

## Comprehensive Progress Report

### Mission:

Mission: Springfield Middle School will provide a safe and orderly environment, which recognizes cultural diversity and develops academic and social abilities while promoting life-long learning for a global community.

### Goals:

By June 2018, increase 6th-8th grade math EOG GLP performance by 10 percentage points to an overall proficiency of 54%.

By June 2018, increase 6th-8th grade reading EOG GLP performance by 10 percentage points to an overall proficiency of 70%.

Retain 100% of Beginning Teachers at the end of the 2017-2018 school year.

Meet Expected Growth in EVAAS for the 2017-2018 school year.



! = 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
Initial Assessment:			Teachers were given new behavior expectations and procedures. A new process for handling behavior has been established. A new Positive Behavior Intervention and Supports (PBIS) team has been established to help aid in schoolwide expectations and review data to make informed decisions.	Limited Development 09/05/2017		
How it will look when fully met:			By the end of 2018, Springfield Middle School will provide consistent schoolwide expectations resulting in a decrease in student referrals by 10%		Lindsay High	05/31/2019
Action(s)		Created Date		0 of 4 (0%)		
1		9/5/17	Springfield will hire an In-School Suspension coordinator at the beginning of the 2017 school year.		Marquis Spell	09/30/2017
Notes:						



4	10/1/17	Springfield Administration will use the district walk-through form to assess implementation of the Learning Focused Lesson Plan.		Marquis Spell	06/07/2019
Notes:					

<b>Core Function:</b>	<b>Dimension A - Instructional Excellence and Alignment</b>
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<b>Effective Practice:</b>	<b>Student support services</b>
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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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<b>Initial Assessment:</b>	Springfield is currently analyzing data for student achievement. Teachers are collaborating during weekly Professional Learning Communities to identify student support needs	Limited Development 09/15/2016		
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<b>How it will look when fully met:</b>	By June 2019, all 6-8 grade teachers will deliver evidence-based instruction aligned with student needs to increase student achievement on end of grade assessments by 10%		<b>Sherrima Speight</b>	<b>06/01/2019</b>
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<b>Action(s)</b>	<b>Created Date</b>		<b>0 of 3 (0%)</b>	
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1	10/1/17	Teachers will utilize PLC agendas to document instructional adjustment and student response to it.		Michelle Edwards	06/07/2019
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Notes:					
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2	10/1/17	Teachers will participate in the Multi-Tier System of Support (MTSS) Problem Solving team.		Jennifer Parker	06/01/2019
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Notes: Teachers will use intervention strategies in their classrooms and will make suggestions to the MTSS team as needed. Teachers will implement and document interventions recommended by the MTSS team.					
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3	10/1/17	Spotlight MTSS and research-based instructional strategies during weekly PLC's.		Michelle Edwards	06/01/2019
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Notes: Teachers can refer to District Curriculum Frameworks for strategies.					
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	KEY	A4.06	ALL teachers are attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary.(5124)	Implementation Status	Assigned To	Target Date
Initial Assessment:			The School Counselor is available to all students. She encourages character development. Character development lessons are taught in many classes. Support staff is available to address emotional needs of students. Coaches and Den Time teachers support students when needed. The EC teacher is available to address students with IEPs who have emotional and behavior needs. We marked this as a low priority because we feel that most of our teachers are attentive to students' emotional states, but we could not say "ALL" are.	Limited Development 09/15/2016		
How it will look when fully met:			By June 2019, all teachers at Springfield will have acquired skills to identify, guide and arrange supports for students' emotional and social well-being.		Jaymie Lee	06/07/2019
Action(s)	Created Date			0 of 2 (0%)		
1	6/29/17	The counselor will provide professional development to staff on current social, emotional, career and academic support for students.			Jaymie Lee	06/07/2018
		Notes: Staff PD, letter, presentations,				
2	10/1/17	Teachers will provide a healthy culture through routines, expectations, and relationships with students.			Lindsay High	06/01/2019
		Notes: Wildcats on the Prowl are recognized each month.				

	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>			Students are not meeting growth in math from grades 5 to 6. Springfield currently holds transition meetings for students moving from grade to grade. Annual Open House events are scheduled each year. Annual interest meetings are held to introduce students and parents to the WAAT and WECA Programs.	Limited Development 09/05/2017		
<i>How it will look when fully met:</i>			100% of the 8th graders will be informed about the WECA and WAAT Programs. Interested 8th grade parents will get an opportunity to hear about the WAAT and WECA Programs during the second semester. The school calendar will show the informational meeting date for WECA and WAAT to present to our 8th grade students and teachers. A google calendar invitation will also be sent to confirm the interest meeting dates at the school. Communication between Springfield and WAAT/WECA will provide a time and place for 8th grade parents to hear about opportunities at WAAT & WECA.		Jaymie Lee	06/10/2018
<i>Action(s)</i>	<i>Created Date</i>			0 of 1 (0%)		
1		10/13/17	Students will learn more about WECA and WAAT Early College opportunities by attending scheduled student/parent information sessions. Springfield will schedule times in the 2nd semester for WAAT & WECA representatives to come to Springfield and speak about their programs and hand out any paper work.		Jaymie Lee	01/31/2018
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>			Wilson County Schools has organized an 11 member Low Performing District Coach Team. Each member has no more than three school assignments. Two Executive Directors oversee the team and plan monthly meetings and offer training on an as-needed basis. Coaches are required to make comments on the school plans at least twice a month and attend School Improvement Team meetings at least twice a year. All coaches have been trained in Indistar and in writing SMART goals.	Limited Development 11/28/2016		
<i>How it will look when fully met:</i>			The Executive Directors will hold monthly training to give district coaches support and guidance. Coaches will make comments on the school plans at least twice a month and attend School Improvement Team meetings at least twice a year. Coaches will monitor plans for effectiveness and ensure deadlines are met and agendas and minutes are kept. They will assist school teams in setting SMART goals, creating tasks in order to meet the goals, and monitoring progress to meet the goals. In the event that goals aren't met, the district team will provide additional resources and support for improvement. We will lead the necessary change for improvement. Each school will have a School Improvement Coach who serves as the Indistar process manager. In addition, our priority schools will have a School Improvement Grant Coach who will also play a vital role by ensuring the School Improvement Grant goals are achieved. They will analyze data on a regular basis and provide support to teachers for improved instruction. We have provided teachers with a K-12 district Curriculum Frameworks for all core content areas. An online curriculum resource is available for parents.		Marquis Spell	06/30/2018
Action(s)	Created Date			0 of 3 (0%)		
1	10/1/17		The LEA will require all district team members to attend monthly meetings and trainings.		Kelvin Cryus	06/30/2018
Notes:						
2	10/1/17		District team members will comment on school plans at least once a month and attend School Improvement Team meetings at least twice a year.		Kelvin Cryus	06/30/2018
Notes:						

3	10/1/17	School Improvement/MTSS Coaches will serve as the Indistar process manager and will keep progress and artifacts current in the system.		Jennifer Parker	06/30/2018
Notes:					
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
Initial Assessment:		We have a strong Leadership Team consisting of the principals, teachers who lead the Instructional Teams, and other professional staff that meets regularly to review implementation of effective practices. We need to consistently meet 2 times per month, and we will be able to mark this indicator as full implemented.	Limited Development 09/15/2016		
		Priority Score: 3      Opportunity Score: 3      Index Score: 9			
How it will look when fully met:		A Leadership Team consisting of principals, grade level chairs including electives, school counselor, and technology facilitator will meet twice a month to review implementation of effective practices. Each meeting will have an agenda, recorded minutes and attendance. Evidence: Calendar, Agendas, Minutes	Objective Met 10/13/17	Wendy Daniel	06/01/2017
Action(s)	Created Date				
1	10/19/16	Schedule two meeting dates on the calendar for each month.	Complete 11/02/2016	Emily Kicklighter	11/16/2016
Notes: Kicklighter will place dates on the school's google calendar.					
2	10/19/16	Provide Agendas for meetings	Complete 11/02/2016	Emily Kicklighter	11/16/2016
Notes: Kicklighter will go ahead and create agendas for the year's meetings in NCStar. She will email an agenda before Leadership and SIP meetings.					
3	10/19/16	Minutes will document decisions and implementation of effective practices.	Complete 11/02/2016	Emily Kicklighter	10/19/2016

Notes: Kicklighter will keep minutes for SIP Meetings, and Rose will keep minutes for Leadership Meetings.				
<b>Implementation:</b>		10/13/2017		
<b>Evidence</b>	11/2/2016 2 meeting dates are on the school's google calendar. Agendas are created in Indistar. Meetings have been kept for the past 4 meetings and will be continued updated each meeting.			
<b>Experience</b>	11/2/2016 Leadership Team Meetings were already on the calendar for the year, so I placed another meeting on the school google calendar for the School Improvement Team to meet. I attempted to plan these meetings every 2 weeks though some meetings are only a week apart because it was unavoidable. I also created agendas for all of the meetings, so that we can add items as they are brought to our attention throughout the year.			
<b>Sustainability</b>	11/2/2016 The Leadership/School Improvement Team will need to continue meeting twice monthly through the remainder of the year. We will need to update the agendas as discussion items become clear. We will need to keep minutes at all meetings.			

Core Function:			Dimension B - Leadership Capacity			
Effective Practice:			Distributed leadership and collaboration			
	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
Initial Assessment:			Springfield's staff currently functions as a team in that every teacher serves on at least one committee. Our committees include MTSS Problem Solving Team, Leadership Team, PBIS Team, Crisis Team, and eLearning Team. We also have a strong team structure among our grade levels (6th,7th, 8th Grade Teams and Elective Team)	Limited Development 12/07/2016		
How it will look when fully met:			By June 2018, the school master schedule will provide time for all teachers grades 6-8 to participate in grade level and content alike PLC's twice a week to analyze data to drive instructional planning.		Marquis Spell	06/01/2018
Action(s)	Created Date			0 of 2 (0%)		
1	9/15/17	The administration will schedule Weekly Grade Level PLC's and Vertical PLC's for all staff.			Marquis Spell	06/01/2018
Notes: Grade and Vertical PLC's will be scheduled on school google calendar						



		where all staff can access and plan accordingly.			
2	9/15/17	Meeting Agendas will be updated and posted in School Google drive for PLC's.		Michelle Edwards	06/01/2018
		<i>Notes:</i> Teams will meet and keep updated meeting agendas and minutes for each weekly meeting.			

<b>Core Function:</b>	<b>Dimension B - Leadership Capacity</b>
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<b>Effective Practice:</b>	<b>Monitoring instruction in school</b>
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	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
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<i>Initial Assessment:</i>	Currently, administration monitors curriculum by attending PLCs throughout the building, by monitoring lesson plan submission, and by observing classrooms.			Limited Development 09/19/2016		
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<i>How it will look when fully met:</i>	By June 2018, the administration will participate in weekly PLC's and complete classroom walkthroughs and observations to provide constructive feedback to improve the instructional program of the school.				Marquis Spell	06/15/2018
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Action(s)	Created Date		0 of 4 (0%)		
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1	10/20/16	Teachers will post Lesson Plans to the common Google folder bi-weekly.		Wendy Daniel	06/01/2018
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		<i>Notes:</i> All teachers will post lesson plans in the google drive folder by the date marked on the calendar monthly. Teachers are responsible for this task. Wendy Daniel will monitor.			
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2	10/20/16	The administration will provide feedback on Learning Focused lesson plans with emphasis on the district's framework of implementation.		Wendy Daniel	06/01/2018
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		<i>Notes:</i> Administration will provide feedback by making comments on lesson plans, particularly for new teachers and teachers needing to refine their planning process.			
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3	10/20/16	The administration will conduct and document walk-through observations weekly on the Cognito form.		Marquis Spell	06/14/2018
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		<i>Notes:</i> The administration will conduct walk-through observation using our school walk-through form (see folder: C2.01 Walk-Through Form) .			
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5	6/15/17	The administration will review subject area data analysis sheets and provide feedback to teachers as needed.		Marquis Spell	06/01/2018
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		<i>Notes:</i> check data sheets provide feedback			
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Core Function:			Dimension C - Professional Capacity			
Effective Practice:			Quality of professional development			
	KEY	C2.01	The LEA/School regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs.(5159)	Implementation Status	Assigned To	Target Date
Initial Assessment:			The LEA/School regularly looks at school performance data by analyzing Schoolnet data, benchmarks, EOG and NCFinal Scores. They focus on proficiency as well as growth. As a school, we regularly meet in PLCs to analyze data and to develop strategies to help reteach concepts to those who did not show growth as well as enrichment ideas for those who are excelling. The leadership team also studies data when making decisions concerning the direction of our school; for example, in deciding what programs we need to implement, how we need to spend funds, how we need to use instructional time, and where we need to focus our school-wide professional development. In order to sustain this effort, we will need to continue analyzing data in PLCs and implementing strategies based on that data. The leadership team will need to continue to make data-based decisions that meet the needs of all students. We are marking this limited because the majority of data that we collect and analyze is student data. If we apply the same effort used to analyze student data to classroom observation data this indicator will be at full implementation. See folder C2.01	Limited Development 09/19/2016		
How it will look when fully met:			By June 2018, the Leadership Team will meet at least twice a month to monitor school performance data and aggregated classroom data and use that data to make decisions about school improvement and professional development needs		Marquis Spell	06/07/2018
Action(s)	Created Date			0 of 1 (0%)		
1	6/29/17	The PBIS and Leadership teams will look at the data for discipline and work with sub-committees to make informed decisions about the school that will improve the learning environment.			Lindsay High	06/07/2018
Notes: The leadership team will look at varied data from within the school.						

Core Function:			Dimension C - Professional Capacity			
Effective Practice:			Talent recruitment and retention			
	KEY	C3.04	The LEA/School has established a system of procedures and protocols for recruiting, evaluating, rewarding, and replacing staff.(5168)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>			The school has a system for replacing staff in that we have team interviews for potential teachers. We attend the Wilson County School Job Fair which helps some with teacher recruitment. Teachers are evaluated regularly. Teachers are rewarded occasionally with PTO lunches and gifts. School Administration will work to ensure a positive culture within the school. We rated this indicator a 1 on the opportunity score because current budgets and policies out of the school's control would need to be addressed to help with recruiting and rewarding staff.	Limited Development 09/19/2016		
<i>How it will look when fully met:</i>			By June 2018, school evaluators will conduct formal and informal observations, provide timely, clear, and constructive feedback and assist with the self-reflection and personal goal setting of all teachers to ensure that 80% of the teachers are at Proficient on their summative evaluations.		Marquis Spell	06/01/2018
<i>Action(s)</i>	<i>Created Date</i>			0 of 2 (0%)		
1	9/15/17		Provide training to all staff members on the evaluation tool standards and characteristics.		Wendy Daniel	09/29/2017
<i>Notes:</i>			Teachers will be given training from district staff on the evaluation tool, and school admin will provide support in the evaluation process to teachers.			
2	9/15/17		Walk-through ratings and feedback will be provided to teachers after observations.		Wendy Daniel	06/01/2018
<i>Notes:</i>			Timely and constructive feedback will be provided to all staff in an effort to increase teacher ratings.			

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
Initial Assessment:			The school communicates with parents through a newsletter, "The Report." We communicate through social media (facebook and twitter) and our school webpage. We have parent nights that focus on Culture and Heritage. We have Celebration of the Arts nights. At open house, we had Chromebook training for parents. We communicate with parents through progress reports, google classroom, powerschool, emails, and phone calls. We need to be more intentional in making sure that our communication with parents focusses on Curriculum and on what parents can do at home to help their children be successful.	Limited Development 09/19/2016		
How it will look when fully met:			The school will communicate quarterly with parents/guardians to provide assessment results from Universal screeners and strategies to fit their learning needs at home in order to increase proficiency on end of grade assessments by 10% in math and reading.		Sherry Edwards	06/01/2018
Action(s)	Created Date			0 of 3 (0%)		
1	10/19/16		The school will hold one Parent Night per semester to inform parents of instructional strategies to support learning at home.		Wendy Daniel	06/07/2018
Notes:			Ideas: Rotation (through core subjects), Math Night and ELA Night, Career Fair			
2	10/19/16		The school will provide parents with a Curriculum Newsletter twice a school year.		Sherry Edwards	06/01/2018
Notes:			Newsletter will be sent home to parents that gives them practical ideas to try at home. On the newsletter will be a section for ELA, Math, Science, Social Studies, and Electives. Each section of the newsletter would be written by a teacher who teaches that subject. Ms. Parks would be the teacher who will design the newsletter.			
3	10/1/17		The school will utilize Google Classroom, Blackboard Connect and/or Remind messaging system to communicate with parents weekly.		Marquis Spell	06/01/2018
Notes:						