

Comprehensive Progress Report

Mission: Our Mission is to provide a safe and caring environment where all Hefner Eagles are encouraged to show continuous improvement and challenged to become life-long learners.

Vision: Our vision is to provide a quality education for all students that enables them to become competitive 21st century learners.

Goals:
Bill Hefner Elementary School will achieve a 50% proficiency in reading in grades 3-5.

Bill Hefner Elementary will achieve a 50% proficiency in Math in grades 3-5.

Bill Hefner Elementary will increase the composite proficiency (Reading, Math, and Science) for students with disabilities.



! = 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>		Teachers have been trained with effective classroom management techniques. They have been given opportunities to discuss classroom management with their colleagues and peers. We have offered professional development for teachers who needed extra support with classroom management.	Limited Development 10/26/2022		
<i>How it will look when fully met:</i>		When this objective is fully met, students are actively engaged in teaching and learning. Students are engaged and rewarded a minimum of once per month for positive behavior. The faculty and staff participate in a professional development session on creating a culture of consistency throughout the school building by establishing school-wide procedures that will be taught to every student and followed by all in the building. BHES spends the first ten days of the school year reviewing CCS and BHES procedures and expectations. Each teacher actively models what the expectation is for all routines throughout the building. Bill Hefner Elementary School implements PBIS school-wide and all teachers will actively participate in the program with their students.		Ivey Tucker	06/03/2026
<i>Actions</i>			0 of 4 (0%)		
10/26/22	All teachers will receive training with classroom management. Beginning teachers will receive additional training through their participation in the beginning teacher program.			Dr. Taylor	06/03/2026
<i>Notes:</i>		9/25/23: September S.I.T. Meeting: Teachers need to make sure that they are giving dojo points for their positive behavior, as well as in reference to following the matrix. This is how students will earn their PBIS rewards. Teachers are required to use their color charts, as well as bring behavior clipboards (that reflect the classroom color chart) to every resource for behavior management and safety concerns. The clipboard must have an updated roster. Student's Color on the chart at the end of the day must be communicated to parents through the student's agenda daily.			
		9/11/23: September Staff Meeting: Students are working on earning Dojo points to earn their PBIS incentive. Teachers need to make sure they are utilizing Class Dojo and are giving their students points when			

they have followed our PBIS expectations. In addition to Class Dojo teachers should be using their color charts, as well as their clipboards to assist with behavior management.

8/28/23: August Staff Meeting: Dismissal policies and procedures were discussed.

8/10/23: August S.I.T Retreat: BTs and all new staff members to BHES will be attending orientation this afternoon.

5/22/23 All BT paperwork is due to Mrs. Cashwell by May 31st. We have two BT's graduating the BT program. Congratulations to Zach Hanson and Aretha Gordon! Over the summer all mentors need to ensure that they have completed the mentor training. If you have questions about the training please see Mrs. Cashwell.

4/25/23 The year end observations for BTs will begin soon with Mrs. Cashwell to review the progress made this school year.

3/27/23 Mrs. Cashwell will begin scheduling one-on-one meetings with beginning teachers to debrief on their school year and set goals for the upcoming school year.

2/27/23 Instructional coaches have targeted two beginning teachers that need additional support with routines and procedures. They are pushing in multiple times per week to observe and provide feedback. Small to-do's are provided to the beginning teacher and followed up on weekly by the instructional coach.

1/23/23 Veteran teachers attended our last two BT meetings to share their knowledge of classroom management techniques, as well as organizational skills. BTs and veteran teachers had the opportunity to engage in conversation and ask and answer questions.

10/24/22 BTs are meeting often with their mentors to ensure that report cards, PEPs, and data sheets were completed correctly this first quarter.

9/26/22 Coaches are consistently checking in on our beginning teachers and assisting when needed. Beginning teachers are meeting with their mentors consistently. They will meet together with Mrs. Cashwell on Wednesday of this week.

August 24, 2022: Instructional coaches will continue the Wednesday afternoon office hour. This is open to all teachers. This time is a great opportunity to come in, ask questions, work on lesson plans, review CCS resources, etc. If a teacher is not writing/turning in lesson plans, they can be required to attend this afternoon office hour by admin if needed.

-Beginning Teachers will meet with Mrs. Cashwell on August 31st immediately after dismissal. Teachers and mentors received an email from Mrs. Cashwell with mentor and mentee information. Mentors and mentees should be checking in with one another weekly.

10/26/22

The administrative team will conduct frequent walkthroughs and review discipline infractions and utilize a variety of SEL best practices to work with students to reduce the display of inappropriate behaviors within the school setting.

Dr. Zakiyyah
Backman

06/03/2026

Notes: 9/11/23: Staff Meeting: The administrative team has started their daily walkthroughs. The team emails each of the teachers digital feedback on "Grows & Glows".

8/28/23: Staff Meeting: The administrative team has received their walkthrough schedule, and will be focusing on digital presentations being used, are on schedule with their posted schedules, and are using the high-yield strategy: Collaborative Pairs.

5/22/23 All observations have been completed for the school year. At this time, the focus of each of our 3rd-5th grade classroom teachers is remediation for the EOG retests next week.

4/25/23 Administrators are to use the iRounds tool for observations. At this time administrators are wrapping up the formal observations in NCEES.

3/27/23 Dr. Cahill & Mrs. Cashwell are to continue using the iRounds tool. ICs are using a feedback form from the coaches meeting during observations and to plan coaching cycles.

2/27/23 Through iRound observations we have identified, as an administrative team, two teachers that need additional support. We are now utilizing the coaching tracker to document the supports that coaches are providing.

1/23/22 Coaches are continuing with iRound walkthroughs using the iRound tool and providing non-judgmental feedback to our teachers. Administrators are working on the mid-year observations at this time.

10/24/22 iRounds are off to a great start! Coaches have been visiting classes on a rotation and providing feedback using the tool. It has been great to see curriculum resources in action!

9/26/22 Instructional coaches will begin iRounds in October. Dr. Cahill & Mrs. Cashwell will begin their observations soon, following the completion of PDPs and pre-conferences.

August 24, 2022: We will be utilizing the CCS iRounds tool this year for observations. Admin and coaches will be popping in for these walkthroughs. Admin will begin observations soon after the school year begins.

8/9/23	PBIS expectations will be posted throughout the building as a visual reminder for staff and students.		Dr. Zakiyyah Backman	06/03/2026
<p><i>Notes:</i> 8/28/23: Staff Meeting: PBIS expectations are posted in each of our classrooms, as well as on walls throughout the building. These posters serve as a visual reminder for both staff and students and should be referenced throughout the day to redirect behaviors.</p>				
8/9/23	Teachers will intentionally implement the PBIS matrix daily throughout the building.		Ivey Tucker	06/03/2026
<p><i>Notes:</i> 9/25/23: September S.I.T. Meeting: Reminding students in the various locations around the school how they are expected to behave. Implementation of PBIS lessons that were provided to reiterate the expectations. Mrs. Lepley asked if teachers could get an 8x10 size of the matrix to use in the classroom. Use of the PBIS verbiage to redirect and give accolades. PBIS Treat will be given out on Friday, September 29th.</p> <p>9/11/23: Staff Meeting: Teachers need to be giving Class Dojo points out to students so that they can receive their PBIS reward on September 29th.</p> <p>8/28/23: Staff Meeting: Teachers are expected to explicitly teach the PBIS Matrix to their students during the first ten days of school and use the verbiage daily in the classroom.</p> <p>8/10/23: S.I.T August Retreat: Ms. Tucker shared the PBIS matrix with S.I.T. All staff will be using our PBIS matrix to create a common school-wide language, as well as a reference point when pointing out behavior expectations.</p>				

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>		Once a month in PLC meetings, teachers will disaggregate data based on formative assessments to identify small group learning targets/instruction. Teacher effectiveness and student mastery will increase as measured by outcome data. The need to increase growth and proficiency each year is still a priority.	Limited Development 10/26/2022		
<i>How it will look when fully met:</i>		Each grade level will meet weekly (in PLCs) to collaborate, plan and create lesson plans according to the needs of the students. Grade levels will also be assigned a lead person to plan each subject. Staff are expected to actively participate in weekly PLC meetings bringing a draft of plans, station ideas, and any possible solutions to historical barriers. All staff is expected to use CCS resources and planning tools. Staff will collaborate during the allotted time to complete plans for upcoming weeks. MTSS practices will be implemented to ensure student needs are being met.		Amanda Pate	06/03/2024
Actions			0 of 4 (0%)		
	10/26/22	Instructional coaches will identify areas of need by using data (ie. mClass, benchmarks, EOG, etc.) and provide resources, guidance and vertical alignment/progression of the standards related to those needs.		Amanda Pate	06/03/2026
<i>Notes:</i>		<p>5/22/23 Instructional coaches are preparing for the next school year with ideas of how to continue to grow in our area of focus, standards-aligned instruction. We want to roll out a plan with firm expectations for small group instruction and planning. Coaches are looking at small group planning templates and brainstorming ideas of professional development that will enhance our small group instruction as Hefner.</p> <p>4/25/23 As shared by Dr. Cahill at our staff meeting on April 17th, small group instruction is at the core of our remediation plan as we prepare for EOG testing. As a school, our focus is standards-aligned instruction, with a specific focus on small group instruction. Whole group instruction should be limited to 30 minutes, while differentiated small group instruction will take place for the remainder of the instructional block. Small groups should be happening consistently for both ELA and math. Plans for small group are to be submitted as a part of each individual teacher's lesson plan each week.</p>			

3/27/23 Coaches will continue to unpack standards in PLC with grade level teams. We will shift our focus from whole group instruction to small group instruction and ensure that all teachers are strategically planning small group instruction and differentiating using CCS resources.

2/27/23 Changes have been made to the PLC agenda format to include additional time for unpacking standards and teacher-guide annotation, to align with our focus of standards-aligned instruction.

1/23/22 In our last PLCs we have been working through LETRS content with teachers. We have collaborated as grade level teams on reviewing Unit 1 Sessions 1-8 and working together through the Bridge to Practice component where we put our LETRS training into practice.

11/28/22 In PLCs we are continuing the facilitation of data cycles for math formative assessments and Benchmark 1. In our Benchmark data discussion, teachers took a look at bombed questions and how they can address specific standards that were difficult for students.

10/24/22 Instructional coaches are facilitating data cycles. This month we have looked at BOY mClass data and are planning to look at formative assessment data for math, as well as Benchmark data.

9/26/22 In PLCs we have been focusing on learning the new ELA curriculum Wonders. In the coming weeks we will be participating in data cycles by looking at our mClass and math data. We will also begin collaborating on interventions as teachers are creating their Individual Reading Plans.

August 24, 2022: Each grade level met with coaches during the workdays to review PLC information for the school year, Canvas updates, and lesson plan expectations.

Teachers are expected to collaborate on lesson plans during their weekly PLC/grade level time. Each teacher will submit their own copy of the lesson plan to the Google Classroom by Thursday evening each week.

Teachers submitted their first exit form at the end of our first PLC meeting. Each teacher shared an idea for what they would like to cover in our time together this school year. We are reviewing these responses and look forward to incorporating the ideas into our weekly meetings

6/6/23	Teachers will use the CCS unit guides and unpacking documents to create and complete plans.		Amanda Pate	06/03/2026
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Notes: 10/16/23: October Staff Meeting- Part 1 of Planning Standards-Aligned Lessons PD was started with Ms. Donna White. She reminded the teachers that the standards are what the students need to be able to know AND do consistently in order to meet grade-level expectations. Even if teachers are working with low students they should be building our low students' knowledge and skills to get them as close to grade-level expectations as possible by the end of the year. Teachers worked in small groups to unpack the RI.2/RL.2 standards for their grade level. Ms. White will be meeting with grade levels to provide support in Part 2 of the PD.

9/25/23: September S.I.T. Meeting- During our PLCs, we will be unpacking the standards that we are teaching in the upcoming week. Everyone will be taking a standard and sharing what that standard is about. Next, we will unpack the standard and look at our unpacking documents to ensure that we understand what we are teaching. Teachers will discuss their plans, as well as look for ways to take out worksheets and put active engagement activities in their place.

9/11/23: September Staff Meeting- The administrative team reminded teachers that lesson plans need to be posted in the front of the room (preferably on their whiteboards using magnetic clips that are being purchased through the school.) Teachers should be using grade-level digital presentations to teach from daily (these presentations should be the same across the grade level).

8/28/23: Grade Level PLCs: During PLCs this week IC showed teachers how to access the CCS K-5 Content Canvas page, as well as the updated features of the CCS Unit Guides, as well as unpacking links.

8/10/23: August S.I.T Retreat: Lesson plan templates were shared with the team. They follow the county's framework. Plans, slides, and station activities are required to be completed for ALL assigned planning subject areas. Everyone is responsible for writing their own small group lesson plans and stations for both ELA and Math. Teachers are required to meet with every student every day. Lesson plans are by Thursday at 11:59 pm in Google Drive. The school will no longer use Google Classroom for submitting plans.

8/9/23	Staff will be given a template to use when completing all subject area lesson plans.		Amanda Pate	06/03/2026
<p><i>Notes:</i> 8/14/23: August Staff Meeting: Teachers were given their lesson plan templates for all subject areas. Grade-level teams discussed how to use county resources to fill in lesson plan templates.</p>				
8/9/23	Staff members will complete lesson plans in PLCs, bringing ideas and resources to complete lessons. Staff will complete all lesson plans by Thursday and submit an electronic copy into the grade level google drive folder by first thing Friday morning.		Amanda Pate	06/03/2026
<p><i>Notes:</i> 9/25/23: September S.I.T. Meeting: Teachers are responsible for bringing all manuals and other materials that could be used in small groups or stations. The team will work together to create station contracts and small group plans.</p> <p>9/11/23: September Staff Meeting: The administrative team reminded teachers that lesson plans need to be posted in the front of the room (preferably on their whiteboards using magnetic clips that are being purchased through the school.) Teachers should be using grade-level digital presentations to teach from daily (these presentations should be the same across the grade level). ICs continue to look at all K-5 lesson plans and leave comments to be reviewed by grade-level teams.</p> <p>8/28/23: Grade Level PLCs: During PLCs this week IC showed teachers how to access the CCS K-5 Content Canvas page, as well as the updated features of the CCS Unit Guides, as well as unpacking links. On Friday morning, ICs will look over and comment on K-5 lesson plans for all subject areas.</p> <p>8/10/23: August S.I.T Retreat: Lesson plan templates were shared with the team. They follow the county's framework. Plans, slides, and station activities are required to be completed for ALL assigned planning subject areas. Everyone is responsible for writing their own small group lesson plans and stations for both ELA and Math. Teachers are required to meet with every student every day. Lesson plans are by Thursday at 11:59 pm in Google Drive. The school will no longer use Google Classroom for submitting plans.</p>				

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>		Teachers complete lesson plans weekly that include differentiation and rigorous centers. Weekly grade level meetings with instructional coaches take place to ensure that teachers are differentiating. Personal Education Plans are in place for students who are in Tier 2 or Tier 3.	Limited Development 10/26/2022		
<i>How it will look when fully met:</i>		When this objective is fully met teachers will have created student centered learning activities in each and every lesson. Teachers planning will come authentically. Teachers will utilize evidence based instruction and will collaborate with their peers in order to meet the needs of all learners. Teachers will meet monthly with coaches and counselors to review PEP goals and interventions.		Megan Clark	06/01/2027
Actions			0 of 1 (0%)		
	10/26/22	Teachers will meet monthly to review PEP goals and interventions with instructional coaches, counselors, PBIS team, and administration.		Megan Clark	06/01/2025
<i>Notes:</i>		5/22/23 Ms. Clark wrapped up all SST meetings for those students that will be retained. If the student is being retained, an SST meeting must have been held so that the SST team could discuss and recommend the retention. The final retention letter will need to go home with the report for your retention students. A copy of the retention letter also needs to go in the cumulative folder. 4/25/23 Our multicultural night on March 30th was very successful! We had a great turnout of parents, families, and students. The hallway displays were amazing and we heard a great deal of positive feedback from attendees. EOG/Family Reading night went well but our turnout was lower than that of Multicultural Night. The teacher support and buy-in of each parent involvement event is necessary and impactful. We must ensure that we are doing our part to advertise the event and make all parents aware of the importance of their attendance at each activity. We have our spring carnival coming soon on May 4th. Flyers for this event were placed in teacher's boxes to go home Monday or Tuesday afternoon. This event is hosted by the Fundraising Correlate. Please read emails coming from Mrs. Walcott, the co-chair of the fundraising committee, for additional information on games and			

activities. Please encourage your students and their families to attend. Staff are required to attend this event in its entirety. The event will be held from 4:30-6:30.

End of Year Awards ceremonies will begin in May. The schedule is as follows:

Pre-K Graduation - May 22nd, 1pm

Kindergarten - May 19th, 9am

1st Grade - May 23rd, 1pm

2nd Grade - May 23rd, 9am

3rd Grade - May 24th, 1pm

4th Grade - May 24th, 9am

5th Grade - May 25th, 9am

We will not print awards for the end of year ceremonies. Awards have been ordered and will arrive prior to the ceremonies. You will write in student's names on the certificates. Each grade level will plan specifics for their own awards day. The Quarter 4 PBIS event will be held on May 11th. Times will be shared at a later date after we see how many have purchased the event. The event is Pajamas, Popcorn, and a Movie. The cost is 100 tickets and should be purchased at the PBIS store. The last day to purchase the event will be on May 5th.

3/27/23 Priority students (those that are in danger of retention) are being discussed with the classroom teacher and counselor. Any necessary SST meetings are being scheduled with the counselor and SST team.

2/27/23 PEP Talk-It-Out meetings for the month of March have been scheduled and Google Invites have been sent out to all classroom teachers.

1/23/22 This week we will hold our PEP talk-it-out meetings with teachers. Ms. Clark, the school counselor, has scheduled these meetings with teachers. Teachers will work in small groups with the counselor and the instructional coach. We will determine if a student needs to move tiers or make any necessary changes to the PEP based on MOY data.

11/29/22 Each grade level participated in a team meeting with the school counselor, assistant principal, and instructional coaches for the first round of PEP reviews. We worked on the PEP Review sheets for each student with a PEP and the review process will continue into the next PLC meeting as we meet as a grade level team to review.

11/28/22 In our PLCs this week, all grade levels will participate in the first round of PEP reviews with administration, coaches, grade level team members, and the school counselor. We will review PEPs to see if the interventions that we have in place are successful for if a student needs to move tiers of intervention.

Oct. 24, 2022: School improvement team were notified that we have 244 students in Tier 2 and Tier 3 requiring interventions.

	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:			Students are having difficulty with problem-solving skills and managing emotions. Through PBIS and the Second Step program, we are implementing strategies in all classrooms to help behaviors and regulating emotions.	Limited Development 10/26/2022		
How it will look when fully met:			Teachers will reinforce the strategies and skills taught in social emotional lessons in the guidance resource class, provided by the guidance counselor. BHES will participate in professional development and create a culture of consistency throughout the building through the use of school-wide procedures. Teachers will model these expectations the first ten days and reinforce the Second Step lessons.		Megan Clark	06/03/2027
Actions				0 of 3 (0%)		
		10/26/22	Students will have guidance lessons, taught by school counselors, that are focused on SEL best practices and behavior for student success.		Michelle Green	06/03/2027

Notes: 9/11/23: Staff Meeting: Our School counselors are completing their SEL lessons on an A/B Schedule every other week. During their SEL weeks, our School Counselors and Social Worker visit all classrooms and complete an SEL lesson. School Counselors did share that they are willing to teach lessons on other topics that a class may need. Teachers just need to email or let the counselors know, so they can plan accordingly.

5/22/23 Guidance lessons have wrapped up for the 22-23 school year. The Second Step program will continue next school year.

4/25/23 Teachers are wrapping up SecondStep lessons in their classrooms.

3/27/23 Guidance lessons are continuing with each classroom based on schedules sent out by the counselors.

2/27/23 Ms. Green has been holding guidance lessons with our 5th grade students to prepare them for the transition to 6th grade.

1/23/22 Bi-weekly guidance lessons with Ms. Green and Ms. Clark have continued. In the interim, teachers are utilizing the Second Step program in their individual classrooms.

11/28/22 Ms. Clark continues to stay in close contact with teachers on where they are currently working the Second Step program. Ms. Clark and Ms. Green have created a pacing document for teachers and counselors to follow.

Oct. 24, 2022: School Improvement Team were given an update on how many teachers have started using the Second Step Tool.

6/6/23 Teachers will collaborate with school support staff and specialists to create and implement Tier 2 and Tier 3 social emotional/behavioral interventions.

Megan Clark

06/03/2027

Notes: 9/18/23: Staff Meeting: School Counselors shared what falls under their job titles, as well as the SST, MTSS, and 504 processes.

9/11/23: Staff Meeting: Please make sure you are completing the Student of interest sheet. Do not put any diagnosis or confidential information on this form. Begin documentation and interventions now. SST and 504 training will be starting Monday, September 18th.

8/9/23 Teachers will collaborate during PLC meetings to discuss students who need to be referred to the MTSS team.

Megan Clark

06/03/2027

Notes: 9/18/23: Staff Meeting: School Counselors shared what falls under their job titles, as well as the SST, MTSS, and 504 processes.

9/11/23: Staff Meeting: Please make sure you are completing the Student of interest sheet. Do not put any diagnosis or confidential information on this form. Begin documentation and interventions now. SST and 504 training will be starting Monday, September 18th.

KEY	A4.16	The school develops and implements consistent, intentional, and ongoing plans to support student transitions for grade-to-grade and level-to-level.(5134)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		We support rising kindergarteners with a beginners day and resources to use throughout the summer. We support our rising middle school students through middle school visits and counselor support from both elementary and middle schools.	Limited Development 10/25/2022		
<i>How it will look when fully met:</i>		Students will successfully transition from early-childhood through middle school.		Michelle Green	06/03/2024
Actions			0 of 2 (0%)		
2/16/23	5th Grade students will visit our Middle Schools to help with the transition to 6th grade.			Michelle Green	06/03/2024
<i>Notes:</i> 2/16/2023: Created a plan with Anne Chesnutt for all 5th graders to visit the middle school to help with transitioning to 6th grade.					
6/6/23	Kindergarten students and families will participate in a Kindergarten Showcase to prepare rising kindergarten students for the transition to elementary school			Megan Clark	06/03/2024

Notes:

Core Function:		Dimension B - Leadership Capacity			
Effective Practice:		Strategic planning, mission, and vision			
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>		Leadership team meets as needed to discuss implementation of effective practices. Administration and instructional coaches will rotate through classrooms focusing on areas of instruction utilizing the Irounds tool (admin.) and strategic feedback forms (coaches). The School Improvement Team meets once per month.	Limited Development 10/26/2022		
<i>How it will look when fully met:</i>		The leadership team will meet at least twice a month. Feedback will be provided to teachers to support positive change in instructional practices. The school improvement plan will be reviewed once per month by the school improvement team.		Dr. Zakiyyah Backman	06/01/2026
Actions			0 of 2 (0%)		
	6/6/23	The leadership team meets twice per month.		Dr. Zakiyyah Backman	06/03/2024
<i>Notes:</i>		8/28/23: August Staff Meeting: The admin team discussed dismissal. Each grade level should have 2 teachers taking out bus riders, 2 teachers staying with your car riders, 1 teacher taking out walkers down to the sign, and 1 teacher staying with daycare. We are revamping our dismissal routine, to resemble dismissal from last year. There will be some tweaks from last year: no spreadsheet, and all grade levels in the hallway listening for names to be called over the walkie-talkie. Duty stations will also be changed, so be on the lookout for those changes in your email. Grade levels share with Ms. Clark and Ms. Green who are responsible for your bus riders, car riders, walkers, and daycare kids.			
	10/26/22	The leadership team will conduct walk throughs using a feedback form for teachers on a regular basis.		Dr. Zakiyyah Backman	06/01/2025

Notes: 5/22/23 Walkthroughs are complete for the 22-23 school year.

4/25/23 Target teachers of focus from March are making strides in the classroom and more consistently implementing small group instruction.

3/27/23 ICs have two target teachers of focus that we are working closely with to increase their capacity in instruction and classroom management. These two teachers are visited often and notes from the observation are recorded in the IC Tracker.

2/27/23 Instructional coaches are using an updated feedback form from their coaching meetings that aligns with our focus of standards aligned instruction. We use the form to provide feedback to teachers, to plan PLC content, and in our conversations as a leadership team.

11/28/22 The Leadership Team is continuing to follow the iRounds schedule and providing feedback to our teachers. This assists coaches in implementing coaching cycles as well and allows the leadership team to see areas that staff members can showcase in PLCs or staff meetings.

Oct. 3, 2022: the leadership team discussed upcoming observations and iRounds and updated the teams schedule to meet the needs of our teachers this year.

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
<i>Initial Assessment:</i>		<p>Teachers have been scheduled a daily planning time as well as an extra 40 minute block of planning time once a week to meet with their grade level team, administrator and instructional coach. During this time teachers are able to lesson plan and work together. There is a grade level chair who runs the meeting.</p> <p>Correlate teams meet monthly in order to run the activities and programs for the school. This gives the teachers the opportunity to have a voice and learn leadership developing traits.</p>	Limited Development 10/26/2022		
<i>How it will look when fully met:</i>		When this objective is fully met, teachers will be collaborating willingly and regularly for grade-level planning, as well as planning activities and school programs. This will further benefit the school as teachers will share ideas with teammates, collaborate with staff members outside of their grade level in correlate meetings, and grow in leadership ability as each correlate member takes the lead with school programs.		Dr. Zakiyyah Backman	06/01/2024
Actions			0 of 1 (0%)		
	10/26/22	Correlate Teams meet monthly to focus on fundraising, student activities, staff morale, and parent involvement/engagement activities.		Correlate chairs	06/01/2024
<i>Notes:</i>		<p>5/22/23 The fundraising correlate hosted the Spring Carnival. It was a successful event that raised funds for our school.</p> <p>3/27/23 The parent involvement correlate is hosting Multicultural Night on March 30th. All parents and families are invited to attend the event and learn about cultures from around the world. We will have food trucks present and performances.</p> <p>11/28/22 Correlate teams met on November 14th. Each correlate team meets monthly and records their notes on an agenda. Each grade level has a representative in each correlate that relays the information from each correlate meeting. The fundraising correlate held a successful Skate Night fundraiser on November 10th.</p>			

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>		Administration team conducts observations supplemented with feedback tools to provide feedback and support for teachers.	Limited Development 10/25/2022		
<i>How it will look when fully met:</i>		The administrative team will meet weekly to review lesson plans. During weekly PLCs, the administration will review data-driven whole group, small group, and station activities provided to ensure that best practices are being utilized consistently throughout the building. A member of the administration team will conduct walkthroughs and observations providing feedback to teachers.		Dr. Zakiyyah Backman	06/03/2027
Actions			0 of 2 (0%)		
	10/25/22	Administrative team will conduct weekly walkthroughs and observations, as well as providing timely constructive feedback on the lesson that was observed.		Dr. Zakiyyah Backman	06/03/2026

Notes: 9/11/23: Staff Meeting: The administrative team has started their daily walkthroughs. The team emails each of the teachers digital feedback on "Grows & Glows".

8/28/23: Staff Meeting: The administrative team has received their walkthrough schedule, and will be focusing on digital presentations being used, are on schedule with their posted schedules, and are using the high-yield strategy: Collaborative Pairs.

5/22/23 iRounds and observations will continue in the 23-24 school year.

4/25/23 Final rounds of observations are being completed by administration, along with post-conferences to discuss feedback and set individual goals.

3/27/23 Dr. Cahill & Mrs. Cashwell are to utilize the iRounds tool to provide feedback. Coaches are using a paper feedback form to record specific and descriptive observations and share feedback through email or in-person with teachers.

1/23/22 Dr. Cahill & Mrs. Cashwell have begun their mid-year round of observations. These observations are unannounced. Administrators are taking into account your small group times as we know that mClass assessments are going on for our kindergarten-4th grade students.

11/28/22 Coaches will continue following the iRounds schedule to provide feedback and teacher support.

Oct. 3, 2022: the leadership team met to organize the schedule that will be used to support iRounds and focused walk-throughs.

8/9/23 Teachers will be assigned a day to meet weekly for PLC meetings.

Ashley Bunce

06/03/2026

Notes: 8/14/23: BOY Staff Meeting: Staff was given access to the Hub, which contains all documents the staff will need throughout the year. The resource schedule was also shared during this time.

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>		For the 2022-2023 school year and beyond, Mastery Connect was created for teachers to use pre and post assessments to focus on standards assessments. They utilize the pre and post for each unit in math and reading. Teachers can also create teacher-made assessments in Mastery Connect to help support student need for post assessments. We utilized a half-day for data dives following the second Benchmark. A mini data-dive took place following the final Benchmark to prepare for the final push toward EOG assessments.	Limited Development 10/26/2022		
<i>How it will look when fully met:</i>		For the 2023-2024 school year and beyond, teachers will utilize Mastery Connect, mClass, and math formative assessment data to support needed interventions and progress towards grade level mastery. Teachers can utilize the data in Mastery Connect and compare it to the district level data to make necessary adjustments in their small group instruction. As a result of the instructional team and teachers analyzing data, all lessons will be data driven. This will allow Bill Hefner Elementary School of being 50% proficient according to state assessments. The instructional team will provide professional development as the need arises for grade levels or individual teachers, based on performance data and classroom observations.		Amanda Pate	06/03/2027
Actions			0 of 4 (0%)		
	10/26/22	Teachers will participate in Data Days to disaggregate data.		Amanda Pate	06/03/2026

Notes: 2/14/23: Teachers grades K-5 participated in data discussions with their grade level team and instructional coaches. 3-5 teachers dove into Benchmark 2 data and K-2 teachers looked closely at MOY mClass data and math formative assessment data. Conclusions drawn are continually used to drive whole and small group instruction as we prepare for EOY assessments.

Oct. 24, 2022: SIT discussed a possible date for data days to occur in January or February of 2023.

10/26/22 Teachers will use data to create differentiated small group plans.

Ashley Bunce

06/03/2026

Notes: 9/25/23: September S.I.T. Meeting: mClass closed today. We will be having our first data discussion soon. Any students who performed red or yellow on their mClass BOY will need a PEP created for them. Any students in 4th-5th grades who were not proficient on their 2023 EOG will need a PEP created.

9/11/23: September Staff Meeting: Teachers should be using teaching manuals as they are teaching. Unit guides, unpacking documents, and other county resources should be used for planning; we MUST use county-approved resources.

8/14/23: Staff Meeting: Teacher received their small group lesson plan template.

8/10/23: August Retreat: Everyone is responsible for writing their own small group lesson plans and stations for both ELA and Math. Teachers are required to meet with every student every day. Lesson plans are by Thursday at 11:59 p.m. in Google Drive. The school will no longer use Google Classroom for submitting plans. Small Group Expectations were shared with the team:

Each class should have at least four small groups; teachers need to set up structures, expectations, and ground rules for their students during this small group/station time. Students should NOT interrupt the teacher to ask a question during small groups; Teachers are expected to use their kidney tables for small-group instruction. Your kidney table needs to be organized and student/instruction ready every day; Dr. Backman has ordered additional kidney tables so that all teachers can have at least one to support small-group instruction It is the goal for support staff will be coming into every classroom during small groups for ELA and Math. SuccessMaker is to be used as one of the student's stations for both ELA and math. Students are expected to complete one 15-20 minute session daily during their station time. Stations are

expected to be differentiated and students will be working off of a contract while the teacher is in small group.

9/22/23 Data from our EOGs has been received. Teachers have received their individual scores and are remediating students prior to retests next week.

3/27/23 Teachers will meet in early April to review Benchmark 3 data. They will look at the students that they identified as "proposed passing" students based on their EVAAS data and see how they performed on Benchmark 3 and make necessary adjustments to instruction as we push towards the EOG.

11/28/22 3rd-5th grade teachers had a successful Benchmark Data Discussion in their PLC this month. Donna White visited during their PLC time and was able to see our teachers in action. Teachers took a look at their data and found commonalities. They determined standards that need to be taught in whole group and those standards that need to be pulled into small group instruction.

October 3 - 7, 2022: Teachers met in PLCs to add their data to the data wall in the coaches room after MClass BOY.

8/9/23 Students will meet daily with their teacher for small group instruction.

Amanda Pate

06/03/2026

Notes: 9/11/23: Staff Meeting: Teachers should be using teaching manuals as they are teaching. Unit guides, unpacking documents, and other county resources should be used for planning; we MUST use county-approved resources.

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8/9/23 Teachers will meet weekly in PLCs to discuss student areas of concern and next steps.

Ashley Bunce

06/03/2026

Notes: 9/11/23: Staff Meeting: Teachers should be using teaching manuals as they are teaching. Unit guides, unpacking documents, and other county resources should be used for planning; we MUST use county-approved resources.

8/14/23: Staff Meeting: Teacher received their small group lesson plan template.

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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>		Evaluations are completed frequently and ethically by the administrative staff. Teacher mentors are also a great help to train and integrate new teachers into the school. Our first-year beginning teachers utilize their PAL from CCS that visits weekly. The school provides new teacher meetings monthly where beginning teachers and mentors meet to collaborate and learn. The administrators are currently utilizing the transfer list and CCS job fairs to recruit staff members.	Limited Development 10/26/2022		
<i>How it will look when fully met:</i>		When fully implemented teachers will receive regular feedback from administration and coaches using the NCEES evaluation tool. A system for interviewing potential staff members will be developed that includes a team of staff members on the interview panel.		Dr. Zakiyyah Backman	06/01/2026
<i>Actions</i>			0 of 2 (0%)		
	10/26/22	Administrators will develop a team of staff members that will be available to interview potential hires as needed throughout the school year.		Dr. Zakiyyah Backman	06/03/2024

Notes: 5/22/23 At this time we have the following positions open:

- One 2nd grade teacher -3rd-5th AU teacher
- One 3rd grade math teacher -EC Resource teacher
- Two 4th grade ELA teachers
- Two 5th grade ELA teachers

Staff members will serve on the interview team on an as needed basis.

4/25/23 As we continue in the hiring process, a team of teachers will be utilized in interviews, depending on the position up for hire.

3/27/23 We hope to hire from the transfer portal after it closes in a couple of weeks. Depending on the role that we are hiring for, a team of staff members will be utilized in interviewing.

2/27/23 Grade level members from 2nd grade were utilized to interview for an open 2nd grade position this month.

11/28/22 We have not had any new hires at this time to warrant an interview team.

10/26/22 Administrators will attend the CCS Job Fair to recruit new staff members to the school.

Dr. Zakiyyah
Backman

06/01/2025

Notes: 4/25/23 The CCS Job fair is being held this weekend, on April 29th, at Gray's Creek High School. Dr. Cahill and Mrs. Cashwell will attend.

Core Function:		Dimension D - Planning and Operational Effectiveness			
Effective Practice:		Resource Allocation			
KEY	D1.02	The LEA/School has aligned resource allocation (money, time, human resources) within each school's instructional priorities.(5171)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		School currently works to maximize resources (time, staffing, and funding) to our best ability to ensure the focus is on school improvement and student success.	Limited Development 10/08/2023		
<i>How it will look when fully met:</i>		After reviewing the Resource Allocation Review and discussing this with the School improvement Team, the school will put strategies in place to ensure that all resources are equitable and aligned with main school improvement indicators.		Melody Boyd	05/31/2024
<i>Actions</i>			0 of 1 (0%)		
10/8/23		The principal will share their current plan of resource expenditures during the BOY and MOY Data Meetings. All resources should be directly tied to their School Improvement Plan Indicators and student achievement.		Dr. Zakiyyah Backman	03/29/2024
<i>Notes:</i> October 16th: Staff Meeting: Federal Cards are going home on Tuesday, Oct. 17th. Parents MUST sign and date the card in any color ink. No pencils are allowed to be used. Federal Cards need to be returned on Wednesday, October. 18th.					

Core Function:		Dimension E - Families and Community			
Effective Practice:		Family Engagement			
KEY	E1.06	The school regularly communicates with parents/guardians about its expectations of them and the importance of the curriculum of the home (what parents can do at home to support their children's learning).(5182)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Teachers are currently utilizing classroom newsletters, Seesaw, and Class Dojo to keep parents and families informed of the standards and what is expected in the classroom. Data sheets with quarterly data and teacher comments on how to help the student at home are sent home three times per year. Administrators and support staff take part in a "Parent's Corner" roundtable discussion where parents are invited in to express concerns or ask questions of staff members outside of their child's teacher. We hold Curriculum Night, RtA night, and EOG night to inform parents of the academic expectations in these areas for their child. Parent letters were sent home informing parents of the PEP and the interventions in place for their child.	Limited Development 10/25/2022		
<i>How it will look when fully met:</i>		When fully implemented teachers will continue with their current efforts of keeping parents informed of happenings within their classroom. We will host a Curriculum Night and RtA Night for parents and families once a year in the fall semester to inform them of the curriculum and expectations for the school year. In the spring semester we will host an EOG night/Family Reading Night for parents where they will come in and learn how they can best prepare their child for EOG testing.		Dr. Zakiyyah Backman	06/03/2024
<i>Actions</i>			1 of 3 (33%)		
	10/25/22	RtA night will be held for 3rd grade, and reading retained student parents and families in October. Parents will learn of the RtA initiative and the expectations for their child this school year.	Complete 10/12/2023	Amanda Pate	10/12/2023
<i>Notes:</i>		10/13/2022 Due to the timing of our RtA training on October 11th we were able to combine our RtA Night and Curriculum into one event for our families. Mrs. Pate, our 3rd-5th grade instructional coach and RtA liaison recorded a video explaining the RtA initiative to parents and the expectations for their child this school year. This was provided to our 3rd grade teachers and 4th grade transition class teachers and included as a part of their presentation to parents.			

10/25/22	Curriculum Night will be held in the fall semester for parents and families to learn more about the curriculum and expectations for the current school year. This will include a visit to the child's classroom.		Ashley Bunce	06/03/2024
<p><i>Notes:</i> 10/13/2022 BHES hosted a successful Curriculum Night for parents and families. The event was floating from 5pm-7pm, providing parents with the opportunity to attend at a time that was convenient for them. Each grade level presented together to attendees and gave multiple presentations so parents with more than one child would be able to visit multiple classrooms.</p>				
10/25/22	EOG Night will be held in the spring semester for parents and families of our 3rd through 5th grade students. Parents will be invited in to learn more about what to expect with the EOG state assessments and how they can prepare their child.		Amanda Pate	06/03/2024
<p><i>Notes:</i> 4/25/23 We held EOG/Family Reading night on April 20th. Families visited their child's classroom to learn about test taking strategies for the EOGs, had themed reading opportunities, and attended a reading session where strategies for boosting reading skills at home were shared.</p> <p>3/27/23 EOG Night is on the calendar for April 20th from 5-7pm. K-2 teachers will have reading activities that evening for the students to participate.</p>				