

Hamilton Local School District

ACTION PLANNING TOOL

Goal(s): To complete all assessments on time for the 2013-2014 school year.

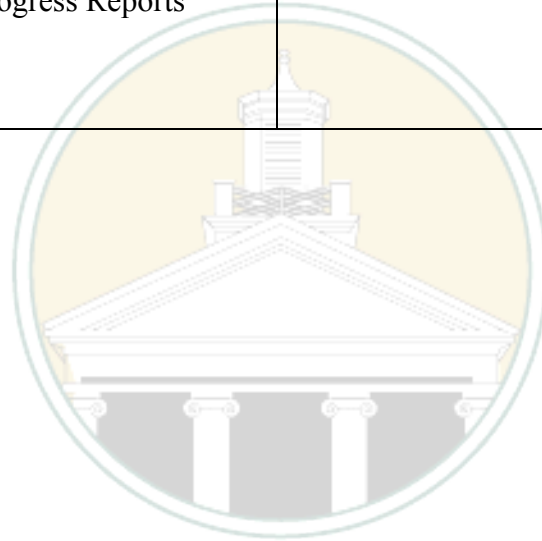
PLC: Preschool Staff

Administrative Approval: J Strahm and S Witten Date: August 1, 2013

Action Step	Resources Needed	Resources Available	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline
Create a schedule and timeline for all PK assessments.	Meet with Janice Crabtree to verify assessment schedule with testing dates listed. ODE testing schedule.	Janice Crabtree ODE testing information and schedule.	Jan Strahm Darlene Chandonnett	Janice Crabtree Maria Varney Wynona Smith Susan Witten	2013-2014 School Year
Schedule testing days through out the school year.	Training for assessments Testing Materials Time	Training for assessments Testing Materials Time	Jan Strahm Wynona Smith Lisa Payne Megan Kish	Janice Crabtree Maria Varney	2013-2014 School Year
Monitor progress of completing assessments on time.	Teacher turn in completed test results to Jan Strahm and then we review them together.	A Data base has been established with testing results for all students.	Jan Strahm	Janice Crabtree Maria Varney	2013-2014 School Year
Attend all ODE led workshops on Assessment.	Schedule of training dates	ESC of Franklin County	Jan Strahm	Wynona Smith	2013-2014 School Year
Inform parents of testing results and strategies for learning.	Conference Time Literacy Night File Folder Games	Letters Conference Time Literacy Night	Jan Strahm	Preschool Staff	2013-2014 School Year

Develop a plan of action for testing procedures for preschool students	Testing Regulations and policies	Assessment Data GGG ASQ DIAL 3 Progress Reports	Jan Strahm Lisa Payne Megan Kish Wynona Smith	Preschool Staff	January 22, 2012-june 1, 2012
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Adopted 8/23/2012
Updated 2/12/2013



HAMILTON

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