

**Windham School District  
Climate, Culture, and School Improvement  
Implementation Rubric**

<b>Objective 1:</b>	We will increase leadership visibility throughout the school day.	<b>School Year:</b>	FY20
<b>Building:</b>	Windham Center School		

<u><b>Action Steps</b></u>	<u><b>Roles and Responsibility</b></u>	<u><b>Timeline Schedule</b></u>	<u><b>Benchmarks</b></u>
A. Develop an administrative protocol to be present during bus and car arrivals each morning and greet students with a “Global Greeting.”	Administration, Staff	Weekly	Administrative Daily Log/Video Archive
B. Visit grade level recess and lunch periods throughout the school year and converse with students and staff members on duty.	Administration	Weekly	Administrative Daily Log/Team Leader Meeting Minutes Archive
C. Walk through classrooms on a daily basis in a non-evaluative manner to converse with students and staff.	Administration	Daily	Administrative Daily Log/Social Media Video & Audio Post Archive
D. Continue to host a Principal Coffee Hour for school/community stakeholders and invite teacher representatives to discuss teaching and learning.	Administration	Monthly	Agenda/Meeting Minutes Archive

Evidence:

- Logs, Calendars  
  Agendas  
  Meeting Minutes  
  Programs

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<b>Objective 2:</b>	We will improve communication with staff, families and the community.	<b>School Year:</b>	FY20
<b>Building:</b>	Windham Center School		

<u>Action Steps</u>	<u>Roles and Responsibility</u>	<u>Timeline Schedule</u>	<u>Benchmarks</u>
A. Continue to send Team Leader meeting minutes to all staff via email to ensure all staff are informed of decisions, important dates and relevant information.	Administration/ Team Leaders	Monthly	Meeting Minutes Archive
B. Integrate more technology (audio/video) in newsletters to provide more concise/efficient multimodal types of communication as well as informational tutorials as needed.	Administration	Monthly	Newsletter Archive/Video Archive
C. Post monthly updates outlining important events in high visibility areas throughout the school.	Administration	Monthly	Monthly Update Archive
D. Provide updates and important event reminders via social media to staff, families and community members.	Administration	Weekly	Facebook and Twitter Archive/ Video Archive

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<b>Objective 3:</b>	We will increase active participation and collaboration between all staff, teachers and administration.	<b>School Year:</b>	FY20
<b>Building:</b>	Windham Center School		

<u>Action Steps</u>	<u>Roles and Responsibility</u>	<u>Timeline Schedule</u>	<u>Benchmarks</u>
A. Establish peer observation schedule to drive PLC “teacher talk” conversations and provide a time to share ideas with the entire staff.	Administration/ Teachers	Monthly	PLC Meeting Minutes Archive
B. Comment on PLC meeting minutes and provide active feedback through Google Drive to reach all team members.	Administration	Monthly	PLC Meeting Minutes Archive
C. Solicit staff feedback with regard to School Improvement requests and proposed initiatives on a formal and informal basis through team leader checkins, Google Form survey and general conversations with staff members.	Administration	Trimester 1	Google Form Responses, Team Leader Meeting Minutes Archive

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<b>Objective 4:</b>	By June 2020, 90% of students will score proficient or above in the content areas of mathematics and English language arts as measured by the New Hampshire Statewide Assessment.	<b>School Year:</b>	FY20
<b>Building:</b>	WCS		

<u>Action Steps</u>	<u>Roles and Responsibility</u>	<u>Timeline Schedule</u>	<u>Benchmarks</u>
<b>A.</b> Facilitate PLC meeting with grade level teams to include classroom teachers and special educators to set collaborative norms and develop a “What I Need” instructional intervention schedule.	Administration, Classroom Teachers, RtI Teacher, Reading Specialists	September 15	Meeting minutes will be archived in the Google Drive as developed by the four grade-level collaboratives.
<b>B.</b> Using Spring 2019 NHSAS assessment data, identify students within 15 points of proficiency and determine supports to meet individual students’ areas for improved performance.	Grade-level PLCs, Special Education Teachers	October 20	Interim and Modular Assessments/Classroom data
<b>C.</b> Coordinate opportunities for all grade level content area teachers and special education teachers for vertical and cross-content area alignment planning.	Administration, Curriculum Directors, Classroom Teachers, Special Education Teachers	Quarterly	Meeting notes, pacing guides, UbD curriculum planning

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<p><b>D.</b> Invite special education teachers and general education teachers to attend and observe co-teaching professional.</p>	<p>Administration, Curriculum Directors, Classroom Teachers, Special Education Teachers</p>	<p>June</p>	<p>PLC Meeting notes</p>
<p><b>E.</b> Follow the established assessment calendar to administer NH SAS Interim and Modular Assessments and leverage the data to inform instruction.</p>	<p>Grade level PLCs</p>	<p>Monthly</p>	<p>SAS Interim and Modular assessment analysis</p>

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<b>Objective 5:</b>	By June 2020, we will establish a committee that will develop a plan to meet the needs of all learners transitioning to and from WCS annually.	School Year:	FY20
<b>Building:</b>	WCS		

<u>Action Steps</u>	<u>Roles and Responsibility</u>	<u>Timeline Schedule</u>	<u>Benchmarks</u>
<b>A.</b> Establish committee including WCS teachers, special education teachers, counselors, GBS and WMS teachers, counselors and administration	Administration, Classroom Teachers, Special Education Teachers, Unified Arts Teachers, Related Service Providers, WMS and GBS representatives	Bi-Monthly Meetings	Committee meeting notes archive
<b>B.</b> Establish a formal process for the exchange of student information including present levels of academic performance, behavioral information, 504 Plans, Individual Education Plans, and Student Support plans.	Administration, Special Education Staff, Classroom Teachers, School Counselors, RtI Teacher, Reading Specialist, and Related Service Providers.	Bi-Monthly Meetings	Documented transition plan/ meeting notes archive
<b>C.</b> Research surrounding schools in the state that offer a similar Grade 5/6 educational program in order to	Administration, Special Education Staff, Classroom	April	Develop a formal transition plan for students entering WMS

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<p>establish an appropriate transitional experience for all students.</p>	<p>Teachers, School Counselors, RtI Teacher, Reading Specialist, and Related Service Providers.</p>		
<p><b>D.</b> Facilitate meetings to streamline the transitional procedures that are necessary for a smooth MTSS implementation for all applicable students.</p>	<p>Administration, Curriculum Directors, RtI teacher, Reading Specialist, School Counselors, Classroom Teachers, Special Education Teachers.</p>	<p>Bi-monthly meetings from January - June</p>	<p>Committee meeting notes, documented transition plan archive</p>
<p><b>E.</b></p>			

Evidence:

Logs, Calendars

Agendas

Meeting Minutes

Programs