

**Actions Report**

The following report includes detailed information for all actions created by the Leadership Team, including the assigned team member and target date for completion. Actions are created by a Leadership Team to help achieve fully and effective implementation of best practices.

 **Remember:** Actions should be simple, specific, and lead to the achievement of each objective.

 Due date after 08/01/2025, selected indicators

! = Past Due Actions		KEY = Key Indicator		Actions Included in the Plan (35)				
		Objective	Added Date	Action	Frequency	Assigned To	Target Date	Completed
	KEY	A4.06	10/16/25	KES will establish and implement a School Safety Action Plan to review subgroup data, identify inequities, and implement targeted interventions to decrease major behavioral incidents and, in turn, ensure educational equity for all students.	once a year	Nicole Williamson	05/25/2027	
!	KEY	E1.06	10/16/25	KES will create a detailed Parental Involvement Plan that details expectations for parent conferences, parent communications, providing information in unstandable language, and parent involvement opportunities.	once a year	Nicole Williamson	10/20/2025	
	KEY	E1.06	10/16/25	KES communicates weekly with parents about schoolwide expectations, including behavior, attendance, and academics via phone call, e-mail, and text message.	weekly	Joy James	05/22/2026	
!	KEY	E1.06	10/16/25	KES will host a Parent Resource and Report Card pick-up night.	once a year	Catherine Sloan	10/27/2025	

KEY	<b>A4.16</b>	10/16/25	6th grade teachers will host a transition meeting for sixth grade parents to review the transition to middle school.	once a year	Nicolette Barrett	09/02/2025	09/02/2025
KEY	<b>A4.01</b>	10/16/25	Implement research based interventions used in the classroom to target individual student needs as defined by tiered instruction during intervention time.	daily	Tonda Strickland	05/26/2026	
KEY	<b>A4.01</b>	10/16/25	Grade level teachers will meet with the MTSS teams monthly to discuss academics, attendance, and behavioral needs of at-risk students and plan interventions to address individual student needs.	monthly	Kathryn Miller	05/29/2026	
KEY	<b>C2.01</b>	10/16/25	Regularly review school performance data (NC Check-in, mClass, common assessments) and aggregated classroom observation data and use that data to make decisions about school improvement and professional development needs.	three times a year	Erica Levai	05/29/2026	
KEY	<b>C2.01</b>	10/16/25	KES instructional and support staff will participate in online professional development on the Ellevation platform to support the learning needs of our ESL population.	once a year	Margaret Coman	02/10/2026	
KEY	<b>C3.04</b>	10/16/25	Teacher leaders at KES will facilitate professional learning sessions and collaboratively design, implement, and share innovative practices with the entire staff.	monthly	Amber Craft	05/15/2026	
KEY	<b>B3.03</b>	10/16/25	KES administrators will provide timely, specific, and constructive feedback to teachers, including strengths and actionable strategies for improvement.	twice a year	Rose Ingram	05/01/2026	
KEY	<b>B3.03</b>	10/16/25	Technology is accessed and utilized to conduct observations and provide timely feedback.	twice a year	Victoria Newkirk	05/01/2026	

	KEY	B2.03	10/16/25	Provide ongoing support and guidance to ensure team meetings focus on standards alignment, student learning, and effective instructional practices	three times a year	Marketa Hargrove	05/01/2026	
	KEY	B2.03	10/16/25	Develop and maintain a master schedule that includes dedicated, protected time for instructional planning	once a year	Kristen Pate	02/01/2026	
!	KEY	B1.03	10/16/25	Establish a bi-monthly meeting schedule for the Leadership Team to review progress toward school improvement goals.	once a year	Rose Ingram	11/19/2025	
	KEY	B1.03	10/16/25	Form subcommittees within the Leadership Team to examine specific focus areas and provide recommendations for continuous improvement.		Marketa Hargrove	12/19/2025	
	KEY	B3.03	9/15/25	KES administrators and instructional leadership will complete frequent walkthroughs.	twice a year	Marketa Hargrove	05/01/2026	
	KEY	B1.03	9/15/25	Leadership representatives will attend PLC meetings.	monthly	Shaunda Dugba	05/29/2026	
!	KEY	B2.03	9/15/25	K-8 classroom teachers will meet monthly for vertical alignment meetings.	monthly	Victoria Newkirk	11/19/2025	
		B1.05	9/20/24	The principal will gather parent perspectives on school policies and programs, ensuring their voices are considered in decision-making processes during parent advisory meetings.	three times a year	Marketa Hargrove	05/01/2026	
		D2.05	9/20/24	KES will implement a restorative discipline approach to better support students with behavioral concerns and those in need of additional social-emotional learning (SEL) support. Our ISS coordinator will work closely with the support team to integrate SEL services, aiming to enhance overall student success.	once a year	Kathryn Miller	05/01/2026	



	KEY	<b>A4.16</b>	10/14/22	Upcoming kindergarten students and parents will be invited to visit kindergarten classrooms during the spring to observe core instruction and daily practices.	once a year	Rachel Bostic	05/01/2026	
	KEY	<b>A2.04</b>	10/13/22	KES teachers will meet in vertical instructional teams.	monthly	Rachel Bostic	05/01/2026	
	KEY	<b>E1.06</b>	10/25/21	Support staff and administration will continue to provide resources and trainings for parents and students, which will include setting high expectations and establishing routines for healthy living, as well as conduct home visits when needed.	three times a year	Katelin West	05/01/2026	
	KEY	<b>A2.04</b>	10/21/20	Each grade will collaborate monthly to look at standards alignment for instruction. They will also review formative and summative assessment data and discuss how they can improve instruction.	monthly	Rachel Bostic	05/01/2026	
	KEY	<b>B3.03</b>	11/16/18	Grade level teachers will meet with the MTSS teams monthly to discuss academics, attendance, and behavioral needs of at-risk students and plan interventions to address individual student needs.	monthly	Kathryn Miller	05/01/2026	05/01/2025