

Comprehensive Progress Report

Mission:

Troutman Elementary staff will work together to provide a rigorous differentiated curriculum in which students achieve high academic growth.

Vision:

Troutman Elementary School will educate and inspire our students to become innovative learners, compassionate students, and productive citizens of society.

Goals:

Strategic Goal: By August 2025 (when individual school growth data is released by the state), the overall school growth index as measured by EVAAS will Exceed Growth (2.0) every year. Target Goal: For the 2023-24 school year, Troutman Elementary School will Exceed Growth (2.0). Growth data from 2015-2016; Met Growth at 0.78. Growth data from 2016-2017; Exceeded Growth at 6.36. Growth data from 2017-2018; Met Growth at 1.38. Growth data for 2018-2019; Met Growth at 1.12. Growth data for 2019-2020 was not available due to school closure. Growth data for 2020-2021; Exceeded Growth at 16.0 For 2021-2022, Met Growth at 1.82. In 2022-2023, Met Growth at -1.20.

Strategic Goal: By June 2025, Troutman Elementary School will meet the district's strategic goal an overall End of Grade proficiency rating of 80%. Target Goal: For 2023-2024, Troutman Elementary will have an overall proficiency rating of 68%. Troutman Elementary had an overall proficiency rating of 62% for 2022-2023. Troutman Elementary School had an overall proficiency rating of 63% for the 2020-2021 school year. Troutman Elementary School did not have a proficiency rating for the 2019-2020 school year due to school closure. Troutman Elementary School's proficiency is 62.3% for 2018-2019 school year. Troutman's proficiency rating for the 2017-2018 school year was 61.8%.

Strategic goal: By 2025, the proficiency for Students with Disabilities will be at 40%. Target Goal: In 2023-2024, the overall proficiency of Students with Disabilities will be 30%. For the 2022-23 school year, the overall proficiency of Students with Disabilities was 19%. Troutman Elementary's proficiency Students with Disabilities for 2021-22 was 26%. And the Students with Disabilities proficiency for 2020-2021 was 16%.



Core Function:		Dimension A - Instructional Excellence and Alignment			
Effective Practice:		Curriculum and instructional alignment			
A2.02		Instructional Teams meet for blocks of time (e.g., 4 to 6 hour blocks, once a month; whole days before and after the school year) sufficient to develop and refine units of instruction and review student learning data.(5092)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		2023-2024: This year, the Iredell-Statesville Schools adopted Magnetic Reading for all students in grades 3-5. Troutman Elementary School purchased Magnetic Reading for all students in kindergarten through 2nd grade in order to have full implementation of this program which is closely aligned to the Science of Reading.	Limited Development 08/31/2023		
<i>How it will look when fully met:</i>		2023-2024: At full implementation, Magnetic Reading instruction will be one of the literacy components (with a defined time allotment) in every teacher's daily lesson plan for reading. In addition, these plans will have identified the specific reading standards that are being addressed each week. These reading standards will become the foundation for the standard based grading in grades K-3 and assessing students in grades 4-5.		Kellie Thompson	05/24/2024
Actions			0 of 14 (0%)		
8/31/23	Purchase Magnetic Reading materials for students in K-2			Kellie Thompson	08/01/2023
<i>Notes:</i>					
8/31/23	Leadership team meets to discuss and determine literacy component expectations for the school year.			Kimberly Cressman	08/11/2023
<i>Notes:</i>					
8/31/23	Train teachers in grades 3-5 on the Magnetic Reading program			Kellie Thompson	08/12/2023
<i>Notes:</i>		A representative from Magnetic Reading came to TES and facilitated training for teachers in grades 3-5.			
8/31/23	Train K-2 teachers on the Magnetic Reading program.			Kellie Thompson	08/12/2023
<i>Notes:</i>		A representative from Magnetic Reading came to TES and facilitated training for K-2 teachers.			
8/31/23	Meet with each grade level team to outline non-negotiables associated with literacy instruction (Magnetic Reading, Heggerty, Letterland).			Kellie Thompson	08/22/2023
<i>Notes:</i>					
8/31/23	Leadership team develops Classroom Walkthrough Tool to address the specific look fors in literacy instruction.			Graham Lynch	09/08/2023

<i>Notes:</i>			
8/31/23	Identify 1-2 teachers per grade level to go through Magnetic Reading selections for the 1st quarter and align those selections to specific reading standards.		Grade Chairs for K-5 09/13/2023
<i>Notes:</i>			
8/31/23	Grade levels will meet monthly to analyze data from Magnetic Reading Common Formative Assessment.		Bell, BVaugh, Cash, Cardwell, Adkins, Beaver, Hall 09/29/2023
<i>Notes:</i>			
8/31/23	All teachers in grades K-5 will be required to have a PDP goal that includes the implementation of Magnetic Reading.		Cressman/Mills 09/30/2023
<i>Notes:</i>			
8/31/23	Align 2nd quarter reading standards to the Magnetic Reading selections.		Grade Chairs K-5 10/10/2023
<i>Notes:</i>			
8/31/23	Use reading data to identify students in need of Tier 2 interventions.		Law and Ross 10/17/2023
<i>Notes:</i>			
8/31/23	All teachers in grades K-5 will have one announced observation that must include the delivery of a Magnetic Reading lesson.		Cressman/Mills 12/20/2023
<i>Notes:</i>			
8/31/23	In PLCs with the IF, teachers will discuss unpack the upcoming reading standard(s) and its alignment to the Magnetic reading.		Bell, BVaugh, Cash, Cardwell, Adkins, Beaver, Hall 12/20/2023
<i>Notes:</i>			
8/31/23	In PLCs with the grade level team, teachers will discuss unpack the upcoming reading standard(s) and its alignment to the Magnetic reading.		Bell, BVaugh, Cash, Cardwell, Adkins, Beaver, Hall 12/20/2023
<i>Notes:</i>			

Core Function:	Dimension A - Instructional Excellence and Alignment					
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Effective Practice:	Student support services					
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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
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Initial Assessment:

2023-2024: Tier 1 Core Plans for literacy, math, and behavior will be developed and housed in RTI Stored. Initial core plans will be created by grade level teams at the beginning of the year (September), and then updated at MOY and EOY. TES PLCs will use the following assessments to identify academic gaps: mClass (K-3), iReady reading, iReady Math, and EOG data where available. TES will use Title I funds to hire 2 interventionists who will use Bridges Math, Phonics for Reading, and Lexia for small group interventions.

2022-2023: Tier 1 core plans for literacy, math, and behavior will be developed and updated by grade level teachers at BOY, MOY, and EOY during PLC's. The following assessments will be used to gauge instruction and identify academic gaps: mClass(K-3) as the universal screener for literacy. iReady reading(4-5) will be used as the universal screener for literacy. LETRS implementation will begin across all grade levels K-5. iReady math(K-5) will be used as the universal screener for math. mClass progress monitoring and iReady growth checks will be used throughout the school year. Intervention programs: Bridges for math, Phonics for reading, Heggerty, and Lexia.

2021-2022: Tier I core plans for math, literacy, and behavior will be developed and updated by grade level teachers during PLC's throughout the school year. In January 2022, the school and district will implement LTRS across all grade levels. The following assessments will be used to gauge instruction and identify academic gaps: mClass (K-3) as the universal screener. Grades 4-5 will use the iReady Math and iReady Reading diagnostic assessment three times a year in addition to the monthly growth check. Intervention programs: Bridges for math, Letterland intervention tools, and Phonics for reading.

2020-2021: The district's curriculum guide was updated to reflect the curriculum that was not covered during the last nine weeks of school due to school closure. Once initial BOY assessments are completed in both reading and math, the Tier I core plans will be developed by each grade level team. We will use the following formal assessments for reading this year in K-5: iReady Reading (BOY, MOY, and EOY), EOGs, NC Check-ins, and iReady growth monitoring in reading and math.

2019-2020: Tier I core plans for math and literacy will be developed and updated by grade level teachers during PLC's throughout the school year. TES will implement the following assessments this school year: IStation (K-3) as the universal screener for determining instructional reading levels. Grades 4-5 are using the iReady Math and iReady

Limited Development
04/12/2016

Reading diagnostic assessment three times a year. Grade 3 is using iReady Math. Letterland assessments and interventions will also be used K-2.

2018-2019: Tier I core plans for math and literacy will be developed and updated by grade level teachers during PLC's throughout the school year, starting in September 2018. Teachers use the following assessments: mClass/Dibels (K-3) as a universal screener for determining instructional reading levels. Grades 1-5 use the STAR assessment as an additional tool to determine student's independent reading range. Grades 4-5 are using the iReady Math and iReady Reading diagnostic assessment three times a year. All grade levels (K-5) use IStation as a universal reading assessment each month. NC Check-ins data for 3rd, 4th, and 5th grade is another formative assessment used by the school. All of the above assessment information is used to develop explicit Tier I Core Instruction. Lesson plans are housed in Google Drive. For Tiers II and III, grade level teams work with the Leadership Team and the school counselor to review school, grade level, and individual classroom data and then develop small group interventions and enrichment. These plans are housed in RTI Stored. Classroom teachers are responsible for managing Tiers II and III files for students.

Priority Score: 3

Opportunity Score: 2

Index Score: 6

<p>How it will look when fully met:</p>	<p>All students who are below grade level as measured by a variety of data assessment points will have a Tier II or a Tier III plan in RTI Stored. An intervention plan will be developed that includes frequency and time allotment. A mid-year review of Tier II and Tier III plans will be reviewed at the start of the second semester after MOY data has been collected. Because TES has been designated as a TSI school due to low EOG proficiency scores in the EC subgroup, all EC assessment data (BOG, iReady Math and iReady Reading) that is available in grades K-5 will be reviewed, discussed, and compared to grade level and school data during monthly data analysis meetings in PLCs led by IF and administration.</p> <p>Grade level PLC's will conduct a review at the end of the year of Tier II and Tier III plans to set direction for individual students at the beginning of the new year.</p>		<p>Kimberly Cressman</p>	<p>05/24/2024</p>
<p>Actions</p>		<p>173 of 189 (92%)</p>		
<p>9/29/17</p>	<p>Train teachers on iReady assessments for 4th and 5th grade teachers</p>	<p>Complete 08/23/2017</p>	<p>Frank Saraco</p>	<p>08/23/2017</p>
	<p><i>Notes:</i></p>			
<p>9/29/17</p>	<p>Instructional Facilitator trains with Janna Sells on the new MTSS process and RTI Stored</p>	<p>Complete 08/25/2017</p>	<p>Frank Saraco</p>	<p>08/25/2017</p>
	<p><i>Notes:</i></p>			
<p>9/29/17</p>	<p>Train IF on the NC ENSI</p>	<p>Complete 09/15/2017</p>	<p>Frank Saraco</p>	<p>09/15/2017</p>
	<p><i>Notes:</i></p>			
<p>9/29/17</p>	<p>Train teachers in grade K and I on the NC ENSI</p>	<p>Complete 09/18/2017</p>	<p>Frank Saraco</p>	<p>09/18/2017</p>
	<p><i>Notes:</i></p>			
<p>9/29/17</p>	<p>Train teachers on i-Ready data analysis</p>	<p>Complete 09/27/2017</p>	<p>Frank Saraco</p>	<p>09/27/2017</p>
	<p><i>Notes:</i></p>			
<p>9/29/17</p>	<p>Develop the Tier 1 Core Plan with each grade level.</p>	<p>Complete 10/03/2017</p>	<p>Frank Saraco</p>	<p>10/03/2017</p>
	<p><i>Notes:</i></p>			
<p>9/29/17</p>	<p>Create a list of all Tier 1 students "at risk" for grades 1-5.</p>	<p>Complete 12/12/2017</p>	<p>Frank Saraco</p>	<p>10/03/2017</p>
	<p><i>Notes:</i></p>			
<p>12/8/17</p>	<p>TES Data Day- review school wide data with grade level teams.</p>	<p>Complete 11/07/2017</p>	<p>Frank Saraco</p>	<p>11/07/2017</p>
	<p><i>Notes:</i> Jordan Gilbert- Program Specialist (attended)</p>			

9/29/17	Utilize monthly PLC meeting with the IF to review data from iReady, mClass, Star, Moby Max, iStation to develop and revise intervention groups.	Complete 05/31/2018	Kimberly Cressman	11/30/2017
<i>Notes:</i>				
12/8/17	Tier 2- student review of academic and behavioral progress.	Complete 02/13/2018	Frank Saraco	01/16/2018
<i>Notes:</i> Teachers will use current data from 3D, BA's, iReady, iStation, and NC ENSI to determine level of intervention needed for individual students.				
2/27/18	Update Tier 1 Rtl plan using mid year data.	Complete 02/13/2018	Frank Saraco	02/13/2018
<i>Notes:</i>				
12/8/17	Data Day 2	Complete 02/06/2018	Frank Saraco	02/20/2018
<i>Notes:</i>				
2/27/18	Data Day #2- review of Benchmarks and NC Check-in Data	Complete 04/17/2018	Frank Saraco	04/17/2018
<i>Notes:</i>				
2/27/18	Recommendations for Students in Rtl process	Complete 05/22/2018	Frank Saraco	05/22/2018
<i>Notes:</i> Continue, modify, or move tiers.				
9/27/18	Release BOG scores to 3rd grade teachers.	Complete 09/24/2018	Kimberly Cressman	09/24/2018
<i>Notes:</i>				
9/27/18	Use grade level PLC time to review math clusters and lesson plans (for month of October) using curriculum guides to pace work.	Complete 10/02/2018	Kimberly Cressman	10/02/2018
<i>Notes:</i>				
9/13/18	Develop Tier 1 Core Plan for Grades K-5	Complete 10/09/2018	Kimberly Cressman	10/09/2018
<i>Notes:</i>				
9/27/18	Create intervention groups K-5 based on previous week's data review and build intervention time into master calendar.	Complete 10/16/2018	Kimberly Cressman	10/16/2018
<i>Notes:</i>				
12/4/18	Data Day 1	Complete 10/29/2018	Kellie Thompson	10/29/2018
<i>Notes:</i>				
9/27/18	NC Check-in Data Review (grades 3-5) BA Data Review (K-2)	Complete 11/19/2018	Kelly Thompson	11/06/2018
<i>Notes:</i>				
10/9/18	Use grade level PLC time to review math clusters and lesson plans (for month of October) using curriculum guides to pace work.	Complete 10/16/2018	Kimberly Cressman	11/30/2018
<i>Notes:</i>				

9/27/18	Create a guided reading group of 3rd grade students who scored in the 90th percentile or higher on BOG and work on enrichment activities (novel studies/projects) with the media specialist.	Complete 10/16/2018	Anita McMillan	12/20/2018
<i>Notes:</i>				
9/13/18	Data Day Review- meet in grade level PLC's to review assessment data and develop intervention groups and plans.	Complete 02/26/2019	Kimberly Cressman	02/15/2019
<i>Notes:</i>				
3/12/19	Assess all students K-5 in iReady Growth Monitoring	Complete 03/12/2019	Kellie Thompson	03/12/2019
<i>Notes:</i> This assessment will impact if students are making "typical growth" or "stretch growth" in math. However, three data points need to be completed before a prediction can be made about growth.				
9/13/18	Administer NC Check-in in 3rd (Math), 4th and 5th grades (Math and Reading)	Complete 04/12/2019	Heather Dollevoet	04/12/2019
<i>Notes:</i>				
8/28/19	Monthly data review and analysis during PLCs	Complete 05/15/2019	Kellie Thompson	05/15/2019
<i>Notes:</i>				
9/13/18	Utilize monthly PLC meetings to review school-wide data, discuss intervention groupings, and make changes as needed to the groups.	Complete 05/17/2019	Kimberly Cressman	05/26/2019
<i>Notes:</i>				
9/13/18	Assess all students in K-3 in mClass Reading	Complete 05/17/2019	Kimberly Cressman	05/30/2019
<i>Notes:</i>				
9/13/18	Assess 4th and 5th grade students in iReady Math and Reading.	Complete 05/24/2019	Kimberly Cressman	05/30/2019
<i>Notes:</i>				
9/27/18	Review grade level and individual teacher data from 3D Reading Data (K-3) and grade level/teacher EOG data from EOY 2018-2019.	Complete 05/17/2019	Kimberly Cressman	06/13/2019
<i>Notes:</i>				
8/28/19	TSI Step: Develop a master schedule that allowed students to be clustered by their academic gap areas (EC, ESL, Tier 2 and Tier 3) in order to provide targeted instruction by every homeroom, EC, ESL, and tutor throughout the school year.	Complete 08/19/2019	Kellie Thompson	08/01/2019
<i>Notes:</i> Enrolling students that are EC or ESL must be appropriately placed in the correct cluster homerooms.				
8/28/19	Train K-3 teachers on iStation during PLC time.	Complete 08/13/2019	Kellie Thompson	08/13/2019
<i>Notes:</i>				
8/28/19	Purchase iReady Math Diagnostic for grades K-3 after SIT approval.	Complete 08/20/2019	Tammy Blankenship	08/20/2019

<i>Notes:</i>				
8/28/19	Administer 3rd grade BOG Reading Test.	Complete 08/21/2019	Brian Mills	08/21/2019
<i>Notes:</i>				
8/28/19	K-3 teachers assess students in iStation for Reading	Complete 08/30/2019	Kellie Thompson	08/30/2019
<i>Notes:</i>				
8/28/19	Assess students in iReady Math Diagnostic in grades 3-5. And iReady Reading Diagnostic in grades 4-5.	Complete 08/30/2019	Kellie Thompson	08/30/2019
<i>Notes:</i> Each homeroom teacher in grades 3-5 is responsible for assessing students in their classroom. Dr. Thompson oversees completion of the assessments.				
8/28/19	Teachers analyze iReady data (during PLCs with Dr. Thompson) and designed intervention groups for reading.	Complete 09/03/2019	Kellie Thompson	09/03/2019
<i>Notes:</i>				
8/28/19	Write Tier 1 Core Reading plan with each grade level team.	Complete 09/03/2019	Kellie Thompson	09/10/2019
<i>Notes:</i>				
8/28/19	Assess students in grades K-3 in iReady Math	Complete 09/13/2019	Kellie Thompson	09/13/2019
<i>Notes:</i> Each homeroom teacher is required to assess their students on iReady Math.				
8/28/19	Develop Tier 1 Core plan for Math with each grade level team.	Complete 09/17/2019	Kellie Thompson	09/17/2019
<i>Notes:</i>				
8/28/19	Train TA's in the reading interventions (Phonics for Reading and/or Letterland)	Complete 09/20/2019	Kellie Thompson	09/19/2019
<i>Notes:</i> TAs delivering interventions: Santorum, Latten, and Chitwood				
8/28/19	Assess students on the Interim 1 NC Check-in (Reading and Math for 4-5), Math- grade 3 and science (grade 5)	Complete 10/25/2019	Anita McMillan	10/22/2019
<i>Notes:</i>				
8/28/19	TSI Step: Data Day- all current Check-in, iReady, and iStation data will be analyzed (teacher, grade level, and district) with emphasis on the EC subgroup to identify specific skill gap areas.	Complete 11/06/2019	Kellie Thompson	11/01/2019
<i>Notes:</i>				
9/3/19	Administer I-Ready Growth Monitoring for Reading (4-5) and Math (K-5)	Complete 11/04/2019	Kellie Thompson	11/01/2019
<i>Notes:</i>				
11/5/19	IStation MOY Assessment	Complete 12/19/2019	Kellie Thompson	12/19/2019
<i>Notes:</i>				

1/16/20	Update math and reading intervention groups (K-5) for Title I tutors to start the second semester.	Complete 01/08/2020	Kellie Thompson	01/06/2020
<i>Notes:</i>				
12/30/19	NC Check-in #2 Grades 3-5	Complete 01/17/2020	Kim Haydt	01/10/2020
<i>Notes:</i>				
1/16/20	Update the academic core plan in RTI Stored (MOY).	Complete 01/14/2020	Kellie Thompson	01/14/2020
<i>Notes:</i>				
12/30/19	iReady Math and Reading MOY Assessment	Complete 01/17/2020	Kellie Thompson	01/17/2020
<i>Notes:</i>				
1/16/20	Update behavior core plan in RTI Stored (MOY).	Complete 01/21/2020	Kim Haydt	01/21/2020
<i>Notes:</i>				
1/16/20	iReady Math Diagnostic (K-5) and iReady Reading Monthly Diagnostic (4-5).	Complete 01/22/2020	Long and Pennock	01/22/2020
<i>Notes:</i>				
1/16/20	NC Check-in #2 Data Analysis	Complete 01/28/2020	Homeroom Teachers 3-5	01/28/2020
<i>Notes:</i>				
1/16/20	iReady Math (K-5) and iReady Reading (4-5) Monthly Diagnostic	Complete 02/21/2020	Long and Pennock	02/21/2020
<i>Notes:</i>				
5/26/20	Update EOY MTSS-Behavior in RTI Stored.	Complete 05/19/2020	Kim Haydt	05/19/2020
<i>Notes:</i> School was closed for 10 weeks due to COVID-19. Updates were completed based on 3rd quarter discipline data and teacher input.				
5/26/20	Update academic MTSS in RTI Stored	Complete 05/26/2020	Kellie Thompson	05/26/2020
<i>Notes:</i> Schools were closed for 10 weeks due to COVID-19. Teachers used iReady math and reading data and also student involvement in remote learning and packet completion. All Tier 2 and Tier 3 interventions and testing were suspended during the school closure.				
8/30/20	Administer BOY iReady Reading Assessment (4th grade)	Complete 08/31/2020	Leann Adkins	08/28/2020
<i>Notes:</i>				
8/30/20	Determine which Tier 3 students are face-to-face (FTF) learners and those that are virtual	Complete 09/02/2020	Kellie Thompson	09/01/2020
<i>Notes:</i>				
8/30/20	Invite all FTF Tier 3 students (reading and/or math) to come to school 4 days/week	Complete 09/04/2020	Kimberly Cressman	09/04/2020

<i>Notes:</i>				
8/30/20	Administer BOY iReady Math Diagnostic	Complete 09/21/2020	Kellie Thompson	09/21/2020
<i>Notes:</i>				
8/30/20	Administer BOY iReady Reading assessment to K-3 and 5th grade students	Complete 09/25/2020	Kellie Thompson	09/28/2020
<i>Notes:</i>				
9/8/20	Develop Tier I core plan for math and reading.	Complete 10/20/2020	Kellie Thompson	09/28/2020
<i>Notes:</i>				
8/30/20	Tier 3 students (reading) will receive interventions from a TES staff member using Phonics for Reading.	Complete 10/05/2020	Kellie Thompson	10/05/2020
<i>Notes:</i>				
8/31/20	Review and update intervention data in RTI Stored for reading, math, and behavior (if needed).	Complete 11/04/2020	Kellie Thompson	11/04/2020
<i>Notes:</i> Dr. Thompson will lead this during PLC's and ensure that each homeroom teacher updates the RTI Stored information.				
8/30/20	Administer NC Check-in #1	Complete 11/10/2020	Kim Haydt	11/06/2020
<i>Notes:</i>				
8/31/20	Tier 3 (math) students will receive STAMS math interventions from a TES staff member.	Complete 11/17/2020	Kellie Thompson	11/06/2020
<i>Notes:</i>				
5/26/20	Update the academic side of MTSS in RTI Stored (to verify if students need to continue in Tier 2 and Tier 3 interventions).	Complete 11/13/2020	Kellie Thompson	11/13/2020
<i>Notes:</i>				
8/31/20	Review and update intervention data in RTI Stored for reading, math, and behavior (if needed).	Complete 12/09/2020	Kellie Thompson	12/09/2020
<i>Notes:</i>				
2/2/21	Diaggregate NCCI #1 Reading data by grade level and subgroup. (SWOT Analysis)	Complete 12/15/2020	Misty Thompson	12/15/2020
<i>Notes:</i>				
2/2/21	Disaggregate NCCI #1 Math data by grade level and subgroup (SWOT analysis).	Complete 12/15/2020	Long/Carney	12/15/2020
<i>Notes:</i>				
2/2/21	Disaggregate NCCI #1 Science data by subgroup.	Complete 12/15/2020	Debra Lester	12/15/2020
<i>Notes:</i>				

2/2/21	Administer the iReady MOY Math Assessment (K-5)	Complete 12/18/2020	Every Homeroom Teacher	12/18/2020
<i>Notes:</i>				
2/2/21	Update the MTSS Tier 1 Core Plan for Behavior (K-5)	Complete 01/19/2021	Kim Haydt	01/19/2021
<i>Notes:</i>				
2/2/21	Update the academic MTSS Core Plan (K-5) based on mid-year iReady data	Complete 01/26/2021	Kellie Thompson	01/26/2021
<i>Notes:</i>				
2/2/21	Update intervention groups (K-5) for reading and math.	Complete 01/26/2021	Kellie Thompson	01/26/2021
<i>Notes:</i>				
2/2/21	Disaggregate iReady Reading MOY data by grade level and subgroup	Complete 01/26/2021	Misty Thompson	01/26/2021
<i>Notes:</i>				
2/2/21	Disaggregate iReady Math MOY data by grade level and subgroup (SWOT Analysis)	Complete 01/26/2021	Carney/Long	01/26/2021
<i>Notes:</i>				
2/2/21	Administer iReady Reading MOY Assessment in K-3	Complete 01/29/2021	K-3 Homeroom Teachers	01/29/2021
<i>Notes:</i>				
2/2/21	iReady Individual Teacher (MOY) Quadrant Analysis- Math	Complete 02/02/2021	K-5 Homeroom Teachers	02/02/2021
<i>Notes:</i>				
2/2/21	Administer NCCI #2 Math to 3rd grade students.	Complete 02/04/2021	Kim Haydt	02/04/2021
<i>Notes:</i>				
2/2/21	iReady Reading Individual Teacher Quadrant Analysis (K-3)	Complete 02/09/2021	K-3 Homeroom Teachers	02/09/2021
<i>Notes:</i>				
2/2/21	Disaggregate NCCI #2 Science data by subgroup (SWOT Analysis)	Complete 02/23/2021	Debra Lester	02/23/2021
<i>Notes:</i>				
2/2/21	Disaggregate NCCI #2 Reading data by grade level and subgroup (SWOT Analysis)	Complete 02/23/2021	Misty Thompson	02/23/2021
<i>Notes:</i>				
2/2/21	Disaggregate NCCI #2 Math data by grade level and subgroup (SWOT Analysis)	Complete 02/23/2021	Long/Carney	02/23/2021
<i>Notes:</i>				

5/11/21	Share out NCCI #2 sub-group data with PLCs	Complete 03/16/2021	Kimberly Cressman	03/16/2021
	<i>Notes:</i>			
2/2/21	Individual teacher conversations about the math and reading iReady math and reading quadrant data	Complete 03/18/2021	Cressman, Mills, and Thompson	03/18/2021
	<i>Notes:</i>			
6/1/21	Administer NCCI #3 Reading (Grades 3-5)	Complete 04/16/2021	Brian Mills	04/16/2021
	<i>Notes:</i>			
6/1/21	Administer NCCI #3 Math (Grades 3-5)	Complete 04/16/2021	Brian Mills	04/16/2021
	<i>Notes:</i>			
5/11/21	Disaggregate math NCCI #3 data by subgroup	Complete 04/27/2021	Kelly Carney	04/27/2021
	<i>Notes:</i>			
5/11/21	Disaggregate reading NCCI #3 subgroup data	Complete 04/27/2021	Misty Morgan	04/27/2021
	<i>Notes:</i>			
5/11/21	Disaggregate science NCCI #3 data by subgroup	Complete 04/27/2021	Kelly Carney	04/27/2021
	<i>Notes:</i>			
5/11/21	Disaggreate iReady EOY Reading data by subgroup	Complete 04/27/2021	Misty Morgan	04/27/2021
	<i>Notes:</i>			
5/11/21	Disaggregate iReady math data by subgroup	Complete 04/27/2021	Kelly Carney	04/27/2021
	<i>Notes:</i>			
6/1/21	Administer Reading EOG Test to grades 3-5.	Complete 05/18/2021	Brian Mills	05/18/2021
	<i>Notes:</i>			
6/1/21	Administer EOG Math Test to grades 3-5	Complete 05/19/2021	Brian Mills	05/19/2021
	<i>Notes:</i>			
6/1/21	Administer Science EOG test to 5th grade	Complete 05/20/2021	Brian Mills	05/20/2021
	<i>Notes:</i>			
6/1/21	Disaggregate Math EOG data by subgroup.	Complete 05/25/2021	Kelly Carney	05/25/2021
	<i>Notes:</i>			
6/1/21	Disaggregate EOY K-2 iReady Math data by subgroup.	Complete 05/25/2021	Kelly Carney	05/25/2021
	<i>Notes:</i>			
6/1/21	Disaggregate EOG Science data by subgroup	Complete 05/25/2021	Kelly Carney	05/25/2021
	<i>Notes:</i>			
6/1/21	Disaggregate EOY K-2 iReady data by subgroup.	Complete 05/25/2021	Misty Morgan	05/25/2021

	<i>Notes:</i>			
6/1/21	Disaggregate 3rd grade EOG Reading data by subgroup	Complete 05/25/2021	Misty Morgan	05/25/2021
	<i>Notes:</i>			
9/11/21	Identify students in Tier 2 and Tier 3 for reading and/or math based on end of year data from 2022 and BOY data from August/September 2022.	Complete 08/31/2021	Kellie Thompson	08/31/2021
	<i>Notes:</i>			
9/11/21	Administer 3rd Grade BOG (Reading)	Complete 09/09/2021	Hawkins, Benjamin, Mercer, Sprinkle, Pennock, Thom	09/09/2021
	<i>Notes:</i>			
9/11/21	Develop BOY Tier I behavior core plans	Complete 09/15/2021	Kim Haydt	09/14/2021
	<i>Notes:</i>			
9/11/21	Administer BOY mClass reading assessment.	Complete 09/24/2021	Homeroom teachers in grades K-3	09/24/2021
	<i>Notes:</i>			
9/11/21	Develop BOY Tier I Math Core Plans (K-5)	Complete 09/28/2021	Kellie Thompson	09/28/2021
	<i>Notes:</i>			
9/11/21	Develop BOY Tier I Reading Core Plan	Complete 09/29/2021	Kellie Thompson	09/28/2021
	<i>Notes:</i>			
9/11/21	Disaggregate BOG Reading data by subgroup	Complete 09/28/2021	Misty Morgan	09/30/2021
	<i>Notes:</i>			
9/11/21	Review and update students (new to TES) in RTI Stored.	Complete 09/30/2021	Kellie Thompson	09/30/2021
	<i>Notes:</i>			
9/11/21	Disaggregate and analyze BOY mClass reading data and identify grade level gaps	Complete 10/05/2021	Donaldson, Trudelle, Hallstrom, Cardwell	10/05/2021
	<i>Notes:</i>			
9/11/21	Administer NC Check-in #1 (Reading, Math, and Science)	Complete 10/21/2021	Brian Mills	10/21/2021
	<i>Notes:</i>			
9/11/21	Disaggregate and analyze Reading Check-in #1 data.	Complete 11/09/2021	Misty Morgan	11/09/2021
	<i>Notes:</i>			
9/11/21	Disaggregate and analyze Math Check-in #1 data	Complete 11/09/2021	Kelly Carney	11/09/2021
	<i>Notes:</i>			
9/11/21	Disaggregate and analyze Science Check-in #1 data	Complete 11/09/2021	Cheryl Long	11/09/2021

<i>Notes:</i>				
9/11/21	Identify and update Tier 2 and Tier 3 students in reading and math in RTI Stored.	Complete 11/16/2021	Kellie Thompson	11/16/2021
<i>Notes:</i>				
11/16/21	Revisited Tier I core plans in both Reading and Math during PLCs to make sure they align to the SIP and the district strategic plan.	Complete 11/09/2021	Kellie Thompson	11/16/2021
<i>Notes:</i>				
9/26/21	Create a BOY spreadsheet that indicates how EC students are performing (BOG, mClass, and NC Check-ins) compared to the school population and share out with staff.	Complete 12/17/2021	Kimberly Cressman	11/29/2021
<i>Notes:</i>				
11/16/21	Administer iReady reading and math growth checks.	Complete 12/17/2021	Homeroom teachers	12/17/2021
<i>Notes:</i>				
9/11/21	Implement Tier 2 and Tier 3 math interventions (Bridges).	Complete 12/17/2021	Melissa Reep	12/17/2021
<i>Notes:</i>				
9/11/21	Implement Tier 2 and Tier 3 interventions for reading (Phonics for Reading).	Complete 12/17/2021	Reep, Thompson, TA's, and homeroom teachers	12/17/2021
<i>Notes:</i>				
1/17/22	Administer NC Science Check-in #2	Complete 01/25/2022	Braswell, Carney, Ebel, Long, Morgan	01/25/2022
<i>Notes:</i>				
1/17/22	Administer NC Check-in #2 Reading	Complete 01/26/2022	3rd, 4th, 5th grade homeroom teachers	01/26/2022
<i>Notes:</i>				
1/17/22	Administer NC Check-in #3 Math	Complete 01/27/2022	3rd, 4th, and 5th Grade Teachers	01/27/2022
<i>Notes:</i>				
1/17/22	Administer MOY mClass Reading Assessment	Complete 01/27/2022	K-3 Homeroom Teachers	01/27/2022
<i>Notes:</i>				
1/17/22	MOY iReady Quadrant Analysis Math	Complete 01/31/2022	4th and 5th Grade Homeroom Teachers	01/31/2022
<i>Notes:</i>				

1/17/22	iReady Quadrant Analysis: Reading	Complete 01/31/2022	K-5 Homeroom Teachers	01/31/2022
	<i>Notes:</i>			
1/17/22	Disaggregate Science Check-in Data	Complete 02/01/2022	Carney	02/01/2022
	<i>Notes:</i>			
1/17/22	Disaggregate NC Check-in Math Data	Complete 02/01/2022	Long	02/01/2022
	<i>Notes:</i>			
1/17/22	Disaggregate NC Check-in Reading Data	Complete 02/01/2022	Morgan	02/01/2022
	<i>Notes:</i>			
1/17/22	Disaggregate MOY mClass reading data	Complete 02/01/2022	Morgan	02/01/2022
	<i>Notes:</i>			
1/17/22	Update RTI Stored Tier 2 and Tier 3 students receiving interventions	Complete 02/01/2022	Kellie Thompson	02/11/2022
	<i>Notes:</i>			
5/24/22	Administer Reading NCCI #3 for Grades 3-5	Complete 03/23/2022	Grade 3-5 homeroom teachers	03/22/2022
	<i>Notes:</i>			
5/24/22	Administer Math NCCI #3 for Grades 3-5	Complete 03/23/2022	Grade 3-5 homeroom teachers	03/23/2022
	<i>Notes:</i>			
5/24/22	Administer Science NCCI #3	Complete 03/24/2022	Morgan, Long, Ebel, Braswell, and Carney	03/24/2022
	<i>Notes:</i>			
5/24/22	Disaggregate NCCI #3 Math data by subgroup	Complete 04/12/2022	Kelly Carney	04/12/2022
	<i>Notes:</i>			
5/24/22	Disaggregate NCCI #3 Science data by subgroup	Complete 04/12/2022	Cheryl Long	04/12/2022
	<i>Notes:</i>			
5/24/22	Disaggregate Reading NCCI #3 by subgroup	Complete 04/12/2022	Misty Morgan	04/12/2022
	<i>Notes:</i>			
5/24/22	Report out NCCI #3 subgroup data for math, reading, and science	Complete 04/26/2022	Carney and Morgan	04/26/2022
	<i>Notes:</i>			
5/24/22	Administer iReady monthly reading and math growth checks	Complete 05/06/2022	Homeroom teachers	05/06/2022
	<i>Notes:</i>			

5/24/22	Administer iReady EOY diagnostic for math (K-5)	Complete 05/13/2022	K-5 homeroom teachers	05/15/2022
<i>Notes:</i>				
5/24/22	Administer EOY iReady Reading Diagnostic for Grades 4-5	Complete 05/13/2022	Grade 4-5 Homeroom teachers	05/15/2022
<i>Notes:</i>				
5/24/22	Administer EOY mClass assessment	Complete 05/20/2022	K-3 Homeroom teachers	05/20/2022
<i>Notes:</i>				
5/24/22	Update RtA spreadsheet (3rd graders that passed a pathway).	Complete 05/24/2022	Kellie Thompson	05/24/2022
<i>Notes:</i>				
9/6/22	Administer 3rd Grade BOG	Complete 09/19/2022	3rd Grade Team	09/15/2022
<i>Notes:</i>				
9/6/22	Administer BOY mClass reading assessment	Complete 10/04/2022	Teachers grades K-3	09/15/2022
<i>Notes:</i>				
9/13/22	4th and 5th grade administer BOY iReady reading diagnostic.	Complete 10/04/2022	Homeroom teachers	09/28/2022
<i>Notes:</i>				
9/13/22	K-5 administer BOY Math iReady Diagnostic.	Complete 10/04/2022	Homeroom teachers	09/28/2022
<i>Notes:</i>				
9/6/22	Develop BOY Tier 1 Reading Core Plan	Complete 10/04/2022	Dr. Thompson and Instructional Excellence Team	09/30/2022
<i>Notes:</i>				
9/6/22	Develop BOY Tier 1 Math Core Plans (K-5)	Complete 10/04/2022	Instructional Excellence Team, Thompson	10/01/2022
<i>Notes:</i>				
9/13/22	Disaggregate and analyze BOY iReady reading data and identify grade level gaps for 4th and 5th grade.	Complete 10/04/2022	4th and 5th Homeroom teachers	10/22/2022
<i>Notes:</i>				
9/13/22	Disaggregate and analyze BOY iReady Math data and identify grade level gaps for K-5.	Complete 10/04/2022	All homeroom teachers	10/22/2022
<i>Notes:</i>				
9/6/22	Administer NC Check-In #1 (Reading and Math)	Complete 10/31/2022	3-5 teachers	10/31/2022

<i>Notes:</i>				
9/6/22	Disaggregate and analyze Reading Check-In #1 data	Complete 12/31/2022	Thompson, Grade 3-5 teachers	10/31/2022
<i>Notes:</i>				
9/6/22	Create a BOY spreadsheet that indicates how EC students are performing (BOG, mClass, iReady) compared to the school population and share out with staff.	Complete 11/01/2022	Kimberly Cressman	11/01/2022
<i>Notes:</i>				
9/6/22	Revisit Tier 1 core plans in both Reading and Math during PLC's to make sure they align to the SIP and the district strategic plan.	Complete 11/15/2022	Kellie Thompson	11/15/2022
<i>Notes:</i>				
9/6/22	Disaggregate and analyze BOY mClass reading data and identify grade level gaps	Complete 12/15/2022	K-3 teachers	11/15/2022
<i>Notes:</i>				
9/6/22	Disaggregate BOG Reading data by subgroup	Complete 11/15/2022	Grade level teams, Thompson	11/15/2022
<i>Notes:</i>				
9/6/22	Implement Tier 2 and Tier 3 interventions for reading.	Complete 12/22/2022	Laws, Ross, homeroom teachers	12/22/2022
<i>Notes:</i>				
9/6/22	Implement Tier 2 and Tier 3 math interventions (Bridges)	Complete 12/22/2022	Ross, Laws	12/22/2022
<i>Notes:</i>				
9/14/23	Administer MOY mClass Reading assessment in grades K-3.		All homeroom teachers in K-3	01/19/2023
<i>Notes:</i>				
1/24/23	Administer NCCI 2 reading and math to grade 3-5 students.	Complete 01/27/2023	Homeroom teachers	01/27/2023
<i>Notes:</i>				
1/24/23	Administer NCCI 1 Science to 5th grade students.	Complete 01/27/2023	5th Grade Homeroom Teachers	01/27/2023
<i>Notes:</i>				
1/24/23	Update Tier 2 and Tier 3 intervention groups.	Complete 02/14/2023	Penny Laws and Ginger Ross	02/14/2023
<i>Notes:</i>				

1/24/23	Disaggregate and analyze MOY mClass data for grades K-3	Complete 02/14/2023	Bell, Trudelle, Waugh, Hallstrom, and Cardwell	02/14/2023
<i>Notes:</i>				
1/24/23	Analyze MOY iReady Math data.	Complete 02/21/2023	Wilcox, Fussell, Medlin, Sprinkle, Bass, Ebel	02/21/2023
<i>Notes:</i>				
1/24/23	Analyze MOY iReady Reading data.	Complete 02/21/2023	Furry, Russell, Waugh, Benjamin, Adkins, Braswell	02/21/2023
<i>Notes:</i>				
1/24/23	Disaggregate NCCI 2 data for reading, math, and science during PLC data review.	Complete 02/21/2023	Kellie Thompson	02/21/2023
<i>Notes:</i>				
1/24/23	Update Tier I Core Plans based on MOY data in reading and math.	Complete 02/28/2023	Kellie Thompson	02/28/2023
<i>Notes:</i>				
1/27/23	Update Tier 1 Core Plan for Behavior.	Complete 02/28/2023	Bordeaux	02/28/2023
<i>Notes:</i>				
1/24/23	Deliver Lexia Tier 3 interventions to identified students in reading (grades 2-5).	Complete 05/19/2023	Penny Laws and Ginger Ross	05/20/2023
<i>Notes:</i>				
1/27/23	Administer EOY mClass Assessment for K-3	Complete 05/22/2023	Homeroom teachers	05/22/2023
<i>Notes:</i>				
1/27/23	Administer EOY iReady Reading Assessment (4th/5th).	Complete 05/22/2023	Homeroom Teachers	05/22/2023
<i>Notes:</i>				
1/27/23	Administer EOY iReady Math Assessment	Complete 05/22/2023	Homeroom Teachers	05/22/2023
<i>Notes:</i>				
1/27/23	Administer EOG Tests in Reading, Math, and Science (grades 3-5).	Complete 06/09/2023	Mills	06/09/2023
<i>Notes:</i>				
1/27/23	Administer EOG re-tests to select students	Complete 06/15/2023	Kimberly Cressman	06/15/2023
<i>Notes:</i>				

9/14/23	Review list of all Tier 3 students from June 2023 and determine which of these students are still enrolled at TES and therefore need Tier 3 interventions at the start of the school year.		Kellie Thompson	08/31/2023
	<i>Notes:</i>			
9/14/23	Administer Beginning of Grade Reading Test to 3rd grade students.		3rd grade teachers; Brian Mills	09/01/2023
	<i>Notes:</i>			
9/14/23	Administer iReady Reading diagnostic to K-5 students		All K-5 homeroom teachers	09/08/2023
	<i>Notes:</i>			
9/14/23	Administer iReady Math diagnostic to all K-5 students.		All K-5 homeroom teachers	09/08/2023
	<i>Notes:</i>			
9/14/23	Administer BOY mClass Reading assessment to all students in K-3 and 4th grade students who did not pass RtA pathway.		All homeroom teachers in K-3 and Kellie Thompson	09/11/2023
	<i>Notes:</i>			
9/14/23	Develop grade level Tier I core plans for reading and math.		Kellie Thompson	09/12/2023
	<i>Notes:</i>			
9/14/23	Analyze iReady reading and math data, mClass reading data, and EOG data if available, to identify students in need of Tier 3 interventions.		Kellie Thompson	09/12/2023
	<i>Notes:</i> Grade level teachers are part of this discussion led by the IF. Specific skill gaps are identified based on the assessment data.			
9/14/23	Using the list of students who need Tier 3 interventions in reading and/or math, the interventionists will conduct screening assessments to pinpoint specific skill gaps.		Ginger Ross and Penny Laws	09/22/2023
	<i>Notes:</i>			
9/14/23	Use data from the interventionists screenings to develop appropriate skill groups of no more than 3 students for interventions.		Kellie Thompson	09/29/2023
	<i>Notes:</i>			
9/14/23	Create a school-wide intervention schedule for students in grades 2-5 to receive Tier 3 interventions for 30 minutes, 3X/week		Kellie Thompson	09/29/2023
	<i>Notes:</i>			
9/17/23	Create a spreadsheet of iReady reading and math data and mClass reading data for all EC students at Troutman Elementary School.		Kimberly Cressman	09/30/2023
	<i>Notes:</i>			

9/14/23	Administer iReady Growth check in reading and math		K-5 homeroom teachers	10/31/2023
<i>Notes:</i>				
9/14/23	Administer MOY iReady Ready and Math diagnostics in grades K-5		All homeroom teachers in K-5	12/19/2023
<i>Notes:</i>				
9/14/23	Pull students for interventions using Phonics for Reading, Heggerty, Bridges Math, and LLI Kits.		Ross and Laws	12/20/2023
<i>Notes:</i>				
9/17/23	Populate EC spreadsheet with MOY iReady reading and math data and mClass reading data for analysis in grade level PLCs		Graham Lynch	01/15/2024
<i>Notes:</i>				
Implementation:		02/09/2018		
Evidence	2/9/2018 Data from I-Ready, NC Check-ins, District BAs, and mClass was reviewed with each grade level during grade level PLCs. Teachers discussed next steps needed to bridge the gaps. Primary grade teachers will focus on written response. Future PLCs will address various ways to incorporate writing in all content areas.			
Experience	2/9/2018 Data reports were created and shared with teachers. District reports were also shared with teachers. Time was spent reviewing data and pinpointing areas of concern. Next steps were established.			
Sustainability	2/9/2018 Future PLCs will address various ways to incorporate writing in all content areas.			

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:		2023-2024: TES used Title I funds to purchase another teaching position for 5th grade due to a large enrollment over the summer. Current 5th grade enrollment is 137 students. Unfortunately, TES was unable to secure a certified teacher for vacant position and had to hire a teacher assistant as the long term substitute. Due to this, the leadership team decided to departmentalize the grade level into a team of 2 teachers and a team of 3 teachers. The team of 3 includes 2 teachers and the	Limited Development 05/13/2016		

teacher assistant. Each person will teach one subject area; one certified teacher will teach reading, the other will teach math (both are working on AIG certification), and the teacher assistant will be responsible for science instruction. TES will try to secure a certified teacher for science position.

2022-2023: Seven new homeroom teachers have been added to TES: 2 in Kindergarten, 3 in first grade, 1 in third grade, and 1 in fifth grade (two student teachers have been assigned: 1 in first grade and 1 in second grade). An computer enhancement position was added. Kindergarten will attend media/guidance instead of science. Lesson plans are housed in Google drive along with PLC agendas and grade level planning agendas. Lesson plans will focus on LETRS strategies and implementation. Grade level chairs will work with the IF to ensure that grade levels are following the PLC matrix. Administration is present for grade level PLCs and at least one admin will attend grade level meetings held by grade chairs.

2021-2022: TES maintained all of its teachers from the previous school year except for the loss of the science lab teacher whose position has not been filled. Lesson plans are housed in Google drive and new this year, each grade level team must submit their weekly PLC agenda into the drive The instructional facilitator has a weekly PLC agenda, also housed in Google drive, that follows the ISS PLC matrix. Administration is present for IF led PLC's and at least one member of the leadership team attends the grade level PLCs led by the grade chairperson.

2020-2021: Six new teachers were added to TES: 3 in kindergarten, 1 in 1st, 1 in 2nd, and 1 in 3rd (a student teacher who has been approved to serve as the classroom teacher). Each homeroom has at least one virtual student. Seesaw is the platform for K-3 remote/virtual students and Canvas is being used as the platform for 4th and 5th grades. Lesson plans will be housed in Google drive and will include instruction for face to face, virtual, and remote learners.

2019-2020: Four new teachers were added to TES staff; 1 in 1st grade, 2 in 2nd grade, and 1 in 3rd grade. Except for the four new teachers, there were no changes to grade level teams for this year. A new assistant principal was assigned to TES. Growth data: met at 1.12 and overall EOG proficiency for 2018-2019 was 62.3%.

Every grade level team will house a lesson plan framework on Google Drive. Lesson plan non-negotiables will be developed and in place for

all teachers to follow based on ISS's Learning Triangle by the end of the first nine weeks. Weekly PLC's led by the IF (with administration present) will occur every Tuesday and monthly topics include curriculum/instruction (math clusters and ELA standards), data analysis (iReady, IStation, NC Check-ins, and progress monitoring), and RTI (student intervention groups).

2018-2019: Current data indicates that TES met growth for the 2017-2018 school year. However, school growth declined from a 6.86 (2016-2017) to a 1.38 (2017-2018). Minimal changes were made to grade level teams for the 18-19 school year. But, the state has a brand new math curriculum that is being implemented this year. The district has released its timeline for completion of teacher observations and PDP completion. Classroom Walk-throughs will continue this year.

Every grade level team will house lesson plans on Google Drive (previous lesson plans have been archived and are view only). Lesson plans and instructional delivery must include: Letterland (K-2), Daily 5 and Number Talks (all grade levels) as well as direct and small group instruction. Grade level teams are required to meet with the leadership team each week (Tuesdays) as a PLC to discuss curriculum/instruction, data analysis, and interventions.

For the 2017-2018 school year, 9 new staff members were added to Troutman Elementary School; five beginning teachers (less than 3 years teaching experience) and 4 other teachers: 2 with over 10 years teaching experience, one with 4 years experience, and one with five years teaching experience from New York, but is in her first year in North Carolina. Grade level teams in grades 1, 2, 3, 4, and enhancements have new staff members this year. In addition, the Instructional Facilitator is in that role for the first time this year. The assistant principal has completed the initial NCEES training as required during the first 10 days of school. The principal has developed an teacher observation schedule for the 2017-18 school year and will adhere to the district benchmarking dates for completion of teacher evaluations and professional development plans. The principal and assistant principal provide timely feedback as evidenced by evaluation summaries in NCEES. The principal, assistant principal, and instructional facilitator will conduct 20 Classroom Walkthroughs on every certified teacher in school and email individual walk-through data to each teacher at the conclusion of the walk. Each grade level team will house their lesson plans on Google Drive. Lesson plans and instructional delivery must include: Letterland (K-2), Daily 5 and Number Talks (all

grade levels) as well as direct and small group instruction. Grade level teams are required to meet with the leadership team each week (Tuesdays) as a PLC to discuss curriculum/instruction, data analysis, and interventions.

<p>How it will look when fully met:</p>	<p>2023-2024: At full implementation, every student on each of the teams of teachers will have the same amount of instructional time in reading, math, and science, with minimal transition time between classes. The grade level team will plan as a unit (5 teachers) but also break into smaller teams for reading, math, and science planning so that all students are receiving instruction on the same reading, math, and science standards regardless of being on the 2 or 3 person team.</p> <p>2021-2022: All teacher evaluations and professional development growth plans will be completed on or before the timelines set forth by the district. Grade level lesson plans, K-5 and enhancements will be housed in Google Documents for all TES staff to view. Weekly PLC's as led by the leadership team will include discussions on curriculum/instruction, data analysis, interventions, and classroom strategies. Each grade chairperson will be responsible for the creation of their weekly PLC agenda as well as documenting the events in the meeting each week.</p> <p>2019-2020: All teacher evaluations and professional development growth plans will be completed on or before the timelines set forth by the district. Grade level lesson plans, K-5 and enhancements will be housed in Google Documents for all TES staff to view. Lesson plan template will be designed and aligned to the district academic triangle (5 questions). Weekly PLC's as led by the leadership team will include discussions on curriculum/instruction, data analysis, interventions, and classroom strategies.</p> <p>2018-2019: All teacher evaluations and professional development growth plans will be completed on or before the timelines set forth by the district. Grade level lesson plans, K-5 and enhancements will be housed in Google Documents for all TES staff to view (and align curriculum). Lesson plans will include specific look-fors regarding classroom instruction. Weekly PLC's as led by the leadership team will include discussions on curriculum/instruction, data analysis, interventions, and classroom strategies.</p> <p>Observation Schedule</p>		<p>Kimberly Cressman</p>	<p>05/24/2024</p>
<p>Actions</p>	<p>163 of 185 (88%)</p>			
<p>9/14/17</p>	<p>Develop a teacher evaluation schedule (which administrator evaluates which teacher) prior to the start of school.</p>	<p>Complete 05/10/2017</p>	<p>Heather Dollevoet</p>	<p>08/28/2017</p>

Notes: 1. Balance out the number of abbreviated, standard, and comprehensive evaluations between the two administrators.
2. When possible, one administrator should be assigned to an entire grade level team or at least the majority of a grade level team.

4/10/17	Instructional Facilitator will develop a weekly PLC agenda for grades K-5. Weekly agenda items will include: 1) discussion about upcoming learning targets, 2) data analysis from a variety of assessments (3D Reading, AIMSweb, Benchmark Assessments, and NC Check-ins), 3) identification of students in need of interventions and further RTI support.	Complete 08/29/2017	Frank Saraco	08/29/2017
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Notes: Administration will be an part of this weekly PLC.

9/14/17	Conduct NCEES training for returning teachers during the first 10 days of school	Complete 08/30/2017	Heather Dollevoet	08/31/2017
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Notes:

9/14/17	Conduct NCEES training for staff NEW to TES	Complete 09/05/2017	Heather Dollevoet	08/31/2017
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Notes:

9/14/17	Each administrator develops an individual calendar for teacher evaluation based on the evaluation type required for each teacher.	Complete 09/01/2017	Kimberly Cressman	09/01/2017
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Notes: Calendar needs to include district dates for PDPs and Teacher Evaluation deadlines as prescribed by the district.

9/14/17	Kindergarten lesson plans will be created, updated, and housed in Google Drive	Complete 09/05/2017	Andrea Donaldson	09/05/2017
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Notes:

9/14/17	1st grade lesson plans will be created, updated, and housed in Google Docs	Complete 09/12/2017	Kelly Trudelle	09/12/2017
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Notes:

9/14/17	2nd grade lesson plans will be created, updated, and housed in Google Docs	Complete 09/12/2017	Risa Medlin	09/12/2017
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9/14/17	3rd grade lesson plans will be created, updated, and housed in Google Docs	Complete 09/12/2017	Liz Ferrell	09/12/2017
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9/14/17	4th Grade lesson plans will be created, updated, and housed in Google Docs	Complete 09/12/2017	Dawn Cardwell	09/12/2017
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9/14/17	5th grade lesson plans will be created, updated, and housed in Google Docs	Complete 09/12/2017	Kelly Carney	09/12/2017
<i>Notes:</i>				
9/14/17	Leadership team develops a calendar (and re-visit assignments weekly in Leadership Team meetings) in which each person is responsible for 2 grade levels of teachers (about 10-12) which will be evaluated using the Classroom Walkthrough Tool.	Complete 05/31/2018	Kimberly Cressman	09/22/2017
<i>Notes:</i> Each team member must have evaluated teachers in grades K-5 every three weeks.				
9/14/17	Principal will assign each leadership team member 2 grade levels of lesson plans to review and comment on each week. Comments will be within the lesson plan documents in Google Docs.	Complete 05/31/2018	Kimberly Cressman	09/25/2017
<i>Notes:</i>				
9/14/17	Each enhancement teacher will create and upload their individual lesson plans in Google Docs	Complete 05/02/2018	Anita McMillan	01/02/2018
<i>Notes:</i>				
12/8/17	Instructional Rounds for Beginning Teachers	Complete 01/26/2018	Kimberly Cressman	02/02/2018
<i>Notes:</i> Beginning teachers will have a 1/2 day to visit at least 3-4 classrooms (as assigned by the leadership team) to visit and complete a Google Document on what was seen and learned in each classroom.				
9/13/18	AP creates teacher observation schedule for 2018-2019.	Complete 08/23/2018	Heather Dollevoet	08/23/2018
<i>Notes:</i>				
9/13/18	Complete NCEES orientation for all certified staff who have an evaluation in NCEES during the first ten days of school.	Complete 08/23/2018	Heather Dollevoet	08/23/2018
<i>Notes:</i> Teachers complete orientation and self assessment				
9/13/18	Create weekly kindergarten lesson plans and place in Google Drive	Complete 09/22/2018	Andrea Donaldson	09/21/2018
<i>Notes:</i>				
9/13/18	Create 1st grade lesson plans and place in Google Drive	Complete 09/21/2018	Kelly Trudelle	09/21/2018
<i>Notes:</i>				
9/13/18	Create 2nd grade lesson plans and place in Google Drive	Complete 09/21/2018	Risa Medlin	09/21/2018
<i>Notes:</i>				
9/13/18	Create 3rd grade lesson plans and place in Google Drive	Complete 09/21/2018	Bethany Schermerhorn	09/21/2018
<i>Notes:</i>				

9/13/18	Create 4th grade lesson plans (regular education and AIG cluster) and place in Google Drive	Complete 09/21/2018	Bass and Cardwell	09/21/2018
<i>Notes:</i>				
9/13/18	Create 5th grade lesson plans (regular and AIG cluster) and place in Google Drive	Complete 09/21/2018	Kelly Carney	09/21/2018
<i>Notes:</i>				
9/13/18	Each enhancement teacher creates lesson plans and places in Google Drive	Complete 10/08/2018	Levis, Sipe, Mansfied, Clendenin, Koehler, and McM	09/21/2018
<i>Notes:</i>				
9/27/18	Leadership team reviews lesson plans and provides feedback (within the document itself). Dollevoet- grades K, 3, 5 Cressman- grades 1, 2, 4	Complete 10/01/2018	Cressman/Dollevoet	10/01/2018
<i>Notes:</i>				
9/27/18	Leadership reviews and comments on lesson plans in grades K-5	Complete 10/08/2018	Cressman/Dollevoet	10/08/2018
<i>Notes:</i>				
9/27/18	Leadership reviews and comments on lesson plans (grades K-5)	Complete 10/15/2018	Cressman/Dollevoet	10/15/2018
<i>Notes:</i>				
9/27/18	Leadership team reviews and comments on lesson plans (K-5)	Complete 10/22/2018	Cressman/Dollevoet	10/22/2018
<i>Notes:</i>				
9/27/18	First round of observations for comprehensive and standard teachers completed (with extensive feedback in the document).	Complete 11/02/2018	Cressman and Dollevoet	10/28/2018
<i>Notes:</i>				
9/13/18	Instruction Facilitator will create a weekly PLC agenda that addresses school needs: curriculum/instruction, data analysis, intervention strategies.	Complete 11/26/2018	Kellie Thompson	11/01/2018
<i>Notes:</i>				
9/13/18	Leadership Team will meet weekly to discuss key school issues (staffing, students, professional development, curriculum/instruction, data)	Complete 11/28/2018	Kimberly Cressman	11/01/2018
<i>Notes:</i>				
9/27/18	Leadership team reviews and comments on lesson plans (K-5). Dollevoet: 3 and 5 Cressman: 2 and 4 Thompson: K and 1	Complete 11/05/2018	Cressman/Dollevoet /Thompson	11/05/2018

<i>Notes:</i>				
9/27/18	Leadership team reviews and comments on lesson plans (K-5)	Complete 11/12/2018	Cressman/Dollevoet /Thompson	11/12/2018
<i>Notes:</i>				
9/27/18	Leadership team reviews and comments on lesson plans (K-5)	Complete 11/19/2018	Cressman/Dollevoet /Thompson	11/19/2018
<i>Notes:</i>				
9/27/18	First round of abbreviated observations completed with feedback	Complete 11/05/2018	Cressman and Dollevoet	11/30/2018
<i>Notes:</i>				
9/27/18	Review and comment on lesson plans (grades K-5)	Complete 12/03/2018	Cressman, Dollevoet, Thompson	12/03/2018
<i>Notes:</i>				
9/27/18	Leadership team reviews and comments on lesson plans (grades K-5).	Complete 12/15/2018	Cressman, Dollevoet, Thompson	12/10/2018
<i>Notes:</i>				
9/27/18	2nd observation for comprehensive teachers completed with feedback contained in document.	Complete 01/14/2019	Cressman and Dollevoet	12/20/2018
<i>Notes:</i>				
12/4/18	Leadership will meet with K-5 teachers to review individual EVAAS data.	Complete 01/07/2019	Kimberly Cressman	12/21/2018
<i>Notes:</i>				
3/12/19	3rd observation for comprehensive teachers completed with feedback contained in document.	Complete 04/05/2019	Cressman and Dollevoet	04/05/2019
<i>Notes:</i>				
3/12/19	Comprehensive Summatives and PDPs will be completed.	Complete 04/12/2019	Kimberly Cressman	04/12/2019
<i>Notes:</i>				
3/12/19	Standard and Abbreviated summative evaluations and PDPs will be completed.	Complete 05/03/2019	Kimberly Cressman	05/03/2019
<i>Notes:</i>				
9/13/18	Each administrator develops a teacher observation schedule to conduct evaluation and hold PDP conferences adhering to the timeline set by district. Formative evaluations will include very specific feedback given verbally and in written form.	Complete 05/17/2019	Cressman and Dollevoet	05/17/2019
<i>Notes:</i>				

8/29/19	Develop a master teacher evaluation schedule for 2019-2020	Complete 08/01/2019	Kimberly Cressman	08/01/2019
	<i>Notes:</i>			
8/29/19	Conduct NCEES orientation with all certified staff within first ten days of school.	Complete 08/14/2019	Kimberly Cressman	08/14/2019
	<i>Notes:</i>			
8/29/19	Each administrator creates observation schedule for abbreviated, comprehensive, and standard evaluations that meets the district timelines for completion	Complete 08/26/2019	Cressman and Mills	08/26/2019
	<i>Notes:</i>			
8/29/19	Instructional Facilitator creates grade level lesson plan folders for grades K-5 and enhancements.	Complete 08/26/2019	Kellie Thompson	08/26/2019
	<i>Notes:</i>			
8/29/19	Instructional Facilitator will develop a standing monthly PLC agenda that addresses: data analysis (review school-wide data), RTI Stored (core plans and intervention groups), math and reading curriculum	Complete 09/03/2019	Kellie Thompson	09/03/2019
	<i>Notes:</i>			
8/30/19	TSI Step: Secure a representative from Fountas and Pinnell to provide professional development in the area of literacy, to all homeroom teachers, teacher assistants, and EC teachers.	Complete 09/30/2019	Kellie Thompson	09/30/2019
	<i>Notes:</i> Training dates: 08/06/19 and 09/30/19. Funds to pay from this training came from TSI money in order to address EC literacy gaps.			
9/9/19	TSI Step: Provide TransMath direct instruction for 4th and 5th grade EC students.	Complete 09/30/2019	Kim Doucette	09/30/2019
	<i>Notes:</i>			
9/9/19	TSI Step: Provide direct instruction in Reading Mastery and/or Corrective Reading A and B to EC students in K-5.	Complete 09/30/2019	Kim Doucette and Kim Breeding	09/30/2019
	<i>Notes:</i>			
9/9/19	TSI Step: All homeroom will implement the Interactive Read Aloud lesson to ensure student receive core instruction and Tier 2 and Tier 3 interventions/support.	Complete 10/11/2019	Kellie Thompson	10/11/2019
	<i>Notes:</i> Should be in place for at least 4 days/week.			
11/5/19	Grade level lesson plan review (individual for each teacher)	Complete 11/15/2019	Kimberly Cressman	11/15/2019
	<i>Notes:</i> The feedback from lesson plans becomes the basis for the lesson plan non-negotiables in all teacher's lesson plans.			
8/29/19	Lesson Plan Non-negotiables	Complete 01/07/2020	Pennock and Carney	11/19/2019

<i>Notes:</i>				
9/9/19	TSI Step: All homeroom teachers will implement guided reading as directed by the trainer from Fountas and Pinnell. EC students will receive guided reading with their homeroom teacher and also Tier 2 and Tier 3 in the resource classroom.	Complete 12/02/2019	Kellie Thompson	12/01/2019
<i>Notes:</i>				
1/18/20	2nd semester lesson plan expectations (work from goal teams) presented to grade level teachers by the principal	Complete 01/08/2020	Kimberly Cressman	01/07/2020
<i>Notes:</i>				
8/29/19	Leadership team will conduct EVAAS data analysis and EOG proficiency review (2018-2019) with each homeroom teacher in grades K-2.	Complete 01/10/2020	Cressman, Mills, Thompson	01/10/2020
<i>Notes:</i>				
1/18/20	Comprehensive Evaluations (2nd) completed according to district schedule	Complete 01/17/2020	Cressman and Mills	01/17/2020
<i>Notes:</i>				
1/18/20	Leadership will conduct EVAAS, EOG, and iReady growth projections conversations with teachers in grades 3-5	Complete 01/31/2020	Cressman, Mills, and Thompson	01/31/2020
<i>Notes:</i>				
1/18/20	Comprehensive Observation (4th) completed.	Complete 03/06/2020	Cressman and Mills	03/20/2020
<i>Notes:</i>				
1/18/20	Abbreviated and Standard Summative Evaluations completed	Complete 05/08/2020	Kimberly Cressman	05/08/2020
<i>Notes:</i> Schools were closed in March 2020;				
1/18/20	Lesson plan feedback on individual teacher lesson plans (1-2 teachers per grade level per week).	Complete 05/20/2020	Kimberly Cressman	05/20/2020
<i>Notes:</i> Starts week of 1/21/2020 through end of school year				
8/29/19	Kindergarten- weekly grade level lesson plan framework will be uploaded in Google Drive	Complete 05/22/2020	Andrea Donaldson	05/22/2020
<i>Notes:</i>				
8/29/19	1st Grade- weekly grade level lesson plan framework will be uploaded in Google Drive	Complete 05/22/2020	Kelly Trudelle	05/22/2020
<i>Notes:</i>				
8/29/19	2nd Grade- weekly grade level lesson plan framework will be uploaded in Google Drive	Complete 05/22/2020	Risa Medlin	05/22/2020
<i>Notes:</i>				

8/29/19	3rd Grade- weekly grade level lesson plan framework will be uploaded in Google Drive	Complete 05/22/2020	Bethany Schermerhorn0	05/22/2020
<i>Notes:</i>				
8/29/19	4th Grade- weekly grade level lesson plan framework will be uploaded in Google Drive	Complete 05/22/2020	Dawn Cardwell	05/22/2020
<i>Notes:</i>				
8/29/19	5th Grade- weekly grade level lesson plan framework will be uploaded in Google Drive	Complete 05/22/2020	Kelly Carney	05/22/2020
<i>Notes:</i>				
8/29/19	Each enhancement subject area will create and upload lesson plans into Google Drive (Lesson Plan folder)	Complete 05/22/2020	Clendenin, Koehler, Mansfield, Levis, Sipe, McMill	05/22/2020
<i>Notes:</i>				
1/18/20	Comprehensive and Renewal Summative Evaluations completed	Complete 05/08/2020	Kimberly Cressman	05/30/2020
<i>Notes:</i> School closed in March 2020.				
8/31/20	Orientation to NCEES training	Complete 08/26/2020	Kimberly Cressman	08/26/2020
<i>Notes:</i>				
8/31/20	Develop master observation schedule.	Complete 09/01/2020	Brian Mills	09/01/2020
<i>Notes:</i>				
8/31/20	Create new lesson plan folders for 2020-21 in Google Drive	Complete 08/17/2020	Kellie Thompson	09/11/2020
<i>Notes:</i>				
8/31/20	Review and discuss each teacher's individual BOY PDP.	Complete 09/30/2020	Cressman/Mills	09/30/2020
<i>Notes:</i> PDP discussions are scheduled after principal's PDP discussion with superintendent in case teachers' PDPs need to be aligned with principal PDP.				
8/31/20	Complete 1st comprehensive evaluation.	Complete 10/02/2020	Cressman/Mills	10/02/2020
<i>Notes:</i>				
8/31/20	Complete 1st standard and abbreviated evaluations.	Complete 11/12/2020	Cressman/Mills	11/06/2020
<i>Notes:</i>				
8/31/20	Complete 2nd comprehensive evaluation	Complete 12/18/2020	Cressman/Mills	12/18/2020
<i>Notes:</i>				
8/31/20	Upload Kindergarten lesson plans	Complete 12/18/2020	Donaldson	12/18/2020
<i>Notes:</i>				
8/31/20	Upload 1st grade lesson plans.	Complete 12/18/2020	Kelly Trudelle	12/18/2020

<i>Notes:</i>				
8/31/20	Upload 2nd grade lesson plans	Complete 12/18/2020	Risa Medlin	12/18/2020
<i>Notes:</i>				
8/31/20	Upload 3rd grade lesson plans	Complete 12/18/2020	Dawn Cardwell	12/18/2020
<i>Notes:</i>				
8/31/20	Upload 4th grade lesson plans	Complete 12/18/2020	Leann Adkins	12/18/2020
<i>Notes:</i>				
8/31/20	Upload 5th grade lesson plans	Complete 12/18/2020	Kelly Carney	12/18/2020
<i>Notes:</i>				
2/2/21	Review 2nd quarter CWT Data- (Leadership review)	Complete 01/05/2021	Cressman	01/05/2021
<i>Notes:</i>				
2/2/21	Share out CWT 2nd quarter data with teachers in PLCs	Complete 01/12/2021	Cressman, Mills, Thompson	01/12/2021
<i>Notes:</i>				
2/2/21	Create a survey of teachers level of comfort and knowledge with PDSA	Complete 01/19/2021	Thompson	01/19/2021
<i>Notes:</i>				
2/2/21	Complete 2nd round of standard evaluations	Complete 02/02/2021	Cressman/Mills	01/29/2021
<i>Notes:</i>				
2/2/21	Complete summative evaluations for comprehensive teachers	Complete 03/15/2021	Cressman/Mills	03/15/2021
<i>Notes:</i>				
2/2/21	Complete Summative Evaluation for teachers in renewal year	Complete 03/26/2021	Cressman/Mills	03/28/2021
<i>Notes:</i>				
2/2/21	Develop differentiated PDSA training for teachers based of survey results.	Complete 04/06/2021	Thompson	03/31/2021
<i>Notes:</i>				
2/2/21	Complete final comprehensive teacher observations	Complete 04/09/2021	Cressman/Mills	04/01/2021
<i>Notes:</i>				
2/2/21	Complete final Standard Teacher Observations	Complete 05/14/2021	Cressman/Mills	05/14/2021
<i>Notes:</i>				
2/2/21	Complete Summative Evaluations for Abbreviated and Standard Teachers	Complete 05/14/2021	Cressman/Mills	05/14/2021
<i>Notes:</i>				
2/2/21	Complete 2nd round of abbreviated teacher observations	Complete 05/14/2021	Cressman/Mills	05/14/2021

<i>Notes:</i>				
2/2/21	Conduct weekly CWT	Complete 05/14/2021	Cressman, Mills, Thompson	05/14/2021
<i>Notes:</i>				
9/11/21	Develop master schedule of teacher observations	Complete 08/13/2021	Kimberly Cressman	07/31/2021
<i>Notes:</i>				
9/11/21	Create PLC agenda folder for each grade level team	Complete 08/16/2021	Kellie Thompson	08/16/2021
<i>Notes:</i>				
9/11/21	Create 2021-22 PLC folder in Google drive (IF led meetings)	Complete 08/13/2021	Kellie Thompson	08/16/2021
<i>Notes:</i>				
9/11/21	NCEES Orientation	Complete 08/27/2021	Brian Mills	08/27/2021
<i>Notes:</i>				
9/26/21	Identify EC students for instruction in Lexia	Complete 09/03/2021	Brian Mills	09/03/2021
<i>Notes:</i>				
9/11/21	BOY PDP meeting with administration	Complete 11/15/2021	Cressman/Mills	09/30/2021
<i>Notes:</i>				
9/11/21	Comprehensive Evaluation #1	Complete 10/15/2021	Brian Mills	10/15/2021
<i>Notes:</i>				
9/11/21	Standard Evaluation #1	Complete 11/30/2021	Brian Mills	11/30/2021
<i>Notes:</i>				
9/11/21	Abbreviated Evaluation #1	Complete 11/30/2021	Brian Mills	11/30/2021
<i>Notes:</i>				
9/26/21	EC teachers will document 1st semester individual student progress in Lexia in math and goal team meetings and also IEP meetings.	Complete 12/01/2021	Breeding and Doucette	12/01/2021
<i>Notes:</i>				
9/11/21	Create, submit, and edit weekly grade level plans (in Google Drive)	Complete 12/17/2021	Donaldson	12/17/2021
<i>Notes:</i>				
9/11/21	Create, submit, and edit weekly grade level plans (in Google Drive)	Complete 12/17/2021	Trudelle	12/17/2021
<i>Notes:</i>				
9/11/21	Create, submit, and edit weekly grade level plans (in Google Drive)	Complete 12/17/2021	Hallstrom	12/17/2021
<i>Notes:</i>				
9/11/21	Create, submit, and edit weekly grade level plans (in Google Drive)	Complete 12/17/2021	Cardwell	12/17/2021
<i>Notes:</i>				

9/11/21	Create, submit, and edit weekly grade level plans (in Google Drive)	Complete 12/17/2021	Adkins	12/17/2021
	<i>Notes:</i>			
9/11/21	Create, submit, and edit weekly grade level plans (in Google Drive)	Complete 12/17/2021	Carney	12/17/2021
	<i>Notes:</i>			
9/11/21	Create and edit weekly PLC agenda based on the ISS IF Matrix.	Complete 12/17/2021	Kellie Thompson	12/17/2021
	<i>Notes:</i>			
9/11/21	Comprehensive Evaluation #2	Complete 12/03/2021	Brian Mills	12/17/2021
	<i>Notes:</i>			
9/26/21	Administration evaluates EC teachers during Lexia instruction	Complete 12/01/2021	Cressman/Mills	12/20/2021
	<i>Notes:</i>			
1/17/22	MOY Teacher PDPs updated	Complete 01/21/2022	Cressman and Mills	01/21/2022
	<i>Notes:</i>			
1/17/22	Complete Peer Observation for teacher on comprehensive evaluation	Complete 02/21/2022	Carney	02/21/2022
	<i>Notes:</i>			
1/17/22	Complete 2nd observation (for Standard Evaluation teachers)	Complete 02/28/2022	Cressman/Mills	02/28/2022
	<i>Notes:</i>			
1/17/22	Kindergarten grade level plans updated weekly in Google Drive	Complete 03/30/2022	Donaldson	03/30/2022
	<i>Notes:</i>			
1/17/22	1st grade level plans updated weekly in Google Drive	Complete 03/30/2022	Trudelle	03/30/2022
	<i>Notes:</i>			
1/17/22	2nd grade level plans updated weekly in Google Drive	Complete 03/30/2022	Hallstrom	03/30/2022
	<i>Notes:</i>			
1/17/22	3rd grade lesson plans updated weekly in Google Drive	Complete 03/30/2022	Cardwell	03/30/2022
	<i>Notes:</i>			
1/17/22	4th grade lesson plans updated weekly in Google Drive	Complete 03/30/2022	Adkins	03/30/2022
	<i>Notes:</i>			
1/17/22	5th grade lesson plans updated weekly in Google Drive	Complete 03/30/2022	Carney	03/30/2022
	<i>Notes:</i>			
1/17/22	Complete 2nd evaluation for teachers on Abbreviated Evaluation	Complete 03/31/2022	Cressman/Mills	03/31/2022
	<i>Notes:</i>			
1/17/22	Complete 3rd observation for teacher on Comprehensive Evaluation.	Complete 03/31/2022	Mills	03/31/2022
	<i>Notes:</i>			

1/17/22	Complete Summative Evaluation- Comprehensive Teacher	Complete 04/10/2022	Mills	04/10/2022
	<i>Notes:</i>			
1/17/22	Complete EOY PDP for Comprehensive Teacher	Complete 04/10/2022	Mills	04/10/2022
	<i>Notes:</i>			
1/17/22	Complete EOY PDPs for Abbreviated and Standard Teachers	Complete 05/01/2022	Cressman/Mills	05/01/2022
	<i>Notes:</i>			
1/17/22	Complete Summative Evaluation on Abbreviated and Standard teachers	Complete 05/10/2022	Cressman/Mills	05/10/2022
	<i>Notes:</i>			
1/17/22	Kindergarten lesson plans updated weekly in Google Drive	Complete 06/03/2022	Donaldson	06/03/2022
	<i>Notes:</i>			
1/17/22	1st grade lesson plans updated weekly in Google Drive	Complete 06/03/2022	Trudelle	06/03/2022
	<i>Notes:</i>			
1/17/22	2nd grade lesson plans updated weekly in Google Drive	Complete 06/03/2022	Hallstrom	06/03/2022
	<i>Notes:</i>			
1/17/22	3rd grade lesson plans updated weekly in Google Drive	Complete 06/03/2022	Cardwell	06/03/2022
	<i>Notes:</i>			
1/17/22	4th grade lesson plans updated weekly in Google Drive	Complete 06/03/2022	Adkins	06/03/2022
	<i>Notes:</i>			
1/17/22	5th grade lesson plans updated weekly in Google Drive	Complete 06/03/2022	Carney	06/03/2022
	<i>Notes:</i>			
9/13/22	Kindergarten lesson plans will be created/updated and shared out with team and school during weekly grade level meetings led by grade chairperson.	Complete 06/09/2022	Willow Wilcox	06/09/2022
	<i>Notes:</i>			
9/13/22	1st grade lesson plans will be created/updated and shared out with team and school during weekly grade level meetings led by grade chairperson.	Complete 06/09/2022	Kelly Trudelle	06/09/2022
	<i>Notes:</i>			
9/13/22	2nd grade lesson plans will be created/updated and shared out with team and school during weekly grade level meetings led by grade chairperson.	Complete 06/09/2022	Christine Hallstrom	06/09/2022
	<i>Notes:</i>			

9/13/22	3rd grade lesson plans will be created/updated and shared out with team and school during weekly grade level meetings led by grade chairperson.	Complete 06/09/2022	Dawn Cardwell	06/09/2022
<i>Notes:</i>				
9/13/22	4th grade lesson plans will be created/updated and shared out with team and school during weekly grade level meetings led by grade chairperson.	Complete 06/09/2022	Leann Adkins	06/09/2022
<i>Notes:</i>				
9/13/22	5th grade lesson plans will be created/updated and shared out with team and school during weekly grade level meetings led by grade chairperson.	Complete 06/09/2022	Heather Braswell	06/09/2022
<i>Notes:</i>				
9/11/22	Develop teacher observation schedule in which same administrator evaluates all the teachers in one grade level.	Complete 09/01/2022	Cressman	09/01/2022
<i>Notes:</i>				
9/11/22	NCEES Orientation	Complete 09/02/2022	Mills	09/09/2022
<i>Notes:</i>				
9/11/22	Teachers complete BOY PDP (goal aligned to SIP or LETRS implementation)	Complete 09/30/2022	All Staff	09/30/2022
<i>Notes:</i>				
9/11/22	Complete 1st comprehensive evaluation.	Complete 10/21/2022	Cressman/Mills	10/14/2022
<i>Notes:</i>				
9/11/22	Complete abbreviated and standard evaluations.	Complete 11/04/2022	Cressman/Mills	11/04/2022
<i>Notes:</i>				
1/24/23	Complete MOY PDP for certified staff.	Complete 01/31/2023	Cressman/Mills	01/31/2023
<i>Notes:</i>				
9/11/22	Complete 2nd comprehensive evaluation.	Complete 02/14/2023	Cressman/Mills	02/14/2023
<i>Notes:</i>				
1/24/23	Complete 2nd Observation for Standard Teachers	Complete 06/02/2023	Cressman/Mills	02/28/2023
<i>Notes:</i>				
1/24/23	Complete Peer Observation for Comprehensive Teachers	Complete 02/28/2023	Cardwell, Trudelle, and Marcy	02/28/2023
<i>Notes:</i>				
1/24/23	Complete 2nd Observation for Abbreviated Teachers.	Complete 06/02/2023	Cressman/Mills	03/31/2023

<i>Notes:</i>				
1/24/23	Complete Comprehensive Summative Evaluations (3 teachers)	Complete 04/21/2023	Cressman, Mills	04/01/2023
<i>Notes:</i>				
1/24/23	Complete EOY PDPs for Comprehensive Teachers	Complete 06/02/2023	Cressman/Mills	04/01/2023
<i>Notes:</i>				
1/24/23	Complete EOY PDPs for Standard and Abbreviated Teachers.	Complete 06/02/2023	Cressman/Mills	04/30/2023
<i>Notes:</i>				
1/24/23	Complete Standard and Abbreviated Summative Evaluations.	Complete 06/02/2023	Cressman/Mills	04/30/2023
<i>Notes:</i>				
8/31/23	Review all new enrollment packets and identify any students with an IEP and place them in a homeroom in which they will be pulled for their reading and/or math service time during those blocks of time respectively.		Anitra Gregory/Kimberly Cressman	05/24/2023
<i>Notes:</i>				
1/27/23	Principal and AP attend weekly grade level PLC meetings facilitated by the IF	Complete 06/09/2023	Cressman/Mills	06/09/2023
<i>Notes:</i>				
9/13/22	Adhere to the district matrix for grade level PLC meeting with IF.	Complete 06/09/2023	Kellie Thompson	06/09/2023
<i>Notes:</i>				
9/16/22	Kindergarten grade level plans will be housed in Google docs for review and edit each week.	Complete 06/09/2023	Dawn Bell	06/09/2023
<i>Notes:</i>				
9/16/22	1st Grade lesson plans will be housed in Google docs for review and edits weekly.	Complete 06/09/2023	Kelly Trudelle and Ben Waugh	06/09/2023
<i>Notes:</i>				
9/16/22	2nd Grade lesson plans will be housed in Google docs for review and editing weekly.	Complete 06/09/2023	Christine Hallstrom	06/09/2023
<i>Notes:</i>				
9/16/22	3rd grade lesson plans will be housed in Google docs	Complete 06/09/2023	Dawn Cardwell	06/09/2023
<i>Notes:</i>				
9/16/22	4th Grade lesson plans will be housed in Google docs and reviewed and edited each week.	Complete 06/09/2023	Leann Adkins	06/09/2023
<i>Notes:</i>				

9/16/22	5th grade lesson plans will be housed in Google doc to review and edit weekly.	Complete 06/09/2023	Cheryl Long	06/09/2023
<i>Notes:</i>				
8/31/23	Use Title I money to post vacancy for the 5th grade position.		Kimberly Cressman	07/20/2023
<i>Notes:</i>				
8/28/23	Hire a teacher for the additional 5th grade position.		Kimberly Cressman	08/01/2023
<i>Notes:</i> TES was unable to secure a certified teacher for this position and decided to employ a teacher assistant from TES rather than using a long-term substitute teacher from an employment agency.				
8/28/23	Develop a team of two teachers and a team of three teachers based on the teaching strengths of the teachers on each team.		Kimberly Cressman	08/02/2023
<i>Notes:</i> Teaching strengths were based on EOG data and iReady Growth data from the 22-23 school year.				
8/28/23	Create class rosters for each of the five homerooms that ensure AIG students are placed on the three man team with the 2 teachers working on PAC certification.		Kimberly Cressman	08/07/2023
<i>Notes:</i>				
8/28/23	Create class rosters for each of the five homerooms that ensure EC students are clustered appropriately on each of the two teams.		Kellie Thompson	08/07/2023
<i>Notes:</i>				
8/28/23	Create class rosters for each of the five homerooms that ensure LEP students are clustered appropriately on each of the two teams.		Kimberly Cressman	08/07/2023
<i>Notes:</i>				
8/28/23	Create a letter for all 5th grade parent that explains the departmentalization model fo the upcoming school year. Present the letter at Open House		Kimberly Cressman	08/09/2023
<i>Notes:</i>				
8/28/23	Share interactive google doc of "The First Days of School" with the TA for her to read and respond (to the principal).		Kimberly Cressman	08/13/2023
<i>Notes:</i>				
8/28/23	Disseminate PAC course avaiilabilty to all the 5th grade teachers but mandate the teachers on the AIG cluster team take at least on PAC course this school year.		Kimberly Cressman	08/14/2023
<i>Notes:</i> Tammi Ebel and Christine Hallstrom have committed to PAC coursework.				

8/28/23	Meet with 5th grade team to set instructional blocks for reading, science, and math, but take into consideration the non-instructional parts of the day: recess, lunch, enhancements, and transition/restroom breaks.		Kimberly Cressman	08/16/2023
<i>Notes:</i>				
8/28/23	Send home letter to parents of the students on the three teacher team that Ms. Lowe is not a highly qualified teacher as defined by Title I requirements.		Kimberly Cressman	09/08/2023
<i>Notes:</i>				
8/31/23	Develop a Classroom Walk Through Tool that can be used to collect data about classroom practices (operational and instructional).		Graham Lynch	09/08/2023
<i>Notes:</i>				
8/31/23	Use the CWT tool to collect, analyze, and share out data to the 5th grade team that identify areas of strength and opportunities for improvement.		Cressman, Mills, Thompson, Lynch	09/30/2023
<i>Notes:</i>				
8/31/23	Administer NCCI in reading and math and then analyze the data (review each classrooms performance on math and reading standards) to discuss any gaps or significant present between the two teams.		Cressman, Mills, Thompson, Lynch, 5th grade team	11/01/2023
<i>Notes:</i>				
8/31/23	Each week, the two math teachers from each team will meet to create the lesson plans which are then housed in Google drive		Ebel and Long	12/20/2023
<i>Notes:</i>				
8/31/23	Each week, the two reading teachers from each team will meet to create the lesson plans which are then housed in Google drive		Beaver and Hallstrom	12/20/2023
<i>Notes:</i>				
8/31/23	Each week, the four science teachers from each team will meet to create the lesson plans which are then housed in Google drive		Long, Beaver, Lowe, Karbo	12/20/2023
<i>Notes:</i>				
8/28/23	One member of the leadership team will attend the weekly PLC led by the grade chair.		Kimberly Cressman	12/20/2023
<i>Notes:</i>				
8/28/23	Leadership team will meet at least one time/month with the TA leading science instruction to discuss topics such as classroom management, science instruction, the district curriculum guide, and testing.		Cressman, Mills, Thompson, and Lynch	12/20/2023
<i>Notes:</i>				

8/31/23	Leadership will be present for the weekly PLC meetings led by the IF.		Cressman, Mills, and Lynch	12/20/2023
<i>Notes:</i>				
8/28/23	Review all new enrollment packets and identify any students with AIG qualification and place them in the homeroom of the 2 teachers working on PAC certification.		Anitra Gregory	05/24/2024
<i>Notes:</i>				

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
<i>Initial Assessment:</i>		Early Release Professional Development addresses some of the PD needs for schools in regard to school and classroom performance data. Classroom observation data/ PDP is utilized by leadership to make some decisions about school professional development	Limited Development 05/13/2016		
<i>How it will look when fully met:</i>		School Improvement teams and PLCs will be conducting research to identify and select best practices, which will be implemented based on identified school and teacher needs. A process will be established to review teacher observation data, that will be provided quarterly by the HR department, to inform staff development for the district and within individual schools. Differentiated PD would be provided for teachers based on individual growth plans, CWT and observation data. Increased access would be provided for teachers and leadership to access current research. Increased communication regarding research conducted throughout the district will be made available to school leadership teams and teachers to inform professional development. School Administrative Teams will Review how data is used and how time in classrooms and daily schedules are structured. The school's SIP and PD plan, trend data, leveled CWT data, and EVAAS data will inform professional development for individual teachers, groups of teachers, schools, and the district. During Quarterly site visits, by Executive Cabinet, Executive Director, and Director of Curriculum Support, school teams will report out on identified indicators in supporting classroom walk through, classroom observation data, discipline data, formative student achievement data (including but not limited to benchmarks, quarterly failure lists, dropout lists, I-Ready data, and Reading and Math 3D data.) Executive Directors will communicate expectations for report outs and monitor for fidelity of implementation.	Objective Met 10/16/17	Frank Saraco	06/08/2018
Actions					
	12/9/16	Develop schedules for quarterly site visits and data analysis	Complete 01/20/2017	Melanie Taylor	03/31/2017
	<i>Notes:</i> Melanie will share the schedule with this team via email.				
	12/9/16	Establish quarterly process and template to analyze CWT data for trends. SWOT will be done quarterly starting 2nd quarter.	Complete 08/08/2017	Jed Stus	07/11/2017
	<i>Notes:</i> Jed will continue to share observation data; Exec Dir will work with Prins, Jed, Kim, and Sherrard to identify PD alignment				

12/9/16	Select research based professional development aligned with gaps.	Complete 08/08/2017	Jed Stus	08/10/2017
<p><i>Notes:</i> Schools will extend deadline; utilize Wise Ways; MAK, KC, KR & SM will work with schools to identify/develop appropriate Wise Ways to support PD at schools. Real time completion will by systematically revisted Keys To Literacy Letterland Keys to Vocabulary Math Foundations TransMath Corrective Reading SIP planning MTSS best practices - behavior and tier I Learning by Doing</p>				
12/9/16	Develop continuum of professional development opportunities.	Complete 08/08/2017	Jed Stus	08/10/2017
<p><i>Notes:</i> Continuum will be designed following the Wise Ways support at schools. Real time completion will by systematically revisted Keys To Literacy Letterland Keys to Vocabulary Math Foundations TransMath Corrective Reading SIP planning MTSS best practices - behavior and tier I Learning by Doing</p>				
12/9/16	Utilize the data obtained through analysis to determine PD needs.	Complete 08/08/2017	Jonathan Ribbeck	09/10/2017
<p><i>Notes:</i> Real time completion will by systematically revisted Keys To Literacy Letterland Keys to Vocabulary Math Foundations TransMath Corrective Reading SIP planning MTSS best practices - behavior and tier I Learning by Doing</p>				

Core Function:		Dimension E - Families and Community			
Effective Practice:		Family Engagement			
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>2022-2023: All grade levels K-5 host parent/curriculum nights. These curriculum nights provide parents with information about their child's curricular goals, to support parents understanding of student performance reports, and information on resources available to support students at home. Additionally all staff are required to conduct a minimum of two face-to-face parent conferences per year. An ESL parent night occurs each year. Other opportunities for parent involvement throughout the year include: Open House, Kindergarten registration, It's Happening Here, musical performances, kindergarten pumpkin carving, family book fair nights, Science Fair, Math Expo, Spelling Bee, Fuel Up To Play 60 Community Health Fair Night. In addition, teachers will send home a weekly or bi-weekly newsletter to keep parents informed of current reading and math learning targets.</p> <p>2021-2022: To start the school year, parents and visitors are not permitted in the school building due to COVID. However, a face-to-face Open House was in place. Current forms of communication include phone calls, emails, mass notification, newsletters, Facebook, the school's webpage. In addition, parents are invited into school for individual parent conferences and/or IEP meetings. The school will re-visit opening the school to parents for curriculum nights and other gatherings at the end of the first quarter.</p> <p>2020-2021: The school year begins on Plan B which severely limits parent communication through face to face opportunities. Communication with families occurs through the following: Zoom, email, phone calls, Seesaw/Canvas, Mass Notification, newsletters, Facebook, and the school website.</p> <p>2019-2020: All grade levels K-5 host parent/curriculum nights. These curriculum nights provide parents with information about their child's curricular goals, to support parents understanding of student performance reports, and information on resources available to support students at home. Additionally all staff are required to conduct a minimum of two face-to-face parent conferences per year. An ESL</p>	Limited Development 05/13/2016		

parent night occurs each year. Other opportunities for parent involvement throughout the year include: Open House, Kindergarten registration, It's Happening Here, musical performances, kindergarten pumpkin carving, family book fair nights, Science Fair, Math Expo, Fuel Up To Play 60 Community Health Fair Night. In addition, teachers will send home a weekly newsletter to keep parents informed of current reading and math learning targets.

2017-18: All grade levels K-5 host parent/curriculum nights. These curriculum nights provide parents with information about their child's curricular goals, to support parents understanding of student performance reports, and information on resources available to support students at home. Additionally all staff are required to conduct a minimum of two face-to-face parent conferences per year. An ESL parent night occurs each year. Other opportunities for parent involvement throughout the year include: Open House, Kindergarten registration, It's Happening Here, musical performances, kindergarten pumpkin carving, family book fair nights, Science Fair, Math Expo, Fuel Up To Play 60 Community Health Fair Night.

How it will look when fully met:

Teachers will continue to include strategies and tips in their weekly newsletter for parents to assist and support instruction in the classroom. Each grade level will a curriculum night (one/semester). Administration will select specific dates for parent-teacher conferences that will extend into the evening to accommodate working parents (one/semester). Parents will continue to have access to web-based programs (iReady) that can be accessed in the home.

**Objective Met
05/24/23**

Kimberly Cressman

06/09/2023

Actions

10/25/16	Kindergarten parent night will be held 12/6/2016.	Complete 12/06/2016	Andrea Donaldson	01/31/2017
	<i>Notes:</i> Please keep a sign in sheet as evidence and copy of any materials provided to parents.			
10/25/16	1st grade parent night.	Complete 11/09/2016	Lori Mitchell	01/31/2017
	<i>Notes:</i> Please keep a sign in sheet as evidence and a copy of any materials provided to parents.			
10/25/16	2nd grade parent night will be held 12/14/2016.	Complete 12/14/2016	Summer Smith	01/31/2017
	<i>Notes:</i> Please keep a sign in sheet as evidence and a copy of any materials provided to parents.			
10/25/16	3rd grade parent night	Complete 09/28/2016	Bethany Schermerhorn	01/31/2017

	<i>Notes:</i> Please keep a sign in sheet as evidence and a copy of any materials provided to parents.			
10/25/16	4th grade parent night will be held 12/1/2016.	Complete 12/01/2016	Jean Dineen	01/31/2017
	<i>Notes:</i> Please keep a sign in sheet as evidence and a copy of any materials provided to parents.			
10/25/16	5th grade parent night will be held 12/14/2016.	Complete 04/01/2016	Cheryl Long	01/31/2017
	<i>Notes:</i> Please keep a sign in sheet as evidence and a copy of any materials provided to parents.			
10/25/16	ESL parent night will be held 11/21/2016.	Complete 11/21/2016	Heather Przbylski	04/28/2017
	<i>Notes:</i> Please keep a sign in sheet as evidence and a copy of any materials provided to parents.			
12/8/17	Summer Reading Book Exchange	Complete 08/10/2017	Anita McMillan	06/19/2017
	<i>Notes:</i> Ends on August 10			
12/8/17	Open House- Kindergarten	Complete 08/23/2017	Kimberly Cressman	08/23/2017
	<i>Notes:</i>			
12/8/17	Open House 1-5	Complete 08/24/2017	Kimberly Cressman	08/24/2017
	<i>Notes:</i>			
12/8/17	Ms. Bell's Kindergarten Parent Information Nights	Complete 05/07/2018	Dawn Bell	09/18/2017
	<i>Notes:</i>			
12/8/17	3rd Grade Curriculum Night and BOG Parent Info Night	Complete 09/27/2017	Kimberly Cressman	09/27/2017
	<i>Notes:</i>			
12/8/17	1st Grade Curriculum Night	Complete 10/03/2017	Kelly Trudelle	10/03/2017
	<i>Notes:</i>			
12/8/17	ESL Parent Info Night	Complete 11/01/2017	Sandra Hidalgo	11/01/2017
	<i>Notes:</i>			
12/8/17	4th Grade Parent Night (Curriculum)	Complete 11/02/2017	Dawn Cardwell	11/02/2017
	<i>Notes:</i>			
2/27/18	4th Grade Musical Performance	Complete 12/05/2017	Whitney McIntosh	12/05/2017
	<i>Notes:</i> Held at Rocky Mount UMC			
2/27/18	Musical Performance for Kindergarten	Complete 02/06/2018	Whitney McIntosh	02/06/2018
	<i>Notes:</i>			
2/27/18	2nd and 5th Musical Performances	Complete 02/27/2018	Whitney McIntosh	02/27/2018
	<i>Notes:</i>			

2/27/18	Hovercraft Parent Activity	Complete 03/08/2018	Frank Saraco	03/08/2018
	<i>Notes:</i> Students will participate in an enrichment activity and parents are invited to attend and watch the event. Presenter will also provide information to parents.			
5/7/18	Kindergarten Registration	Complete 04/25/2018	Kimberly Cressman	04/25/2018
	<i>Notes:</i>			
5/7/18	ESL International Night	Complete 05/03/2018	Sandra Hidalgo	05/03/2018
	<i>Notes:</i>			
9/13/18	Conduct Open House for kindergarten students and parents	Complete 08/20/2018	Kimberly Cressman	08/20/2018
	<i>Notes:</i>			
9/13/18	Conduct Open House for students in Grades 1-5.	Complete 08/21/2018	Kimberly Cressman	08/21/2018
	<i>Notes:</i>			
9/13/18	Conduct Read to Achieve Parent Night; Information session for all 3rd grade parents on legislation and also how to read and interpret BOG Score Report	Complete 09/24/2018	Cressman, Dollevoet, all 3rd Grade Teachers	09/24/2018
	<i>Notes:</i>			
9/27/18	Title I Parent Meeting/Informational Session	Complete 10/02/2018	Cressman	10/02/2018
	<i>Notes:</i>			
9/27/18	TES Science Fair	Complete 11/02/2018	Debra Lester	11/02/2018
	<i>Notes:</i>			
9/13/18	Conduct 1st quarter parent conferences (all grade levels; all homeroom teachers)	Complete 11/02/2018	Kimberly Cressman	11/02/2018
	<i>Notes:</i>			
9/13/18	Conduct Book Fair; including two Family Nights	Complete 11/02/2018	Anita McMillan	11/02/2018
	<i>Notes:</i>			
3/12/19	Family Night for Fuel to Play 60 Parent Night	Complete 02/28/2019	Donette Clendenin	02/28/2019
	<i>Notes:</i>			
3/12/19	Kindergarten Registration	Complete 04/09/2019	Kimberly Cressman	04/09/2019
	<i>Notes:</i>			
3/12/19	Individual Parent-teacher with students in the strategic and intensive range as measured by MOY mClass reading.	Complete 04/18/2019	Kimberly Cressman	04/18/2019
	<i>Notes:</i>			
4/30/19	Cogat and Read to Achieve information night for parents of 3rd graders.	Complete 04/11/2019	Kimberly Cressman	05/07/2019
	<i>Notes:</i>			

4/30/19	ESL Parent information night.	Complete 05/09/2019	Dr. Abe Senbel	05/09/2019
	<i>Notes:</i>			
3/12/19	TES sponsored Math Expo	Complete 05/09/2019	Mary Martin	05/09/2019
	<i>Notes:</i>			
3/12/19	Conduct Book Fair; including two Family Nights	Complete 05/10/2019	Anita McMillan	05/10/2019
	<i>Notes:</i>			
3/12/19	Individual Award Ceremony Grade 5	Complete 06/06/2019	Kimberly Cressman	06/06/2019
	<i>Notes:</i>			
9/2/19	Open House for Grades 1-5	Complete 08/06/2019	Kimberly Cressman	08/06/2019
	<i>Notes:</i>			
9/2/19	Open House- Kindergarten Only	Complete 08/07/2019	Kimberly Cressman	08/07/2019
	<i>Notes:</i>			
9/2/19	BOG Parent Information Session	Complete 09/04/2019	Kimberly Cressman	09/04/2019
	<i>Notes:</i>			
9/2/19	Title I Parent Meeting and Student/Parent Compact	Complete 09/04/2019	Kimberly Cressman	09/04/2019
	<i>Notes:</i>			
9/9/19	Take your Parent to PE Days	Complete 09/25/2019	Clendenin	09/25/2019
	<i>Notes:</i>			
9/2/19	DEP Parent Conferences	Complete 09/30/2019	Keri Bass, Kelly Carney, Misty Thompson	09/30/2019
	<i>Notes:</i>			
9/2/19	It's Happening Here	Complete 10/10/2019	Debra Lester	10/10/2019
	<i>Notes:</i>			
9/2/19	1st Quarter Parent Conferences	Complete 11/15/2019	Homeroom Teachers	10/15/2019
	<i>Notes:</i>			
11/5/19	D. Bell's Kindergarten Family Night	Complete 10/28/2019	Dawn Bell	10/28/2019
	<i>Notes:</i> Focus on blending words, 2-D shapes			
9/2/19	Book Fair	Complete 11/01/2019	Anita McMillan	10/28/2019
	<i>Notes:</i>			
11/6/19	1st Grade Curriculum Night	Complete 10/29/2019	Kelly Trudelle	10/29/2019

<i>Notes:</i>				
9/2/19	1st Grade Musical	Complete 10/29/2019	Sarah Mansfield	10/29/2019
<i>Notes:</i>				
11/5/19	M. Roger's Family Night (Kindergarten)	Complete 11/12/2019	Michelle Rogers	11/12/2019
<i>Notes:</i>				
12/30/19	2nd Grade Holiday Musical Performance at ESC Park	Complete 12/05/2019	Sarah Mansfield	12/06/2019
<i>Notes:</i>				
9/2/19	Parent Conferences- 2nd Quarter	Complete 12/13/2019	Every homeroom teacher	12/20/2019
<i>Notes:</i> For those teachers who did not conduct conference in October.				
12/30/19	D. Bell's Kindergarten Parent Night	Complete 01/27/2020	Dawn Bell	01/27/2020
<i>Notes:</i>				
12/30/19	Math Expo 2020	Complete 01/30/2020	Mary Catherine Martin	01/30/2020
<i>Notes:</i>				
12/30/19	3rd Grade Musical Performance	Complete 02/26/2020	Sarah Mansfield	02/26/2020
<i>Notes:</i>				
12/30/19	FUTP 60 Recipe/Family Night	Complete 02/27/2020	Donette Clendenin	02/28/2020
<i>Notes:</i>				
12/30/19	Book Fair Family Night	Complete 02/27/2020	Anita McMillan	02/28/2020
<i>Notes:</i>				
9/2/19	TES Science Fair	Complete 02/28/2020	Kimberly Cressman	02/28/2020
<i>Notes:</i>				
1/18/20	Kindergarten Regsitratio	Complete 05/29/2020	Kimberly Cressman	05/30/2020
<i>Notes:</i> Moved to Online due to school closure in March 2020				
5/26/20	On-line Kindergarten Registration and Regular School Enrollment	Complete 08/14/2020	Kimberly Cressman	08/12/2020
<i>Notes:</i>				
8/31/20	Conduct a face to face Open House (by invitation) for all new kindergarten students (virtual and face to face) and for any students new to TES.	Complete 08/14/2020	Individual homeroom teachers	08/14/2020
<i>Notes:</i>				
8/31/20	Conduct virtual Open House for each individual student and the parent in grades 1-5 and for any kindergarten parent that requests it.	Complete 08/14/2020	Individual Homeroom teachers	08/14/2020

<i>Notes:</i>				
8/31/20	Mail letter home to all 4th and 5th grade parents about the optional Math Placement test.	Complete 08/19/2020	Kimberly Cressman	08/19/2020
<i>Notes:</i>				
8/31/20	Mail 3rd grade informational BOG Letter (with testing dates and times) to all face to face and virtual learners.	Complete 08/27/2020	Kimberly Cressman	08/27/2020
<i>Notes:</i>				
9/8/20	Technology help sessions offered on Wednesdays from 8am-2pm. Teachers will advertise to their parents.	Complete 09/23/2020	Anita McMillan	09/23/2020
<i>Notes:</i>				
10/27/20	Teachers will schedule parent conferences with needed families. May be conducted in person after 2:45, by phone or virtually on Zoom.	Complete 11/24/2020	Kimberly Cressman	11/24/2020
<i>Notes:</i>				
8/31/20	Homeroom teachers will create and submit an electronic classroom newsletters to parents (and administration).	Complete 12/15/2020	Individual Homeroom Teachers	12/14/2020
<i>Notes:</i>				
2/1/21	Create a webpage/FB headline for Kindergarten Registration.	Complete 01/29/2021	Anita McMillan	01/29/2021
<i>Notes:</i> Repeat headline in April 2021				
2/1/21	Create a schedule for kindergarten tours of the school (20-minute intervals)	Complete 01/29/2021	Valarie Fogle	01/29/2021
<i>Notes:</i> Limit 4 persons/tour				
2/1/21	Kindergarten team will create "A Day in the Life" of a kindergarten student video for Kindergarten Registration	Complete 02/05/2021	Andrea Donaldson	02/05/2021
<i>Notes:</i> Work with/send video to media specialist when complete				
2/1/21	Each kindergarten teacher will create short video detailing herself and what makes TES the best choice for kindergarten in 2021-2022	Complete 02/05/2021	Andrea Donaldson	02/05/2021
<i>Notes:</i> Video needs to be sent to McMillan. Teachers are to stress FTF instruction.				
2/1/21	Edit a slide show of the activities that typically go on in kindergarten (pre-COVID) over the course of a school year.	Complete 02/05/2021	Willow Wilcox	02/05/2021
<i>Notes:</i>				
2/1/21	Book Fair- parents will be offered the opportunity to order books through a virtual visit.	Complete 02/25/2021	Anita McMillan	02/27/2021
<i>Notes:</i>				

2/1/21	Provide tour of the kindergarten classrooms, enhancement classrooms, and collect all kindergarten paperwork during registration	Complete 03/05/2021	Valarie Fogle	03/05/2021
	<i>Notes:</i> Will be offered for 2 consecutive weeks (Feb 22-Mar 5).			
2/1/21	Contact parents of rising kindergarten students who have expressed interest in TES, but are not coming into school for a tour.	Complete 03/08/2021	Cressman/Mills	03/08/2021
	<i>Notes:</i> Answer questions/try to get parents to come in after school hours for a tour.			
2/1/21	Re-post Kindergarten Registration headline to webpage/FB (set for April 26-May 7)	Complete 04/05/2021	Anita McMillan	04/05/2021
	<i>Notes:</i>			
2/1/21	Post Kindergarten Registration information to school marquee.	Complete 04/05/2021	Valarie Fogle	04/05/2021
	<i>Notes:</i>			
2/1/21	Create a schedule of kindergarten tours (20-minute intervals)	Complete 04/05/2021	Valarie Fogle	04/05/2021
	<i>Notes:</i>			
2/1/21	Conduct kindergarten tours of the kindergarten and enhancement classrooms.	Complete 05/07/2021	Valarie Fogle	05/07/2021
	<i>Notes:</i> Thompson, Mills, and Cressman will assist with tours and marketing of school.			
11/16/21	Homeroom teachers will communicate through a classroom newsletter.	Complete 05/27/2021	Homeroom teachers	05/27/2021
	<i>Notes:</i>			
11/16/21	PE newsletter provided to parents through the homeroom teachers monthly.	Complete 05/27/2021	Donette Clendenin	05/27/2021
	<i>Notes:</i>			
6/1/21	Post kindergarten registration information through the summer months (until Open House) on school's webpage, Facebook, and school marquee.	Complete 06/01/2021	Anita McMillan	06/01/2021
	<i>Notes:</i>			
9/11/21	Open House (face-to-face) 2021 for all K-5 families	Complete 08/18/2021	Kimberly Cressman	08/18/2021
	<i>Notes:</i>			
9/11/21	3rd grade Reading BOG informational letter for parents.	Complete 09/03/2021	Brian Mills	09/03/2021
	<i>Notes:</i>			
9/13/21	Send home electronic letter to notify parents of the Second Step program.	Complete 09/20/2021	Every HR Teacher	09/20/2021
	<i>Notes:</i>			
11/16/21	Dawn Bell's Kindergarten family night.	Complete 10/25/2021	Dawn Bell	10/25/2021

<i>Notes:</i>				
11/16/21	Family night at the Book Fair	Complete 10/25/2021	Anita McMillan	10/25/2021
<i>Notes:</i>				
9/11/21	Individual parent conferences to discuss 1st quarter academic growth/gaps.	Complete 11/05/2021	Homeroom teachers	10/27/2021
<i>Notes:</i>				
11/16/21	PTO is sponsoring the Penguin Patch and opening for families 12/6/21-12/10/21.	Complete 12/10/2021	Anita McMillan	12/10/2021
<i>Notes:</i>				
1/17/22	Determine Learning Targets listed on Kindergarten Report Card	Complete 02/15/2022	Kellie Thompson	02/15/2022
<i>Notes:</i>				
1/17/22	Determine Learning Targets listed on 1st Grade Report Card	Complete 02/15/2022	Kellie Thompson	02/15/2022
<i>Notes:</i>				
1/17/22	Determine Learning Targets listed on 2nd Grade Report Card	Complete 02/15/2022	Kellie Thompson	02/15/2022
<i>Notes:</i>				
1/17/22	Bell Kindergarten Family Night	Complete 02/21/2022	Bell	02/21/2022
<i>Notes:</i>				
1/17/22	Book Fair (during day for students and after school for parents)	Complete 02/26/2022	McMillan	02/26/2022
<i>Notes:</i>				
1/17/22	Communicate open enrollment for rising kindergarten students on school marquee and website	Complete 04/01/2022	Fogle	04/01/2022
<i>Notes:</i>				
1/17/22	Kindergarten Registration 2022	Complete 04/01/2022	Cressman	04/01/2022
<i>Notes:</i>				
9/13/21	Monthly FB postings (minimum of 8) that promote and market TES.	Complete 06/03/2022	Anita McMillan	06/03/2022
<i>Notes:</i>				
9/11/21	Weekly/Bi-Weekly classroom newsletter of learning targets and other information sent home with students.	Complete 06/03/2022	Kellie Thompson	06/03/2022
<i>Notes:</i>				
9/11/21	Mass notification of the weekly events occurring at TES.	Complete 06/03/2022	Valarie Fogle	06/03/2022
<i>Notes:</i>				
9/6/22	Open House	Complete 08/24/2022	Kim Cressman	08/24/2022
<i>Notes:</i>				

9/11/22	Quick Tips for a Successful School Year	Complete 08/31/2022	Cressman/Mills	08/31/2022
	<i>Notes:</i>			
9/11/22	Title I Parent Information Session	Complete 08/31/2022	Cressman/Mills	08/31/2022
	<i>Notes:</i> This is held in conjunction with the Quick Tips session			
9/9/22	Grandparents Day Breakfast	Complete 09/09/2022	TES PTO	09/08/2022
	<i>Notes:</i> Occurs on 9/8 and 9/9			
9/6/22	Send home 3rd grade informational BOG Letter with all third grade students.	Complete 09/09/2022	Katie Sprinkle	09/09/2022
	<i>Notes:</i>			
9/11/22	BOG Parent Info Session	Complete 09/27/2022	3rd Grade Team	09/28/2022
	<i>Notes:</i>			
9/11/22	Book Fair Family Nights	Complete 10/25/2022	McMillan	10/25/2022
	<i>Notes:</i>			
9/7/22	TES Curriculum Nights	Complete 10/27/2022	Katie Sprinkle	10/27/2022
	<i>Notes:</i>			
9/7/22	TES Science Fair	Complete 10/27/2022	Jackie Karbo	10/28/2022
	<i>Notes:</i>			
9/6/22	Send home electronic letter to notify parents of the Second Step program.	Complete 11/15/2022	Jean Dineen	10/31/2022
	<i>Notes:</i> Dineen will pull together the parent letters and send to homeroom teachers to send home electronically monthly. This will begin once the program is implemented.			
9/6/22	Individual Fall parent/teacher conferences (face-to-face). Dates: 11/1, 11/2, and 11/7	Complete 11/18/2022	Homeroom Teachers	11/08/2022
	<i>Notes:</i> Fall to be completed by 11/30/2022 Spring to be completed by 4/14/2023			
9/7/22	TES will hold individual classroom spelling bees.	Complete 11/21/2022	Debra Larner	11/21/2022
	<i>Notes:</i>			
9/7/22	TES Math Expo	Complete 12/15/2022	Dawn Cardwell	11/30/2022
	<i>Notes:</i>			
9/7/22	Fourth and Fifth Grade Musical Performance at Town Hall Tree Lighting Ceremony	Complete 12/01/2022	Katie Sprinkle	12/18/2022
	<i>Notes:</i>			
9/13/22	TES will hold a school wide spelling bee.	Complete 12/16/2022	Larner	12/21/2022

	<i>Notes:</i>			
1/24/23	Invite parents into classroom for "I Have a Dream" speech (delivered by students)	Complete 01/20/2023	Melissa Fussell	01/20/2023
	<i>Notes:</i>			
1/27/23	Kindergarten Registration/Tours	Complete 02/20/2023	Cressman, Mills, and Thompson	02/20/2023
	<i>Notes:</i>			
1/27/23	Book Fair Family Nights (2/21 and 2/23)	Complete 05/23/2023	McMillan	02/23/2023
	<i>Notes:</i> One of these nights runs concurrently with the Enhancement Extravaganza			
9/7/22	Enhancement Extravaganza Family Night for K-5	Complete 02/23/2023	Thomas Weyrauch	02/23/2023
	<i>Notes:</i> 4-6 pm			
1/27/23	Kindergarten Registration/Tours	Complete 03/20/2023	Cressman, Mills, and Thompson	03/20/2023
	<i>Notes:</i>			
5/24/23	Rain forest presentations	Complete 04/06/2023	Melissa Fussell	04/06/2023
	<i>Notes:</i>			
12/6/22	Individual Spring parent/teacher conferences	Complete 05/01/2023	Homeroom Teachers	04/14/2023
	<i>Notes:</i>			
1/27/23	Kindergarten Registration/Tours	Complete 04/21/2023	Cressman, Mills, and Thompson	04/17/2023
	<i>Notes:</i>			
1/27/23	Kindergarten Registration/Tours	Complete 05/08/2023	Cressman, Mills, and Thompson	05/08/2023
	<i>Notes:</i>			
5/24/23	Mother's Day Tea	Complete 05/12/2023	Melissa Fussell	05/12/2023
	<i>Notes:</i>			
12/6/22	BOGO Book Fair Parent Night	Complete 05/08/2023	Anita McMillan	05/12/2023
	<i>Notes:</i>			
5/24/23	Father's Day event with Ms. Fussell's Class	Complete 06/06/2023	Melissa Fussell	06/06/2023
	<i>Notes:</i>			
5/23/23	Fifth Grade Promotion June 8	Complete 06/09/2023	Kimberly Cressman	06/09/2023
	<i>Notes:</i>			

5/23/23	Ms. Bell Family Nights	Complete 06/09/2023	Dawn Bell	06/09/2023
<i>Notes:</i>				
9/6/22	Monthly FB postings (minimum of 8) that promote and market TES.	Complete 06/09/2023	Anita McMillan and Miracle Campbell	06/09/2023
<i>Notes:</i> Campbell will also work on alternative ways to communicate the same information with staff and parents				
9/6/22	Notification of the weekly events occurring at TES.	Complete 06/09/2023	Valerie Fogle	06/09/2023
<i>Notes:</i>				