Public Schools of Petoskey

District Improvement Plan

2022-2027

Dr. Jeff Leslie, Superintendent
1130 Howard St
Petoskey, MI 49770-3035

MICIP Portfolio Report

Public Schools of Petoskey

Goals Included

Active

- Implement PBIS K-12 including Full Value Agreement...
- Implement a Consistent K-12 ELA Curriculum

Buildings Included

Open-Active

- Central Elementary School
- Lincoln Elementary School
- Ottawa Elementary School
- Petoskey High School
- Petoskey Middle School
- Petoskey Montessori Elementary
- Sheridan Elementary School

Plan Components Included

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MICIP Portfolio Report

Public Schools of Petoskey

Implement a Consistent K-12 ELA Curriculum

Status: ACTIVE

Statement: Increase K-12 ELA proficiency as measured by NWEA, M-STEP, and/or PSAT/SAT by the Spring of 2027 by implementing a guaranteed and consistent Tiered ELA curriculum.

Created Date: 06/30/2021 *Target Completion Date:* 06/30/2027

Strategies:

(1/5): Petoskey: Curriculum Review Cycle Phase 1 (6-12 ELA)

Owner: Rebecca Smith

Start Date: 06/30/2021 *Due Date:* 06/30/2027

Summary: Phase 1 is the "study and plan" phase. In this phase, the primary tasks are to review current practices, research best practice, study available resources, and plan for next steps.

Buildings

- Petoskey High School
- Petoskey Middle School

Strategy Implementation Plan Activities

Activity	Owner	Start Date	Due Date	Status
1.1 Exploration: Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning Establish a meeting structure and timeline with department chairs to engage in this work.	Rebecca Smith	06/30/2021	09/30/2021	COMPLETE
1.3 Exploration: Research best practice instructional strategies. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning.	Rebecca Smith	06/30/2021	01/31/2022	COMPLETE
2.1 Installation: Study available curriculum materials to address determined needs. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning.	Rebecca Smith	06/30/2021	01/31/2022	COMPLETE
2.2 Installation: Choose materials to pilot/further explore. Monitored and evaluated by Rebecca Smith, Director of	Rebecca Smith	06/30/2021	01/31/2022	COMPLETE

Activity	Owner	Start Date	Due Date	Status
Teaching & Learning.				
3.1 Initial Implementation: Provide training on selected pilot materials. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning.	Rebecca Smith	06/30/2021	01/31/2022	COMPLETE
3.2 Initial Implementation: Pilot resources. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning	Rebecca Smith	06/30/2021	05/31/2022	COMPLETE
4.1 Full Implementation: Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning.Gather implementation feedback from all stakeholders to inform next steps.	Rebecca Smith	06/30/2021	05/31/2022	COMPLETE
4.2 Full Implementation: Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning Take a recommendation to the Board of Education for material purchases.	Rebecca Smith	06/30/2021	06/30/2022	COMPLETE
4.3 Full Implementation: Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning. Make purchase and prepare to move into Phase 2 of the Curriculum Review Cycle (Implementation)	Rebecca Smith	06/30/2021	09/01/2022	COMPLETE

Activity	Owner	Start Date	Due Date	Status
4.4 Next steps: Training. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning	Rebecca Smith	06/30/2022	06/30/2023	COMPLETE
4.5 Full implementation with fidelity. Monitored by Director of Teaching and Learning. Prepare to move into Phase 3 of the Curriculum Review cycle (Evaluate and Reflect)	Rebecca Smith	06/30/2022	06/30/2027	ONTARGET
4.6 Full implementation: Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning.Prepare to move into Phase 3 of the Curriculum Review cycle (Evaluate and Reflect)	Rebecca Smith	06/30/2021	06/30/2027	COMPLETE
4.7 Tier II Intervention including staff and curriculum.	Rebecca Smith	06/30/2021	06/30/2027	ONTARGET

(2/5): Petoskey: Curriculum Review Cycle Phase 2 (K-5 ELA)

Owner: Rebecca Smith

Start Date: 06/30/2021 *Due Date:* 06/30/2027

Summary: Phase 2 is the "implement" phase. This phase consists of providing additional training and supports, monitoring implementation, and revising in real time.

Buildings

- Central Elementary School
- Lincoln Elementary School
- Ottawa Elementary School
- Sheridan Elementary School

Strategy Implementation Plan Activities

Activity	Owner	Start Date	Due Date	Status
1.1 Exploration: Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning.Establish implementation and ongoing professional learning timeline.	Rebecca Smith	06/30/2021	09/30/2021	COMPLETE
1.2 Exploration: Determine needs for additional resources and training for new staff. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning	Rebecca Smith	06/30/2021	06/30/2022	COMPLETE
2.1 Installation Provide staff with clear and consistent pacing guide expectations. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning	Rebecca Smith	06/30/2021	06/30/2022	COMPLETE
2.2 Installation: Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning Provide administrator	Rebecca Smith	06/30/2021	06/30/2022	COMPLETE

Activity	Owner	Start Date	Due Date	Status
training on "look fors" & conduct calibration walk throughs.				
3.1Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning Initial Implementation: Monitor pacing guide adherence and implementation fidelity.	Rebecca Smith	06/30/2021	06/30/2022	COMPLETE
3.2 Initial Implementation: Monitored and evaluated by Rebecca Smith, Director of Teaching & LearningProvide ongoing training and coaching. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning	Rebecca Smith	06/30/2021	06/30/2022	COMPLETE
3.3 Initial Implementation: Establish model classrooms for observation. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning	Rebecca Smith	06/30/2021	06/30/2025	COMPLETE
4.1 Full Implementation: Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning with input from teachers, students to inform adjustments.	Rebecca Smith	06/30/2021	06/30/2025	COMPLETE
4.2 Full Implementation: Monitored and evaluated by Rebecca Smith, Director of Teaching &	Rebecca Smith	06/30/2021	06/30/2025	COMPLETE

Activity	Owner	Start Date	Due Date	Status
LearningPrepare to move into Phase 3 of the Curriculum Review Cycle (Evaluate and Reflect).				
5.0 Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning.Determining needs for additional resources & training (including new staff) Training & implementation of HWoT & include Title & support staff	Rebecca Smith	06/30/2022	06/30/2025	COMPLETE
5.1 Provide administrator training on "look fors" & conduct calibration walk throughs. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning	Rebecca Smith	06/30/2022	06/30/2027	ONTARGET
5.2 Monitor pacing guides & adhere with fidelity. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning	Rebecca Smith	06/30/2022	06/30/2027	ONTARGET
5.4 Gather implementation feedback to inform adjustments. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning	Rebecca Smith	06/30/2022	06/30/2027	ONTARGET
5.3 Establish model classrooms for observation. Monitored	Rebecca Smith	06/30/2022	06/30/2027	ONTARGET

Activity	Owner	Start Date	Due Date	Status
and evaluated by Rebecca Smith, Director of Teaching & Learning				
5.5 Tier II intervention including staff and curriculum.	Rebecca Smith	06/30/2021	06/30/2027	ONTARGET

(3/5): 23g Tutoring

Owner: Rebecca Smith

Start Date: 10/16/2023 *Due Date:* 06/30/2027

Summary: Tutoring, defined as supplemental one-on-one or small group instruction, can be a powerful tool for accelerated learning. Tutoring is an effective intervention because tutoring:
• customizes learning to target a student's immediate learning needs.
• provides additional instructional time by aligning the tutoring activities to current classroom activities.
• offers more engagement, rapid feedback, and less distractions in one-on-one and small group environments.
• creates meaningful mentor relationships.

Buildings

- Central Elementary School
- Lincoln Elementary School
- Ottawa Elementary School
- Petoskey High School
- Petoskey Middle School
- Sheridan Elementary School

Strategy Implementation Plan Activities

Activity	Owner	Start Date	Due Date	Status
After School Tutoring : Monitored and evaluated by Rebecca Smith, the Director of Teaching and Learning. Taught by district teachers. Focus is targeted interventions based on data.	Rebecca Smith	10/16/2023	06/30/2027	ONTARGET
Lexia Reading Intervention taught by trained district teachers and aides. Target group is at-risk and ELL students.Success measured by progress monitoring and NWEA testing.	Rebecca Smith	10/16/2023	06/30/2027	ONTARGET
IXL Reading Comprehension, Phonics and Vocabulary program. Monitored and evaluated	Rebecca Smith	10/16/2023	06/30/2027	ONTARGET

Activity	Owner	Start Date	Due Date	Status
by Rebecca Smith, the Director of Teaching and Learning. Implementation by district teachers and trained aides.				

(4/5): 23g Intensive, Individualized Support

Owner: Rebecca Smith

Start Date: 10/16/2023 *Due Date:* 06/30/2025

Summary: A trained adult advocate can help students who have fallen off track by providing individualized support to meet their academic, personal, and emotional needs. An advocate is a student's "go-to person" for the resources and support needed to graduate, and typically provides these supports for the entire time a student is enrolled in the school, or, at a minimum, for a full school year. Advocates can be school staff or not employed by the school district. Advocates can identify unmet needs and provide or coordinate more intense, individualized support to help students get back on track for graduation.

Buildings

- Central Elementary School
- Lincoln Elementary School
- Ottawa Elementary School
- Petoskey High School
- Sheridan Elementary School

Strategy Implementation Plan Activities

Activity	Owner	Start Date	Due Date	Status
At Risk Interventionist at Petoskey High School. Monitored and evaluated by, Rebecca Smith, the Director of Teaching and Learning.Focus is on targeted interventions based on data.	Rebecca Smith	10/16/2023	06/30/2025	COMPLETE
Elementary Literacy Coaches- two for four schools. Monitored and evaluated by Rebecca Smith,the Director of Teaching and Learning.Focus is on best practice strategies for literacy intervention and progress monitoring.	Rebecca Smith	10/16/2023	06/30/2025	COMPLETE

(5/5): 23g Expanded Learning Time

Owner: Rebecca Smith

Start Date: 10/27/2023 *Due Date:* 06/30/2027

Summary: EdTrust defines expanded learning time (ELT) as programs or strategies implemented to increase the amount of instruction and learning students experience. ELT strategies include afterschool, summer, and in-school programs. The evidence suggests that extended learning time programs, including extended school day (ESD), extended school year (ESY), and expanded learning opportunities (ELO) programs that provide academic services during out-of-school time hours, can be effective in improving a range of educational outcomes for students. Findings also suggest that extended learning time programs may be more advantageous for low-income, low-performing, ethnic minority or otherwise disadvantaged students.

Buildings

- Central Elementary School
- Lincoln Elementary School
- Ottawa Elementary School
- Petoskey High School
- Petoskey Middle School
- Sheridan Elementary School

Strategy Implementation Plan Activities

Activity	Owner	Start Date	Due Date	Status
Summer School: Taught by certified teachers and trained academic aides. Targeted interventions used with progress monitoring tools.	Rebecca Smith	10/27/2023	06/30/2027	ONTARGET

Implement PBIS K-12 including Full Value Agreement...

Status: ACTIVE

Statement: Implement a Framework of PBIS K-12 through the Full Value Agreement (FVA) to Establish Consistent Norms, Behavior Expectations, and Data Collections that will reduce reported behavior incidents, K-12, by 10% by 2027

Created Date: 06/24/2022 *Target Completion Date:* 06/30/2027

Strategies:

(111): Positive Behavioral Intervention and Supports (PBIS)

Owner: Rebecca Smith

Start Date: 06/30/2022 *Due Date:* 06/30/2027

Summary: PBIS is a three-tiered framework for improving and integrating systems, data and practices to improve student outcomes, to reduce exclusionary disciplinary practices and to support teacher outcomes. Implementation addresses systems, data and practices to increase student academic, social and emotional outcomes. Student support is provided according to three tiers based on student needs. It's a schoolwide approach that addresses the needs of all students with disabilities

Buildings

- Central Elementary School
- Lincoln Elementary School
- Ottawa Elementary School
- Petoskey High School
- Petoskey Middle School
- Sheridan Elementary School

Strategy Implementation Plan Activities

Activity	Owner	Start Date	Due Date	Status
2.1 Scheduling	Rebecca Smith	06/30/2022	06/30/2025	COMPLETE
3.2 Consistent & Reasonable Consequences	Rebecca Smith	06/30/2022	06/30/2027	ONTARGET
3.3 Support parents of students with plans need to be supported (e.g., Love & Logic) Positive part of PBIS	Rebecca Smith	06/30/2022	06/30/2025	COMPLETE
3.4 Update elementary handbook Increase parent/guardian awareness of expectations & consequences	Rebecca Smith	06/30/2022	06/30/2025	COMPLETE
3.6 Training & clear expectations for full staff (including administrative	Rebecca Smith	06/30/2022	06/30/2025	COMPLETE

Activity	Owner	Start Date	Due Date	Status
teams).				
3.7 Behavior matrix	Rebecca Smith	06/30/2022	06/30/2026	COMPLETE
3.8 Office vs. Classroom behavior	Rebecca Smith	06/30/2022	06/30/2023	COMPLETE
3.9 Provide multiple options for escalating student behavior.	Rebecca Smith	06/30/2022	06/30/2025	COMPLETE
4.0 Behavior reports that state the behavior and consequence.	Rebecca Smith	06/30/2022	06/30/2025	COMPLETE
1.1 Consistent Building Matrix	Rebecca Smith	06/30/2022	06/30/2026	COMPLETE
1.2 Continuum of Services	Rebecca Smith	06/30/2022	06/30/2025	COMPLETE
1.3 Lesson Planning (Framework Completed)	Rebecca Smith	06/30/2022	07/01/2023	COMPLETE
4.1 Peer to Peer positive support system	Rebecca Smith	06/30/2022	06/30/2027	ONTARGET
4.2 Hire a behavior support specialist.	Rebecca Smith	06/30/2022	06/30/2026	COMPLETE
4.3 Data Collection including yearly TFI	Rebecca Smith	05/30/2025	06/30/2027	ONTARGET