CIWP Team & Schedules

Indicators of Quality CIWP: CIWP Team

The CIWP team includes staff reflecting the diversity of student demographics and school programs.

The CIWP team has 8-12 members. Sound rationale is provided if team size is smaller or larger.

The CIWP team includes leaders who are responsible for implementing Foundations, those with institutional memory and those most impacted.

The CIWP team includes parents, community members, and LSC members.

All CIWP team members are meaningfully involved in the planning process for CIWP components and include other stakeholders, as appropriate for their role, with involvement along the CPS Spectrum of Inclusive Partnerships (from the CPS Equity Framework).



Name	<u> </u>	Role	Email	<u></u>
Pamela Tivers		Teacher Leader	pdtivers@cps.edu	
Priscilla Gomez		Teacher Leader	pgomez18@cps.edu	
Kristina Olson		Teacher Leader	kmolson@cps.edu	
Melissa Lewandowski		Teacher Leader	mmlewandowski@cps.edu	
Xochitl Martinez		Teacher Leader	xmartinez7@cps.edu	
Kristine Stanton		Connectedness & Wellbeing Lead	Kmstanton1@cps.edu	
Debora Ward		Principal	ddward@cps.edu	
Robert Staszczak		AP	rjstaszczak@cps.edu	
Meredith Taylor		LSC Member		
Joe Rappold		LSC Member		
Julie Weber		Parent		
		Select Role		

Initial Development Schedule

Outline your schedule for developing each component of the CIWP.

CIWP Components	Planned Start Date 🝊	Planned Completion Date 🙇
Team & Schedule	5/16/23	8/31/23
Reflection: Curriculum & Instruction (Instructional Core)	5/16/23	6/6/23
Reflection: Inclusive & Supportive Learning (Instructional Core)	5/24/23	6/15/23
Reflection: Connectedness & Wellbeing	7/17/23	7/17/23
Reflection: Postsecondary Success	5/24/23	6/6/23
Reflection: Partnerships & Engagement	6/15/23	7/21/23
Priorities	8/4/23	8/14/23
Root Cause	8/7/23	8/15/23
Theory of Acton	8/8/23	8/15/23
Implementation Plans	8/18/23	8/23/23
Goals	8/25/23	8/28/23
Fund Compliance	8/15/23	8/15/23
Parent & Family Plan	7/17/23	7/17/23
Approval	8/31/23	8/31/23

SY24 Progress Monitoring Schedule

Indicate the SY24 dates when your CIWP team will hold progress monitoring check-ins. As a reference, these dates will auto-populate in your implementation plans.

CIWP Progre	ess Monitoring Meeting Dates	Ճ
Quarter 1		
Quarter 2		
Quarter 3		
Quarter 4		

Reflection on Foundations Protocol

Indicators of a Quality CIWP: Reflection on Foundations

Schools reflect by triangulating various data sources, inclusive of quantitative and qualitative data, and disaggregated by student groups.

Reflections can be supported by available and relevant evidence and accurately represent the school's implementation of practices.

Stakeholders are consulted for the Reflection of Foundations.

Schools consider the impact of current ongoing efforts in the Reflection on Foundation.

Resources 💋

Return to

Curriculum & Instruction

Τορ	Cı	arriculum &	Instruction	
Using th	ne associated references, is this practice consistently implemented?	References	What are the takeaways after the review of metrics?	Metrics
Partially	All teachers, PK-12, have access to high quality curricular materials, including foundational skills materials, that are standards-aligned and culturally responsive.	CPS High Quality Curriculum Rubrics	According to the I-Ready reading data, k-2 grew 30% in reading. Overall, 34% scored Mid/Above Grade level. All three grade levels grew from the beginning of the year. Kindergarten made the most growth. Their scores increased from 3% to 49% Although second grade made progress, 23% of the students scored Mid/Above Grade Level. Our DL population made progress as well. They went from 3% to 21% Mid/Above Grade Level. Cleveland's EL students went from 3% to 19%	IAR (Math) IAR (English) Rigor Walk Data (School Level Data)
Partially	Students experience grade-level, standards-aligned instruction.	Rigor Walk Rubric Teacher Team Learning Cycle Protocols Quality Indicators Of Specially Designed Instruction	Mid/Above Grade Level. According to the data,Cleveland students have a strong foundation in phonological awareness and phonics. Areas of concern are vocabulary and comprehension. For our EL students, the data for SY2022/23 BOY for Grade Level K-2 show that 38% of EL students met grade level expectations and made progressive growth for both MOY 44% and end of year 80%. However a trend we see in subgroups is that the EOY Spanish Reading scores show a decrease in EOY testing scores with Kinder EOY at 93%, 1st grade 87%, 2nd grade at 65%. The trend shows students decrease in overall reading scores with each year. According to the Star 360,Cleveland grew 4% in reading. However, Cleveland needs to continue to make growth in ELA. Currently, 34% of Cleveland students are at or above grade level. This accounts for a large EL/DL population. According to the disaggregated data, our DL's population is 60% in need of urgent intervention. The DL population's data has remained stagnant throughout the year. 43% of the ELL population is in need of urgent intervention according to the data. 52% of the students who are neither EL/DL scored At/Above grade level. 4th grade made the most growth from the beginning of the year. They grew from 28% At/Above Benchmark to 56% At/Above Benchmark. Fifth grade decreased their percentage of students who were AT/Above Grade Level. Their scores dropped from 40% to 29%. 8th grade remained stagnant throughout the year. 10% of the students scored At/Above Grade Level. Their mode they was students at year were 27% AT/Above Grade Level. For our EL students in 3rd grade who took the Star360, BOY assessment shows students 42% AT grade level and made small growth for EOY assessment where they were 47% AT grade level. There was an a significant change in those students in need of Urgent Intervention from BOY at 31% to EOY at 14%. That's a -17% drop for students in need of urgent intervention in the primary grades. According to I-Ready data, k-2 students scored 17% Mid/Above Grade Level. The k-2 dual l	PSAT (EBRW) PSAT (Math) STAR (Reading)
	Schools and classrooms are focused on the Inner Core (identity, community, and relationships) and leverage	Powerful Practices Rubric	What is the feedback from your stakeholders? All Stakeholders have shared that our teachers and staff	STAR (Math)
Partially	research-based, culturally responsive powerful practices to ensure the learning environment meets the conditions that are needed for students to learn.	<u>Learning</u> <u>Conditions</u>	need which are Literacy, Math, and MTSS. These committees are to meet biweekly to engage in reflective data analysis and problem solving strategies to engage all learners in order to make expected growth in Literacy and Math with strong SEL	iReady (Reading) iReady (Math)
Partially	The ILT leads instructional improvement through distributed leadership.	Continuum of ILT Effectiveness Distributed Leadership	supports. All Stakeholders have addressed the concerns of meeting the needs of our subgroups namely our EL, DL, African American and Newcomers by utilizing all our resources for creating a strong SEL space and bridging the gaps for increased growth in Literacy and Math.	<u>Cultivate</u> <u>Grades</u>
Yes	School teams implement balanced assessment systems that measure the depth and breadth of student learning in relation to grade-level standards, provide actionable evidence to inform decision-making, and monitor progress towards end of year goals.	Customized Bolonced Assessment Plon ES Assessment Plon		TS Gold Interim Assessment
		PICIE		

What, if any, related improvement efforts are in progress? What is the impact? Do any of your efforts address barriers/obstacles for our student groups furthest from opportunity?

Postsecondary

Portnerships & Engagement

Connectedness & Wellbeing

There are related improvements in progress to support our student subroups that are furthest from opportunity. We are addressing the needs of Newcomers through Small Group Welcoming Committees and Small Group Lunch Bunch- which both address the need for inclusivity and community between students and staff. There are related improvements in progress for Attendance. There are incentive driven practices in place for teachers to promote higher rates of attendance for their students. There are more immediate efforts such as notes and phone calls home. The ongoing mobility from one school to another is an obstacle that is creates barriers for both students and teachers. There are opportunities for parents new to the community to engage in our Bilingual Advisory Committe, Parent Advisory Committee, Local School Council, Parent University which gives computer traning and ESL classes.

 $\textbf{What student-centered problems have surfaced during this reflection?} \\ \textit{If this Foundation is later chosen as a priority, these are problems the school may address in this CIWP.} \\$

The student centered problems that surfaced during this reflection were the areas of Literacy, Math and MTSS. In regards to Literacy, vocabulary and comprehension in the primary grades, (K-2) were an area of concern. In our DL and EL subgroups, students are required to take the I-Ready and Star360 in English which is not their native language. This directly impacts the overall results of the English IReady and Star360 assessment. The data showed that in the IReady assessment the overall scores including our EL/DL population is 34% AT/Above in Reading in English, however when EL/DL population is not included in the data 52% of the student population have scored AT/Above Grade Level. In Math, an area of concern is our K-2 math scores in both our Monolinugal and EL classrooms. The data shows that overall K-2 students scored 17% at Mid/Above grade level and 13% of our EL students were Mid/Above grade level. This problem will cause us to look deeper at our curriculum and instruction in Math, standards based small group instruction, differentiated practices and use of data to drive instruction leeds. Another area of concern collected from data from our Rigor Walk indicates that student centered classrooms and strategies such as small groups in literacy and math, learner led projects, choice boards, student led reflections and overall personalized learning needs to be implemented with more fidelity and teachers need to move away from teacher-driven, whole group practices. This would directly impact our Tier 1 MTSS supports through student centered rigor and differentiated practices.

<u>Return to</u> Top

Inclusive & Supportive Learning Environment

Using th	e associated references, is this practice consistently implemented?	References
	School teams implement an equity-based MTSS framework that includes strong teaming, systems and structures, and	MTSS Integrity Memo
Partially	implementation of the problem solving process to inform student and family engagement consistent with the expectations of the MTSS Integrity Memo.	MTSS Continuum
		Roots Survey
		MTSS Integrity Memo

....

There are seven key components that make up the Equity Based MTSS Framework. According to the MTSS Continuum, Cleveland School's strengths are Systems & Infrastructure and Teaming & Meeting Quality. Cleveland School's weaknesses are Primary Instruction and Core Curriculum for Academics & Behavior and Interpret Data & Adjust Instruction. The first domain is Systems & Infrastructure. In this component, Cleveland had two foundational levels, five developed levels, and one fully operational level. Cleveland's MTSS/BHT team has regularly met every other week to discuss various interventions and supports led by our school's counselor. The team is made up of diverse staff members such as administrators, the case manager,a social worker, a SECA, the MTSS lead, and a special education teacher. These meetings

What are the takeaways after the review of metrics?

Metrics

Unit/Lesson Inventory for Language Objectives (School Level Data)

MTSS Continuum

Roots Survey

<u>ACCESS</u>

MTSS Academic Tier Movement

			5	5	D	0.5
Jump to	Curriculum & Instruction Inclusive & Supportive L	<u>earning</u> (Connectedness & Wellbeing	<u>Postsecondary</u>	<u>Partnerships</u>	<u>& Engagement</u>
Partially	School teams create, implement, and progress monitor academic intervention plans in the Branching Minds platform consistent with the expectations of the MTSS Integrity Memo.		are agenda driven with clearly responsibilities. Assessments a use Branching Minds data to in growth in this component are a to create SMART intervention g implementation. The second of Quality. In this domain, Clevela level, two foundational levels, the fully operational levels. This is a Cleveland. In this component, then gaged in various population team, ILT, Diverse Learner team Cleveland is a Student Level Mideveloped team that plans for support. Another area of growth what Tier 1 supports are being content areas. The third domain Core Curriculum for Academics weakness for Cleveland accord this component, Cleveland had one developed level. The area of the obility to make adjustment analysis of multiple data point differentiate based on a varietiand needs. An area of improve and utilizing all instructional medomain are Universal Screenin Cleveland is in between foundathese components. Cleveland universal screener. This year, this screener for behavior. Clevelan intervention resources. Often to interventions within the Branch area of further growth is to be	are routinely discussen form our decisions using universal screety acis, groupings, and omain is Teaming & Name of the Market	d and we Areas of Areas of Ining data plan leeting dational and two for ers are Language th for to a tervention scussing twels and on and s a tinuum. In evels and veloped is after an Cleveland ents, levels trained on and fifth ort Plans. d with R360 as the versal al level with he and an inerventions	Annual Evaluation of Compliance (ODLSS)
Yes	Students receive instruction in their Least Restrictive Environment. Staff is continually improving access to support Diverse Learners in the least restrictive environment as indicated by their IEP.	LRE Dashboard Page	What is the feedback All Stakeholders have shared it should create committees base need which are Literacy, Math,	hat our teachers and ed on the CIWP areas	staff of highest	Quality Indicators of Specially Designed Curriculum EL Program Review Tool
Yes	Staff ensures students are receiving timely, high quality IEPs, which are developed by the team and implemented with fidelity.	IDEA Procedural Manual	MTSS, all stakeholders agree the needs to be a main priority for and Tier 2 supports within the stakeholders also agree that so Development is needed for impinterventions during Math and interventions being used is an are inconsistent with CPS appretachers need to be trained on will address each student's nee	nat Professional Deve teachers and staff o classroom setting. A eparate Professional elementation of strate Literacy blocks. The area of growth becau oved measures. Ther of the specific interver of in a particular con	elapment n Tier 1 ll egic use they efore, itions that tent area.	
Partially	English Learners are placed with the appropriate and available EL endorsed teacher to maximize required Tier I instructional services.	EL Placement Recommendation Tool ES	Lastly, there is very stagnant p English Learner progress. All: training is needed to implemen closer at the English Language Bridging techniques to build la second language. All stakehole Professional Development shouneeds in our CIWP, namely Liter	stakeholders agree that strong ESL practice e Development stand inguage aquisition in ders believe that ALL uld be targeted towar racy, Math and MTSS	nat more es, looking ards and t the EL's rds specific 6 concerns.	
		EL Placement Recommendation Tool HS	What, if any, related improven the impact? Do any of your effo student groups fur There are related improvement	orts address barriers/o thest from opportuni	bstacles for our ty?	
	There are language objectives (that demonstrate HOW students will use language) across the content. That student-centered problems have surfaced during this reflection is later chosen as a priority, these are problems the school me CIWP.		students with an inclusive and environment. In regards to MTS Branching Minds but a barrier the school is still learning the pinterventions to struggling stumisconception that only genereceive intervention. Also, a baresearch-based interventions Lastly, in regards to MTSS, graaborrier is that there is not a student progress, interventions improvements with Cleveland's meets with newcomers to suppalso has a bilingual interventic	supportive learning sylventrial education has bee is that it is a new system to the following the sylventrial education student rirer is the lack of trained ways to progress de level teams meet videep dive and reflects, etc. A few related English Learners are ort their transition. Consist to support biling	en using tem and giving ers are the s can ining in monitor, weekly but ion of e our ELPT leveland gual	
MTSS and En progress on t making progr	centered problems that surfaced during this reflection were i glish Learners. More specifically, our English Learners are m heir English proficiency. Based on data found, 50% of EL stu ress on ACCESS. According to the MTSS Continuum, a studer gards to MTSS is that there is a lack of quality interventions	aking stagnant dents are nt centered	students. Lastly, there is a Dua support in the Dual Language is a lack of focus on the English Standards which is aligned to growth. Cleveland has a great finstruction but a barrier is a la	I Language coording classrooms. However h Learner Developme ACCESS and English focus on native langu	itor to ; a barrier ent proficiency lage	

with these interventions. Furthermore, teachers need support and professional development to understand how to progress monitor effectively and have deeper discussions during grade level meetings about their struggling students in tier 1, tier 2, and tier 3. The last student-centered problem with MTSS, based on the MTSS Continuum, is the lack of training with quality interventions and instruction/differentiation.

instruction out a parrier is a tack of growth in the English language. A barrier is a deficiency in accurate bridging instruction between learning in Spanish and learning in English.

<u>eturn to</u>

Connectedness & Wellbeing

ρρ	COL	mecteumess	x wembem
Using tl	ne associated references, is this practice consistently implemented?	References	What ar
Partially	Universal teaming structures are in place to support student connectedness and wellbeing, including a Behavioral Health Team and Climate and Culture Team.	BHT Key Component Assessment SEL Teoming Structure	[takeaways reflespecific studenstoff members special educating appropriate in students, rathe 2- Our school I supports (e.g., spositive and sa support inform
Yes	Student experience Tier 1 Healing Centered supports, including SEL curricula, Skyline integrated SEL instruction, and restorative practices.		3- Our school h staff regarding 4-Our school h procedures for social, emotion considered for /expulsion). 5- Our school h behavioral hea Tier II needs (e., 6- Our school h students' Tier II reduced in students' Tier II reduced in student progres health team. 9- Our school h interventions a behavioral, and professional de health support 11- Our school h agencies to prosupport throug no-cost agreen policies.
Yes	All students have equitable access to student-centered enrichment and out-of-school-time programs that effectively complement and supplement student learning during the school day and are responsive to other student interests and needs.		What Need plan or a cryear. Consistency is n Admin on board recognition, stud Plan in place: This established and Calm Classroom Grade level team Does pk-4 do this 5-8 does at team How to include o
			Cps policy - w

re the takeaways after the review of metrics?

lectina most students: takeaways reflectina nt groups]1- Our school has a team of internal (e.g. counselors, social worker, psychologist, tion case manager, discipline leader) who meet scuss student referrals and match students to nterventions. (NOTE: Discussions include all er than just students with IEPs.)

- nas structures in place for Tier 1 school-wide school-wide expectations) that promote a afe learning climate. (disseminating tier 1 nation to teachers).
- nas procedures for communicating to school the status of referrals and students referred.
- nas standardized behavioral health policies and r referral and screening of students exhibiting nal, or behavioral issues including those being exclusionary measures (e.g., suspension
- has staff trained in and implementing Tier II alth group interventions that address students' .g., anger, trauma, behavior).
- nas a menu of interventions that addresses ll needs (e.g., anger, trauma, behavior).
- is implementing Tier II restorative practices (e.g. peer conference) that provide students with esolve conflicts
- nas a process for monitoring and tracking ess in interventions assigned by the behavioral
- as a process for evaluating Tier II/III assigned to students using social, emotional, d academic data.
- regularly allocates time on the staff evelopment calendar for training on behavioral
- formalizes partnerships with community ovide on-site behavioral health and/or social gh a formal agreement (e.g. linkage agreement, ment, task order) in alignment with District

Metrics

% of Students receiving Tier 2/3 interventions meeting targets

Reduction in OSS per

Reduction in repeated disruptive behaviors (4-6 SCC)

Access to OST

<u>Increase Average</u> **Daily Attendance**

Attendance for Chronically Absent **Students**

Day, Reconnected after 8 out of 10 days <u>absent</u>

Reconnected by 20th

t is the feedback from your stakeholders?

calendar of Professional Development for the school



Cultivate (Belonging & Identity)

> Staff trained on alternatives to exclusionary discipline (School Level Data)

Enrichment Program Participation: Enrollment & <u>Attendance</u>

eeded: for monthly tier 1 supports (character traits, student dent outcome rewards) is is done through expectations, rules, routines carried through

n meetings? oaras/aides?

in progress ferral and screening process that still needs to be distributed to staff

Jump to	Curriculum & Instruction	Inclusive & Supportive Learning	Cor	nnectedness & Wellbeing	<u>Postsecondary</u>	<u>Partnerships</u>	<u>& Engagement</u>
Partially	Students with extended abserobsenteeism re-enter school plan that facilitates attendant enrollment.	with an intentional re-entry		Policies and procedures under rer Possible infographic on referral punderstanding Sent out a flier to staff, working or staff & Flowchart to be shared. PBIS Identified team members but are A plan in place to begin taking rer A plan in place to begin taking rer Started and are continuing to wo Compiling and revising menu Trained, but not implementing Licensed members are trained an Refresher training for licensed members trained on Refresher training for licensed members are trained an Refresher training for licensed members are trained and Refresher training for licensed members are trained and so have peer mediator groups Trained but need has not been id. On a needs basis Use PBIS world as a tool CICO implemented and monitored Branching Minds has been establistaff Teachers are utilizing data tracking Gathering both student and teacl survey, progress monitoring throughted.	not currently receiving iferrals beginning in Aug rk on d available when neede embers, implementing a gentified	referrals gust ed s needed	Student Voice Infrastructure Reduction in number of students with dropout codes at EOY
	ation is later chosen as a priority, t	have surfaced during this reflection? hese are problems the school may address in this IWP.		What, if any, related improver the impact? Do any of your eff student groups fur		obstacles for our	
and materials Do all studen interact with Does the clas problem behavior?	s? ts possess or have access to a curriculum, and establish and sroom staff clearly understanc	nto planning and differentiation of lessons way to communicate wants and needs, maintain adult and peer relationships? I functions of behavior and respond to es appropriate behavior versus inappropriate ace issues?		We have a strong Behavioral F a plan to be executed this com need to address Culture and (begin this journey by having s: Academic needs. At times our programs can be quite challer team so we can all work togeth students.	ning school year. How Climate and believe w trong plans in place f students in the Clust nging. We need to stre	ever, we still econ tor SEL and er eghten this	
Return to		Postsecond	ary	Success			
	dory only cooling to school	s serving 6th grade and up. If your school			4th 10th arada al	anna alsia tha	

Postsecondary only applies to schools serving 6th grade and up. If your school does not serve any grades within 6th-12th grade, please skip the Postsecondary reflection.

	he associated references, is this practice consistently ed? (If your school does not serve any grade level listed, please select N/A)	References	What are the takeaways after the review of metrics?	Metrics
Yes	An annual plan is developed and implemented for providing College and Career Competency Curriculum (C4) instruction through CPS Success Bound or partner curricula (6th-12th).	College and Career Competency Curriculum (C4)	According to the current graduation data, 98% of 8th graders graduated from 8th grade. Majority of Cleveland students have successfully completed/met their 8th grade requirements. The number of eight grade students attending a SEHS in the fall is 6.6%. Cleveland school needs to continue to maintain this level of performance around graduation, however the rate of SEHS needs to increase by 4.4%. In looking at the over ECCC (Early College and Career Courses) data, only 25.6% of 8th graders qualified for the Middle School Algebra program. This is 12 of 47 eligible 8th graders. The remaining 74.4% (35) of 8th graders are receiving regular math instruction. Cleveland needs to continue to make yearly	Program Inquiry: Programs/participati on/attainment rates of % of ECCC 3 - 8 On Track
		Individualized Learning Plans	growth in the area of the ECCC to provide 8th grade students with the opportunity for advance math placement in high school. According to the recent ILP data of the 114 eligible 6th-8th graders all have a 100% rate of completion on their ILP's. In a recent survey provided to 6th-8th grade 85% felt confident with their ability and knowledge to explore College and Careers opportunities. The remaining 15% were unsure. This	Learn, Plan, Succeed % of KPIs Completed (12th Grade)

Jump to	Curriculum & Instruction Inclusive & Supportive L	earning <u>C</u>	onnectedness & Wellbeing Postsecondary Partnerships	<u>& Engagement</u>
Yes	Structures for supporting the completion of postsecondary Individualized Learning Plans (ILPs) are embedded into student experiences and staff planning times (6th-12th).		data reflects the need to continue to use and implement more College and Career curriculum. One way to increase the student's knowledge and exploration is to host a Career Day in which students would have the opportunity to connect and interact with various colleges and individuals who work in careers that students are interested in exploring. According to the 3-8 On Track Data only 46% of all students in grades 3rd-8th are on track, 22% are almost on track 5% are near on-track, 12% are far from on-track and 15% are off track. The data reflects several areas of concern. When the DL and ELL are removed from the On-Track Data, the number of students in grades 3rd-8th on-track increases by 6%, however, there is a decrease in the various subcategories with the exception to the Off-Track having a 2% increase. This weekly On-Track Data trend shows students that there is a significant number of students who are DL and ELL or both who are falling on the 3rd-8th On-Track.	College Enrollment and Persistence Rate
Yes	Work Based Learning activities are planned and implemented along a continuum beginning with career awareness to career exploration and ending with career development experiences using the WBL Toolkit (6th-12th).	<u>Work Based</u> <u>Learning Toolkit</u>	What is the feedback from your stakeholders? Stakeholders have shared that our teachers and staff should take a closer look at the correlation between the 3rd-8th On-Track Data, attendance and assessments. This reflective data analysis by teachers and staff will further help to develop a strategic plan to enhance all student's academic experience and focus on a way to increase student's abilities and skills needed to be a successful learner.	9th and 10th Grade On Track Cultivate (Relevance to the Future) Freshmen Connection Programs Offered (School Level Data)
N/A	Early College courses (under Advanced Coursework) are strategically aligned with a student's Individualized Learning Plan goals and helps advance a career pathway (9th-12th).		Additionally, stakeholders have shared that our teachers and staff should create a Post-Secondary Committee with a focus on Career Day based on the data/survey and student feedback. This committee would meet biweekly to engage in reflective data/survey analysis to strategize and plan student engagement activities for all learners around College and Career. Many students would benefit from more exposure of STEM programs to further enhance their skills and better	
N/A	Industry Recognized Certification Attainment is backward mapped from students' career pathway goals (9th-12th).	ECCE Certification List	prepare them for their High School experience or program opportunities.	
N/A	There is an active Postsecondary Leadership Team (PLT) that meets at least 2 times a month in order to: intentionally plan for postsecondary, review postsecondary data, and develop implementation for additional supports as needed (9th-12th).	PLT Assessment Rubric	What, if any, related improvement efforts are in progress? What is the impact? Do any of your efforts address barriers/obstacles for our student groups furthest from opportunity? There are related improvements in progress to support our	
N/A	Staffing and planning ensures alumni have access to an extended-day pay "Alumni Coordinator" through the Alumni Support Initiative during both the summer and winter/spring (12th-Alumni).	Alumni Support Initiative One Pager	student subgroups that are furthest from opportunity. We are addressing the needs of improving our 3rd-8th On Track Data, by offering attendance incentives for all students, CICO plan for students who have been identified as off-track, consistent parent communication via email, phone calls and in person meetings. There was a slight increase in attendance in the 3rd-8th grade classes, students' grades remained stagnant	
	That student-centered problems have surfaced during this reflection is later chosen as a priority, these are problems the school ma		and parent involvement and support showed improvement. With all our efforts we are still experiencing barriers amongst several subgroups, ELL students struggle with the language barrier of the HSAT, many students struggle due to family situations with coming to school consistently even though all	
on-track data on-track data subgroups, s at 22% in 6th directly impa data collecte students beir were DL stud increase in th differentiated teachers with	centered problems that surfaced during this reflection were a attendance and number of students being offered SEHS. It a, the 6th and 8th grade were areas of concern. In reviewing I tudents in the 6th and 8th grade had a higher number of students in the 6th and 8th grade had a higher number of students with the ratio of ELL students who may need to attend summer d also showed another area of concern with the number of 8 mg offered SEHS. Primarily the student who were offered a SE ents no general education student received a selective offer. We literacy and math assessments along with more direct small instruction being implemented within the classroom, it would the opportunity to hone in on student centered growth in life he High School Admissions Tests results and offerings for SE	n regards to the DL Loand ELL Loand		

Return to Τορ

Partnership & Engagement

What, if any, related improvement efforts are in progress? What is the impact? Do any of your efforts address barriers/obstacles for our student groups furthest from opportunity?

Our Behavioral Health Team has put in place procedures to assist students and have teachers/staff help give students the means and access for success and health safety. This fall will see the affects of the BHTs implimentation process.



What student-centered problems have surfaced during this reflection?

If this Foundation is later chosen as a priority, these are problems the school may address in this CIWP.

Most students are intimidated by student leadership and how to actively participate. Teachers have incorporated more lessons trying to have students realize the importance in their voice. The principal and AP actively help with recess and lunch to ensure visibility and approachibilty. Student representation on LSC has also help foster the student/admin relationship. Most discipline problems are extensions of out of school time and most often related to unsupervised social media interactions between students. Additionally, a few students have participated in inappropriate racial behaviors. This is a new phenomenon to Cleveland.

<u>Cultivate</u>

5 Essentials Parent Participation Rate

5E: Involved Families

5E: Supportive **Environment**

Level of parent/community group engagement (LSC, PAC, BAC, PTA, (School Level Data)

Level of parent engagement in the ODLSS Family Advisory Board (School Level Data)

Formal and informal family and community feedback received locally. (School Level Data)

Select the Priority Foundation to pull over your Reflections here =>

Reflection on Foundation

Using the associated documents, is this practice consistently implemented?

comp ene	associated documents, is this practice consistently implemented.
Partially	All teachers, PK-12, have access to high quality curricular materials, including foundational skills materials, that are standards-aligned and culturally responsive.
Partially	Students experience grade-level, standards-aligned instruction.
Partially	Schools and classrooms are focused on the Inner Core (identity, community, and relationships) and leverage research-based, culturally responsive powerful practices to ensure the learning environment meets the conditions that are needed for students to learn.
Partially	The ILT leads instructional improvement through distributed leadership.
Yes	School teams implement balanced assessment systems that measure the depth and breadth of student learning in relation to grade-level standards, provide actionable evidence to inform decision-making, and monitor progress towards end of year goals.

What are the takeaways after the review of metrics? According to the I-Ready reading data, k-2 grew 30% in reading. Overall, 34% scored Mid/Above

Grade level. All three grade levels grew from the beginning of the year. Kindergarten made the most growth. Their scores increased from 3% to 49%. Although second grade made progress, 23% of the students scored MId/Above Grade Level. Our DL population made progress as well. They went from 3% to 21% Mid/Above Grade Level. Cleveland's EL students went from 3% to

19% Mid/Above Grade Level. According to the data,Cleveland students have a strong foundation in phonological awareness and phonics. Areas of concern are vocabulary and comprehension. For our EL students, the data for SY2022/23 BOY for Grade Level K-2 show that 38% of EL students met grade level expectations and made progressive growth for both MOY 44% and end of year 80%. However a trend we see in subgroups is that the EOY Spanish Reading scores show a decrease in EOY testing scores with Kinder EOY at 93%, 1st grade 87%, 2nd grade at 65%. The trend shows students decrease in overall reading scores with each year.

According to the Star 360, Cleveland grew 4% in reading. However, Cleveland needs to continue to make growth in ELA. Currently, 34% of Cleveland students are at or above grade level. This accounts for a large EL/DL population. According to the disaggregated data, our DL's population is 60% in need of urgent intervention. The DL population's data has remained stagnant throughout the year. 43% of the ELL population is in need of urgent intervention according to the data. 52% of the students who are neither EL/DL scored At/Above grade level. 4th grade made the most growth from the beginning of the year. They grew from 28% At/Above Benchmark to 56% At/Above Benchmark. Fifth grade decreased their percentage of students who were AT/Above Grade Level. Their scores dropped from 40% to 29%. 8th grade remained stagnant throughout the year. 10% of the students scored At/Above Grade Level. Their end of the year scores last year were 27% AT/Above Grade Level. For our EL students in 3rd grade who took the Star360, BOY assessment shows students 42% AT grade level and made small growth for EOY assessment where they were 47% AT grade level. There was an a significant change in those students in need of Urgent Intervention from BOY at 31% to EOY at 14%. That's a -17% drop for students in need of urgent intervention. Math-According to I-Ready data, k-2 students scored 17% Mid/Above Grade Level. The k-2 dual language classrooms scored 13% Mid/Above Grade level. This data shows a need to revamp our Tier 1 math instruction in the primary grades.

According to the Star 360 math data, our 3-8 students scored 36% AT/Above Benchmark. This is a 3% increase from the beginning of the year. Most grade levels made gains based on students who scored At/Above Grade level, with the exception of 7-8 grade students. The data indicates that we need to take a closer look at the curriculum and instruction for 7/8. 64% of 4th grade students scored At/Above Benchmark. 4th grade also decreased students who are in need of intense intervention by 10%. 10% of our DL students scored At/Above Grade Level. However, our DL population decreased their score of Intense Intervention by 10%. 50% of our Non DL students scored AT/Above Benchmark. 29% of our EL population scored At/Above

What is the feedback from your stakeholders?

benchmark. This is a 5% increase from the beginning of the year

All Stakeholders have shared that our teachers and staff should create committees based on the CIWP areas of highest need which are Literacy, Math, and MTSS. These committees are to meet biweekly to engage in reflective data analysis and problem solving strategies to engage all learners in order to make expected growth in Literacy and Math with strong SEL supports. All Stakeholders have addressed the concerns of meeting the needs of our subgroups namely our EL, DL, African American and Newcomers by utilizing all our resources for creating a strong SEL space and bridging the gaps for increased growth in Literacy and Math.

What student-centered problems have surfaced during this reflection?

Evidence-based assessment for learning practices are enacted daily

The student centered problems that surfaced during this reflection were the areas of Literacy, Math and MTSS. In regards to Literacy, vocabulary and comprehension in the primary grades, (K-2) were an area of concern. In our DL and EL subgroups, students are required to take the I-Ready and Star360 in English which is not their native language. This directly impacts the overall results of the English IReady and Star360 assessment. The data showed that in the IReady assessment the overall scores including our EL/DL population is 34% AT/Above in Reading in English, however when EL/DL population is not included in the data 52% of the student population have scored AT/Above Grade Level. In Math, an area of concern is our K-2 math scores in both our Monolinugal and EL classrooms. The data shows that overall K-2 students scored 17% at Mid/Above grade level and 13% of our EL students were Mid/Above grade level. This problem will cause us to look deeper at our curriculum and instruction in Math, standards based small group instruction, differentiated practices and use of data to drive instructional needs. Another area of concern collected from data from our Rigor Walk indicates that student centered classrooms and strategies such as small groups in literacy and math, learner led projects, choice boards, student led reflections and overall personalized learning needs to be implemented with more fidelity and teachers need to move away from teacher-driven, whole group practices. This would directly impact our Tier 1 MTSS supports through student centered rigor and differentiated practices.

What, if any, related improvement efforts are in progress? What is the impact? Do any of our efforts address barriers/obstacles for our student groups furthest from opportunity?

There are related improvements in progress to support our student subroups that are furthest from opportunity. We are addressing the needs of Newcomers through Small Group Welcoming Committees and Small Group Lunch Bunch- which both address the need for inclusivity and community between students and staff. There are related improvements in progress for Attendance. There are incentive driven practices in place for teachers to promote higher rates of attendance for their students. There are more immediate efforts such as notes and phone calls home. The ongoing mobility from one school to another is an obstacle that is creates barriers for both students and teachers. There are opportunities for parents new to the community to engage in our Bilingual Advisory Committe, Parent Advisory Committee, Local School Council, Parent University which gives computer traning and ESL classes.

eturn to Too

Determine Priorities

Resources: 💋

What is the Student-Centered Problem that your school will address in this Priority?

Students...

Students centered problems are in direct relation to the teaching and understanding of foundational skills in ELA and Mathematics. Data is indicating that our 3-5 grade students do not understand foundational skills and cannot make the shift into understanding how to learn to read into reading to learn. Students with disabilities are lagging significantly behind general education students. El students are also showing very little growth in these areas. Data is indicating that students are learning skills in isolation and do not know how to apply the learning to think deeper and apply their knowledge to real life situations. In addition, our attendance has declined and poor mobility rate has increased. Dual language students are not bridging in a timely fashion.

Determine Priorities Protocol

Indicators of a Quality CIWP: Determine Priorities

Schools determine a minimum of 2 Foundations to prioritize, with at least one being within the Instructional Core.

Priorities are informed by findings from previous and current analysis of data (qualitative and quantitative)

For each priority, schools specify a student-centered problem (within the school's control) that becomes evident through each associated Reflection on Foundation.

Priorities are determined by impact on students' daily experiences.

Root Cause Return to Top

What is the Root Cause of the identified Student-Centered Problem?

5 Why's Root Cause Protocol



As adults in the building, we...

Adults need additional training and resources to provide foundational skills throughout the grade levels. Adults are not assessing students progress towards the common core standards therefore, we are not meeting the needs of individual students especially diverse learners and Dual language students. Adults have moved away from individualized instruction and moved toward whole group instruction which is affecting student achievement. Adults are focused on teaching isolated skills causing students to move away from higher order thinking skills and problem solving. Dual language students need to be biliterate and an ELA block needs to be added to support both languages. Adults in the community. need to focus on positivity and the importance of attendance.

Indicators of a Quality CIWP: Root Cause Analysis

Each root cause analysis engages students, teachers, and other stakeholders closest to each priority, if they are not already represented by members of the CIWP team. The root cause is based on evidence found when examining the student-centered

Root causes are specific statements about adult practice.

Root causes are within the school's control.

Return to Top Theory of Action

What is your Theory of Action?

focus on the science of reading,, teacher training, horizontal and vertical curriculum alignment, SEL and Common Core differentiated instruction for all students (general education, Diverse Learners and English Language Learners)



Indicators of a Quality CIWP: Theory of Action

Theory of Action is arounded in research or evidence based practices

Theory of Action is an impactful strategy that counters the associated root cause.

Theories of action explicitly aim to improve the experiences of student groups, identified in the Goals section, in order to achieve the goals for selected metrics.

Theory of Action is written as an "If we... (x, y, and/or z strategy), then we see... (desired staff/student practices), which results in... (goals)"

then we see...

If we....

an increase in attendance, student engagement, better prepared teachers, personalized instruction, and the teaching the science of reading with differentiated Common Core Alianment.



All major resources necessary for implementation (people, time, money, materials) are considered to write a feasible Theory of Action.

which leads to...

increased students achievement and growth.



eturn to Top

Implementation Plan

Resources: 💋

Resources: 💋



Indicators of a Quality CIWP: Implementation Planning

Implementation Plan Milestones, collectively, are comprehensive to implementing their respective Theories of Action and are written as SMART goals. The number of milestones and action steps per milestone should be impactful and feasible.

Implementation Plan identifies team/person responsible for implementation management, monitoring frequency, scheduled progress checks with CIWP Team, and data used to report progress of implementation.

Implementation Plan development engages the stakeholders closest to the priority, even if they are not already represented by members of the CIWP team.

Action steps reflect a comprehensive set of specific actions which are relevant to the strategy for at least 1 year out.

Action steps are inclusive of stakeholder groups and priority student groups. Action steps have relevant owners identified and achievable timelines.

Team/Individual Responsible for Implementation Plan 💰 Administration, BHT, Dual Language Team, Interventionist.

Dates for	r Progress Mo	onitoring Check Ins	
Q1		Q3	
\bigcirc 2		04	

	SY24 Implementation Milestones & Action Steps	Who 🔼	By When 🔼	Progress Monitoring
Implementation Milestone 1	Provide professional development to staff based on research based practices	Network ISL's, Mentor Teachers,	2026	In Progress
Action Step 1	Provide PD for best practices in biliteracy instruction	All Grades	2026	In Progress
Action Step 2	Provide PD for Skyline for ELA and Math	Grades k-8	2024	In Progress
Action Step 3	Provide PD for classroom rituals and routines	All Grades	2025	In Progress
Action Step 4	Provide PD in the science of reading	All Grades	2026	In Progress
Action Step 5	Provide PD in problem based strategies for math	all grades	2026	In Progress
Implementation Milestone 2	Provide a student centered approach for all students	Coaches, BHT, Administration and mentor teachers	2026	In Progress
Action Step 1	Observe, reflect, and and implement practices based on observation of peer mentors	All grades	2024	In Progress
Action Step 2	Use rigor walks to assess and monitor the practice of students centered environment	Leadership Team	2026	In Progress
Action Step 3	In biweekly grade level meetings look at data to determine the needs of individual students.	Grade level teams, coaches and administration	2026	In Progress
Action Step 4	Plan and implement learning cycles for the ILT to analyze and strategize best practices in Personalized Learning.	ILT	2025	In Progress
Action Step 5	Guiding students to become autonomous learners and take charge of their emotional and academic needs.	Students, teachers, BHT, ILT and Administration	2026	In Progress
Implementation Milestone 3	Have the Behavioral Health Team implement strategies that promote a positive culture and climate for all students.	внт	2024	In Progress
Action Step 1	Create a plan for schoolwide SEL to promote a positive school environment	ВНТ	2023	In Progress
Action Step 2	Analyze SEL survey data to plan for additional supports to increase a positive school climate and culture	ВНТ	2026	In Progress
Action Step 3	Provide teachers with guidance and support to implement best practices in SEL	внт	2026	In Progress
Action Step 4	Provide small group support to meet the various needs of individual students.	Counselor	2026	In Progress
Action Step 5	Organize and implement a peer mentoring program that will help students manage their SEL needs.	BHT, Administration	2026	In Progress
Implementation Milestone 4	Work with the Dual Language team to plan for an ELA block to help students bridge and become biliterate.	Administration, Dual Language team, coaches, and Network ISL	2026	In Progress
Action Step 1	Analyze data in the dual language classroom to drive instruction	Dual language team, Administration, Network ISL, and teachers. \	2026	In Progress
Action Step 2	Plan and implement a schedule that supports a biliterate classroom	Dual Language team, Administration, teachers	2024	In Progress
Action Step 3	Use data from informal observations, rigor walks, and peer observations to analyze and plan for best practices and strategies in biliteracy.	Dual language team, Administration, Network ISL, and teachers. \	2026	In Progress
Action Step 4	Provide ongoing support and resources to meet the needs of a biliterate classroom	Dual language team, Administration, Network ISL, and teachers. \	2026	In Progress
Action Step 5	Provide students with needs based instruction to support a biliterate classroom	Dual language team, Administration, Network ISL, and teachers. \	2026	In Progress

SY25-SY26 Implementation Milestones

Anticipated Milestones In 2025 we expect to have the entire staff trained in Responsive Classroom techniques and Skyline for ELA and Math to improve academics and climate and culture. We also anticipate that during 2024 and 2025 we will have a plan and schedule in place for observation and mentoring from peer coaches. In addition, the ILT will have learning cycles on revitalizing Personalized Learning techniques to improve individualized instruction. Also, during the next 2 years Cleveland's BHT will execute a plan for positive and culture and climate for the school. Finally, during 2024 and 2025 we will ensure that we have a plan and schedule that supports biliterate classrooms.



Jump to... Reflection

Priority

TOA Root Cause Implementation Plan

Goal Settina **Progress** Monitoring Select the Priority Foundation to pull over your Reflections here =>

Curriculum & Instruction

SY26 Anticipated Milestones

At the end of the 2026 School Year we anticipate that by providing ongoing professional development for reading, math and biliteracy instruction we will have shown ongoing success in students growth outcomes in all academic areas. In addition, by using a student centered approach and creating structures within the BHT we will be able to provide the quality individualized instruction that is centered around individual students needs. This will be evident in our 5 essentials data as well as survey data given to students. Finally, by 2026 we will ensure students are biliterate in both English and Spanish and able to communicate and show academic and social growth in all areas.



Goal Setting Return to Top

Indicators of a Quality CIWP: Goal Setting

Each priority has both Practice Goals & Performance Goals reflecting end-of-year outcomes (numerical targets are optional and based on an applicable baselines and trend data

Practice Goals, and at least 1 Performance Goal per priority, can be frequently monitored (reported 3X/year or more).

Goals seek to address priorities and opportunity gaps by embracing the principles of Targeted Universalism.

There is consensus across the team(s) responsible for meeting the goals that the goals are ambitious and attainable based on anticipated strategies and unique school contexts.

Goals are reviewed and adjusted with most-current data sources, including MOY and EOY.

Schools designated as Comprehensive or Targeted Support by ISBE meet specified IL-EMPOWER goal requirements.

Resources: 🚀

IL-EMPOWER Goal Requirements

For CIWP goals to fulfill IL-EMPOWER requirements, please ensure the following:

- -The CIWP includes a reading Performance goal -The CIWP includes a math Performance goal
- The goals within the reading, math, and any other IL-EMPOWER goals include numerical targets -Schools designated as Targeted Support identify the
- student groups named in the designation within the goals above and any other IL-EMPOWER goals

Performance Goals

Students in all grades and across all subgroups will show 15 %growth in reading. This will be a result of all

Specify the Goal 🛚 🙇

staff understanding the science of reading and implementing best researched based strategies for the science of reading. In addition, all teachers will use small group individualized instruction to meet the Stadents of All Languages and across au subgroups will show 15% growth in math, This will be the result of all staff understanding research based math practices that include problem solving strategies and student thinking. IN addition teachers will use small group math instruction that is individualized to meet the needs of all

				Numerical	Targets [Opti	onal] 🙇
Can this metric be frequently monitored?	Metric	Student Groups (Select 1-2)	Baseline 🝊	SY24	SY25	SY26
		Overall	50			
Yes	iReady (Reading)	English Learners	67			
Yes	iReady (Math)	Overall	61			
		Students with an IEP	0			

Practice Goals

Identify the Foundations Practice	(s) most aligned to
your practice goals.	<u> </u>

Specify your practice goal and identify how you will measure progress towards this goal. 🙇 SY24 **SY25**

SY26

C&I:2 Students experience grade-level. standards-aligned instruction.

Teachers will be fully trained in ELA Skyline implementation with includes the science of reading and will focus on standards based instruction

Teachers will be fully trained in Math Skyline implementation which includes researched based instruction aligned to CCSS.

Teachers and students will understand what standards are being taught and understand how to use the standards to increase use these standards to increase academic outcomes.

C&I:1 All teachers, PK-12, have access to high quality curricular materials, including foundational skills materials, that are standards-aligned and culturally responsive. Teachers and students have access to ELA Skyline materials, Foundational resources, and culturally relevant materials that are standards aligned.

Teachers and students have access to Math Skyline materials that include problem solving strategies and life skills that are culturally relevant and alianed to state standards.

Teacher and students will understand what standards are being taught and how to apply those standards to increase academic outcomes.

Jump to Priority TOA Reflection Root Cause Implement	Goal Setting ation Plan	Progress Monitoring	Select the Priority Foundation to pull over your Reflections here =>				Curric	ulum & In	struction
Grade level teams, the ILT and Administration will be able to use balanced assessment systems in ELA that measure the depth and breadth of student learning in relation to and use this data to plan for and execute action steps to provide students with nexts steps. In addition, these teams will progress monitor progress towards end of year goals. Grade level teams, the ILT and Administration will be able to use balanced assessment systems in ELA that measure the depth and breath of student learning and use this data to plan for and execute action steps to provide students with nexts steps. In addition, these teams will progress monitor this data on a bi-weekly basis to ensure students are making adequate progress towards year end goals. Grade level teams, the ILT and Administration will be able to use balanced assessment systems in ELA that measure the depth and breath of student learning and use this data to plan for and execute action steps to provide students with nexts steps. In addition, these teams will progress monitor this data on a bi-weekly basis to ensure students are making adequate progress towards year end goals.								how to eath of on and plan udents	
<u>Return to Toρ</u>			SY24 Progress Monitoring						
		Г		Resources:	Ø				
			goals for this Theory of Action that v eams will use this section to progres arterly basis.						
			Performance Goals						
Specify the Metric	Me	tric	Student Groups (Select 1-2)	Baseline	SY24	Quarter 1	Quarter 2	Quarter 3	Quarter 4
reading. This will be a result of all staff understanding the science of reading and implementing best iReady (ing)	Overall	50		Select Status	Select Status	Select Status	Select Status
researched based strategies for the science of reading. In addition, all teachers will use small group	, ,	Ŭ,	English Learners	67		Select Status	Select Status	Select Status	Select Status
math, This will be the result of all staff						0 / /	0.1.1	0.1.1	0.4.4

specify the Metric	Wittit	Student Groups (Sciect 1-2)	Dascillic	3124	Quarter	Quarter 2	Quarter	Quarter 4
reading. This will be a result of all staff understanding the science of reading and implementing best	iReady (Reading)	Overall	50		Select Status	Select Status	Select Status	Select Status
researched based strategies for the science of reading. In addition, all teachers will use small group	, ,	English Learners	67		Select Status	Select Status	Select Status	Select Status
math, This will be the result of all staff understanding research based math practices that include problem		Overall	61		Select Status	Select Status	Select Status	Select Status
solving strategies and student thinking. IN addition teachers will use small group math instruction that is	t s will use	Students with an IEP	0		Select Status	Select Status	Select Status	Select Status

Practice Goals			Progress Monitoring			
Identified Practices	SY24	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
C&I:2 Students experience grade-level, standards-aligned instruction.	Teachers will be fully trained in ELA Skyline implementation with includes the science of reading and will focus on standards based instruction	Select Status	Select Status	Select Status	Select Status	
C&I:1 All teachers, PK-12, have access to high quality curricular materials, including foundational skills materials, that are standards-aligned and culturally responsive.	Teachers and students have access to ELA Skyline materials, Foundational resources, and culturally relevant materials that are standards aligned.	Select Status	Select Status	Select Status	Select Status	
C&I:5 School teams implement balanced assessment systems that measure the depth and breadth of student learning in relation to grade-level standards, provide actionable evidence to inform decision-making, and monitor progress towards end of year goals.	Grade level teams, the ILT and Administration will be able to use balanced assessment systems in ELA that measure the depth and breath of student learning and use this data to plan for and execute action steps to provide students with nexts steps. In addition, these teams will progress monitor this data on a bi-weekly basis to ensure students are making adequate progress towards year end goals.	Select Status	Select Status	Select Status	Select Status	

Inclusive & Supportive Learning Environment

Reflection on Foundation

Using the associated documents, is this practice consistently implemented?

School teams implement an equity-based MTSS framework that includes strong teaming, systems and structures, and implementation of the problem solving process to inform student and family engagement consistent with **Partially** the expectations of the MTSS Integrity Memo. School teams create, implement, and progress monitor academic intervention plans in the Branching Minds platform consistent with the expectations of the MTSS Integrity Memo. **Partially** Students receive instruction in their Least Restrictive Environment, Staff is continually improving access to support Diverse Learners in the least restrictive environment as indicated by their IEP. Yes Staff ensures students are receiving timely, high quality IEPs, which are Yes developed by the team and implemented with fidelity English Learners are placed with the appropriate and available EL endorsed teacher to maximize required Tier I instructional services. **Partially** There are language objectives (that demonstrate HOW students will **Partially** use language) across the content.

What are the takeaways after the review of metrics?

MTSS:

There are seven key components that make up the Equity Based MTSS Framework. According to the MTSS Continuum, Cleveland School's strengths are Systems & Infrastructure and Teaming & Meeting Quality. Cleveland School's weaknesses are Primary Instruction and Core Curriculum for Academics & Behavior and Interpret Data & Adjust Instruction. The first domain is Systems & Infrastructure. In this component, Cleveland had two foundational levels, five developed levels, and one fully operational level. Cleveland's MTSS/BHT team has regularly met every other week to discuss various interventions and supports led by our school's counselor. The team is made up of diverse staff members such as administrators, the case manager, a social worker, a SECA, the MTSS lead, and a special education teacher. These meetings are agenda driven with clearly defined members and responsibilities. Assessments are routinely discussed and we use Branching Minds data to inform our decisions. Areas of growth in this component are using universal screening data to create SMART intervention goals, groupings, and plan implementation. The second domain is Teaming & Meeting Quality. In this domain, Cleveland had one pre-foundational level, two foundational levels, two developed levels and two fully operational levels. This is a domain of strength for Cleveland. In this component, the MTSS team members are engaged in various populations such as BHT, Dual Language team, ILT, Diverse Learner team, etc. An area of growth for Cleveland is a Student Level MTSS team. There is not a developed team that plans for students who need intervention support. Another area of growth is reviewing and discussing what Tier 1 supports are being used across grade levels and content areas. The third domain is Primary Instruction and Core Curriculum for Academics and Behavior. This is a weakness for Cleveland according to the MTSS Continuum. In this component, Cleveland had three foundational levels and one developed level. The area where Cleveland is developed is the ability to make adjustments to core curriculum after an analysis of multiple data points. Many teachers at Cleveland differentiate based on a variety of student assessments, levels and needs. An area of improvement includes being trained on and utilizing all instructional materials. The fourth and fifth domain are Universal Screening and Student Support Plans. Cleveland is in between foundational and developed with these components. Cleveland uses i-Ready and STAR360 as the universal screener. This year, the BHT created a universal screener for behavior. Cleveland is at a foundational level with intervention resources. Often teachers do not use the interventions within the Branching Minds platform and an area of further growth is to begin reviewing used interventions quarterly by a multidisciplinary team. Cleveland is at a developed level with students receiving interventions because they are receiving support based on district recommended guidelines. The last two domains are Supplemental Intervention (Tier 2 & 3) and Interpret Data & Adjust Instruction. In these two components, there were two pre-foundational levels, one foundational level, and one developed level. Beginning with Supplemental Intervention, Cleveland School meets weekly with grade level teams. In these meetings, the team discusses Branching Minds To Dos, student progress, and student interventions. The interventions being used is an area of growth because they are inconsistent with CPS approved measures. Lastly, Interpreting Data & Adjusting Instruction is a weakness at Cleveland. The MTSS team does not regularly review data with when to change the intervention or make adjustments to the already in place intervention. Furthermore, the MTSS team does not discuss how to uncover barriers to an intervention and evaluate overall fidelity of a small group and individualized intervention. To summarize, Cleveland has an MTSS leadership team with a variety of staff roles and include administrators. The leadership team helps drive evidence-based systems and structures to support students. Cleveland also has an assigned MTSS lead and interventionist. The lead manages school-wide

What is the feedback from your stakeholders?

All Stakeholders have shared that our teachers and staff should create committees based on the CIWP areas of highest need which are Literacy, Math, and MTSS. Specifically for MTSS, all stakeholders agree that Professional Development needs to be a main priority for teachers and staff on Tier 1 and Tier 2 supports within the classroom setting. All stakeholders also agree that separate Professional Development is needed for implementation of strategic interventions during Math and Literacy blocks. The interventions being used is an area of growth because they are inconsistent with CPS approved measures. Therefore, teachers need to be trained on the specific interventions that will address each student's need in a particular content area. Lastly, there is very stagnant progress in terms of Cleveland's English Learner progress. All stakeholders agree that more training is needed to implement strong ESL practices, looking closer at the English Language Development standards and Bridging techniques to build language aquisition in the EL's second language. All stakeholders believe that ALL Professional Development should be targeted towards specific needs in our CIWP, namely Literacy, Math and MTSS concerns.

What student-centered problems have surfaced during this reflection?

The student centered problems that surfaced during this reflection were in the areas of MTSS and English Learners. More specifically, our English Learners are making stagnant progress on their English proficiency. Based on data found, 50% of EL students are making progress on ACCESS. According to the MTSS Continuum, a student centered problem in regards to MTSS is that there is a lack of quality interventions and reflection with these interventions. Furthermore, teachers need support and professional development to understand how to progress monitor effectively and have deeper discussions during grade level meetings about their

What, if any, related improvement efforts are in progress? What is the impact? Do any of our efforts address barriers/obstacles for our student groups furthest from opportunity?

There are related improvements in progress to support our students with an inclusive and supportive learning environment. In regards to MTSS, Cleveland has been using Branching Minds but a barrier is that it is a new system and the school is still learning the platform. Cleveland is giving interventions to struggling students but a few barriers are the misconception that only general education students can receive intervention. Also, a barrier is the lack of training in research-based interventions and ways to progress monitor. Lastly, in regards to MTSS, grade level teams meet weekly but a barrier is that there is not a deep dive and reflection of student progress, interventions, etc. A few related improvements with

Jump to...

Priority

Goal Setting

Progress Monitoring

Select the Priority Foundation to pull over your Reflections here =>

Inclusive & Supportive Learning Environment

Reflection Root Cause Implementation Plan struggling students in tier 1, tier 2, and tier 3. The last student-centered problem with MTSS, based on the MTSS Continuum, is the lack of training with quality interventions and instruction/differentiation.

Cleveland's English Learners are our ELPT meets with newcomers to support their transition. Cleveland also has a bilingual interventionist to support bilingual students. Lastly, there is a Dual Language coordinator to support in the Dual Language classrooms. However, a barrier is a lack of focus on the English Learner Development Standards which is aligned to ACCESS and English proficiency growth. Cleveland has a great focus on native language instruction but a barrier is a lack of growth in the English language. A barrier is a deficiency in accurate bridging instruction between learning in Spanish and learning in English.

Return to Top

Determine Priorities

Resources: 💋

What is the Student-Centered Problem that your school will address in this Priority?

Determine Priorities Protocol

Students...

Students, especially English Language Learners are not making adequate progress on ACCESS because of the lack of quality interventions. In addition students are not experiencing student centered individualized interventions and being progress monitored to ensure interventions are appropriate. Students often lack the motivation necessary to be academically successful.



Indicators of a Quality CIWP: Determine Priorities

Schools determine a minimum of 2 Foundations to prioritize, with at least one being within the Instructional Core

Priorities are informed by findings from previous and current analysis of data (qualitative and quantitative).

For each priority, schools specify a student-centered problem (within the school's control) that becomes evident through each associated Reflection on Foundation.

Priorities are determined by impact on students' daily experiences.

Return to Top

Root Cause

Resources: 💋

Resources:

What is the Root Cause of the identified Student-Centered Problem?

5 Why's Root Cause Protocol



As adults in the building, we...

need to understand and implement quality interventions for MTSS. In addition, we need additional strategies and professional development around MTSS strategies to ensure we are providing research based quality interventions that are student centered and meet the needs of individual students. The administrative team needs to progress monitor these interventions and analyze data to adjust for and make sure students are academically successful.



Indicators of a Quality CIWP: Root Cause Analysis

Each root cause analysis engages students, teachers, and other stakeholders closest to each priority, if they are not already represented by members of the CIWP team.

The root cause is based on evidence found when examining the student-centered problem.

Root causes are specific statements about adult practice.

Root causes are within the school's control

Return to Top

Theory of Action

What is your Theory of Action?

If we

effectively deliver primary instruction and core curriculum, create high quality well documented student support and and support plans, progress monitor supports, and interpret data to adjust instruction (MTSS Continuum is guide)



Indicators of a Quality CIWP: Theory of Action

staff/student practices), which results in... (goals)"

Theory of Action is grounded in research or evidence based practices

Theory of Action is an impactful strategy that counters the associated root cause.

then we see

students engaged in core curriculum and interventions, teachers differentiating instruction, implementing supports, and adjusting their instruction based off data



Theories of action explicitly aim to improve the experiences of student groups, identified in the Goals section, in order to achieve the goals for selected metrics. Theory of Action is written as an "If we... (x, y, and/or z strategy), then we see... (desired

All major resources necessary for implementation (people, time, money, materials) are considered to write a feasible Theory of Action.

which leads to..

an increase of students moving benchmarks on interventions in Branching Minds, consistent growth in all grades, EL students growth, DL student growth, and an increase in positive culture and climate throughout the school.



Return to Top

Implementation Plan

Resources: 💋



Indicators of a Quality CIWP: Implementation Planning

Implementation Plan Milestones, collectively, are comprehensive to implementing their respective Theories of Action and are written as SMART goals. The number of milestones and action steps per milestone should be impactful and feasible.

Implementation Plan identifies team/person responsible for implementation management, monitoring frequency, scheduled progress checks with CIWP Team, and data used to report progress of implementation.

Implementation Plan development engages the stakeholders closest to the priority, even if they are not already represented by members of the CIWP team. Action steps reflect a comprehensive set of specific actions which are relevant to the strategy for at least 1 year out.

Action steps are inclusive of stakeholder groups and priority student groups.

Action steps have relevant owners identified and achievable timelines.

Team/Individual Responsible for Implementation Plan BHT, Interventionist, Administration, Teachers

Dates for Progress Monitoring Check Ins Q3 Q2 Q4

	SY24 Implementation Milestones & Action Steps	Who 🙆	By When 🙆	Progress Monitoring
Implementation Milestone 1	Using appropriate tiered interventions we will see academic growth in all grades	Teachers, Administration, Interventionists	2026	In Progress
Action Step 1	Train staff in the implementation of Branching minds using the recommended tiered interventions.	Interventionists	2023	In Progress
Action Step 2	Monitor the execution of tiered intervention strategies	Administration, Coaches	2026	In Progress
Action Step 3	Provide ongoing peer coaching and supports using research based tiered interventions.	Coaches, Interventionists	2026	In Progress
Action Step 4	Analyze a variety of data to drive needs based instruction	Grade level teams, ILT, Teachers, administration	2026	In Progress
Action Step 5	Provide research based MTSS resources to ensure students have the best opportunities for academic success	Administration,	2023	In Progress
Implementation Milestone 2	EL students will show growth in all academic areas using best practices in EL and MTSS.	Teachers, Interventionists, Administration	2026	In Progress
Action Step 1	Teachers will be trained in the implementation of WIDA standards and Can DO descriptors	Dual language and Bllingual teachers, ELPT, Coach	2024	In Progress
Action Step 2	Students will be instructed and assessed based on the Can Do descriptors.	Dual language and Bllingual teachers, ELPT, Coach	2024	In Progress
Action Step 3	Teachers will receive ongoing supports to meet the needs of our \ensuremath{ELL} students.	ELPT, Dual Language COach	2026	In Progress
Action Step 4	Teachers will provide the necessary resources and instruction to make sure all ELL students have access to content and language standards.	Teachers	2026	In Progress
Action Step 5	Analyzing a variety of data points teachers will implement the	Administration, Teachers, ILT	2026	In Progress
Implementation Milestone 3	DL students will show growth in all academic areas using best practices in DL and MTSS	Administration, Case Manager, teachers,	2026	In Progress
Action Step 1	Teachers will be trained in the implementation of DL strategies to provide needs based supports	Case Manager, DL Leads, Administration	2026	In Progress
Action Step 2	Students will be instructed and assessed based on their individualized plans for instruction.	Teachers	2026	In Progress
Action Step 3	Teachers will receive ongoing supports to meet the needs of our DL students.	Teachers	2026	In Progress
Action Step 4	Teachers will provide the necessary resources and instruction to make sure all DL students have access to grade level content	Teachers	2026	In Progress
Action Step 5	Analyzing a variety of data points teachers will implement the appropriate DL strategies to plan for and drive instruction	Teachers, ILT, Administration	2026	In Progress
Implementation Milestone 4	Using appropriate tiered intervention we will see SEL growth in all grades.	BHT, Teachers, Administration	2026	In Progress
Action Step 1	Train all teachers using Responsive Classroom techniques	Vendor	2026	In Progress
Action Step 2	Provide a variety of MTSS tiered supports in SEL interventions	BHT	2026	In Progress
Action Step 3	provide ongoing peer coaching and supports using research based behavioral interventions.	ВНТ	2026	In Progress
Action Step 4	provide students will the tools to manage their SEL needs	BHT, Teachers, Administration	2026	In Progress
Action Step 5	Analyzing a variety of data points teachers will revisit and adjust SEL supports for individual students.	BHT, ILT, Administration, Teachers	2026	In Progress

SY25-SY26 Implementation Milestones

In SY23, 24 all teachers will be trained and be able to use Branching MInds to access tiered interventions for individual students and document and assess the progress of these interventions. In addition, teachers will understand WIDA standards and how to use CAN DO descriptors to provide tiered supports for our EL learners.



TOA

SY26 Anticipated Milestones At the end of SY 26 Staff at Cleveland School will understand Branching MInds and tiered interventions. Staff will be able to implement, monitor access and readjust to provide appropriate MTSS intervention for individuals students. These tiered interventions will be across all sub groups and include Academic and social emotional learning.



Return to Top

Goal Setting

Indicators of a Quality CIWP: Goal Setting

Each priority has both Practice Goals & Performance Goals reflecting end-of-year outcomes (numerical targets are optional and based on on applicable baselines and trend data).

Practice Goals, and at least 1 Performance Goal per priority, can be frequently monitored (reported 3X/year or more).

Goals seek to address priorities and opportunity gaps by embracing the principles of <u>Targeted Universalism</u>.

There is consensus across the team(s) responsible for meeting the goals that the goals are ambitious and attainable based on anticipated strategies and unique school contexts.

Goals are reviewed and adjusted with most-current data sources, including MOY and EOY.

Schools designated as Comprehensive or Targeted Support by ISBE meet specified IL-EMPOWER goal requirements.

Resources: 2

IL-EMPOWER Goal Requirements

For CIWP goals to fulfill IL-EMPOWER requirements, please ensure the following: -The CIWP includes a reading Performance goal

- -The CIWP includes a math Performance goal -The goals within the reading, math, and any other IL-EMPOWER goals include numerical targets
- -Schools designated as Targeted Support identify the student groups named in the designation within the goals above and any other IL-EMPOWER goals

Performance Goals

					Numerical	Targets [Opti	onal] 🔼
Specify the Goal 🛮 🙆	Can this metric be frequently monitored?	Metric	Student Groups (Select 1-2)	Baseline 🙇	SY24	SY25	SY26
As a result of providing academic tiered interventions across all			Overall	50			
subgroups and monitoring student progress students will experience 15% growth in reading and math	Yes	iReady (Reading)	English Learners	67			
As a result of providing Social emotional tiered interventions across	Yes	Cultivote	Overall	61			
all subgroups we will see 10% growth in our 5 essential scores and cultivate survey.	165	Cumvate	Students with an IEP	0			

Practice Goals

Identify the Foundations Practice(s) most aligned to your practice goals.	Specify your practice goal a SY24	and identify how you will measure progress SY25	s towards this goal. 🙆 SY26
I&S:1 School teams implement an equity-based MTSS framework that includes strong teaming, systems and structures, and implementation of the problem solving process to inform student and family engagement consistent with the expectations of the MTSS Integrity Memo.	By the end of 2024 all staff will be trained in Branching Minds and how to use tiered instruction to provide individualized instruction for all students so that they reach their academic goals. In addition all staff will become familiar with WIDA standards and "Can DO descriptors" to	By the end of 2025 all students in all subgroups will show 10% growth because of the best use of EL and MTSS strategies.	By the end of 2026 all students in all subgroups will show 15% growth in all academic areas by the use of best intervention practices that include family engagement.
C&W:2 Student experience Tier 1 Healing Centered supports, including SEL curricula, Skyline integrated SEL instruction, and restorative practices.	By the end of 2024 the Behavior Health Team will have presented our SEL plan and teachers will have implemented best SEL supports that include classroom curricula and restorative practices.	By the end of 2025 our 5 Essentials and cultivate data will show 10% growth in SEL. This will be based on data that has been analyzed that includes adjusting strategies to meet individual student needs.	By the end of 2026 our 5 essentials and cultivate data will show an increase of 15% based on data that had been analyzed and strategies that have been adjusted to meet individual student needs.
I&S:2 School teams create, implement, and progress monitor academic intervention plans in the Branching Minds platform consistent with the expectations of the MTSS Integrity Memo.	By the end of 2024 all school teams will have plans in place to progress monitor academic interventions in Branching MInds that align to the MTSS Integrity memo.	By then end of 2025 all teams will actively progress monitor academic interventions and adjust intervention to ensure 10% student growth in all subgroups.	By the end of 2026 all teams will monitor student progress weekly and provide and adjust student interventions to ensure 15% growth in all subgroups.



Below are the goals for this Theory of Action that were created above. CIWP Teams will use this section to progress monitor the goals on a quarterly basis.

Performance Goals

Specify the Metric	Metric	Student Groups (Select 1-2)	Baseline	SY24	Quarter 1	Quarter 2	Quarter 3	Quarter 4
As a result of providing academic tiered interventions across all subgroups and monitoring student progress students will experience 15% growth in reading and math	iReady (Reading)	Overall	50		Select Status	Select Status	Select Status	Select Status
	incusty (neutring)	English Learners	67		Select Status	Select Status	Select Status	Select Status
As a result of providing Social emotional tiered interventions across all subgroups we will see 10% growth Cultivate	Overall	61		Select Status	Select Status	Select Status	Select Status	
in our 5 essential scores and cultivate survey.	Cattivate	Students with an IEP	0		Select Status	Select Status	Select Status	Select Status

Practice Goals

Progress Monitoring

	Tractice Goals		U	U	
Identified Practices	SY24	Quarter 1	Quarter 2	Quarter 3	Quarter 4
I&S:1 School teams implement an equity-based MTSS framework that includes strong teaming, systems and structures, and implementation of the problem solving process to inform student and family engagement consistent with the expectations of the MTSS Integrity Memo.	By the end of 2024 all staff will be trained in Branching MInds and how to use tiered instruction to provide individualized instruction for all students so that they reach their academic goals. In addition all staff will become familiar with WIDA standards and "Can DO descriptors" to provide interventions and supports for our EL learners.	Select Status	Select Status	Select Status	Select Status
C&W:2 Student experience Tier 1 Healing Centered supports, including SEL curricula, Skyline integrated SEL instruction, and restorative practices.	By the end of 2024 the Behavior Health Team will have presented our SEL plan and teachers will have implemented best SEL supports that include classroom curricula and restorative practices.	Select Status	Select Status	Select Status	Select Status
I&S:2 School teams create, implement, and progress monitor academic intervention plans in the Branching Minds platform consistent with the expectations of the MTSS Integrity Memo.	By the end of 2024 all school teams will have plans in place to progress monitor academic interventions in Branching MInds that align to the MTSS Integrity memo.	Select Status	Select Status	Select Status	Select Status

If Checked:		Our school receives school improvement funding through Title I, Part A, 1003 (I	L-Empower)					
Complete IL-Empower Section below		This CIWP serves as your School Improvement Plan, which is required for schools in school improvement status (comprehensive or targeted) as identified by the Illinois State Board of Education (ISBE). The following section. "IL Employer" addresses group requirements, assurances, and alignment cross your						
		by the Illinois State Board of Education (ISBE). The following section, "IL-Empower," addresses grant CIWP, grant budget, and state designation.						
If Checked: No action needed	V	Our school DOES NOT receive school improvement funding through Title I, Part A, 1003 (IL-Empower). (Continue to Parent & Family Plan)						
		iReady (Math): Students in all grades and across all subgroups will show						
		iReady (Math): Students in all grades and across all subgroups will show						
		mondy (main), ocudents in an grades and across an subgroups will show						
		Select a Goal						

Parent and Family Plan

If Checked:	~	Our school is a Title I school operating a Schoolwide Program
Complete School & Family Engagement Policy, School & Family Compact, and Parent & Family Engagement Budget sections		This CIWP serves as your comprehensive Title I plan, which is a federal requirement for every Title I school operating a schoolwide program. As outlined in the federal legislation, this plan must be reviewed on at least an annual basis, and it must be made available to the district, parents, and the public. The following section, "Title I Schoolwide Programs and Parent Involvement," addresses the federal Title I requirements around meaningful parent and family involvement in developing and implementing Title I schoolwide programs.
If Checked:		Our school is a non-Title I school that does not receive any Title I funds. (Continue to Approval)

SCHOOL & FAMILY ENGAGEMENT POLICY

ESSA, Title I, Part A law requires schools to develop a parent and family policy that reflects their commitment to develop best engagement practices and maximizes meaningful consultation. Checking the boxes below indicates that your school understands and complies with each requirement listed.

- The school will hold an annual meeting at a time convenient to parents and families during the first month of school to inform them of the school's participation in ESSA, Title I programs and to explain the Title I requirements and their right to be involved in the Title I programs. The school will also hold an annual Title I PAC Organizational meeting at which 4 PAC officers are elected and monthly meeting dates are identified. The school will also offer parental and family engagement meetings, including monthly school PAC meetings, at different times and will invite all parents and key family members of children participating in the ESSA, Title I program to these meetings, and encourage them to attend.
- At the request of parents, schools will provide opportunities for regular meetings, including the School Parent Advisory Council meetings, for parents and family members to formulate suggestions and to participate, as appropriate, in decisions about the education of their children.
- Schools will provide parents a report of their child's performance on the State assessment in at least math, language arts and reading.
- Schools will provide parents timely notice when their child has been assigned to, or taught by, a teacher who is not "highly qualified," as defined in the Title I Final Regulations, for at least four (4) consecutive weeks.
- Schools will assist parents of participating ESSA Title I children in understanding: the state's academic content standards; the state's student academic achievement standards; the state and local academic assessments, including alternate assessments; the requirements of Title I, Part A; how to monitor their child's progress; and how to work with educators.
- Schools will provide information, resources, materials and training, including literacy training and technology, as appropriate, to assist parents and family members in working with their children to improve their academic achievement, and to encourage increased parental involvement.
- Schools will educate all staff in the value and utility of contributions by parents and family and in how to reach out to, communicate, and work with parents and family as equal partners in the education of their children and in how to implement and coordinate parent and family programs and build ties with parents and family members.
- Schools will, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
- Schools will ensure that information related to the school and parent and family programs, meetings, and other activities is sent to parents in understandable and uniform formats, including language.

SCHOOL & FAMILY COMPACT

Your school shall jointly develop, with parents, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. Checking off the statements below indicates your school will develop a compact that complies with each requirement. Compact statements will be housed at the school and shared with all parents.

- The school will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating student to meet the State's student academic achievement standards.
- The school will hold parent-teacher conferences.
- The school will provide parents with frequent reports on their children's progress.
- The school will provide parents reasonable access to staff.
- The school will provide parents, as appropriate, opportunities to engage in and volunteer with school activities.
- The parents will support their children's learning
- The students will share the responsibility for improved student academic achievement by engaging in behaviors such as good attendance, positive attitude, and class preparation, among others.

PARENT & FAMILY ENGAGEMENT BUDGET

The overarching goal for Title I Parent & Family Engagement funds is to increase student academic achievement through parental and family engagement and supporting skills development. In the box below, identify the academic priority areas around which your parent engagement & skills development will be aligned. As a reminder, use of your funds must occur in consultation with parents.

Parent Involvement:					
Services	1545.00				
Supplies	400.00				
Food	600.00				
Total	2545.00				



In order to maintain compliance with the use of Title I Parent & Family Engagement funds, please review and check each box below to indicate that your school understands and complies with the requirements following. We will...

- Spend Parent & Family Engagement Funds in a timely manner (Average 10%/month)
- Collaborate with parents, prioritizing PAC officers, to decide on Title I expenditures
- Assure that funds impact the majority of parents or focus on parents with students most at academic risk
- Provide up to date monthly fund reports to PAC officers
- Maintain a binder with the original documents related to PAC meetings, presentations, fund expenditures and other evidence of collaboration
- Provide support to PAC officers including but not limited to consultation about fund usage, meeting set-up, information dissemination, and organizational support