



# **Impact Prep School Plan**

---

### Priority 1: Leadership, Shared Responsibility, and Professional Collaboration (Turnaround Practice #1)

**We will update our teacher's daily schedule to include adequate time for professional development opportunities and teacher collaboration. We will put this in place to help all educators improve their practice and pedagogy.**

To accomplish this, the school will develop a daily schedule where we will extend the school day by 30 minutes four days a week and put in place structured time for teachers to collaborate via grade teams and content teams. We will also have one extended work day of 90 minutes weekly to implement targeted professional development. As a result, teachers will have more exposure and practice with increasing pedagogical skills as well as more time to collaborate and discuss student data. Progress will be measured by teacher growth based on SEEDS evaluations, and scholar growth based on MCAS, and school-created assessments.

#### Rationale:

Internal teacher survey data shows teachers feel they do not have enough time to collaborate. On one survey less than half of the teachers stated they feel they are servicing all student needs, the main reason listed was lack of time to collaborate and plan during the day. On the latest MSV report Impact Prep had a rating of 3.1 for Analysis and Inquiry, a score slightly higher than the SEZP average but one that could be increased with more targeted professional development to push student achievement. Additionally, on the fall 2016 Insight survey, we scored a 6.1 in the professional development range, much lower than the Springfield Site average of 7.7 and the Springfield Top Quartile average of 8.9.

### Priority 2: Student-Specific Supports & Instruction to All Students (Turnaround Practice #3)

**We will improve our multi-tiered system of support for scholars both academic and non-academic.** During the 17-18 school year, we will have leaders and teachers understand and use systems with criteria and protocols for identifying students for interventions and enrichment. We will create a Student Support Team (SST) to appropriately assign students to interventions and have specific staff members follow consistent rules and procedures when monitoring the delivery and effectiveness of these interventions and supports. To assess progress, the SST will analyze monthly intervention data and make changes where needed.

#### Rationale:

In our quarter 3 data review it shows that we have an average grade of "C" for scholars with a slight increase in overall failure rate for ELL and SPED scholars. We also have a higher number of out of school suspensions for ELL and SPED scholars. Current school year data shows that ELL and SPED scholars are 32% more likely to receive an out of school suspension. We also received a 3.1 rating on our MSV report for regard to Adolescent Perspectives. A number we want to push to 4.5 at minimum.

## SEZP 2017-18 School Planning Process

# Impact Prep School Operational Plan



**1. Allocation of discretionary funds made available by the principal, including in areas such as: wraparound services for students and families, after-school programs, and school supplies.**

**\*\*Note: Please leave this item blank for now. SEA and SEZP will continue to discuss this provision and finalize default language later this winter, during the budget process.\*\***

**2. School curriculum issues.**

Impact Prep @ Chestnut South Middle School will use a curriculum framework aligned with the Massachusetts State Curriculum Frameworks. Teachers may be asked to assist in developing new and improved curricula for their own use and that of other teachers in the building. To the extent possible, teachers will be made aware of curriculum changes in advance and have an opportunity to provide feedback.

**3. Professional development activities applicable to the school as a body.** This does not include individualized professional development or coaching of teachers.

Teachers may be required to participate in professional development activities throughout the school year, including before and after the school day for students, and before or after the school year starts and ends. If possible, at least one week's notice will be given to teachers before any required professional development activities. Expected professional development activities include those below (please see school calendar for additional details):

- Up to 14 days of professional development and/or staff planning days before the school year begins;
- Up to 4 days of professional development and planning days during the school year;
- Up to 75 hours of PD after the school day ends for students during the year
- Up to 3 days of PD after the last day of school for students, but before the end of the term of employment.

**4. School calendar.**

Please see the attached 2016-17 school year calendar for staff. Any change to the school year calendar is subject to SEZP approval. If possible, at least one month's notice will be given to teachers before any change to the school calendar. In the event of a change during the year, accommodations may be made for individuals with critical scheduling conflicts on a case-by-case basis. The school calendar will include:

- Total number of school days and hours for students. Required total hours for students are a minimum of 1330 per year.
- Total number of days and hours for educators, including school days and professional development and planning days. Teachers are required to work a minimum of 1500 hours per year.
- All federal and state holidays.
- Winter break, Mid-winter break, Spring break.

**5. Schedule for staff and students, provided that teachers will continue to receive duty-free lunch and regular preparatory time**

Teachers at each school will receive a duty-free lunch and regular preparatory time.

The standard workday for educators will be 8 hours and 30 minutes. For the majority of educators, required hours will be approximately 7:30am–4:00pm Monday, Wednesday, Thursday and Friday, and 7:30AM-5:00PM on Tuesdays.

Teachers will have approximately 2 planning hours per day. These hours will be allocated as evenly across the school week as possible. This time can be to plan, grade, collaborate with their colleagues, etc. In extenuating circumstances, teachers may be asked to perform some duties during this time.

All staff members are expected to participate in professional development, collaboration activities and/or PLC meetings on varying 2 days at 3:30 – 4:00pm, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at Impact Prep @ Chestnut South Middle School may be expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school. These activities may include, but are not limited to:

- Participation in 4 family events during the school year;
- Participation in grade level and department meetings;
- Participation in one-on-one or small group coaching and feedback sessions led by building leadership;
- After school tutoring to small groups of students;
- Phone calls to families about the academic progress of students;
- Preparation of individual student weekly reports, progress reports, and report cards;
- Participating in staff recruitment and selection processes;
- Working regularly with school administrators to improve one's instructional practices;
- Checking homework on a daily basis;
- Attending student-related meetings; and
- Serving as a mentor to a small cohort of students.

**6. Scheduling of school-wide parent/teacher meetings.** This does not include individual parent-teacher meetings that may occur between school-wide meetings.

Impact Prep @ Chestnut South Middle School will hold 4 parent-teacher conferences during the 2016-17 school year.

#### **7. Work before and/or after the regular school year.**

Returning teachers are expected to report to work on August 14, 2017. The final work day for teachers is June 22, 2018. These dates assume five days built in for inclement weather and will change based on the actual number of inclement weather days. If possible, at least one month's notice will be given to teachers before any change to the start and end of the school year.

#### **8. Notices and announcements.**

Teachers will be notified in advance of special events which will involve students such as health testing, assemblies, etc. Classroom interruptions for notices or public address announcements will be kept at an absolute minimum.

#### **9. School health and safety issues.**

Working with SEZP and SPS, the school will make every effort to provide appropriate materials, space, and technology to support effective teaching and learning.

Security of school premises will be maintained and visitors to the school will be required to check in upon entry.

Every effort will be made to mitigate painting or repairs to buildings while school is in session, to avoid distractions or interruptions to student learning.

#### **10. Staff dress code.**

Staff at Impact Prep @ Chestnut South Middle School are asked to dress professionally for a school setting. Excessively casual clothing such as ripped jeans, revealing clothing, beach wear, and flip flops is not permitted.

#### **11. Rotation of duties.**

During a typical Monday-Friday week, all staff members are expected to perform additional duties that are necessary to fulfill the mission of Impact Prep @ Chestnut South Middle School. To the extent possible, duties will be equitably distributed and rotated among staff members on a regular basis. These duties may include, but are not limited to:

- Coverage of homeroom periods, not exceeding 60 minutes per day;
- Coverage of lunch periods, break periods, or block periods, not exceeding 50 minutes per day;
- Substitute coverage of classes and duties of others who are absent from school;
- Coverage of afterschool activities, not exceeding 240 minutes per week;

Staff may be asked to perform additional duties or responsibilities not listed here. Some additional responsibilities may come

with additional compensation in the form of stipends, but stipends should not be expected.

#### **12. Class size.**

Impact Prep @ Chestnut South Middle School commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

#### **13. Bulletin boards.**

Teachers may be asked to support the development and maintenance of bulletin boards in hallways. The Springfield Education Association will be provided a clearly designated bulletin board for the purpose of posting Association-related notices and other materials. Such space will be provided in each building for the exclusive use of the Association.

#### **14. Parent-teacher home visit project, if applicable.**

Impact Prep @ Chestnut South Middle School may require staff to conduct family home visits throughout the school year. Teachers will be compensated for home visits if they occur outside the regularly scheduled working hours for teachers (i.e. teachers will move into the next band for their ELT stipend, or participating teachers may be paid an additional stipend).

#### **15. Family-teacher communication.**

Teachers may be required to make regular phone calls to families about the academic progress of students, as well as respond to family inquiries via email, phone or in-person meetings throughout the school year.

#### **16. Class coverage.**

During a typical Monday-Friday week, all staff members may be required to cover classes as needed, except during teachers' duty-free lunch. To the extent possible, class coverage will be assigned equitably and on a rotated basis, including:

- Coverage of homeroom periods, not exceeding 60 minutes per day;
- Substitute coverage of classes of others who are absent from school. (When possible, PLC or common planning time should be used when teachers are asked to cover class. Preference would be to hire substitute teachers)

#### **17. Practicum teacher assignment practices, if applicable.**

Teachers may be requested to supervise a student teacher during the school year. Teachers may express preference to the principal in requesting or declining a student teacher placement.



**Springfield Public Schools  
2017-2018 Calendar  
Impact Prep @ Chestnut  
355 Plainfield St., Springfield, MA 01107**



**Student Hours:** 7:30-3:20  
**Teacher Hours:** 7:30-4:00

Aug. 14-24 - Teacher PD Days  
Aug. 25 - Convocation  
Aug. 28 - First Day of School

August 2017				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Feb. 19: Schools Closed – Presidents Day  
Feb. 20 – 23 - Schools closed for Mid-Winter Vacation

February 2018				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

Sept. 4: Schools Closed - Labor Day

September 2017				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

March 9: Schools Closed – Teacher Professional Day  
March 30: Schools Closed – Good Friday

March 2018				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 9: Schools Closed - Observance of Columbus Day

October 2017				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Apr. 16 – Schools Closed – Observance of Patriot's Day  
Apr. 17 – 20 - Schools Closed for Spring Vacation.

April 2018				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Nov. 7: Schools Closed – Teacher Professional Day (Election Day)  
Nov. 10: Schools Closed – Observance of Veterans Day  
Nov. 22 - 24: Schools Closed for Thanksgiving vacation

November 2017				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 28: Schools Closed – Observance of Memorial Day

May 2018				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Dec. 22 – Early Release - Last school day before the holiday vacation  
Dec. 25 – Jan. 1 Schools Closed Holiday Vacation

December 2017				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 20 – Early Release - \*Tentative End of school year.

June 2018				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Jan. 1: Schools Closed – New Years (observed)  
Jan. 12 -Schools closed –Teacher Professional Day  
Jan. 15: Schools closed – Observance of Dr. Martin Luther King, Jr.'s Birthday

January 2018				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

\*Calendar includes five (5) pupil school days for inclement weather. Schools will close after they have been in session for 180 pupil school days. Official end date and dismissal will be covered by bulletin.

- School Closed for Teachers and Staff
- No School for Students; Teacher PD Day
- District Early Release (7:30-11:45)
- Chestnut Friday Release for Students (7:30-1:00)



**Springfield Public Schools  
2017-2018 Calendar  
Impact Prep @ Chestnut  
355 Plainfield St., Springfield, MA 01107**



**Student Hours:** 7:30-3:20  
**Teacher Hours:** 7:30-4:00

Aug. 28 - First Day of School	<b>August 2017</b>					Feb. 16: Early Release at 1:30PM Feb. 19: Schools Closed – Presidents Day Feb. 20 – 23 - Schools closed for Mid-Winter Vacation	<b>February 2018</b>				
	MON	TUE	WED	THU	FRI		MON	TUE	WED	THU	FRI
		1	2	3	4				1	2	
	7	8	9	10	11	5	6	7	8	9	
	14	15	16	17	18	12	13	14	15	16	
	21	22	23	24	25	19	20	21	22	23	
	28	29	30	31		26	27	28			

Sept. 1: Early Release at 1:30PM Sept. 4: Schools Closed - Labor Day	<b>September 2017</b>					March 9: Schools Closed – Teacher Professional Day March 30: Schools Closed – Good Friday	<b>March 2018</b>				
	MON	TUE	WED	THU	FRI		MON	TUE	WED	THU	FRI
					1				1	2	
	4	5	6	7	8	5	6	7	8	9	
	11	12	13	14	15	12	13	14	15	16	
	18	19	20	21	22	19	20	21	22	23	
	25	26	27	28	29	26	27	28	29	30	

Oct. 6: Early release at 1:30PM October 9: Schools Closed - Observance of Columbus Day	<b>October 2017</b>					Apr. 13 – Early Release at 1:30PM Apr. 16 – Schools Closed – Observance of Patriot's Day Apr. 17 – 20 - Schools Closed for Spring Vacation.	<b>April 2018</b>				
	MON	TUE	WED	THU	FRI		MON	TUE	WED	THU	FRI
	2	3	4	5	6	2	3	4	5	6	
	9	10	11	12	13	9	10	11	12	13	
	16	17	18	19	20	16	17	18	19	20	
	23	24	25	26	27	23	24	25	26	27	
	30	31				30					

Nov. 7: Schools Closed – Teacher Professional Day (Election Day) Nov. 10: Schools Closed – Observance of Veterans Day Nov. 22 - 24: Schools Closed for Thanksgiving vacation	<b>November 2017</b>					May 25: Early Release at 1:30PM May 28: Schools Closed – Observance of Memorial Day	<b>May 2018</b>				
	MON	TUE	WED	THU	FRI		MON	TUE	WED	THU	FRI
			1	2	3		1	2	3	4	
	6	7	8	9	10	7	8	9	10	11	
	13	14	15	16	17	14	15	16	17	18	
	20	21	22	23	24	21	22	23	24	25	
	27	28	29	30		28	29	30	31		

Dec. 22 – Early Release- Last school day before the holiday vacation at 11:35 AM Dec. 25 – Jan. 1 Schools Closed Holiday Vacation	<b>December 2017</b>					June 20 – Early Release - *Tentative End of school year.	<b>June 2018</b>				
	MON	TUE	WED	THU	FRI		MON	TUE	WED	THU	FRI
					1					1	
	4	5	6	7	8	4	5	6	7	8	
	11	12	13	14	15	11	12	13	14	15	
	18	19	20	21	22	18	19	20	21	22	
	25	26	27	28	29	25	26	27	28	29	

Jan. 1: Schools Closed – New Years (observed) Jan. 12 -Schools closed –Teacher Professional Day Jan. 15: Schools closed – Observance of Dr. Martin Luther King, Jr.'s Birthday	<b>January 2018</b>					*Calendar includes five (5) pupil school days for inclement weather. Schools will close after they have been in session for 180 pupil school days. Official end date and dismissal will be covered by bulletin.  <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 20px; height: 10px; background-color: #000080; margin-right: 5px;"></div> School Closed for Teachers and Staff  <div style="width: 20px; height: 10px; background-color: #90EE90; margin-right: 5px;"></div> No School for Students; Teacher PD Day  <div style="width: 20px; height: 10px; background-color: #0000FF; margin-right: 5px;"></div> District Early Release (7:30-11:35)  <div style="width: 20px; height: 10px; background-color: #FFFF00; margin-right: 5px;"></div> Chestnut Friday Release (7:30-1:00) </div>				
	MON	TUE	WED	THU	FRI		MON	TUE	WED	THU
	1	2	3	4	5					
	8	9	10	11	12					
	15	16	17	18	19					
	22	23	24	25	26					
	29	30	31							

## SEZP 2017-18 School Planning Process

### Impact Prep Strategic Action Plan



#### Practice 1

**Leadership, Shared Responsibility, and Professional Collaboration:** The school has established a community of practice through leadership and shared responsibility.

**Statement of alignment to priorities:** Sustain and continue to strengthen a structure to support strong communication, feedback, consensus-building, and other high quality team processes.

#### Action Plan

Task	Owner	Start By	Complete By	Notes
Vote on TLT for 2017-2018 School Year	All	8/24/17	8/24/17	To be done second to last day of Summer PD.
Create schedules and clear expanded assignments for AP/ Dean/ Director of Instruction	Higgins/ Marshall/ Faulkner/ Feliciano	6/1/17	6/21/17	Daily Schedule drafts done by specific leader. Expanded roles and assignments done by Higgins
Assign grade team leaders	Higgins/ Marshall/ Faulkner	8/18/17	8/18/17	One for 6th and one for 7th that will help to disseminate and monitor actions from Leadership and TLT.
Finalize August PD Scope and Sequence	Higgins/ Marshall/ Faulkner	6/19/17	6/20/17	
Create leadership team meeting dates for 2017-2018	Higgins/ Marshall/ Faulkner	6/1/17	6/21/17	
Create PD Calendar for extended Tuesdays for first half of year	Higgins/ Marshall/ Faulkner	8/25/17	8/28/17	Survey Data will be collected during PD to help finalize this, as well as looking at school's highest priorities.
Create 2017-2018 school goals	Higgins	6/1/17	8/1/18	
Establish weekly schedule for M,W,R,F 3:30 - 4:00pm collaboration/ planning time.	Higgins	8/1/18	8/11/18	Added collaboration/ content/ grade meeting time after school for teachers.

**Practice 2**

**Intentional Practices for Improving Instruction:** The school employs intentional practices for improving teacher-specific and student-responsive instruction.

**Statement of alignment to priorities:** Establish conditions for all students to demonstrate growth in their ability to attain grade-level literacy proficiency in reading and writing, and continue to push for and maintain high-expectations as a school norm.

Action Plan				
Task	Owner	Start By	Complete By	Notes
Review 2016-2017 goals and discuss success/ areas of improvements	All	6/22/17	6/22/17	Higgins will gather goals and data.
Create start of year Prep Academy day assessments	Faulkner/ Higgins	6/1/17	8/18/17	LRA's to get accurate lexile level, Math (6th grade: 3rd-7th grade standards, 7th grade 4th - 8th grade standards)
Create teacher schedules with weekly feedback meetings built in	Higgins	8/1/18	8/11/18	All data review cultural/ academic to improve instruction
Create initial 2017-2018 cohorts based on Internal and external data	Higgins/ Marshall/ Faulkner	8/11/18	8/16/18	All cohorts stick together for the day and move as a class. Info from Data Warehouse for incoming 6th. Info from our assessments for current scholars.
Create 2017-2018 cohort schedule	Higgins	5/1/17	5/31/17	
Begin to set up other school visits during all school PD days	Higgins/ Faulkner	6/9/17	On-going	Will visit Boston Prep/ Achievement First/
Create PD surveys	Faulkner	8/14/17	On-going	
Create Scope and Sequences for all subjects	Higgins/ Faulkner	6/5/17	8/4/17	
Create Data Review Days (3) from ANET and other assessment data	Higgins	8/14/17	On-going	Data will come from ANET and other assessments.

Action Plan				
Task	Owner	Start By	Complete By	Notes
Review 2016-2017 goals and discuss success/ areas of improvements	All	6/22/17	6/22/17	Higgins will gather goals and data.
Create start of year Prep Academy day assessments	Faulkner/ Higgins	6/1/17	8/18/17	LRA's to get accurate lexile level, Math (6th grade: 3rd-7th grade standards, 7th grade 4th - 8th grade standards)
Create teacher schedules with weekly feedback meetings built in	Higgins	8/1/18	8/11/18	All data review cultural/ academic to improve instruction
Create initial 2017-2018 cohorts based on Internal and external data	Higgins/ Marshall/ Faulkner	8/11/18	8/16/18	All cohorts stick together for the day and move as a class. Info from Data Warehouse for incoming 6th. Info from our assessments for current scholars.
Create 2017-2018 cohort schedule	Higgins	5/1/17	5/31/17	
Begin to set up other school visits during all school PD days	Higgins/ Faulkner	6/9/17	On-going	Will visit Boston Prep/ Achievement First/
Create PD surveys	Faulkner	8/14/17	On-going	
Create Scope and Sequences for all subjects	Higgins/ Faulkner	6/5/17	8/4/17	
Create Data Review Days (3) from ANET and other assessment data	Higgins	8/14/17	On-going	Data will come from ANET and other assessments.

**Practice 3**

**Providing Student-Specific Instruction and Supports to All Students:** The school is able to provide student-specific supports and interventions informed by data and the identification of student-specific needs.

**Statement of alignment to priorities:** Establish conditions to ensure student progress is measured and evaluated by growth on a *suite* of assessment tools, including teacher-created formative and summative assessments, the Measures of Academic Progress (MAP), and the Massachusetts Comprehensive Assessment System (MCAS).

Action Plan				
Task	Owner	Start By	Complete By	Notes
Create Scholar Support Team (SST) team	Higgins	8/21/17	8/21/17	
Monthly SST meetings	SST Team	9/1/17	On-going	Team consist of Counselor, SPED teacher, Principal, one elected gen-ed teacher
Create curriculum for ELA and Math intervention classes	Higgins/ Faulkner/ Green/ Flores	6/19/17	8/18/17	
Hire Summer school and early start staff	Higgins	5/1/17	5/12/17	Three teachers, one coordinator, AP
Create summer school and early start curriculum	Faulkner	6/5/17	6/16/17	
Look at incoming 6th graders and choose 20-30 early start scholars to invite based on data	Higgins/ Marshall/ Faulkner	5/26/17	6/12/17	
Purchase Accelerated Reader Program	Higgins/ Negron	7/10/17	7/10/17	Independent reading program that tracks scholars word count and comprehension.
Set Accelerated reader goals and furnish classroom libraries	Higgins/ Staff	8/18/17	8/25/17	

**Practice 4**

**A Safe, Respectful, and Collegial Climate for Teachers and Students:** The school establishes and maintains an orderly and respectful learning environment for students and a collegial, collaborative, and professional culture for teachers.

**Statement of alignment to priorities:** Ensure a focus on improving school culture through mission aligned activities for all stakeholders.

**Action Plan**

Task	Owner	Start By	Complete By	Notes
Finalize grade team and content team meeting dates based on extended day schedules	Higgins	8/4/17	8/11/17	
Create advisory classes and have teachers begin to make calls	All	8/21/17	8/25/17	
Plan summer family carnival	Higgins/ FCC/ DOO	7/31/17	8/4/17	Carnival will be 8/24/17
Create plans and set up requirements for student council/ ambassadors	Marshall/ Green/ Przybylek	9/5/17	9/8/17	
Hire family and community coordinator	Higgins	7/1/17		Will work on building relationships with families and organizations
Create and Monitor Teacher/ Family Call Tracker	Higgins	8/14/17	On-going	Calls to be made during summer pd
Create a classroom culture walkthrough rubric	Higgins/ Marshall/ Faulkner	6/20/17	8/11/17	Teachers will get a culture walkthrough score that will be used as a data point in weekly feedback meetings.

**Additional Practice 5**

**Meaningful Family and Community Engagement:** The school employs intentional practices to engage families in their child's education, solicits ideas from families to improve the school and builds positive connections with the surrounding community.

**Statement of alignment to priorities:** Ensure that family and community engagement efforts align to mission and vision.

Action Plan				
Task	Owner	Start By	Complete By	Notes
Create and plan 3 family events for the year	Higgins/ FCC	7/31/17	On-going	
Work with STCC President to solidify dates and times for ESL and HISET classes for 2017-2018	Higgins	5/15/17	9/1/17	Finalizing logistics
Hold summer carnival	Higgins/ DOO/ FCC	8/24/17	8/24/17	Will hand out two free uniforms to incoming students and one uniform for returning students
Plan and hold 4 Parent Teacher Conferences	Marshall/ DOO/ FCC	10/2/17	On-going	
Plan and hold January data step back meeting for parents	Higgins/ Marshall/ Faulkner	12/20/17	1/8/17	
Set up Connect Ed to ensure we have all correct info to send voice messages	Higgins/ Clerk	8/28/17	On-going	
Have parents download UPC App to help communicate with teachers	Higgins/FCC	8/24/17	On-going	Communication app so teachers can send parents information
Finalize orders for Scholar materials to give out for new year	Clerk/ Higgins	5/1/17	5/19/17	Uniforms/ case-it binders/ notebooks/ pencils
Update Impact prep webpage with pertinent information	Higgins/ Consultant	6/21/17	On-going	<a href="http://www.impactprep.org">www.impactprep.org</a>
Create and send newsletter to parents monthly	Higgins/ Lee	8/1/17	On-going	
Generate Powerschool and Kickboard reports for parents to be mailed	Higgins/ Marshall/ Lee	8/31/17	On-going	Powerschool are for academic purposes and kickboard for behavior