

## Comprehensive Progress Report

**Mission:**

Bertie Middle School's Mission: The mission of Bertie Middle School is to provide opportunities for all students to achieve their full potential, become responsible and productive citizens and embrace lifelong learning in a safe and positive environment.

Bertie County Schools' Mission: Guided by innovative, effective leaders in partnership with parents and community members, Bertie County Schools will provide high quality, rigorous, student-centered learning opportunities that will prepare our children for life in our ever changing world.

**Vision:**

Vision: Out of the ashes rises a proud Phoenix "BOLD" enough to believe, "STRONG" enough to achieve

**Goals:**

All students will be assigned to an adult advocate that will monitor the progression in the school - academically, socially, and emotionally. (A4.06)

Bertie Middle School will engage in strategic activities with all parents and students to increase academic skills (reading, math and writing) and social/emotional skills. (E1.06)

Bertie Middle School will establish a MTSS Framework to implement a tiered instructional system to support all students. (A4.01)



Activity in the last 12 months

! = Past Due Objectives

KEY = Key Indicator

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
Initial Assessment:			Grade level PLCs across disciplines weekly Each summer high quality teachers from the LEA develop or revise the pacing guides that are given to all teachers based on Common Core Standards and/or the North Carolina Essential Standards. Teachers develop lesson units/plans together during weekly PLC. This will support rigor and collaboration. We need to discuss, in detail, the pacing guides, curriculum maps, common assessments, and data during PLCs so that instructional changes can be made. Sample lesson plans are needed to help new teachers by providing rigor based lesson plans. Pacing guide should be used when writing weekly lesson plans. Support is needed with implementing the pacing guides, curriculum maps, as well as creating units and lesson plans.	Limited Development 05/23/2016		
			Priority Score: 3 Opportunity Score: 3 Index Score: 9			
How it will look when fully met:			Goal: All teachers (100%) will create instructional plans that are developed from standard aligned units aimed at increasing student growth and an increase in student proficiency by a minimum of 2% by June 2018.		Latisha Freeman	06/03/2021
Actions				9 of 10 (90%)		
	9/26/16	Curriculum Maps/Pacing Guides included in PLC		Complete 12/06/2016	Tonsia Walton-Gary	12/06/2016
			Notes: November 1, 2016 Teachers will meet weekly and use curriculum maps to guide instruction. PLC minutes will be uploaded to monitor student progress based on instructional planning. Mrs. Walton-Gary will report on the progress as documented through PLC minutes. December 6, 2016 Mrs. Walton-Gary will present.			
	10/25/16	Lesson Plan Compliance		Complete 11/30/2016	Tawanda Smallwood	12/06/2016
			Notes: We currently e-mail lesson plans weekly to admin and instructional coach. Mrs. Smallwood will report at our 1st December meeting the percentage in compliance. We will move forward based on the data gathered to determine rigor.			
	12/12/16	Example of Lesson Plans		Complete 01/23/2017	Tawanda Smallwood	01/24/2017

	Notes: Mrs. Smallwood informed us that teachers were on task submitting lesson plans and will provide examples of high quality plans for artifacts.			
1/24/17	Quality Lesson Plans	Complete 02/28/2017	Tonsa Walton-Gary	02/28/2017
	Notes: Mrs. Walton-Gary receives weekly lesson plans from the staff. She will plan to utilize time during weekly PLCs to monitor and evaluate lesson plans to determine rigor. Examples of quality lesson plans will be discussed and administration will begin to look for rigor in weekly plans presented.  We will establish a schoolwide Google Folder for each grade level and subject level. This will allow fine tuning of plans year by year.  Examples of quality lesson plans will be provided in Google Doc - Artifacts			
2/28/17	Lesson Plan Fine Tuning Trough Critical Friends	Complete 05/25/2017	Tonsa Walton-Gary	09/29/2017
	Notes: Mrs. Bradley will provide a process protocol activity in PLC to see if teachers can unpack standards for rigor. This process will allow teachers to also present lesson plans to peers. They will meet in PLC meetings and receive feedback on how to improve rigor in lessons. Notes will be taken and artifacts provide.			
12/12/18	Teachers will e-mail and/or submit lesson plans weekly to administration. A report will be given at first Staff Meeting in February to show the percentage in compliance.	Complete 02/05/2019	Daphne Williams	04/05/2019
	Notes:			
4/3/19	Create expectations of the lesson plans and create a form for the walk-thrus.	Complete 10/01/2019	Mona Gilliam	10/01/2019
	Notes:			
12/12/18	Due to new teachers within the district, teachers will need training and support on writing effective lesson plans.	Complete 10/01/2019	Daphne Williams	10/01/2019
	Notes:			
12/12/18	Administration will create lesson plan feedback form to provide constructive feedback to teachers.	Complete 10/01/2019	Mona Gilliam	10/01/2019
	Notes:			
10/22/19	To build rigorous and relevant core instruction in every classroom.		Ashley Bradley	06/03/2021
	Notes:			
Implementation:		10/08/2019		



11/20/20	Mrs. J. Perry Higgs provided training on the definition of MTSS and the start of implementation	Complete 10/23/2020	Ashley Bradley	10/30/2020
<i>Notes:</i>				
3/20/17	To introduce the staff to the multi-tiered system of support	Complete 10/23/2020	Ashley Bradley	10/30/2020
<i>Notes:</i>				
11/20/20	Leadership will meet to determine where BMS is according to the Matrix and what needs to be completed.	Complete 11/04/2020	Ashley Bradley	11/04/2020
<i>Notes:</i>				
11/20/20	The School Leadership team met to discuss the FAM-S and where we are as a school.		Ashley Bradley	06/03/2021
<i>Notes:</i>				
<b>Implementation:</b>		11/03/2020		
<b>Evidence</b>	11/3/2020 Team member defined and refined the core support areas such as literacy, math, behavior, social-emotional, and attendance			
<b>Experience</b>	10/22/2020 - District Middle School Curriculum and Instruction Coordinator cam to BMS and conducted MTSS/School Leadership Training Session. A sign-in sheet was completed for all attendees and an agenda was presented.			
<b>Sustainability</b>	11/3/2020 School Leadership Team meets twice a month and MTSS meets at least once a months.			

	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:			<p>Students receive support from Resource Officer, Guidance Counselor, and Social Worker. We have procedures and policies in place for classroom management and a system in place for behavior management throughout the school (PBIS). Teachers need more training to assist students with managing their emotions. Student training as well.</p> <p>1. Monthly Student Support 2. Grade Level Attendance and Academics</p>	Limited Development 05/23/2016		
			Priority Score: 3                      Opportunity Score: 3                      Index Score: 9			
How it will look when fully met:			Goal: Bertie Middle School students will be assigned to an adult advocate that will monitor the progression in the school - academically, socially, and emotionally.		Daphne Jacobs	06/03/2021
Actions				11 of 13 (85%)		
10/25/16		Character Trait of the Month		Complete 11/21/2016	Gloria Thomas	11/30/2016
Notes:		Provide information pertaining to the character trait for the month that teachers can utilize in their lessons or homebase time.				
10/25/16		Monthly meeting with support staff to discuss students of concern		Complete 02/13/2017	T. Smallwood (sw)	02/13/2017
Notes:		Provide sign in sheet and documents for student behavior for the month. Discuss the process of referrals for students and family emotional referrals. What are indicators that teachers should be aware of that lead to a referral to social worker.				
3/20/17		Phoenix Spa		Complete 03/21/2017	Officer Powell	03/21/2017
Notes:		Officer Powell will create a girls group that will focus on confidence, self-respect, etiquette and self care. This information will be shared by Officer Powell via upcoming documents and invitations.				
10/25/16		Training		Complete 04/10/2017	T. Smallwood - Social Worker	06/09/2017
Notes:		Training about how to deal with emotional states of students provided by social workers, guidance counselor and Integrated Family Services.				

3/20/17	The students will take an expectations quiz on the school rules and procedures.	Complete 12/08/2017	Rosalyn Wilder	12/01/2017
<i>Notes:</i> PBIS will continue to be implemented to manage student behavior as students transition throughout the school. The behavior system will reward students for positive transitions and interaction that will have them focused as they arrive to class.				
11/29/18	An Anti-Bullying Committee has been created and active. (Principal)	Complete 11/20/2018	William Peele	11/20/2018
<i>Notes:</i> Committee Members are: W. Peele, D. Jacobs, K. Saunders, S. Watford, M. Slades, T. Doyle, D. Williams, M. Hoggard, RJ. Bond, S. Barnes, J. Carter				
11/29/18	Character Trait of the Month	Complete 12/03/2018	Daphne Jacobs	12/03/2018
<i>Notes:</i> Students will announce the monthly character trait and its description during morning announcements. Students will be recognized for demonstrating the character trait of the month by grade level.				
12/12/18	Create a bully hotline on school website and a form to allow students and others to report any bullying behavior.	Complete 12/04/2018	Sherry Barnes	12/03/2018
<i>Notes:</i>				
12/12/18	Students, teachers, and staff will sign a banner to pledge against bullying.	Complete 12/14/2018	Sherry Barnes	12/14/2018
<i>Notes:</i>				
11/29/18	Teachers will be provided professional development identify and prevent bullying.	Complete 01/07/2019	Daphne Jacobs	01/07/2019
<i>Notes:</i> Training will begin on 12/3/18 during staff meeting and will be ongoing throughout the school year.				
12/12/18	Host an anti-bully night for parents.	Complete 02/20/2019	Daphne Jacobs	02/19/2019
<i>Notes:</i>				
11/20/20	Monthly Student Support - Mrs. Jacobs and Ms. Walton will meet with students once a month to provide strategies and interventions in maintaining healthy relationships and interactions. (Jacobs and Walton)		Daphne Jacobs	06/03/2021
<i>Notes:</i>				
11/20/20	Grade Level Attendance and Academics - Mrs. Jacobs and Ms. Walton will monitor attendance and academics weekly and support a report per grade level weekly. 6th Grade on Monday, 7th Grade Wednesday and 8th Grade Friday.		Daphne Jacobs	06/03/2021

Notes:

Implementation:		05/22/2019		
<b>Evidence</b>	12/12/2017 Presentations from teaching students from poverty. Presentations from Secrets of the Teenage Brain. Academic growth from 2016-17 school year Expectations quiz results Sign in sheets from PLC and PD			
<b>Experience</b>	12/12/2017 Bertie Middle School continues to use PBIS as a school-wide reward system. The students had to take an expectations quiz on the school rules and procedures. All morning announcements are sponsored by PBIS. There has been a classroom designated to PBIS and houses all of the items for redemption. We have an active PBIS committee that meets monthly. The staff is involved in a book study called Secrets of the Teenage Brain. The Phoenix Spa has expanded to two grade levels this school year. The school social worker and counselor has been used for addressing student/teacher concerns			
<b>Sustainability</b>	12/12/2017 We need to continue to train people on the PBIS process so that the program remains sustainable. We will continue to identify students monthly for the Character Trait. We will continue to identify students who could benefit from participating in the Phoenix Spa. We will continue to train teachers on how to recognize students in need based on their behavior/academics. We will continue to provide professional development to teachers concerning the teenage brain and teaching students from poverty.			

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
Initial Assessment:			School Improvement meets twice a month (1st & 3rd Tuesday)	Limited Development 05/23/2016		
			Priority Score: 3                      Opportunity Score: 3                      Index Score: 9			
How it will look when fully met:			Our goal is to create a process where BMS School Improvement Team asses, create, and monitor school progress based upon the key indicators provided by NCStar.	Objective Met 11/20/20	Sherry Barnes	06/04/2019
Actions						
1/30/17		Minutes from each meeting		Complete 05/25/2017	Pamela Baker	06/09/2017
Notes:		Mrs. Baker will take minutes and put them in Indistar proving the implementation and meeting of our SIT.				
12/12/18		Minutes will be created by the process manager.		Complete 05/21/2019	Sherry Barnes	06/03/2019
Notes:						
Implementation:				11/20/2020		
Evidence			5/21/2019			
Experience			5/21/2019			
Sustainability			5/21/2019			

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>			1. Weekly Learning Plan Review by Grade Level 2. Weekly common Assessments in all subjects. 3. Professional Development based on observations and student data.	Limited Development 05/23/2016		
			Priority Score: 2                      Opportunity Score: 2                      Index Score: 4			
<i>How it will look when fully met:</i>			Teachers and staff will be able to use data discuss during PLC's to determine goals and actions for improvement and/or change.  1. Weekly Learning Plan Review by Grade Level 2. Weekly common Assessments in all subjects. 3. Professional Development based on observations and student data.		Bridgette Carson	06/03/2021
<b>Actions</b>				<b>1 of 4 (25%)</b>		
	4/3/19	Data and classroom observations will be discussed at each grade level PLC.		Complete 05/21/2019	Mona Gilliam	06/12/2019
<i>Notes:</i>						
	11/20/20	Principal and Assistant Principal will conduct weekly learning plan review. 6th grade on Monday, 7th Grade on Wednesday, and 8th Grade on Friday. Feedback will be given on a weekly basis.			Bridgette Carson	06/03/2021
<i>Notes:</i>						
	11/20/20	Weekly Common Assessments using schoolnet questions.			Ashley Bradley	06/03/2021
<i>Notes:</i>						
	11/20/20	Weekly data dive			Ashley Bradley	06/03/2021
<i>Notes:</i>						
<i>Implementation:</i>				05/21/2019		

<i>Evidence</i>	5/21/2019			
<i>Experience</i>	5/21/2019			
<i>Sustainability</i>	5/21/2019			

<b>Core Function:</b>	<b>Dimension E - Families and Community</b>
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<b>Effective Practice:</b>	<b>Family Engagement</b>
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	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>We communicate with parents throughout the year in different ways such as, Family Nights, ConnectEd, Open House, PTSO meeting, and EOG Parent Night. Parents also have complete access to Powerschool to view their child's progress in every class. Parents also receive a hardcopy progress report mid-quarter. We have report card pick up twice a year. We need to create monthly newsletter or a calendar of events and update our social media accounts weekly.</p> <ol style="list-style-type: none"> <li>1. Monthly Technology Tips</li> <li>2. Monthly Math and Reading Strategies</li> <li>3. Parent EOG Night (Testing Tips)</li> <li>4. Social Emotional Awareness</li> <li>5. Community Connections</li> </ol>	Limited Development 05/23/2016		
<i>How it will look when fully met:</i>			Goal BMS will increase parental involvement by 20% as measured by parental contact and attendance at school events through monthly technology tips, monthly math and reading strategies, parent EOG night (Testing Tips), Social Emotional Awareness, and Community Connections.		Jacqueline Thompson	06/03/2021
<b>Actions</b>				<b>6 of 11 (55%)</b>		
	11/1/16	Student Led Conference at Report Card Pick Up		Complete 11/03/2016	Gloria Thomas	11/03/2016
		<i>Notes:</i> Mrs. Thomas will have attendance sign in sheets available at the front of the building for each grade level. Teachers will give PEP, target setting charts, and NC Check-In results (6th) grade.				

11/1/16	Parent Contact Log Compliance	Complete 11/30/2016	Jacqueline Thompson	11/30/2016
<i>Notes:</i> November 1, 2016 Collect Parent Contact logs will be collected by team leaders. Team leaders will make sure forms focus on academics as well as behavior. Those logs will be given to Mrs. Smallwood and she will analyze the academic contacts to determine a baseline. Present at December 6, 2016 meeting.				
12/12/16	Parent Contact Log Example	Complete 02/13/2017	Jacqueline Thompson	02/13/2017
<i>Notes:</i> Refer to Artifacts -				
2/28/17	High School Selection Parent Night	Complete 03/13/2017	William Peele	03/13/2017
<i>Notes:</i> Sign In Sheet and Agenda for parent meeting				
2/28/17	21st Century Parent & Reading Night	Complete 04/27/2017	Ashley Bradley	04/27/2017
<i>Notes:</i> Focus on CFNC Budgeting EOG for each grade Provide resources for EOG  Provide Sign In Sheet and Agenda				
2/28/17	Parent Night	Complete 02/28/2017	Ashley Bradley	05/25/2021
<i>Notes:</i>				
11/20/20	Monthly Technology Tips - Parents and students will have the opportunity to engage in technology workshops that will help assist with the navigation of google classroom and powerschool.		Sherry Barnes	06/03/2021
<i>Notes:</i>				
11/20/20	Monthly Math and Reading Strategies - Parents and students will have the opportunity to engage in mini-lessons to help provide parents an insight into mathematical processes and language. The purpose of engaging our parents is to provide an additional layer of support for all students.		Ganell Tyson	06/03/2021
<i>Notes:</i>				
11/20/20	Parent EOG Night (Testing Tips) - Parents and students will engage in test taking strategies to help relieve test taking anxiety and prepare students for standardized testing.		Latisha Freeman	06/03/2021
<i>Notes:</i>				

11/20/20	Social and Emotional Awareness - Parents and students will engage in strategies to help students build healthy relationships and communication skills during remote learning. We will provide parents with strategies to promote social interactions at home and the community.		Daphne Jacobs	06/03/2021
<i>Notes:</i>				
11/20/20	Community Connections - Parents and students will engage with community leaders to learn about services and resources that are available. Guest speakers from the county or state will be invited to engage with Bertie Middle School's parents and students.		Torrence Mourning	06/04/2021
<i>Notes:</i>				