

# School Continuous Improvement Plan



2016

Brinkley Heights Urban Academy  
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# **Brinkley Heights Urban Academy School Continuous Improvement Plan Summary Sheet**

School Name: Brinkley Heights Urban Academy

Principal: Pastor Tim Cox

Name of person completing this document: Kacie Jones, Administrative Assistant

Date when SCIP was written: 2/25/16 (Revised April 2016)

Dates during which this SCIP will be implemented: June 2016 - May 2017

## **Standard 1**

Purpose and Direction

SSN 1.6 Participation in Network Activity- The school actively participates in supporting the network by sharing data, best practices, curriculum, etc.

## **Standard 2**

Governance and Leadership

2.4 Leadership and staff foster a culture consistent with the school's purpose and direction.

## **Standard 3**

Teaching and Assessing for Learning

3.7 Mentoring, coaching, and induction programs support instructional improvement consistent with the school's values and beliefs about teaching and learning.

## **Standard 4**

Resources and Support Systems

SSN 4.8 Development Plan- The school has a comprehensive development plan designed to raise and sustain adequate funding from diverse sources to operate the school.

## **Standard 5**

Using Results for Continuous Improvement

5.5 Leadership monitors and communicates comprehensive information about student learning, conditions that support student learning, and the achievement of school improvement goals to stakeholders.

## **Spiritual Development**

SD 6 Partnership with Christian Organizations for Mutual Ministry- Schools will actively seek out organizations and local churches that meet the needs of students and their families in terms of worship, service, discipleship, fellowship, etc.

## **SCIP Action Plan: Standard 1 Purpose and Direction**

### **SSN 1.6**

Participation in Network Activity- The school actively participates in supporting the network by sharing data, best practices, curriculum, etc.

#### **Prescriptive: Action Plan for Implementation**

#### **Goal Statements for Action Plans: (replace or revise with your specific goals)**

BHUA will follow the attached timeline benchmarks in order to submit the SCIP report at the appropriate time.

\*Goals are best written in complete sentences and describe accomplishments with data points, not just activities. Goal objectives should be Specific, Measurable, Achievable, Realistic, and Timed

#### **Strategies: (replace or revise with your specific strategies)**

BHUA plans to increase participation in network activity by sharing data, best practices, and curriculum, etc. BHUA will complete yearly SCIPs in a timely manner by placing them as a priority. BHUA will put a representative from the administrative staff in charge of this to ensure accountability to the teachers and staff involved in SCIP. By implementing major planning and organization for the SCIP team, we will make the process more convenient for all involved. By having a more organized, concise, and convenient process, we will be able to be more effective in our efforts of school improvement.

#### **Resources and Training: (add any specific resources and training)**

##### **Recommended Resources:**

- Street School Network websites

##### **StreetSchool Network™ Training Available:**

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##### **Tools to measure impact:**

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#### **Person accountable: (insert the person accountable for managing the implementation of this action plan)**

Kacie Jones, Administrative Assistant

## **Specific Actions: (add specific action steps)**

### **Fourth Quarter: (this summer)**

June—Kacie will review past SCIP Action Plans to get BHUA back on track for the 2016-2017 year.

July—Kacie will formulate a plan to ensure easy transition and implementation of SCIP over the next year.

August—Meeting #1 with teachers and staff that will be a part of SCIP this year. We will meet during the teacher in-service week and explain what SCIP is, why it is important, and how we need to move forward during the year. Each person involved will be given the action plans from last year and the evaluation tools needed to proceed.

### **First Quarter:**

September—Meeting #2 with teachers and staff that will be a part of SCIP this year. Each person involved will be responsible for reviewing the past action plan and evaluate his or her portion of the SCIP report.

October—Meeting #3 with teachers and staff that will be a part of SCIP this year. We will review the evaluation and discuss how we should move forward. Each person involved will be responsible for working on a time line/ action plan to help with his or her portion of the SCIP report to be presented at Meeting #5 in January.

November—Meeting #4 with teachers and staff that will be a part of SCIP this year. We will evaluate progress the progress in each portion of the SCIP report.

### **Second Quarter:**

December—No meeting this month.

January—Meeting #5 with teachers and staff that will be a part of SCIP this year. We will reconvene and monitor continued progress. Each person involved will be responsible for completing his or her action plans before the next meeting.

February—Meeting #6 with teachers and staff that will be a part of SCIP this year. We will meet to review action plans to be submitted on the SCIP report. Each person will present his or her action plan and we will discuss necessary adjustments and changes that need to be made before submission.

### **Third Quarter:**

March—Meeting #7 with teachers and staff that will be a part of the SCIP this year. Each person will present his or her action plan final draft for submission. The group will then discuss how the SCIP process for our school can be improved for the coming year.

April—Kacie will evaluate notes from the last meeting (#7) and begin planning for the 2017-2018 school year.

May—Kacie will solidify a plan for making the SCIP process better for her coworkers and SCIP team. Kacie will also make progress towards initial planning for SCIP 2017-2018: putting a team together, getting paperwork and files ready, etc.

**Evaluative: Evaluation of Implementation**

**Evidence of Implementation: (add any additional evidence)**

Did the meetings take place as planned on the action plan timeline? If no, why not?

What obstacles were stopping progress?

How can we improve this situation?

Was the SCIP report for 2016-2017 submitted in a timely manner?

**Impact of Implementation: (Qualitative or Quantitative)**

Effective School Operation: The work and research within this particular standard will have great impact on continued accreditation renewal.

Student Outcomes:

## **SCIP Action Plan: Standard 2 Governance and Leadership**

### **2.4**

Leadership and staff foster a culture consistent with the school's purpose and direction.

#### **Prescriptive: Action Plan for Implementation**

#### **Goal Statements for Action Plans: (replace or revise with your specific goals)**

BHUA will meet periodically during the year (following the benchmarks on the attached timeline) to ensure improved cultural consistency among teachers and staff.

\*Goals are best written in complete sentences and describe accomplishments with data points, not just activities. Goal objectives should be Specific, Measurable, Achievable, Realistic, and Timed

#### **Strategies: (replace or revise with your specific strategies)**

BHUA plans to improve implementation of a culture consistent with the school's purpose and direction by building a firm foundation at the beginning of the year. During teacher orientation week and throughout the year opportunities will be given for evaluation and discussion concerning purpose and consistency. Teachers and staff will be required to meet periodically in order to evaluate and examine progress. The acting principal will take time during orientation week in August to review the school's purpose and direction. Teachers and staff that have questions and concerns will be free to meet one on one with the acting principal for discussion and finding solutions for his or her concerns. There will also be meetings throughout the year to review, evaluate, and discuss the teacher and staff involvement towards the direction and purpose of the school.

#### **Resources and Training: (add any specific resources and training)**

##### **Recommended Resources:**

- Bible
- Teacher Packets (to include: School handbook, discipline plans and procedures, etc.)

##### **StreetSchool Network™ Training Available:**

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##### **Tools to measure impact:**

- student behavior

- teacher and staff cohesiveness

**Person accountable:** (insert the person accountable for managing the implementation of this action plan)

Pastor Tim Cox, acting interim principal

**Specific Actions:** (add specific action steps)

**Fourth Quarter: (this summer)**

June—Pastor Tim will review and evaluate the past year and how things could have been improved in this area of evaluation.

July—Pastor Tim will formulate a plan to ensure that all of our teachers and staff promote a culture consistent with the school's direction and purpose. Pastor Tim will also formulate a plan that enables a new teacher coming in late in the year to have the same foundation built, leaving no room for miscommunication or misunderstandings about the direction and purpose of the school.

August—Meeting #1 with all teachers and staff that will be serving at BHUA during the school year. We will meet during the teacher in-service week and explain the direction and purpose of our school, why it is important for all teachers and staff to promote the same direction and purpose in their lives, and how we need to move forward during the year. We will also inform teachers that they will have the opportunity during our meetings throughout the year to identify the areas of their curriculum that they believe exemplify the mission and vision of our school.

**First Quarter:**

September—Meeting #2 with teachers and staff at the scheduled in-service day. We will review our direction and purpose as a school and share how we as teachers and staff have been implementing the same in our own lives.

October/November—Pastor Tim will check in with all teachers and staff individually to evaluate how things are going for the year as an accountability check.

**Second Quarter:**

December—No meeting this month.

January—Meeting #3 with teachers and staff at the scheduled in-service day. We will review our direction and purpose as a school and share how we as teachers and staff have been implementing the same in our own lives.

February—Pastor Tim will meet on an individual basis as needed.

### **Third Quarter:**

March—Meeting #4 with teachers and staff at the scheduled in-service day. We will evaluate the year to this point as a group, learning what worked, what did not work, what can be improved.

April—Pastor Tim will evaluate notes from the last meeting (#4) and begin planning for the 2017-2018 school year.

May—Pastor Tim will solidify a plan to continue improvement in this area for the 2017- 2018 school year as well as continue to encourage the growth that has already occurred.

### **Evaluative: Evaluation of Implementation**

#### **Evidence of Implementation: (add any additional evidence)**

Did the meetings take place as planned on the action plan timeline? If no, why not?

What obstacles were stopping progress?

How can we improve this situation?

Were the teachers and staff on the same page during the year?

Was there cohesiveness to the staff that had previously been absent?

Were there more or less behavior incidents by students this year?

Were there more or less disagreements/ miscommunications among teachers and staff?

Was there an overall sense of pride in the school by the teachers, staff, and students as they all worked together in one direction for one purpose?

#### **Impact of Implementation: (Qualitative or Quantitative)**

Effective School Operation:

Student Outcomes:

## SCIP Action Plan: Standard 3 Teaching and Assessing for Learning

### 3.7

Mentoring, coaching, and induction programs support instructional improvement consistent with the school's values and beliefs about teaching and learning.

#### Prescriptive: Action Plan for Implementation

#### Goal Statements for Action Plans: (replace or revise with your specific goals)

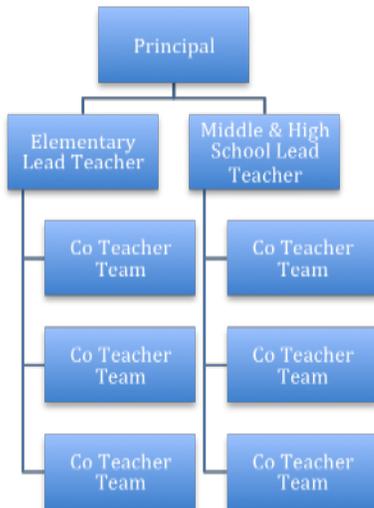
BHUA will meet periodically during the year (following the benchmarks on the attached timeline) to ensure improved collaboration among teachers and staff.

\*Goals are best written in complete sentences and describe accomplishments with data points, not just activities. Goal objectives should be Specific, Measurable, Achievable, Realistic, and Timed

#### Strategies: (replace or revise with your specific strategies)

BHUA plans to improve in the area of mentoring and coaching by fostering an adequate environment for this to be done. We plan to utilize time during in-service days to better equip our teachers, staff, and lead teachers, and then to encourage a weekly quick check in and a monthly meeting for collaboration among teachers. Teachers and staff will be required to meet periodically in order to evaluate and examine progress. The acting principal will take time during orientation week in August to review the plan of action to improve in the area of mentoring and coaching. Teachers and staff that have questions and concerns will be free to meet one on one with the acting principal for discussion and finding solutions for his or her concerns. There will also be opportunities to meet throughout the year to review, evaluate, and discuss the mentoring and coaching progress being made.

The responsibility flow chart will look like this:



The principal will oversee that everyone is on track and making progress. He/She will meet with the lead teachers monthly to ensure that the other meetings are occurring.

The Elementary and Middle/High Lead Teachers will meet with his or her "Co Teacher Teams" periodically in order to check in and to have monthly discussions to improve overall performance.

The Co Teacher Teams will meet with each other once a week to collaborate information in order to improve overall performance.

**Resources and Training: (add any specific resources and training)**

**Recommended Resources:**

- Street School Network website
- Professional Development on collaboration methods

**StreetSchool Network™ Training Available:**

- 

**Tools to measure impact:**

- teacher and staff cohesiveness
- success in co teacher teams—improvement in test scores, transitions, etc...
- have the teachers complete a survey at the end of the year to evaluate the usefulness/helpfulness of the lead teachers and co teacher teams

**Person accountable: (insert the person accountable for managing the implementation of this action plan)**

Jenn Combs, Elementary Lead Teacher

**Specific Actions: (add specific action steps)**

**Fourth Quarter: (this summer)**

June/July—Jenn will evaluate how things have gone in the past in an effort to improve teacher mentoring and collaboration in the future. In addition to general planning, she will also plan ahead to how things will be handled when a new teacher joins the team so that he/she will be surrounded with mentors and collaboration in his/her new environment.

August—Meeting with all teachers and staff that will be serving at BHUA during the school year. We will meet during the teacher in-service week and explain how teacher mentoring and collaboration works, why it is important for all teachers to be involved, and how we need to move forward during the year.

**First Quarter:**

September—Meeting with the principal and lead teachers to begin implementation of the plan that Jenn solidified during the summer. Then the lead teachers will meet with their co teacher teams to ensure everyone understands how the mentoring and coaching will work. Weekly co teacher meetings can begin at this point under a framework developed by the lead teachers to ensure streamlining and keeping the meetings on task.

October/November—Pastor Tim will check in with all teachers and staff individually or as teams to evaluate how things are going for the year as an accountability check.

### **Second Quarter:**

December—No major meeting this month.

January—Meeting with teachers and staff at the scheduled in-service day. We will review mentoring and coaching progress as a school and share how each teacher or co teacher team has been implementing the new strategies.

February—The principal will check in with lead teachers and meet on an individual or co teacher team basis as needed.

### **Third Quarter:**

March— The principal will check in with lead teachers and meet on an individual or co teacher team basis as needed.

April— The principal will check in with lead teachers and meet on an individual or co teacher team basis as needed.

May—The principal and lead teachers will meet to evaluate the years progress in order to make changes for the 2017-2018 school year in order to continue improving.

### **Evaluative: Evaluation of Implementation**

#### **Evidence of Implementation: (add any additional evidence)**

Did the meetings take place as planned on the action plan timeline? If no, why not?

What obstacles were stopping progress?

How can we improve this situation?

Did the teachers meet weekly with their teams?

Were the lead teachers available to help their teams?

#### **Impact of Implementation: (Qualitative or Quantitative)**

Effective School Operation:

Student Outcomes:

## **SCIP Action Plan: Standard 4 Resources and Support Systems**

### **SSN 4.8**

Development Plan- The school has a comprehensive development plan designed to raise and sustain adequate funding from diverse sources to operate the school.

#### **Prescriptive: Action Plan for Implementation**

**Goal Statements for Action Plans: (replace or revise with your specific goals)**

BHUA will measure improvement in the area of development by charting mailing list numbers, social media followers, etc. in order to gain a better understanding of where success is found.

\*Goals are best written in complete sentences and describe accomplishments with data points, not just activities. Goal objectives should be Specific, Measurable, Achievable, Realistic, and Timed

**Strategies: (replace or revise with your specific strategies)**

BHUA plans to improve in the area of development by utilizing both the give.bhua.org website and social media to increase funds and donors. We plan to prioritize the social media effort in order to increase our funding sources. We also plan to increase our mailing list as our supporter number grows. We will also look into website updates, an e newsletter, etc to increase the use of technology. We will have a calendar (time line) of social media ideas and updates to give during the year. We will talk with others who may have experience in using technology to increase funding sources, etc.

**Resources and Training: (add any specific resources and training)**

#### **Recommended Resources:**

- Board Members
- Friends in marketing / promo

#### **StreetSchool Network™ Training Available:**

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#### **Tools to measure impact:**

- increase or decrease in funding
- increase or decrease in social media follows / traffic on the site

**Person accountable: (insert the person accountable for managing the implementation of this action plan)**

Kacie Jones, Administrative Assistant

**Specific Actions:** (add specific action steps)

**Fourth Quarter: (this summer)**

June/July—Kacie will research and evaluate the following: mailing list, social media sites, website, news letters, e newsletters, etc... She will then formulate a plan for the next school year... a calendar/time line of major events to post on social media, new marketing strategies, etc.

Work on developing funding via Street Reach teams.

August—Kacie will begin implementing major weekly updates and posts on social media as well as day to day things that would increase site traffic and awareness. Work on fall newsletter: plan for envelopes, tabs, paper, cards, etc. Reach out to Street Reach Adopt A Student sponsors.

**First Quarter:**

September/October/November —Kacie will evaluate 2016-2017 monthly funding against funding from the 2015-2016 year. She will then increase, change, and improve her efforts based on increases and decreases in funding from the past year.

September—mail out the fall newsletter by mid-September

October—Work on Christmas newsletter: plan for envelopes, tabs, paper, cards, etc. Christmas card sale!?!?!

November—mail out the Christmas newsletter the week after Thanksgiving. Work on Christmas cards for Prayer Shepherds. Begin work on Christmas/ end of year giving... keep pushing for funding.

**Second Quarter:**

December/January/February— Kacie will evaluate 2016-2017 monthly funding against funding from the 2015-2016 year. She will then increase, change, and improve her efforts based on increases and decreases in funding from the past year.

December—

January—

February—Work on spring newsletter: plan for envelopes, tabs, paper, cards, etc.

### **Third Quarter:**

March/April/May—Kacie will evaluate 2016-2017 monthly funding against funding from the 2015-2016 year. She will then increase, change, and improve her efforts based on increases and decreases in funding from the past year.

March—mail out the spring newsletter by very early March

April—

May—Plan for next year... get plans toward Christmas Card fundraiser for Christmas 2017.

### **Evaluative: Evaluation of Implementation**

#### **Evidence of Implementation: (add any additional evidence)**

Newsletters to remain on schedule.

Funding increases.

Mailing List increase.

#### **Impact of Implementation: (Qualitative or Quantitative)**

Effective School Operation:

Student Outcomes:

## **SCIP Action Plan: Standard 5 Using Results for Continuous Improvement**

### **5.5**

Leadership monitors and communicates comprehensive information about student learning, conditions that support student learning, and the achievement of school improvement goals to stakeholders.

**Prescriptive: Action Plan for Implementation**  
**Goal Statements for Action Plans: (replace or revise with your specific goals)**

BHUA will improve communication with stakeholders by following the benchmarks on the attached timeline for creating multiple reports throughout the year.

\*Goals are best written in complete sentences and describe accomplishments with data points, not just activities. Goal objectives should be Specific, Measurable, Achievable, Realistic, and Timed

**Strategies: (replace or revise with your specific strategies)**

BHUA plans to improve in the area of communicating comprehensive information about student learning, conditions that support student learning, and the achievement of school improvement goals to stakeholders in a timely and easily understandable manner. We will better utilize the technology that we have (RenWeb, NWEA, etc). to create reports that stakeholders can view upon request.

**Resources and Training: (add any specific resources and training)**

#### **Recommended Resources:**

- RenWeb
- NWEA
- Odyssey Ware
- Skills Navigator

#### **StreetSchool Network™ Training Available:**

- 

#### **Tools to measure impact:**

- 

**Person accountable: (insert the person accountable for managing the implementation of this action plan)**

Jessica White, Administrative Assistant

**Specific Actions: (add specific action steps)**

**Fourth Quarter: (this summer)**

June/July—Jessica will formulate a plan and time line for creating reports in order to communicate the proper information to stakeholders in a timely manner.

August—

**First Quarter:**

September—Jessica or acting IT Director will create a report for NWEA fall testing scores.

October—Jessica will create a school wide report for the 1<sup>st</sup> nine weeks of school including classroom growth.

November—

**Second Quarter:**

December— Jessica will create a school wide report for the 2<sup>nd</sup> nine weeks of school including classroom growth.

Jessica will create a semester report from OdysseyWare for the 1<sup>st</sup> semester.

January—

February— Jessica or acting IT Director will create a report for NWEA winter testing scores.

**Third Quarter:**

March— Jessica will create a school wide report for the 3<sup>rd</sup> nine weeks of school including classroom growth.

April—

May/June—Jessica or acting IT Director will create a report for NWEA spring testing scores. Jessica will create a school wide report for the 4<sup>th</sup> nine weeks of school including classroom growth.

Jessica will create a semester report from OdysseyWare for the 1<sup>st</sup> semester.

**Evaluative: Evaluation of Implementation**

**Evidence of Implementation: (add any additional evidence)**

Copies of created reports

List of report requests from various stakeholders

**Impact of Implementation: (Qualitative or Quantitative)**

Effective School Operation:

Student Outcomes:

## **SCIP Action Plan: Spiritual Development Partnership with Christian Organizations for Mutual Ministry**

### **SD6**

Partnership with Christian Organizations for Mutual Ministry- Schools will actively seek out organizations and local churches that meet the needs of students and their families in terms of worship, service, discipleship, fellowship, etc.

### **Prescriptive: Action Plan for Implementation**

#### **Goal Statements for Action Plans: (replace or revise with your specific goals)**

BHUA will improve partnership with local Christian organizations by engaging local churches and ministries throughout the year. We will set a goal of contacting at least one new organization per month seeking partnership.

\*Goals are best written in complete sentences and describe accomplishments with data points, not just activities. Goal objectives should be Specific, Measurable, Achievable, Realistic, and Timed

#### **Strategies: (replace or revise with your specific strategies)**

BHUA will seek to improve partnerships with local Christian organizations by seeking out opportunities to engage members of local churches in volunteer positions during the school day. Administrative staff will contact local ministries and churches offering to come and speak about the ministry being done at BHUA and opportunities to serve along side the current teachers and staff.

#### **Resources and Training: (add any specific resources and training)**

##### **Recommended Resources:**

- Midsouth Association
- Social Media
- Volunteers

##### **StreetSchool Network™ Training Available:**

- 

##### **Tools to measure impact:**

- 

##### **Person accountable: (insert the person accountable for managing the implementation of this action plan)**

Pastor Tim Cox, acting Interim Principal

**Specific Actions: (add specific action steps)**

**Fourth Quarter: (this summer)**

June/July—Administrative staff will engage the local church leaders that provide lunches for Street Reach Ministries in order to seek opportunities for future connections between their churches and our school.

August—Administrative staff will meet and begin planning more ways to increase awareness of our school among local churches and organizations. Administrative staff will meet with teachers and staff that attend various local churches to find any future opportunities.

**First Quarter:**

September—Administrative staff will send a representative with Mrs. Janet Mitchell to the fall missions fair at her church. We will also participate in CityServe at Second Presbyterian Church.

October—

November—

**Second Quarter:**

December—Administrative staff will engage representatives from FBC Collierville during the Christmas party in order to seek new opportunities.

January—

February—

**Third Quarter:**

March/April—Administrative staff will engage the local church leaders that provide lunches for Street Reach Ministries in order to seek opportunities for future connections between their churches and our school.

May—

**Evaluative: Evaluation of Implementation**

**Evidence of Implementation: (add any additional evidence)**

Increase in volunteers and financial support  
Increase in mailing list

**Impact of Implementation: (Qualitative or Quantitative)**

Effective School Operation:

Student Outcomes: