



Action Planning Tool

May 2022 Version 1.0

Team members present:

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Planning Date	Precise Problem Statement	Root Cause/ Contributing Factors	Goal (Outcome/Target)	Review Date
6/20/23	Based on collegial conversations and student achievement data, educators lack comprehensive guidelines to successfully drive instruction that will lead to student grade-level success in all components of literacy; including reading, writing and spelling	Research shows over 60% of Americans are functionally illiterate, and advances in science demonstrate to us how humans learn to read and spell- based on brain science	To develop and implement a comprehensive scope and sequence for K-6 that moves from phonics spelling features to grammar and word study in order to improve literacy outcomes. Success to be measured by development of the document, and through spelling screener, Really Great Reading probes, writing samples as well as peer-to-peer coaching reflection and observation.	

Fidelity data to be collected (How will we know we implemented our plan as intended?)	Outcome data to be collected (How will we know our plan has worked?)
Teachers will be observed utilizing the scope and sequence in their literacy instruction	An increase in grade level mastery for targeted literacy skills
Who will collect the data?	Who will collect the data?
Administration and literacy coach	Teachers
When will data be collected?	When will data be collected?
Monthly	Monthly collection of progress monitoring data via RGR and Dibels

Action Step	Person(s) Responsible	Resource(s) Needed	Target Date	Date Completed	Implementation Metric
Develop scope and sequence (phonics/word study)	Elementary Team	RGR Manuals, LETRS Manuals, Word Study, Logic of English, Time	8/15/23	8/15/23	
Develop small group guidelines	Elementary Team	Completed scope and sequence, collegial discussion	8/15/23	8/15/23	
Contribute to the Google Drive of resources	Elementary Team	Google Drive	Ongoing		
Compile a list of Must-Do/May-Do's within a literacy block	Elementary Team	Into Reading Manuals, RGR Manuals, Word Study Materials, Other Supplemental Materials	7/12/23	8/15/23	
Complete The Writing Revolution book study	Elementary Team	The Writing Revolution, Time	3/25/24	05/2024	
Develop scope and sequence (writing K-6)	Elementary Team	Writing Revolution, LETRS Manuals, Time,	6/20/24		
Teacher observations throughout the year <ul style="list-style-type: none"> Peer observations of teachers Admin and Literacy coach observations for support utilizing fidelity tool 	Elementary Team	Classroom coverage	5/21/24	ongoing	
Data day meetings to discuss implementation and supports	Elementary Team	Data, scope and sequence	4/19/24	First day- 10/23 Second day-1/17/24	
Implement a family literacy night-SOR, video, present data, exit tickets for next steps	Elementary Team	Time, data, information, food	5/20/24	First night-10/23 Second night-3/2024	

<p>Biweekly assessment data for students needing Tier 3 biweekly & Tier 2 monthly</p> <ul style="list-style-type: none"> • Use for modifying flexible groups in small groups • What is the plan for students that are not making progress with Tier 2 interventions? (Double dip, referral) 	<p>Elementary Team</p>	<p>RGR probes, Dibels progress monitoring</p>	<p>Ongoing</p>		
<p>Develop outline of process and procedures of Rtl for the 2023-2024 school year, to include SSPs.</p>	<p>Elementary Team</p>	<p>Time</p>	<p>Spring/ Summer 2024</p>		