

## Comprehensive Progress Report

**Mission:**

Believing all students can learn, Hackett Public Schools will establish a well-developed educational program with emphasis in literacy and math that will network the teacher, students, parents and community with technology and resources necessary to compete successfully in life.

**Goals:**



! = Past Due Actions      KEY = Key Indicator

<b>Core Function:</b>		<b>District Context and Support for School Improvement</b>				
<b>Effective Practice:</b>		<b>Improving the school within the framework of district support</b>				
		<b>IA01</b>	<b>The district includes municipal and civic leaders in district and school improvement planning and maintains regular communication with them.(1)</b>	<b>Implementation Status</b>	<b>Assigned To</b>	<b>Target Date</b>
<i>Initial Assessment:</i>			The district board meetings have included limited attendance by municipal and civic leaders. The district has made an effort to reach out to various municipal stake holders through meetings and luncheons.	Limited Development 11/21/2016		
			Priority Score: 2      Opportunity Score: 3	Index Score: 6		
<b>How it will look when fully met:</b>			The community and civic leaders will become more involved with the school through improved 2-way communication by the school to various stakeholders. The school staff will attend community functions on a consistent basis. Multiple media outlets will be used to communicate district events (i.e. District website, district calender, Facebook, email, newspaper, school reach calls, and school communication applications for phones.)	<b>Objective Met 03/27/17</b>	<b>Edward Ray</b>	<b>04/07/2017</b>
<b>Action(s)</b>	<b>Created Date</b>					
1	3/25/17	District calendars and sport schedules will be provided to all community and civic leaders. District website will be updated on a regular basis.		Complete 03/01/2017	Edward Ray	03/24/2017

*Notes:*

2	3/27/17	Community and civic members will be invited to the school for a luncheon and will have an opportunity to interact with students, parents, and district staff.	Complete 12/15/2016	Vickie Webb	12/16/2016
<i>Notes:</i>					
<b>Implementation:</b>			03/27/2017		
<b>Evidence</b>	<p>3/27/2017</p> <p>Hackett School District has an annual calendar which is distributed to the community stakeholders and parents. The district website is routinely updated, and school leaders update online media information and send out school reach calls. The luncheon is an annual project by the Alternative Education students.</p>				
<b>Experience</b>	<p>3/27/2017</p> <p>Hackett School District has two campuses which are both in small communities where there is a good relationship between the district and the community stakeholders. Many members of the staff live in and are very involved in the community which helps with communication efforts.</p>				
<b>Sustainability</b>	<p>3/27/2017</p> <p>Annual distribution of a district calendar and regular updates to the district website.</p> <p>School leaders will routinely update online media information and send school reach calls.</p> <p>Annual luncheon for community stakeholders, parents, and staff.</p>				

!		IA02	The district includes community organizations in district and school improvement planning and maintains regular communication with them.(2)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>			The Hackett SD currently includes community organizations in district and school improvement planning and maintains regular communication with them, but the district has no written procedures for this.	Limited Development 11/21/2016		
<i>How it will look when fully met:</i>			The district will maintain a good relationship with community members by communicating school events at all levels. Community members will be invited to school events and will be included as members of school leadership teams. Staff will attend community functions and will support charitable causes and other partnerships that are invaluable to our district.		Michael Freeman	06/29/2017
<b>Action(s)</b>	<b>Created Date</b>			<b>1 of 2 (50%)</b>		
1	3/28/17	Community members will be included as members of school leadership teams.		Complete 03/01/2017	Michael Freeman	04/06/2017
<i>Notes:</i>						
2	3/28/17	Each school will have a contact list with phone numbers and emails of community members.			Tura Bailey	05/01/2017
<i>Notes:</i>						
!		IA08	The school board and superintendent present a unified vision for school improvement.(8)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>			Hackett District's superintendent and school board work very well together and the relationship between the two is one of trust. The District Leadership Team does feel the district's vision and mission statements need to be revised since the current ones are outdated and because of the annexation of Hartford School District. The DLT is currently working on a vision and mission statement to present to the school board for approval.	Limited Development 03/15/2017		
<i>How it will look when fully met:</i>			The district will continue to maintain a good relationship with the board and will also have an updated vision/mission statement that has been approved by the school board.		Edward Ray	09/15/2017
<b>Action(s)</b>	<b>Created Date</b>			<b>1 of 3 (33%)</b>		
1	3/24/17	An updated vision/mission statement will be developed for Hackett School District.			David Lee	09/04/2017
<i>Notes:</i>						

2	3/30/17	A google doc will be created and shared with District Leadership members so information about the vision/mission statement can be shared as needed. Information on this google doc may include, but not limited to, feedback from staff members, feedback from School Leadership teams, and website links on how to develop vision/mission statements.	Complete 03/16/2017	Vickie Webb	03/17/2017
Notes: A google doc has been shared with all District Leadership Team members.					
3	3/28/17	Each school leadership team will have a vision/mission statement that will be presented to the school board.		David Lee	06/15/2017
Notes:					
!	IA10	<b>The district regularly reallocates resources to support school, staff, and instructional improvement.(10)(AllDistricts)</b>	<b>Implementation Status</b>	<b>Assigned To</b>	<b>Target Date</b>
<b>Initial Assessment:</b>		Currently each building has reasonable autonomy to identify and address any barriers to success. There is a need to build leadership and promote district wide collaboration within the perimeters of the district leadership team. In light of the recent annexation of the Hartford School District, provision needs to be made for the blending of existing leadership. Currently our curriculum alignment is achieved using the data from NWEA MAP testing. Professional development on group processing and clear methods of communication for the District leadership team are needed.	Limited Development 09/02/2015		
<b>How it will look when fully met:</b>		District and building teams will meet quarterly to assess the effectiveness of the current allocation of funds. Recommendations will be made by literacy/social studies, math, science, content enrichment, k-2, 3-4 teams on ways to reallocate funds to achieve maximum student academic success and the social/physical well being of all students and staff. Annually, all students and staff will be surveyed, using Google Docs, for recommendations on how funds should be allocated for maximum student success. Agendas, minutes and sign in sheets, from these meetings, will be uploaded to the Indistar filing cabinet. Copies of student and staff surveys will also be uploaded, along with the results of the surveys.		Vickie Webb	09/15/2016
<b>Action(s)</b>	<b>Created Date</b>		<b>2 of 4 (50%)</b>		
1	9/21/15	District Leadership teams will be created to work with instructional teams when they meet for the second quarter.	Complete 01/10/2017	Vickie Webb	12/12/2016
Notes: It is understood that these teams are reorganized each year as team/staff members move in and out of the district. Responsibility for these teams falls under the guidelines and tasks of ID01.					

2	9/21/15	Quarterly agendas, minutes, and sign in sheets for district and building teams will be uploaded into Indistar or kept at the school level.	Complete 01/10/2017	Vickie Webb	12/01/2016	
Notes: This is an ongoing task that will occur throughout each year. Fidelity will be measured by the agendas, minutes and sign in sheets.						
3	9/21/15	Needs assessment surveys will be created annually for staff using Google Docs. Results of this survey will be shared at the first quarterly allocation meeting and uploaded to the Indistar filing cabinet.		Vickie Webb	05/03/2017	
Notes: Items to be included in the survey will be professional development needs, classroom supplies, purchased services, subscription services and schedule issues.						
4	3/25/17	Surveys on how to best maximize funding will be developed and sent out to Literacy/Social Studies, Math, Science, Content Enrichment, grades K-3, and grades 3-4 teams.		Vickie Webb	05/01/2017	
Notes:						
!		<b>IA14</b>	<b>The district recruits, trains, supports, and places personnel to competently address the problems of schools in need of improvement.(14)(AllDistricts)</b>	<b>Implementation Status</b>	<b>Assigned To</b>	<b>Target Date</b>
<b>Initial Assessment:</b>		The Hackett School currently recruits from our local area, primarily at the local university. In order to attract new talent, we will need to attend other educational fairs from other areas. We will need to attend the University of Arkansas at Fayetteville as well as Arkansas Tech. In order to attract talented teachers, we also advertise in the local paper and on the AAEEA website. By recruiting from other areas, we can attract and strengthen our weaker areas. In addition to recruitment, the Hackett School District will provide for substitutes to allow teachers to address needed training. Once teachers are hired, they are assigned a Mentor and participate in the NT/MT program. We also utilize our local university (UAFS) to participate in the "Adopt a Professor Program". Hackett teachers also participate in training at the local coop.		Limited Development 09/02/2015		
<b>How it will look when fully met:</b>		When this objective is fully met, the Hackett School District will participate in education fairs at local universities and will advertise on the AAEEA job website. Staff members will have opportunities during the school year to receive training in curriculum areas. Highly qualified staff members will be trained as mentor teachers and will work with new teachers during their first year.			<b>Vickie Webb</b>	<b>04/17/2017</b>
<b>Action(s)</b>	<b>Created Date</b>			<b>1 of 3 (33%)</b>		
1	3/28/17	The district will participate in education fairs at local universities and will advertise on the AAEEA job website.		Complete 03/02/2017	Vickie Webb	03/28/2017

Notes:					
2	3/28/17	Principals will ensure staff members have opportunities to receive additional training in curriculum as needed.		Michael Freeman	04/13/2017
Notes:					
3	3/28/17	Highly qualified staff members will be trained as mentor teachers.		Vickie Webb	05/30/2017
Notes:					
!	IA15	<b>The district allows school leaders reasonable autonomy to do things differently in order to succeed.(15)(AllDistricts)</b>	<b>Implementation Status</b>	<b>Assigned To</b>	<b>Target Date</b>
<b>Initial Assessment:</b>		Currently each building has reasonable autonomy to identify and address any barriers to success. There is a need to build leadership and promote district wide collaboration within the perimeters of the district leadership team. In light of the recent annexation of the Hartford School District, provision needs to be made for the blending of existing leadership. Currently our curriculum alignment is achieved using the data from NWEA MAP testing. Professional development on group processing and clear methods of communication for the District leadership team are needed.	Limited Development 09/02/2015		
<b>How it will look when fully met:</b>		The District leadership team will meet at least twice a month for district wide curriculum planning, professional development planning, and clear communication of district leadership expectations. Each building principal will have reasonable autonomy to implement district policies and guidelines in a manner most efficient for his/her building. Opportunities will be provided for district leaders to build leadership skills through collaboration with other district leaders and through opportunities for professional development.		<b>Edward Ray</b>	<b>09/15/2016</b>
<b>Action(s)</b>	<b>Created Date</b>		<b>1 of 3 (33%)</b>		
1	9/21/15	The District Leadership Team will establish a mission statement and norms for meetings. These will be uploaded to the Indistar filing cabinet.		David Lee	12/01/2015
Notes: This task will be revisited each year.					
2	9/21/15	District leaders will analyze NWEA Data, state assessment data, other student achievement data to identify gaps in curriculum alignment and areas of weakness and strength. Minutes of these meetings will be used for evidence of fidelity.		Vickie Webb	01/07/2016
Notes:					

3	9/21/15	The District Leadership team shall provide opportunities for district leadership to develop leadership skills and group processing skills. Opportunities will be provided by the educational coop and the Ideas Website. Evidence will be provided by individual professional development records.	Complete 03/28/2017	Edward Ray	09/16/2016
<p><i>Notes:</i> Leadership will be able to collaborate with area administrative leaders in order to build group processing skills and stay informed on local educational issues.</p>					

<b>Core Function:</b>		<b>District Context and Support for School Improvement</b>			
<b>Effective Practice:</b>		<b>Taking the change process into account</b>			
		<b>IB13</b> <b>The district monitors progress of the extended learning time programs and other strategies related to school improvement.(4542) (AllDistricts)</b>	<b>Implementation Status</b>	<b>Assigned To</b>	<b>Target Date</b>
<i>Initial Assessment:</i>		The Hackett School District uses the MAP program to evaluate student performance prior to the beginning of placement of students into extended learning time programs. Students are then evaluated after completion of extended learning programs to determine the effectiveness of such programs. The Hackett School District also uses the results from the ACT Aspire Interims to evaluate instructional needs.	Full Implementation 09/02/2015		

Core Function:		District Context and Support for School Improvement			
Effective Practice:		Clarifying district-school expectations			
!	IC02	The district designates a central office contact person for the school, and that person maintains close communication with the school and an interest in its progress.(29)(AllDistricts)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		The Hackett School District, due to it's small size, needs to furnish all personnel in the central office with a flow chart of who is the point of contact for each area. The areas to be address will not be limited to but will include: Curriculum, ESchool, Human Resources, School Safety, Wellness, and District Financial individuals. The curriculum coordinator is currently a point of contact for all areas maintaining close communication between district leadership and building leadership, and monitoring academic progress of students in each building.	Limited Development 09/02/2015		
<i>How it will look when fully met:</i>		There will be a clear line of communication between the school district central office and the leadership of each building. The Hackett School District, due to it's small size, will furnish all personnel in the central office Chain of Command of who is the point of contact for each area. The areas to be addressed will not be limited to but will include: Curriculum, ESchool, Human Resources, School Safety, Wellness, and District Financial individuals. The curriculum coordinator will be the central contact person for the district acting as a liason between district leadership and individual leadership. The curriculum coordinator will monitor student progress at each building and provide input at district data dis-aggregation meetings.		Edward Ray	06/01/2017
Action(s)	Created Date		1 of 3 (33%)		
1	3/30/17	A document containing the point of contact for Curriculum, ESchool, Human Resources, Wellness, District Financial, Transportation, and other areas will be drafted.		Vickie Webb	04/05/2017
<i>Notes:</i>					
2	3/30/17	The document containing the District point of contact information will be shared with District Leadership Team members for review. Revisions will then be made as needed.		Vickie Webb	04/26/2017
<i>Notes:</i>					
3	9/21/15	Curriculum Coordinator will maintain a log in Google Docs of contacts with individual building leadership and other special areas as needed. Document will be revised as needed during the year.	Complete 03/16/2017	Vickie Webb	06/01/2017
<i>Notes:</i>					



!		IC05	The district provides a cohesive district curriculum guide aligned with state standards or otherwise places curricular expectation on the school.(32)(AllDistricts)	Implementation Status	Assigned To	Target Date
<b>Initial Assessment:</b>			The Hackett School District provides a cohesive curriculum guide for all areas and subjects. These are housed in the Curriculum Office. In addition to all guides in the Curriculum Office, teachers are provided with any update links as they are released. The Hackett School District is a standards based school and provides website support, integration, print resources, and periodical curriculum support. The Hackett School District also uses the NWEA MAP scores to ensure common core objectives are addressed and met. All guides reflect state and CCSS standards as well as NGSS content standards. The Hackett School District also provides a minimum of three data days to allow teachers to examine their student data, create lesson plans, and formulate strategies to help each student. Data Day groups are based on subject/grade levels and allow teachers to ensure all student needs are met. With the creation of the ACT Aspire Interim assessments, teachers are analyzing both MAP and ACT Aspire data to help each student succeed.	Limited Development 09/02/2015		
<b>How it will look when fully met:</b>			Each teacher will create a data binder which will include: student MAP formative assessments, grade level expectations, common core standards, individual student goal setting sheets, and any data needed to help students reach his/her goal.		Vickie Webb	05/17/2016
<b>Action(s)</b>		<b>Created Date</b>		<b>1 of 2 (50%)</b>		
1	3/30/17	Curriculum Coordinator will meet with subject area teachers three times a year to disaggregate MAP data, go over grade level assessments and standards. Teachers will bring their MAP data binder to meetings.	Complete 01/09/2017	Vickie Webb	05/24/2017	
<i>Notes:</i>						
2	3/30/17	Curriculum Guide will be updated/revised each year as needed during the first scheduled data day each school year.		Vickie Webb	05/31/2017	
<i>Notes:</i>						

Core Function:		School Leadership and Decision Making			
Effective Practice:		Establishing a team structure with specific duties and time for instructional planning			
!	ID01	A team structure is officially incorporated into the school governance policy.(36)(AllDistricts)	Implementation Status	Assigned To	Target Date
<i>Initial Assessment:</i>		Current level of development consists of instructional teams for each building, building leadership teams, parent involvement teams, and district leadership team. We currently need to develop a more efficient and sustainable method for maintaining agendas, minutes, and sign in sheets. We currently do not have a written policy specific to the team structure for our professional learning community.	Limited Development 09/02/2015		
<i>How it will look when fully met:</i>		When this objective is completed, the District will have written guidelines for a professional learning structure. Each building will have autonomy to create guidelines for the building professional community within the guidelines of the District guidelines. All teams will have provisions for scheduling, agendas, minutes, sign in sheets and any necessary record keeping. Teams will meet at least twice a month. Each team will have a mission statement and established norms. Opportunities for professional development on building professional learning communities will be provided for all team leaders.		Vickie Webb	09/15/2016
Action(s)	Created Date		3 of 5 (60%)		
1	9/21/15	At the District level guidelines will be created and shared with all building leadership and team leaders. These guidelines will include provisions for scheduling, agendas, minutes, record keeping, norms and mission statements.		Vickie Webb	01/08/2016
		<i>Notes:</i> These guidelines will provide general instruction leaving each building the autonomy to create guidelines for each building.			
2	9/21/15	Schedules will be created for District and building meetings. These schedules will be uploaded into the Indistar filing cabinet.	Complete 03/01/2017	Vickie Webb	01/15/2016
		<i>Notes:</i> The schedules for district and building meetings will need to be uploaded into the Indistar filing cabinet by the process manager.			
3	9/21/15	Each team will create a mission statement and establish norms for each individual team.	Complete 03/01/2017	Each team leader	12/10/2015
		<i>Notes:</i> Each team will need to revisit mission statement and norms at the beginning of each school year.			
4	9/21/15	Team leaders will be provided professional development opportunities over building professional communities. This PD will be provide by our local coop or the Ideas Website. Principals will be responsible for providing opportunities to building team leaders.	Complete 01/30/2017	Edward Ray	09/15/2016

<i>Notes:</i> Building principals shall provide opportunities for their building team leaders and keep documentation of completed professional development.					
5	3/25/17	Each team at the school and district level will create a mission statement.		Process Manager	06/30/2017
<i>Notes:</i>					