

# **Bill Hefner Elementary 2014-2016 SIP**

Bill Hefner Elementary School

Cumberland County School System

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Fayetteville, NC 28314

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## Overview

### Plan Name

Bill Hefner Elementary 2014-2016 SIP

### Plan Description

## Goals Summary

The following is a summary of the goals encompassed in this plan. The details for each goal are available in the next section.

#	Goal Name	Goal Details	Goal Type	Total Funding
1	2014-2016 To expect academic growth by all children.	Objectives: 2 Strategies: 2 Activities: 2	Academic	\$32321
2	2014-2016 To promote continuous quality improvement.	Objectives: 2 Strategies: 2 Activities: 2	Organizational	\$0
3	2014-2016 To recruit, select, develop, and retain the very best personnel.	Objectives: 1 Strategies: 1 Activities: 2	Organizational	\$0
4	2014-2016 To create a safe and caring climate that enhances learning	Objectives: 3 Strategies: 3 Activities: 3	Organizational	\$0
5	2014-2016 To improve our use of technology	Objectives: 2 Strategies: 2 Activities: 2	Organizational	\$0

## Goal 1: 2014-2016 To expect academic growth by all children.

### Measurable Objective 1:

A 15% increase of All Students will demonstrate a proficiency and growth on grade level standards in Mathematics, in Science, and in English Language Arts by 06/10/2015 as measured by EOG and Reading 3D.

### Strategy 1:

Differentiated Instruction - Teachers will meet weekly, in grade level professional learning communities, to discuss best practices in ELA, in Science, in Mathematics, and in Social Studies. In addition, teachers will meet monthly for vertical team planning to discuss best practices in ELA, in Science, in Mathematics, and in Social Studies.

Activity - Instructional Planning	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Teachers will create and implement lesson plans based on EOG scores and/or Reading 3D that will address the individual area of need for each student.	Academic Support Program	08/18/2014	06/10/2015	\$0	No Funding Required	Teachers, Instructional Coach, Administrative Team

### Measurable Objective 2:

A 10% increase of All Students will demonstrate a proficiency in the area of ELA in English Language Arts by 06/10/2015 as measured by the EOG and Reading 3D.

### Strategy 1:

Tutors - Employee two certified teachers as tutors for third, fourth, and fifth grades.

Activity - Supplemental Instruction	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Certified tutors will provide supplement instruction for certain 3rd, 4th, and 5th grade students in the English Language Arts	Tutoring	10/01/2014	06/10/2015	\$32321	Annual Giving Fund	Tutors, Instructional Coach, and Teachers

## Goal 2: 2014-2016 To promote continuous quality improvement.

### Measurable Objective 1:

collaborate to use data driven practices to help achieve higher student performance by 06/10/2015 as measured by formal and informal local and state assessments.

**Strategy 1:**

Increase Student Performance - Using local and state curriculum standards, teachers will continuously collect and disaggregate data to determine best instructional practices.

Activity - Data Training Professional Development	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
The school instructional coaches/administrators/district staff specialists will conduct quarterly data training sessions to teach all certified staff members how to collect, disaggregate, and utilize data to increase student performance.	Professional Learning	08/18/2014	06/05/2015	\$0	No Funding Required	Teachers, instructional coaches, school administrators, and district staff specialists.

**Measurable Objective 2:**

collaborate to to increase parent participation in the classrooms. by 06/10/2015 as measured by an increase in parent volunteer hours (rosters, agendas, background checks).

**Strategy 1:**

Parent Involvement - Recruit two parents per classroom to provide regular assistance to the classroom teacher to help with day to day activities, establishing a bond between home and school.

Activity - Parent Involvement	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
Each teacher will recruit, at least, two parents that will work in their classroom to provide assistance with day to day activities, that will help enhance student learning.	Parent Involvement	08/21/2014	06/10/2015	\$0	No Funding Required	Teachers

**Goal 3: 2014-2016 To recruit, select, develop, and retain the very best personnel.**

**Measurable Objective 1:**

collaborate to provide leadership opportunities for school personnel by 10/01/2014 as measured by an increase in student performance and the retention of highly qualified personnel..

**Strategy 1:**

Personnel Recruitment - Develop and recruitment teams that includes representation from all stake holders to include: teachers, TAs, custodial, administrative personnel, cafeteria, and parents.

Activity - Best Practices for Recruiting Personnel	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
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Conduct staff development and establish guidelines for recruiting, selecting, developing, and retaining the very best personnel.	Recruitment and Retention	10/01/2014	06/10/2015	\$0	No Funding Required	All stakeholders
<b>Activity - Job Fair</b>	<b>Activity Type</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Resource Assigned</b>	<b>Source Of Funding</b>	<b>Staff Responsible</b>
Recruitment team will attend CCS Job Fairs and interview prospective employment candidates	Recruitment and Retention	07/28/2014	06/10/2015	\$0	No Funding Required	Administration recruitment committee

## Goal 4: 2014-2016 To create a safe and caring climate that enhances learning

### Measurable Objective 1:

collaborate to determine the areas of need and the measures needed to correct the deficits by 06/10/2015 as measured by a decrease in accidents, student disciplinary referrals and an increase in student learning. .

### Strategy 1:

Staff PBIS Training - Select a school PBIS team to attend PBIS modules presented by the district. The school's PBIS team will train the school staff.

<b>Activity - PBIS Program</b>	<b>Activity Type</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Resource Assigned</b>	<b>Source Of Funding</b>	<b>Staff Responsible</b>
The PBIS program will be implemented in all areas including the classroom and non-classroom settings to include the hallway, cafeteria, and buses.	Behavioral Support Program	08/18/2014	06/10/2015	\$0	No Funding Required	All BHES staff

### Measurable Objective 2:

collaborate to create a climate of trust that enhances learning by 06/10/2015 as measured by an increase in students enjoying and taking responsibility in learning .

### Strategy 1:

Morning Meeting - Provide Morning Meeting staff development and institute the program school wide.

<b>Activity - Morning Meeting Activities</b>	<b>Activity Type</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Resource Assigned</b>	<b>Source Of Funding</b>	<b>Staff Responsible</b>
Apply morning meeting daily activities to encourage a safe and caring learning environment to increase students academic performance.	Behavioral Support Program	08/25/2014	06/10/2015	\$0	No Funding Required	Teachers and administrators

### Measurable Objective 3:

collaborate to provide a safe and orderly environment during recess activities by 06/10/2015 as measured by a decrease in accidents and incidents on the playground.

### Strategy 1:

Playground Supervision Module - Provide staff development to all certified staff and instructional assistants.

Activity - Implement Playground Supervision Program	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
We will offer students opportunities to have fun, exercise, and develop relationship skills as they interact with others.	Behavioral Support Program	08/25/2014	06/10/2015	\$0	No Funding Required	All certified teachers and instructional assistants.

## Goal 5: 2014-2016 To improve our use of technology

### Measurable Objective 1:

collaborate to have all personnel create and utilize an electronic calendar by 10/01/2014 as measured by the staff's ability to review and share an electronic calendar..

### Strategy 1:

Electronic Calendar - All staff members will receive training on the use of electronic calendars.

Activity - Utilizing Electronic Calendar	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
All staff will use an electronic calendar to inform and stay informed of all school related activities.	Technology	10/01/2014	06/10/2015	\$0	No Funding Required	All Staff

### Measurable Objective 2:

collaborate to establish Home Base programs school wide by 06/10/2015 as measured by improvement in Hefner's overall ability to collect data to improve student learning .

### Strategy 1:

Establish a Home Base Team - The Home Base team will attend county staff development sessions and present the information at a school staff development session.

Activity - Data Collection	Activity Type	Begin Date	End Date	Resource Assigned	Source Of Funding	Staff Responsible
All certified personnel will use the Home Base program to provide, collect, and share data that will increase the teachers ability to provide effective classroom instructions.	Technology	08/18/2014	06/10/2015	\$0	No Funding Required	All Staff



## Activity Summary by Funding Source

Below is a breakdown of your activities by funding source

### No Funding Required

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
PBIS Program	The PBIS program will be implemented in all areas including the classroom and non-classroom settings to include the hallway, cafeteria, and buses.	Behavioral Support Program	08/18/2014	06/10/2015	\$0	All BHES staff
Job Fair	Recruitment team will attend CCS Job Fairs and interview prospective employment candidates	Recruitment and Retention	07/28/2014	06/10/2015	\$0	Administration recruitment committee
Utilizing Electronic Calendar	All staff will use an electronic calendar to inform and stay informed of all school related activities.	Technology	10/01/2014	06/10/2015	\$0	All Staff
Implement Playground Supervision Program	We will offer students opportunities to have fun, exercise, and develop relationship skills as they interact with others.	Behavioral Support Program	08/25/2014	06/10/2015	\$0	All certified teachers and instructional assistants.
Parent Involvement	Each teacher will recruit, at least, two parents that will work in their classroom to provide assistance with day to day activities, that will help enhance student learning.	Parent Involvement	08/21/2014	06/10/2015	\$0	Teachers
Best Practices for Recruiting Personnel	Conduct staff development and establish guidelines for recruiting, selecting, developing, and retaining the very best personnel.	Recruitment and Retention	10/01/2014	06/10/2015	\$0	All stakeholders
Data Collection	All certified personnel will use the Home Base program to provide, collect, and share data that will increase the teachers ability to provide effective classroom instructions.	Technology	08/18/2014	06/10/2015	\$0	All Staff
Morning Meeting Activities	Apply morning meeting daily activities to encourage a safe and caring learning environment to increase students academic performance.	Behavioral Support Program	08/25/2014	06/10/2015	\$0	Teachers and administrators
Data Training Professional Development	The school instructional coaches/administrators/district staff specialists will conduct quarterly data training sessions to teach all certified staff members how to collect, disaggregate, and utilize data to increase student performance.	Professional Learning	08/18/2014	06/05/2015	\$0	Teachers, instructional coaches, school administrators, and district staff specialists.

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Instructional Planning	Teachers will create and implement lesson plans based on EOG scores and/or Reading 3D that will address the individual area of need for each student.	Academic Support Program	08/18/2014	06/10/2015	\$0	Teachers, Instructional Coach, Administrative Team
<b>Total</b>					\$0	

**Annual Giving Fund**

Activity Name	Activity Description	Activity Type	Begin Date	End Date	Resource Assigned	Staff Responsible
Supplemental Instruction	Certified tutors will provide supplement instruction for certain 3rd, 4th, and 5th grade students in the English Language Arts	Tutoring	10/01/2014	06/10/2015	\$32321	Tutors, Instructional Coach, and Teachers
<b>Total</b>					\$32321	

**LEA or Charter  
Name/Number:**

Cumberland County Schools - 260

**School Name:**

Bill Hefner Elementary

**School Number:**

367

**Plan Year(s):**

2014-2016

**Voting:** All staff must have the opportunity to vote anonymously on the School Improvement Plan.

**# For**

87

**# Against**

0

**Percentage For**

100%

**Date approved by Vote:**

8/19/2014

## School Improvement Team Membership

*From GS §115C-105.27: "The principal of each school, representatives of the assistant principals, instructional personnel, instructional support personnel, and teacher assistants assigned to the school building, and parents of children enrolled in the school shall constitute a school improvement team to develop a school improvement plan to improve student performance. Representatives of the assistant principals, instructional personnel, instructional support personnel, and teacher assistants shall be elected by their respective groups by secret ballot....Parents serving on school improvement teams shall reflect the racial and socioeconomic composition of the students enrolled in that school and shall not be members of the building-level staff."*

<b>Committee Position*</b>	<b>Name</b>	<b>Year elected</b>
Principal	Donald Cahill	2013
Assistant Principal Representative	Sandra McKnight	2014
Teacher Representative	Randolph Scott	2013
Inst. Support Representative	Lisa Hughes	2014
Teacher Assistant Representative	Regina Doche'e	2013
Parent Representative	David Echols	2014
Additional Representative	Terea Maddox	2013
Additional Representative	Kimberly Barrow	2014
Additional Representative	Shelly Nacy	2012
Additional Representative	Patricia DeHaan	2013
Additional Representative	Kathy Conis	2014

**School-Based Management and Accountability Program  
Summary of School-based Waiver Requests  
Program Years: 2014-2016**

**Instructions:** Listed below is the waiver that only **Elementary Schools** have the option to request. Complete all cells that have a red border.

**LEA or Charter School Name/Number:**

Cumberland County Schools -  
260

**School Name:**

**Waivers**

General Statute §115C-105.26 permits local boards of education to request waivers of state laws, rules, or policies as part of a school improvement plan. Waiver requests shall be submitted to the State Board of Education (G.S. §115C-105.26 (a)).

Waiver requests shall:

- Identify the school making the request;
- Identify the state laws, rules, or policies that inhibit the school's ability to improve student performance;
- Outline circumstances under which the waiver may be used; and
- Explain how the requested waiver will permit the school to improve student performance.

**Allowable Waivers and Conditions**

General Statute §115C-105.26 (a) mandates that the SBE shall grant waivers only for the specific schools for which they are requested and shall be used only under the specific circumstances for which they are requested. Further sections of G.S. §115C-105.26 specify that when requested as part of a school improvement plan, the State Board of Education may grant waivers of state laws pertaining to class size.

**DPI allowable waiver (Elementary Schools only)**

1. Does your school request the following DPI waiver? (Select Yes or No from the drop-down list in red cell below)

**Allocation of Teachers: Class size - Flexibility**

Yes

2. Identify the law, regulation, or policy from which exemption is requested.

**G.S. 115C-301, (C) Class Size**

3. State how the waiver will be used.

To create larger class sizes

4. State how this waiver helps achieve the specific performance goals identified in the School Improvement Plan.

All students will be in larger classes with a teacher.

## Remediation Plan

**Instructions:** Complete each cell highlighted in red. Refer to the SAMPLE Remediation Plan located on the next tab for examples. **(Note: To return to the next line within a cell, press and hold down the ALT key then press the Enter key.)**

School: Bill Hefner Elemenarty

Year: 2014-2016

## Description of the Plan

Purpose:	The purpose of this plan is to provide supplement instruction to at-risk students to ensure mastery of course objectives and/or specific graduation requirements. (Schools serving students in kindergarten of first grade must determine how to prepare students to read at grade level by the time they enter second grade.)
Delivery:	
Students Served:	



### Budget Amount

### AMOUNT

Total Allocation:

\$32,327.10



### Budget Breakdown

### AMOUNT

Personnel:

Deborah McCleod - Certified Tutor - 25.00 per hour (591 hours)	\$15,903.06
Mertia Pigford - Certified Tutor - 25.00 per hour (591 hours)	\$15,903.06

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Materials & Supplies:	No additional materials needed.	\$0.00
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		<b>AMOUNT</b>
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Transportation:	No additional transportation needed.	\$0.00
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<b>Grand Total:</b>	<b>\$31,806.12</b>
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Monitoring & Evaluating Tools: *Indicate Yes or No by selecting Y or N from drop-down*

Y		PEP
Y		Student Activity Log
Y		Other (If yes, specify in the box below):
		EOG Scores, 3D Reading, Progress Reports, Teacher Observations, Writing Portfolio, EVAAS Data

# Title II Plan

**Instructions:** Complete each cell highlighted in red. Refer to the SAMPLE Remediation Plan located on the next tab for examples. **(Note: To return to the next line within a cell, press and hold down the ALT key then press the Enter key.)**

School: Bill Hefner Elementary  
 Year: 2014-2015

## Description of the Plan

Purpose: The purpose of this plan is to provide a detailed description of staff development expenditures.

## Budget Amount

**AMOUNT**

Total Allocation: \$3,294.00

## Budget Breakdown

Briefly describe the title of and purpose for the staff development:

Staff Development  
1

K-4 teachers will engage in Reading 3D and Writing Portfolios staff development to aquire the knowledge needed to successful implement these programs.

**Description**

**AMOUNT**

Personnel:	43 subs @ 75.00 per day	\$3,225.00
Training materials:		



Registration/Fees:		
<u>Travel:</u>		
Mileage/Airfare:		
Lodging/Meals:		
Consulting Services:		
Follow up activities		
Total for staff development 1: This cell will automatically total for you		\$3,225.00

District Wide Components		
Duty Free Lunch	<b>Please indicate if your School Improvement Team voted for your teachers to have a duty free lunch by indicating yes (Y) or no (N) in the box to the right.</b>	yes
Duty free planning time	<b>Please describe approximately how much planning time your teachers have during a week:</b> 40 minutes of daily planning during the school day, plus 60 minutes per week after school.	
PBIS school	<b>Please indicate if your school is currently a PBIS school by indicating yes (Y) or no (N) in the box to the right.</b>	no

PBIS rating from previous year	Please indicate your most recent PBIS assessment rating (Green Ribbon, Model, or Exemplar) if applicable in the box to the right:	N/A
Parental Involvement	Please describe your parental involvement plan briefly (i.e. dates or frequency of parent events, P/T conferences, PTA meetings, etc.): Teachers recruit a minimum of two parents per classroom to assist throughout the school year; Open House - 8-21-14, P/T conferences November 12, 13, 2014/ April 14, 15, 2015	
Safe and Orderly schools	The Cumberland County School System (CCS) has a commitment to excellence in providing a safe and healthy workplace. Safety of employees and students must be given first priority in every activity. To that end, all our employees have access to our district Safety Manual and Crisis Management Handbook on the CCS intranet. The Safety Manual is provided to help schools insure their day to day practices are in line with best safety practices, prepare for events that can be better managed with a safety plan, and outline protocols for handling potentially hazardous materials in our schools. Although a crisis is an event that is extraordinary and cannot be predicted, the Crisis Management Handbook was prepared to provide the principal and the local crisis team a quick reference guide of procedures to follow when a crisis occurs that affects the school.	
Review of the SIP plan and notification of changes	As a part of our continuous improvement process, all schools create 2 year School Improvement plans. At the end of the first year of the plan and once test scores are received, the School Improvement Team will review both academic and organizational goals and make changes as needed. The superintendent's designee will be informed when the plan has been changed.	