

Comprehensive Progress Report

Mission:

Gallberry Gators CARE. We Cooperate with others and Achieve our goals. We show Respect throughout our school. We are Empowered by our teachers and seek to empower others.

Vision:

The vision of Gallberry Farm Elementary is to create a safe and nurturing environment where students learn respect for self and others, reach their academic potential, and become lifelong learners.

Goals:

Increase composite math performance to 70% by June 2024

Increase composite reading performance to 70% by June 2024

Increase the percent proficient of our subgroup "Students with Disabilities"

Increase the percent proficient of our subgroup "African American"

Increase growth performance as indicated in our EVAAS for our subgroup "AIG"

Increase overall K-2 mClass Proficiency as measured by the EOY (as compared to student BOY scores)



! = 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
Initial Assessment:		We are a school-wide PBIS school. We have school wide expectations and procedures. We have a mission statement, behavior flow chart, behavior matrix and voice level chart. We use Class Dojo as our school wide communication tool as well as where we track out PBIS points.	Limited Development 09/20/2023		
How it will look when fully met:		When fully implemented there will be effective classroom management in all classrooms. There will be common language, common expectations and common procedures across the school building. All teachers and staff members will buy into/believe in the PBIS program and the tools and actions put into place by the school.		Laura Ransom	05/15/2025
Actions			3 of 6 (50%)		
9/20/23	All teachers will be trained on PBIS and Class Dojo during the Teacher Workdays		Complete 09/01/2023	Laura Ransom	09/01/2023
<i>Notes:</i> 9/20/23: Teachers were provided PD on PBIS and Class Dojo during the teacher workdays					
9/20/23	All classrooms will create a social contract with their classes that all students will sign		Complete 09/15/2023	Laura Ransom	09/15/2023
<i>Notes:</i> 9/15/2023: All Classes have created a social contract in their classrooms - all students have signed their classes social contract - Admin will come around and sign all social contracts now					
9/20/23	All Teachers and staff members will have a follow up training/check-in on September 18 to ensure fidelity of implementation		Complete 09/18/2023	Deanna Kahenberg	09/18/2023
<i>Notes:</i> 9/18/2023: Teachers were provided a Professional Development on PBIS/Class Dojo, ABE and MTSS Intervention Behavior Resources					
9/20/23	All teachers will use Class Dojo to track PBIS positive points in their classrooms			Dawn Collins	05/15/2024

Notes: 9/2023: Teachers have begun giving points in Class Dojo - class dojo behaviors are tied to our PBIS Mission Statement: Gallberry Gators CARE

10/2023: Teachers are giving Dojo points and students are able to cash in their points for incentives

11/2023: Students are earning Dojo points from their classroom teachers and other adults in the building and we are earning school wide incentives

12/2023: Goal will be closed as it has become routine

9/20/23 The PBIS Team will track "Whole Class" PBIS points for the school

Laura Ransom

05/15/2024

Notes: 9/2023: The Class Dojo "Whole Class Monster" will be tracked and a spreadsheet will be kept with each classes point total - the week of (9/15) was the first week of tracking totals

10/2023: The Spreadsheet is updated weekly for announcements

11/2023/I The spreadsheet is updated weekly

12/2023: Goal will be closed as it has become routine

9/20/23 Classes will earn incentives and they will be announced on the morning broadcast and posted on the Media windows in the front lobby

Laura Ransom

05/15/2024

Notes: 9/2023: Incentives were announced on the broadcast (9/18) and (9/25) and were added to the Mario Video Game Display outside the media center

10/2023: PBIS Class totals are announced each Monday and pieces were moved on the Mario display - Whole School Incentives (School Wide Hat Day and PJ Day) have been earned

11/2023L PBIS Class totals are announced each Monday and pieces were moved on the Mario display - Whole School Incentives (School Wide Game Day) has been earned

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>		Grade Levels plan weekly as a team, using Standards to align their instruction. They also meet with instructional coaches on a weekly basis to go over the impact of instruction and discuss ways to better reach students	Limited Development 09/28/2023		
<i>How it will look when fully met:</i>		When fully implemented, Tier 1 instruction will meet the needs of 80% of students while also meeting district and state standards. Data will show that students are learning and meeting the learning objectives set forth		Kayla Maynor	05/15/2025
<i>Actions</i>			2 of 5 (40%)		
9/28/23	Teachers will make Standards-Aligned Instruction part of their professional development goals enabling students to reach the milestones outlined in the standards		Complete 09/28/2023	Natoshia Norris	09/30/2023
<i>Notes:</i> 9/2023: Teachers created their PDPs and made one of their goals dealing with Standards Aligned Instruction					
9/28/23	Teachers will submit weekly lesson plans to PlanBookEdu for admin approval		Complete 10/12/2023	Dawn Collins	12/15/2023
<i>Notes:</i> 9/2023: Grade Levels have created their master schedule for instruction and begun submitting plans on PlanBookEdu weekly to administration 10/2023: Teachers are submitting daily/weekly lesson plans on PlanBookEdu to administration and it has now become a norm.					
9/28/23	Teachers will meet with instructional coaches weekly to discuss instruction, learning outcomes and data from assessments			Kayla Maynor	12/15/2023
<i>Notes:</i> 9/2023: Grade Levels have begun to meet with on Wednesday with instructional coaches - 1 meeting a month is a working PLC to get needed paperwork/etc completed 10/2023: Teachers met with their grade level teachers and coach on Wednesdays this month to discuss standards aligned instruction, data from recent assessments, MTSS/PEPs and upcoming events.					
9/28/23	Teachers will meet weekly with their grade level to plan Standards Aligned Instruction using the NCSCOS Unpacking Document, Unit Guides, and other standards based resources provided by CCS in the K-5 Content Canvas course.			Dawn Collins	12/15/2023

Notes: 9/2023: Grade Levels have been meeting weekly after school on Tuesdays to plan for the upcoming week
 10/2023: Teachers have been meeting weekly after school on Tuesdays to plan Standards Aligned Instruction using the NCSCOS Unpacking Document and Unit Guides to plan for the upcoming week

9/28/23 Teachers will follow an Standards-Aligned Instruction Roadmap

Kayla Maynor

05/15/2024

Notes: 9/2023: Teachers' lesson plans reflect following the standards outlined on the Roadmap
 10/2023: Teachers' lesson plans reflect following the standards outlined on the Roadmap

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
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<i>Initial Assessment:</i>	We have been a MTSS school for several years - our focus over the last several years has been on tier 2 and 3 interventions. We have many interventions in place and resources created for our teachers. This year we have identified that we need to focus on our Tier 1 instruction		Limited Development 09/02/2023		
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<i>How it will look when fully met:</i>	When this objective is fully met, 80% of students will be successful with Tier 1 instruction. Teachers will feel successful implementing their Tier 1 instruction both in whole group and small group. We will be able to look at the data and see that students are showing growth in the core subjects			Mary Kelly Smith	05/20/2024
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Actions 2 of 7 (29%)

9/2/23	Counselors and Coaches will provide teachers with resources at a School Wide PD to deliver high quality Tier One academic, behavioral, and social emotional instruction	Complete 10/15/2023	Mary Kelly Smith	10/15/2023
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Notes: 9/2023: Counselors provided teachers with a Quick Links document with all the links to the Google Drive resources so teachers will have quick access - Coaches provide teachers support weekly during Grade Level PLCs as well as on a as-needed basis during walk throughs and one on one meetings

10/15/2023: Counselors and Coaches / MTSS Team provided teachers with PD and resources to deliver high quality instruction - goal is complete - team will continue to work with teachers to implement resources and work with students

9/2/23 Coaches will conduct regular walk throughs and engage in Coaching Cycles as needed to support instruction and model best teaching practices

Amy Clewis

12/15/2023

Notes: 9/2023: Coaches have begun informal walk throughs to ensure teachers have got their classrooms (Focus Walls, small groups, etc) set up and are follow their schedule and meeting the overall expectations - moving forward coaches will continue to complete walk-throughs and will be looking more closely at instruction and providing support on best teaching practices

10/2023: Walk throughs have continues, county coaches also were able to stop into classrooms and provide feedback to teachers

9/4/23 Teachers will be provided examples of high quality whole and small group lesson plans

Amy Clewis

01/15/2024

Notes: 9/2023: Coaches have provided teachers examples of high quality lesson plans and small group instruction plans - as well as modeled instruction during PLC meetings

10/2023: Coaches are continuing to provide sample lesson plans for teachers, teachers are sharing lesson plans and opportunities are being planned for teachers to observe in other classrooms to see high quality teaching in action

9/2/23 Professional Development will be provided depicting ways to meet IEPs during whole group instruction

Mary Kelly Smith

01/15/2024

Notes: 9/2023: During September's PD Session - teachers were provided resources to use with students to meet IEP goals in academics and behavior - (Make & Take)

9/2/23 Teachers will submit lesson plans through PlanBook for feedback and accountability

Complete 12/15/2023

Dawn Collins

01/15/2024

Notes: 9/2023: Teachers have all created accounts and have begin submitting plans weekly for admin approval

10/2023: Teachers submit lesson plans weekly for admin approval

11/2023: Admin and coaches continue to review plans in PlanBookEdu and provide feedback to teachers as needed

12/2023: Goal is closed as has become a routine

9/2/23	Teachers will submit Tier 1 small group plans to ensure differentiated core instruction		Amy Clewis	01/15/2024
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Notes: 9/2023: Teachers submit Tier 1 small group plans in addition to whole group plans using PlanBookEdu to admin for approval - coaches review this plans for fidelity and rigor as well

10/2023: Teachers are continuing to submit small group plans for feedback and coaches are providing support to enhance plans for students

11/2023: Teachers are working to enhance small group plans and focus on student needs based on data

12/2023: Goal will be closed as has become routine

9/2/23	Coaches will provide teachers vertical planning opportunities		Amy Clewis	05/15/2024
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Notes: 9/2023: Coaches are planning for the first Vertical Planning opportunity

11/2023: Coaches are planning for the first Vertical

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
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Initial Assessment:

We currently address the social-emotional needs of our students in many ways but are always looking for ways to reach students better.

Gallberry is currently in its 3rd year as a PBIS school - we previously used the program Capturing Kids Heart - we are working to create school wide behavior procedures and practices and a school wide tiered behavior implementation (connected to MTSS)

We encourage teachers to utilize Class Dojo's Mindfulness and Big Idea lessons during their Morning Meetings to incorporate evidence-based social/emotional learning daily. Our counselors provide NC standard based classroom guidance lessons to 4th and 5th grade students every other week and students in grades K-3 when requested. Our School Counselors and Military Family Life Counselor provide proactive and responsive small group sessions throughout the year. Kindergarten through 2nd grade received weekly Second Step lessons, an evidence based and standard compliant nationally normed program. We have inconsistently used the ABE program to document and provide interventions to target negative behaviors.

Our focus this year is on the behavior side, putting into place tiered interventions tied to MTSS

Limited Development
08/08/2022

	Priority Score: 2	Opportunity Score: 2	Index Score: 4		
How it will look when fully met:	<p>When fully implemented, all classrooms and staff will be actively reaching students academically as well as social/emotionally. The school culture will be one of connectedness. Students will use modeled and explicitly taught self-regulating and coping strategies to express and advocate for themselves.</p> <p>The Capturing Kids Hearts/PBIS Program will continue to be implemented and supported in the school by staff and students. The school will use the universal language, mission statement, etc.. of the program to achieve continuity across the school.</p> <p>Cozy Corners will be implemented in each classroom which include comfortable seating options, sensory/fidget options, and other items to support students in self-regulating. Counselors will continue to facilitate lessons to students covering a wide range of topics, as well as other staff members connecting with students on these topics as well.</p>			Mary Kelly Smith	05/20/2024
Actions			7 of 12 (58%)		
8/30/22	Cozy Corner supplies will be distributed to each classroom		Complete 08/30/2023	Mary Kelly Smith	08/30/2023
	<i>Notes:</i> 8/30/23 Cozy corner supplies were distributed to each classroom teacher.				
9/20/23	Teachers will receive Professional Development during the workdays on Class Dojo, PBIS and ABE		Complete 09/01/2023	Laura Ransom	09/01/2023
	<i>Notes:</i> 9/2023: Teachers were provided professional development on Class Dojo, PBIS and ABE and how to implement these programs in their classrooms during the Teacher Workdays				
8/30/22	Posters will be provided for teachers/classrooms for the PBIS Program (Mission Statement, Matrix, 4 Questions, etc...)		Complete 09/05/2023	Laura Ransom	09/05/2023
	<i>Notes:</i> 9/5/22- PBIS Program Posters were distributed to the staff. Extras are in the Media Center for anyone who needs them				
8/30/22	Teachers will be trained on the Cozy Corner Program and Cozy Corners will be set up in classroom using the supplies provided.		Complete 09/15/2023	Mary Kelly Smith	09/15/2023
	<i>Notes:</i> 9/15/23- Teachers were trained on the Cozy Corner Program with a Video Tutorial Video. Cozy Corners were set up in the classrooms.				

9/20/23	Our school-wide Discipline Flow Chart will be introduced, discussed at a professional development session and modeled for teachers to refer to throughout the year	Complete 09/18/2023	Mary Kelly Smith	09/18/2023
<i>Notes:</i> 9/2023: The Discipline Flow Chart was given to all teachers and teachers were provided PD on how to follow the flow chart, what actions were minor and which major, etc				
9/20/23	Teachers will receive a follow up Behavior PD on September 18th that will cover Class Dojo, PBIS, ABE and other Tier One behavior resources (Cozy Corners, Think Sheets, etc.)	Complete 09/18/2023	Deanna Kahenberg	09/18/2023
<i>Notes:</i> 9/18/2023: Teachers were provided a follow up PD to go over Class Dojo, PBIS and ABE and their implementation in their classroom				
9/20/23	Teachers will receive a laptop to remain in their classroom that is dedicated as an "ABE Station" to encourage the utilization of ABE intervention modules.	Complete 09/18/2023	Mary Kelly Smith	09/18/2023
<i>Notes:</i> 9/18/2023 - All Classroom teachers received a ABE laptop to use for an ABE station in their classrooms				
8/30/22	Counselors will provide bi-weekly lessons to 4th and 5th grade students and optional lessons for K-3 classrooms by teacher request.		Mary Kelly Smith	12/15/2023
<i>Notes:</i> 9/2023 - Counselors provide bi-weekly guidance lessons to 4th and 5th graders following the resource schedule				
8/30/22	Teacher Assistants will implement the Second Step Program to all classrooms for during the 1st Semester		Mary Kelly Smith	01/15/2024
<i>Notes:</i> 9/2023 - Teachers were trained on the Second Step Program and provided resources and technology to deliver instruction to their classes - they will provide Second Step Lessons on a weekly basis to their classes for the 1st Semester				
9/20/23	Additional behavior resources will be housed in the MTSS Shared Drive. Teachers toured the Shared Drive during work days. The resources will be referenced throughout the year.		Mary Kelly Smith	01/15/2024
<i>Notes:</i> 9/2023: Teachers were walked through the Google MTSS Shared Drive and the resources within - during follow meeting with counselors the shared drive will be referenced again and resources gone over				

9/20/23	All teachers (classroom, resource, pullout) will enter behavior issues into the ABE program when needed		Dawn Collins	05/15/2024
<i>Notes:</i> 9/2023: All teachers are responsible for enter their behavior information into the ABE program - this includes resource teachers, EC pull out teachers, counselors or anyone who pulls students				
9/20/23	ABE Data will be added to the Leadership Team's Data Meeting agenda to be regularly monitored.		Natoshia Norris	05/15/2024
<i>Notes:</i> 9/2023: ABE Data was added to the Leadership Meeting Agenda to be discussed - was discussed at the 9/28 Leadership Meeting (make connections between Classroom Actions and Interventions Assigned - Suspensions)				
Implementation:		05/23/2023		
Evidence	5/15/2023 - Evidence that this goal has been met can be seen by student participation in our programs, viewing our student run broadcast, asking our students about our Mission Statement and goals of the school and even visually by visiting our classrooms. Students feel welcomed in our classrooms and teachers are meeting students needs both academically and socially/emotionally.			
Experience	5/15/2023 - We have made continued progress towards this goal throughout the school year and feel that we are ready to close this goal (see information under each action for more detail) - we will look for a goal to focus next school year on more of the implementation of all the tools that we now have in place			
Sustainability	5/15/2023 - To sustain our efforts we will need to work on the implementation phase of these programs. As a SIT Team this summer we will discuss how our school will move forward with the Capturing Kids Heart Program and its integration into the PBIS Program. We will continue to be a PBIS school and take parts of the CKH program that are beneficial to our students to supplement the PBIS program. We will continue to use the resources such as the Cozy Corners, Posters, Resources, Carpets, Second Steps Lessons, etc.. to support our students social emotion development. We will continue to provide teachers with professional development and continued support with the programs that we put in place. We will also find fun ways to engage students and highlight student acievement such as What's Up Wednesday, Mojo's Missions, etc... based on our theme for the year.			

	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:			Currently our coaches and counselors work with teachers to complete student surveys at the end of each school year. This helps the coaches develop rosters for the following school year.	Limited Development 09/28/2023		
How it will look when fully met:			When fully implemented there will be consistent plans in place to support students as they move from grade to grade.		Amy Clewis	05/15/2026
Actions				1 of 4 (25%)		
	9/28/23	Teachers will review Student Profiles and Cumulative Folders during the work days prior to the start of the new school year.	Complete 08/30/2023	Amy Clewis	08/30/2023	
			<i>Notes:</i> 9/1/2023: Teachers received their student surveys - and along with the Cum Folders completed a CUM Folder Info Checklist for each students - ensuring they had all pertinent information for that student, ready to begin the school year			
	9/28/23	Each school year, teachers will complete a Student Profile form for each student with pertinent information such as assessment data, absence information, IEP, 504, or SST information.		Amy Clewis	05/15/2024	
			<i>Notes:</i> * This task is done at the end of the school year to create class rosters for the following school year			
	9/28/23	Coaches will collect the Student Profiles to use to create class rosters for the following year.		Amy Clewis	05/15/2024	
			<i>Notes:</i> * This task is completed at the end of the school year			
	9/28/23	Coaches will give each Student Profile to the new teacher the next school year.		Amy Clewis	08/30/2024	
			<i>Notes:</i> * This task will be done next school year based on the Student Surveys collected at the end of this school year			
			9/2023 - Teachers received their Students Surveys for this year's students at the beginning of the school year, this along with MTSS information in the shared drive allowed them to make data based decisions about their students to begin the school year			

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>		SIT Team meets monthly Admin Team meets as needed (small meetings frequently)	Limited Development 08/03/2021		
		Priority Score: 2 Opportunity Score: 2	Index Score: 4		
<i>How it will look when fully met:</i>		When fully met, the leadership team will continue to meet biweekly and will continue to improve how meetings are conducted and find the best way to meet the needs of the students and the staff of Gallberry Farm Elementary		Dawn Collins	05/20/2025
<i>Actions</i>			1 of 2 (50%)		
	8/3/21	The Leadership Team will meet 2x a month	Complete 05/20/2022	Dawn Collins	12/15/2023
		<i>Notes:</i> 9/2021: The Leadership Team has begun meeting (2 meetings in September)			
	9/28/23	The Leadership Team will create an agenda that will address attendance data and ways to improve attendance, the MTSS process and Tiered Instruction, student achievement data and PBIS and Social Emotional Goals for students		Laura Ransom	05/15/2024
		<i>Notes:</i> 9/2023: The new agenda was created and meetings have begun following this agenda - adding more depths to the conversations and thus leading to more meaningful outcomes			
<i>Implementation:</i>			08/01/2022		
<i>Evidence</i>		8/1/2022 - The Leadership met throughout the year. We have put in place a bi-weekly schedule that will continue into the next school year. We have a EXCEL format that will create the agenda for our meetings and allow the information needed at our meeting to be collect at Data Meetings with instructional coaches, SIT meetings and grade level meetings and the information to flow down through those same channels. We will continue to improve upon this format this next school year.			

Experience	8/1/2022 - The Leadership Meetings initially started the previous school year were much more organized and efficient this school year. The addition of the At-Risk List helped keep meetings on task and add follow up methods to helping with students			
Sustainability	8/1/2022 - We will continue to have Leadership Meetings bi-weekly. We will continue to improve upon and streamline the way that the meeting is held to be of the most assistance to students and teachers.			

Core Function:	Dimension B - Leadership Capacity
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Effective Practice:	Distributed leadership and collaboration
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KEY	B2.03	The school has established a team structure among teachers with specific duties and time for instructional planning.(5143)	Implementation Status	Assigned To	Target Date
Initial Assessment:		Grade Level teams meet weekly to plan after school. Teachers also meet weekly with Instructional Coaches to discuss instruction and data.	Limited Development 09/28/2023		
How it will look when fully met:		When fully implemented, the grade level teams will have a plan in place to meet and plan for the delivery of quality student instruction.		Kayla Maynor	05/15/2026
Actions			1 of 5 (20%)		
	9/28/23	Plan: Teachers will meet weekly for grade level planning to examine units of study and plan daily differentiated instruction	Complete 10/12/2023	Kayla Maynor	12/15/2023
		<i>Notes:</i> 9/2023: Teachers have begun meeting weekly after school on Tuesdays for Grade Level Planning 10/2023: Teachers have met for planning weekly to examine units of study and plan daily differentiated instruction			
	9/28/23	Teachers will submit lesson plans weekly to PlanBookEdu		Dawn Collins	12/15/2023
		<i>Notes:</i> 9/2023: Teachers have created PlanBookEdu accounts and are submitting plans weekly to admin for approval 10/2023: Teachers have all created PlanbookEdu accounts and are submitting daily/weekly plans as a grade level team. They discuss lesson plans together on Tuesdays after school. This action has now become a norm.			
	9/28/23	Do: Teachers will follow a planning routine that requires disaggregating the standards, reviewing the end of unit assessment, and planning lessons accordingly.		Kayla Maynor	05/15/2024

Notes: 9/2023: During their time with instructional coaches, teachers dive into the standards and discuss best practices to reach students to meet these standards
 10/2023: This month teachers worked with instructional coaches to dive into the standards and discuss best practices related to lesson openers (SAI Milestone 3). Teachers focused on introducing the learning goals, activating prior knowledge, warm up, and student grappling opportunities in their lesson openers.

9/28/23 Study: Teachers will dig into student data (unit assessments, benchmarks, mClass assessments, and formative assessments) to determine what students know and don't know.

Kayla Maynor

05/15/2024

Notes: 9/2023 - Teachers are looking at BOY data to get initial placement results for students and use this data as a jumping off point for instruction
 10/2023- Teachers and coaches looked at mClass BOY assessment data and assessment data on MasterConnect to determine what students know and don't know. This month 3-5 students completed Benchmark assessments and results will be discussed next month.

9/28/23 Act: Teachers will meet with their grade level and coaches to collaboratively respond to data and determine what additional time and resources will be provided to support student learning.

Kayla Maynor

05/15/2024

Notes: 9/2023: Teachers have looked at plans and data and worked together during PLC to make decisions for students and decided best practices for instruction to best meet the goals and objectives
 10/2023: Teachers met with their grade level and coaches to respond to mClass assessment and unit assessments to determine what additional time and resources will be provided in small group in class and with remediation teachers.

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>		Gallberry has been a MTSS school for several years - we have focused heavily on Tier 2 and Tier 3 interventions and resources for the last several years, but we see a weakness in Intervention Fidelity and Documentation - so this is where we would like to put our focus this school year. The principal and leadership team will monitor classroom instruction to ensure that these interventions are being implemented and will provide feedback to teachers based on observations made	Limited Development 09/20/2023		
<i>How it will look when fully met:</i>		When fully met, teachers will feel comfortable choosing and using interventions in the classroom and documenting the use - the documentation will be able to be used as progress monitoring documentation for IEP/SST meetings or Parent Teacher Conferences to show growth of students. Teachers will feel confident in knowing the difference between accommodations and modifications.		Mary Kelly Smith	05/20/2024
Actions			4 of 9 (44%)		
	9/20/23	During workdays, teachers will complete "IEPs-At-A-Glance" to aid in their understanding of the student's IEP and implementation of their accommodations throughout the year. The document will be updated as the IEP changes.	Complete 09/01/2023	Deanna Kahenberg	09/01/2023
		<i>Notes:</i> 9/1/2023 - During workdays, teachers completed their IEPs at a glance by using their provided copies of their IEPs and marking each students accomodations on the "at-a-glance" paper. Teachers will use this document throughout the year to make sure they are meeting students needs			
	9/20/23	Counselors will create a "quick reference hub" with links to important resources that teachers use frequently within the MTSS Shared Drive to increase their ease of accessibility.	Complete 09/15/2023	Mary Kelly Smith	09/15/2023

	<i>Notes:</i> Mary Kelly Smith created a "quick reference hub" and it is stored in the shared drive that has easy access for all the important and frequently used documents that teachers need. This was shared with teachers at the September 18th Professional Development			
9/20/23	The Leadership Team will provide professional development at the beginning of the year pertaining to the SST and EC referral processes and pre-referral procedures.	Complete 09/15/2023	Mary Kelly Smith	09/15/2023
	<i>Notes:</i> 9/15 - During the Teacher Workdays the SST/EC Team provided teachers with a short PD session on the EC referral process			
9/20/23	An "EC Referral Checklist" will be created and shared with teachers	Complete 09/15/2023	Mary Kelly Smith	10/01/2023
	<i>Notes:</i> 10/1/2023 - the EC Referral Process Checklist was created and shared with teachers during the BOY Teacher workdays			
9/20/23	Lesson plans will be submitted weekly to Planbook for review and approval		Dawn Collins	01/15/2024
	<i>Notes:</i> 9/2023: Teachers submit lesson plans weekly for admin approval - lesson plans are also viewed by instructional coaches for rigor and standard alignment			
9/20/23	Grade levels will meet with instructional coaches weekly to discuss instruction and data		Amy Clewis	01/15/2024
	<i>Notes:</i> 9/2023: Grade Levels meet with instructional coaches every Wednesday to discuss instruction and student data			
9/20/23	The MTSS Calendar will be referenced each month to ensure teachers are following the timeline of required tasks		Mary Kelly Smith	01/15/2024
	<i>Notes:</i> Each month at the staff meeting, teachers will review the MTSS Calendar to review which parts of the MTSS process should be accomplished at this time of the year - where students should be at in the referral process, etc.. September Staff Meeting - MTSS Calendar shared with important September dates and to-dos			
9/20/23	The Principal and Leadership Team will visit classrooms regularly to ensure instruction fidelity.		Dawn Collins	05/15/2024
	<i>Notes:</i> 9/2023: The Principal and Leadership Team (Instructional Coaches) have already begun to make classroom visits and provide summative feedback to teachers and gather informal data to make decisions about upcoming data/planning meetings			

9/20/23	The EC Team will review with teachers the EC Referral Checklist at key points throughout the school year for transparency and accountability of the referral process		Deanna Kahenberg	05/30/2024
<i>Notes:</i> 9/15/2023: The EC Referral Checklist has been shared with teachers and will be reviewed in data meetings at a later date				

Core Function:	Dimension C - Professional Capacity
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Effective Practice:	Quality of professional development
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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>		The leadership team currently meets 2x a month to look at data concerning attendance, behavior and academic performance. This data is used to make decisions for the school and students	Limited Development 09/28/2023		
<i>How it will look when fully met:</i>		When fully met the leadership team will have quality conversations about school data and will make informed decisions based on the data		Laura Ransom	05/15/2025
Actions			0 of 3 (0%)		
9/28/23		Leadership team will meet 2x a month to look at data		Laura Ransom	12/15/2023
<i>Notes:</i> 9/2023: the Leadership team has created a calendar of dates for the school year and will meeting 2x monthly					
9/28/23		The leadership team will plan professional development based on data and teacher feedback		Laura Ransom	12/15/2023
<i>Notes:</i> 9/2023: Based on teacher feedback, the outline for PD for the year has been created - the 1st PD for the year was PBIS/Class Dojo, MTSS and EC/IEP Resources (Make & Take) - the 2nd PD is already on the calendar for October and will cover EC Referrals and Testing					
9/28/23		The leadership team agenda will cover data in the areas of behavior, attendance and academic performance		Laura Ransom	05/15/2024
<i>Notes:</i> 9/2023: The Leadership Team has changed their agenda to best reflect productive conversations around data in the areas of behavior, attendace and academic performace					

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>		Currently the leadership team discusses staff management needs and gets feedback from teachers through the Teacher Working Conditions Survey and school feedback surveys. When interviewing and hiring new staff members, someone from the grade level/team of the interviewee is usually involved in the hiring and interviewing process.	Limited Development 09/28/2023		
<i>How it will look when fully met:</i>		When fully met the leadership team and school will have systems and procedures in place for the recruiting of new teachers, the evaluating and rewarding of teachers already at Gallberry and plans in place for replacing staff leaving Gallberry.		Dawn Collins	05/15/2026
Actions			0 of 7 (0%)		
9/28/23	A Beginning Year Teacher/Mentor program is established, assigned and meets monthly			(Vicki Smith)	12/15/2023
<i>Notes:</i> Beginning Teachers Program is ran by Vicki Smith and they meet monthly					
9/28/23	The Admin team will go to Job Fairs to attract the best candidates to Gallberry			Dawn Collins	12/15/2023
<i>Notes:</i> * The Admin Team will attend when the Job Fair is hosted					
9/28/23	The Admin team will post job vacancies to social media (& Staff members will share) to get the most qualified candidates for any open positions			Dawn Collins	12/15/2023
<i>Notes:</i> * Admin will post when job vacancies exist					
9/28/23	Instruction Coaches will conduct classroom walk throughs to evaluate instruction and provide feedback to teachers to continue to improve their craft			Amy Clewis	12/15/2023
<i>Notes:</i> 9/2023: Informal walk throughs have already begun by the instructional coaches					
9/28/23	The Admin team will conduct formal and informal observations in the Unified Talent System			Dawn Collins	05/15/2024

Notes: 9/2023 - Teachers have completed their Self Assessments and PDPs and they have been signed off on by the admin team - Formal/Informal Observations by Admin will begin shortly

9/28/23 Each month teachers will vote on a "Game Changer of the Month" in the categories of "Classroom Teacher", "Instructional Staff or Resource" and "Clerical and Other Building Staff"

Laura Ransom

05/15/2024

Notes: 8/2023: We named our custodians the Game Changers of the Month for getting our school ready to start the year

9/2023: Teachers voted before the 1st Staff Meeting and 3 winners were chosen

Classroom Teacher: Ms. Keels

Resource/Instructional Support: Ms. Hudson

Clerical/Building Staff: Ms. Pope

9/28/23 Staff Morale committee is established and funding through the school budget to increase morale and boost retention throughout the school year

Dawn Collins

05/15/2024

Notes: 9/2023: Staff Morale and PTGO created a Water Station for teachers where they were able to fix themselves flavored waters as a treat! Teachers loved the special treat and it really boosted morale

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>		Currently our budget allows for teachers and grade levels to submit requests for materials needed for instruction.	Limited Development 09/28/2023		
<i>How it will look when fully met:</i>		When fully implemented a plan will be in place for teachers and grade levels to request instructional materials. 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.		Jackie White	05/31/2024
Actions			1 of 3 (33%)		
9/28/23	The SIT Team voted to approve to allocate funds for remediation/interventionists to help support academic needs		Complete 09/15/2023	Dawn Collins	09/15/2023
<i>Notes:</i> 9/2023: The SIT Team voted on allowing budget funds to be paid to hire remediation/intervention specialist to help facilitate instruction (Cyrus, Sanders, Wiggins)					
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.			Jackie White	03/29/2024
<i>Notes:</i>					
9/28/23	The school budget funds professional development opportunities for teachers based on school-wide data/needs			Dawn Collins	05/15/2024
<i>Notes:</i> 9/2023: Money was approved to be used to provide resources to teachers for our September 18th PD					

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>		<p>Our school is a community school with a lot of parent and community involvement but since Covid we have had to limit parent access to the building, volunteers, and school events. So this year, we want our focus to be on bringing those things back to Gallberry.</p> <p>We do a great job of communicating with parents via Class Dojo, the School Webpage and our Social Media (Facebook) site as well as classroom teachers communicating with their parents on their individual Class Dojo platforms, but we want to move beyond just the relay of information and focus more on the connection of the role that parents play in their child's education.</p>	Limited Development 08/08/2022		
		Priority Score: 2 Opportunity Score: 2	Index Score: 4		
<i>How it will look when fully met:</i>		When this objective is fully met, student attendance rates will be higher - the leadership team will have a better understanding of attendance data and the connections to groups of students - we will have plans in place to address student absences and support student attendance		Natoshia Norris	05/19/2024
<i>Actions</i>			3 of 8 (38%)		
8/8/22	Gallberry will host an Open House where parents will receive information about their student's class and ways to help them get set-up successfully for the school year.	Complete 08/30/2022	Natoshia Norris	09/01/2023	
<i>Notes:</i> Open House was held 8/2023 - based on Parent Feedback it was a success overall					
8/8/22	Gallberry will host a Curriculum Night where parents will learn about grade level specific curriculum of their child. Information on the importance of attendance will be distributed at Curriculum Night and published to Class Dojo	Complete 09/25/2023	Natoshia Norris	09/30/2023	
<i>Notes:</i>					
8/8/22	Teachers will create a Class Dojo class with all students and invite all parents to join the class. The expectation is 100% participation in Class Dojo by at least 1 parent/guardian of each child.	Complete 09/15/2023	Natoshia Norris	09/30/2023	

	<i>Notes:</i> 9/30/2023 - All classes have been created, all parents have been invited - we have only 7 classes without 100% participation and they are only missing 1-2 students which we are actively working on getting connected (usually the issue is the parent does not have a smart device)			
9/20/23	The Leadership Team will add attendance as an agenda item at each leadership Data Meeting, discussing attendance data monthly		Laura Ransom	01/15/2024
	<i>Notes:</i>			
9/20/23	Students' individual attendance will be reinforced with the daily awarding of a Dojo point		Laura Ransom	01/15/2024
	<i>Notes:</i> 9/2023 - School Wide Expectation that students receive 1 class dojo point each day for attendance - teachers were reminded at 9/18 Professional Development (Should Add a Behavior "Attendance" or something similar)			
9/20/23	Attendance will be tracked visually throughout the year with a "Get in The Game" themed chart that students will fill in each day they are present. Completed charts can be cashed in for a prize provided by our PTGO.		Joshua Hurley	05/15/2024
	<i>Notes:</i> 9/15/2023: Mr. Hurley send the email to the staff about the Attendance student charts for daily attendance - copies were put into teachers boxes. When the first picture is completed, students will turn these in to Mr. Hurley and they will receive a prize and get a 2nd picture to complete			
8/8/22	Teachers and the School Class Dojo will post timely information for parents about upcoming events and expectations across the school.		Laura Ransom	05/19/2024
	<i>Notes:</i> 9/2023 - Teachers and Mrs Ransom post important events and updates on their class stories and the school story			
9/20/23	Inact a way to highlight classrooms with the highest attendance percentage - the classroom will be announced on the news and get a "trophy" of some sort		Laura Ransom	05/20/2024
	<i>Notes:</i> 9/2023: We are currently working to find a report in Powerschool that will provide this information for comparative purposed to put this plan into place			
Implementation:		05/23/2023		
Evidence	5/23/2023 - evidence that this objective is fully met could be flyers from school events such as Open House, Curriculum Night, Little Miss Gallberry Pageant, Breakfast with Santa as well as Class Dojo posts, Facebook posts, documentation of our weekly phone calls and Class Dojo reports on teacher/parent usage			

<i>Experience</i>	5/23/2023 - Gallberry has a really great family feel with lots of family and community involvement. This year we have seen an overwhelming amount of parent involvement and participation since this is really the first full year since Covid that parents have been able to participate fully. We have worked to put in place means of communication and opportunities for parents to volunteer. (See actions for individual progress)			
<i>Sustainability</i>	5/23/2023 - We will continue to work to communicate effectively with parents through our weekly phone call and posting on Class Dojo and Facebook (when appropriate) - Next school year we will also look at adding an email list serv that will follow the phone call. We will continue to offer many opportunities for parent to come to school and be involved - we want to note and continue to work on creating a better understanding and be sure we are communicating with families when an activity/event is a time for families to be invited (sibling/grandparents and everyone welcome) or a volunteer opportunity where younger siblings should not attend and adults are expected to be in a volunteer role. This is something we will work on at Summer SIT. We will discuss at Summer SIT the continued use of Class Dojo as our school wide Communication tool and how to best use the tool consistently and with the same expectations school wide.			