



High School Math Live Action Plan:

Goal 1: Implement strategies and create resources that both increase success within our learners and expand the range of students who will experience success in our environment.

Action Steps	Progress Indicators & Reporting	Resources	Person(s) Responsible	Timeline
1. Teachers will develop additional helps to support student learning outside of class.	<p>Teachers create solutions for all homework problems either written in the class notebooks or videos linked in the notebooks.</p> <p>Teachers will organize information so that the resources are easily available to all students taking a single course.</p> <p>Report to Advisory Board upon completion of each semester's solutions.</p>	<p>Time to implement</p> <p>Textbooks</p> <p>Microsoft OneNote</p> <p>GoToMeeting</p> <p>Advisory Board</p>	<p>The teacher of each course will create the solutions for that course. When a course has more than one teacher, the task will be divided between all teachers.</p>	<p>Teachers will begin creating these documents during the 2024-2025 school year, completing them for utilization during the 2026-2027 school year.</p> <p>Ongoing updates are necessary when changes are made to the curriculum.</p>
2. Systematically compare lessons with Course Descriptions to ensure correlation with the course objectives and an emphasis on our Learner Outcomes.	<p>Create pages within the master notebook for each course that identifies which Course Description objectives are met within each lesson, and where each objective is met within the course.</p> <p>Also include notes identifying when a lesson specifically emphasizes Learner Outcomes.</p> <p>Report to Advisory Board upon completion of each semester.</p>	<p>Time to implement</p> <p>Textbooks</p> <p>Microsoft OneNote</p> <p>Class Files</p> <p>Course Descriptions</p> <p>Advisory Board</p>	<p>The teacher of each course will include the notes within their master notebook. When a course has more than one teacher, the task will be divided between the teachers. Each teacher's master notebook will include a copy of the finalized notes.</p>	<p>August 2026</p>
3. Use Statistical measurements from the HSML Grading Spreadsheet to identify a need for improvement in a particular unit of instruction.	<p>Create/maintain a record of statistical measurements for long-term comparison of patterns/trends from assessments.</p> <p>Create a list of instruction and/or assessments to evaluate during Summer Meeting #2.</p> <p>Maintain updated results of data and details of changes in Curriculum folder in the HSML Drive.</p>	<p>HSML Grading Spreadsheets</p> <p>Teachers</p> <p>Assessments</p> <p>Summer Meeting #2: Course Teacher meetings for analysis of data, resulting in any decisions regarding necessary adjustment.</p>	<p>HSML Teachers</p>	<p>Summer Teacher Meeting #2 of each year</p> <p>Ongoing</p>

Goal 2. Ensure a stable learner experience across all courses by identifying successful procedures and best practices to enhance the cohesiveness of HSML classrooms.

Action Steps	Progress Indicators & Reporting	Resources	Person(s) Responsible	Timeline
1. Provide teachers with information regarding their survey results compared to the overall results from the HSML surveys.	<p>Determine what criteria are valid for comparison.</p> <p>Complete the analysis for all HSML teachers.</p> <p>Complete the analysis for individual teachers.</p>	<p>Fall survey results</p> <p>Spring Survey results</p> <p>Time to implement</p>	Brenda Barnett	<p>Fall survey results shared in early January</p> <p>Spring survey results shared in Teacher Meeting #1.</p>
2. Identification of one or two Best Practices by each teacher to implement the following school year.	<p>Teachers submit Best Practices for Brenda to consider.</p> <p>Brenda chooses one or two Best Practices per teacher that fits the needs of the organization.</p> <p>Teacher provides a video explaining Best Practices.</p> <p>All teachers view videos and consider what to implement in their classes.</p>	Videos to view	<p>HSML Teachers</p> <p>Brenda Barnett</p>	<p>April 1 – list submitted to Brenda</p> <p>May 1 – videos submitted to Brenda are shared with all teachers</p> <p>On or before June 1 – all teachers complete viewing all submitted videos.</p>
3. Teachers self-identify areas for improvement based on the provided analysis of HSML survey results and Best Practices videos.	<p>Teacher Action Plan Survey, adapted to include identification of this area for improvement.</p> <p>Summer Teacher Meeting #3: Individual Action Plan Meeting.</p>	<p>HSML survey analysis</p> <p>Teacher Action Plan Survey</p> <p>Teacher Action Plan Meetings</p>	<p>HSML Teachers</p> <p>Brenda Barnett</p>	<p>Summer Teacher Meetings #3: Individual Action Plan Meeting</p> <p>Ongoing</p>

Goal 3. Enhance the structure of HSML so that the processes and procedures from an administrative perspective are stable across the years and continue without interruption under any circumstance.

Action Steps	Progress Indicators & Reporting	Resources	Person(s) Responsible	Timeline
1. Create redundancies in the financial portion of the business.	Documentation to clarify the steps for handling business finances, specifically the charter school invoicing and subsequent payments to teachers. Meeting with Brent Barnett.	Quick Books Meeting Times Accountant (as needed)	Brenda Barnett Brent Barnett	Ongoing
2. Create redundancies in the Executive Committee's process and procedures.	Documentation to clarify the Executive Committee's tasks. Develop Timeline for responsibilities.	Time to meet with Brenda Barnett Weebly Email	Executive Committee Brenda Barnett	Ongoing
3. Expand the Yearly Calendar to include a more complete list of tasks necessary to maintain stable processes and promote intentionality in HSML's development and growth.	List all current tasks and tasks that we desire to add. Determine appropriate calendar dates for each task. Create email templates / surveys to be used to facilitate the task.	HSML Timeline Executive Committee reporting of previous tasks not currently listed Executive Committee creating list of tasks needed to be added to Calendar	Brenda Barnett Executive Committee	Ongoing
4. Enhance the database in order to more clearly track our one-semester students.	Report to Brenda when complete	AMP Registration Spreadsheets, 2022-2024	Registrar Executive Committee	March, 2025