

# Hilldale Public Schools

## Site/Program: Administration Comprehensive Local Education Plan (CLEP) 2017-18

AUGUST 2017

\*\*\*\*NO REPORT THIS MONTH

## Site/Program: Maintenance/Transportation/Child Nutrition/Federal Programs/Athletics, etc Comprehensive Local Education Plan (CLEP) 2017-18

AUGUST 2017

**Goal 1: Provide quality curriculum and instruction that prepare all students for the future using a variety of methods including technology.**

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**Goal 2: Provide a safe learning environment for all students and members of the school community.**

- STUDENT DRUG TESTING
- SITE SAFETY CHECKS PERFORMED BY MAINTENANCE
- KEYS DISTRIBUTED TO NEW STAFF
- BUS ROUTES UPDATED
- ALL SITES SPRAYED FOR BUGS AND INSECTS
- RAMPS INSTALLED AT ELEMENTARY, MULCH FOR ELEMENTARY TOYS

**Goal 3: Attract & retain qualified, competent teachers and staff members.**

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**Goal 4: Provide quality facilities.**

- RESTROOM REPAIRS - HS -4, MS-3, UE-5, LE-5
- CEILING TILE REPAIRS – HS-7, MS-8, UE-5, LE-5
- AC REPAIR – HS-6, MS-4. UE-6, LE-5
- AC REPLACED – HS-1, MS-1, UE-1, LE-2
- MOWING, WEEDEATING, TRASH
- STUDENT DESK AND CHAIR REPAIR – HS-8, MS-9, UE-17, LE-14
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**Goal 5: Communicate with the school community, both inside and outside the district.**

**Goal 6: Improve funding for the district.**

- SENT MEMO TO STAFF ON ENERGY CONSERVATION

## **Site/Program: Student Services Comprehensive Local Education Plan (CLEP) 2017-18**

### **AUGUST 2017**

**Goal 1: Provide quality curriculum and instruction that prepare all students for the future using a variety of methods including technology.**

- Completed curriculum orders for new school year.

**Goal 2: Provide a safe learning environment for all students and members of the school community.**

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**Goal 3: Attract & retain qualified, competent teachers and staff members.**

- Provide full day training for 17 special education staff members.
- Provided in service training for all 126 certified staff members in areas of Review of emergency drills and practices, STAR Training (Reading assessment), Differentiated Instructions, FLEX procedures and training, Student Management Strategies, Reading Series Implementation and District Vision

- Training of all paraprofessionals in the district on behavior management and job descriptions and procedures.
- Attended EdPlan training and then trained special education staff of changes in the EdPlan program required for special education.
- 11 certified staff members attended Ruby Payne workshop on Strategies to Reach Student of Poverty
- Attended training on the Gifted Program requirements.

**Goal 4: Provide quality facilities.**

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**Goal 5: Communicate with the school community, both inside and outside the district.**

**Goal 6: Improve funding for the district.**

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**Site/Program: Information Technology Comprehensive Local Education Plan (CLEP)  
2017-18**

**AUGUST 2017**

\*\*\*\*NO REPORT THIS MONTH

**Site/Program: High School Comprehensive Local Education Plan (CLEP)  
2017-18**

**AUGUST 2017**

**Goal 1: Provide quality curriculum and instruction that prepare all students for the future using a variety of methods including technology.**

- New Chromebooks ordered and are being prepared to be dispersed to the different departments.

**Goal 2: Provide a safe learning environment for all students and members of the school community.**

- Ensure that doors are locked to start the day.
- Conducted Lockdown drill, Fire drill, and General Security drill.

**Goal 3: Attract & retain qualified, competent teachers and staff members.**

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**Goal 4: Provide quality facilities.**

- Custodians waxed all floors and painted classrooms, hallways, and old cafeteria.
- New wood laminate flooring installed in all classrooms.

**Goal 5: Communicate with the school community, both inside and outside the district.**

- Marque is updated every Monday.
- Return phone calls and emails promptly.

**Goal 6: Improve funding for the district.**

- I turn hall and classroom lights off to end the day.
- Check classroom thermostats to ensure they are set to proper temperature.

**Site/Program: Middle School Comprehensive Local Education Plan (CLEP)  
2017-18**

**AUGUST 2017**

**Goal 1: Provide quality curriculum and instruction that prepare all students for the future using a variety of methods including technology.**

- August 24<sup>th</sup> Handbook meetings with all three middle school grades
- August 25<sup>th</sup> Thomas Buckley assembly- Motivational speaker
- August 28<sup>th</sup> All school pep assembly/ open house 4-6

**Goal 2: Provide a safe learning environment for all students and members of the school community.**

- Conducted Drug Testing for all student athletes for middle school and high school students on August 25th, 2017
- Staff members were trained in CPR and First Aid during the Summer Institute.

**Goal 3:     **Attract & retain qualified, competent teachers and staff members.****

- Hired 7 total new staff members at the MS.  
Lance Clark-6<sup>th</sup> grade social studies  
Lance Kight- 6<sup>th</sup> grade social studies  
Meghan Partain – Title 1  
Rejeana Riley- 8<sup>th</sup> Science  
Sheila Young -8<sup>th</sup> History  
Krysti anil-7<sup>th</sup> Geography
- Provided summer institute for staff. Several professional development opportunities were provided for staff in a “smorgasbord” setting to enhance their teaching strategies.
- PLC training through the year and continual PLC meetings held every Wednesday

**Goal 4:     **Provide quality facilities.****

- Floors were cleaned and waxed in July.
- Halls were painted by maintenance and many classrooms were as well.

**Goal 5:     **Communicate with the school community, both inside and outside the district.****

- Middle School schedule pick up and also an opportunity for students/parents to tour facility and find lockers. 8/8-8/12 2017
- Open House on 8/28/17 for community and parents to meet with teachers to receive their respective student’s syllabus and tour the school.
- Teachers have updated websites. Also included on the websites are copies of each individual teacher lesson plans to aid parents if their child is absent or to aid with parents in helping students with homework.
- Language Surveys were sent home with each student to be filled out and returned

**Goal 6:     **Improve funding for the district.****

- Accepted transfers for this school year.
- Promoted and supported recent bond issue throughout the MS site

**Site/Program: Upper Elementary Comprehensive Local Education Plan (CLEP)  
2017-18**

**AUGUST 2017**

**Goal 1: Provide quality curriculum and instruction that prepare all students for the future using a variety of methods including technology.**

- Teachers met and updated all pacing guides
- Several teachers attended Ruby Payne training on how to deal with students from poverty.
- Principal and teachers attended professional development on the implementation and technology with the Journeys Reading Series

**Goal 2: Provide a safe learning environment for all students and members of the school community.**

- Met with all teachers and paras to review all safety drills and protocols for duties.

**Goal 3: Attract & retain qualified, competent teachers and staff members.**

- Placed positive position announcements on the #ELAOK and #MATHOK groups on Facebook which led to applicants.
- Worked alongside PTO to announce and publicly post the need for para professionals.

**Goal 4: Provide quality facilities.**

- Worked with Maintenance to make necessary changes to the Activity Room (Old Elementary Cafeteria), to allow the students and faculty to use that area during inside recess days.

**Goal 5: Communicate with the school community, both inside and outside the district.**

- Meet & Greet August 15
- All School Pep Assembly August 28
- Principal communicated with Professor at Bacone regarding student internships.

**Goal 6: Improve funding for the district.**

**Site/Program: Lower Comprehensive Local Education Plan (CLEP)  
2017-18**

**JULY 2017**

**Goal 1: Provide quality curriculum and instruction that prepare all students for the future using a variety of methods including technology.**

- Met with Judi Barber and our PLC leaders to help us guide our PLC meetings
- Administrator and teachers attended EngageOk, a 1 day workshop in Tulsa, OK. Workshops included special education updates, Using different technology in the classroom and Reading Sufficiency updates
- We had a Summer Institute for teachers. Teachers attended workshops that dealt with iPad, reading/science curriculum, and Oklahoma Academic Standards.

**Goal 2: Provide a safe learning environment for all students and members of the school community.**

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**Goal 3: Attract & retain qualified, competent teachers and staff members.**

- Interviewed and hired a 2<sup>nd</sup> grade position.

**Goal 4: Provide quality facilities.**

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**Goal 5: Communicate with the school community, both inside and outside the district.**

- Updated the Student and Faculty handbooks.

**Goal 6: Improve funding for the district.**

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**AUGUST 2017**

**Goal 1: Provide quality curriculum and instruction that prepare all students for the future using a variety of methods including technology.**

- Handed out curriculum that came in over the summer to the teachers. We are still waiting on Envision Math for two 2<sup>nd</sup> grade teachers.

**Goal 2: Provide a safe learning environment for all students and members of the school community.**

- Nick Ford, our School Resource Officer, made sure all doors were unlocking and locking at the correct times. He contacted our IT department and they are still fixing the times that need adjusting
- At the faculty meeting we went over our Red Emergency Folders.
- Held a general security drill, bus evacuation drill, and a fire drill. The Lower Elementary evacuated the building in 2 minutes 57 seconds for the fire drill. The general security drill was immediate lockdown.

**Goal 3: Attract & retain qualified, competent teachers and staff members.**

- Interviewed and hired for a Kindergarten and long term substitute position.
- New teacher orientation; showed them around the school and met with them about different school procedures.
- Handed out faculty handbooks at the first faculty meeting

**Goal 4: Provide quality facilities.**

**Goal 5: Communicate with the school community, both inside and outside the district.**

- Held a Meet and Greet night; 92% of the Lower Elementary parents attended.
- Distributed Student Handbooks and Free and Reduce Lunch Applications at our Meet and Greet

**Goal 6: Improve funding for the district.**

- Mrs. McFarland received funding from DonorsChoose.org for \$324.49. Her project was called “Wiggly Waggly Wiggly” and it was to help with flexible seating.