

Actions Report

The following report includes detailed information for all actions created by the Leadership Team, including the assigned team member and target date for completion. Actions are created by a Leadership Team to help achieve fully and effective implementation of best practices.

 **Remember:** Actions should be simple, specific, and lead to the achievement of each objective.



! = Past Due Actions KEY = Key Indicator

Actions Included in the Plan (39)

		Objective	Added Date	Action	Frequency	Assigned To	Target Date	Completed
!	KEY	A4.01	9/4/19	5th grade teachers will utilize Eureka Math for all students to promote increased growth and proficiency.	once a year	Chad Smith	10/03/2019	
!	KEY	A4.01	5/8/19	Develop a plan for ensuring that student data, Behavioral and Academic, is communicated between grade level teachers.		Zach Morrow	08/15/2019	
	KEY	A4.01	5/8/19	Complete MTSS Modules 1.1 & 1.2 in NCEES training site.		Kim Case	06/10/2019	06/10/2019
	KEY	B3.03	10/24/18	Administration will review new lesson plan components in planbook.	weekly	Administration	03/10/2019	03/10/2019
		A2.05	10/24/18	Teachers will continue to add learning targets and add one additional component of their choice to their weekly lesson plans in planbook.	weekly	Administration - Case/Morrow	06/10/2019	06/10/2019
	KEY	A1.07	10/24/18	Grade level teachers will lead a "Leadership Learning Lab" time one time per week. This time will focus on developing leadership skills and other character education traits that support leadership.	weekly	Tara Hoyle	06/12/2019	06/12/2019

!		D2.04	9/20/18	Based on CNA results, determine technology needs and budget funds to meet these needs.	once a year	Annamarie Stuckey	09/15/2019	
		D2.04	9/20/18	Conduct a CNA to determine additional technology needs.	once a year	Annamarie Stuckey	05/08/2019	06/10/2019
		D2.04	9/20/18	Inventory all current technology equipment and identify technology that is obsolete.	twice a year	Annamarie Stuckey	01/25/2019	03/27/2019
		A2.05	9/20/18	Teachers will enter Learning Targets for each subject area listed in planbook.com	weekly	Certified Teachers	09/10/2018	09/20/2018
		A2.05	9/20/18	Staff will set up planbook.com and will put class schedules for the ELA, Math, Science and Social Studies.	weekly	Selected Certified Staff	09/04/2018	09/07/2018
		A2.05	9/20/18	Renew planbook.com subscription for selected staff.	once a year	Kim Case	08/30/2018	08/30/2018
	KEY	A4.01	9/19/18	Develop an MTSS Instructional Leadership Team (ILT) to replace the Academic and Expectation Teams.	once a year	Kim Case	10/26/2018	10/24/2018
	KEY	B3.03	9/10/18	Administration will review learning targets and master schedule in planbook.com weekly to facilitate instructional conversations.	weekly	Zach Morrow	10/01/2018	10/24/2018
	KEY	A1.07	9/10/18	Staff will complete a year long PD around Conscious Discipline.	monthly	All certified staff	05/15/2019	05/15/2019
!	KEY	B3.03	1/3/18	To train two additional teachers for ELEOT observations. One for K-2 and for 3-5.	once a year	Zach Morrow	09/15/2019	
	KEY	A1.07	12/6/17	Purchase equipment to improve playground experiences for students.	once a year	Kim Case	12/06/2018	04/04/2018
	KEY	A1.07	12/6/17	Develop a 3-5 hallway supervision schedule for the mornings	once a year	Tara Hoyle	01/03/2018	01/03/2018

KEY	A1.07	12/6/17	Develop common playground boundaries, student expectations, and staff supervision guidelines.	once a year	Expectation Team	02/07/2018	03/07/2018	
KEY	A1.07	10/29/17	Teach expected behaviors to students.	daily	Classroom Teachers	06/08/2018	06/08/2018	
KEY	A1.07	10/29/17	Develop School Expectations.	once a year	Expectation Team	08/18/2017	08/17/2017	
KEY	A1.07	10/29/17	Create an Expectation Team.	once a year	Zach Morrow	08/03/2017	08/10/2017	
KEY	B3.03	10/29/17	Create an ELEOT schedule for observations.	monthly	Zach Morrow	09/27/2018	10/24/2018	
KEY	B3.03	10/29/17	Administration will complete ELEOT training.	once a year	Kim Case	11/09/2017	01/03/2018	
KEY	A4.01	10/11/17	Create and utilize workable, fluid classroom data notebooks during grade level, student concern, and school review team meetings.	twice weekly	Academic Team	06/08/2018	06/11/2018	
!	KEY	A2.04	10/11/17	Academic Team will report monthly to the SIT.	monthly	Academic Team	06/08/2018	
KEY	A2.04	10/11/17	Create a specialized Academic Team to ensure that vertical alignment and common planning are occurring consistently.		Kim Case	08/28/2017	08/28/2017	
!	KEY	A2.04	10/11/17	Use planbook.com for common sharing of instructional plans.	daily	Academic Team	01/19/2018	
KEY	A2.04	2/14/17	Determine the essential components of lesson planning to include in a common template for instructional plans.		Tabitha Call	03/02/2017	02/13/2017	

KEY	A2.04	2/14/17	Develop a system, using Google for Educators, to facilitate the sharing of instructional plans among teachers.		Zach Morrow	08/01/2017	10/11/2017
KEY	A2.04	2/14/17	Utilize subject “specialists” when making teaching assignments to facilitate unit planning	once a year	Kim Case	08/01/2017	08/28/2017
KEY	A2.04	2/14/17	Schedule non-instructional time to analyze data to determine effectiveness of units.	four times a year	Tabitha Call	06/16/2017	06/09/2017
KEY	A2.04	2/13/17	Align current CCS Pacing Guide to the 5th Grade Math NC Check-Ins.		Meredith Belton	05/31/2017	05/03/2017
KEY	A2.04	2/13/17	Devote professional development resources to grade level instructional planning.		Kim Case	03/02/2017	04/05/2017
KEY	A4.01	2/13/17	Create a school review team for Tier 3 referrals.	monthly	Megan Turnmyre	06/16/2017	08/28/2017
KEY	A4.01	2/13/17	Create "Status of Students" meetings to identify at-risk students in all areas.	twice monthly	Michelle Keefer	03/01/2017	03/01/2017
KEY	A4.01	2/13/17	Conduct classroom observations using ELEOT rubric to analyze core instruction.	weekly	Zach Morrow	06/08/2018	06/11/2018
KEY	A4.01	2/13/17	Schedule PLC days for data analysis after Benchmarking data becomes available.	three times a year	Tabitha Call	02/13/2017	03/01/2017
KEY	A2.04	12/13/16	Grade Level Instructional Planning Professional Development Days K-5		Kim Case	03/02/2017	02/13/2017