

Administrative Instructional Audit

A Review of Course Failures, Comprehensive Progress Reports, Electronic Gradebooks, and Instructional Walkthroughs

I. Course Failures

1. Go to www.mcpss.com
2. Click on the tab **Staff Only**
3. Scroll down and click on **Data Warehouse**
4. At the top of the page, click on the tab **Public Folders**
5. Click on **Local Reports**
6. Click on **School Reports**
7. Click on one of the following:
 - a. **Principals Dashboard – Elementary School**, or
 - b. **Principals Dashboard – Middle School**, or
 - c. **Principals Dashboard – High School**
8. Click on **Failure Rates By School and Subject**

<p>Note: The report will show your School's Failure Rate and the District's Failure Rate</p>
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|--|
| <ul style="list-style-type: none"> • No highlights = 0 - 4.99% • Yellow highlights = 5 - 19.99% • Red highlights = 20% or above |
|--|

9. Click on **Core Subject** that has a **red cell**
10. Click on a **specific course** that has a **red cell**
11. Click on a **specific teacher** with a **red cell**
12. Click on one of his or her **section numbers** with a **red cell**

You will find a list of students who are failing.

Look Fors:

_____ **Grade (numeric mark)** – refer to PST if not already referred and provide supports:

- Interventions - Tier I, II, or III
- After school tutoring
- Saturday School, etc.

_____ **# of absences** – refer to attendance clerk or contact Student Services for support

_____ **# of infractions** – refer to PST if behavior is an issue

_____ **Print this list** – follow up on these students, pair with a mentor, etc.

II. Comprehensive Progress Reports

1. Go to www.mcpss.com
2. Click on the tab **Staff Only**
3. Scroll down and click on **iNow**
4. Log in using your username and password
5. Select your **school** and the **academic session**
6. Click on **Students**
7. Type in a **student's name** from the list of course failures
8. Under the heading "**Reports**", click on **Comprehensive Progress**
9. Under the heading "Display Daily Attendance", select **Year to Date**
10. Under the heading "Include" select **Category Averages** and **Class Average**
11. At the bottom of the page click on "**Preview**"

Look Fors:

- _____ **Course(s) the student is failing** – Review courses with Ds and Es.
- _____ **Number of Grades entered** – The student may be failing with only a few grades entered.
- _____ **Missing Grades** – Does the student need to make up any grades?
- _____ **Category Averages** – Look at the bottom of each course on the report.
- Tests = 60%
 - The other 40% (*See attachment*)
 - Total Category Averages should equal 100% (not less than 100%, not more than 100%)
 - There should be **no duplicate categories**.
- _____ **Class Average for the Course** – What is the teacher doing for intervention if the class average is below 69%? (*The students did not achieve mastery of the standards taught! They will struggle with the next concepts presented if they move on.*)
- _____ **Class Averages for Individual Assignments** – If the students had a low class average for that assignment, did the teacher reteach the objectives?
- _____ **"Legitimate" Grades** – Does the student's average reflect a balance of assessments/classwork/homework/projects/etc.? Are the grades entered "**fluff**" grades? *Ex. Bell ringers, spelling tests (middle & high), AR tests, etc.*
- _____ **Evidence of Reteaching/Retesting** – For all failed assessments, check to see if reteaching and retesting is evident. (**Suggestion:** In comment section on progress report, record failed test score and retest score – **Ex. 25 > 60**)

III. Gradebook Checks

Problems w/ grades – If there are several problems with the grades on a child’s Comprehensive Progress Report:

Look Fors:

_____ **Teacher’s Electronic Gradebook**

- Make sure the **categories are set up correctly**. (*See guidelines on previous page & attachment.*)
- Make sure the teacher has **posted grades weekly**. (*Parents are checking!*)

_____ **Conference with the teacher** – Discuss the problems with the teacher and give him or her a timeline to correct them.

_____ **Gradebook Checks** – Make sure you have documentation of gradebook checks to include:

- Date of the gradebook check
- Time of the gradebook check
- Name of Course and block
- List of recommendations (if any)
- Timeline of completion
- Follow-up (brief synopsis)

IV. Instructional Walkthroughs

Walkthroughs should be completed on all teachers with documentation. **Teachers who consistently fail students** should have documentation of **multiple instructional walkthroughs**.

Documentation should include:

Look Fors:

- _____ **Evidence of walkthroughs** – electronic, walkthrough form, etc.
- _____ **A written synopsis** of the conference
- _____ **An action plan** with a **timeline of completion**
- _____ Evidence of a **follow-up conference**

Principal Walkthrough - Elementary School

Allentown

3/23/2016

Plan to Increase ASPIRE Scores - The focus is still on Writing because it was identified as the lowest area (even though the scores were above the district average). Allentown continues to implement "The Typing Club" and added an additional lab 3rd quarter.

The 2nd session of Extended day started in February and will end on April 7th. The focus was reading and math for students in K-5. Students in grades 4-5 were grouped according to their ASPIRE Scores and the Periodic Assessment results.

Teachers are using the exemplars with students weekly.

Plan for 95%+ ASPIRE - The make-up schedule is incorporated each day during the testing window. School messenger, Remind 101, the website, and the bulletin were used to remind parents about the ASPIRE test schedule.

The classroom teachers contact students daily who are absent during the testing window.

Current ADA/Attendance Promotion - Current ADA is 95.6%. Allentown promotes attendance by teachers placing a list of perfect attendance students on their attendance wall monthly. The principal announces perfect attendance daily. If the entire class has perfect attendance each week, they receive a snack from PTO. If the student has perfect attendance for the month, they receive a pencil and a certificate.

Periodic Assessments (number, dates) - Reading & Math Period Assessment - Feb. 24 - Mar. 11 for grades 3 - 5.

As a result of the assessment results, the teachers met during grade level meetings to develop plans to address the areas of need.

District Literacy Coaches (Utilization? How?) - Yes. District Coaches were utilized at Allentown by training teachers on The Soudy System and Traits Writing. They returned to conduct side-by-side coaching with all teachers for several weeks. Coaches also conferenced with teachers to discuss additional needs.

Cycle of Instruction (monitoring and evidence) - The principal will note the part of the Cycle of Instruction the teacher is on during an informal walk through.

Admin Instructional Audits - The Audit is used during monthly PST meetings and grade level meetings. Mrs. Roberts has created an Electronic Gradebook form where she checks grades in the grade book and has teachers to respond to highlighted concerns.



Principal Walkthrough - Elementary School

Allentown

3/23/2016

Traits Writing Implementation Progress - As a result of Traits Writing PD, teachers are fully implementing the program. During the PD days in August, teachers will have a refresher training.

Utilization of Behavior 360 - Allentown sent a lead Sp. Ed teacher, PST lead teacher, and a classroom teacher to the follow-up training in February. The training confirmed that they were utilizing Behavior 360 correctly and will continue to implement.

Intervention/PST/RtI - School wide intervention is held daily and built into the reading and math block. Intervention notebooks are kept by the teachers and submitted for review to the administrators as needed.

PST meetings are held monthly. After analyzing assessments and instructional audits, the principal and teachers discuss students in need of assistance and develop strategies to assist with mastery of concepts.

Sunday System Implementation - The Sunday System is a part of Allentown's school wide PLP. For grades 3 -5 it is used as an intervention tool and is very helpful. For grades K-2, Sunday is a part of their daily instruction. Everyone is doing a great job.

Rigor/Relevance/Student Engagement - Allentown does not currently have a Scholastic coach. Allentown incorporates rigor, relevance and student engagement throughout the day. Mrs. Roberts and her AP are continuing with the post conference reflective questions from the CIR process with their teachers. It is still being incorporated in the Educate AL post conference.

K-3 Literacy Framework Progress - The framework is working the way it was designed. Teachers have more time to integrate and extend lessons.

CFA Training - A 1st and 3rd grade teacher attended a 2-day CFA process training at Wilmer 3rd quarter. As a result, turnaround training will take place in April and May. It will be a full day training per grade level.

Local School Indicator (benchmarking progress) - Teachers will focus on increasing the number of 3rd grade students who score higher than the 50th percentile on STAR Reading with a 2% increase - from 64% - 66%. Currently Allentown is at 64% as of March 14th. The plan to reach 66% is increased intervention.

LEADAlabama & EDUCATEAlabama - Progress - Teachers are continuing to upload their EDUCATEAlabama evidence. Their deadline to upload everything is April 22nd. The principal is continuing to upload her LEADAlabama evidence.



Principal Walkthrough - Elementary School Allentown

3/23/2016

Other School Initiatives - Allentown plans on implementing Digital Literacy next year.

Request for Assistance - No assistance requested at this time.





Mobile County PUBLIC SCHOOLS

2016-2017 School Action Plan - Update

Austin

Principal: Jones, Amanda

10/28/2016

Math

All plans implemented as written and are part of the ACIP. Small group instruction is being stressed. Extended Day will start in January.

Science

Ms. Legrone will be reschedule do to ACIP Reviews. All plans implemented as written and are part of the ACIP.

Reading/English

ARI Reading Specialist pulled. All plans implemented as written and are part of the ACIP.

Discipline

No suspensions to date.

Attendance

ADM: 97%

Culture/Climate

Include in the ACIP.

Technology

Different Project at each grade. Discussed making projects relevant.

Walkthrough –Principal Observations / Assistant Principal Observations

Twelve Elelots

Facility

All issues handled.

Discuss applying for Red Ribbon Award and becoming an IB school. Excellent Physical Education Program. No HR needs. Visit 10/27/16



Mobile County PUBLIC SCHOOLS

2016-2017 School Action Plan - Update

Burns

Principal: Dr. Jason Lafitte

10/05/2016

Math

Intervention is being followed as stated in plan with intervention teacher. Special Education paraprofessional tutors students in the morning. All small groups have been formed from Aspire scores. Marzano strategies will be shared with teachers at upcoming faculty meetings. Goal setting strategies have been discussed but not yet implemented. After school tutoring began the last week in August. The calendars for strategically planning assessments / data meetings is being planned. Stem School Leadership Program is being initiated at the school with the MAEF. Mystery Math -not implemented at this time. Snap will be purchased . WAR room set up.

Reading/English

Intervention is being followed as stated in a plan with intervention teacher. Special Education teachers and intervention teachers are waiting to be trained in Sonday. All small groups have been formed from Aspire scores. He will send me the names of the students being served. Marzano strategies will be shared with teachers at upcoming faculty meetings. Goal setting strategies have been discussed but not yet implemented. The calendars for strategically planning assessments / data meetings is being planned. Stem School Leadership Program is being initiated at the school with the MAEF. Mystery Math -not implemented at this time. Snap will be purchased . WAR room has been set up .

Writing

Training has been requested in Six Traits, Sonday and CFAs from Ms. Mohr.

Attendance

96%

Culture/Climate

Request again from Michelle Collier

Discipline

Few suspensions to date. Retract para will go to the Board.

Technology

Digital Literacy going well.

Special Education

Up to 150 special education students with allocation of 2 teachers / 2 paras. Principal requested an additional teacher and got one para. He is working with Ms. Magee.

PST monthly. Walkthroughs 4 observations (Lafitte) 5 (Smallwood)

New partnership with Circle K. Physical Education going well with smaller classes.

Trying to get portables moved. HR-okay Facility- Okay

Principal Walkthrough - High School

Citronelle

3/30/2016

Plan to increase ASPIRE scores - Teachers have utilized Periodic Assessments during the Fall to drive instruction throughout the year.

Think Through Math has been used during the entire year.

Some 10th grade students were enrolled in the Typing Club as needed.

Plan for 95%+ ASPIRE - The make-up schedule is embedded in the testing schedule. The registrar, clerk, or counselor will be calling parents of students who are absent.

Newsletters and school messenger will be utilized throughout the testing window to remind parents about ASPIRE 10 and the schedule.

Current ADA/Attendance Promotion - Current ADA is 93.9%. Citronelle purchased the Learning Earnings program. It is computer-based incentives program through Chalkable. Three school-wide automated award systems are set up for students to come to school everyday, no tardies, and no discipline. The students earn credits to purchase things. Vendors give incentives and students work on acquiring them. They can earn 50 points per week. Teachers can also assign awards for things in their classrooms (turn in work on time and get to class on time.) Students log in and can view things in the school store and can go online and purchase them with the points they earn. They can also submit a bid for the auction items (gift cards, etc.) with their points.

Periodic Assessments (number, dates) - 1 round of Reading & 1 round of Math Periodic Assessments - Feb. 17th - March 8th. They had problems pulling the results and will follow up with IT and Research.

Plans to Increase ACT Scores (11th grade) - Students participated in SDE provided ACT remediation modules during the mini-block. They attempted to start earlier in the school year but ACT Prep tried to charge the school for completing the modules. It was all worked out by January and the students were able to start the modules.

On-time Graduation Tracking - The counselors hold transcript audits all year. Each student has a graduation contract and those requiring intervention are notified and tracked. Students who are missing courses are placed in online classes - Twillight School, Grad Point and ACCESS

District Literacy Coaches (Utilization? How?) - District Literacy Coaches worked with one new teacher with classroom management. They also conducted PD on for CFAs for the entire faculty and staff on the following days:



Principal Walkthrough - High School

Citronelle

3/30/2016

Nov. 12th - Math

Nov. 18th - S.S. & ELA

Jan. 14th - Math

Jan. 27th - ELA

Jan. 28th - S.S.

Jan. 20th - 22nd - Science w/ LeGrone

Cycle of Instruction (monitoring and evidence) - The focus is Daggett and the CIR process.

Admin Instructional Audits - Each department head receives a course failure chart as well as teachers once or twice a quarter. Then they give the principal feedback. The principal also gives them a failure list report by teacher - which includes the current average, ethnicity, F&R status, absences, attendance percentage, and number of infractions per student. Based on this list, they are required to give him a status report to include the following things:

1. Why are they failing your class?
2. Have you been in contact with their parents and have you documented that in your Gradebook?
3. Have you used Tier 2 strategies and documented it in your gradebook?
4. In your opinion, is the student going to pass for this quarter?

After looking at the data, they have discussions about which students need to be recommended for PST.

Any teacher who does not respond has to meet with Mr. Campbell one-on-one.

Traits Writing Implementation Progress - The ELA department chair provided PD on Traits Writing for the entire faculty and staff. The PDs were held on Jan. 4th and Mar. 2nd. Teachers received a sample on how to teach literacy skills within the content area. As a result of PD, the quality of the resumes and other senior work has improved quite a bit.

Mr. Campbell is planning additional PD for teachers during the pre-service days in August.

Utilization of Behavior 360 - The counselor attended the follow-up training in February. Mr. Campbell is planning PD after testing.

Intervention/PST/Rtl - Intervention is based on need. The mini-block is used for students who have a specific need and experts are set up to address those needs. Teachers send lists of students who need assistance to all teachers asking them to send those students to them during the mini-block.



Principal Walkthrough - High School Citronelle

3/30/2016

PST meetings are held once a quarter or as needed.

Workkeys Implementation - Completed. 99.2%

Sunday System implementation - Not at this time.

Rigor/Relevance/Student Engagement - Dr. Irving Jones visited Citronelle on Aug. 27th, Oct. 22nd, Jan. 14th, and is schedule to return on April 21st. As a result of his visits, Mr. Campbell has a better understanding of the rubrics in the instructional observations. He has also been able to train the faculty. He uses the CIR walkthrough tool on every teacher. The full cycle is used on 6 teachers.

CFA Training - District Literacy Coaches conducted PD on for CFAs for the entire faculty and staff on the following days:

Nov. 12th - Math

Nov. 18th - S.S. & ELA

Jan. 14th - Math

Jan. 27th - ELA

Jan. 28th - S.S.

Jan. 20th - 22nd - Science w/ LeGrone

As a result of the CFA training, teachers have a better understanding of formative assessments but struggle with the process and time of developing a CFA.

Local School Indicator (benchmarking progress) - Increase daily average attendance for 91.71% to 93% from 2014-15 school year to the 2015-16 school year. Currently Citronelle is at 93.9%.

LEADAlabama & EDUCATEAlabama - Progress - The teachers will continue to upload their evidence in EDUCATEAlabama. The principal will continue to upload his evidence in LEADAlabama.

AP Courses (Plans) - Citronelle currently has 5 AP courses - English Lit., English Lang., U.S. History, Psychology, Calculus AB. Participation in the AP classes continues to climb.

Other School Initiatives - None.

Request for Assistance - There is no request for assistance at this time.



2016-2017 School Action Plan - Update

LeFlore

Principal: Dailey, Alvin

10/17/2016

Math

PUSH starts on 10/11/16. Looking at Mastery Prep. for intervention. Suggested purchasing for fifty because of cost. Suggested calling Ms. Miles again. Suggested using the Instructional Performance Reports for Mini Blocks.

Science

Using Moodle Science library. Suggested calling LeGrone to come and do Close Read trainings.

Discipline

Down from last year

Attendance

91.80%

Culture/Climate

Has surveys . Will make a goal by next visit.

Walkthrough –Principal Observations / Assistant Principal Observations

Principal - 40 observations since first day of school.

Human Resources

Fully staffed

Visit 10/11/16

Principal Walkthrough - High School

Mary G. Montgomery

3/31/2016

Plan to increase ASPIRE scores - Students are grouped in 3rd block. Test prep materials from ACT ASPIRE are used. Periodic assessments have been used to determine grouping.

Teachers are very familiar with the assessment results and how to use the prep materials and the websites available.

Next year, the English and Math teachers will switch student groups at the end of each quarter so students will be receiving instruction from the content experts.

All students have a keyboarding class through career prep beginning in the 9th grade to assist with preparation for testing.

Plan for 95%+ ASPIRE - The make-up schedule is embedded in the testing schedule. Student tickets are being tracked. There are over 100 different groupings for test sessions and the 10th grade counselor is tracking students who miss their test session.

Absent students are tracked through their tickets and the attendance clerks call parents to locate students.

Current ADA/Attendance Promotion - Current ADA is 90.5%. MGM promotes attendance with incentives quarterly, recognition each quarter. About 70 student are on attendance contracts. Administrators work with those students and place them in Twilight and Grad Point if they are behind in coursework.

Periodic Assessments (number, dates) - Classroom Reading, Math & Science Assessments -
Jan. 6th - 7th,
Jan. 12th - 14th,
Jan. 19th - 21st
Jan. 25th - 28th

Plans to Increase ACT Scores (11th grade) - Students are grouped through their 45-minute class. Every 9 weeks they move between Math and English. Currently they are using Barron Materials for ACT prep and new materials have been ordered with grant money from the county.

Students are tracked and the ones in AP labs are exempt from the test prep because they have already benchmarked.

On-time Graduation Tracking - All four-year plans are current. All counselors meet with each grade level and conduct transcript reviews quarterly. Any issues noted by the counselor or student are addressed within the next semester to assure on-time graduation. Students that fail



Principal Walkthrough - High School

Mary G. Montgomery

3/31/2016

a required class for graduation are immediately enrolled into Credit Recovery or into the class again. The Twilight program is used for students who need an additional class or more than 9 credits a year.

A spreadsheet per grade level is used to track cohort and benchmark information, and if the student is currently enrolled. If the student leaves MGM, they keep the information on where they ended up. Academies are also tracked on the spreadsheet and any other anecdotal notes that may be helpful.

District Literacy Coaches (Utilization? How?) - District Literacy Coaches were used to conduct CFA training on the following dates:
English Teachers Nov. 9th - 10th
English Teachers Nov. 12th
All other content area teachers Nov. 16th

Coaches also helped new and struggling teachers with side-by-side coaching.

Cycle of Instruction (monitoring and evidence) - The Cycle of Instruction is addressed through the instructional walkthroughs and lesson plan monitoring.

Lesson plans are due to Mr. Menton Monday mornings by 8:00 A.M. Teachers who fail to turn in lesson plans on time are addressed by the principal.

Admin Instructional Audits - Course failure reports and progress reports are pulled every 3-4 weeks and adjustments are made accordingly. Typical areas of concern are 9th grade history and algebra.

Traits Writing Implementation Progress - The English department chair conducted PD for English teachers at the beginning of the year. Feeder pattern principals conducted walkthroughs to give feedback on Traits Writing implementation. Teachers will need additional support in 10th grade - the newest teachers. Teachers in grades 11 and 12 have adapted to Traits Writing successfully. Teachers in grades 9 are continuing to work on implementation.

Utilization of Behavior 360 - A Special Ed. LEA and another special education teacher attended the follow-up training in February. As a result of the training, the two teachers conducted departmental training.

Intervention/PST/Rtl - Intervention. PST meetings are conducted monthly with teachers. Meetings are held according to schedule of the teachers planning period. Attendance is a major issue with the success of students in the classroom. Over 70 students are currently on attendance contracts to support the classroom teachers.



Principal Walkthrough - High School

Mary G. Montgomery

3/31/2016

Intervention are held during 3rd block and after school to support classroom learning.

PST meetings are held monthly.

Workkeys Implementation - 78% have benchmarked with Workkeys. The others have benchmarked somewhere else.

Sunday System implementation - No.

Rigor/Relevance/Student Engagement - MGM does not have a Scholastic Coach. Rigor, relevance and student engagement is addressed on the walkthrough form.

CFA Training - District Literacy Coaches were used to conduct CFA training on the following dates:

English Teachers Nov. 9th - 10th

English Teachers Nov. 12th

All other content area teachers Nov. 16th

The teachers are very comfortable with creating CFAs and unwrapping the standards. There is a strength in the ELA department. Within the feeder pattern, English and Math teachers have met together to work on CFAs. Next year, this will continue quarterly.

Local School Indicator (benchmarking progress) - Increase the number of students with qualifying AP scores for 31% (51 students) in 2014-15 to 33% (54 students) in 2015-16 as measured by the AP Exam Current Year Score Summary. Currently MGM is close to the 33% mark.

LEADAlabama & EDUCATEAlabama - Progress - Teachers are continuing to upload their evidence in EDUCATEAlabama. The Principal will continue to upload his evidence in LEADAlabama.

AP Courses (Plans) - MGM currently has 14 AP Courses:

English 12

English 11

World History 9

U.S. History 11

Government

Economics

Physics

Chemistry

Biology



Principal Walkthrough - High School

Mary G. Montgomery

3/31/2016

French

Spanish

Art 2D

Art 3D

Music Appreciation

Mr. Gill plans to bring on AP Statistics, AP Computer Science, 10th grade History, and Art History.

Other School Initiatives - Digital Literacy - Year 2 (Mr. Breedlove & Mr. Bitzer take the lead). They have conducted trainings with teachers. They embed videos into electronic documents that are sent to teachers. During their planning period or after school, they are trained through the videos and send feedback on the success of the training - Ex. Padlet, storyboard, cohort, morpho, etc.)

Dual Enrollment has been expanded -

Geology with USA

History with Bishop State

Teaching and Learning through USA

Request for Assistance - Facilities - AC units need to be fixed before testing.





Mobile County PUBLIC SCHOOLS

2016-2017 School Action Plan - Update

Theodore

Principal: Menton, Chip

10/28/2016

Math

Extended School Day held Tuesdays and Thursdays with Pre/Post test .Retired teacher had to be used to cover a class. ACT Computer Prep will be used in mini block

Reading/English

Extended School Day held Tuesdays and Thursdays with Pre/Post test .Retired teacher had to be used to cover a class.ACT Computer Prep will be used in mini block

Science

Le Grone said everything is in place.

Technology

Plans to purchase technology through state funds and Title one money . Will go to Vigor to see collaborative room.

Discipline

56 suspensions to date. Will offer Twilight as an option to suspension.

Writing

Six Traits going well.

Culture/Climate

Results reviewed and included in ACIP

PST

Two held

LeadAlabama

All PLPs completed.

Still no Plant Engineer . Visit - October 28,2016