



# **Improvement Plan Stakeholder Involvement**

Jones-Wheat Elementary  
Decatur County Board of Education

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### Improvement Planning Process

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**Describe the process used to engage a variety of stakeholders in the development of the institution's improvement plan. Include information on how stakeholders were selected and informed of their roles, and how meetings were scheduled to accommodate them.**

The Jones-Wheat Elementary School Improvement Team consists of administrators, teachers, parents, and community members. Jones-Wheat notifies stakeholders about meetings via email, newsletters, school marquis, and the school website. A comment is also placed on the final report card for the school year indicating the dates for the summer school improvement meeting.

During the 2012 summer meeting, the committee met together to outline areas in which students at Jones-Wheat needed instructional improvement. The committee members reviewed parent surveys to determine how to strengthen parental involvement for the 2012-13 school year. Feedback was provided from the parent and community representatives concerning better opportunities for involvement in the school. The grade level committee members reviewed data to begin developing goals and an action plan. Each grade level looked for trends that identified students' strengths and weaknesses. The committee reconvened to share and discuss findings of their respective grade levels. After review of these findings, each grade level team targeted specific areas for improvement in Reading, Math, Language, Science and Social Studies. The team created school-wide goals based from the data and discussions from all stakeholders. It is the goal of this committee to continue using Learning-Focused approaches with our school improvement plan, such as collaborative and vertical planning. The team meets throughout the school year to continually review student progress, assess data, and plan instructional strategies to ensure goals are being met. Agendas and sign-in sheets are kept each time meetings are held.

For the 2012-13 school year, SACS committees were developed to assist with the improvement planning process. Seven committees were established including a leadership team and six subcommittees. The leadership team provided guidance for the entire process and subcommittees represented various grade levels including support staff. Parent and community stakeholders were also involved with the improvement planning process. Early release and staff development days were used for meetings. Administrators also scheduled professional learning to allow committees time to meet.

**Describe the representations from stakeholder groups that participated in the development of the improvement plan and their responsibilities in this process.**

The Jones-Wheat School Improvement Team is comprised of two representatives from each grade level. The team also includes two Special Education teachers, principal, assistant principal, and lead teacher. Prior to the initial team meeting in June, parents and community volunteers were welcomed to attend the School Improvement Team meeting. Seven parents joined the team in June 2012. All team members contributed to the school improvement process in different ways. The administration team led the school improvement process by providing data and survey results to the team. Grade level teachers and representatives from Special Education worked together to review student data to identify trends that identified students' strengths and weaknesses. Grade level goals and action plans were created to meet the needs of students. All team members worked together to establish a plan which offers continued support for all students in the areas of academic achievement, social growth, and college and career readiness.

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**Explain how the final improvement plan was communicated to all stakeholders, and the method and frequency in which stakeholders receive information on its progress.**

The final improvement plan for Jones-Wheat was delivered to all staff members via email. A hard copy of the plan is located in the JWE Conference Room, principal's office, assistant principal's office, Parent Resource Room, and school website. Stakeholders are informed of the plan at the initial Title 1/Parent Involvement meetings held at the beginning of the school year. The plan and its progress are communicated to stakeholders during Open House, School Council meetings, PTO meetings and faculty meetings.