

Hilldale Public Schools

Comprehensive Local Education Plan (CLEP)

2013-14

JULY 2013

ADMIN

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

- Planned with the newly formed Hilldale Education Foundation
- Ordered Chromebooks for one high school classroom to act as a “pilot class” for 1-to-1 initiative. The Chromebooks will stay in the classroom and be used only by the students in Krystle Lindsey’s English classes. The technology department provided the teacher with help for building her curriculum with online software, mice for the Chromebooks, and email addresses for each of her students
- Aided support for Hilldale Learning Academy
- Provided e-books for computer sciences classes and business classes

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

- Began final planning for new traffic flow for student drop-off and pick-up
- Replaced 3 fire panels throughout the school district to replace unreliable land lines. The new fire panels use direct cell communication
- Upgraded the door control software to the latest version to increase features of the door system
- Replaced cameras throughout the district

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

- Staff attended Model Schools Conference, Vision 2020 Conference & OSAC Conference
- Held two-day Administration training for nine staff in attendance

Goal 4: Provide quality facilities.

- Began district-wide roof repair/replacement
- Replaced flooring in offices and 8 classrooms
- Replaced lighting at all sites
- Painted admin offices
- Installed 7 new copiers total throughout the school district
- Added two new switches to facilitate the new labs that are being added to the HS/MS lab and the upper elementary
- Added one new switch to the high school to facilitate technology growth of the district
- Added 6 additional wireless access points across the district for adding increased signal to facilitate the upcoming BYOD policy
- Installed TVs and wireless writing tablets to replace Smartboards and projectors in the classrooms. This provides a clearer image to the students, allows students to interact with the instruction on the screen without leaving their seats. This solution is also more cost-effective to the school district
- Refurbished in-house computers across the district, saving the school district approximately \$60k on two new computer labs

ATHLETICS-MAINTENANCE-TRANSPORTATION

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

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

- Met with Green Country Behavioral Health and McCOY's on counseling services for students involved in student drug testing.
- Inspections of fire alarms at all sites, sprinkler system at elementary, grease traps and vents at all sites, and fire extinguishers
- Updated records for bus driving license, physicals, and professional development
- All maintenance and custodial staff attended an all-day training on work safety and hazards
- Completed the drainage project north and south of the home football bleachers
- Drug tested 392 students on July 15, 16, 22, and 29th
- Student trainers (7) completed basic first aid, CPR, and athletic care at ICTC
- Removed old benches and tables in front of the middle and high school

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

- Planned staff development for bus drivers, paraprofessionals, teacher aids, child nutrition, and all other support

Goal 4: **Provide quality facilities.**

- Replace 3 motors at elementary freezers that were destroyed by storms.
- Repaired the lights at the Middle School main hallway
- Capped exposed wires
- Repaired air conditioners in high school rooms – 41, 54, 38, 63 and upper elementary – 77, 61, 71
- Locker repairs – high school- 120, 134, 150,
- Drain cleaned out in middle school room 9
- Moved smart board or bulletin boards in- 5LE rooms, 6UE rooms, 4MS rooms, 5HS rooms
- Repaired water fountain in middle school, seventh grade hall
- Repaired urinal in middle school- 7th grade
- Surplus items removed from all sites to storage
- High school trophy cases cleaned and organized
- Replaced lighting at high school, middle school and began at elementary
- Replaced flooring at all offices, HS library and offices, two classrooms at all sites- HS, MS, UE, LE
- Installed new football goal posts on game field
- Sprayed and fertilized all sports fields
- Installed new flooring, bathroom stalls, and painted at the baseball and softball field dressing room
- New flooring, lockers, paint, ceiling, and bathroom updates at high school basketball locker rooms
- Painted the west side of the upper elementary by circle drive
- Sold, purchased, and installed new signs on football, baseball, and softball scoreboards
- Repaired loose and broken floor tiles at all sites
- Painted Rooms at all sites – 6 in LE, 5 in UE, 6 in MS, and 4 in HS and old gym and event center
- Cleaned carpets in all rooms – 26 in LE, 28 in UE, 28 in MS, and 41 in HS – and all other carpeted areas
- Scrubbed and waxed all hard floor surfaces at all sites.

- Replaced dirty air filters at all sites and started on ceiling tiles
- Installed electric needed in new elementary and high school labs

ELEM

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

- Ordered a new Math Curriculum for grades Kindergarten – 5th.
- Assistant Principal attended a 3-day training on the Teacher Leader Effectiveness. This is the instrument that we evaluate the performance of our teachers.

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

- Made adjustments to our after-school duty to better supervise students crossing to the church parking lot.

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

- Hired a counselor, special education teacher, and a third grade teacher.

Goal 4: Provide quality facilities.

- Cleaned stage area to provide storage and a safer environment.
- Bought two classrooms new lockers “cubbies” for the students to utilize.

HS

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

- Added the Learning Academy as an alternative for at risk students

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

- Repaired entry doors’ keyless locks

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

- Teachers attended Vision 2020 conference in Ok City
- Teachers attended AP training

Goal 4: Provide quality facilities.

- Painting
- Cleaning carpets and replacing flooring
- Replacing all lighting in the building
- Replaced old carper with new carpet or flooring in offices and classrooms
- Replaced the counter in the from office

AUGUST 2013

ADMIN

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

- Began teaching *Exceptional Child* to 12 11-12th grade students
- Began monthly meetings with the Hilldale Education Foundation
- Gave multiple BYOD Orientation classes to all 140 students wishing to bring and use their own technology devices to research, take notes, and learn using their own devices in the classroom
- Renewed multiple student online learning systems for elementary students
- Loaded football highlight videos to the school website

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

- Reinforced staff utilization of Red Emergency Folders procedures
- Provided mobile access to camera system so administrators can monitor the safety of the students wherever they are located
- Implemented a new student calling system that provides more features at a cheaper cost than the previous alternative
- Met with electrical engineers to work on new bond issue

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

- Held all day training for 13 special education staff
- Held training for all secretaries
- Held half-day training for 15 new certified staff
- Held half-day training for 7 paraprofessionals
- Attended OSSBA/CCOSA with two board members
- Began monthly meetings with Oklahoma School Advisory Council
- Technology was interviewed by the Muskogee Phoenix to spread good news about technology in the school
- Selected Employees of the Month for August, through district-wide nominations and a committee selection process: Larry Shanks, HS teacher, was selected as Certified Employee of the Month, and Rhonda Warlick, Administrative Secretary, was selected as Support Employee of the Month. They were provided lunch and a packet of certificates from various vendors and businesses.

Goal 4: Provide quality facilities.

- Set up a new computer lab with 30 computers in the MS/HS library for students to learn using technology
- Set up a new computer lab with 30 computers in the upper elementary for students to learn using technology
- Installed document cameras in all classrooms with TVs. This provides an alternative to projectors for live instruction
- Replaced multiple old teacher machines throughout the high school with more upgraded systems
- Replaced the whole computer sciences computer lab in the high school with brand new machines
- Replaced computers for football coaches in the field house
- Developed a plan to move fiber lines during middle school construction
- Installed upgraded chemistry computers in the high school chemistry lab
- Installed biology computers for the high school biology lab

ATHLETICS-MAINTENANCE-TRANSPORTATION

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

- Unloaded 600 boxes of paper and distributed to all sites

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

- Purchased two radios for support staff
- Planned and review of all bus routes
- Bus evacuations drills conducted
- Parking lots restriped and marked at all sites
- Wood chips placed on all elementary play toys
- Broken window repaired at lower elementary
- Two tables built for special education students
- Animal control at HS and MS
- Built house for MS special Education student
- Installed handicap desk at elementary

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

Goal 4: **Provide quality facilities.**

- Meeting with all support staff for 2013-2014
- Repair of all freezers at elementary
- Repair of multiple air conditioners at all sites
- High school boys and girls basketball locker rooms complete
- Softball locker room and restroom complete
- Fan for elementary gym cleaned and moved
- Bulletin board and white boards hung or moved in various rooms at all sites
- Lighting project and upgrade complete at all sites
- Concrete work at high school football field
- Electrical work and breakers labeled at elementary
- Upper elementary entrance cleaned and mulched
- Various locker repairs at HS and MS
- Ceiling tiles replaced at all sites
- Surplus removed and listed at all sites
- Repaired 3 urinals at HS, 3 at MS, and 6 at elementary
- Mowing, weed eating, and trash at all sites on the outside
- Cleaning – floors, windows, desks, entrances, kitchens, restrooms, offices, etc. at all sites

ELEM

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

- Held 3 staff meetings to discuss curriculum, differentiated instructional strategies and technology to improve student achievement.

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

- Held a Meet & Greet night; 84% of our parents were in attendance.
- Purchased 5 megaphones for teachers to use on playground duty.

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

- Hired a 2nd grade teacher.
- Provide each staff member with a bag and calendar.

Goal 4: Provide quality facilities.

- New landscape at entrances of both buildings.

MS

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

- Physical Education grant that was received is providing many training/learning opportunities for students in middle school PE.
- EDIT workshop attended by all staff members to help improve teaching / test scores.
- Department heads attended a separate all day EDIT workshop in June.
- Added a full day ART position at the Middle School. Elective hour for 7th and 8th grade students and 6th grade students who are enrolled in the Round Robin elective also will receive ART.
- Study Island computer program utilized in all classes.
- Open House for parents to meet with teachers to know what the expectations are for each class that their child has.

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

- Pick up for all students is in the back of the school now. No cars are lined up on Smith Ferry Road which creates a safer environment for all students, staff, and parents.
- Professional development with Muskogee Police Department regarding intruders and lockdown procedures that are effective for schools.
- Muskogee Police Department was on site during the pick up / drop off transition. Officers were present to ensure a safe pick up / drop off for students, staff, and parents.
- More teachers assigned to morning and afternoon duty stations for buses and parent pick up
- Controlled students in back by having a single line of traffic and picking up 3-5 students at a time.
- Completed a fire drill and an intruder drill. Also completed an additional fire drill with Security Alarms working on the system.
- Handbook meetings were held by principal with each grade to go over rules, policies, and procedures of the middle school.
- No Taunting Pledges were given by several students and staff during lunches last week.

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

- Hired 2 new math teachers for 7th and 8th grade, both career teachers.
- Hired a new Family and Consumer Science teacher
- Hired a new Current Events and Leadership teacher who also coaches football and baseball
- Added a full day ART position at the Middle School.
- Monthly recognition of character winners for the trait of the month.

Goal 4: **Provide quality facilities.**

- Art room has new tables and chairs
- New wood laminate in 2 classrooms
- New carpeting in office area
- Back gym has new Physical Education apparatus
- Enforcement of policies and procedures that support positive behavior and conduct in the classroom.

HS

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

- Added a new 30 computer research center to the library
- Added 26 computers to English classroom in order to provide online instruction of English III course
- Providing online instruction to 23 senior students in order to equip them with the needed skills for college instructional methods
- Conducted 4 BYOD classes for students to be able to bring their own technology device to school for instructional purposes (127 students completed the course)
- Added a Connors Class called Strategies for Success
- Expanded science curriculum adding Physics class
- Expanded elective classes adding a Native American Culture and Study classes and Bible culture class
- Senior Parent meeting – informing them of requirements for graduations and information on scholarships, college applications, and other career options

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

- Professional development on intruder drills
- Officer walk through of the building weekly
- Administrative walk through of building daily checking doors
- Conducted intruder drill
- Conducted fire drill

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

- Student council provided and appreciation lunch for staff at beginning of school.
- Hired Special Education teacher
- Hired Full time substitute teacher
- Teachers attended AP training

Goal 4: Provide quality facilities.

- Repair of roofs
- Reorganized the trophies in the front door to reflect current awards for students.
- Reorganized the library to include a computer lab area for research and replaced the carpet

SEPTEMBER 2013

ADMIN

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

- Established district Building Level Intervention Team-Zero excuses (BLITZ) process for student interventions and support
- Attended training on Meet the Funders to seek additional outside funding for student programs

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

- Attended recognition ceremony for Middle School for special recognition as a nationally recognized School of Character

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

- Began monthly meetings with the Muskogee Area Education Consortium
- Selected Employees of the Month for August, through district-wide nominations and a committee selection process: Larry Shanks, HS teacher, was selected as Certified Employee of the Month, and Rhonda Warlick, Administrative Secretary, was selected as Support Employee of the Month. They were provided lunch and a packet of certificates from various vendors and businesses.

Goal 4: Provide quality facilities.

- Received/accepted bids for the civil work on 2013 bond projects

ATHLETICS/MAINTENANCE/TRANSPORTATION

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

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

- Random drug testing of MS and HS students
- Move surplus supplies for surplus sale
- New breaker installed for old UE computer lab
- Fans and vents at UE gym cleaned and serviced

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

Goal 4: **Provide quality facilities.**

- Air conditioner repair at HS-1 MS-1 UE-3 LE-2
- General maintenance- mowing, plumbing, lighting, and moving of classroom furniture
- Locker repair at MS and HS
- Care and preparation of sports fields
- Sound work and speaker installation at event center by John Michael Music
- American flag hung at MS for veterans program
- Repair of bell system at all sites

TECHNOLOGY

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

- Upgraded our content filter so that teachers will have more control over the content from the Internet they instruct with. The content filter will provide teachers with the ability to discern for themselves what is appropriate or not appropriate for the students to view on the Internet, without having to wait on IT to unblock what they need for their classrooms.

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

- Repaired intercom system so that calls could be made to individual teachers and classrooms again
- Repaired doors at the high school that keep jamming upon opening
- Repaired cameras at the high school that had been recently damaged during storms

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

- Added a wireless bridge between the high school and the football press box so that coaches can update their football scores in live time directly from the football field
- Added wireless to the football press box so that members in the press box will have Internet access

Goal 4: **Provide quality facilities.**

- Repaired the fiber line going to the message board at the football field so that messages can be displayed during football games
- Added a wireless bridge between the middle school and the hitting facility so that the hitting facility can have Internet and network connectivity
- Added a new switch to the hitting facility to facilitate the new wireless bridge
- Repaired cameras that were damaged by storms at the hitting facility

ELEM

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

- Held a staff meeting with the State Department of Education REACH3 Coaches about Reading Sufficiency Plans.
- Provided teachers with the 2012-2013 OCCT results and analyzed the results to find areas of strengths and weakness
- Approved 47 students for our Gifted & Talented Program

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

- Executed Fire, Tornado, Intruder & Lockdown Drills.

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

- Held meetings with 1st – 3rd grade homeroom teachers to discuss changes to the Reading Sufficiency Act.

Goal 4: Provide quality facilities.

- Monitor circle drive area for broken glass after weekends

MS

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

- Academic Team Members placed at the SCORE Academic Competition in Stilwell:
 - Aislynn Hensley 6th grade – 1st in Math, Current Events, Social Studies and 5th in Science and English
 - Isaac McBrien 6th grade – 1st in Science and English / 2nd in Current Events / 3rd in Social Studies
 - Levi Gassaway 7th grade – 1st in Science and Social Studies / 4th Current Events / 5th in English
 - Lauren Woodall 7th grade – 1st in Social Studies / 4th in Math and Science / 5th in English
 - Grant Stacy 8th grade – 1st in Science / 2nd in English / 5th in Current Events
- Parent Surveys given during Parent Teacher Conferences
- 25 students trained for “Student Leadership Council”
- 8th grade boys attended the Boys Bash, a Teen Abstinence Program sponsored by the Crisis Center of Muskogee
- 8th grade students completed Explore Testing
- Breast Cancer Awareness Month Students are gaining awareness about breast cancer throughout different activities this month including Red Ribbon Day and Pink Out day on October 25th. Student leaders have organized activities throughout the school during lunch time and posters in school.
- Started Reading Round-Up to focus on deficiencies with ALL middle school students in the area of Reading.
- The English Department has implemented strategies to increase learning in reading and writing skills by requiring Research Papers in each class in each grade. All 417 students have completed a Research Paper at this point in the school year.

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

- Presented Bullying Prevention information to all middle school students and No Taunting Pledges were signed by 280 students.
- Hilldale Middle School's Character First Program was recognized by the Character Council of Oklahoma and honored at a luncheon in Oklahoma City with two Promising Practices: Peer Mediation and Living History Programs. Guest speaker was Janet Barresi, State Superintendent of Schools.
- Welcome Back to School Dance was attend by over 200 students
- Student handbook meeting conducted by principal with all 3 grades individually to discuss rules, policy, and procedures for the classrooms and in general at the middle school.
- Character First award winners each month with the winners receiving a \$10 gift card to Wal-Mart and a luncheon at Chili's.
- Crisis handbook updated
- Tornado Drill held on 9/20/13 at 9:00 am with 397 students present
- 385 student surveys completed
- 180 parent surveys completed during Parent/Teacher Conferences
- Lockdown Drill conducted at 1:00 pm on 10/8/13 with 400 students present
- Changed pick up and drop off for students as well as bus drop off. This allows a very limited number of cars potentially being "parked" on Smith Ferry Road for a long period of time. Students are also directed to cars by teachers who are on duty before and after school.

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

- Recognize teachers who go above and beyond for our students at the middle school.
- Recognize teachers with character through nominations by other staff members as well as students.
- Provide adequate training regarding Common Core Standards.
- Provide EDIT Training for all teachers
- Provide training for Buckle Down to help increase test scores

Goal 4: Provide quality facilities.

- Continue to enforce expected behaviors and conduct in the classroom to ensure proper care of our equipment and facilities.
- Recycling Program entering its year
- Continue general maintenance of building and classrooms.

HS

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

- Took 121 juniors to a college fair at Connors
- Took 76 seniors to college fair at NSU
- Took 8 students to tour OSU IT-Tech
- Additional 36 students completed the BYOD class.
- ETS –Educational Talent Search meet with 153 freshmen and 45 students 10th -12th grades concerning preparing for college
- 40% of students' parents attended Parent/Teacher conferences
- EOI test results – disturbed and explanation time to interpret scores

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

- Created safe school committee
- Conducted disaster drill – 1 min 43 sec min response time

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

- Counselor attended training on NCAA application
- Counselor attended guidance fest and state department of education workshop on transcripts
- Counselors attended college days at OSU, NSU, and Connors
- Sent representative from the school to the Library Media and Technology conference.
- Working with staff to gain additional certifications in math, science and English
- Nominated teachers for employee of the month.

Goal 4: Provide quality facilities.

- Continued work on the roofs.
- Added shelves and decorated in the teachers' lounge

OCTOBER 2013

ADMIN

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

- Provided training for certified staff related to test data, updated state testing info, and instructional strategies
- Audit done by Sanders, Bledsoe, and Hewitt
- Accreditation Report, First Nine Week Statistical Report, Special Education Child Count Report, Low-Income Student Count Report, Consolidated Child Count Report complete and sent to SDE
- Initiated routine meetings with the Superintendent's Student Advisory Council at the HS
- Won Class 4A Softball Championship

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

- Completed random drug testing of MS and HS students
- Provided space for administration of flu shots at the all sites
- Met with Muskogee Exchange Club regarding district information and student needs

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

- Selected Employees of the Month for September, through district-wide nominations and a committee selection process: Katie Harlin, MS teacher, was selected as Certified Employee of the Month, and Joyce Sallee, paraprofessional, was selected as Support Employee of the Month. They were provided lunch and a packet of certificates from various vendors and businesses.
- Held district Professional Development with a focus on test preparation and data and instructional interventions.
- Met with candidates for Board Seat, Ward #4

Goal 4: Provide quality facilities.

- Accepted selected bids for the approved bond projects

ATHLETICS/MAINTENANCE/TRANSPORTATION

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

- Install of screen, projector, and dance revolution software as part of Muskogee Foundation Grant for MS physical education

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

- Move surplus supplies for surplus sale
- Removed usable equipment from old band room to surplus
- Sent copies of school safety procedures to all local agency and to the state homeland security department
- Drove field trips to pumpkin patches, ice cream factory, and school play
- Set up for school plays, banquets, and meetings

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

- Interviewing of IT Assistant I and II positions

Goal 4: Provide quality facilities.

- Air conditioner repair at HS-3 MS-2 UE-4 LE-5
- Completed general maintenance- mowing, plumbing, lighting, and moving of classroom furniture
- Locker repair at MS and HS
- Care and preparation of sports fields and basketball courts
- Cleaning – floors, windows, desks, entrances, kitchens, restrooms, offices, etc. at all sites
- Repaired – vacuums(5), water fountains(2), sinks(3), toilets(6), lockers (5), tables (3), outlets(5), floor machines (1),
- Repaired of drywall at MS and HS wet from leaks
- Continuous monitoring of leaks at all sites
- New batteries in two flooring machines – MS 1, HS 1.
- Monthly monitoring of energy program
- Secure doors for construction at the HS and MS sites
- Completed replacement of back MS gym floor
- Surplus sale complete, materials purchased and legally disposed of
- Cleaned bleachers and concrete floors at event center
- Cleaned and redid old HS gym and event center gym floors
- Commodities delivered and unloaded at both sites

TECHNOLOGY

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

- Implemented a wireless bridge between the high school and the temporary band trailer, so that the band can have network and Internet connectivity.
- Installed a wireless access point inside the band trailer so that students and teachers can connect their wireless devices to Hilldale's internet

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

- Re-aimed the Satellite dishes so that local cable channels can be viewed for inclement weather conditions.
- Added 4 additional cameras throughout the district to monitor safer environments

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

- Added a printer for the students to print off assignments to in the Middle School computer lab
- Replaced projectors in the Elementary that needed attention

Goal 4: Provide quality facilities.

- Ran and updated the fiber line between the Middle School and Administration so that the physical hardware is updated and up-to-date with new advancing technology
- Prepared computers for Winter testing at the High School

ELEM

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

- Enrolled 23 3rd grade students for After-School Tutoring in Reading.
- Opened a new computer lab with computers for students to use increase knowledge.

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

- Executed a Lockdown Drill.

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

- Hired two para-professionals to help with Kindergarten classrooms.
- 1 teacher attended a Social Studies workshop; will share information with staff members.

Goal 4: Provide quality facilities.

- Addressed energy issues with teachers and staff.

MS

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

- Our 2nd night of Parent Teacher Conferences were held on September 30th. 180 Parent Surveys were handed out and returned that night.
- Counselor and teachers have met with students and parents reviewing OCCT test results to discuss strengths and weaknesses.
- Study Island online educational program serving 414 students.
- 124 8th grade students took the ACT Explore Test and the Interest Inventory
- Professional Development Day
- Science Department using the Quizdom Interactive System used for test reviews and science content games that all students may participate.
- Veteran's Day preparation has begun in Mrs. Allen's class. All students will go through at some point during the day to listen to Veteran's who have served our country and enjoy a very patriotic day at the Middle School.
- Preparation for Student Council officer convention
- Research papers being compiled at this time in preparation for the upcoming Science Fair November 19.

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

- Student Council and Leadership classes recognized October as Cancer Awareness Month with posters, ribbons on lockers and various activities
- Lockdown Drill: October 8th
- Monthly newsletter on Counselor page on website
- Student Safety Task Force recognized “Peace Week” October 7th – 11th. This was recognized by student activities, poster contest, and providing violence prevention information to all middle school students during lunches. National Unity Day was October 9th.
- Participated in Red Ribbon Week for Tobacco Prevention before school on October 15th in the cafeteria.
- October 30th was National Mix it Up Day. This is a Bullying Prevention activity conducted during lunchtime which encourages students to sit at different tables and interact with students that they normally do not interact with.
- Character Program recognition

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

- Professional Development day with speakers from Triumph Learning and EDIT
- Continue monthly recognition of character winners.

Goal 4: Provide quality facilities.

HS

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

- Provided 116 sophomores the opportunity to take the PLAN test (Practice ACT)
- Provided 124 juniors the opportunity to take the ASVAB.
- Took 108 sophomores to ICTC to tour the facilities and exposed them to options they have their junior and senior year.
- 27 students took part in the ETS program with the representative from NSU.
- 95 – 105 seniors heard representatives from Rogers State University, Northwestern University, Northeastern State, Rose State College and University of Central Oklahoma.

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

- Safe school committee meeting discussing procedures for reporting bullying.

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

- Provided staff development for all high school staff on Data Based Decision Making & Differentiated Learning presented by EDIT.
- Provided training from Triumph Learning on how to use their online program in the classroom.
- Teacher and counselors college presentations in order to gain knowledge of available programs and scholarships.

Goal 4: Provide quality facilities.

NOVEMBER 2013

ADMIN

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

- Met with Senior Classes to discuss student and campus issues
- Participated in site Veteran's Day recognition
- Attended OKC Thunder game with 9 Special Olympics students and 4 coaches
- Met with City Manager to discuss student truancy, safety programs, and economic development in the district
- Held the Hilldale Education Foundation monthly meeting on campus to allow staff to participate

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

- Met with the City of Muskogee regarding installing safety signs around school campuses
- Met with Muskogee County Emergency Manager to review emergency plans

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

- Attended OSSBA District meeting with current board members
- Selected Employees of the Month for October, through district-wide nominations and a committee selection process: Judy Moore, HS counselor, was selected as Certified Employee of the Month, and Lisa Worthy, Technology Director, was selected as Support Employee of the Month. They were provided lunch and a packet of certificates from various vendors and businesses.
- Met with CCOSA staff and area superintendents to plan for state finance for the district for the remainder of the year
- Interviewed for new payroll coordinator

Goal 4: **Provide quality facilities.**

- Began weekly meetings with Construction Manager for increased communication regarding new facilities
- Met with financial advisor, architect, and construction manager routinely to plan for the bond funds and construction

ATHLETIC/TRANSPORTATION/MAINTENANCE

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

- Install wall padding, rock wall, and safety pads in MS gym for PE and athletics
- Install TV's in HS basketball locker rooms

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

- Random Drug testing at MS and HS
- Drove field trips and students to 5th grade play
- Set up and take down for plays, concerts, and games
- Purchased two more radios for buses
- Foundation Luncheon at Event Center
- Set up and preparation of Veterans programs

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

- Interviewed for administrative secretary position
- Updated athletic banners in event center

Goal 4: **Provide quality facilities.**

- Air conditioner repair HS- 0 MS- 1 UE-3 LE-1
- Heater repair HS- 2 MS- 2 UE-3 LE-2
- Locker repair at MS-4 HS-2
- Care and preparation of athletic facilities
- Cleaning of floors, windows, desks, entrances, kitchens, restrooms, offices, etc. all sites
- Repairs - vacuums(2), water fountains(4 to GFI at elem), sinks(0), toilets(2 HS, 3 MS, 6 UE, 3 LE), doors (MS 2 HS 4), chairs (UE 8, LE3)
- Repair of drywall at HS library and HS science hall from leaks
- Monthly monitoring of energy program
- Commodities unloaded and delivered at all sites
- Damaged gas lines replaced on UE roof
- Replacing all wet ceiling tiles at all site
- Replacing old air filters at all sites
- Patched concrete near elementary drop off and pick up
- Repair of old basketball chairs at event center (7 broken)

TECHNOLOGY

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

- Beefed up our backup and recovery system by updating the software and pushing base images to the backup servers
- Received KACE training for managing programs and computers remotely with one server program
- Refurbished and re-vamped older computers for the high school chemistry lab students

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

- Repaired old, outdated cameras that recently stopped working
- Repaired the wireless connection going from the middle school to the baseball/softball hitting facility
- Re-aimed and repaired satellites at the Middle School, High School, and Elementary

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

- Replaced projectors that have stopped working at the elementary site so that teachers can resume visual and interactive instruction with their Smartboards
- Submitted E-Rate paperwork, which determines how much funding we will receive from the government for technology for the upcoming year, as well as how we need to spend the funding
- Hired two new district employees in the IT department; two IT Assistants, one housed at the High School and another at the Upper Elementary site

Goal 4: Provide quality facilities.

- Installed a 10GB fiber line connecting the Administration building to the middle school/high school network. This will provide a faster network connection with newer, updated technology, as well as allow compatibility with the rest of the network when construction has been completed.
- Ordered and distributed more document cameras for teachers across the district, so that they can project their instruction through video on a TV or Smartboard
- Met with electrical contractors to determine where power and data drops will be located in new construction sites

ELEM

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

- Provide 3 classrooms with a *Redcat System* (surround sound)
- Provided 50 teachers with an all access membership to Vocabulary-Spelling City online curriculum program.

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

- Held a Safe Schools & Healthy Fit Committee Meeting

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

- Provided teachers with access to a blog that provides innovative curriculum and instructional strategies.

Goal 4: Provide quality facilities.

- Placed Emergency Use Only signs on doors leading to construction zone.

MS

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

- Student Council Officers attended State Leadership Convention in McAlester.
- Study Island and Triumph Learning, computer based educational programs, continue to be utilized by staff.
- Science Fair was conducted on November 19th with 38 students presenting projects.

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

- Gallup Student Poll results for the Fall of 2013
- Continue weekly and monthly recognition of Character Program winners for students and staff
- Monthly newsletter on website
- Conducted a lockdown drill on 11/11/2013
- Healthy and Fit Advisory Committee met
- Safe School Committee met

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

- Mrs. Fenton was 1 of 3 counselors who was recognized at the Oklahoma School Counselor's Association Conference in Moore. She was awarded one of the OSCA OSCAR awards for having a data driven school program at Hilddale.

Goal 4: Provide quality facilities.

HS

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

- 10 student took reading assessment.
- 47 students completed the EOI retest in the following subject areas Algebra I Algebra II, Biology, US History, Geometry and English II & III.
- NHS officers went to leadership conference.
- FCCLA went to OU Children's hospital for community service work.
- 9th grade ETS student (10 students) went to RSU for college visit.

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

- Healthy and School Safety Committee Meeting discussing Bullying, and safety procedures.
- Brought in drug dogs to inspect the campus and parking areas.
- A Holocaust survivor came as a guest speaker sharing experiences and teaching lesson of understanding and tolerance.

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

- Provided the opportunity for counselors to attend conference to network with others and gain knowledge of programs and opportunities for students.

Goal 4: **Provide quality facilities.**

DECEMBER 2013

ADMIN

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 safe learning environment for all students and members of the school community.**

- Met with Muskogee city officials to discuss safety zones around schools

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

- Met with all administration to review their goals and suggestions for district organization
- Met with new board members to prepare for them moving onto the board
-

Goal 4: **Provide quality facilities.**

- Attended Economic Outlook Conference re: economic forecast for northeastern Oklahoma

ATHLETICS/MAINTENANCE/TRANSPORTATION

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 safe learning environment for all students and members of the school community.

- Sprayed and traps set for bugs in all UE classrooms
- Grease traps cleaned at all sites
- Air filters changed and fire extinguishers checked at all sites
- Heaters repaired – HS -2, MS-2, UE-3, LE-2
- Changed electric plug-ins by water fountains at elementary to GFI

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

- Set up for band, choir, and elementary plays as well as numerous basketball games and tournament

Goal 4: Provide quality facilities.

- General Maintenance – leaks at HS and ES, toilets repaired at all sites
- Replace water fountain at ES
- Repaired and replaced chairs at Middle School family and consumer science room
- Replaced guttering at latchkey building
- Completed locating all breakers at elementary school

TECHNOLOGY

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

- Improved backup disaster recovery system by updating and repairing misconfigurations
- Updated old and outdated portions of the school website
- Implemented and installed document cameras for more teachers throughout the district to use as a sharper image and a more efficient means of visual instruction
- Replaced 6 project/Smartboard implementations at the Middle School and High School with Smart TV installations

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

- Installed a thermostat for High School technology server room to better monitor and control the server room temperature
- Updated staff list for emergency calling
- Performed updates for the Student Information System
- Fixed spam email issues within internal email system

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

- Replaced broken projectors at the elementary site
- Completed more paperwork for E-Rate money for the upcoming year

Goal 4: Provide quality facilities.

- Updated and included more detail in Technology department inventory records
- Replaced damaged laptop parts for High School mobile laptop lab
- Received permanent license keys for all cameras across the district

ELEM

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

- Provided teachers with 3 informational books on differentiated instruction to help teachers reach all students in their classroom.

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

- Checked classroom and outside doors to ensure all doors locked properly.
- Provided permanent volunteer badges to our volunteers that are on campus on a regular basis.

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

- Held a staff meeting to discuss the O.A.M. (Other Academic Measures) component of the T.L.E. (Teacher Evaluation).

Goal 4: Provide quality facilities.

MS

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

- Geography Bee was conducted on January 7th
- Winners were: 1st place Watson Shiller 5th grade 2nd place Grant Stacy 8th grader 3rd place Andrew Willis 8th grader
- Upcoming Spelling Bee on January 28 (through 8th grade)
- District Academic Meet at Checotah on January 8th Academic Team competed
- Regional Science Fair upcoming
- 5th grade enrollment
- Semester Exams the last 2 days in December. Tests were modified due to the inclement weather.
- Study Island and Triumphant Learning online educational programs to help raise test scores on the CRT/OCCT tests, meet our AYP, and remediation and intervention.

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

- Student Council Meeting held to discuss school concerns, issues, and to plan for upcoming events.
- JOM Bullying program cancelled due to inclement weather
- MS Dance cancelled due to inclement weather
- Teens for Christ meets on Thursday mornings before school in Mrs. Hardin's room
- Lockdown drill conducted
- Peer Mediation training upcoming on January 23

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

Goal 4: Provide quality facilities.

HS

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

- Restructured classes to cover losses in staff in order to provide a quality education to students.
- Reviewed senior transcripts to ensure the seven semesters used in scholarship information were correct.
- FCCLA participated in leadership competition at Ft. Gibson High School.

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

- 476 students participated in a lock down drill.

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

- Provided time for professional development on PLC's and writing Other Academic Measure smart goals for staff.
- Provided snacks and refreshments for staff.

Goal 4: Provide quality facilities.

- Replaced broken smart boards with new TV system.

JANUARY 2014

ADMIN

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

- Met with SOCS to discuss enhancing district website for communication and instructional use
- Began administrative book review with district administrators, reading *Leaders of Learning*
- MS PE Grant selected for inclusion in a video re: the Muskogee Foundation grant recipients
- Began planning for pre-enrollment at MS-HS for 2014-15
- Reviewed finance and services for federal programs
- Held Community Forum open to all parents and patrons, to improve communication about student and district updates and needs

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

- Assisted the family of Mary Maiorino, custodian who passed away, with finances and funeral arrangements
- Met with representatives re: improved and increased security cameras on campus
- Selected as a state School of Character by the Character Education Partnership; held student assembly to celebrate, including recognition be several local, state and national dignitaries
- Participated in AIM Education & Economic Development Committee Meetings, to discuss bringing more local services to students
- Attended CCOSA Legislative Meetings re: increased support for public education
- Met with area superintendents and education leaders to increase county-wide communication
- Met with county Emergency Management to plan for the Emergency Mitigation Plan

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

- Held staff training with EDIT to better utilize student data and increase collaboration through Professional Learning Communities.
- Selected Employees of the Month for November, through district-wide nominations and a committee selection process: Seana Smith, HS teacher, was selected as Certified Employee of the Month, and Booker Hamilton, Maintenance & Transportation, was selected as Support Employee of the Month. They were provided lunch and a packet of certificates from various vendors and businesses.
- Selected Employees of the Month for December, through district-wide nominations and a committee selection process: Anelicia Brimacombe, Elementary counselor, was selected as Certified Employee of the Month, and Sandra Farley, Custodial Services, was selected as Support Employee of the Month. They were provided lunch and a packet of certificates from various vendors and businesses.
- Participated in OASA District 10 Meeting
- Held Sup's On at each site to provide interaction with staff in attendance

Goal 4: **Provide quality facilities.**

- Met routinely with construction management and architect about construction projects

ATHLETICS/MAINTENANCE/TRANSPORTATION

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

- Hanging of character posters at MS
- Set up for MS spelling bee, MS character award assembly, HS and MS powerlifting

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

- Repair of vacuums at middle school and upper elementary
- Repair of HS library plug in at computer service desk
- Toilet repair – HS-1 MS-3 UE-2 LE- 3
- Door closure on room HS 40 repaired
- Pipe leak repaired at baseball concession
- Random monthly drug testing of 15 students from HS and MS
- Metal foot plate attached in event center
- Heater repaired – HS-4 MS-3 UE -4 LE-1
- Baby changing tables installed at event center restrooms
- Water faucet on north side of administration fixed
- Fire extinguishers check at all sites
- LE room 12 power outlets repaired
- Chair repaired at HS and MS

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

-

Goal 4: **Provide quality facilities.**

- Repair of leak over UE office and kitchen hallway
- Repair of north goal in old HS gym
- Soccer goals moved and set up for boys and girls practice
- Large board hung in football locker room
- New hot water tank installed at softball concession
- Duct work repaired in ceiling above HS/MS JOM room
- Repair of door MS room 16 and LE room 22
- Drains repaired at UE 5th grade, MS restroom and UE kitchen
- Baseball lights repaired and bulbs changed
- Pencil sharpener repaired at MS and UE

TECHNOLOGY

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

- Visited other school districts to learn how Hilldale can conserve money while improving our technology hardware and software solutions.
- Implemented more document cameras into more classrooms.
- Completed the Registration and Technology Survey in preparation for the Statewide Readiness check.
- Attended State Testing Stress-Test training to prepare for the Statewide Readiness check.
- Successfully performed the state-wide stress test for Middle School and High School students, in preparation for Spring state testing; Hilldale's technology equipment tested perfectly in the test, with no issues found.
- Added the "Beyond High School" link to the front page of the website that gives all students access to college and financial planning tools, available to any and all students.

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

- Repaired numerous cameras throughout the district that were dirty, were aiming in the wrong direction caused by excessive wind, and out-of-focus due to roof repairs.
- Installed a new software program called LANSchool on computer labs throughout the district that allows teachers in a computer lab to monitor what each student is doing on his/her computer screen to help keep students on task.
- Added an access control app on administrators phones to help monitor and control school door access at all times.
- Repaired satellite dish at High School so administrators can monitor weather and news in extreme and severe weather and news conditions.
- Repaired calling program so that automated absent/tardy phone calls to parents will mention students' names in the phone call.

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

- Enhanced voice mail options on phone system for administrators.
- Repaired various laptops for the mobile laptop cart used by high school classrooms.
- Replaced the Wii in the Elementary gym with a brand new Wii, so that students could use Dance Dance Revolution in their workouts without the Wii shutting off or freezing randomly.
- Added timestamps to voicemails for our in-house phone system.
- Updated all cafeteria computers so that lunch programs will work appropriately each and every week.

Goal 4: Provide quality facilities.

- Added better-quality video, along with audio, for each new TV recently added throughout the district. The video cable reduces interference from other technology equipment surrounding the cable so no ghosting or flashing occurs on the TVs.
- Installed a SmartBoard/projector setup for a SPED classroom in the middle school, so that students would have the interactive capabilities from the SmartBoard, as opposed to the standard TV setup for the Middle School and High School campuses.
- Attended E-Rate seminars to become more familiar with the E-Rate process and specifications.
- Purchased more Windows 7 license keys so that we can refurbish our in-house older and out-of-date computers.
- Finished completing Form 471 checklist for E-Rate.

ELEM

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

- State Department of Education - Reach3 Coaches provided training for certified teachers (Pre-K – 3rd) on Reading strategies.
- 91 students received Perfect Attendance Awards for the 1st Semester.

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

- Provided door passes for substitute teachers to enter all doors without a wait time.
- Executed Fire, Intruder, & Lockdown Drills

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

- E.D.I.T. provided training to certified teachers (K-5th) in areas of Professional Learning Communities &

Goal 4: Provide quality facilities.

- Discuss expectations of taking care of our facilities with students.

MS

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

- 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.
- Counselor conducted Peer Mediation Training for 18 students.
- Continue Study Island online educational program for all 424 students to raise test scores.
- Test preparation training for test administrators and monitors.
- Spelling Bee winners:
 - 1st place Talana Holland 2nd Place Niki Harper and 3rd place David Dunn
 - 36 total students participated in the school wide Spelling Bee
- Powerlifting meet was held at Hilldale on January 23rd. 21 students participated in the meet.
- Academic Team participated in the District Academic Meet on January 8th. We tied for 1st which qualified us for Regionals
- Character Award Assembly on January 29th
- 5th grade enrollment along with middle school packets coming up this month
- Regional Science Fair will be held on February 11 and 12.

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

- The Middle School was recognized as State School of Character on January 29th. An all school assembly was held to recognize our students for this prestigious honor. Representative Jerry McPeak, Dewayne Thompson, PR Director for MarkWayne Mullins, Mayor Bob Coburn, Madison Tomlinson, Character Council Representative, and Dr. Kaylin Coody, Superintendent were all in attendance and spoke to the student body regarding their accomplishment. Tracy Fenton, School Counselor, was also recognized in her extensive efforts in the process and the work that she does at the middle school.
- 30 students and 10 teachers were recognized for showing the Character Trait of Punctuality for the month of January. The Character award winners for the month were: Maddie Thomas, TJ Maxwell, Taylor Breckon, and Gavin Hayes. Mrs. Horn, 8th grade Science, was also recognized for our staff. All names are read over the intercom and the winners receive a \$10 gift certificate to Wal-Mart and lunch at Chili's.
- Conducted bus evacuation drill on 1/14/2014
- Conducted lockdown drill on 1/16/2014
- Conducted fire drill on 1/16/2014

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

- Recognition of staff through character trait nominations.

Goal 4: Provide quality facilities.

- Continued recycling program

HS

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

- High School band students attended all-district clinic.
- Took a group of 20 seniors to NEO for college visit.
- Took a group of 15 seniors to RSU for college visit.
- Took a group of 30 seniors to UCO for college visit.
- 72 blood products were collected from our students as they learned the importance of service projects and community care.
- Provided opportunity for students with special needs to attend campus tour with a review of programs offered at ICTC.
- The students in the Educational Talent Search program met with the representative of the program to discuss the pathway to college and student responsibility along the way.

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

- 482 students participated in a fire drill using our new routes of escape.
- 467 students participated in an intruder drill.

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

- Provided appreciation snacks for teachers during our staff members.
- Counselor attended workshop on how to interpret PLAN test scores as related to the ACT.

Goal 4: Provide quality facilities.

- Added new TV with wireless walking tablets
- Added document cameras to all class with the walking tablets.

JANUARY 2014

ADMIN

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ATHLETICS/MAINTENANCE/TRANSPORTATION

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- Regional Science Fair will be held on February 11 and 12.

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

- The Middle School was recognized as State School of Character on January 29th. An all school assembly was held to recognize our students for this prestigious honor. Representative Jerry McPeak, Dewayne Thompson, PR Director for MarkWayne Mullins, Mayor Bob Coburn, Madison Tomlinson, Character Council Representative, and Dr. Kaylin Coody, Superintendent were all in attendance and spoke to the student body regarding their accomplishment. Tracy Fenton, School Counselor, was also recognized in her extensive efforts in the process and the work that she does at the middle school.
- 30 students and 10 teachers were recognized for showing the Character Trait of Punctuality for the month of January. The Character award winners for the month were: Maddie Thomas, TJ Maxwell, Taylor Breckon, and Gavin Hayes. Mrs. Horn, 8th grade Science, was also recognized for our staff. All names are read over the intercom and the winners receive a \$10 gift certificate to Wal-Mart and lunch at Chili's.
- Conducted bus evacuation drill on 1/14/2014
- Conducted lockdown drill on 1/16/2014
- Conducted fire drill on 1/16/2014

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

- Recognition of staff through character trait nominations.

Goal 4: Provide quality facilities.

- Continued recycling program

HS

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

- High School band students attended all-district clinic.
- Took a group of 20 seniors to NEO for college visit.
- Took a group of 15 seniors to RSU for college visit.
- Took a group of 30 seniors to UCO for college visit.
- 72 blood products were collected from our students as they learned the importance of service projects and community care.
- Provided opportunity for students with special needs to attend campus tour with a review of programs offered at ICTC.
- The students in the Educational Talent Search program met with the representative of the program to discuss the pathway to college and student responsibility along the way.

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

- 482 students participated in a fire drill using our new routes of escape.
- 467 students participated in an intruder drill.

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

- Provided appreciation snacks for teachers during our staff members.
- Counselor attended workshop on how to interpret PLAN test scores as related to the ACT.

Goal 4: Provide quality facilities.

- Added new TV with wireless walking tablets
- Added document cameras to all class with the walking tablets.

FEBRUARY 2014

ADMIN

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

- Reviewed and purchased USA Test Prep for MS-HS curriculum alignment and assessment
- Gained nine mini-iPads for Title III
- MS-HS students participated in the County Science Fair
- Attended Cherokee Nation School Appreciation luncheon and received nearly \$64,000 from the tribe
- Began Hornet Time across campus, increasing instructional time at all sites by 30 minutes
- MS-HS students participated in the Muskogee Area Education Consortium Math/Engineering Day
- Softball team was recognized at the State Capitol for being Class 4A Slow Pitch Softball Champions

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

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

- Selected Employees of the Month for January, through district-wide nominations and a committee selection process: Amie Sheets, Upper Elementary teacher, was selected as Certified Employee of the Month, and Joey Reece, High School Custodian, was selected as Support Employee of the Month. They were provided lunch and a packet of certificates from various vendors and businesses.
- Held PD360 Training for administration, to use this program for professional development of staff

Goal 4: Provide quality facilities.

ATH-MAINT-TRANS

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

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

- Toilet repair - HS- 3 , MS- 4 , UE-4 , LE- 5
- Vacuum repairs HS – 0, MS – 1, UE – 3, LE – 1
- Sink Repairs - HS- 2, MS- 1, UE- 2, LE-3
- New pickup and drop off times for all bus riders
- Preparation for school on snow and ice days by maintenance
- Cleaning equipment(bathroom cleaners, buffers, and riding floor machines) brought over for inspection for summer cleaning
- Heater and AC repairs – HS-3, MS-2, UE-2, LE-3
- Cafeteria freezer at HS repaired
- Worked with Muskogee County to repair gravel roads for student transportation
- Outside drains at all sites cleared and bushes at HS trimmed
- OG&E repaired electric at HS and MS site and replaced burnt out outside lights at all sites

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

- Administrative staff to ASBO finance workshop
- Prepared the PLE for school lunch programs
- Cheer Parent Meeting for HS and MS
- Set up for basketball, soccer, baseball and school activities such as, plays
- Posted job openings for Assistant Supt. and Elementary Principals
- Set up interviews for job openings

Goal 4: **Provide quality facilities.**

- Fire alarm calls and reset at HS and MS
- Picked up supplies for the building of school play props
- Elementary basketball goals repaired
- Baseball concession and restroom plumbing repaired and cabinets replaced
- Broken chairs repaired – UE- 3, LE-5
- HS library ceiling tiles repaired and carpet cleaned
- Door repairs at UE gym
- All sites sprayed for bugs and insects
- MS cafeteria tables repaired

IT

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

- Replaced another SmartBoard with a TV in the High School
- Gave a BYOD class to High School students wishing to use their own technology devices inside the classrooms
- Added four computer to a SPED classroom in High School
- Received 9 mini ipads from Title VII funds; began planning stages of implementation for the Elementary site

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

- Fixed the broken electronic sign outside of the High School
- Repaired Satellites at Admin building and Middle School site for monitoring local weather channels
- Installed a wireless document camera for a High School teacher to test out
- Fixed electronic door system at Elementary site that was lost connection to the network

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

- Attended Gradebook training with a few teachers from all sites
- Purchased and assembled new projector cart for presentations, plays, assemblies, trainings, etc.

Goal 4: Provide quality facilities.

- Replaced dead batteries in UPS at Admin building
- Created and posted survey for district input for Hilldale Public Schools on district website
- Filled out additional E-Rate paperwork for funding for the 2014-2015 school year
- Found a temporary fix with a borrowed switch for a switch that died in the Middle School library
- Began work with the Middle School lab flooding restoration; pulling all technology equipment from the water, testing, restoring, etc.

ELEMENTARY

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

- 4 students and 1 teacher attended the *Creek Nation Challenge Bowl*. (3rd place out of 47 teams)
- Provided 8 classrooms with *eInstruction – Classroom response systems*

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

- Provided all staff members and updated “Phone Tree” to use in case of an emergency.

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

- Held grade level meetings to discuss curriculum & instructional strategies.
- Counselor held a training on how to properly administer and proctor the state mandated tests with 3rd – 5th grade teachers, SPED teachers, & support staff.

Goal 4: Provide quality facilities.

- Met with custodians to ensure facilities are being properly cleaned on a daily basis.

MS

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

- Middle School pre-enrollment and 5th grade students
- Spring Testing schedule is posted on the Middle School website
- Regional Science Fair was held with several winners that was listed last month. 8 students are in Ada this weekend to participate in the State Science Fair.
- EDIT training was held for all staff members.
- Purchased USA Testprep licensing to aid in preparation for upcoming testing as well as use in core area curriculum for next year.
- Parent/Teacher Conferences were postponed due to weather. Rescheduled date has not been determined yet.
- Restructured class schedule due to the recent water issues in 8th grade hallway. All core area classes are being held in classrooms or in rooms that are quiet and designed for learning.

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

- Restructured class schedule due to the recent water issues in 8th grade hallway. All core area classes are being held in classrooms or in rooms that are quiet and designed for learning.
- Lockdown drill conducted on February 18th. Immediate lockdown of school. Lockdown was best one of the year so far!
- Continue monthly newsletter posted on the middle school website.
- Continue to recognize students for great character as well as competitions, awards, etc. on the website and by intercom/announcements

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

- Middle School Teacher of the Year Shirley Shamblin will be honored.
- Continue to honor teachers and students who exhibit great character. 13 students and 5 teachers were recognized this month for the character trait of Resourcefulness.

Goal 4: Provide quality facilities.

HS

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

- Offered a BYOD class for students to be able to use personal technology.
- Held a senior parent meeting to assist parents in completing FAFSA applications. Guest speakers along with counselors provided information and assistance.
- Senior college visitation to Connors, ECU and OSU IT.
- Parent meeting to enroll incoming Freshmen.
- Took students to compete at Math Contest.
- Provided students the opportunity to attend OSU Tulsa to participate in a hands on look at careers in the medical field.

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

- Completed a Fire drill
- Completed a Lock down Drill

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

- Dinner for teachers before conferences
- All teachers participated in a ½ day EDIT Training – learning about PLC and how to be data driven
- Principals attended PD360 training in order to learn how to use this system to professional development.

Goal 4: Provide quality facilities.

MARCH 2014

ADMIN

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

- Disseminated HEF grant applications to all staff for grant funding
- Took 58 staff members to the Capitol for the Education Rally

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

- Met with staff and Girl Scout re: safety signs and cross walks at elementary
- Spoke to PTO re: school issues

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

- Selected Employees of the Month for January, through district-wide nominations and a committee selection process: David Smith, MS-HS Choir Director/teacher, was selected as Certified Employee of the Month, and Michelle Stephens, MS Secretary, was selected as Support Employee of the Month. They were provided lunch and a packet of certificates from various vendors and businesses.
- Spoke to Bacone education class on legal issues in the schools

Goal 4: Provide quality facilities.

- Began renovation of water damaged classrooms in Middle School

ATHLETICS-MAINTENANCE-TRANSPORTATION

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

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

- Toilet repair - HS- 3 , MS- 4 , UE-4 , LE- 5
- Vacuum repairs HS – 0, MS – 1, UE – 3, LE – 1
- Sink Repairs - HS- 2, MS- 1, UE- 2, LE-3
- New pickup and drop off times for all bus riders
- Preparation for school on snow and ice days by maintenance
- Cleaning equipment(bathroom cleaners, buffers, and riding floor machines) brought over for inspection for summer cleaning
- Heater and AC repairs – HS-3, MS-2, UE-2, LE-3
- Cafeteria freezer at HS repaired
- Worked with Muskogee County to repair gravel roads for student transportation
- Outside drains at all sites cleared and bushes at HS trimmed
- OG&E repaired electric at HS and MS site and replaced burnt out outside lights at all sites

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

- Administrative staff to ASBO finance workshop
- Prepared the PLE for school lunch programs
- Cheer Parent Meeting for HS and MS
- Set up for basketball, soccer, baseball and school activities such as, plays
- Posted job openings for Assistant Supt. and Elementary Principals
- Set up interviews for job openings

Goal 4: Provide quality facilities.

- Fire alarm calls and reset at HS and MS
- Picked up supplies for the building of school play props
- Elementary basketball goals repaired
- Baseball concession and restroom plumbing repaired and cabinets replaced
- Broken chairs repaired – UE- 3, LE-5
- HS library ceiling tiles repaired and carpet cleaned
- Door repairs at UE gym
- All sites sprayed for bugs and insects
- MS cafeteria tables repaired

I.T.

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

- Began work on preparing all student computer labs for Oklahoma State Testing
- Ordered accessories and supplies for iPads for elementary bought with Title VII funds
- Test-drove a new wireless document camera in teacher's classrooms
- Attended local technology conference to learn about various subjects including E-Rate, network infrastructure, new security appliances and solutions, etc.
- Filled out OUSF form for the state of Oklahoma for technology funds

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

- Upgraded Avigilon camera software, district-wide
- Set up a secure VPN for remoting into the network in a secure manner

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

- Attended website training for new and upcoming changes to website editing features
- Determined the cause of no wireless out to the baseball/softball hitting facility and began work to repair
- Attended training for our Online Gradebook

Goal 4: Provide quality facilities.

- Submitted contract with SuddenLink for WAN for E-Rate funding for the upcoming year
- Repaired the phone system lunch calling system
- Took inventory of all technology equipment in the eighth grade hallway, moved it to a dry location in the High School, tested, and took inventory of equipment beyond repair from the middle school flood
- Began work on restoring technology into the computer labs in the middle school hallway

ELEM

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

- Pre-Enrolled & Screened 41 new Pre-K & Kindergarten students for the 2014-2015 school year.
- State Department of Education – Reach3 Coaches provided training for certified teachers (Pre-K-3rd) in the area of Writing.

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

- Executed a Tornado & Intruder Drill
- Held Parent/Teacher Conferences with 92% attendance from parents.

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

- Provided teachers funds from our site budget to spend on curriculum for their classroom.
- Provided teachers with a report to parents about “The Rewards of Reading”

Goal 4: Provide quality facilities.

- Discussed with staff the proper shut-down operations for saving energy during spring break.

MS

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

- Math Competition at the Civic Center- Issac McBrien- Gold-pre alg / Aislynn Hensley bronze-pre alg/ Devyn Conway and Landon Morrison Gold-glider
- MS Academic team placed 3rd in Regional/has place for state competition
- MS band members made superior ratings at the Checotah Band contest Leanna Murrie-7th grader/Haley Sherbourne 7th –grader
Ensembles- Logan Smith, Jonah Fabian, Shane Thompson
Leanna Murrie, Kaden Bullard, Hailey Huggins
Haley Sherbourne, Lewis Whipple
- March 6th-7th We took 8 students to the State Science Fair in Ada.
- March 13th we took all 7th grade girls to the Civic center Girls Spring Tea
- We held a Parent Teacher conference on March 28th from 4-7.
- We held our 5th grade pre-enrollment at the elementary, where Mrs. Fenton took a few students to share their experiences and thoughts on the electives offered a the Middle School.

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

- March 11th we conducted a Tornado Drill
- Continue monthly newsletter posted on the middle school website. Continue to recognize students for great character as well as competitions, awards, etc. on the website and by intercom/announcements

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

- Continue to honor teachers and students who exhibit great character. Students and teachers were recognized this month for the character trait of Tolerance for the month of March

Goal 4: Provide quality facilities.

- Recycling program

HS

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

- Added USA test Prep as an option for all high school students.
- About 20 Seniors went to ECU for a campus tour.

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

- Conducted a tornado drill
- Conducted a fire drill

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

- Provided staff development to for all staff either on the bus traveling to OK City or here at Hilldale elementary
- Provided dinner for staff on parent teacher conference night.

Goal 4: Provide quality facilities.