

## Comprehensive Progress Report

**Mission:**

Challenge, Cultivate and Motivate all Students.

**Vision:**

Cedar Creek Middle School is committed to meeting the academic, emotional, and social needs of students by modifying curriculum, altering teaching styles, engaging students in authentic work, and providing a safe and supportive environment.

**Goals:**

By August 2023, CCMS will have a teacher turnover rate of less than 10%.

Increase EOG math scores to where we meet expected growth and reach 65.0% proficiency. Increase EOG Reading scores to where we meet expected growth and reach 65% proficiency. Increase EOG Science scores to where we meet expected growth and reach 85% proficiency. Overall proficiency goal of 67.6%- with growth met.

By June 2023, over 20% of our students with disabilities will meet their target growth as measured by EOGs in both Reading and Math



! = 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>		Classroom management posters for each classroom. Schoolwide set of non negotiable expectations Districtwide discipline matrix Use of Educators Handbook	Limited Development 08/08/2019		
		Priority Score: 3	Opportunity Score: 3	Index Score: 9	
<i>How it will look when fully met:</i>		By 6/30/23, teachers at CCMS will have explicitly taught classroom and schoolwide procedures, expectations, and routines to all students. Posters in each classroom Grade level assemblies or grade level classroom meetings conducted by administrative team Discipline flow chart ROARS Matrix		Tiffany Fogg	06/30/2023
<b>Actions</b>			<b>2 of 3 (67%)</b>		
	8/8/19	Create posters for each classroom	Complete 08/26/2019	James Elliott	08/26/2019
	<i>Notes:</i> Sent to printer				
	9/30/19	Develop a slideshow presentation to help teachers teach expectations at CCMS	Complete 12/02/2019	James Elliott	10/31/2019
	<i>Notes:</i>				

9/30/22	Keep data on which students get to participate in PBIS weekly by grade level		Tiffany Fogg	06/30/2023
<i>Notes:</i> We will know if we have met this goal if "Fun Friday" continues the entire school year.				
<b>Implementation:</b>		09/30/2022		
<b>Evidence</b>	10/4/2021 Classroom walkthrough			
<b>Experience</b>	10/4/2021 Posters have been created			
<b>Sustainability</b>	10/4/2021 Making sure posters are replaced			

<b>Core Function:</b>	<b>Dimension A - Instructional Excellence and Alignment</b>
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<b>Effective Practice:</b>	<b>Curriculum and instructional alignment</b>
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KEY	A2.04	Instructional Teams develop standards-aligned units of instruction for each subject and grade level.(5094)	Implementation Status	Assigned To	Target Date
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<b>Initial Assessment:</b>	We currently have district lead pacing guides and initiatives that give our teachers and students a great start when it comes to instruction. We currently have PLT meetings weekly and district vertical PLC quarterly in which we discuss instructional practices.	Limited Development 08/08/2019		
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Priority Score: 3	Opportunity Score: 3	Index Score: 9		
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<b>How it will look when fully met:</b>	Units of instruction are the focus of our weekly professional learning teams. Facilitated by the instructional coaches, PLTs discuss data, create standard based lesson plans, conduct PD, provide feedback, reflect on best practices, and make necessary adjustments to meet standards.		Zachary Richards	06/30/2023
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<b>Actions</b>		<b>2 of 3 (67%)</b>		
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10/4/21	Create a schedule and format for meetings	Complete 09/06/2021	James Elliott	08/25/2021
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*Notes:* Great a time and schedule to meet and discuss curriculum

10/16/21	Vertical Teams will meet monthly to discuss strategies and look for areas of curricular alignment	Complete 05/01/2022	Allen Wilson	05/01/2022
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*Notes:*

10/3/22	Evidence of teacher lesson plans(new template) paper and digitally by end of school year.		Zachary Richards	06/30/2023
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<b>Implementation:</b>		10/04/2021		
<b>Evidence</b>	10/4/2021 HUB and calendar have been created Meeting minutes			
<b>Experience</b>	10/4/2021 Use of team approach to meet this goal			
<b>Sustainability</b>	10/4/2021 We will need to update the HUB and calendar to reflect what is going on in school			

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>		<p>Currently rebuilding our tiered instructional system of student support for both academic and behaviors</p> <p>Staff transition, student attendance and flexibility over the course of two years has made it a barrier for students</p>	Limited Development 08/08/2019		
<i>How it will look when fully met:</i>		<p>Dynamic vocabulary for all students, lessons being taught are scaffolded, research based teaching strategies are the normal rather than the exception</p> <p>Data will drive instruction, rather than being a point of reference. English/Math 2 &amp; 3 Tier students will receive proper pull out services that are aligned with the core instruction in the classroom</p> <p>The MTSS process is fluid- very clear on what Tier 1, Tier 2, and Tier 3 looks like at CCMS</p>		Tiffany Fogg	12/01/2023
<b>Actions</b>			<b>0 of 3 (0%)</b>		
	9/30/19	Teachers will assess students on IReady to determine the students' Math and Lexile levels		Tiffany Fogg	12/01/2023
		<i>Notes:</i> Students will be assessed using Universal Screening 3 times a year			
	10/14/22	CCMS will develop Behavioral & Academic supports for our MTSS plan.		Tiffany Fogg	12/01/2023
		<i>Notes:</i> The MTSS process is currently being revised at a state and district level.			
	10/14/22	CCMS will create documented process on how students are "pulled out" for additional academic support in the Math and ELA.		Tiffany Fogg	12/01/2023
		<i>Notes:</i> 2nd quarter 2022--We are a spot where staffing will allow us to provide pull out services where applicable.			

	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
<b>Initial Assessment:</b>			<p>Teachers respond on a classroom level to all students' emotional needs and refer to counselor or social worker when needed.</p> <p>Staff facilitate SEL with their students.</p> <p>Staff are required to complete Vector Training.</p>	Limited Development 08/08/2019		
<b>How it will look when fully met:</b>			<p>Staff at CCMS will become proactive and responsive to social emotional needs of students and each other.</p> <p>CCMS staff will have been provided professional development and programming specific to SEL for students at CCMS is accessible and available.</p>		Zachary Richards	01/31/2024
<b>Actions</b>				<b>1 of 2 (50%)</b>		
	10/25/21	Weekly Staff Wellness emails		Complete 12/31/2021	Caroline Nifong	12/31/2021
<i>Notes:</i>						
	9/30/22	Determine appropriate SEL professional development for staff. Assure it is accessible and give staff opportunity seek independently.			Zachary Richards	01/31/2024
<i>Notes:</i> CCMS has not had a full time counselor since February 2022.						

	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
<b>Initial Assessment:</b>			<p>We do have an orientation for new 6th grade students and the High school has orientation for students moving to 9th grade.</p> <p>There is evidence of a MTSS process, but with lack of direction it is piece meal</p>	Limited Development 08/08/2019		
<b>How it will look when fully met:</b>			Cedar Creek Middle will develop a system and plan to help students transition from grade level to grade level. We do a solid job of orientation and transition for rising 6th grade students as well as our 8th grade students who are moving on to the High Schools. What is missing is a formal process and orientation for students who are moving from 6th to 7th and 7th to 8th.		Erin Hatch	06/30/2023
<b>Actions</b>				<b>0 of 3 (0%)</b>		
	10/2/19	Solicit feedback from grade levels to help develop transitions for students.			Erin Hatch	03/30/2023
<i>Notes:</i>						
	11/14/22	Share academic vertical alignment with families at designated curriculum nights specific to ELA and Math.			Erin Hatch	06/30/2023
<i>Notes:</i>						
	9/25/19	Develop clear transition process for students when they move from 6th to 7th grade and 7th to 8th grade respectfully.			New Counselor	06/30/2023
<i>Notes:</i>			Transition of students in building from grade to grade, before meet the teacher.			

Core Function:		Dimension B - Leadership Capacity			
Effective Practice:		Strategic planning, mission, and vision			
KEY	B1.01	The LEA has an LEA Support & Improvement Team.(5135)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		We have developed the Leadership Team/SIT and all meeting dates are set.	Limited Development 08/08/2019		
		Priority Score: 3                      Opportunity Score: 3	Index Score: 9		
<i>How it will look when fully met:</i>		By June of 2023 CCMS will have met formally two times per a month, carried conversations about SIP throughout each month. All agendas, minutes and action steps will be documented in Indistar. Data will be shared in faculty meetings as a result of discussions from SIT meetings.		Zachary Richards	06/30/2023
<i>Actions</i>			<b>2 of 3 (67%)</b>		
	9/25/19	Uploading of minutes and agendas	Complete 06/20/2021	Linda McGee	06/20/2021
	<i>Notes:</i>				
	10/7/21	Uploading of meeting and minutes	Complete 06/30/2022	Linda McGee	06/10/2022
	<i>Notes:</i>				
	9/30/22	Meet with a newly established SIP team at least two times per month, and upload minutes.		Erin Hatch	06/30/2023
	<i>Notes:</i> The SIP will meet monthly				
<i>Implementation:</i>			09/30/2022		
	<i>Evidence</i>	6/30/2022 We are in transition of a new leadership team			
	<i>Experience</i>	6/30/2022 We are in transition of a new leadership team			
	<i>Sustainability</i>	6/30/2022 We are in transition of a new leadership team			



	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
<b>Initial Assessment:</b>			<p>We have established our School Improvement Team and we meet monthly. It includes administrators, teacher leaders, other instructional staff and parents.</p> <p>All staff members are aware of the School Improvement Plan and support the implementation. We review its efficacy through PLT meetings, grade level meetings, and other professional learning community opportunities.</p>	Limited Development 06/12/2019		
			Priority Score: 3                      Opportunity Score: 3	Index Score: 9		
<b>How it will look when fully met:</b>			<p>By June of 2023, we will have a list of meeting agendas, notes, meeting dates by-laws, procedures and processes.</p> <p>There is a baseline currently for the goal above, but the entire SIP is all new with the exception of one participant.</p>		Zachary Richards	06/30/2023
<b>Actions</b>				<b>3 of 4 (75%)</b>		
	8/8/19	Establish meeting dates for the entire 2020/21 school year	Complete 08/08/2019	Linda McGee	08/08/2020	
<i>Notes:</i>						
	10/2/19	Develop a feedback form to assess the progress of our meetings and to adjust as needed	Complete 03/01/2021	James Elliott	03/01/2021	
<i>Notes:</i>						
	10/2/19	Develop a process for getting new items on the agenda	Complete 04/01/2021	Linda McGee	04/01/2021	
<i>Notes:</i>						
	10/3/22	Hold monthly School Improvement Team meetings, and continue to establish norms in the process.		Zachary Richards	06/30/2023	
<i>Notes:</i>						
<b>Implementation:</b>				10/07/2021		

<b>Evidence</b>	8/8/2019 We have scheduled all of the meeting dates and will have notes/agendas/minutes for all to provide evidence.			
<b>Experience</b>	8/8/2019 We set the meeting dates for the year.			
<b>Sustainability</b>	8/8/2019 We will meet as scheduled.			

<b>Core Function:</b>	<b>Dimension B - Leadership Capacity</b>			
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<b>Effective Practice:</b>	<b>Distributed leadership and collaboration</b>			
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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
<b>Initial Assessment:</b>		We currently have schedules for teachers, students, lunches and schedules all in a google doc.  There is a HUB that is include pertinent information that teachers and staff and frequent daily.	Limited Development 08/08/2019		
		Priority Score: 3	Opportunity Score: 3	Index Score: 9	
<b>How it will look when fully met:</b>		All staff will be able to access the Google site and know what their duties are.  School has an information HUB and each person who is responsible for a school wide initiative updates the HUB when applicable. The information HUB needs to continuously updated.		<b>Zachary Richards</b>	<b>06/30/2023</b>
<b>Actions</b>			<b>1 of 2 (50%)</b>		
	10/25/21	Teachers will use One stop hub to keep informed of what is happening at CCMS	Complete 01/31/2022	James Elliott	01/31/2022
	<i>Notes:</i>				
	10/4/22	All essential school documents need to be uploaded into the CCMS HUB		Zachary Richards	06/30/2023

Notes:

<b>Implementation:</b>		10/04/2022		
<b>Evidence</b>	10/4/2022 The HUB is accessible by all stakeholders			
<b>Experience</b>	10/4/2022 HUB created			
<b>Sustainability</b>	10/4/2022 Frequently Updated with pertinent information			

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>		<p>Walk through tool used by administration Observations by administration, peers, and mentors, both formal and informal</p> <p>An instructional coach was added to the staffing plan 2021-2022 to assist with curriculum and instruction</p>	Limited Development 08/08/2019		
<i>How it will look when fully met:</i>		<p>The administrative team will provide teachers with timely, clear, constructive feedback to grow professionally.</p> <p>The administrative team will monitor the teachers to ensure the curriculum is being taught to all students according to their classroom guidelines, in most cases this will include a pacing guide.</p> <p>The administrative team will provide quarterly data feedback to grade levels, staff and PLCs.</p> <p>In addition to the TWC and district feedback survey. Administration will develop their own working climate survey.</p>		Zachary Richards	01/31/2024
<b>Actions</b>			<b>3 of 6 (50%)</b>		
8/8/19	Develop a common walk through form for administrative team to use	Complete 08/28/2020	Marian Ridgeway	08/20/2020	
	<i>Notes:</i> Form will be reviewed yearly and updated as needed				
8/8/19	Develop a monthly walk through and feedback schedule for administrative team	Complete 10/01/2020	James Elliott	10/07/2020	
	<i>Notes:</i>				
8/8/19	Develop a schedule/process schoolwide learning walks	Complete 01/31/2022	James Elliott	01/20/2022	
	<i>Notes:</i> Include pineapple chart of teaching and learning opportunities to be posted in a common area				
9/30/22	SIT will determine which data is most pivotal to collect in PLTs.		Zachary Richards	06/30/2023	

*Notes:*

10/28/22 Develop school administrative survey to provide to staff periodically throughout the course of the year.

Zachary Richards

06/30/2023

*Notes:*

11/12/22 Use administrative walkthrough tool weekly and provide immediate feedback to staff

Tiffany Fogg

06/30/2023

*Notes:*

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>		<p>Current access to Check-in data for classroom/grade level analysis. We will use this data to create remediation groups and focus on power standards.</p> <p>Access to Iready data and common assessment data on the horizon.</p>	Limited Development 08/08/2019		
<i>How it will look when fully met:</i>		<p>The school will regularly meet to review and analyze school performance data and classroom observation data and use that data to make decisions about school improvement and professional development needs.</p> <p>Data results will be disseminated to the faculty on a quarterly basis.</p> <p>CCMS will be able to easily review data in PLTs which will lead to reviewing at the grade levels with fidelity. The data point that each PLT may utilize may vary over time.</p> <p>CCMS will use data to have intentional remediation and or enrichment sessions.</p> <p>CCMS administration will use a comprehensive walkthrough tool that will provide instant feedback to teachers.</p>		Erin Hatch	06/30/2023
<i>Actions</i>			<b>5 of 8 (62%)</b>		
	10/7/21	Grade levels will use Check-in data to develop remediation groups and have intensive remediation for 1 to 2 weeks after the Check-ins. The remediation groups will focus on standards and students who need more support	Complete 11/15/2021	James Elliott	11/15/2021
<i>Notes:</i>					
	8/8/19	Develop a team to analyze relevant data.	Complete 11/20/2021	Allen Wilson	11/20/2021
<i>Notes:</i>		During vertical alignment meetings			

8/8/19	Data Team analyzes test results to optimize student learning.	Complete 11/30/2021	Allen Wilson	11/30/2021
	<i>Notes:</i> After receiving check-in dates			
10/2/19	Data from the data team will be shared to Stakeholders at least three times a year.	Complete 12/01/2021	Allen Wilson	12/01/2021
	<i>Notes:</i>			
10/2/19	Grade level content teams will plan instruction based on the data teams findings	Complete 12/01/2021	Allen Wilson	12/01/2021
	<i>Notes:</i>			
11/14/22	PLTs will develop Lesson Plans per Learning Focus guidance. Lesson Plans will be physically visible in each classroom		Zachary Richards	06/30/2023
	<i>Notes:</i>			
10/3/22	PLTs will determine the base set of assessment data to review at least 1 time per quarter, which will include: NC Check In data, i-Ready and Common Assessments.		Erin Hatch	12/30/2023
	<i>Notes:</i> Lesson planning, and best teaching strategies will be the emphasis in PLTs. We will have to find additional time during PLTs for data specific conversations.			
11/14/22	CCMS Administration will develop and use a comprehensive walkthrough tool that provides immediate feedback.		Zachary Richards	12/30/2023
	<i>Notes:</i>			

Core Function:		Dimension C - Professional Capacity			
Effective Practice:		Talent recruitment and retention			
KEY	C3.04	The LEA/School has established a system of procedures and protocols for recruiting, evaluating, rewarding, and replacing staff.(5168)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		<p>At CCMS, we take an active role in recruiting and retaining staff. Staff members are invited to participate in interviews and recruitment events. We have increased our BT support by adding more mentors to our staff. Experienced staff conducts peer observations and provides feedback to Beginning Teachers.</p> <p>We have grade level, content Professional Learning teams to support curricular development.</p> <p>We are restarting the MTSS process with the new direction of district guidance.</p>	Limited Development 08/08/2019		
		Priority Score: 3	Opportunity Score: 3	Index Score: 9	
<i>How it will look when fully met:</i>		<p>A functioning Sunshine Committee that implements social activities and rewards for building the staff community.</p> <p>The mentorship program is true coaching model, and gives support to new teachers where needed</p> <p>Our goal is to have our teacher turnover rate under 10% by the end of the 2022-2023 school year</p> <p>Work to gain more resources for teacher recruitment that includes compensation (where possible) and affirmation.</p>		Zachary Richards	06/30/2023
<i>Actions</i>			<b>3 of 4 (75%)</b>		
	8/8/19	Morale Committee meets regularly to plan activities.	Complete 08/30/2019	Ted Willis	08/19/2019
<i>Notes:</i>					
	10/2/19	Implement a monthly feedback process for staff to share what is going well and what their concerns are regarding the school.	Complete 12/01/2021	James Elliott	01/01/2021
<i>Notes:</i>					



10/16/21	Work with the morale team to set up times and dates for morale boosters	Complete 05/02/2022	Ted Willis	05/01/2022
<i>Notes:</i>				
10/4/22	Sunshine Committee is developed and operating with fidelity over the course of the 2022-23 school year.		Michelle Earl	06/30/2023
<i>Notes:</i>				
<b>Implementation:</b>		10/04/2021		
<b>Evidence</b>	10/4/2021 Feedback from surveys, TWC survey results			
<b>Experience</b>	10/4/2021 Monthly feedback solicited from teachers			
<b>Sustainability</b>	10/4/2021 Continue to be responsive to teachers needs			

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>		We currently communicate with parents, but it is usually one sided. We use Blackboard, weekly communication through multiple mediums, curriculum/Title 1 nights. Teachers communicate with students and families through Canvas, Google Classroom, and Blackboard. We offer a Rising 6th Grade Parent night, Jaguar Jumpstart for rising 6th grade students. CCMS will host more family nights that emphasis relationships with families, staff and students.	Limited Development 08/08/2019		
		Priority Score: 3	Opportunity Score: 3	Index Score: 9	
<i>How it will look when fully met:</i>		The school will have multiple parent nights that include, but are not limited to: curriculum nights, family fun nights, report card pick up, Title 1 Night, curriculum nights, technology night. School will work with the the PTSO to help garner parental support and foster feedback from the community.  CCMS will have a family fun night in the spring of each school year. That will be festival style, and provide opportunities to teachers, parents and administration to interact organically and informal fashion. It will focus more on relationship with one another which impacts social, emotional learning for all.		Zachary Richards	06/30/2023
<b>Actions</b>			<b>2 of 4 (50%)</b>		
9/16/19	Develop a committee to organize a series of parent involvement activities throughout the year.		Complete 10/04/2019	Linda McGee	10/05/2019
<i>Notes:</i> Committee will met to develop dates to meet.					
10/2/19	Develop a schedule for the school year for parent involvement night.		Complete 10/31/2021	Linda McGee	10/31/2021
<i>Notes:</i> This schedule will include Title 1 night, Curriculum Nights and Parent involvement opportunities.					

9/30/22	Schedule at least one a family night that will focus specifically on relationships with staff, students, and families during Spring 2023. It will be tied to SEL standards.		Zachary Richards	06/30/2023
<i>Notes:</i>				
11/14/22	Utilize PTSO functions to provide parent, teacher, student relationships by sending information out frequently and through various platforms.		Zachary Richards	12/30/2023
<i>Notes:</i>				
<b>Implementation:</b>		09/30/2022		
<b>Evidence</b>	9/30/2022 Transition of new leadership team			
<b>Experience</b>	9/30/2022 Transition of new leadership team			
<b>Sustainability</b>	9/30/2022 Transition of new leadership team			