

**Reach School for
Girl Project Plan**

Time Frame	#	Task	Task/Date accomplished	Explanation
ASAP	1	Transition the instructional leadership position to full-time and clarify this position's role and importance	Yes - 3/2014	Banks became full time and additional hire of Denise Luce
	2	Hire at least one local data coach	Yes - 7/2014	School Turnaround provides extensive data analysis
	3	With the support of the data coach, use current DCAS results to mine weaknesses in the instructional program and to target instruction on a weekly and monthly basis	Yes-3/2014	Curriculum Team used DCAS to create cohort groups for remediation and tutoring for remainder of year
3/28/14	4	Complete contracts immediately for all school leaders, with 2014 year- end goals and goals outlined for the next academic year	Yes - 4/2014	Completed by Board of Directors - HR Committee
	5	Authorize pre-approved raises for leaders, teachers and support staff	Yes-4/2014	Board of Directors voted to approve 2014-2015 salary schedule
	6	Establish leadership coaching arrangement for Ms. Allen	Yes - 4/2014	Kirsten served as a leadership coach to Ms. Allen with weekly calls from April through end of August
	7	Summarize the cost of all initiatives outlined in this plan for review and discussion at an April 10, 2014 meeting	Yes - 4/2014	Maureen presented costs at April board meeting
	8	Determine communication strategy for DDOE and whether to pursue the lawsuit	Yes-3/2014	Board of Directors and Consultants meeting to determine plan of action

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4/10/14	9	Instructional leader puts together a Plan for Professional Development to presented to board and consultants	Yes - 5/2014	Summer Institute of PD and draft of 2014-2015 PD plan for teachers present to Board of Directors at May Board meeting
	10	Clarify the roles and domains of authority for all school leadership positions (Ms. Allen, Ms. Thomas, Mr. Maitland, Ms. Banks)	Yes- 5/2014	John worked with Ms. Allen to draft preliminary job descriptions for review at 5/2014 board meeting
	11	Hold a joint meeting with the board and senior leadership to: <ul style="list-style-type: none"> • Ensure there is a common understanding of the work ahead, a commitment to working together, and clarity around governance vs. management • Introduce everyone to the best practices of charter school governance • Develop collectively a targeted vision for Reach and strategies for managing to that vision 	Yes- 4/2014	Meeting held with Board of Directors and School Leader in 5/2014
4/14/14	12	Begin to introduce teachers at every grade level (via video) to classrooms that demonstrate strong instructional practice in every weekly in conjunction with Ms. Banks' professional development plans	Yes-4/2014 and ongoing	Instructional Coaches provide videos from PD 360 to grade level leaders of best practices on a weekly basis
	13	Engage instructional staff in crafting the vision for improved instruction at Reach-in every meeting and in every PD	Yes - 5/2014	Instructional Coaches and admin staff

	14	Encourage a culture everywhere that Reach is a learning environment for adults and adults must be authorized to talk about instruction and problems with instruction	Yes - 5/2014	Instructional Coaches and admin staff
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Time Frame	#	Task	Task/Date accomplished	Explanation
	15	Message clearly to teachers and staff Reach's vision, essentially clarifying "this is why we are doing what we're doing and this is how it has to be"	Yes - 5/2014 and ongoing	Instructional Coaches and admin staff along with School Turnaround
4/28/14	16	Develop a bonus plan for school leaders tied to personal and school performance for year-end 2014 and 2014-15	No - Ongoing	John is support the board to develop the plan
	17	Determine and scheduled before mid-May a short term "recognition" event to thank the staff for their efforts to sustain the school during difficult times	Yes - 6/2014	Leadership team provided a staff luncheon
	18	Develop specific job descriptions for the board, its committees and its officers	Yes - 6/2014 and ongoing	Board President - Casson
5/12/14	19	Create rewards/recognitions for teachers who are actively engaged in innovative instructional practice	Yes - 6/2014	Leadership team provided staff with rewards/recognitions at staff luncheon
5/26/14	20	Recruit at least 3 additional board members, 2 with educational experience/background	Yes-6/2014 and ongoing	5 additional board members have join the board of directors
	21	Begin planning an intensive summer professional development academy for teachers which accesses local literacy and math experts	Yes-5/2014	Summer Institute of PD and draft of 2014-2015 PD plan for teachers present to Board of Directors at May Board meeting
	22	Finalize summer professional development academy	Yes-5/2014	

7/1/14	23	Hire 2 full time, experienced Instructional leaders, one for the elementary and middle school, who will help carry the vision for instructional improvement and professional development	Yes-3/2014	Banks became full time and additional hire of Denise Luce
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Time Frame	#	Task	Responsible	Support
	24	Hire a full-time Assistant Principal	Yes-7/2014	Maitland promoted to Asst. Principal
8/15/14	25	Use the summer academy to begin to define the instructional improvement vision for the school over the next 2-3 years	Yes-7/2014	Summer Institute of PD and for teachers ran for month of July
	26	Leadership Team participates in 3-5 day professional development opportunity at University of Pennsylvania or Harvard on Leading Instructional Improvement	Yes-7/2014	Leadership team participate in 3-day PD with School Turnaround Org.
Start of School Year	27	Select teachers at the school to serve as internal instructional and data coaches	Yes-8/2014	Leadership team identified teachers
	28	Articulate whole school goals and individual grade/team goals for academic year that are public and shared	Yes-8/2014	School-wide goals shared with all stakeholders
9/30/14	29	Hold a board retreat to consolidate and reflect on progress six months from this report	Planning in progress	Board and consultants
	30	Begin rounds of inter-school visitations for all instructional staff, and make this a part of professional learning goals for 2014-15	Yes-10/2014	Teachers visited PS # 173 in NY and FACTS Charter, PA
	31	Begin peer visitations of classrooms at Reach, and create culture where highest performers are authorized to talk about best performance	Yes-9/2014 and ongoing	Novice teachers visit classrooms of veteran teachers and grade level leaders

10/30/14	32	Engage a consultant to develop and conduct a professional 360° performance evaluation of the leadership team in to help set the course of 2014-15	In progress	Board and consultants
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	33	Begin to build a test accountability culture based on explicit visits to peer institutions that are high performers and with the assistance of data coaches	Yes 8/2014 and ongoing	Obtained SBAC trainer, Bonnie Albertson to train Reach staff. Teachers visited PS #173 in NY and FACTS Charter in PA
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