

OIS Action Plan 2018-23

Timeline March 2020 to Feb 2021					
Date	Goal	Task to be completed	Person/s responsible	Status (open/closed)	Notes
March 2020	3.4	WIDA benchmarks	Cary, MJ	open	
	4.2	Pre CSE workshop survey	MJ, Michelle V.	open	
	5.4	OIS MHS meeting time - admin discussion.	SOIS admin	open	
April 2020	1.3	Finalise Mission & Values poster.	MJ	open	
	1.4	APM discussion - clarify aims for student non-contact time.	MJ	open	
	1.6	SCIP design share with faculty. 'Curb appeal' discussion.	SL	open	
	3.1	Begin Assessment Policy	MJ, CM, KM	open	
	4.1	Inclusion specialist job description finalise.	MJ	open	
	4.2	PSHE resource list & budget request	Maricar, Michelle V.	open	
	4.3	OIS & SIS discussion of personal learning	SOIS admin	open	
	5.4	Admin discussion of professional learning for PT and shared programme teachers.	SOIS admin	open	
May 2020	1.3	Print and distribute posters for display in classrooms.	tbc	open	
	1.3	APM discussion re banners and photos	MJ	open	
	2.1	Handbook update re monitoring budgets.	MJ	open	
	3.3	OIS admin discussion of SLOs	MJ, CM, KM	open	
June 2020	1.1	Identify items in storage to be discarded. Move to pool area.	tbc	open	
	3.1	Analyse MAP data. Data Driven Dialogue.	CM, KM, MJ	open	
	3.1	Analyse and compare admissions MAP data	CM, KM	open	
	3.1	Finalise (or final draft of) Assessment Policy	CM, KM, MJ	open	
	3.2	Identify 'value added' data	CM, KM, MJ	open	
	3.3	Summary document to clarify SLOs	CM, KM, MJ	open	
	3.4	WIDA benchmarks set and EAL Policy draft completed.	Cary Mecklem, KM, CM, MJ	open	
	4.1	Confirm tech coach support for August	MJ, KM, CM	open	
	4.2	Pastoral Care and Wellbeing draft policy	MJ, KM, CM	open	
	6.3	Shared drive for Policies	MJ	open	
	6.4	Feedback on Parent Education Committee	MJ	open	
	6.4	Parent info & workshops 2020-21 plan	OIS curriculum team	open	
	July 2020	1.1	Dispose of unwanted items.	tbc	open
1.2		Genkan & Library renovation work. July & August.	tbc	open	
August 2020	4.1	Counselor role and responsibilities	MJ, CM, KM	open	
	4.3	PSHE implementation G6 to 12	MJ, KM	open	
	5.2	New MYP IDU guidance	KM, MYP Coordinator	open	
	5.4	Discussion of draft teaching for learning policy	MJ	open	
September 2020	3.1	Prepare MAP analysis for KG Council presentation.	MJ	open	
	3.5	Consider analysis and use of managebac assessment data	KM, MYP Coordinator, SF	open	
	5.4	Professional learning model - discussion of draft	MJ	open	
October 2020		Prepare mid-cycle progress report & Mid Cycle Visit Procedures. Submit WASC mid-cycle progress report (6-10 pages) - December, 2020	MJ, WASC coordinator	open	
	3.1	Analyse MAP data. Data Driven Dialogue.	Curriculum team	open	
November 2020	4.2	Finalise Pastoral Care and Wellbeing Policy	MJ, CM, KM, Maricar	open	
December 2020					
January 2021	-	Prepare OIS Action Plan update report 2021 for KG Assessment C	MJ	open	
February 2021	-	WASC mid-cycle visit (late April, 2021) - Administration and self-study coordinator attend WASC training or serve on WASC visiting committee (preferably in the second 1/2 of the year)	MJ, WASC coordinator	open	
		Submit OIS Action Plan update report 2021 to KG Assessment Off	MJ	open	