

Comprehensive Progress Report

Mission:

Mission Statement: Staff, families, and community will collaborate to ensure a rigorous and relevant learning environment that promotes life long learners and productive citizens. Vision Statement: Lee Woodard Elementary School will provide a nurturing and safe learning environment that promotes academic excellence and good citizenship.

Goals:

By June 2018, grades 3-5 math proficiency on the EOG will increase 5 percentage points to 52.4%.

By June 2018, grades 3-5 reading proficiency will increase 5 percentage points to 55.9%.

By June 2018, our EVAAS index score will increase by 14% in order to exceed growth.

By June, 2018, grade 5 science proficiency on the EOG will increase 5 percentage points to 74%.



! = Past Due Actions

KEY = Key Indicator

Core Function:		Dimension A - Instructional Excellence and Alignment			
Effective Practice:		High expectations for all staff and students			
KEY	A1.07	ALL teachers employ effective classroom management and reinforce classroom rules and procedures by positively teaching them.(5088)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Currently we all communicate with our parents through Class Dojo, written communication, and phone calls. We have implemented a behavior matrix school-wide (PAWS). Office referrals are submitted through EdClick and are addressed by administration.	Limited Development 09/20/2017		
<i>How it will look when fully met:</i>		100% of teachers will maintain files documenting the various forms of communication with families by 06/08/2018. 100% of teachers will submit lesson plans including explicit instruction of the behavior matrix will be collected as evidence by 10/06/2018. 100% EdClick reports will be generated by teachers and analyzed by the leadership team each semester.		Jessica Amerson	06/07/2019
<i>Action(s)</i>	<i>Created Date</i>		1 of 3 (33%)		
1	9/20/17	Communication folders/student portfolios documenting the communication through Class Dojo, phone calls, conferencing, and/or written form will be collected.		Elizabeth Schwengels	06/08/2018
<i>Notes:</i>					
2	9/20/17	Lesson plans including explicit instruction of the behavior matrix (PAWS) will be collected and filed in our PBIS notebook.	Complete 10/06/2017	Jessica Amerson	10/06/2017
<i>Notes:</i>					
3	9/20/17	Teachers will submit EdClick referrals for inappropriate behaviors. Administration will address the behaviors as necessary.		Corey Walker	06/08/2018
<i>Notes:</i>					

Core Function:		Dimension A - Instructional Excellence and Alignment			
Effective Practice:		Curriculum and instructional alignment			
KEY	A2.04	Instructional Teams develop standards-aligned units of instruction for each subject and grade level.(5094)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		We are in the process of developing units for science instruction that integrates Math and ELA standards.	Limited Development 10/05/2016		
<i>How it will look when fully met:</i>		The school instructional team will review lesson plans weekly through the required lesson plan folder in the Google Drive. Upon review, specific reflective questions and comments will be posted based on common core standards. By June 6, 2018 the end of the instructional school year, teachers will connect concrete student data to student performance and lesson planning. PLCs meet at least once a month to plan and discuss data, unit plans and common assessments. Teachers will use data to adjust plans to improved student success. The team will also ensure that curriculum alignment (vertical & horizontal) is in place. Teachers will use school-wide district level pacing guides to design and execute lessons aligned to the state standards. Grade level teams meet bi-weekly to work collaboratively on this task as evidenced by minutes, agendas and lesson plans. By June 2019, the teachers will have units for Science completed.		Holly Smith	06/07/2019
Action(s)	Created Date		1 of 5 (20%)		
1	10/5/16	Teachers will receive a schedule of monthly PLC meetings.	Complete 09/15/2017	Bryan Holley	09/15/2017
		<i>Notes:</i>			
2	3/27/17	Peer observation schedule, this will allow teachers to view each other instruction and give feedback.		Sonya Griffin	01/08/2018
		<i>Notes:</i>			
3	3/27/17	PLC agendas and notes will be collected and used as evidence.		Tiffanie Evans	06/09/2018
		<i>Notes:</i>			
4	3/27/17	Lesson plan reviewed weekly		Corey Walker	06/09/2018
		<i>Notes:</i>			
5	5/11/17	During the 2017-2018 school year Lee Woodard staff will work on Science and Social Studies units		Holly Smith	06/08/2018
		<i>Notes:</i>			

Core Function:		Dimension A - Instructional Excellence and Alignment			
Effective Practice:		Student support services			
KEY	A4.01	The school implements a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with the individual needs of students across all tiers.(5117)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Currently we are focusing on balanced literacy and guided Math blocks that promotes differentiation.	Limited Development 10/05/2016		
<i>How it will look when fully met:</i>		By 06/11/2021, 100% of teachers utilize universal screening assessments and benchmark data provided by the district to determine the needs of students and provide a Multi Tiered System of Support (MTSS) structure to assist with aligning instruction based on student needs. Remediation is conducted every day at for a total of 30 minutes at the same time within each teacher's schedule. Students' progress is monitored and shown through graphic representations. During these meetings teachers can share strategies and group students according to their academic needs and deficits. If students do not show progress, teachers change their strategies or increase the frequency of the remediation instruction. If student are showing progress, the strategies and remediation continues.		Bryan Holley	06/11/2021
Action(s)	Created Date		2 of 6 (33%)		
1	10/5/16	Teachers will create class schedules by August 2017 that promotes 90 minutes of uninterrupted reading and math instruction.	Complete 08/26/2016	Corey Walker	08/28/2017
<i>Notes:</i>					
2	1/13/17	By August 24 2016, teachers will receive training on the district's curriculum framework, that will help guide instruction as well as strengthen core instruction.	Complete 08/24/2016	Bryan Holley	08/28/2017
<i>Notes:</i>					
3	1/13/17	Teachers will review the curriculum framework once a month during their common planning time.		Bryan Holley	06/08/2018
<i>Notes:</i>					
4	3/29/17	Retooling will be administered daily school-wide by every teacher.		Corey Walker	06/08/2018
<i>Notes:</i> An email sent out by Mr Walker serves as evidence that this is occurring					
5	9/11/17	School Improvement Coach will attend professional development throughout the year to become familiar with WCS initiatives and expectations for MTSS implementation.		Bryan Holley	06/08/2018
<i>Notes:</i>					

6	9/28/17	Student progress is discussed every 4 weeks through MTSS, grade level, and PLC discussions.		Bryan Holley	06/08/2018
<i>Notes:</i>					
KEY	A4.06	ALL teachers are attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary.(5124)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Behavioral interventions for students with emotional needs. PBIS tracks emotional behaviors that are happening frequently that can be addressed by providing interventions that teachers can use to correct the behavior.	Limited Development 10/05/2016		
<i>How it will look when fully met:</i>		Student requests for emotional support counseling sessions with the school counselor will increase by 10% by June 8, 2018. When this objective is being fully met in our school, our local behavior specialist will be working with teachers to develop behavior plans to address the needs of students. Meetings every 4 weeks with a multi-disciplinary team will be utilized to account for the whole child as an individual. Data will be collected to implement, monitor, and revise plans as needed to suit the needs of the student. Counseling will be offered as needed to students of concern; there will be a process for referring students. All teachers and staff will be connected to Class Dojo for PBIS. Quarterly, PBIS rewards will be given individually, as a class, grade-level, and school-wide in a consistent manner. PBIS Area matrices will be displayed across campus. School administration will bring in specialists to provide training to staff on students with special needs. By June 2018, Lee Woodard Elementary school-wide evaluation tool feedback score (SET) for PBIS will be 90% or higher.		Jessica Amerson	06/11/2021
Action(s)	Created Date		2 of 5 (40%)		
1	3/27/17	Create a PBIS team.	Complete 07/13/2016	Elizabeth Schwengels	07/13/2016
<i>Notes:</i>					
2	3/27/17	Train all staff members on PBIS and Class Dojo.	Complete 08/25/2017	Elizabeth Schwengels	08/25/2017
<i>Notes:</i>					
3	10/5/16	Ongoing data collection through class DOJO and EdClick.		Elizabeth Schwengels	06/08/2018
<i>Notes:</i>					

4	5/11/17	The PBIS committee will increase the percentage level for class dojo to 90% or high in order for students to attend the quarterly PBIS celebration.		Elizabeth Schwengels	06/08/2018
<i>Notes:</i>					
5	9/28/17	The school counselor will collect and maintain files with student requests documenting the counseling sessions.		Tiffanie Evans	06/08/2018
<i>Notes:</i>					
KEY	A4.16	The school develops and implements consistent, intentional, and on-going plans to support student transitions for grade-to-grade and level-to-level.(5134)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Currently fifth grade students attend a middle school orientation at the end of the school year during the school day. Parents are also invited to an informational night at the middle school. The middle school counselor and band director visit the elementary schools for recruitment. Staggered entry for kindergarten students is implemented allowing for acclimation to the school environment.	Limited Development 09/20/2017		
<i>How it will look when fully met:</i>		100% of parents and students will have the opportunity to become more knowledgeable of transitional grades as well as grade level expectations by the end of June 7, 2019. Information packets and attendance rosters will be collected as evidence for these transition events.		Bryan Holley	06/07/2019
Action(s)	Created Date		0 of 4 (0%)		
1	9/20/17	A kindergarten Open House will be implemented prior to the beginning of school to introduce parents and students to the school, teacher, and grade level expectations.		Corey Walker	08/17/2018
<i>Notes:</i>					
2	9/20/17	A second grade transition night will be implemented by the end of the school year to introduce parents and students to third grade expectations.		Kristina Stark	05/03/2018
<i>Notes:</i>					
3	9/20/17	A third grade transition night will be implemented at the beginning of the school year to introduce parents and students to third grade expectations.		Holly Smith	10/12/2018
<i>Notes:</i>					
4	9/20/17	Fifth/sixth grade transition activities will be implemented to introduce parents and students to sixth grade expectations.		Natalie Sutton	08/24/2018

Notes:

Core Function:		Dimension B - Leadership Capacity			
Effective Practice:		Strategic planning, mission, and vision			
KEY	B1.01	The LEA has an LEA Support & Improvement Team.(5135)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		The district LEA coaches will guide and oversee the work of the School Improvement Teams. Each coach will provide strong leadership to keep the team motivated and productive throughout the process of change and school improvement.	Full Implementation 11/29/2016		
KEY	B1.03	A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other professional staff meets regularly (at least twice a month) to review implementation of effective practices. (5137)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Our leadership team has been established and we meet once a month.	Limited Development 10/05/2016		
<i>How it will look when fully met:</i>		Lee Woodard's leadership team will meet once every 4 weeks to facilitate communication and coordination among the grade levels. Agendas for meetings are established and minutes will be kept as evidence. By June 8, 2018 the leadership team will meet at least twice a month to discuss and facilitate communication among grade levels as evidenced by meeting agendas and minutes.		Megan Proctor	06/08/2018
Action(s)	Created Date		1 of 4 (25%)		
1	1/4/17	Meeting dates are determined, shared with the team, and published.	Complete 09/12/2017	Bryan Holley	06/08/2018
<i>Notes:</i>					
2	1/4/17	Agendas will be created and published just prior to the meeting dates based on what was accomplished and established as a priority at previous meetings, while taking into consideration the current and ever-changing needs of the school.		Jennifer Froning	06/08/2018
<i>Notes:</i> The grade level meeting agendas documentation will provide support for this task.Because the needs of the school fluctuate from day to day, those items will be addressed by the school's leadership team at their monthly meetings. The agenda items will be shared with team members prior to the meeting so that they can come prepared to discuss and accomplish goals.					

3	1/4/17	Create a system that celebrates teacher's successes.		Beth Wood	06/08/2018
<i>Notes:</i> Allow staff needs to be celebrated monthly.					
4	5/11/17	Utilize the template provided to take minutes for the Leadership team.		Beth Wood	06/08/2018
<i>Notes:</i> Last year we created or used a template that was provided by one of the team members.					

Core Function:	Dimension B - Leadership Capacity				
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Effective Practice:	Distributed leadership and collaboration				
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KEY	B2.03	The school has established a team structure among teachers with specific duties and time for instructional planning.(5143)	Implementation Status	Assigned To	Target Date
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<i>Initial Assessment:</i>	The leadership team created a master schedule that allows the grade level teachers to have the same planning time weekly and an extended planning period at least once a month.		Limited Development 10/05/2016		
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How it will look when fully met:	By June 2018 a 100% of the teachers will have a 40 minute planning block daily and will meet as a team for planning purposes at least once a week. Teachers meet in their Professional Learning Communities (PLC) at least once a month to focus on grade level goals in core areas which are in alignment with district and state goals. Plans are reviewed and discussed during PLC meetings for clarity and recommendations. Additionally, each team member has a specific role within their PLC to ensure successful planning sessions.Each team of teachers has a selected chairperson. The chairperson is responsible for creating and communicating weekly agendas and minutes. The chair person guides the team in establishing norms shared responsibility for duties.			Bryan Holley	06/08/2018
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Action(s)	Created Date		1 of 4 (25%)		
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1	3/30/17	Ensure that all PLC meetings create an agenda, keep minutes and documents progress toward the goal.		Bryan Holley	06/08/2018
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2	3/30/17	Ensure that all grade level meetings have an agenda, keep minutes and documentation.		Bryan Holley	06/08/2018
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3	3/30/17	Principal and Curriculum Facilitator will attend training for PLC meeting on Feb 22, 2017 and March 22, 2017.	Complete 03/22/2017	Corey Walker	06/09/2017
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4	5/11/17	Professional development on Professional Learning Communities based on Learning Focus model with the staff.		Megan Proctor	06/12/2020
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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
<i>Initial Assessment:</i>		Mr. Walker checks lesson plans weekly and provides feedback on a regular basis. He also completes Learning Focus walkthrough evaluations.	Limited Development 10/05/2016		
<i>How it will look when fully met:</i>		By June 8, 2018, Mr Walker will monitor 100% of classroom instruction on a weekly basis and provide timely feed back via google docs. The teachers will turn in the plans via Google Docs by each Sunday. Administration and support staff will provide feedback to teachers each week on their lesson plans. The evidence required will be documentation of lesson plans and feedback in Google Docs. Feedback will be sent to teachers the day monitoring occurred. Administration will monitor grade-level PLCs monthly. The School Improvement Coach and RITS Teacher will assist administrators in monitoring Content Area PLCs.		Corey Walker	06/08/2018
Action(s)	Created Date		0 of 3 (0%)		
1	10/5/16	Teachers will receive weekly feedback through google docs.		Corey Walker	06/08/2018
<i>Notes:</i>					
2	3/27/17	Principal will ensure that a relevant walkthrough tool is being utilized.		Corey Walker	06/08/2018
<i>Notes:</i>					
3	3/27/17	Principal and School Improvement coach will utilize compiled data from teacher feedback to design professional learning opportunities for staff.		Bryan Holley	06/08/2018
<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>		As a school we all have looked at the data and selected a goal based on data from last school year.	Limited Development 10/05/2016		
<i>How it will look when fully met:</i>		By June 8, 2018, the Leadership Team and principal will disaggregate 100% of the data for Math, ELA, and Science to all teachers. Each Professional Learning Community (PLC) at Lee Woodard Elementary will occur a minimum of once monthly. Teachers will analyze data and use that information to plan effective instructional strategies to increase student performance. These PLC meetings will be reviewed by administrative team through review of agendas, and through visits to the meetings. Administrative team will provide feedback to the team so that meetings can be effective. The administration team will implement 5x5 walkthroughs to look for specific, targeted practices. Each administrator will walk through 5 teachers' rooms for 5 minutes, 5 days a week. This data will be shared with the school through the Leadership Team meetings and used to improve instructional practices and drive professional development recommendations.		Sonya Griffin	06/08/2018
Action(s)	Created Date		0 of 5 (0%)		
2	1/4/17	Disaggregate Reading 3D Data through the use of various data walls as well as PLC and team discussions to track and monitor student progress.		Sonya Griffin	06/08/2018
		<i>Notes:</i> Mrs. Griffin along with other members of the team will be looking at Reading 3D data twice a month to ensure teachers are effectively implementing reading instruction.			
3	1/4/17	Data Driven PLC Meetings		Bryan Holley	06/08/2018
		<i>Notes:</i> Ms. Evans will collect data from the Universal Screener assessments, benchmarks, CASE 21 to help teachers meet the needs of their students. Teachers along with Mr. Holley will disaggregate the data from different assessments and share resources and effective teaching strategies during these monthly PLC meetings. The staff also suggested that Harvey would be assigned to monitor data.			
4	1/4/17	Facilitate walkthrough observations		Corey Walker	06/08/2018
		<i>Notes:</i> School-wide it is agreed that math is a big concern.			
5	1/4/17	Disaggregate EOG and Universal Screener data		Corey Walker	06/08/2018

Notes: Teachers will disaggregate EOG data at the beginning of the school year. This will aid in creating reading groups and math groups in all grades. Teacher can create student-specific goals.

6	5/11/17	Teachers will be able to disaggregate CASE 21 benchmark data for BOY, MOY and EOY during PLC meetings.		Kristina Stark	06/08/2018
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Core Function:	Dimension C - Professional Capacity
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Effective Practice:	Talent recruitment and retention
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KEY	C3.04	The LEA/School has established a system of procedures and protocols for recruiting, evaluating, rewarding, and replacing staff.(5168)	Implementation Status	Assigned To	Target Date
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<i>Initial Assessment:</i>	Employee spotlight, job fair, team interviews, and NCEES evaluations.	Limited Development 10/05/2016			
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How it will look when fully met:	By June 8, 2018, there will be a 0% teacher turnover rate to assist with teacher attrition. The district has board policy regarding the hiring of qualified staff. As a school, we follow those guidelines. Also, as a Title I school ALL of our employees are highly qualified. The district has a plan for recruiting which includes an annual face-to-face job fair, the district webpage and social media advertisements. Wilson County Schools has a strong system of support for new teachers through its Beginning Teacher Support Program. This program is a chief recruiting tool for recent graduates and career changers. The district utilizes the NC Educator Evaluation System for all teacher evaluations. State training is provided for all new hires. WCS participates in the NC Teacher of the Year process to recognize excellence in teaching as well as other state based recognition programs. Newly certified and those renewing National Board certifications are also honored each year. Lee Woodard will maintain an interview team that will help with the protocols for replacing staff members. The climate committee that will be in charge of creating a reward system for teachers every 4 weeks. Building staff morale is important to retain our quality teachers. Offering outside of school team building activities and in school incentives twice a year. Staff monthly awards for character will be given. This application system is used to hire all new employees to Wilson County Schools.		Corey Walker	06/08/2018
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Action(s)	Created Date		1 of 3 (33%)		
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1	10/5/16	Create employee spotlight bulletin board.	Complete 09/11/2017	Beth Wood	09/11/2017
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2	3/27/17	Attend and participate in district job fair.		Bryan Holley	03/10/2018
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4	3/27/17	Develop and implement "Pot-Luck Luncheon" once per semester.		Veronica Bunch	06/08/2018
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Core Function:	Dimension E - Families and Community				
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Effective Practice:	Family Engagement				
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KEY	E1.06	The school regularly communicates with parents/guardians about its expectations of them and the importance of the curriculum of the home (what parents can do at home to support their children's learning).(5182)	Implementation Status	Assigned To	Target Date
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<i>Initial Assessment:</i>	Currently we have four scheduled parent workshops a year, that help parents support their children at home.	Limited Development 10/05/2016			
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<i>How it will look when fully met:</i>	By June 14, 2019 we will achieve a collective goal of 50% parent participation in our various communication events. Teachers communicate weekly with parents/guardians via Class Dojo app regarding classroom level and school-wide expectations, individual student academic/behavior progress and curriculum supports for home. Parent night events are conducted to provide information about how to implement curriculum outside of school including homework helps, understanding curriculum and overcoming barriers to learning. Parent surveys are conducted to obtain feedback about other areas of concern and parent workshop development. Parent Involvement Nights are held 4 times a year at Lee Woodard Elementary. Each parent involvement night will provide parents with specific strategies for how to improve/enrich student performance. Data and attendance are monitored for growth.		Bryan Holley	06/14/2019
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Action(s)	Created Date		2 of 4 (50%)		
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1	1/4/17	Parents workshops will be organized and facilitated by the staff.	Complete 08/17/2016	Jennifer Froning	06/08/2018
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3	1/13/17	Open House will be conducted at the beginning of the year to communicate to students and parents expectations of the student learning for the year.	Complete 09/14/2017	Corey Walker	09/14/2017
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4	1/13/17	School connects will be utilized to communicate updates and important information to parents weekly.		Corey Walker	06/08/2018
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6	1/4/17	Parent surveys will reflect an improvement in communication.		Megan Proctor	06/08/2018
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