

Comprehensive Progress Report

Mission:

Lakeforest Elementary School, in partnership with home and community, exists to academically, socially, and emotionally prepare students to meet the high expectations of an ever changing global society.

Goals:

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Increase overall student proficiency by 5%.

To not be in low performing status based on state standards. (Move to a C status)



! = Past Due Actions KEY = Key Indicator

Core Function:		Dimension A - Instructional Excellence and Alignment			
Effective Practice:		High expectations for all staff and students			
	A1.01	The principal models and communicates the expectation of improved student learning through commitment, discipline, and careful implementation of effective practices.(5082)	Implementation Status	Assigned To	Target Date
Initial Assessment:		Sharing data-data wall, data spreadsheet, announcements, classroom visit feedback	Full Implementation 01/05/2017		
	A1.03	The LEA/School promotes a school culture in which professional collaboration is valued and emphasized by all.(5084)	Implementation Status	Assigned To	Target Date
Initial Assessment:		PLCs are implemented currently; however, its always room for improvement. There has been discussion to do verticl alignment.	Limited Development 01/05/2017		
How it will look when fully met:		As we review data, after doing error analysis each grade level is required to develop a plan of action to remediate those students that were not successful on certain objectives. We should see increase in student achievement on report cards, DCA, R3D, and post tests.		Takara Whichard	06/15/2018
Action(s)	Created Date		0 of 1 (0%)		
1	1/5/17	Attend PLCs. Monitor data and confer with coaches and gradel levels.		Takara Whichard	06/09/2017
Notes:					

!		A1.05	ALL teachers individualize instructional planning in response to individual student performance on pre-tests and other methods of assessment to provide support enhanced learning opportunities for students.(5086)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>			Currently, CFAs are being done in most classroom but not all. This is a work progress.	Limited Development 01/05/2017		
<i>How it will look when fully met:</i>			Assessment data will be graphed. Grade level will plan remediation based on the results according to each teacher area of concern. Learning Focus lessons will be monitored. Activities will vary from class to class but objectives will be the same. Differentiation parts will be added to lesson plans.		Angela Greene	06/09/2017
Action(s)		Created Date		0 of 3 (0%)		
1	1/6/17	Principal will ask that grade level submit CFAs with weekly lesson plans.			Angela Greene	02/01/2017
<i>Notes:</i>						
2	1/6/17	Grade level will administer the CFAs and graph the data. This information will be shared with admin and ICs.			Angela Greene	02/01/2017
<i>Notes:</i>						
3	1/6/17	Information/results discussed from the CFAs will be discussed in PLCs where strategies will be shared to help other students master the objective.			Angela Greene	02/01/2017
<i>Notes:</i>						
!	KEY	A1.07	ALL teachers employ effective classroom management and reinforce classroom rules and procedures by positively teaching them.(5088)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>			PBIS is implemented schoolwide. This requires funding to reward students that exhibit the school expectation.	Limited Development 01/05/2017		
<i>How it will look when fully met:</i>			Low discipline referrals, higher number of students to attend PBIS, overall better school culture and higher student achievement		Jacob Denney	06/09/2017
Action(s)		Created Date		0 of 2 (0%)		
1	1/6/17	Monthly PBIS meetings will be held and Coach Denney will assess the data (# of referrals) to determine a trend (increase or decrease).			Jacob Denney	02/01/2017
<i>Notes:</i>						
2	1/6/17	High flyers will be targeted for special interventions.			Jacob Denney	02/01/2017
<i>Notes:</i> Track the number of referrals of high flyers.						

A1.08		ALL teachers promote a growth mindset by attributing learning success to effort and self-regulation and insist upon and reward persistence to mastery.(5089)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Students are required to graph their data in their data notebooks or folders. This allows the students to take ownership of their own learning.	Limited Development 01/05/2017		
<i>How it will look when fully met:</i>		Student achievement, more students taking ownership of their learning		Sabrina Whitley	12/29/2017
Action(s)	Created Date		0 of 1 (0%)		
1	1/6/17	All teachers will share data with their students that they will track in their data notebook, folder.		Sabrina Whitley	03/01/2017
<i>Notes:</i> At this time all teacher of a small sampling had data notebooks but they were not kept up to date. Also noting that not all essential data points were being graphed. Some did not graph READ 3D data, DORF, Benchmarks, AR/AM, etc. MTSS cohort team will provide a list of data points based on grade level for teachers to make sure they have in their data notebooks.					

Core Function:	Dimension A - Instructional Excellence and Alignment
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Effective Practice:	Curriculum and instructional alignment
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!	KEY	A2.04	Instructional Teams develop standards-aligned units of instruction for each subject and grade level.(5094)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>			PLCs, Planning, PD's	Limited Development 10/27/2016		
<i>How it will look when fully met:</i>			Modeling lessons, providing resources, and supporting teachers		Candice Sommersett	06/16/2017
Action(s)	Created Date			0 of 2 (0%)		
1	1/6/17		ICs will model lessons in specific content area of concerns based on data.		Candice Edwards	01/24/2017
<i>Notes:</i> IC have not been able to get into classrooms due to READ 3D testing, but IC's have sent out instructional resources for teachers to implement in their classrooms. Update 2/23/17 ICs have been in four classrooms specifically based on data.						
2	1/26/17		ICs will monitor learning focused lesson plans and assist teachers in making sure teachers moving from complying to creating quality lesson plans based on the learning focused rubric.		Candice Edwards	05/01/2017

Notes: Update 2/23/17: ICs have worked with grade levels on Learning Focused lesson planning and locating resources for specific content standards.

Core Function:		Dimension A - Instructional Excellence and Alignment			
Effective Practice:		Student support services			
KEY	A4.01	The school implements a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with the individual needs of students across all tiers.(5117)	Implementation Status	Assigned To	Target Date
Initial Assessment:		Remediation teachers, AIG (Go-Grow), EC Teachers, MTSS/PST	Limited Development 10/27/2016		
How it will look when fully met:		Meetings are held; students need are being met through the MTSS framework		Lori Bowen	06/15/2018
Action(s)	Created Date		0 of 2 (0%)		
1	1/6/17	MTSS framework is established and counselors will oversee meetings and procedures to ensure that teachers deliver evidence-based instruction aligned with individual needs of students across all tiers.		LaVette Ford	10/09/2017
Notes:					
2	1/26/17	Teachers will keep documentation that interventions are being done for Tier 2 and Tier 3 students. They will provide raw data and graphed data to demonstrate response or lack of response to interventions. Teachers will ensure that all required forms are completed and up to date.		Lori Bowen	04/03/2017
Notes:					
KEY	A4.06	ALL teachers are attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary.(5124)	Implementation Status	Assigned To	Target Date
Initial Assessment:		Guidance, Frog Friends, School-based Therapy, PBIS, EC district support, backpack pals/Friday Friends	Limited Development 10/27/2016		
How it will look when fully met:		Frog Friends are met with regularly, Decrease in discipline referrals, increase in student achievement		Hannah Hancock	06/15/2018
Action(s)	Created Date		0 of 1 (0%)		
1	1/6/17	A system will be devised to support students with managing their emotions (Frog Friends) which exhibit frequent behaviors.		Hannah Hancock	01/03/2017
Notes:					

Core Function:		Dimension B - Leadership Capacity			
Effective Practice:		Strategic planning, mission, and vision			
KEY	B1.01	The LEA has an LEA Support & Improvement Team.(5135)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		We have implemented our Improvement TEAM. They were voted upon by school representation and parent representation.	Limited Development 01/05/2017		
		Priority Score: 2 Opportunity Score: 3	Index Score: 6		
<i>How it will look when fully met:</i>		Members will be notified when meetings are held and I will be responsible for making sure the minutes are uploaded.	Objective Met 01/26/17	LaVette Ford	01/31/2017
Action(s)	Created Date				
1	1/6/17	Improvement TEAM will meet monthly.	Complete 01/26/2017	LaVette Ford	09/01/2016
		Notes: SIT team has been meeting monthly.			
<i>Implementation:</i>			01/26/2017		
<i>Evidence</i>		1/26/2017 We have SIT minutes for each of our meetings as well as agendas. We also have sign in sheets for each meeting. 1/26/2017 We have SIT minutes for each of our meetings as well as agendas. We also have sign in sheets for each meeting.			
<i>Experience</i>		1/26/2017 SIT team has meet and will continue to meet monthly. 1/26/2017 SIT team has meet and will continue to meet monthly.			
<i>Sustainability</i>		1/26/2017 Holding ourselves accountable for the days the meetings are scheduled. 1/26/2017 Holding ourselves accountable for the days the meetings are scheduled.			

KEY	B1.03	A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other professional staff meets regularly (at least twice a month) to review implementation of effective practices. (5137)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		At the beginning of the implementation stage.	Limited Development 10/27/2016		
<i>How it will look when fully met:</i>		Monitor to ensure that we are compliant		April Vernon	12/29/2017
Action(s)	Created Date		1 of 2 (50%)		
1	1/6/17	Leadership meetings will be held twice a month to discuss and analyze information.	Complete 01/26/2017	April Vernon	01/05/2017
		<i>Notes:</i> Leadership Team has met twice a month for the past 30 days.			
2	1/6/17	Quarterly PLCs to be held (1/2 days) for grade levels to discuss data and plan.		April Vernon	02/03/2017
		<i>Notes:</i> PLC (1/2) days are scheduled for the first week in February. Will need to reassess then. Update 2/23/17: 1/2 day PLCs were held February 1st, 2nd, and 3rd of 2017 during the third 9 weeks.			

Core Function:	Dimension B - Leadership Capacity
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Effective Practice:	Distributed leadership and collaboration
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KEY	B2.03	The school has established a team structure among teachers with specific duties and time for instructional planning.(5143)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		PLCs, Book Study, Planning, PDs, Committee Meeting times	Limited Development 10/27/2016		
		Priority Score: 2 Opportunity Score: 2	Index Score: 4		
<i>How it will look when fully met:</i>		Collaborative culture, improved school operations	Objective Met 04/27/17	Nancy Kraft	03/29/2017
Action(s)	Created Date				
1	1/6/17	Book Study will be implemented and strategies will be shared to support good instructional planning.	Complete 04/25/2017	Nancy Kraft	01/31/2017

Notes: Book study was completed April 25th. Staff consistently is meeting to do instructional planning and participating in professional learning communities to review data. Committee's meet on a monthly basis. This is evident in meeting minutes and sign-in sheets, as well as, agendas.

Implementation:		04/27/2017		
Evidence	4/27/2017 Evidence includes agendas, sign in sheets, and presentations of book study.			
Experience	4/27/2017 Staff meetings are held regularly each month and the book study was incorporated into the meetings with each department sharing information through presentations.			
Sustainability	4/27/2017 Scheduled planning, committee, and PLC meetings will continue			

Core Function: Dimension B - Leadership Capacity

Effective Practice: Monitoring instruction in school

KEY	B3.03	The principal monitors curriculum and classroom instruction regularly and provides timely, clear, constructive feedback to teachers.(5149)	Implementation Status	Assigned To	Target Date
Initial Assessment:		Walk through, Feedback forms for teachers, Checking report cards, lesson plans and CFAs, providing data reports with data, Observations, PDP reviews, Student interaction	Limited Development 10/27/2016		
How it will look when fully met:		Walk throughs, feedback provided timely manner		Barbara Roberts	12/29/2017
Action(s)	Created Date		0 of 1 (0%)		
1	1/6/17	Teachers will receive feedback from admin doing walkthroughs.		LaVette Ford	01/09/2017

Notes: Walkthroughs are being made and feedback is being currently given.

Update 2/23/17: Walkthroughs are being done, although more data is forthcoming.

Core Function:		Dimension C - Professional Capacity			
Effective Practice:		Quality of professional development			
KEY	C2.01	The LEA/School regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs.(5159)	Implementation Status	Assigned To	Target Date
Initial Assessment:		PLCs, Data Meetings, Data Folders/Notebooks, School-wide Data spreadsheets	Limited Development 10/27/2016		
How it will look when fully met:		Monitor data spreadsheets, close achievement gaps		Sherry Eason	12/29/2017
Action(s)	Created Date		0 of 2 (0%)		
1	1/6/17	Data will be shared through a school-wide data spreadsheet.		LaVette Ford	01/09/2017
		Notes:			
2	1/6/17	Data that is shared from assessments will be discussed in PLCs.		Sherry Eason	01/17/2017
		Notes:			

Core Function:		Dimension C - Professional Capacity			
Effective Practice:		Talent recruitment and retention			
KEY	C3.04	The LEA/School has established a system of procedures and protocols for recruiting, evaluating, rewarding, and replacing staff.(5168)	Implementation Status	Assigned To	Target Date
Initial Assessment:		Incentive for achievement, Attendance, Observations, Interview teams for new staff	Limited Development 10/27/2016		
How it will look when fully met:		Happy staff; improved overall school culture; improved working condition survey results.		Felicia Martin	12/29/2017
Action(s)	Created Date		0 of 4 (0%)		
1	1/6/17	Payroll manager will provide data of staff absences. Drawing will be held for those that have not missed a day.		Monique Rushing	01/01/2017
		Notes:			
2	1/6/17	Data will be assessed and shared at monthly data meetings.		LaVette Ford	01/09/2017
		Notes:			

3	1/6/17	Teachers will be recognized monthly for achievement (pass the frog).		Felicia Martin	01/31/2017
<i>Notes:</i>					
4	1/26/17	Providing at least one high-quality training for those conducting evaluations at the beginning each year.		Lashonda May	11/01/2017
<i>Notes:</i> Mrs. Ford walks through with all Mentors and Peer Observers on how to implement the observation tools and how to enter data into NCEES.					

Core Function:	Dimension E - Families and Community
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Effective Practice:	Family Engagement
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KEY	E1.06	The school regularly communicates with parents/guardians about its expectations of them and the importance of the curriculum of the home (what parents can do at home to support their children's learning).(5182)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		<p>Some teachers send home/connect letters for AR/AM, Reading 3D letter, Home/School connect letters and weekly newsletters. Teachers conduct parent/teacher conferences. Some teachers have social media accounts to stay connected with parents as well as teacher websites. Teachers participate in Curriculum Night in the beginning of the year.</p> <p>In the 2016-17 school year, each grade level and Encore department sends home a monthly blurb with suggested tips to help parents help their children to support teaching and learning.</p> <p>We will continue to do the monthly blurb each month with the blurbs as well as other resources that can be sent home each month.</p>	Limited Development 10/27/2016		
<i>How it will look when fully met:</i>		<p>Increase in student achievement, increase in parental involvement, 100% of our teachers will communicate with parents/guardians or our expectations and provide them with resources/strategies to assist their children with curriculum at home.</p> <p>As evidence. we will provide samples of school compact, monthly blurbs, school website, and documentation of Curriculum night.</p>		Latisha Barnes	05/24/2018
Action(s)	Created Date		0 of 2 (0%)		
1	1/6/17	Monthly newsletters will be shared with all parents with information that they can use to assist their students at home.		Latisha Barnes	05/01/2017

Notes: Newsletters have been given out the past few months. Grade levels will be asked to put newsletters in Ms. Barnes box.

Update 2/23/17: Grade levels have been sending home monthly letters with upcoming material being taught. Teachers will work on including websites, strategies, and/or materials for parents to utilize at home.

2

10/24/17

Create by grade level Kindergarten monthly blurbs and distribute to parents to assist with strategies

Felicia Martin

06/09/2018

Notes: