



Public Schools of Petoskey

District Improvement Plan 2022-2026

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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
- Sheridan Elementary School

Plan Components Included

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Buildings

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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 2026 by implementing a guaranteed and consistent Tier 1 ELA curriculum.

Created Date: 06/30/2021

Target Completion Date: 06/30/2026

Strategies:

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

Owner: Rebecca Smith

Start Date: 06/30/2021

Due Date: 06/30/2026

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

Communication:

Method

- School Board Meeting
- Presentations

Audience

- Educators
- School Board
- Parents

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
Activity Buildings: All Buildings in Implementation Plan				
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
Activity Buildings: All Buildings in Implementation Plan				
2.1 Installation: Study available curriculum materials to address determined needs. Monitored and evaluated by Rebecca Smith,	Rebecca Smith	06/30/2021	01/31/2022	COMPLETE

Activity	Owner	Start Date	Due Date	Status
Director of Teaching & Learning.				
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
2.2 Installation: Choose materials to pilot/further explore. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning.	Rebecca Smith	06/30/2021	01/31/2022	COMPLETE
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
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
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
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
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
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
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
4.2 Full Implementation: Monitored and evaluated	Rebecca Smith	06/30/2021	06/30/2022	COMPLETE

Activity	Owner	Start Date	Due Date	Status
by Rebecca Smith, Director of Teaching & Learning Take a recommendation to the Board of Education for material purchases.				
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
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
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
4.4 Next steps: Training. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning	Rebecca Smith	06/30/2022	06/30/2023	COMPLETE
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
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	06/30/2026	ONTARGET
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
Full implementation: Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning. Prepare to move into Phase 3 of the	Rebecca Smith	06/30/2021	06/30/2026	COMPLETE

Activity	Owner	Start Date	Due Date	Status
Curriculum Review cycle (Evaluate and Reflect)				
<i>Activity Buildings:</i> All Buildings in Implementation Plan				

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

Owner: Rebecca Smith

Start Date: 06/30/2021

Due Date: 06/30/2026

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

Communication:

Method

- School Board Meeting
- Presentations
- Parent Newsletter

Audience

- Educators
- Staff
- School Board
- Parents

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
Activity Buildings: All Buildings in Implementation Plan				
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
Activity Buildings: All Buildings in Implementation Plan				
2.1 Installation Provide staff with clear and consistent pacing guide	Rebecca Smith	06/30/2021	06/30/2022	COMPLETE

Activity	Owner	Start Date	Due Date	Status
expectations. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning				
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
2.2 Installation: Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning Provide administrator training on “look fors” & conduct calibration walk throughs.	Rebecca Smith	06/30/2021	06/30/2022	COMPLETE
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
3.1 Monitored 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
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
3.2 Initial Implementation: Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning Provide ongoing training and coaching. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning	Rebecca Smith	06/30/2021	06/30/2022	COMPLETE
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
3.3 Initial Implementation: Establish model classrooms for	Rebecca Smith	06/30/2021	06/30/2025	COMPLETE

Activity	Owner	Start Date	Due Date	Status
observation. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning				
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
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
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
4.2 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	06/30/2025	COMPLETE
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
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
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
5.1 Provide administrator training on “look fors” &	Rebecca Smith	06/30/2022	06/30/2026	ONTARGET

Activity	Owner	Start Date	Due Date	Status
conduct calibration walk throughs. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning				
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
5.2 Monitor pacing guides & adhere with fidelity. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning	Rebecca Smith	06/30/2022	06/30/2026	ONTARGET
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
5.4 Gather implementation feedback to inform adjustments. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning	Rebecca Smith	06/30/2022	06/30/2026	ONTARGET
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
5.3 Establish model classrooms for observation. Monitored and evaluated by Rebecca Smith, Director of Teaching & Learning	Rebecca Smith	06/30/2022	06/30/2026	ONTARGET
<i>Activity Buildings:</i> All Buildings in Implementation Plan				

(3/5): 23g Tutoring

Owner: Rebecca Smith

Start Date: 10/16/2023

Due Date: 06/30/2026

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

Communication:

Method

- School Board Meeting
- Presentations

Audience

- Staff
- School Board
- Parents

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	06/30/2026	ONTARGET
Activity Buildings: All Buildings in Implementation Plan				
Lexia Reading Intervention taught by trained district teachers and aides. Monitored and evaluated by Rebecca Smith, the Director of Teaching and	Rebecca Smith	10/16/2023	06/30/2026	ONTARGET

Activity	Owner	Start Date	Due Date	Status
Learning. Target group is at-risk and ELL students. Success measured by progress monitoring and NWEA testing.				
<i>Activity Buildings:</i> • Central Elementary School • Lincoln Elementary School • Ottawa Elementary School • Sheridan Elementary School				
IXL Reading Comprehension, Phonics and Vocabulary program. Monitored and evaluated by Rebecca Smith, the Director of Teaching and Learning. Implementation by district teachers and trained aides.	Rebecca Smith	10/16/2023	06/30/2026	ONTARGET
<i>Activity Buildings:</i> • Central Elementary School • Lincoln Elementary School • Ottawa Elementary School • Petoskey Middle School • Sheridan Elementary School				

(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

Communication:

Method

- School Board Meeting
- Presentations

Audience

- Staff
- School Board
- Parents

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
Activity Buildings: • Petoskey High School				
Elementary Literacy Coaches- two for four schools. Monitored and evaluated by Rebecca Smith, the Director of Teaching and Learning. Focus is on best	Rebecca Smith	10/16/2023	06/30/2025	COMPLETE

Activity	Owner	Start Date	Due Date	Status
practice strategies for literacy intervention and progress monitoring.				
<i>Activity Buildings:</i> • Central Elementary School • Lincoln Elementary School • Ottawa Elementary School • Sheridan Elementary School				

(5/5): 23g Expanded Learning Time

Owner: Rebecca Smith

Start Date: 10/27/2023

Due Date: 06/30/2026

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

Communication:

Method

- School Board Meeting
- Parent Newsletter

Audience

- Staff
- School Board
- Parents

Strategy Implementation Plan Activities

Activity	Owner	Start Date	Due Date	Status
Summer School: Monitored and evaluated by Rebecca Smith, the Director of Teaching and Learning. Taught by certified teachers and trained academic aides. Targeted interventions used with progress monitoring tools.	Rebecca Smith	10/27/2023	06/30/2026	ONTARGET
Activity Buildings: All Buildings in Implementation Plan				

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 2026

Created Date: 06/24/2022

Target Completion Date: 06/30/2026

Strategies:

(1/1): Positive Behavioral Intervention and Supports (PBIS)

Owner: Rebecca Smith

Start Date: 06/30/2022

Due Date: 06/30/2026

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

Communication:

Method

- School Board Meeting
- District Website Update
- Parent Newsletter

Audience

- Community-at-Large
- Educators
- Staff
- School Board
- Parents

Strategy Implementation Plan Activities

Activity	Owner	Start Date	Due Date	Status
2.1 Scheduling	Rebecca Smith	06/30/2022	06/30/2025	COMPLETE
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
3.1 Data Collection	Rebecca Smith	06/30/2022	06/30/2026	ONTARGET
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
3.2 Consistent & Reasonable Consequences	Rebecca Smith	06/30/2022	06/30/2026	ONTARGET
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
3.3 Support parents of	Rebecca	06/30/2022	06/30/2025	COMPLETE

Activity	Owner	Start Date	Due Date	Status
students with plans need to be supported (e.g., Love & Logic) Positive part of PBIS	Smith			
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
3.4 Update elementary handbook Increase parent/guardian awareness of expectations & consequences	Rebecca Smith	06/30/2022	06/30/2025	COMPLETE
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
3.5 Review, adopt, and implement SEL curriculum K-12.	Rebecca Smith	06/30/2022	06/30/2026	ONTARGET
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
3.6 Training & clear expectations for full staff (including administrative teams).	Rebecca Smith	06/30/2022	06/30/2025	COMPLETE
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
3.7 Behavior matrix	Rebecca Smith	06/30/2022	06/30/2026	COMPLETE
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
3.8 Office vs. Classroom behavior	Rebecca Smith	06/30/2022	06/30/2023	COMPLETE
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
3.9 Provide multiple options for escalating student behavior.	Rebecca Smith	06/30/2022	06/30/2025	COMPLETE
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
4.0 Behavior reports that state the behavior and	Rebecca Smith	06/30/2022	06/30/2025	COMPLETE

Activity	Owner	Start Date	Due Date	Status
consequence.				
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
1.1 Consistent Building Matrix	Rebecca Smith	06/30/2022	06/30/2026	COMPLETE
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
1.2 Continuum of Services	Rebecca Smith	06/30/2022	06/30/2025	COMPLETE
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
1.3 Lesson Planning (Framework Completed)	Rebecca Smith	06/30/2022	07/01/2023	COMPLETE
<i>Activity Buildings:</i> All Buildings in Implementation Plan				
4.1 Peer to Peer positive support system	Rebecca Smith	06/30/2022	06/30/2026	ONTARGET
<i>Activity Buildings:</i> Petoskey High School				
4.2 Hire a behavior support specialist.	Rebecca Smith	06/30/2022	06/30/2026	ONTARGET
<i>Activity Buildings:</i> - Central Elementary School - Lincoln Elementary School - Ottawa Elementary School - Sheridan Elementary School				