

**Tier I, II and III Schools
Application for Continued Funding for the
2009 1003(g) School Improvement Grant (SIG)**

Division Name: Charles City County Public Schools
 School Name: **Charles City Elementary Schools**
 Person Completing Report: Dr. Patricia Alexander
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Application for Continuation of FY2009 1003(g) SIG Funding

Using the current 2010 data, including preliminary 2011 SOL data, please respond to the following questions for continued FY2009 1003(g) grant funding.

1. When are the dates of the division team’s monthly meetings through June 2012?

Month	Date(s)
August	Wednesday, August 31, 2011
September	Wednesday, September 28, 2011
October	Wednesday, October 26, 2011
November	Wednesday, November 30, 2011
December	Wednesday, December 14, 2011
January	Wednesday, January 25, 2012
February	Wednesday, February 29, 2012
March	Wednesday, March 28, 2012
April	Wednesday, April 25, 2012
May	Wednesday, May 30, 2012
June	Wednesday, June 13, 2012

2. When are dates of the division team quarterly meetings with principals of schools receiving school improvement funds through June 2012?

Quarter	Date(s)
First Quarter	Friday, November 18, 2011
Second Quarter	Friday, February 24, 2012
Third Quarter	Friday, April 27, 2012
Fourth Quarter	Friday, June 1, 2012
Other	TBA

3. Who are the members of division team?

At a minimum, identify the following:

- a. division representative for instruction
- b. special education representative
- c. Title I representative
- d. ELL representative, if applicable.

Name	Email	Title
Dr. Janet C. Crawley	jccrawley@co.charles-city.va.us	Superintendent
Dr. Patricia Alexander	psalexander@co.charles-city.va.us	Director of Special Programs (Division Representative, Title I Representative and ELL Representative)
Mrs. Tina Smith	tjsmith@co.charles-city.va.us	Director of Special Education
Dr. Mary Mehaffey	mmehaffe@verizon.net	School Coach for SIP

4. Please provide a tentative **monthly agenda for division team** meetings.

August 2011 - Agenda Item	
1	Review of division’s Indistar® improvement plan
2	Update division’s Indistar® improvement plan based on goals set for 2011-2012
3	Plan for School-wide Governance Committee Meeting for CCES
4	Review Standards of Learning (SOL) Spring 2011 results
5	Discuss AYP benchmarks (if available)
6	Discuss Staff Development Plans for 2011-2012 (Writing, Word Study, Differentiated Instruction) and utilization of PD360
7	Review master schedule for CCES

September 2011 - Agenda Item	
1	Review of division’s Indistar® improvement plan
2	Update division’s Indistar® improvement plan if needed
3	Review Charles City Elementary School’s (CCES) Indistar improvement plan
4	Discuss seamless alignment between the division’s plan and school’s plan
5	Review data from Spring 2011 (SOL, PALS, Stanford 10, etc.)
6	Plan for first Governance Meeting for October 2011
7	Monitor the implementation of “DATA WALL-ROOM” for CCES
8	Discuss lesson plan model (electronic version)

October 2011 - Agenda Item	
1	Review of division’s Indistar® improvement plan
2	Update division’s Indistar® improvement plan if needed
3	Review data and develop “List PLUS” students for 2011-2012
4	Update on America’s Choice and iStation Programs
5	Review Charles City Elementary School’s (CCES) Indistar improvement plan

6	Monitor status of Learning Plan Grid for CCES
7	Discuss classroom observations conducted by the division team at CCES

November 2011 - Agenda Item	
1	Review of division's Indistar® improvement plan
2	Updates needed to the division's Indistar® improvement plan if needed
3	Review minutes from Governance Meeting No. 1
4	Meet with Principal and SIP members for discussion of Quarterly Report No. 1
5	Update from the School Coach on progress at CCES
6	Review Charles City Elementary School's (CCES) Indistar improvement plan
7	Review of Learning Plans (LP) for THE LIST PLUS students
8	Monitor the implementation of "DATA WALL-ROOM" for CCES
9	Discuss and monitor lesson plans

December 2011 - Agenda Item	
1	Review of division's Indistar® improvement plan
2	Update the division's Indistar® improvement plan if needed
3	Update from the Governance Committee
4	Review Charles City Elementary School's (CCES) Indistar improvement plan
5	Discuss classroom observations conducted by the division team at CCES
6	Monitor status of Learning Plan Grid for CCES
7	Review of Learning Plans (LP) for THE LIST PLUS students

January 2012 -Agenda Item	
1	Review of division's Indistar® improvement plan
2	Updates needed to the division's Indistar® improvement plan
3	Review Charles City Elementary School's (CCES) Indistar improvement plan
4	Update from the Governance Committee
5	Update on America's Choice and iStation Programs
6	Review of Learning Plans (LP) for THE LIST PLUS students

7	Monitor the implementation of "DATA WALL-ROOM" for CCES
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February 2012 - Agenda Item	
1	Review of division's Indistar® improvement plan
2	Updates needed to the division's Indistar® improvement plan
3	Review Charles City Elementary School's (CCES) Indistar improvement plan
4	Meet with Principal and SIP members for discussion of Quarterly Report No. 2
5	Update from the School Coach on progress at CCES
6	Update from the Governance Committee
7	Discuss classroom observations conducted by the division team at CCES and lesson plans
8	Monitor status of Learning Plan Grid for CCES
9	Review of Learning Plans (LP) for THE LIST PLUS students

March 2012 - Agenda Item	
1	Review of division's Indistar® improvement plan
2	Updates needed to the division's Indistar® improvement plan
3	Review Charles City Elementary School's (CCES) Indistar improvement plan
4	Update from the Governance Committee
5	Update on America's Choice and iStation Programs
6	Review of Learning Plans (LP) for THE LIST PLUS students
7	Monitor the implementation of "DATA WALL-ROOM" for CCES

April 2012 - Agenda Item	
1	Review of division's Indistar® improvement plan
2	Updates needed to the division's Indistar® improvement plan
3	Review Charles City Elementary School's (CCES) Indistar improvement plan

4	Meet with Principal and SIP members for discussion of Quarterly Report No. 3
5	Update from the School Coach on progress at CCES
6	Update from the Governance Committee
7	Discuss classroom observations conducted by the division team at CCES and lesson plans
8	Review of Learning Plans (LP) for THE LIST PLUS students

May 2012 - Agenda Item	
1	Review of division's Indistar® improvement plan
2	Updates needed to the division's Indistar® improvement plan
3	Review Charles City Elementary School's (CCES) Indistar improvement plan
4	Update from the Governance Committee
5	Discuss observations from the GALLERY Walk-2012-CCES
6	Monitor status of Learning Plan Grid for CCES
7	Review of Learning Plans (LP) for THE LIST PLUS students

June 2012 - Agenda Item	
1	Review of division's Indistar® improvement plan
2	Updates needed to the division's Indistar® improvement plan
3	Review Charles City Elementary School's (CCES) Indistar improvement plan
4	Meet with Principal and SIP members for discussion of Quarterly Report No. 4
5	Update from the School Coach on progress at CCES
6	Update from the Governance Committee
7	Update on America's Choice and iStation Programs
8	Review of Learning Plans (LP) for THE LIST PLUS students

5. Please provide a tentative agenda for the **division’s quarterly** meetings with principals of schools receiving school improvement funds.

November 2011 - Agenda Item	
1	Review of strategies and data analysis for students who are at-risk of failing a reading or mathematics SOL
2	Review of strategies and data analysis for students who have been identified for PALS intervention (K-3), if applicable
3	Review of strategies and data analysis for students who failed the SOL reading or mathematics assessment in 2010-2011
4	Review of strategies and data analysis for students who are below grade-level in reading or mathematics based on a disability
5	Review of division’s Indistar® improvement plan
6	Updates needed to the division’s Indistar® improvement plan
7	Updates needed to the school’s Indistar improvement plan
8	Review the writing process, DATA WALLS, Learning Plan Grids
9	Update on professional development activities
10	Update on Governance Committee meetings
11	Discuss Bench mark results and Plan of Action

February 2012 - Agenda Item	
1	Review of strategies and data analysis for students who are at-risk of failing a reading or mathematics SOL
2	Review of strategies and data analysis for students who have been identified for PALS intervention (K-3), if applicable
3	Review of strategies and data analysis for students who failed the SOL reading or mathematics assessment in 2010-2011
4	Review of strategies and data analysis for students who are below grade-level in reading or mathematics based on a disability
5	Review of division’s Indistar® improvement plan
6	Updates needed to the division’s Indistar® improvement plan
7	Updates needed to the school’s Indistar improvement plan
8	Discuss and review the writing process; review student work

9	Update on iStation and America's Choice
10	Discuss classroom observations and lesson plans
11	Discuss Bench mark results and Plan of Action and 45 Day Plan
	April 2012 - Agenda Item
1	Review of strategies and data analysis for students who are at-risk of failing a reading or mathematics SOL
2	Review of strategies and data analysis for students who have been identified for PALS intervention (K-3), if applicable
3	Review of strategies and data analysis for students who failed the SOL reading or mathematics assessment in 2010-2011
4	Review of strategies and data analysis for students who are below grade-level in reading or mathematics based on a disability
5	Review of division's Indistar® improvement plan
6	Updates needed to the division's Indistar® improvement plan
7	Update on Governance Committee Meetings
8	Discuss classroom observations, learning plan grids and staff development
9	Update on coach's comments
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	June 2012 - Agenda Item
1	Review of strategies and data analysis for students who are at-risk of failing a reading or mathematics SOL
2	Review of strategies and data analysis for students who have been identified for PALS intervention (K-3), if applicable
3	Review of strategies and data analysis for students who failed the SOL reading or mathematics assessment in 2010-2011
4	Review of strategies and data analysis for students who are below grade-level in reading or mathematics based on a disability
5	Review of division's Indistar® improvement plan
6	Updates needed to the division's Indistar® improvement plan
7	Discuss achievement for school year 2011-2012; Governance outcomes; Gallery Walk
8	Update on coach's final report
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School Name: Charles City Elementary School

2010-2011 School Year

1. What objectives did the school meet by June 2011?

Describe the school's progress with meeting the first year's annual goals proposed in the grant.

Charles City Elementary School met the following first year's annual goals:

- **Goal 3** – All administrators and staff will participate in research-based staff development activities throughout the school year.

Administrators and staff members on all grade levels participated in at least one scheduled activity ranging from developing centers to increase instruction to data analysis.

- **Goal 2** – (Preliminary data) All students enrolled at CCES will maintain proficiency in mathematics as measured by SOL results.

Preliminary data (SOL) indicate an increase in performance in Mathematics. Continued implementation of the America's Choice Math Model proved to assist with positive student outcomes. In the area of Reading, preliminary data indicate progress made. iStation will be utilized during summer remediation and in full implementation in September. In the area of writing, increased performance was obtained but not to 86%. A writing program is currently being evaluated for the 2011-2012 school year with plans to revamp the school schedule to include a formal writing process for grades PK-5.

- **Goal 4** – CCES will use a comprehensive instructional reform model for reading and math in order to promote student growth during the 2010-2011 school year.

CCES utilized America's Choice for math and literacy. A school coach was employed and proved to invaluable to the administration and staff of CCES. The bond between principal and coach proved to be a strong working relationship encouraging positive student performance.

- Additional Goals for reading, Stanford 10, PALS , Benchmarks and Grade Level will be reassessed for positive outcomes during the 2011-2012 School Year. A Governance Committee will be put in place. The Division Team and School Team will work collaboratively to put in place a positive behavioral support program for CCES.

2. What processes were initiated during the 2010-11 year to support the school with accomplishing the stated goals?

Processes initiated to support the accomplishment of stated goals were: Full implementation of America's Choice (Reading and Mathematics); utilization of tutors for small group assistance, school coach serving on both district and school teams; attendance of designed staff development sessions, weekly classroom observations with feedback from school coach and above all support and guidance from our State Coach (Dr. Jane Baskerville).

2011-2012 School Year

3. What are the school's objectives for 2011-12?

- Meet or exceed benchmark goal of 90% and to make AYP.
- Implement, monitor and evaluate a research-based school-wide writing initiative in order to improve student outcomes.
- Provide continued staff development in areas of student achievement, classroom management, differentiation of instruction, etc.

4. What additional processes are being planned to meet these goals?

The following activities will be in place for the 2011-2012 school year: Governance Committee, School-Wide Leadership Program, iStation, Pearson (America's Choice) and The Leader In Me Program.

5. The school should have a school improvement plan on the Indistar® website. This plan will need to be updated based on current 2011 data. Based on the analysis of the school's preliminary Spring 2011 SOL results and any other academic achievement data collected during the 2010-11 school year, which Indistar® indicators will the school modify, add or remove in the current school improvement plan?

Indicators for the 2011-2011 school year will remain the same. The SIP team will re-evaluate all indicators and add indicators in indistar with a focus primarily on instruction and professional development. Indicators will be submitted upon completion.

6. What specific interventions are being put in place as a result of the data analysis? Using a Response to Intervention model, describe the specific interventions planned next year for Tier 2 and Tier 3 students for each of the following populations:

a. Students who are/were at-risk of failing a reading or mathematics SOL

All students school-wide will participate in America's Choice Math Navigator and Literacy program. Those needing remediation will receive additional support and those students not in need of remediation will be provided with enrichment instruction. Results will be reported quarterly.

In the area of Reading, students in Tier 2 and Tier 3 will participate in iStation. Istation results will be monitored weekly and reports will be made quarterly.

b. Students who are/were identified for PALS intervention (K-3), if applicable

Students who do not pass the K-3 PALS benchmark and/or identified by teachers will receive a minimum of 2 hours of instruction with the reading specialist. PALS Quick checks and the reading specialist's documentation will be used to monitor progress.

c. Students who failed the SOL reading or mathematics assessment in the previous year

Students who fail the SOL reading or mathematics assessment in the previous year will participate in afterschool remediation in addition to during the school day interventions (iStation, PALS, etc.).

d. Students who are/were below grade-level in reading or mathematics based on a disability

Students who are/were below grade-level in reading or mathematics based on disability will participate in all intervention programs through co-teaching of special education and regulator education teachers.

7. Describe the school's plan in place to monitor the intervention process. The monitoring process should include, at a minimum, a monthly assessment of student growth. For example, the school should be able to report the MONTHLY grade level increase to a parent of a fifth grader who is reading on a second grade level using a response to intervention model such as Istation, Voyager, etc.

Monthly reports from grade level teams, data reports from all programs (iStation, America's Choice, Title I, etc.), Bi-monthly

9. Provide the agenda for the meetings			
	October 2011 - Agenda Item		
1	Review of strategies and data analysis for students who are at-risk of failing a reading or mathematics SOL		
2	Review of strategies and data analysis for students who have been identified for PALS intervention (K-3), if applicable		
3	Review of strategies and data analysis for students who failed the SOL reading or mathematics assessment in 2010-2011		
4	Review of strategies and data analysis for students who are below grade-level in reading or mathematics based on a disability		
5	Review of division's Indistar® improvement plan		
6	Updates needed to the division's Indistar® improvement plan		
7	Review school's SIP plan		
8	Review Data from iStation and America's Choice		
9	Review Writing Folder's		
10	Discuss individual teacher's class assessments		

November 2011 - Agenda Item	
1	Review of strategies and data analysis for students who are at-risk of failing a reading or mathematics SOL
2	Review of strategies and data analysis for students who have been identified for PALS intervention (K-3), if applicable
3	Review of strategies and data analysis for students who failed the SOL reading or mathematics assessment in 2010-2011
4	Review of strategies and data analysis for students who are below grade-level in reading or mathematics based on a disability
5	Review of division's Indistar® improvement plan
6	Updates needed to the division's Indistar® improvement plan
7	Discuss Benchmark results
8	Review Report Cards data
9	Check writing folder's
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December 2011 - Agenda Item	
1	Review of strategies and data analysis for students who are at-risk of failing a reading or mathematics SOL
2	Review of strategies and data analysis for students who have been identified for PALS intervention (K-3), if applicable
3	Review of strategies and data analysis for students who failed the SOL reading or mathematics assessment in 2010-2011
4	Review of strategies and data analysis for students who are below grade-level in reading or mathematics based on a disability
5	Review of division's Indistar® improvement plan
6	Updates needed to the division's Indistar® improvement plan
7	Review iStation and AC results
8	Discuss classroom results
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January 2012 - Agenda Item	
1	Review of strategies and data analysis for students who are at-risk of failing a reading or mathematics SOL
2	Review of strategies and data analysis for students who have been identified for PALS intervention (K-3), if applicable

3	Review of strategies and data analysis for students who failed the SOL reading or mathematics assessment in 2010-2011
4	Review of strategies and data analysis for students who are below grade-level in reading or mathematics based on a disability
5	Review of division's Indistar® improvement plan
6	Updates needed to the division's Indistar® improvement plan
7	Update on the writing process and review folders
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9	Review Mid-Year PALS
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February 2012 - Agenda Item	
1	Review of strategies and data analysis for students who are at-risk of failing a reading or mathematics SOL
2	Review of strategies and data analysis for students who have been identified for PALS intervention (K-3), if applicable
3	Review of strategies and data analysis for students who failed the SOL reading or mathematics assessment in 2010-2011
4	Review of strategies and data analysis for students who are below grade-level in reading or mathematics based on a disability
5	Review of division's Indistar® improvement plan
6	Updates needed to the division's Indistar® improvement plan
7	Review Benchmark results
8	Review data from the writing process
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March 2012 - Agenda Item	
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1	Review of strategies and data analysis for students who are at-risk of failing a reading or mathematics SOL
2	Review of strategies and data analysis for students who have been identified for PALS intervention (K-3), if applicable
3	Review of strategies and data analysis for students who failed the SOL reading or mathematics assessment in 2010-2011
4	Review of strategies and data analysis for students who are below grade-level in reading or mathematics based on a disability
5	Review of division's Indistar® improvement plan
6	Updates needed to the division's Indistar® improvement plan
7	Discuss grades from Report cards
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	April 2012 - Agenda Item
1	Review of strategies and data analysis for students who are at-risk of failing a reading or mathematics SOL
2	Review of strategies and data analysis for students who have been identified for PALS intervention (K-3), if applicable
3	Review of strategies and data analysis for students who failed the SOL reading or mathematics assessment in 2010-2011
4	Review of strategies and data analysis for students who are below grade-level in reading or mathematics based on a disability
5	Review of division's Indistar® improvement plan
6	Updates needed to the division's Indistar® improvement plan
7	Update on iStation, America's Choice (AC) and classroom assessments
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	May 2012 - Agenda Item
1	Review of strategies and data analysis for students who are at-risk of failing a reading or mathematics SOL
2	Review of strategies and data analysis for students who have been identified for PALS intervention (K-3), if applicable
3	Review of strategies and data analysis for students who failed the SOL reading or mathematics assessment in 2010-2011
4	Review of strategies and data analysis for students who are below grade-level in reading or mathematics based on a disability
5	Review of division's Indistar® improvement plan
6	Updates needed to the division's Indistar® improvement plan
7	Progress of all students
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Application Submission

Applications are due on **Friday, June 17, 2011.**

The application must be submitted to the Office of School Improvement via the Virginia Department of Education's Single Sign-On for Web Systems (SSWS) Drop Box from the division's Superintendent's office to Janice Pierson by Friday, June 17 2011.

In the subject line, indicate the division name and application type (e.g., Portsmouth 1003g Continuation Application).
(If there is a need for a drop box user name and password, please contact the division's SSWS division administrator.)

Retain the original application in the division's files.