

2010-12 School Improvement Plan  
**Pisgah Forest Elementary School**  
 Mike Bailey, Principal

The following School Improvement Plan amendment for Pisgah Forest Elementary School was approved by secret ballot on Friday, September 30, 2011 with the following results: APPROVE: **48** REJECT: **2**

**Priority 1:** Globally Competitive Students

**Goal 2:** Pisgah Forest Elementary School will achieve Adequate Yearly Progress (AYP) in the academic area of mathematics with all student subgroups as prescribed by the No Child Left Behind Act. Each student subgroup at Pisgah Forest Elementary School will demonstrate at least 88.6% proficiency as measured by assessments administered under the ABC's by the end of the 2011-12 school year.

Action Strategy	Timeline	Resources	Person(s) Responsible	Evaluation Method(s)
Provide required written notice of public school choice options to parents of students enrolled at Pisgah Forest Elementary School	Notices issued to all parents on Wednesday, August 24, 2011	Dr. Kim Elliott; NCDPI resources; USED resources	Mike Bailey	Copy of notice on file at the Morris Education Center
Parents of students enrolled at Pisgah Forest Elementary School shall have access to public school choice as provided by the No Child Left Behind Act	Notices issued to all parents on Wednesday, August 24, 2011; public school choice available consistent with federal regulations	Federal PRC 050 (up to \$12,000)	Mike Bailey; Kim Elliott; Alan Justice; Jeff McDaris	Copies of public school choice requests on file at the Morris Education Center
Pisgah Forest Elementary School will increase parent and community representation on the Priority 1 subcommittee of the School Improvement	Two additional representatives identified by 4:30 PM on Tuesday, September 6, 2011	Teacher recommendations and parent contact information	Mike Bailey	Updated roster of Priority 1 subcommittee members submitted to David Sutton at the Morris Education Center by 4:30 PM on Tuesday, September 6,

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Team by at least two (2) active members				2011
Pisgah Forest Elementary School will increase faculty representation on the Priority 1 subcommittee of the School Improvement Team by at least two (2) active members	Two additional representatives identified by 4:30 PM on Friday, September 2, 2011	Membership roster; historical student achievement data; teacher recommendations	Mike Bailey	Updated roster of Priority 1 subcommittee members submitted to David Sutton at the Morris Education Center by 4:30 PM on Friday, September 2, 2011
Each classroom teacher at Pisgah Forest Elementary School will submit to the principal a daily instructional schedule that reflects ninety (90) minutes of direct instruction in mathematics. Mathematics interventions time may be included in the computation of ninety (90) minutes of daily instructional contact.	Schedules are due by 4:30 PM on Friday, September 2, 2011	NCDPI reference materials	Mike Bailey; all classroom teachers	Copies of all teachers' schedules on file with the principal
Each teacher at Pisgah Forest Elementary School will implement established schedules in order to ensure that all students receive ninety (90) minutes of direct instruction in mathematics.	Beginning no later than Tuesday, September 6, 2011 and continuing through the duration of the 2011-12 school year	NCDPI reference materials	Mike Bailey; all classroom teachers	Informal classroom visits and formal observations
Pisgah Forest Elementary	Vacancies advertised on	Local PRC 027 (\$70,000);	David Sutton; Kim Elliott;	Vacancy announcement

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<p>School will utilize allotted funds in local PRC 027 to hire four part-time (25 HPW) mathematics instructional coaches, and will utilize Title I funds to hire one additional part-time (25 HPW) mathematics instructional coach, to provide targeted, intensive, direct instruction to identified student groups across all grade levels (K-5) in addition to the ninety (90) minutes of classroom mathematics instruction uniformly available to all students within the school.</p>	<p>Friday, August 26, 2011; positions filled on Monday, September 19, 2011; coaches employed Tuesday, September 20, 2011 through the duration of the 2011-12 school year</p>	<p>Federal PRC 050 (\$17,500)</p>	<p>Mike Bailey</p>	<p>and employment records; group membership and meeting schedules; formative assessment data from group participants; summative assessment data from group participants</p>
<p>The principal and lead teacher will collaborate with teachers to (a) identify students in grades K-5 who will be served by mathematics instructional coaches, (b) organize student groups for supplemental mathematics instruction with instructional coaches, (c) devise a specific work schedule for each instructional coach that</p>	<p>Students, group structures, coaching schedules, and meeting locations finalized by 4:30 PM on Friday, September 16, 2011</p>	<p>Formative and summative assessment data; teacher recommendations; master schedule</p>	<p>Mike Bailey; Marie Dean</p>	<p>A list of students, a grouping rationale and plan, a work schedule for each coach, and list of assigned meeting locations will be on file at the Morris Education Center by 4:30 PM on Monday, September 19, 2011.</p>

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provides students maximum access to support at the appropriate times during the school day, and (d) identifies appropriate meeting locations for each group session throughout the day.				
Pisgah Forest Elementary School will utilize allotted funds in federal PRC 050 to hire two part-time (25 HPW) mathematics EOG tutors to provide targeted, intensive, direct instruction to identified student groups in tested grade levels (3-5) in addition to the ninety (90) minutes of classroom mathematics instruction uniformly available to all students within the school.	Vacancies advertised on Tuesday, November 1, 2011; positions filled on Monday, December 19, 2011; coaches employed for fifty (50) days each, beginning Tuesday, January 3, 2012	Federal PRC 050 (\$5,813)	David Sutton; Kim Elliott; Mike Bailey	Vacancy announcement and employment records; group membership and meeting schedules; formative assessment data from group participants; summative assessment data from group participants
The principal and lead teacher will collaborate with teachers to (a) identify students in grades 3-5 who will be served by mathematics EOG tutors, (b) organize student groups for supplemental mathematics instruction with EOG tutors, (c)	Students, group structures, coaching schedules, and meeting locations finalized by 4:30 PM on Friday, December 23, 2011	Formative and summative assessment data; teacher recommendations; master schedule	Mike Bailey; Marie Dean	A list of students, a grouping rationale and plan, a work schedule for each coach, and list of assigned meeting locations will be on file at the Morris Education Center by 4:30 PM on Monday, January 2, 2012.

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<p>devise a specific work schedule for each EOG tutor that provide students maximum access to support at the appropriate times during the school day, and (d) identifies appropriate meeting locations for each tutoring session throughout the day.</p>				
<p>Each classroom teacher at Pisgah Forest Elementary School will collaborate within grade level meetings and with district RtI instructional personnel to identify appropriate instructional strategies to improve the achievement of all students in mathematics, including those identified as Exceptional Children, English as a Second Language, and/or economically disadvantaged. Each teacher will monitor the effectiveness of these strategies through analysis of formative assessment data and maintain, adjust, or replace those strategies</p>	<p>Beginning no later than Tuesday, September 6, 2011 and continuing weekly through the duration of the 2011-12 school year</p>	<p>Formative assessment data; grade level meeting schedule; online resources; Donna Raspa; Liz Gibbs</p>	<p>Mike Bailey; Marie Dean; all classroom teachers</p>	<p>Formative assessment data; meeting notes; documentation of instructional interventions; summative assessment data</p>

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based on that analysis.				
Teachers in non-academic assignments (e.g., physical education, art, music, etc.) will identify connections between the mathematics curriculum and their individual curricula, and will integrate mathematics instruction into their daily lesson plans.	Beginning no later than Tuesday, September 6, 2011 and continuing through the duration of the 2011-12 school year	The North Carolina Standard Course of Study; colleagues; instructional materials; Kim Elliott	Mike Bailey; Marie Dean; teachers in non-academic assignments	Daily lesson plans reflecting the integration of mathematics instruction; informal classroom visits and formal observations
Transylvania County Schools will provide graduate school tuition reimbursement to teachers at Pisgah Forest Elementary School who are pursuing advanced degrees and/or teacher licensure consistent with the provisions of local board of education policy GCBCA, "Employee Training and Development"	Reimbursement checks issued within two weeks of each academic term's conclusion (Summer 2011; Fall 2011; Spring 2012)	Federal PRC 050 (up to \$15,000)	David Sutton; Kim Elliott	Graduate school transcripts from participating teachers; purchase orders for reimbursement checks to participating teachers
Pisgah Forest Elementary School will purchase and utilize <i>End-of-Grade Coach</i> mathematics test preparation materials with students in grades 3-5.	Materials ordered by Friday, September 2, 2011; begin use upon delivery of materials	Federal PRC 050 (\$2,800)	Marie Dean; instructional coaches; mathematics tutors	Purchase order; lesson plans; informal classroom visits and formal observations; formative assessment data; summative assessment data

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Pisgah Forest Elementary School will provide mathematics strategies seminars for parents of students in grades K-5 so that parents may learn appropriate strategies, games, and interventions to reinforce mathematics learning in the home.	The meeting schedule will be established and published on the school's website by 4:30 PM on Tuesday, September 20, 2011	Teachers; district RtI instructional personnel; miscellaneous supplies and materials	Mike Bailey; Marie Dean; classroom teachers	Meeting agendas; attendance logs; formative assessment data; summative assessment data
Pisgah Forest Elementary School will implement the SRA Mathematics program and use it with fidelity throughout the 2011-12 school year.	Timeline for training and implementation to be developed by 4:30 PM on Friday, October 21, 2011	Federal PRC 050; estimated costs:  Contracted training - \$4,000 Substitute teachers - \$15,000 Instructional materials - \$15,000 Student consumables - \$1,000 Miscellaneous workshop expenses - \$1,500	Mike Bailey; Marie Dean; classroom teachers	Purchase orders; training participation; fidelity checks through informal classroom visits and formal classroom observations; formative assessment data; summative assessment data
Pisgah Forest Elementary School will partner with Western Carolina University faculty through the NC QUEST grant to implement mathematics interventions and conduct SRA Mathematics fidelity checks.	Based upon implementation timeline developed by 4:30 PM on Friday, October 21, 2011 (see above)	NC QUEST grant funds	Dr. Tommy Hodges and other NC QUEST grant faculty	Review of fidelity check documents

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The work of the lead teacher at Pisgah Forest Elementary School will be devoted specifically to issues of instructional design, delivery, and facilitation at least 85% of the time and will reflect minimal assignments of administrative, non-instructional duties.	Beginning no later than Monday, September 12, 2011 and continuing through the duration of the 2011-12 school year	LEA job description for lead teachers	Mike Bailey; Marie Dean; Kim Elliott; David Sutton	Revised job description and list of assigned duties on file at the Morris Education Center by 4:30 PM on Monday, September 12, 2011
Pisgah Forest Elementary School will purchase additional miscellaneous supplies and materials necessary to implement the provisions of this plan.	As needs are identified	Federal PRC 050 (up to \$2,100)	Mike Bailey; Kim Elliott	Purchase orders on file at the Morris Education Center
The principal and lead teacher will monitor the school's instructional program through daily informal classroom visits and formal observations consistent with the North Carolina Educator Evaluation process. The principal and lead teacher will use teachers' submitted / posted lesson plans as a reference guide during their classroom visits to monitor the school's instructional	Beginning no later than Tuesday, September 6, 2011 and continuing daily through the duration of the 2011-12 school year	Master schedule; teachers' submitted / posted lesson plans	Mike Bailey; Marie Dean	Logs or other documentation of classroom visits with feedback to teachers; teachers' submitted / posted lesson plans



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program.				
<p>The Priority 1 subcommittee of the SIT at Pisgah Forest Elementary School will meet monthly to evaluate mathematics formative assessment data and monitor the school's progress toward achieving Priority 1, Goal 2 of the School Improvement Plan. The principal and lead teacher will attend and facilitate these monthly meetings. The principal will prepare a written progress report within one business day of each monthly meeting for distribution to the school faculty. The subcommittee will recommend changes to this plan consistent with its analysis of formative assessment data.</p>	<p>Meetings will be held at 3:30 PM on September 19, 2011; October 10, 2011; November 14, 2011; December 12, 2011; January 9, 2012; February 13, 2012; March 19, 2012; April 16, 2012; and, May 14, 2012</p>	<p>Formative assessment data from classroom teachers and instructional coaches; Kim Elliott; David Sutton</p>	<p>Mike Bailey; Marie Dean; Priority 1 subcommittee members</p>	<p>Copies of the principal's monthly reports on file at the Morris Education Center</p>