

Comprehensive Progress Report

Mission: Princeville Elementary: Preparing All Students for Their Future.

Vision: The Princeville Elementary School community will collaborate to help all students reach their potential by maintaining high expectations and a safe nurturing school environment while respecting and valuing diversity.

- Goals:**
- Princeville Elementary School students will increase English/Language Arts End-of-Grade (EOG) scores by 10% points by the end of the 2018-2019 school year. Amount of proficient students will increase to 34.4% by the end of the 2018-2019 school year.
 - Princeville Elementary School will increase Math End-of-Grade (EOG) by 10% points by the end of the 2018-2019 school year. Amount of proficient students will increase to 47.8% points by the end of the 2018-2019 school year.
 - Princeville Elementary School students will increase Science End-of-Grade (EOG) scores by 10% points by the end of the 2018-2019 school year. Amount of proficient students will increase to 57.8% by the end of the 2018-2019 school year.
 - Princeville Elementary School will achieve a decrease of 15% points in disciplinary referral of no more than 60 processed referrals by the end of the 2018-2019 school year using Positive Behavior Support Interventions (PBIS).
 - Princeville Elementary School will exceed growth by end of 2018-2019 school year by growing 85% of our students.



! = Past Due Objectives 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>		In the beginning of the year all teachers were provided documentation to assist with classroom management. Specific tools are taught and used throughout the year to include PBIS	Limited Development 09/18/2017			

	matrix, behavior charts and agendas. All teachers should use Class Dojo to communicate with parents about behaviors. Teachers reward positive behavior with Class Dojo. Teachers update Class Dojo Trackers weekly. Monthly character traits are taught and reviewed daily. Reinforcing a culture of trust within the classroom supports effective classroom management and reinforces classroom rules and procedures. All staff participated in No Nonsense Nurturing training provided by CT3.			
How it will look when fully met:	Consistent decline in discipline referrals. Academic scores should improve. Higher participation in Fun Friday and the PBIS celebrations. This data would indicate students taking responsibility for their own actions, managing emotions, and making good choices. In addition teacher retention rates would be higher.		Heather Hazelwood	06/07/2019
Actions		1 of 8 (12%)		
9/17/18	All teachers will create their Class Dojo classrooms, invite parents, and add all staff to their classrooms.	Complete 09/21/2018	Hannah Rountree	09/21/2018
	<i>Notes:</i>			
11/13/18	Each month students who have not received an office referral will be invited to participate in a small celebration.		Tiffany Bridgers	06/03/2019
	<i>Notes:</i>			
11/13/18	Monthly announcements will be made to share discipline data with students.		Yolanda Jones	06/03/2019
	<i>Notes:</i>			
11/13/18	PBIS team will discuss monthly discipline data during meetings. Discipline data will be shared with all staff during in first staff meeting of the month.		Heather Hazelwood	06/03/2019
	<i>Notes:</i>			
9/18/17	The accountability team will monitor for consistent use of Class Dojo tracker and ensure that all classrooms have the matrix and school wide classroom rules with consequences posted that support classroom management.		Gay Norville	06/07/2019
	<i>Notes:</i> The accountability team will notify administration if teacher is not being consistent.			

9/18/17	All teachers will use Class DoJo to communicate with parents regarding student behavior.		Hannah Rountree	06/07/2019
<i>Notes:</i> Teachers need to add themselves to Princeville Elementary on Class DoJo. Mrs. Rountree will then approve the teacher.				
9/17/18	Staff will participate in ongoing No Nonsense Nurturing Training throughout the year.		Annette Walker	06/07/2019
<i>Notes:</i> Mrs. Erin Swanson will provide the professional development on No Nonsense Nurturing Training.				
9/17/18	Remind teachers to update their classroom rosters each month.		Yolanda Jones	06/07/2019
<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 have developed standards-aligned units of instruction. Teachers meet in PLCs weekly to discuss current objectives and resources needed to provide students optimal opportunities for enhanced learning.	Limited Development 09/25/2016			
<i>How it will look when fully met:</i>		Teachers will meet in PLCs once a week to review Pacing Guides to help determine best instructional practices. School wide lesson plan template is used to encourage instructional alignment to the curriculum and consistency among all classroom teachers. Teachers will also meet in PLCs once a week to review data to meet each student's need. Data is also reviewed to determine which standards need to be retaught. This helps guide differentiated instruction for small groups. Pre and post assessments will be administered routinely. Teachers will implement Benchmark Advance daily and quarterly provide unit assessments. Teachers will collect data from exit tickets at least twice weekly. Teachers will use that data for mastery/remediation.		Nicole Neal	06/30/2019	
Actions			3 of 11 (27%)			
12/5/16		Teachers will submit weekly lesson plans on Thursday of each week by 6:00PM. Administrators will provide feedback by Sunday	Complete 11/02/2017	Pamela Harris	01/29/2018	

	evening at 8:00PM.			
	<i>Notes:</i> Most teachers submitted lesson plans December 1, 2016.			
11/8/17	Feedback is provided by the principal and the instructional coach in the comments section of the document or through emails.	Complete 11/20/2017	Annette Walker	06/08/2018
	<i>Notes:</i>			
11/8/17	Rubric will be created by leaders and grade level chairs to support quality lesson plans. Sample rubrics will be reviewed and modified to meet the needs at Princeville		Hannah Rountree	12/21/2018
	<i>Notes:</i>			
11/8/17	Based on benchmark data results, common formative assessments will be created by the teachers and the MCL on each grade level and administered after reteaching has occurred. A calendar will be created.		Leshaun Jenkins	04/16/2019
	<i>Notes:</i>			
11/13/18	Pre and post assessments will be utilized for each unit of study. These assessment will guide the instructional delivery.		Tiffany Bridgers	06/03/2019
	<i>Notes:</i> This will occur at the beginning and ending of each unit. Sometimes the timing fluctuates.			
3/6/17	Team will utilize ELA assessments.		Hannah Rountree	06/07/2019
	<i>Notes:</i>			
11/20/16	Teachers will meet weekly during PLC meetings to discuss current data to improve student achievement using Mastery of Standards as a guide.	Complete 06/08/2018	Leshaun Jenkins	06/07/2019
	<i>Notes:</i>			
11/14/16	Document PLC meetings.		Leshaun Jenkins	06/07/2019
	<i>Notes:</i> Teachers met in PLC meetings.			
11/8/17	Instructional teams/teachers will work to develop standards-aligned units of instruction for each grade level and subject. K-5 will utilize Benchmark Advance units of study. K-5 is utilizing a systematic math program based on modules of study to support math standards. (Eureka Math)		Gay Norville	06/07/2019

		<i>Notes:</i>			
11/8/17	All grade levels will create & deliver lessons to teach, activities to practice, and systematic ways to review these skills for the remaining time and remaining standards.			Hannah Rountree	06/07/2019
		<i>Notes:</i>			
11/8/17	Each month, Reading 3D progress monitoring data will be reviewed during K-3 data PLCs. Planning will be based on the data.			Nicole Neal	06/07/2019
		<i>Notes:</i>			
	A2.14	Units of instruction include specific learning activities aligned to objectives.(5104)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Students have been separated into groups based off Reading 3D, EOG and BOG data. In grades 3-5, Pre-tests are used to guide their instruction. In grades K-2, Reading 3D data is used to guide instruction. Standard based lesson plans are submitted weekly. Teachers are providing small group instruction in Reading and Math.	Limited Development 10/01/2018		
<i>How it will look when fully met:</i>		Lesson plans will outline differentiation. Data will be reviewed on a regular basis as well as data days. Teachers will use "I can" statements prior to introducing the lesson and will review the lesson objectives throughout their instructional delivery. Teachers will provide students with specific feedback. Administrators will provide teachers with specific feedback.		Nicole Neal	06/02/2020
Actions			1 of 7 (14%)		
10/15/18	Student data is reviewed during Data PLCs.		Complete 11/05/2018	Lashaun Jenkins	11/05/2018
		<i>Notes:</i>			
10/15/18	Teacher will use exit tickets to provide feedback. Students who have demonstrated mastery are given feedback and opportunities to enhance their knowledge. Students needing remediation receive small group instruction immediately or next			Lashaun Jenkins	12/18/2018

	day.			
<i>Notes:</i>				
10/15/18	Admin will provide teachers with specific feedback on identified action steps designed to improve instruction.		Annette Walker	12/18/2018
<i>Notes:</i>				
10/15/18	Teachers will use "I can" statments prior to introducing a lesson.		Gay Norville	12/18/2018
<i>Notes:</i>				
10/15/18	Teachers will provide students with specific feedback.		Hannah Rountree	06/08/2020
<i>Notes:</i>				
10/15/18	Standards are unpacked during Data Days.		Nicole Neal	06/08/2020
<i>Notes:</i>				
10/15/18	Lesson plans should be evidence of differentiated instruction.		Annette Walker	06/08/2020
<i>Notes:</i>				
	A2.17	ALL teachers establish classroom norms for personal responsibility, cooperation, and concern for others.(5107)	Implementation Status	Assigned To
Initial Assessment:		We implement PBIS. Students are taught the behavior matrix. We have established school-wide rules and consequences. Staff have been trained in NoNonsense Nurturing. We have established a resilience team.	Limited Development 10/26/2018	
How it will look when fully met:		All teachers will have established classroom norms. Classroom culture will be establish that provides a safe learning environment. Students will have more ownership of their behavior and academics.		Yolanda Jones
				06/07/2019
Actions			0 of 6 (0%)	
10/26/18	Teachers will implement NoNonsense Nurturing techniques.		Tiffany Bridgers	12/21/2018
<i>Notes:</i>				
10/26/18	Administration will complete walk-thrus utilizing the NoNonsense Nurturing Look For tool.		Annette Walker	12/21/2018

<i>Notes:</i>				
10/26/18	Transition rules are posted.		Hannah Rountree	12/21/2018
<i>Notes:</i>				
10/26/18	Students will participate in daily meet up (morning circle of sharing).		Tiffany Bridgers	12/21/2018
<i>Notes:</i>				
10/26/18	Students will learn conflict resolution skills.		Yolanda Jones	06/08/2019
<i>Notes:</i>				
11/13/18	Students who have difficulty displaying appropriate social skills will participate in more intense social skill lessons.		Yolanda Jones	06/05/2020
<i>Notes:</i>				

Core Function:		Dimension A - Instructional Excellence and Alignment			
Effective Practice:		Data analysis and instructional planning			
	A3.06	ALL teachers maintain and utilize a record of each student's mastery of specific learning objectives.(5115)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		We have begun to use Mastery Connect which will provide the means to monitor mastery per standard to include all assessments given in the platform.	No Development 10/26/2018		
<i>How it will look when fully met:</i>		Teachers and students will maintain data notebooks which will compile their current data. Teachers will provide individualized instruction for acceleration and remediation. Student-led conferences will be held quarterly.		Nicole Neal	06/12/2020
Actions			0 of 8 (0%)		
11/13/18	MCL will provide professional development to teachers for student led conferences.			Nicole Neal	12/21/2018
<i>Notes:</i>					
11/13/18	Students will maintain data notebooks.			Nicole Neal	01/31/2019
<i>Notes:</i>					

11/13/18	Teachers will have student data conferences focusing on data/grades.		Tiffany Bridgers	02/08/2019	
<i>Notes:</i>					
10/26/18	Teachers will keep data cards updated with current data.		Gay Norville	06/12/2019	
<i>Notes:</i>					
10/26/18	Data days will be held quarterly for data analysis and to redirect instructional strategies. During this time graphs/charts of data will be generated and posted in the hallways.		Lashaun Jenkins	06/12/2019	
<i>Notes:</i>					
10/26/18	Teacher data notebooks will be monitored during data PLCs. Tabs for the notebook should include:Reading 3D, CFAs, Benchmark, Pre-test, Parent Log, Your Goals, Rosters of HillRap, EL, EC, 504, AIG, PEPs, and Interventions. The requirements for the data notebook was created as a group.		Annette Walker	06/12/2019	
<i>Notes:</i>					
10/26/18	Exit tickets will be collected and analyzed. Teacher will use small group instruction to remediate and accelerate.		Sheila Mayo-DeLoatch	06/12/2019	
<i>Notes:</i>					
10/26/18	Student-led conferences will be held quarterly.		Tiffany Bridgers	06/12/2020	
<i>Notes:</i>					
	A3.08	Online programs generate accessible and actionable student data about their use, performance, and progress.(5305)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		We currently have several online programs that generate accesible and actional student data (Accelerated Reader, ST Math, Mclass, Activiate (research-based program that increases student's ability to focus), Imagine Learning, Zearn)	Limited Development 10/26/2018		
<i>How it will look when fully met:</i>		Teachers will use the data gathered from the various programs to adjust their instructional delivery and provide more readily individualized instruction.		Heather Hazelwood	06/12/2020
Actions			0 of 4 (0%)		

11/13/18	ST Math will be implemented in a whole group setting to illustrate the conceptual understandings of the math topic.		Rosa Williams	12/21/2018
<i>Notes:</i>				
10/26/18	Data reports will be analyzed weekly for each of the online programs.		Rosa Williams	06/12/2020
<i>Notes:</i>				
10/26/18	Small group instruction will be specifically designed to meet student needs.		Jenee Brewer	06/12/2020
<i>Notes:</i>				
10/26/18	Individualized learning plans will be created for students using data collection document.		Yolanda Jones	06/12/2020
<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>		The school currently has a Problem Solving Team which meets twice a month to generate research based strategies to meet the needs of identified students. Personal Education Plans are written and updated quarterly.	Limited Development 09/25/2016		
How it will look when fully met:		The Problem Solving Team will meet twice a month in PLCs to review student data and provide research based interventions to meet the individual needs of all students. PEPs will be developed and strategies will be implemented to meet student needs (individual and group). Teachers will submit proper documentation to support tiered interventions. These systems will address interventions and problem solving for improving student performance. Through tiered interventions EOG test scores will improve by 10% in ELA, Math, and Science. PEPs, PLC minutes, Student data, Problem Solving Team minutes, Student Support Services Meeting minutes		Yolanda Jones	06/13/2019
Actions			4 of 9 (44%)		

11/8/17	Create calendar for PST meetings.	Complete 05/21/2018	Yolanda Jones	05/21/2018
	<i>Notes:</i>			
11/20/16	During Intervention/Remediation period, K-2 students will use ST Math for the required amount of minutes weekly.	Complete 06/04/2018	Annette Walker	06/04/2018
	<i>Notes:</i>			
11/20/16	Monthly meetings with the PST to discuss student data.	Complete 09/17/2018	Yolanda Jones	09/17/2018
	<i>Notes:</i>			
10/2/17	Teachers will be given a progress monitoring calendar which has individual student data.	Complete 10/05/2018	Nicole Neal	10/05/2018
	<i>Notes:</i>			
10/3/16	PST will review student data and will determine if alternative interventions are needed using Branching Minds (online platform for creating and monitoring interventions)		Yolanda Jones	01/03/2019
	<i>Notes:</i> PST will start meeting Tuesday, November 29, 2016. We were delayed due to Hurricane Matthew.			
10/3/16	Teachers will create PEPs for all students who are performing below grade level.		Yolanda Jones	01/09/2019
	<i>Notes:</i> PEPs have been created and shared with Instructional Coach and Administration.			
11/8/17	PEPs will be updated quarterly.		Yolanda Jones	06/05/2019
	<i>Notes:</i> This will occur during MTSS meetings at the end of each quarter. This includes interventions and dates. (this has not happened in the past - sometimes the dates/interventions never changed on the PEPs)			
11/8/17	PEPs will be created, updated, or continued depending on student progress.		Yolanda Jones	06/05/2019
	<i>Notes:</i> Data sheets are created by teachers and shared during MTSS.			
10/2/17	K-3 will use Reading 3D progress monitoring data to deliver evidenced based instruction.		Gay Norville	06/07/2019
	<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
Initial Assessment:		Most of our teachers are attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary.	Limited Development 09/25/2016		
How it will look when fully met:		During staff meetings teachers will be provided Counseling 101 mini sessions to help teachers meet our student's needs more efficiently. Teachers will be provided referral forms to submit to the school counselor when a student has difficulty managing his/her emotions.		Yolanda Jones	06/07/2019
Actions			2 of 6 (33%)		
	10/1/18	Students will participate in "Meet Up" (morning huddle).	Complete 10/26/2018	Yolanda Jones	11/02/2018
		<i>Notes:</i>			
	10/1/18	Select students will participate in a pilot program (Activate) designed to help students focus and complete tasks.		Yolanda Jones	12/07/2018
		<i>Notes:</i> Students participate 20 mins a session ; 3 times a week.			
	10/1/18	All classrooms will have a Safe Space for students to use for self-regulation.		Annette Walker	12/21/2018
		<i>Notes:</i>			
	10/1/18	Teachers will participate in "Meet Up" (teacher huddle)	Complete 10/26/2018	Leshawn Jenkins	12/21/2018
		<i>Notes:</i>			
	11/14/16	School counselor will provide mini Counseling 101 sessions during staff meetings.		Yolanda Jones	06/07/2019
		<i>Notes:</i> Counseling 101 was provided during 1/4/17 staff meeting. Reviewed referral form and how to complete the form. Discussed behavior expectations as well as being aware of environmental factors that may contribute to student behaviors.			
	11/14/16	Teachers will be provided referral forms to complete when a student is having difficulty managing his/her emotions. Teachers can also complete the form when they need more assistance helping a student.		Yolanda Jones	06/07/2019
		<i>Notes:</i> Teachers were provided with referral forms via email.			

		A4.14	The school provides all students with supports and guidance to prepare them for college and careers (e.g., career awareness activities, career exploration, school visits).(5132)	Implementation Status	Assigned To	Target Date
Initial Assessment:			Students participate in annual Career Day. We have planned a few college visits (UNC- Chapel Hill, Wesleyan College, North Carolina Central University, Howard University). We have a bulletin board with various colleges and businesses along with the college each staff member attended. Students (4th and 5th grade) participate in Future Ready Friday which is focused on preparing students for their future careers.	Limited Development 10/26/2018		
How it will look when fully met:			Students will be able to provide a list of potential colleges they would like to attend and career choices. Students will know about and have exposure to various STEAM careers. Students will have an understanding of educational heirachy.		Yolanda Jones	06/14/2019
Actions				0 of 5 (0%)		
	10/26/18		Students will visit at least 2 colleges per year.		Yolanda Jones	06/12/2019
		<i>Notes:</i>				
	10/26/18		College and career wall will be created.		Sheila Mayo- Deloatch	06/12/2019
		<i>Notes:</i>				
	10/26/18		Students will participate in Career Day.		Yolanda Jones	06/12/2019
		<i>Notes:</i>				
	10/26/18		School Counselor will work with students to set goals. These goals will be added to the student data notebook.		Yolanda Jones	06/12/2019
		<i>Notes:</i>				
	10/26/18		Students will complete career interest inventories. Data from the career inventories will guide instruction on career guidance.		Tiffany Bridgers	06/12/2019
		<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

Initial Assessment:	Pre-K students transition to Kindergarten in the Spring by visiting the classroom and eating lunch with the kindergarten students. Fifth grade students transition to Middle school in the Spring by touring the middle school and meet administration. Middle school coaches and elective teachers visit the school to provide information regarding sports and extracurricular activities. The entire school participated in a schoolwide "Step Up" (transition day) in the spring.	Limited Development 09/18/2017		
How it will look when fully met:	Teachers consistently implementing Eureka Math, Benchmark Advance, Guided Reading instruction, interactive Read Alouds, as well as effectively using our Foss Kits. Students will participate in "transition day" across grade levels. Teachers will participate in vertically aligned PLCs.		Jenee Brewer	06/03/2020
Actions		2 of 6 (33%)		
9/18/17	Transition Day will be scheduled April 19, 2018 for all grades.	Complete 04/16/2018	Yolanda Jones	04/16/2018
	<i>Notes:</i>			
11/13/18	The transition team will create a transition plan to assist all students with transitions.		Tina Moore	06/03/2019
	<i>Notes:</i>			
10/1/18	A transition team will be created that focuses on PreK- 5th grade.		Sheila Mayo- Deloatch	06/07/2019
	<i>Notes:</i>			
9/18/17	Teachers will consistently implement Benchmark Advance and Eureka Math.	Complete 01/19/2018	Tiffany Bridgers	06/07/2019
	<i>Notes:</i>			
9/18/17	Teachers will participate in vertically aligned PLCs for PreK and K; 1st and 2nd; 3rd and 4th and 4th and 5th.		Annette Walker	06/02/2020
	<i>Notes:</i>			
10/1/18	Each year students will participate in a transition day.		Yolanda Jones	06/02/2020
	<i>Notes:</i>			

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 school district has an active and engaged team to support each school in the district. The team is comprised of the Superintendent, Assistant Superintendents, and Directors.	Limited Development 11/07/2017		
		<i>How it will look when fully met:</i>	The team will meet monthly to share the current state of the district improvement plan and level of support being provided to schools.		Paula Flythe	11/30/2018
Actions				0 of 1 (0%)		
		11/8/17	The district will establish an LEA team that will meet monthly to share the current state of the district improvement plan and level of support being provided to schools.		Paula Flythe	11/30/2018
<i>Notes:</i>						
	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>	The Leadership Team currently meets monthly and any additional meetings as deemed necessary. The team operates with an agenda, minutes, and representation from across all curriculum disciplines including a parent representative and the principal.	Limited Development 09/25/2016		
			Priority Score: 3 Opportunity Score: 3	Index Score: 9		
		<i>How it will look when fully met:</i>	The SIT team will meet on the first and third Monday of each month. Any additional meetings will be held as necessary. Agenda, minutes, and representation from all disciplines will be documented in NC Star. Grade level planning will occur at least once a week and common planning occurring daily. Standards are discussed and lessons are created to support the standards. Standards calendars are created for long term planning. Long and short term planning with current and past data are shared	Objective Met 10/26/18	Jenee Brewer	06/08/2018

	during these times. All teachers attend Data PLCs once a week where they review their Data Sheets based on Common Formative Assessments and Benchmark Data. Teachers prepare the agenda, take minutes and co-facilitate conversations. Teachers leave the meetings with an outline and detailed plans for each lesson for the next week.			
Actions				
11/20/16	Leadership Team will meet twice a month.	Complete 03/19/2018	Connie Crowe	03/19/2018
<i>Notes:</i>				
Implementation:		10/26/2018		
Evidence	10/26/2018 See uploaded document in folder B1.03.			
Experience	10/26/2018 At the beginning of the school year, staff members vote on the School Improvement Team. There is a representative from each grade level as well as Encore, Support Staff, and a parent.			
Sustainability	10/26/2018 The Leadership Team will need to continue to cycle through continuous improvement in an effort to maintain and strengthen this objective.			

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:		Teachers meet twice a week by grade level to plan and assess instructional practices. The school improvement team meets at least once a month to monitor and assess processes and practices. Committees meet twice a month to monitor and plan activities and events. Data days are held quarterly for grade level planning and taking a deeper dive into data.	Limited Development 09/25/2016		
		Priority Score: 2	Opportunity Score: 3	Index Score: 6	

How it will look when fully met:	The School Improvement Team is comprised of a teacher from each grade level, EC teacher, Encore staff, Instructional Coach, counselor, administration, and a parent representative. The team members are nominated and confirmed through a voting process. The first Monday of each month is reserved for SIT meetings. Summer leadership Institutes are provided to outline the yearly expectations. The School Improvement Team's purpose will be shared at the opening PTO Meeting, Student/Parent Handbook, and website.	Objective Met 10/26/18	Sheila Mayo- Deloatch	12/21/2018
Actions				
11/14/16	Share the purpose and mission of the School Improvement Team during Parent Nights.	Complete 02/19/2018	Annette Walker	02/19/2018
<i>Notes:</i> Mrs. Walker shared the purpose and mission of the School Improvement Team during Parent Portal/Read to Achieve Night.				
11/14/16	The purpose and mission of the School Improvement Team will be provided on the school's website.	Complete 04/16/2018	Yolanda Jones	04/16/2018
<i>Notes:</i> Mission was added to the school's Facebook page.				
11/8/17	Teachers have set planning times each day. PLC meetings are set for two days a week during this planning time. Long and short term planning will take place during this time. Current and past data is to be shared.	Complete 06/15/2018	Gay Norville	06/15/2018
<i>Notes:</i>				
11/8/17	Teachers are expected to attend all PLC meetings. Attendance is listed on the minutes. Standards are discussed, lessons are created to support the standards and standards calendars are created for long term planning. Teachers are expected to create the PLC agenda and take the minutes.	Complete 06/15/2018	Hannah Rountree	06/15/2018
<i>Notes:</i>				
11/14/16	Summer Leadership Institute will be held for our School Improvement Team.	Complete 08/10/2018	Heather Hazelwood	08/10/2018
<i>Notes:</i>				
11/8/17	Data PLCs revolve around data to drive instruction for the whole group and specific students. Teachers have created data sheets for each student. Small group instruction takes place to support leveled learning based on PLC discussions and data	Complete 10/15/2018	Hannah Rountree	10/15/2018

Notes:				
Implementation:		10/26/2018		
Evidence	10/26/2018 See uploaded documents under folder B2.03			
Experience	10/26/2018 We first implemented mandatory, bi-weekly grade level PLCs. Each Tuesday and Thursday is reserved. One for data assessing and the other for planning and strategizing for instructional delivery. We reserved the first Monday of each month as our School Improvement Team meeting date and established an alternate date in the event of inclement weather or holidays. Committee dates were also placed on the calendar and set aside by all committee members. During budget planning, funds are set aside to cover the cost of substitutes for teachers. K-2 teachers are assigned a half day for data planning. 3-5 teachers are provided a full day for data planning. This is based on the amount of data each grade level has to analyze. Data days are held each quarter after receiving the Benchmark assessments results.			
Sustainability	10/26/2018 In order to sustain our efforts, each staff member will need to be intentional in our work of providing data driven instruction to meet the needs of our students. We will need for teachers to take on more ownership to be able to initiate and facilitate meetings.			

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:		The principal is active in the instructional process. Instruction is monitored through walk-thru visits; however walk-thrus were not always consistent. The principal attends PLCs and grade level meetings regularly. The principal and the instructional team	Limited Development 09/25/2016		

	reviews lesson plans weekly and provides feedback. Through our Administrative Team that consist of both administrators and our school counselor, we identify loopholes in the instructional model and use that as a driving entity so that our feedback will be intentional and meaningful in the area of teacher development. We are also in the process of creating a coaching model that will allow all of our core teachers to be observed weekly, coached, and given bite-size action steps that will drive meaningful instruction and yield student growth and standard proficiency.			
	Priority Score: 3	Opportunity Score: 3	Index Score: 9	
How it will look when fully met:	The principal will monitor curriculum instruction regularly by consistently and effectively completing a minimum of 6 walk-thrus using a pre-designed walk thru tool per week. Feedback will be immediate, specific and clear providing constructive feedback to help improve instructional practices. Principal will adhere to district timelines for completing teacher evaluations. The principal will attend PLCs and provide teacher (pre and post) conferences as well as communicate regularly with the beginning teacher mentor regarding beginning teachers instructional concerns. The principal will make impromptu visits and conduct student observations to help ensure effective instructional practices are implemented and student learning opportunities are maximized. Evidences will be emails, sign-in sheets, Sign Up Genius, Pre-conference documents and Mentor log. The expected outcome should create a consistent system of coaching between administration and teachers, that will provide a more singular approach to individualized teacher development.	Objective Met 10/26/18	Annette Walker	06/08/2018
Actions				
11/20/16	The principal will submit walk-thru documentation via email within 24 hours to the teacher.	Complete 05/07/2018	Annette Walker	05/07/2018
<i>Notes:</i> Walk-thru documenation via email are submitted within 24 hours.				
10/2/17	The principal will provide intentional feedback based on walk-thru observations regarding instructional targets to improve	Complete 06/15/2018	Annette Walker	06/15/2018

	student achievement.			
<i>Notes:</i>				
Implementation:		10/26/2018		
Evidence	10/26/2018 Refer to uploaded documents under folder B3.03			
Experience	10/26/2018 A walk-thru calendar was created to hold the principal accountable. Immediate feedback is left on a sticky note in the classroom. The official feedback is given within 24 hours via email or the walk-thru tool. Each teacher's name was placed on a card and then daily the principal randomly selected 3 teachers to observe.			
Sustainability	10/26/2018 The principal will have to continue to embrace the importance of walk-thrus and providing immediate feedback. This will have to be priority in a daily schedule.			

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:			Currently staff meets each Tuesday in data PLCs to review current student data. They meet each Thursday in instructional PLCS with Administrator/Instructional Coaches to plan implementation for best practices.	Limited Development 09/25/2016		
How it will look when fully met:			The staff should facilitate both PLC meetings which would be joined by Administration. When fully implemented daily instruction will include high student engagement, best instructional practices, and increased student learning.		Tina Moore	02/01/2019
Actions				5 of 10 (50%)		
	11/20/16		High quality lesson plans will be submitted weekly to administration for review and quality feedback.	Complete 06/15/2018	Annette Walker	06/15/2018
<i>Notes:</i> Lesson plans should be received by Thursday by 6:00PM.						

11/8/17	Identify a lesson planning template that easily identifies high yield instructional strategies and resources.	Complete 08/13/2018	Annette Walker	08/13/2018
	<i>Notes:</i> Rountree, Phipps, Brewer, and Bridgers will work on creating a template.			
11/20/16	Instructional PLCs will meet each Thursday.	Complete 09/03/2018	Raynelle Phipps	09/03/2018
	<i>Notes:</i>			
11/20/16	Data PLCs will meet each Tuesday.	Complete 11/05/2018	Lashaun Jenkins	11/05/2018
	<i>Notes:</i>			
10/16/17	Teachers will incorporate strategies such as Think Pair Share, Table Talk, Mixed Pair Share, Quiz Quiz Trade, and Shoulder Talk. This will be documented through lesson plans.		Lashaun Jenkins	12/03/2018
	<i>Notes:</i>			
10/16/17	Teacher leaders will demonstrate techniques and strategies during staff meetings as evidenced on staff meeting agendas.		Sheila Mayo-Deloatch	01/21/2019
	<i>Notes:</i>			
11/13/18	All teachers will be trained in Imagine Learning to better assist our EL students with the program.		Rosa Williams	01/31/2019
	<i>Notes:</i>			
11/13/18	Mentors provided for all African American male students living in the home of a single female parent.		Lashaun Jenkins	06/03/2019
	<i>Notes:</i>			
11/20/16	Data days will be at the end of each Benchmark to assess current and relevant data and to identify areas of strengths and weaknesses.	Complete 09/17/2018	Annette Walker	06/03/2019
	<i>Notes:</i>			
10/16/17	Staff will facilitate PLCs.		Sheila Mayo-Deloatch	08/30/2019
	<i>Notes:</i>			

Core Function:	Dimension C - Professional Capacity
Effective Practice:	Talent recruitment and retention

KEY	C3.04	The LEA/School has established a system of procedures and protocols for recruiting, evaluating, rewarding, and replacing staff.(5168)	Implementation Status	Assigned To	Target Date
Initial Assessment:		Administration uses the North Carolina HRMS system to identify all eligible teaching candidates. Administration works closely with local universities to acquire graduation list of all potential candidates. Administration also works with Teach for America to identify and encourage new teachers. Staff is provided staff development during the summer, throughout the school year and Data Day to assist with most effective instructional practices. Staff birthdays, accomplishments, and shout outs are announced over the intercom and in the Panther Post. Using the data from the Teacher Evaluation and walk thru tool staff development is designed to meet the needs of the teachers. Currently we have approximately a 40% turn over rate.	Limited Development 09/25/2016		
		Priority Score: 3 Opportunity Score: 3	Index Score: 9		
How it will look when fully met:		We will recruit and maintain highly motivated instructional staff committed to the students of Princeville Elementary School. The turn over rate will decrease. Staff morale will continue to improve. The proficiency rate will continue to grow.	Objective Met 10/26/18	Annette Walker	06/15/2018
Actions					
	11/20/16	Staff Birthdays, accomplishments, and shout outs are announced.	Complete 01/15/2018	Annette Walker	01/15/2018
<i>Notes:</i>					
	11/20/16	Review data from Teacher Evaluation and walk thru tool to determine staff development needs.	Complete 02/19/2018	Annette Walker	02/19/2018
<i>Notes:</i> Timely professional development needs are addressed in PLCs, after school, and on Early Release Days.					
	11/20/16	Administration will search North Carolina HRMS database when openings become available.	Complete 03/05/2018	Annette Walker	03/05/2018
<i>Notes:</i> HRMS database is regularly used to search for candidates to create a pool of potential employees.					
	11/20/16	Professional Development and Data Days are provided throughout the year and in the summer to assist with the most effective instructional practices.	Complete 04/16/2018	Lashaun Jenkins	04/16/2018

Notes: Kindergarten and First grade met for Data Days on November 28, 2016. Second and Fourth grade met for Data Days on November 29, 2016.				
Implementation:		10/26/2018		
Evidence	10/26/2018 Evidence has been uploaded to the C3.04 folder .			
Experience	10/26/2018 Twice a year the district sends a list of graduates from neighboring colleges and universities. The principal makes contact with individuals from the list. An interviewing team has been created to interview candidates. All candidates are presented with the same interview platform. Emails are shared to acknowledge staff members using best practices. Staff shout-outs are provided during staff members. Staff birthdays are celebrated.			
Sustainability	10/26/2018 The principal will continue to quickly follow leads when there is a vacancy. The principal will continue to familiarize herself with the NC TeacherMatch database in order to identify potential candidates. We will continue to seek ways to recognize staff for the hard work that is being done. Teacher leaders will be identified to share their content knowledge with colleagues.			

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 makes Connect Ed phone calls and flyers to notify parents when students are absent and of upcoming activities and events as well as important updates. Teachers communicate daily with parents using agendas and Class Dojo. The school holds education nights (Math, ELA, Read to Achieve) as well as fun family nights such as Game Night, Fall Festival, etc. Information is also posted on our Facebook page and website.	Limited Development 09/25/2016		

	Priority Score: 2	Opportunity Score: 3	Index Score: 6		
How it will look when fully met:	We have supportive ESL teachers that make a concerted effort to keep our Hispanic and Migrant families included. Parent Nights focus on bridging achievement between the home and school and encouraging parental involvement in their child's academic development. We have a policy that provides opportunity for parental/guardian involvement and volunteering on campus. There is a process to address student attendance and ensure that parents are doing their due diligence to manage their child's regular attendance.			Sheila Mayo-Deloatch	01/08/2020
Actions			5 of 6 (83%)		
11/14/16	Student Support Services Team/ PST meets weekly to discuss attendance and student achievement.		Complete 03/19/2018	Yolanda Jones	03/19/2018
	<i>Notes:</i> PST met November 29, 2016. Student Support Services Team met December 1, 2016.				
11/20/16	Connect Ed phone calls, flyers and newsletters will be sent to keep parents informed.		Complete 06/18/2018	Yolanda Jones	06/18/2018
	<i>Notes:</i> Connect Ed phone call went out on December 4, 2016 to inform parents of the events for the month of December.				
11/20/16	A calendar with upcoming activities will be sent home as needed.		Complete 09/03/2018	Sheila Mayo-Deloatch	09/03/2018
	<i>Notes:</i> December calendar was sent home with all students on November 30, 2016.				
11/14/16	Prepare and plan for Curriculum Nights.		Complete 10/30/2018	Gay Norville	10/30/2018
	<i>Notes:</i> Parent Portal and Reach to Achieve information sessions for 3rd-5th grade parents were held Wednesday, November 16th and Thursday, November 17.				
12/5/16	Student Support Services will meet weekly to discuss attendance and student concerns.		Complete 11/05/2018	Yolanda Jones	11/05/2018
	<i>Notes:</i>				
11/8/17	Create an Outreach Plan that will create an urgency in the community around teaching and learning and provide resources to families.			Tina Moore	01/18/2020

Notes: The plan will include sharing resources at community places like Wal-Mart, Dollar Tree, churches, etc. We will partner with Lanetta Scott, Family Resource Coordinator.

Implementation:		10/16/2017		
Evidence	10/16/2017 Will add link			
Experience	10/16/2017			
Sustainability	10/16/2017 Continue Student Support Services weekly meetings and follow ups. Continue and/or increase methods of communicating with parents.			