



7.3 Model of an Action Plan: Greenville Early Literacy 1st Year Plan

KEY ACTIONS CALENDAR

What are specific actions we need to take over the next year to move toward our commitment?

ACTION TEAM	LAUNCH ACTIVITY/STEP 1	QUARTER 1 (July - Sept)	QUARTER 2 (Oct - Dec)	QUARTER 3 (Jan – March)	QUARTER 4 (April – June)	RESOURCE NEEDS	VICTORY STATEMENT
Develop Integrated SEL Response System	Create initial internal (school/district) and external (community partners) SEL supports resource list	<ul style="list-style-type: none"> * Form SEL taskforce * Create initial student SEL response checklist to identify flags and connect to resources * Conduct SEL understanding and staff wellbeing assessment 	<ul style="list-style-type: none"> * Hold SEL training with specific focus on staff wellbeing * Rollout initial checklist and enroll one teacher in each grade to proactively use it with students * SEL taskforce ensures response and notes learnings 	<ul style="list-style-type: none"> * Provide coaches for supervisors, taskforce members, and enrolled teachers to reflect on personal, staff, and student wellbeing * Revise checklist based on learnings and continue its use 	<ul style="list-style-type: none"> * Share successes, failures, and learnings in initial SEL Response System * Make recommendations for next year 	<ul style="list-style-type: none"> * Dedicated SEL taskforce time * Budget for training * District SEL Coordinator (hire) 	Our school family prioritizes social and emotional wellbeing, recognizing staff and student needs and proactively providing support.
Pilot Collaborative Literacy Teams	Identify key cross-functional collaboration partners needed to coordinate holistic approach to Grade 2 student literacy	<ul style="list-style-type: none"> * Plan year pilot with a dedicated Grade 2 collaborative literacy team (including teachers, reading specialists, family engagement, social worker, AVP, etc.) * Create aligned goals for team * Arrange a daily planning block 	<ul style="list-style-type: none"> * Run pilot, collaborating daily and holding open group reflection every two weeks through December * Conduct data analysis to link to pilot results and share real-time feedback 	<ul style="list-style-type: none"> * Share initial G2 pilot learnings * Use district literacy PD funds to hold training to spark ideas * Continue G2 pilot adding key staff ideas * Analyze causes for high reading specialist turnover 	<ul style="list-style-type: none"> * Conduct “field trips” to G2 collaboration for other staff and collect insights and ideas * Recommend ways to reduce turnover * Conclude G2 pilot and make recommendation 	<ul style="list-style-type: none"> * Grade 2 literacy team member time * Data analyst support * Administrator time * District literacy PD funding 	We ensure close collaboration using data to focus efforts to close reading gaps for our most vulnerable students.
Design Home-School Connections Communications	Get training for administrators on district technology platform to learn more about its parent communication features.	<ul style="list-style-type: none"> * Prepare a series of monthly literacy-themed parent communications and schedule to deploy this year * Analyze historical absenteeism data and prioritize family engagement outreach * Conduct preferred forms/language for communications survey 	<ul style="list-style-type: none"> * Hold staff training on platform’s parent communication tools * Run campaign to get 100% of parents to access online/mobile platform * Decide which key communications must be translated into home languages * Conduct proactive attendance outreach with literacy focus for prioritized families 	<ul style="list-style-type: none"> * Leverage local preschool ties to community through holding Families Getting Ready for Kindergarten events * Provide safe spaces for staff to reflect on their own home-school relationship activities * Continue attendance/literacy outreach to prioritized families 	<ul style="list-style-type: none"> * Conduct end of the year wrap up evaluation and communication * Draft home-school connections goals for next year * Consider how to connect SEL Response System to Literacy and Home-School efforts in next year’s plans 	<ul style="list-style-type: none"> * AVP time * Family engagement specialist time * District technology specialist time * Staff training time and budget 	Home-school relationships are nurtured and our school thrives from a high level of parent and community involvement.