.</li> <li>-Development of Common Formative Assessments (CFAs) or Common Summative Assessments (CSAs) based on various independent levels</li> <li>-Use of preassessments, formative assessments, and summative assessments to determine success, intervention needs, and enrichment needs.</li> </ul>	<ul> <li>-Common Summative Pre and Post- Assessments at grade level.</li> <li>-Common Formative Assessments for use during Guided Reading groups.</li> <li>-Student success as measured by independent reading levels Academic Data – Benchmark, aReading, MCA, aReading, ORR, etc.</li> </ul>	Team Leaders, Administration, Instructional Assistant, Behavior Intervention Teacher, SDAS Coach, ATPPS Coach
Tier II Focus- -Determining Individual Literacy Needs of Students -Plan and review ongoing and frequent Phonics, Fluency, and Comprehension Data (CBM, FastBridge etc.) -Determining additional interventions, including frequency and intensity	<ul> <li>-Create buildingwide expectations and changes based on common themes or concerns</li> <li>-Administer Phonics screeners as needed</li> <li>-Update CBM data for all students at least monthly</li> <li>-Create additional time and intensity for interventions that are aligned to data</li> </ul>	FastBridge assessments, Progress Monitoring Data Tier II Intervention Data Academic Data – Achievement and Growth	Team Leaders, Administration, Instructional Assistant, Behavior Intervention Teacher, ADSIS Interventionist, Instructional ESPs, SDAS Coach, ATPPS Coach
Consistent Daily Intervention Blocks scheduled and supported by multiple staff members.	Assign consistent time blocks. Assign consistent staff members for support.	aReading, MCA, FastBridge Progress Monitoring, Regular Phonics Screeners/Progress Monitoring	Instructional Assistant, ADSIS Interventionist, Teachers, Instructional ESPs, MN Reading Corps Tutors (if possible), Administration

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Implement a consistent system of interventions to identify the Tier II and Tier III needs students, appropriately respond with a corresponding intervention, and progress monitor the effectiveness of the interventions	Utilize research-supported interventions. Continue to train staff on FastBridge and FastBridge interventions. Train staff on district-approved, research-based interventions Create efficient and predictable structure to identify and utilize interventions Monthly grade level/intervention team meetings focused on individuals who have not met standards yet, lagging skills, and organizing research- based interventions.	aReading, MCA, FastBridge Progress Monitoring	Instructional Assistant, ADSIS Interventionist, Teachers, ESPs, Administration
Use "4 Learners" charts to determine individual needs of each student.	-Create 4 Learners charts based on District279 benchmark expectations -Introduce 4 Learners charts during October 4 professional development -Monitor the use of 4 Learners charts at regular intervals -Create "Date Review Cycles" to assess student growth at regular intervals.	FastBridge Assessments, Progress Monitoring data, Additional CBMs, Phonics Screeners	Teachers, Administration, Instructional Assistant, ADSIS Interventionist, SDAS Coach, ATPPS Coach
Woodland teachers will follow recommendations for small group and whole class interventions within their Tier I instruction (core instruction).	<ul> <li>-Continued training on FastBridge and FastBridge interventions.</li> <li>-Vertical and Horizontal meetings to discuss methodology and implementation plans for interventions within the Core.</li> <li>-Regularly scheduled PLT and Team Meetings following a Continuous Improvement model.</li> </ul>	Observations Survey Data aReading, autoReading, CBMs, and MCA scores	
Woodland will implement balanced literacy best practices in kindergarten through 5 <sup>th</sup> grade	Administration, coaches, and peers will complete fidelity walkthroughs.	Walkthrough rubrics, test scores	Teachers, Administration
Special Education staff will continue to build knowledge and use of Wilson Reading Systems.	Ensure materials and training for Special Education educators.	Continued improvement on state and local assessments.	SpEd Teachers, L&A staff, SpEd Coordinators, Administration

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Priority Two: M	ATHEMATICS Measure: MCA Proficiency (Index Rates)
Column Header	
	Index rate for students who had a score from the previous year, were enrolled on October 1 of the next year, and
Results	tested the next spring.
Fall Cohort	Index rate for students tested in the previous year and enrolled in the fall of the next year.
	The lower of the district average change and the MDE index target (reduce non-proficiency by half in two years), with
Basic Goal	a minimum of 20 for Spring 2021 (normal minimum = 25).
Transformational	The higher of the district average change and the MDE index target (reduce non-proficiency by half in two years),
(Trans.) Goal	with a minimum of 30.

	10+ points					Met
	below basic		1.1 to 5.9 points below	Within 1 index point of basic	Met basic	transform-
Color Coding	goal	6-9 points below basic goal	basic goal	goal	goal	ational goal
Notes: Student group goals are addressed under gap reduction. Also, when results are calculated, the cohort scores and goal scores are						

updated to reflect the students with pretest scores who were enrolled in the fall and took the test in the spring.

			Fall 2020	2021	2021	Spring 2021	Cohort	2022	2022
		Spring 2019	Cohort (based	Basic	Trans.	Results	(based on	Basic	Trans.
Group	Results	Results	on aMath)	Goal	Goal	(MCA)	MCA)	Goal	Goal
All Students	64.6	69.5	63.1	65.3	72.4	67.0	68.2	64.4	76.2
Grade 3	68.0	75.2	75.0	77.2	81.3	77.1	69.7	69.2	77.3
Grade 4	75.7	71.1	66.7	69.7	75.0	70.4	69.9	66.9	77.4
Grade 5	51.3	61.7	48.6	49.8	61.4	54.3	63.9	56.1	72.9
AmIn/Haw									
Asian	61.7	65.3				57.6	61.1		
Black	56.5	60.8				54.9	60.5		
Hispanic	52.6	46.2				61.1	39.3		
White	77.9	78.4				81.8	88.0		
Multiracial	48.1	82.5				59.1	63.5		
EL	44.3	50.0				36.1	40.0		
Spec Ed	41.7	45.7				34.4	35.3		
F/R Lunch	53.0	55.6				53.0	49.4		
Female	62.9	66.9				65.0	68.1		
Male	66.3	72.2				69.1	68.3		
TAG						95.5	90.0		
DLA							59.2		

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**Priority Two: MATHEMATICS** Measure: SIP Growth and Gap-Closing (SGG)

Color Coding for MCA Value-Added and Z-State Results	

30 or below	15 to29	14 to 0	+.0001 to +.14	+.15 to +.29	+.30 and up

Results reported for groups of 10 or more students. Any results for groups not reported in the previous year were color coded using the lowest basic and transformational goals. 2021 Z-State results not available due to COVID-19.

		_	20			 21-22 SIP Growth Closing (SGG)
2021 8	2022 Goals (for All Groups)			Z - 5	tate	
Transformational	.30 on MCA Value-Added or Z-State					
Basic	.15 on MCA Value-Added or Z-State					
		- I				SIP Growth
		Value-				and Gap-
		Added				Closing (SGG)
						Category

	Bas	eline	2	019 Results		2021 Results
Group	2017	2018	Val-Add	Z - State	SGG	Val-Add
All Students	-0.29	-0.31	-0.28	-0.30		0.03
Grade 3			-0.29			-0.04
Grade 4	-0.02	0.16	0.12	0.20		0.11
Grade 5	-0.55	-0.75	-0.65	-0.77		0.03
Am Ind						
Asian	-0.10	-0.19	-0.11	-0.05		0.13
Black	-0.34	-0.43	-0.27	-0.44		-0.05
Hispanic	-0.18	-0.73	-0.40			-0.31
White	-0.31	-0.22	-0.42	-0.30		0.00
Multiracial	-0.52	-0.41	-0.27	-0.75		0.21
EL	-0.03	-0.31	-0.13	-0.20		0.17
Spec Ed	-0.54	-0.68	-0.26	-0.37		-0.16
F/R Lunch	-0.41	-0.43	-0.12	-0.21		0.23
Female	-0.15	-0.29	-0.24	-0.21		0.06
Male	-0.41	-0.33	-0.33	-0.40		-0.01
TAG						0.15
DLA						

#### Revised 8.2.2021

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#### **Priority Two: Mathematics** Mathematics Continuous Improvement Action Plan: (add steps as needed by using tab key) **Strategies** Adult actions: Person(s) Measure student What specific strategies will be What adult actions will **Responsible:** progress: implemented? ensure the strategies are What student data will successful? be collected? -Team meetings will occur every other -Alignment between SLGs, PGPs, -Common Summative Pre Team Leaders, week in a continuous improvement and SIP goals and strategies. and Post-Assessments at Administration, cvcle. -Streamlined and aligned PLT / grade level. BIT/IA, -Identify Essential Standards and level SLG meeting notes. SDAS Coach, Assigning and maintaining roles -Common Formative **ATPPS Coach** of mastery and rigor required -Design Common Pre-Assessments, within each team. Assessments for use Formative Assessments, Post--Development of Common during math instruction. Assessments to inform instruction. Formative Assessments (CFAs) or -Heavy emphasis on instruction, **Common Summative Assessments** -Student success as pedagogy, and the learning (CSAs) based on various measured by independent progression independent levels reading levels -Heavy emphasis on strategy-based -Use of preassessments, Academic Data – Bridges, and differentiated instruction for aMath, autoMath, MCA, formative assessments, and students who are Exceeding, summative assessments to IXL, etc. Proficient, Close, or Far to Go in determine success, intervention identified standards needs, and enrichment needs. Tier II Focus--Create buildingwide expectations Bridges, Fastbridge Teachers, -Determining Individual Math Needs and changes based on common Progress Monitoring Data, Administration, of Students themes or concerns autoMath, aMath, IXL BIT, -Plan and review ongoing and -Create additional time and IA. frequent skills-based data (aMath, intensity for interventions that SDAS Coach, are aligned to data **ATPPS Coach** autoMath) -Determining additional interventions, -Increased use of IXL learning including frequency and intensity platform for specific students E-Team, Staff, Staff will use the CLEAR model in our Staff will work collaboratively to Planning Documents, instructional practices. plan mathematics lessons through Stakeholder surveys, test L&A our CLEAR model scores Special Education staff will utilize core Deliberate planning with grade Continued improvement Classroom curriculum and collaborate with grade level teams on state and local Teachers, level teams. assessments. SpEd Teachers, Ensuring SpEd staff have and Administration utilize core curriculum. SpEd Teachers, Special Education staff will utilize Ensure materials and training for Continued improvement Bridges intervention materials with Special Education educators. on state and local L&A staff, fidelity. assessments. SpEd

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Priority Three: Student Behavior				
Evidence of Need:	Students identified as Black/African American and as Multiracial have a greater risk of receiving at least one referral as compared to White students.			

Student Behavior (Example: office referrals, suspensions, etc.)	Baseline data by target group (Example: ethnicity, socioeconomic, grade level, etc.)	Goal
Office Referrals	Using information from the 2019-2020 school year (SeptMarch–Pre-pandemic) the risk ratio for at least one office referral for Black/African American students is 1.87 compared to 1.03 for our White students.	By June, 2022, the difference between risk ratios for our Black/African American students as compared to our White students will be reduced 50% or more (1.45 or less).
Office Referrals	Using information from the 2019-2020 school year (SeptFebruary –Pre-pandemic) the risk ratio for at least one office referral for Multiracial students is 1.61 compared to 1.03 for our White students.	By June, 2022, the difference between risk ratios for our Multiracial students as compared to our White students will be reduced 50% or more (1.32 or less).

Student Behavior Continuou	s Improvement Action Plan	: (add steps as needed by	using tab key)
Strategies:	Adult actions:	Measure student	Person(s)
What specific strategies will be	What adult actions will	progress:	Responsible:
implemented?	ensure the strategies are	What student data will	
	successful?	be collected?	
Implement SIT protocols aligned with	IM4 Training	Meeting agendas	Administrator
IM4.		IM4 Interventions Created	BIT
		SAEBRS screening data	Psychologist
		Teacher evidence/data	Counselor
Establish permanent SIT Team	Consistent use of SAEBRS, Tier I	SWIS, ABC data,	Administrator
	Checklists, IM4 problem-solving	Meeting agendas	BIT
	protocols.	IM4 Interventions Created	School Psych
		SAEBRS screening data	School Counselor
	Team identified and repeatedly utilized.	Teacher evidence/data	All staff
Implement SIT protocols aligned with	IM4 Training	Meeting agendas	Administrator
IM4.		IM4 Interventions Created	BIT
		SAEBRS screening data	Psychologist
		Teacher evidence/data	Counselor
Establish SIT meeting schedule to	Create permanent schedule	Meetings scheduled at	Administrator
meet every other week.		required intervals	BIT
			Psychologist
			Counselor

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Utilize consistent data-based behavior interventions	Identify intervention. Identify data systems. Input and track data. Schedule meeting and progress monitoring dates.	Reduction in chronic behaviors. Replacement behaviors and strategies better utilized	Administrator BIT Psychologist Counselor All staff
<ul> <li>SAEBRS-Based Support</li> <li>Individual Support for students whose concerns match those of the teacher</li> <li>Small Group Support for students who identified concerns, but were not identified by teacher</li> <li>Skills / SEL Lesson Support for teachers who identified concerns with students, but were not identified by the students themselves</li> </ul>	<ul> <li>Filling out the SAEBRS and mySAEBRS screener each trimester.</li> <li>Cross checking results in SAEBRS and mySAEBRS.</li> <li>Creation of small groups or opportunities for students with similar internalized or externalized concerns.</li> <li>Creation and dissemination of SEL lessons or suggestions to support students during core instruction.</li> </ul>	SEABRS mySAEBRS	School Counselor BIT Admin Classroom Teachers
Implement automatic milestones that trigger a mandatory SIT meeting	Continuously following SIT protocols and processes Problem-solving approach that assigns data-based interventions	Increased total number of referrals lead to decreased number of referrals per student	All staff
Establish Targeted Services clubs and opportunities	Creation and facilitation of opportunities and clubs that are aligned to our building needs and goals.	Student Surveys	All staff

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Priority Four: Family Engagement			
Evidence of Need:	In the spring of 2019, Osseo Area Schools' School Board set a district wide expectation that all sites/departments would develop and implement a family engagement goal.		
Goal:	For the Woodland PTO members to be representative of the community in which we are located and for the PTO to have a dual purpose of both fundraising and community-building.		

Family Engagement Continuous Improvement Action Plan: (add steps as needed by using tab key)				
Strategies:	Adult actions:	Measure	Person(s) Responsible:	
What specific strategies will be implemented?	What adult actions will ensure the strategies are successful?	progress: What data will be collected?		
Intentional messaging in flyers, communication, social media, etc.	Dedicated individuals for communication.	Attendance, Survey data	Communications Chair, PTO Executive Board Members, Administration	
Deliberate Invitations for parents	Phone calls, emails, text messaging	Attendance, survey data	Communications Chair, PTO Executive Board Members, Administration	
Topic based discussions before and during PTO meetings	Creating topics of high interest. Creating format and space for conversation and decision-making.	Attendance, survey data	Communications Chair, PTO Executive Board Members, Administration	

#### Site Improvement Team

Name	Position	Name	Position
1.Scott Lund	Kindergarten	8. Tara Johnson	Behavior Intervention Tchr
2.Courtney Knutson	First Grade	9. Laura Larson	Counselor
3.Alyce Mikkonen	Second Grade	10. Darby Ahartz	EL
4.Jodi Landers	Third Grade	11. Jess Licciardi	Special Education Tchr.
5.Chris Pietsch	Fourth Grade	12. Michelle Sibinski	Specialist
6. Bobbi Lastovich	Fifth Grade	13. Nancy Goettl	Resource Manager
7. Jackie Anderson	Instructional Assistant	14. Rob Nelson	Principal

The Principal and Assistant Superintendent will sign the School Improvement Plan to indicate that the school performance goals and action plan have been shared, discussed, and agreed upon.

Roht J. Mm Date: 10/20/21 Principal: Assistant Superintendent:\_\_\_\_\_ Date:\_\_\_\_\_