

# Task Report

The Task Report gives detailed information for all tasks including the assigned team member and target date for completion.

October 24, 2016

**ARMOREL ELEMENTARY SCHOOL** 50255000026

School Success Indicators

Key Objectives are shown in **RED**.

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Tasks Included in the Plan (13)

Objective		Task	Frequency	Assigned	Due Date	Completed
ID01	1	ARSBA contacted for policy guidance.		Sally Bennett	08/28/2015	08/28/2015
<i>comments: Lucas Harder was contacted on August 28, 2015.</i>						
FE04	2	Parental Involvement Committee will meet a minimum of two times, once per semester.		Debra Harms	11/02/2015	04/12/2016
<p><i>comments: The first Parental Involvement Meeting occurred on Thursday, October 22, 2015. There were a total of seven members in attendance, consisting of four parents, Mrs. Booker, Mrs. Harms and Mr. Carr. Mrs. Bennett, superintendent dropped by to welcome everyone. Suggestions were made for ways that the district could improve upon communication of school events or activities.</i></p> <p><i>The second Parental Involvement Meeting occurred on Thursday, March 1, 2016. Six members were present including three parents and Mrs. Bennett, Mr. Carr &amp; Mrs. Harms. The focus of the meeting to finalize the School, Parent, Teacher and Student Compacts and Parental Involvement Survey. As a result of the meeting those documents were proposed to the Armorel School Board for approval. The compacts were approved on Monday, April 11, 2016, by the Armorel School Board.</i></p>						
ID01	2	Leadership meetings will occur as scheduled twice monthly, for sixty minutes or more.	twice monthly	Joey Carr	01/15/2016	01/08/2016
<i>comments: The AESLT is scheduled to meet for sixty or more minutes, two times per month.</i>						
II01	1	The Armorel Elementary School will continue to host upper level students who are placed in our school, in order to sustain a professional relationship with local colleges. We seek to provide as much support to better prepare future educators in our school and area.		Joey Carr	05/31/2016	
<i>comments:</i>						
FE04	1	Clearly articulate parent responsibilities.		Debra Harms	07/01/2016	04/12/2016
<p><i>comments: We have researched what other public schools have included in their parental plan for additional ideas. Input has been sought from the teachers for the compact and will now be written up to present to the Parental Involvement Committee. We have contacted Dr. Geraldine Mallette, Public School Administrative Advisor, Arkansas Department of Education, Federal Programs Unit, Division of Learning Services and Parental Involvement/Title VI REAP, for suggestions to improve our parental involvement survey. The Parental Involvement Committee finalized the School-Parent Compact and proposed it to the Armorel School Board for approval. The Armorel School Board approved the School-Parent Compact on Monday, April 11, 2016.</i></p>						

IIIA01	1	Each teacher creates a curriculum map, indicating units of study, resources to be used, standards to be taught, the amount of days dedicated for instruction and formative assessment.		Joey Carr	08/12/2016	
<i>comments:</i>						
IIA01	1	Module units of instruction are created by each teacher during professional learning community sessions prior to the beginning of the school year. The fundamental principle of backward design is followed. The module plan aligns standards, curriculum, instruction and assessment. During the planning of tasks, Title I, science lab, digital and other resources are identified and noted for each learning activity. The librarian, GT teacher and other support staff participate in the PLC sessions, so they can plan their instruction to correlate and support teachers in the general classrooms.		Joey Carr	08/12/2016	
<i>comments:</i>						
ID07	1	Each PLC will be responsible for drafting their own agenda & recording minutes. The principal is responsible for AESLT agendas and for posting information into Indistar.	twice monthly	Joey Carr	09/01/2016	
<i>comments: AESLT and PLC agendas &amp; minutes will be posted in Indistar.</i>						
ID04	1	AESLT and PLC agendas and minutes will be uploaded into Indistar to serve as evidence for this indicator.	twice monthly	Joey Carr	10/03/2016	
<i>comments:</i>						
IF02	1	The AESLT will collect evidence from the observations. After analyzing the data, that information will be forwarded to the Armored District Leadership Team in order to effectively schedule professional development for the staff.	twice a year	Joey Carr	11/30/2016	
<i>comments:</i>						
IID02	1	Each teacher has selected dates for formative assessments to be conducted at the end of their units of instruction. A master schedule is drafted and monitored throughout the school year.		Stephanie Carter	05/31/2017	
<i>comments:</i>						
IF06	1	End of year conferences are conducted between the principal and each teacher. The current PGP is discussed and a new PGP		Joey Carr	05/31/2017	

		is created based upon the need(s) of the teacher. All information pertaining to this meeting is posted in EdReflect.				
<i>comments:</i>						
IF11	1	The district leadership team schedules professional development annually to comply with ADE regulations. The district will provide on-campus training in order to support instruction.		Joey Carr	06/16/2017	
<i>comments:</i>						