

Spring Branch Independent School District

Spring Woods High School

2020-2021 Campus Improvement Plan



Mission Statement

Our mission is to guarantee exceptional standards for academic scholarship, integrity and responsible citizenship to every student, every day.

Vision

We envision that all Spring Woods High School Students will achieve unprecedented levels of growth, academically and socially, in order to increase their opportunities in their own lives and demonstrate the impact of education within our community.

Core Values

Every Child

We put students at the heart of everything we do.

Collective Greatness

We, as a community, leverage our individual strengths to reach challenging goals.

Collaborative Spirit

We believe in each other and find joy in our work.

Limitless Curiosity

We never stop learning and growing.

Moral Compass

We are guided by strong character, ethics and integrity.

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Comprehensive Needs Assessment

Revised/Approved: May 28, 2021

Demographics

Demographics Summary

At SWHS, a variety of stakeholders are engaged in a variety of capacities. SWHS students are encouraged to get involved in the community and work to build a better school, designed for the students we serve. Parents are engaged through the PTA which has two branches. An english speaking and spanish speaking group. The diversity provided by our PTA allows for all parents to have access to supporting their students and not be left out based on their home language.

Demographics Strengths

Our strengths in our community is around the fact that our parents and district are extremely supportive of our community.

Problem Statements Identifying Demographics Needs

Problem Statement 1: SWHS families need to be more engaged in the learning and culture of the campus. **Root Cause:** Some SWHS families are working families who feel they have little to offer the school.

Student Learning

Student Learning Summary

Student Data									
Grade level	Subject tested	% of Students at Campus Determined Proficiency Level							
		Cycle 1			Cycle 2			Cycle 3	
		Data Source	Goal	Actual	Data Source	Goal	Actual	Data Source	Goal
9	Algebra I	District Inter	27		Other	28		Benchmark	30
9	English I	Other	16		District Inter	17		Other	18
10	English II	Other	38		District Inter	40		Other	42
11	US History	Other	70		Other	72		Benchmark	74
9	Biology	Other	55		Other	57		Benchmark	58

Student Learning Strengths

The SWHS staff is committed to Academic Performance and Improvement. SWHS had developed a comprehensive TIP plan to work and ensure that all students grow and learn in SWHS. We saw dsignificant growth in several areas in the upcomign year and continue to push to ensure that ALL students are successful.

Problem Statements Identifying Student Learning Needs

Problem Statement 1: Students can be defeated in learning due to numerous failures throughout their academic career. **Root Cause:** Students have significant learning gaps in literacy when arriving at SWHS.

School Processes & Programs

School Processes & Programs Summary

SWHS is working to look at the scope and sequence, units, and assessments and ensure they are aligned to the standards for all tested subject and grade areas. Assessments aligned to state standards and the appropriate level of rigor are administered at least three to four times per year to determine if students learned what was taught. Time for corrective instruction is built into the scope and sequence. Instructional materials with key ideas, essential questions, and recommended materials, including content-rich texts, are used across classrooms. The instructional materials include resources intentionally designed to meet the needs of students with disabilities and English learners among other student groups. SWHS will implement high fidelity professional development calendars for teachers that provide introductory and ongoing content-focused, job-embedded training linked to high-quality curricular resources for early childhood through grade 12, in all core subjects.

School Processes & Programs Strengths

At SWHS, each content team has a scope and sequence in place which includes all TEKS, logical sequencing, assessment dates, and time to reteach built into the calendar. Assessments are created using state standards and student proficiency scales. Common assessments are given across the content. Teachers are sharing best practices during PLCs in response to student performance data; Teachers have a diverse toolkit of digital resources, and access to leveled libraries to meet the needs of students with disabilities and English learners among other student groups. MCLs lead focused departmental PD weekly/biweekly as well as half day PD training through out the year. MCLs provide real-time coaching once a month with timely feedback for every teacher in their department.

Problem Statements Identifying School Processes & Programs Needs

Problem Statement 1: SWHS has sub populations that are unsuccessful on State Assessments and are not College Ready. **Root Cause:** Students have gaps in instruction, especially in the areas on numeracy and literacy.

Perceptions

Perceptions Summary

SWHS works to ensure that all students are successful. Our mission is to guarantee exceptional standards for academic scholarship, integrity and responsible citizenship to every student, every day.

Perceptions Strengths

The SWHS staff and students are committed to building a culture of school connectedness and belonging is a priority for all. The staff is committed to all students finding a place to belong and working to make sure that our students find their place to belong and thrive.

Below you will find a list of clubs and organizations that are available to our students based on our their needs.

<https://docs.google.com/spreadsheets/d/1SGvZQtSd-Un4IOP6kCoD268Nd8HyRssvLeqr0aeK4EA/edit>

Problem Statements Identifying Perceptions Needs

Problem Statement 1: How do we get 100% of SWHS Students involved in the SWHS Community during the 2020-2021 school year. **Root Cause:** Students needs are changing, therefore; we need to make sure that we have plans to create clubs and organizations that meet student needs, not teacher needs.

Priority Problem Statements

Goals

Goal 1: STUDENT ACHIEVEMENT. Every Spring Woods High School student will master rigorous academic standards to ensure college and career readiness.

Performance Objective 1: POST-SECONDARY READINESS: By June 2021, at least 20% of Spring Woods High School students will perform at postsecondary-ready levels SAT (480 in Evidence-Based Reading & Writing and 530 in Math) and/or ACT (composite score of 23 or higher; min 19 in English and Math).

2019-20: Not Rated due to COVID

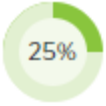

2018-19: 18% performed at post-secondary readiness levels as defined by SBISD Measures of Success






2017-18: 17% performed at post-secondary readiness levels as defined by SBISD Measures of Success

Evaluation Data Sources: SAT Reports

ACT Reports

Summative Evaluation: None

Strategy 1: PSAT/SAT Prep will be provided during T24 Strategy's Expected Result/Impact: Increase in PSAT/ACT/SAT/AP Scores Staff Responsible for Monitoring: AP Coordinator SAT Coordinator AP Teachers Counselors Grade Level Principals	Reviews			
	Formative			Summative
	Nov	Jan	Mar	June
				
Strategy 2: Collaborative Planning time for AP Teachers to ensure that Rigor is increased, impacting SAT and ACT Scores Strategy's Expected Result/Impact: Increase in PSAT/ACT/SAT/AP Scores Staff Responsible for Monitoring: AP Coordinator SAT Coordinator AP Teachers Counselors Grade Level Principals	Reviews			
	Formative			Summative
	Nov	Jan	Mar	June
				

Strategy 3: Purchase calculators and technology so that students can practice on their devices prior to the PSAT/SAT?ACT Strategy's Expected Result/Impact: Increased PSAT/SAT/ACT Scores Staff Responsible for Monitoring: Testing Coordinator Math and Science DC Assistant Principal	Reviews			
	Formative			Summative
	Nov 	Jan	Mar	June
<div>  No Progress  Accomplished  Continue/Modify  Discontinue </div>				

Goal 1: STUDENT ACHIEVEMENT. Every Spring Woods High School student will master rigorous academic standards to ensure college and career readiness.

Performance Objective 2: ACHIEVEMENT: By June 2021, Spring Woods High School will increase student performance on STAAR end-of-course exams in all subjects tested by at least 5 points at each performance level (approaches, meets, masters).



2019-20: Not rated due to Covid







2018-19: Reading: 44.42% (approaches), 25.08 % (meets), .016% (masters); Math: 71.65% (approaches), 37.28% (meets), 15.18% (masters)

2017-18: Reading: 45.95% (approaches), 27.65 % (meets), .025% (masters); Math: [75.06% (approaches), 32.01% (meets), 7.13% (masters)

Evaluation Data Sources: STAAR EOC reports and State Accountability Reports

Summative Evaluation: None

Strategy 1: Continue to develop the Instructional Leadership Team with Multi Classroom Leaders supporting the 4 core areas to support teachers in student learning. Strategy's Expected Result/Impact: Anticipated growth is large, we anticipate targeted support will show drastic increase in student performance. Staff Responsible for Monitoring: Principal Assistant Principal Multi Classroom Leaders ESF Levers: Lever 1: Strong School Leadership and Planning, Lever 2: Effective, Well-Supported Teachers, Lever 3: Positive School Culture, Lever 4: High-Quality Curriculum, Lever 5: Effective Instruction - Comprehensive Support Strategy - Targeted Support Strategy	Reviews			
	Formative			Summative
	Nov 	Jan	Mar	June
Strategy 2: Algebra 1 is scaffolding instruction to best fill the gaps of under performing students. The team has identified essential standards and are building curriculum to best enforce mathematical understanding. Strategy's Expected Result/Impact: Increase student success and performance Staff Responsible for Monitoring: Math MCL Assistant Principal Principal TEA Priorities: Recruit, support, retain teachers and principals, Build a foundation of reading and math, Connect high school to career and college, Improve low-performing schools - ESF Levers: Lever 1: Strong School Leadership and Planning, Lever 2: Effective, Well-Supported Teachers, Lever 3: Positive School Culture, Lever 4: High-Quality Curriculum, Lever 5: Effective Instruction	Reviews			
	Formative			Summative
	Nov 	Jan	Mar	June

Strategy 3: English is scaffolding instruction to best fill the gaps of under performing students. The team has identified essential standards and are building curriculum to best enforce mathematical understanding. Strategy's Expected Result/Impact: Increase student success and performance Staff Responsible for Monitoring: English MCL Assistant Principal Principal TEA Priorities: Recruit, support, retain teachers and principals, Build a foundation of reading and math, Connect high school to career and college, Improve low-performing schools - ESF Levers: Lever 1: Strong School Leadership and Planning, Lever 2: Effective, Well-Supported Teachers, Lever 3: Positive School Culture, Lever 4: High-Quality Curriculum, Lever 5: Effective Instruction	Reviews			
	Formative			Summative
	Nov 	Jan	Mar	June
Strategy 4: ELA will be using a workshop model: students will be exploring reading and writing through the workshop model. Students will be asked to analyze texts as models to then revisit their own products and develop skills as writers. Strategy's Expected Result/Impact: Workshop Model Staff Responsible for Monitoring: English MCL Assistant Principal Principal TEA Priorities: Recruit, support, retain teachers and principals, Build a foundation of reading and math, Connect high school to career and college, Improve low-performing schools - ESF Levers: Lever 1: Strong School Leadership and Planning, Lever 2: Effective, Well-Supported Teachers, Lever 3: Positive School Culture, Lever 4: High-Quality Curriculum, Lever 5: Effective Instruction	Reviews			
	Formative			Summative
	Nov 	Jan	Mar	June
<div>  No Progress  Accomplished  Continue/Modify  Discontinue </div>				

Goal 1: STUDENT ACHIEVEMENT. Every Spring Woods High School student will master rigorous academic standards to ensure college and career readiness.

Performance Objective 3: GAP-CLOSING: By June 2021, Spring Woods High School will increase overall performance on STAAR end-of-course exams to narrow the gap or improve performance above the target by at least 5 points.






2019-20: Not Rated due to COVID

2018-19: English Learners 0%; non-English Learners 22%

2017-18: English Learners 3%; non-English Learners 20%

Evaluation Data Sources: STAAR EOC reports and State Accountability Reports

Summative Evaluation: None

Strategy 1: Provide consistent ELL professional development to teachers and staff throughout the year; particularly, targeting new teachers. Strategy's Expected Result/Impact: Increased EL Scores Staff Responsible for Monitoring: AP's ESL Department Chair ESF Levers: Lever 2: Effective, Well-Supported Teachers - Comprehensive Support Strategy - Targeted Support Strategy - Additional Targeted Support Strategy	Reviews			
	Formative			Summative
	Nov 	Jan	Mar	June
<div>  No Progress  Accomplished  Continue/Modify  Discontinue </div>				

Goal 1: STUDENT ACHIEVEMENT. Every Spring Woods High School student will master rigorous academic standards to ensure college and career readiness.




Performance Objective 4: ADVANCED COURSES: Strengthen the level of advanced academic instruction in order to increase student preparation for and success in advanced courses that are aligned to post-secondary expectations.






Fall 2020: 31 students enrolled in one or more dual credit/dual enrollment courses.

Fall 2019: 23 students enrolled in one or more dual credit/dual enrollment courses.

Evaluation Data Sources: Skyward Course Enrollment Data

Summative Evaluation: None

Strategy 1: Bring onRamps program to SWHS in Algebra 2 to begin providing alternate ways to increase Strengthen the level of advanced academic instruction Strategy's Expected Result/Impact: Begin OnRamps Algebra 2 course Increase numbers for Advanced Courses Staff Responsible for Monitoring: onRamps Teacher Post Secondary Counselor TEA Priorities: Recruit, support, retain teachers and principals, Build a foundation of reading and math, Connect high school to career and college - ESF Levers: Lever 4: High-Quality Curriculum, Lever 5: Effective Instruction	Reviews			
	Formative			Summative
	Nov 	Jan	Mar	June
Strategy 2: Educate Staff on the value of dual credit and its importance. Encourage them to have students participate in the program. Strategy's Expected Result/Impact: Staff Education on OnRamps and Dual Credit Increased Enrollment Staff Responsible for Monitoring: Principal Lead Counselor AP's Counselors TEA Priorities: Recruit, support, retain teachers and principals, Build a foundation of reading and math, Connect high school to career and college - ESF Levers: Lever 2: Effective, Well-Supported Teachers, Lever 3: Positive School Culture, Lever 4: High-Quality Curriculum, Lever 5: Effective Instruction	Reviews			
	Formative			Summative
	Nov 	Jan	Mar	June
Strategy 3: Begin a support program on Fridays for Students who are in dual credit so we can keep them eligible for dual credit. Strategy's Expected Result/Impact: Friday support program. Increased preparedness and interest Staff Responsible for Monitoring: Principal Post Secondary Counselor TEA Priorities: Recruit, support, retain teachers and principals, Connect high school to career and college - ESF Levers: Lever 2: Effective, Well-Supported Teachers, Lever 4: High-Quality Curriculum, Lever 5: Effective Instruction	Reviews			
	Formative			Summative
	Nov 	Jan	Mar	June

Strategy 4: ELA will also use differentiation/pathways: using reading levels, benchmark data, unit assessment data, teachers will group students based on skill/need as they tackle the essential standards for the year. Strategy's Expected Result/Impact: Differentiation/Pathways Staff Responsible for Monitoring: ELA MCL Assistant Principal Principal TEA Priorities: Recruit, support, retain teachers and principals, Build a foundation of reading and math, Connect high school to career and college, Improve low-performing schools - ESF Levers: Lever 1: Strong School Leadership and Planning, Lever 2: Effective, Well-Supported Teachers, Lever 3: Positive School Culture, Lever 4: High-Quality Curriculum, Lever 5: Effective Instruction	Reviews			
	Formative			Summative
	Nov 	Jan	Mar	June
<div>  No Progress  Accomplished  Continue/Modify  Discontinue </div>				

Goal 1: STUDENT ACHIEVEMENT. Every Spring Woods High School student will master rigorous academic standards to ensure college and career readiness.

Performance Objective 5: COLLEGE, CAREER, MILITARY READINESS (CCMR): By June 2021, Spring Woods High School will increase the % of graduates achieving College, Career, Military Readiness status by at least 5 points.




2020: (not released yet)% of annual graduates met CCMR indicator







2019: 51.6% of annual graduates met CCMR indicator

2018: [X]% of annual graduate met CCMR indicator

Evaluation Data Sources: State Accountability Reports

Summative Evaluation: None

Strategy 1: Monitor and promote course selection options that reflect student interests and past performance. Strategy's Expected Result/Impact: The number of students who achieves a CCMR designation will increase. Staff Responsible for Monitoring: Administrators Counselors CTE Teachers	Reviews			
	Formative			Summative
	Nov 	Jan	Mar	June
Strategy 2: Increase the number of students who earn a TEA-approved Industry Based Certification. Strategy's Expected Result/Impact: The number of students who earn certifications will increase. Staff Responsible for Monitoring: Administration CTE Teachers	Reviews			
	Formative			Summative
	Nov 	Jan	Mar	June
Strategy 3: Increase the number of students who complete a college-level dual credit course. Strategy's Expected Result/Impact: The number of students who complete a college-level dual credit course will increase. Staff Responsible for Monitoring: Administration Counselors Teachers	Reviews			
	Formative			Summative
	Nov 	Jan	Mar	June

Strategy 4: Increase the number of students who earn college credit on AP Exams. Strategy's Expected Result/Impact: The number of students earning college credit on AP exams will increase. Staff Responsible for Monitoring: Administrators Counselors Teachers	Reviews			
	Formative			Summative
	Nov 	Jan	Mar	June
Strategy 5: Increase the number of students who score at or above the college ready level on SAT, ACT, TSAI or earned credit for a college prep course. Strategy's Expected Result/Impact: The number of students who score at or above the college ready level will increase. Staff Responsible for Monitoring: Administration Counselors Teachers	Reviews			
	Formative			Summative
	Nov 	Jan	Mar	June
 No Progress  Accomplished  Continue/Modify  Discontinue				

Goal 1: STUDENT ACHIEVEMENT. Every Spring Woods High School student will master rigorous academic standards to ensure college and career readiness.

Performance Objective 6: POST-SECONDARY ENROLLMENT: For the Class of 2020, at least 42% of Spring Woods High School graduates will have enrolled successfully in a postsecondary option (T, 2, 4).




Nov. 2019: 40 % enrolled in fall following graduation






Nov. 2018: 40% enrolled in fall following graduation

Nov. 2017: 46% enrolled in fall following graduation

Evaluation Data Sources: National Student Clearinghouse

Summative Evaluation: None

Strategy 1: Create a Google Spreadsheet to connect every child to a caring adult that will mentor them to achieve Post Secondary Readiness Strategy's Expected Result/Impact: Increase T24 numbers by 5%. Staff Responsible for Monitoring: Lead Counselor Senior Principal Registrar	Reviews			
	Formative			Summative
	Nov 	Jan	Mar	June
Strategy 2: Provide Training to Senior T24 Teachers to ensure that Students go To and Through College Strategy's Expected Result/Impact: Increased T24 number Staff Responsible for Monitoring: Counselors Senior Teachers	Reviews			
	Formative			Summative
	Nov 	Jan	Mar	June
Strategy 3: College Visits for all Juniors on Campus Strategy's Expected Result/Impact: Increased T24 number Staff Responsible for Monitoring: Lead Counselor Junior Principal	Reviews			
	Formative			Summative
	Nov 	Jan	Mar	June

Strategy 4: Bring in Guest Speakers and Professional Learning for Underclassmen to begin exploring their T24 Vision Career Day Interview Day Strategy's Expected Result/Impact: Increased T24 number Staff Responsible for Monitoring: Freshman Principal Counselors Lead Counselors Underclass Teachers	Reviews			
	Formative			Summative
	Nov	Jan	Mar	June
				
<div>  No Progress  Accomplished  Continue/Modify  Discontinue </div>				

Goal 2: STUDENT SUPPORT. Every Spring Woods High School student will benefit from an aligned system that supports his/her academic and social-emotional needs.

Performance Objective 1: SCHOOL CONNECTEDNESS: By June 2021, the % of Spring Woods High School students who feel connected as both individuals and learners will increase by at least 5 points.

2019-20: Not Rated due to COVID

2018-19: 50% School Climate

2017-18: 50% School Climate

Evaluation Data Sources: Panorama Student Survey

Summative Evaluation: None

Strategy 1: Intentional Unit Plans with Graduate Aims as the focus Strategy's Expected Result/Impact: Intentional Learning with Higher Student Engagement Staff Responsible for Monitoring: AP's Counselors Principal	Reviews			
	Formative			Summative
	Nov	Jan	Mar	June
Strategy 2: Find incentives and rewards to build relationships in a positive way with teachers and Students utilizing the Hero Program Strategy's Expected Result/Impact: Increasing Attendance and the way teachers and student interact Decrease Discipline Referrals Staff Responsible for Monitoring: AP's Teachers counselors	Reviews			
	Formative			Summative
	Nov	Jan	Mar	June
Strategy 3: Utilize One to One Learning with Technology to Incentive Students and teacher to engage more in Anytime/anywhere learning. Strategy's Expected Result/Impact: Increase Learning Time Staff Responsible for Monitoring: AP's Principal Technology Teacher	Reviews			
	Formative			Summative
	Nov	Jan	Mar	June
<div> <div>0% No Progress</div> <div>100% Accomplished</div> <div>→ Continue/Modify</div> <div>✗ Discontinue</div> </div>				

Goal 2: STUDENT SUPPORT. Every Spring Woods High School student will benefit from an aligned system that supports his/her academic and social-emotional needs.

Performance Objective 2: GUIDANCE AND COUNSELING: Each grade level classroom will implement and support character education and social-emotional learning curriculum.

Evaluation Data Sources: Training materials and attendance rosters

Summative Evaluation: None

Strategy 1: Students will build soft skills to enhance their secondary and post-secondary opportunities. Strategy's Expected Result/Impact: Students will obtain higher scores on the Panorama SEL Skills Survey. Staff Responsible for Monitoring: Administrators Counselors Teachers	Reviews			
	Formative			Summative
	Nov	Jan	Mar	June
<div> <div>0% No Progress</div> <div>100% Accomplished</div> <div>→ Continue/Modify</div> <div>✗ Discontinue</div> </div>				

Goal 2: STUDENT SUPPORT. Every Spring Woods High School student will benefit from an aligned system that supports his/her academic and social-emotional needs.

Performance Objective 3: COUNSELING/STUDENT SUPPORT: 100% of 9th graders will have an informed four-year plan and [X]% of 11th graders will have a preliminary post-secondary plan.

Evaluation Data Sources: Naviance Reports, Skyward Reports

Summative Evaluation: None

Strategy 1: [Insert Strategy]	Reviews			
	Formative			Summative
	Nov	Jan	Mar	June
<div><div><div>0%</div><div>No Progress</div></div><div><div>100%</div><div>Accomplished</div></div><div><div>→</div><div>Continue/Modify</div></div><div><div>✗</div><div>Discontinue</div></div></div>				

Goal 3: SAFE SCHOOLS. Spring Woods High School will ensure a safe and orderly environment.

Performance Objective 1: CAMPUS SAFETY COMMITTEE: Establish Campus Safety Committees composed of a cross section of stakeholders to look at matters related to campus safety.

Evaluation Data Sources: Campus Safety Committee roster

Summative Evaluation: None

Strategy 1: CAMPUS SAFETY COMMITTEE: Establish Campus Safety Committees composed of a cross section of stakeholders to look at matters related to campus safety. Strategy's Expected Result/Impact: Each Campus principal will recruit a safety team and provide a roster. Each campus team will meet three times per year so that all campuses will be able to refine safety practices. Staff Responsible for Monitoring: Administrators	Reviews			
	Formative			Summative
	Nov	Jan	Mar	June
Strategy 2: HARRIS COUNTY DEPARTMENT OF EDUCATION: Participate in the Harris County Department of Education (HCDE) campus safety audit. Strategy's Expected Result/Impact: Campus will develop action plans to address any deficiencies as a result of safety audits. Staff Responsible for Monitoring: Administrators Safety Committee	Reviews			
	Formative			Summative
	Nov	Jan	Mar	June
<div> <div>0% No Progress</div> <div>100% Accomplished</div> <div>→ Continue/Modify</div> <div>✗ Discontinue</div> </div>				

Goal 3: SAFE SCHOOLS. Spring Woods High School will ensure a safe and orderly environment.

Performance Objective 2: EMERGENCY OPERATIONS: Develop Campus Emergency Operations Procedures that comply with SB 11, and include Standard Operating Procedures.

Evaluation Data Sources: Campus emergency operation procedures documents

Summative Evaluation: None

Strategy 1: EMERGENCY OPERATIONS PROCEDURES: Campus EOP will align to the best practices from the Texas School Safe Center and the Standard Operating Procedures, such as the "I Love You Guys" Foundation. Strategy's Expected Result/Impact: Campus EOP turned in and filed by September 1st. Staff Responsible for Monitoring: Administrators	Reviews			
	Formative			Summative
	Nov	Jan	Mar	June
Strategy 2: EMERGENCY OPERATIONS PROCEDURES: Update campus EOPs annually and train staff at the start of each school year. Strategy's Expected Result/Impact: Campus procedures maintained in campus EOP. Staff training documents maintained. EOP submitted by September 1st. Staff Responsible for Monitoring: Administrators Safety Committees	Reviews			
	Formative			Summative
	Nov	Jan	Mar	June
<div> <div>0% No Progress</div> <div>100% Accomplished</div> <div>→ Continue/Modify</div> <div>✗ Discontinue</div> </div>				

Goal 4: FISCAL RESPONSIBILITY. Spring Woods High School will ensure efficient and effective fiscal management of resources and operations to maximize learning for all students.

Performance Objective 1: FINANCIAL MANAGEMENT: Maintain high quality financial management practices so that financial resources provide the maximum possible support for T-2-4.

Evaluation Data Sources: Year-To-Date (YTD) Budget Reports (monthly, quarterly, annually)

Summative Evaluation: None

Strategy 1: Conduct frequent budget meetings with Administrative Assistant to review and manage money. Strategy's Expected Result/Impact: Error free records. Documentation of purchases and orders. Staff Responsible for Monitoring: Principal Administrative Assistant	Reviews			
	Formative			Summative
	Nov	Jan	Mar	June
<div><div><div>0%</div><div>No Progress</div></div><div><div>100%</div><div>Accomplished</div></div><div><div>→</div><div>Continue/Modify</div></div><div><div>✗</div><div>Discontinue</div></div></div>				

Addendums