

Hilldale Public Schools

ADMINISTRATION Comprehensive Local Education Plan (CLEP) 2014-15

JANUARY 2015

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

- Met with City of Muskogee Foundation re: potential grant funding
- Celebrated 5th graders success with Colonial Day, including recognition from Rep. Jerry McPeak and planning for their day at the Capitol

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

- Met with staff from Oklahoma Home Security to review district emergency plans
- Met with SROs to determine needs for changes in emergency plans, including training for staff
- Held meeting with Green Country Mental Health and site staff re: referral process for services

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

- Selected Employees of the Month for November, through district-wide nominations and a committee selection process: David Saunders, High School Math teacher/Soccer Coach, was selected as Certified Employee of the Month, and Cara Whorton, Upper Elementary Secretary, was selected as Support Employee of the Month. They were provided lunch and a packet of certificates from various vendors and businesses.
- Worked with Calendar Committee to develop a calendar for 2015-16
- Worked with Professional Development Committee to select District Teacher of the Year
- Met with SDE staff re: reorganization with new SDE staff
- Began administrative book review of *The iY Generation*
- Attended OASA Legislative training for upcoming legislative session

Goal 4: Provide quality facilities.

- Implemented serving all meals in new cafeterias and dining areas at elementary, middle school, and high school
- Attended Economic Development Training with City of Muskogee
- Began working on new intercoms and security alarms at all sites, to incorporate new facilities
- Met with PTO re: facility needs

ATHLETICS/MAINTENANCE/TRANSPORTATION
Comprehensive Local Education Plan (CLEP)
2014-15

JANUARY 2015

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

- Ordered I-pads, I-pad covers, and charging stations for upper elementary from Title 1

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

- Student Drug testing
- Delivery of packages and supplies to all sites
- Daily run bus routes and inspections of buses and school vehicles
- Daily pick up trash and empty trash at all sites.
- Clean all rooms and areas at all sites
- Provided bus stop information
- Moved special education equipment to new HS/MS cafeteria
- Doorbell installed at Administrative building for shipping
- Quotes received on upgrading fire alarm system at HS and MS
- Safety lighting repaired at all sites
- Bus evacuation drills at all sites

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

- Title III meeting with reading specialists and elementary principals on upcoming ELL testing at all sites
- Title III – all certified staff receiving professional development on ELL students
- Submitted monthly child nutrition claims
- Power lifting meet – HS had 30 teams and MS had 15

Goal 4: Provide quality facilities.

- Repair heaters – HS-1, MS-1, UE-2, LE-1
- Toilet repair – HS-2, MS-2, UE-7, LE-4
- Sink Repair – HS-0, MS-1, UE-1, LE-2
- Door locks repaired at all sites
- Repair pillar in HS science hallway
- Pre-emergent sprayed on school grounds and playing fields
- Repair handrail in science hallway
- Repair ceiling tiles in HS restrooms
- Completed the enclosure of the HS football bleachers for storage of track and other equipment
- Water fountain repair – HS-1, MS-2,
- Vacuums repaired, HS-0, MS-0, UE-2, LE-1
- Repair of breakers in the old HS gym for basketball clock
- Visitor bleachers at HS event center repaired

TECHNOLOGY
Comprehensive Local Education Plan (CLEP)
2014-15

DECEMBER 2014

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

- Answered all questions through E-Rate filing vendor about bidding needs.
- Added numerous network drops in different places throughout the district.
- Fixed the issue where the old email addresses at Hilldale.k12.ok.us were not forwarding to new addresses at hilldaleps.org.
- Changed the teacher iPad configurations to allow Location Services on the teacher iPads.

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

- Installed all switches, fiber, and wireless access points in the new cafeterias.
- Set up and installed new computers, printers, and main office needs in the new cafeterias.
- Installed new fax machine at High School office.
- Maintained firewall to adjust our current needs.

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

- Edited group policy on domain controller so that teachers can change the homepage of their web browsers.
- Repaired a malfunctioning TV in the Middle School.
- Performed 2 Accounting software updates.

Goal 4: Provide quality facilities.

- Repaired a broken scanner at the Middle School cafeteria.
- Configured and installed AppleTVs for three Middle School science teachers.
- Ordered additional power cables for Macbooks throughout the district that are wearing down.
- Cleaned, re-aimed, and fixed up all cameras that needed maintenance throughout the district.
- Added network drops and added additional computers to the Middle School computer lab.
- Set up other members in the district with Sam's Club membership access.

JANUARY 2015

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

- Fixed the wireless AP in new Elementary cafeteria.
- Researched and presented solutions for a device that combines workorder/ticket system, inventory control, IP address, usernames, and computer info, program updates, district-wide alerting, Chromebook management, etc.
- Filled out necessary paperwork for E-Rate bids.

- Ordered 75 additional iPad minis, 75 iPad mini cases, and 2 iPad mini charging carts for Elementary students.
- Ordered more projectors for elementary teachers.

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

- Began researching copier contracts for the upcoming ending of our current lease.
- Removed 2 viruses off our network.
- Tightened up Spam filter.
- Got all the doors at the new construction sites set up and running with access control.
- Installed 45 cameras and 2 additional servers across all the new construction sites, including new cafeterias, band room, new classrooms, and hallways.
- Fixed the confusion with the access control doors at the new Elementary cafeteria, with fobs not opening the correct doors.

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

- Created survey for community to determine what calendar schedule fits the needs of the community.
- Renewed support contracts for telephone system, backup system, and VMWare software systems.
- Fixed issues with the content filter that wasn't reporting district computer info properly.

Goal 4: Provide quality facilities.

- Attended community forums at both sites for new construction areas.
- Warrantied 25 Chromebooks with malfunctioning batteries.
- Warrantied 20 malfunctioning CD drives in the upper Elementary computer lab.
- Gathered quotes for TVs in the new High School cafeteria.
- Replaced 3 time clocks in the district that were malfunctioning.
- Ordered and installed 2 time clocks in the two new cafeterias.
- Toured the Oklahoma City Dell campus for new ideas and products Dell has produced.

**HS SCHOOL
Comprehensive Local Education Plan (CLEP)
2014-15**

January 2015

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

- Students requiring remediation enrolled in E2020 online classes.
- Seniors requiring English credit recovery enrolled in E2020 class.

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

- 2 School Resource Officers on campus.
- Conducted Lockdown/Intruder Drill/Fire Drill (**just under 8 min. to secure HS**)

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

- Provided Professional Development on campus (PLC Training/Team Meetings).

Goal 4: Provide quality facilities.

- Continued construction of cafeteria and classrooms.
- Leadership class maintains the new landscaping.

MIDDLE SCHOOL Comprehensive Local Education Plan (CLEP) 2014-15

JANUARY 2015

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

- Middle School Powerlift meet January 22nd -7th grade placed 2nd overall, 8th grade placed 1st overall, 5 students placed first in their class, 2 placed 2nd, 1 placed third
- Academic Meet January 14th in Checotah
- Peer Mediation training January 15th in the Library with Mrs. Fenton, where 18 students were trained
- Continuing Interventions with our PLC teams. Students are grouped according to benchmark testing as well as 2014 spring test scores
- January 28th Linda Smith and Jennifer Dover attended a meeting in regards to Staff Development
- We have several upcoming events in February- Regional Science Fair at the Civic center/Spelling Bee/NAEP/Math and Engineering contest at the Civic center
- School Counselor met with 8th grade students and parents to review the ACT EXPLORE Test and Interest Inventory results to discuss strengths and weaknesses and career choices.
- Continue Study Island online educational program with 424 students to raise students test scores on the CRT/OCCT tests, meet AYP, and master remediation and intervention

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

- Scheduled Fire and Intruder lockdowns were both performed January 15th
- Fire-at 1:10, Intruder around 1:20
- Performed Tornado Drill February 6th at 9:05 a.m. taking 4 minutes and 37 seconds for complete lockdown.

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

- PLC Meeting with all groups bi-weekly
- Continues monthly recognition of certified staff and support staff who have exhibited the Character First Trait of the month. Winner receives a lunch to Chili's

Goal 4: Provide quality facilities.

- New cafeteria opened on January 5th!!
- New restroom facility also opened up for 8th grade students and students in cafeteria.

**ELEMENTARY
Comprehensive Local Education Plan (CLEP)
2014-15**

JANUARY 2015

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

- 40 students received Perfect Attendance Awards for the 1st Semester. 23 at the Upper and 17 at the Lower.
- Upper Principal attend a workshop about test prep in Tulsa.
- Principals attended a 1 day workshop for Elementary Principals in Midwest City.
- 75 5th grade students attended Colonial Days at the State Capitol with their Social Studies Teacher.

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

- Provided lunch room visitor badges for the new cafeteria.
- Executed Fire, Intruder and Tornado Drills. We used our new cafeteria/safe room for the tornado drill; we practiced the drill separate for this first time. It took the Upper 7:55 minutes and the Lower 6:23 minutes to have everyone safely inside and the doors closed.
- Checked outside doors to make sure they were automatically unlocking and locking at the appropriate times.

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

- Teachers attended a Science Textbook Caravan at the Muskogee Civic Center.
- Provided teachers with an article from All Things PLC about Finding Time for Interventions.

Goal 4: Provide quality facilities.

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