

Galena Park Independent School District Galena Park ISD: Research and Evaluation District Improvement Plan

2005 - 2006

Date Submitted: 05/08/2006 10:15

(printed on 05/09/2006)

Section 1 - Introduction

1. **District:** Galena Park ISD: Research and Evaluation
2. **Location:** , TX
3. **Budget Manager:** Dr. Dee Mattox-Hall, Director of Research and Evaluation
4. **District Advisory Team:**
Not applicable
5. **District Mission/Vision Statement:**

Mission: To provide, develop, and implement a comprehensive data analysis system and a program evaluation framework in a way that enhances improvement of teaching and learning so that students and staff have access to research-based and effective programs needed to have continuous growth.

Section 2 - Needs Assessment

1. **Where We Have Been:**

The Office of Research, Evaluation, & Dissemination served students, teachers, administrators, universities, and other partnerships in the GALENA PARK ISD. The Office of Research, Evaluation, & Dissemination researched effective programs and evaluated existing programs to determine their effectiveness. The Office of Research, Evaluation, & Dissemination has been a component of the Department of Educational Services.

2. **Where We Are Now:**

The Office of Research, Evaluation, & Dissemination serves students, teachers, administrators, universities, and other partnerships in the GALENA PARK ISD. The Office of Research, Evaluation, & Dissemination researches effective programs and evaluates existing programs to determine their effectiveness. The Office of Research, Evaluation, & Dissemination is a component of the Department of Educational Services.

3. **Where We Are Going:**

The Office of Research, Evaluation, & Dissemination will continue to serve students, teachers, administrators, universities, and other partnerships in the GALENA PARK ISD. The Office of Research, Evaluation, & Dissemination will continue to research effective programs and evaluate existing programs to determine their effectiveness. The Office of Research, Evaluation, & Dissemination will continue to be a component of the Department of Educational Services.

Section 3 - Overview of Goals and Objectives

The goals for Galena Park ISD: Research and Evaluation for the 2005 - 2006 school year are as follows:

Goal 1: Initiatives

To provide quality school initiatives through grants.

Objective 1.1: To provide leadership in Program Evaluation and Research.

Goal 2: Data Research

To disseminate district trends.

Goal 3: Grants Administration

To research and assess effective programs and services for customer satisfaction.

Section 4 - Action Plan

Goal 1: Initiatives
To provide quality school initiatives through grants.
Projected Date of Completion of Goal: 06/2006

Rationale/Correlation

District Goal(s): 01, 04

Objective 1.1: To provide leadership in Program Evaluation and Research.

Action ID	Action Statement Start & Finish Dates	Primary Responsibility (Person) and Target Population and # Served	Resources Required and Source of Funding (\$ amounts) Budget Amount & Source	Indicators of Success Priority & Progress
1.1.1	Completes all Master Reading Teacher Application. <i>Start: 06/2005</i> <i>Frequency: ongoing</i> <i>Finish: 06/2005</i>	<i>Responsibility:</i> Mattox-Hall <i>Target Population:</i> Master teachers (3)	<i>Resources:</i> People, data <i>Budget amount:</i> \$5,000.00 <i>Source:</i> Other (999-9) : Local	<i>Indicators of Success:</i> Confirmation Printout form TEA. <i>Priority:</i> High <i>Progress:</i> Planned
1.1.2	Conduct all Title Funding Evaluations, Title I, Title II, Title III, Title IV, and Title V. <i>Start: 07/2005</i> <i>Frequency: each grading period</i> <i>Finish: 08/2005</i>	<i>Responsibility:</i> Mattox-Hall & Program Directors <i>Target Population:</i> Professional Staff	<i>Resources:</i> Data <i>Budget amount:</i> \$200.00 <i>Source:</i> Other (999-9) :	<i>Indicators of Success:</i> Proposal section <i>Priority:</i> High <i>Progress:</i> In progress
1.1.3	Compose, compile, and distribute 21st Century Newsletter (Quarterly) <i>Start: 10/2005</i> <i>Frequency: each grading period</i> <i>Finish: 04/2006</i>	<i>Responsibility:</i> Jennifer Pali, Charmaine Hines <i>Target Population:</i> Schools (2000)	<i>Resources:</i> Data, Paper, Computer, Publisher software, People <i>Budget amount:</i> \$2,500.00 <i>Source:</i> 21st Century Grant - After School Learning Centers (265-5)	<i>Indicators of Success:</i> Programmed format <i>Priority:</i> Medium <i>Progress:</i> Completed
1.1.4	CCLC District Newsletter <i>Start: 10/2005</i> <i>Frequency: each grading period</i> <i>Finish: 03/2006</i>	<i>Responsibility:</i> Charmaine Hines, Jennifer Pali <i>Target Population:</i> Schools (2000)	<i>Resources:</i> People, paper, printer, computer, Publisher software. <i>Budget amount:</i> \$2,500.00 <i>Source:</i> 21st Century Grant - After School Learning Centers (265-5)	<i>Indicators of Success:</i> Programmed format <i>Priority:</i> Medium <i>Progress:</i> Completed
1.1.5	Coordinate District School Initiatives Team (DSIT) Meetings - Oct, Feb, June	<i>Responsibility:</i> Charmaine Hines	<i>Resources:</i> People, paper, computer, data, word software	<i>Indicators of Success:</i> Programmed format

	<p><i>Start:</i> 10/2005 <i>Frequency:</i> each grading period <i>Finish:</i> 06/2006</p>	<p><i>Target Population:</i> Schools (2000)</p>	<p><i>Budget amount:</i> \$500.00</p> <p><i>Source:</i> 21st Century Grant - After School Learning Centers (265-5)</p>	<p><i>Priority:</i> Medium</p> <p><i>Progress:</i> In progress</p>
1.1.6	<p>Conduct ORED Monthly Workshops</p> <p><i>Start:</i> 09/2005 <i>Frequency:</i> ongoing <i>Finish:</i> 05/2006</p>	<p><i>Responsibility:</i> Jennifer Pali & Charmaine Hines</p> <p><i>Target Population:</i> ORED Staff</p>	<p><i>Resources:</i> People, materials</p> <p><i>Budget amount:</i> \$100.00</p> <p><i>Source:</i> Other (999-9) : Local</p>	<p><i>Indicators of Success:</i> Programmed format</p> <p><i>Priority:</i> High</p> <p><i>Progress:</i> Completed</p>
1.1.7	<p>Evaluate Fine Arts Program</p> <p><i>Start:</i> 01/2005 <i>Frequency:</i> ongoing <i>Finish:</i> 03/2005</p>	<p><i>Responsibility:</i> Mattox-Hall/Sam Harris, PET</p> <p><i>Target Population:</i> 13 Elementary Schools</p>	<p><i>Resources:</i> People, paper, computer, Word and Excel, printer, copier, pens, pencils, tablets, recorders, materials for booklets.</p> <p><i>Budget amount:</i> \$5,000.00</p> <p><i>Source:</i> Other (999-9) : Local Budgets</p>	<p><i>Indicators of Success:</i> External Evaluation Team</p> <p><i>Priority:</i> High</p> <p><i>Progress:</i> Completed</p>
1.1.8	<p>Coordinate Discipline Report</p> <p><i>Start:</i> 07/2005 <i>Frequency:</i> ongoing <i>Finish:</i> 10/2005</p>	<p><i>Responsibility:</i> Mattox-Hall, Jennifer Hopkins, PEIMS</p> <p><i>Target Population:</i> All Schools</p>	<p><i>Resources:</i> People, materials</p> <p><i>Budget amount:</i> \$300.00</p> <p><i>Source:</i> Other (999-9) : Local</p>	<p><i>Indicators of Success:</i> TEA Report</p> <p><i>Priority:</i> High</p> <p><i>Progress:</i> Completed</p>

Goal 2: Data Research

To disseminate district trends.

*Projected Date of Completion of Goal: 06/2006*Rationale/Correlation*District Goal(s):* 01, 02, 04, 05, 09*Other:* TEA Accountability**Objective 2.1:** To monitor and coordinate the Program Evaluation System and Data Analysis.

Action ID	Action Statement Start & Finish Dates	Primary Responsibility (Person) and Target Population and # Served	Resources Required and Source of Funding (\$ amounts) Budget Amount & Source	Indicators of Success Priority & Progress
2.1.1	Collect, Compile and disseminate Campus Profiles. <i>Start:</i> 08/2005 <i>Frequency:</i> ongoing <i>Finish:</i> 10/2006	<i>Responsibility:</i> Dee Mattox-Hall, Charmaine Hines <i>Target Population:</i> Professional Staff (2,000)	<i>Resources:</i> Booklet Materials, people <i>Budget amount:</i> \$2,000.00 <i>Source:</i> Other (999-9) : Local Budget	<i>Indicators of Success:</i> Disseminate document <i>Priority:</i> High <i>Progress:</i> Completed
2.1.2	Collect, Compile and Analyze District Data. <i>Start:</i> 07/2005 <i>Frequency:</i> ongoing <i>Finish:</i> 06/2006	<i>Responsibility:</i> Mattox-Hall, ORED <i>Target Population:</i> School & Community (2,000)	<i>Resources:</i> Materials, people, data <i>Budget amount:</i> \$20,000.00 <i>Source:</i> Other (999-9) : Local	<i>Indicators of Success:</i> Program format <i>Priority:</i> High <i>Progress:</i> In progress
2.1.3	Review and refine the ORED Action Plan. <i>Start:</i> 06/2005 <i>Frequency:</i> ongoing <i>Finish:</i> 08/2006	<i>Responsibility:</i> Dee Mattox-Hall/ORED <i>Target Population:</i> ORED (8)	<i>Resources:</i> People, data <i>Budget amount:</i> \$1,000.00 <i>Source:</i> Other (999-9) : Local	<i>Indicators of Success:</i> Actual document <i>Priority:</i> High <i>Progress:</i> In progress
2.1.4	Analyze school data by Feeder School. <i>Start:</i> 06/2005 <i>Frequency:</i> ongoing <i>Finish:</i> 07/2005	<i>Responsibility:</i> Dee Mattox-Hall/ORED <i>Target Population:</i> School & Community (2,000)	<i>Resources:</i> Data, people <i>Budget amount:</i> \$3,000.00 <i>Source:</i> Other (999-9) : Local	<i>Indicators of Success:</i> Completed document <i>Priority:</i> High <i>Progress:</i> In progress
2.1.5	Analyze TAKS Trend Data (three years) <i>Start:</i> 06/2005 <i>Frequency:</i> ongoing <i>Finish:</i> 10/2005	<i>Responsibility:</i> Dee Mattox-Hall/ORED <i>Target Population:</i> School & Community (2,000)	<i>Resources:</i> Data <i>Budget amount:</i> \$1,000.00 <i>Source:</i> Other (999-9) : Local	<i>Indicators of Success:</i> Booklet <i>Priority:</i> High <i>Progress:</i> Completed
2.1.6	Update and Disseminate Galena Park ISD Pocket Edition. <i>Start:</i> 10/2005	<i>Responsibility:</i> Mattox-Hall, ORED <i>Target Population:</i>	<i>Resources:</i> Data, people <i>Budget amount:</i> \$1,000.00	<i>Indicators of Success:</i> Document <i>Priority:</i> High

	<i>Frequency:</i> ongoing <i>Finish:</i> 11/2005	School & Community (2000)	<i>Source:</i> Other (999-9) : Local	<i>Progress:</i> In progress
2.1.7	Provide 2005 Campus Funding Bulletin. <i>Start:</i> 08/2005 <i>Frequency:</i> ongoing <i>Finish:</i> 11/2005	<i>Responsibility:</i> Rita Hernandez <i>Target Population:</i> Principal & Prog. Dir.	<i>Resources:</i> Data <i>Budget amount:</i> \$100.00 <i>Source:</i> Other (999-9) : Local	<i>Indicators of Success:</i> Bulletin <i>Priority:</i> High <i>Progress:</i> In progress
2.1.8	Coordinate research with SJCN and other universities. <i>Start:</i> 09/2005 <i>Frequency:</i> ongoing <i>Finish:</i> 06/2006	<i>Responsibility:</i> Mattox-Hall <i>Target Population:</i> HS Graduates, Schools & Community (2,000)	<i>Resources:</i> People, data <i>Budget amount:</i> \$3,500.00 <i>Source:</i> Other (999-9) : Local	<i>Indicators of Success:</i> Annual Analysis <i>Priority:</i> High <i>Progress:</i> In progress
2.1.9	Coordinate Summer Programs for 21stCLC. <i>Start:</i> 05/2006 <i>Frequency:</i> ongoing <i>Finish:</i> 06/2006	<i>Responsibility:</i> Charmaine Hines <i>Target Population:</i> Schools and 21st CCLC Liaisons	<i>Resources:</i> Materials, people <i>Budget amount:</i> \$26,000.00 <i>Source:</i> 21st Century Grant - After School Learning Centers (265-5)	<i>Indicators of Success:</i> Camp Invention <i>Priority:</i> High <i>Progress:</i> In progress
2.1.10	Conduct, analyze Parent Involvement Survey. <i>Start:</i> 04/2006 <i>Frequency:</i> ongoing <i>Finish:</i> 05/2006	<i>Responsibility:</i> Mattox-Hall, Kovar <i>Target Population:</i> Parents	<i>Resources:</i> Data, people, materials <i>Budget amount:</i> \$3,500.00 <i>Source:</i> Other (999-9) : Local	<i>Indicators of Success:</i> Proposal Section <i>Priority:</i> High <i>Progress:</i> In progress
2.1.11	Compile & Disseminate Highlights (Monthly) <i>Start:</i> 08/2005 <i>Frequency:</i> ongoing <i>Finish:</i> 06/2006	<i>Responsibility:</i> Rita Hernandez <i>Target Population:</i> Schools (50)	<i>Resources:</i> Materials, data, people <i>Budget amount:</i> \$300.00 <i>Source:</i> Other (999-9) : Local	<i>Indicators of Success:</i> Document <i>Priority:</i> High <i>Progress:</i> In progress
2.1.12	Conduct the District Planning and Advisory Committee Survey. <i>Start:</i> 08/2005 <i>Frequency:</i> ongoing <i>Finish:</i> 10/2006	<i>Responsibility:</i> Mattox-Hall/DPAC <i>Target Population:</i> DPAC (300 people)	<i>Resources:</i> Materials, people <i>Budget amount:</i> \$3,000.00 <i>Source:</i> Other (999-9) : Local	<i>Indicators of Success:</i> Survey Analysis <i>Priority:</i> High <i>Progress:</i> In progress
2.1.13	Coordinate Dr. Henry's District Goals. <i>Start:</i> 07/2005 <i>Frequency:</i> ongoing <i>Finish:</i> 09/2006	<i>Responsibility:</i> Dr. Henry & Secretary <i>Target Population:</i> Dr. Henry & BOT (30)	<i>Resources:</i> DPAC <i>Budget amount:</i> \$50.00 <i>Source:</i> Other (999-9) : Local	<i>Indicators of Success:</i> Document <i>Priority:</i> High <i>Progress:</i> In progress
2.1.14	Conduct Customer Satisfaction Assessment.	<i>Responsibility:</i> Dee Mattox-Hall, ORED,	<i>Resources:</i> Materials, people, data,	<i>Indicators of Success:</i> 2006 Report

	<p><i>Start:</i> 10/2005 <i>Frequency:</i> ongoing <i>Finish:</i> 05/2006</p>	<p>Supt., Cabinet, DPAC, Principals</p> <p><i>Target Population:</i> School & Community (500)</p>	<p><i>Budget amount:</i> \$5,000.00</p> <p><i>Source:</i> Other (999-9) : Local</p>	<p><i>Priority:</i> High</p> <p><i>Progress:</i> In progress</p>
2.1.15	<p>Coordinate Senior Exit Survey with High Schools.</p> <p><i>Start:</i> 01/2005 <i>Frequency:</i> ongoing <i>Finish:</i> 06/2006</p>	<p><i>Responsibility:</i> Charmaine Hines</p> <p><i>Target Population:</i> High Schools (2,000)</p>	<p><i>Resources:</i> Data, people</p> <p><i>Budget amount:</i> \$1,000.00</p> <p><i>Source:</i> Other (999-9) : Local</p>	<p><i>Indicators of Success:</i> Analysis Report</p> <p><i>Priority:</i> High</p> <p><i>Progress:</i> In progress</p>
2.1.16	<p>Tracking System</p> <p><i>Start:</i> 09/2005 <i>Frequency:</i> ongoing <i>Finish:</i> 06/2006</p>	<p><i>Responsibility:</i> Mattox-Hall</p> <p><i>Target Population:</i> High Schools Students (2,000)</p>	<p><i>Resources:</i> Data, People, Materials</p> <p><i>Budget amount:</i> \$11,000.00</p> <p><i>Source:</i> Other (999-9) : Local</p>	<p><i>Indicators of Success:</i> Trend Report</p> <p><i>Priority:</i> High</p> <p><i>Progress:</i> In progress</p>

Goal 3: Grants Administration

To research and assess effective programs and services for customer satisfaction.

*Projected Date of Completion of Goal: 06/2006*Rationale/Correlation*District Goal(s): 01, 09***Objective 3.1:** To provide leadership in grants administration.

Action ID	Action Statement Start & Finish Dates	Primary Responsibility (Person) and Target Population and # Served	Resources Required and Source of Funding (\$ amounts) Budget Amount & Source	Indicators of Success Priority & Progress
3.1.1	Coordinate CSR grant @ NSHS, NSSH, GPHS. Start: 07/2005 Frequency: ongoing Finish: 06/2006	<i>Responsibility:</i> Charmaine <i>Target Population:</i> High Schools	<i>Resources:</i> Data, people <i>Budget amount:</i> \$0.00 <i>Source:</i> Other (999-9) : TEA Grants	<i>Indicators of Success:</i> Mid-Year & Final Report <i>Priority:</i> High <i>Progress:</i> In progress
3.1.2	Reconcile Budget Recaps (final input) Start: 08/2005 Frequency: ongoing Finish: 08/2006	<i>Responsibility:</i> Program Clerks <i>Target Population:</i> 21st CCLC Campues	<i>Resources:</i> Data, people <i>Budget amount:</i> \$100.00 <i>Source:</i> Other (999-9) : Local	<i>Indicators of Success:</i> Final Report <i>Priority:</i> High <i>Progress:</i> In progress
3.1.3	Coordinate 21st CCLC grant @ GVE, CLF, GPMS, WAES/MS Start: 07/2005 Frequency: ongoing Finish: 06/2006	<i>Responsibility:</i> Charmaine <i>Target Population:</i> Grant Recipients	<i>Resources:</i> Data, people <i>Budget amount:</i> \$350,000.00 <i>Source:</i> Other (999-9) : TEA Grants	<i>Indicators of Success:</i> Mid-Year & Final Report <i>Priority:</i> High <i>Progress:</i> In progress
3.1.4	Process Payroll (monthly) invoices, etc. Start: 08/2005 Frequency: ongoing Finish: 06/2006	<i>Responsibility:</i> Program Clerks <i>Target Population:</i> Liasons, teachers, afterschool vendors	<i>Resources:</i> Materials, people <i>Budget amount:</i> \$100.00 <i>Source:</i> Other (999-9) : Afterschool grants	<i>Indicators of Success:</i> Payroll completed <i>Priority:</i> High <i>Progress:</i> In progress
3.1.5	Coordinate ICF grants @ COBB. Start: 07/2005 Frequency: ongoing Finish: 06/2006	<i>Responsibility:</i> Charmaine <i>Target Population:</i> 6th Grade (800)	<i>Resources:</i> Materials, Data, people <i>Budget amount:</i> \$50,000.00 <i>Source:</i> Other (999-9) : ICF Grant	<i>Indicators of Success:</i> Mid-Year & Final Report <i>Priority:</i> High <i>Progress:</i> In progress
3.1.6	Monitor/Manage grant budgets and expenditures. Start: 07/2005 Frequency: ongoing Finish: 07/2006	<i>Responsibility:</i> Mattox-Hall and Charmaine Hines <i>Target Population:</i> Students, teachers, laisons	<i>Resources:</i> Data <i>Budget amount:</i> \$0.00 <i>Source:</i> Other (999-9) : Afterschool Budgets	<i>Indicators of Success:</i> Mid-Year & Final Report <i>Priority:</i> High <i>Progress:</i> In progress

3.1.7	HCDE - Process Financial Report (Monthly) <i>Start:</i> 08/2005 <i>Frequency:</i> ongoing <i>Finish:</i> 07/2006	<i>Responsibility:</i> Mattox-Hall, Program Clerks <i>Target Population:</i> Afterschool Budgets	<i>Resources:</i> Data <i>Budget amount:</i> \$200.00 <i>Source:</i> Other (999-9) : Local	<i>Indicators of Success:</i> Final Report <i>Priority:</i> High <i>Progress:</i> In progress
3.1.8	Monitor and Coordinator AVID Programs at NSSH, NSHS and GPHS <i>Start:</i> 09/2005 <i>Frequency:</i> ongoing <i>Finish:</i> 05/2006	<i>Responsibility:</i> Charmaine Hines, Principals, Deborah Eaton <i>Target Population:</i> Grades 9-12	<i>Resources:</i> Data, people <i>Budget amount:</i> \$15,000.00 <i>Source:</i> Other (999-9) : AVID Budget	<i>Indicators of Success:</i> Program format <i>Priority:</i> High <i>Progress:</i> In progress
3.1.9	New Grants Development & Propose <ul style="list-style-type: none"> ● 21st Century Community Learning Center ● Investment Capital Fund ● High School Completion ● \$200 Reimbursement ● Other ● High School Initiative (CSR) ● SHEP <i>Start:</i> 07/2005 <i>Frequency:</i> ongoing <i>Finish:</i> 06/2006	<i>Responsibility:</i> Mattox-Hall, Coordinator, OTHERS <i>Target Population:</i> Professional Staff	<i>Resources:</i> Data, people <i>Budget amount:</i> \$1,000.00 <i>Source:</i> Other (999-9) : Afterschool Budgets	<i>Indicators of Success:</i> Proposal <i>Priority:</i> High <i>Progress:</i> In progress