

116-Lily B Clayton ES

Stephanie Hughes, Ed.D.

Dr. Mouton

2018-19 Schoolwide Programs: Campus Improvement Plan

116-Lily B Clayton ES

Principal: Stephanie Hughes, Ed.D.

Executive Director: Dr. Mouton

State Accountability Status

Met Standard

Campus Distinctions

Academic Achievement in Reading/Language Arts

SELECT A DISTINCTION DESIGNATION

SELECT A DISTINCTION DESIGNATION

SELECT A DISTINCTION DESIGNATION

SELECT A DISTINCTION DESIGNATION

SELECT A DISTINCTION DESIGNATION

SELECT A DISTINCTION DESIGNATION

Campus Mission/Vision Statement

unity, will provide a nurturing environment dedicated to integrity, citizenship and developing e

CAMPUS ASSURANCES AND CERTIFICATIONS FOR THE 2018-2019 SCHOOL YEAR

I certify acceptance and compliance with all provisions set forth by:

YES the Fort Worth ISD School Board;

YES the Texas Education Code;

YES Title I, Part A; and

YES Priority / Turnaround Plans

When you select "Yes," you are certifying that you have access to or have received the document that outlines all of the requirements discussed above. Additionally, you are indicating your assurance that these requirements will be implemented on your campus by yourself, your designee, or your leadership team.

[Click here to see the full Guide to Campus Assurances](#)

2018 -2019 State Accountability Domain Scores

Domain 1: Student Achievement	86
Domain 2: School Progress	83
Domain 3: Closing The Gaps	88

SBDM Members

Name	Role
Stephanie Hughes	Select
Gloria Daniels	Teacher
Lori Werth	Teacher
Paul Denney	Community Rep
Nell Valdez	Parent
Stephanie Quevedo	Parent
Beth Zemkoski	Parent
Kevie Mercurio	Teacher
Angela Gayle	Campus Non-Tch Prof
Elizabeth English	District-Level Staff
Sara Jung	Community Rep
	Select
	Select
	Select
	Select
	Select
	Select
	Select

Fort Worth ISD Mission

Preparing **ALL** students for success in college, career, and community leadership.

Comprehensive Needs Assessment Summary

Comprehensive Needs Assessment Summary for 2018-2019

Campus: Lily B Clayton Elementary #116

Principal: Stephanie Hughes, Ed.D.

Data Sources Used Make a selection for each by choosing from the	No	Graduation	No	Feeder Pattern Analysis	No	Data Accuracy
	Yes	Attendance	No	Cohort Analysis	No	Surveys
	Yes	Discipline	No	Support Systems	No	Fund Balance
	Yes	Instruction	No	Intervention Services	Yes	Recruit & Retain Quality Staff
	No	Curriculum	No	Dropout Identification	No	VOC-Customer Feedback
Yes	Student Data	Yes	Achievement Gap	No	Other - enter data source here	
Area Reviewed	Summary of Strengths		Summary of Needs		Priorities	
	What were the identified strengths?		What were the identified needs?		What are we going to intervene? If addressed, this need will create the most impact.	
Demographics	1.	Variety of cultures and languages	1.	Increase Attendance rate from 96.1%	1. Reduce the Hispanic/ED/ELL Achievement Gap- Decrease Achievement Gap in Economically Disadvantaged and ELLs. -(Rdg White 97%, Hispanic-70%, ED-67%, LEP 63%) to all subcategories scoring 75% or higher) (Math- White-94%, Hispanic-67%, ED-2. Improve Instructional Alignment 3. Increase Attendance from 96.1% to 97.1% 4 Improve Early Literacy (K-2)	
	2.	Low Mobility Rates for students	2.	Enrollment Increasing Yearly		
Student Achievement	1.	Overall good scores on STAAR	1.	Decrease Achievement Gap in Economically Disadvantaged and ELLs. -(Rdg White 97%, Hispanic-70%, ED-67%, LEP 63%) to all subcategories scoring 75% or higher) (Math- White-94%, Hispanic-67%, ED-64%, ESL-59%)		
	2.	Students on grade level	2.	Structured Early Literacy Program (K-2)		
	3.	Students are motivated to learn				
School Culture and Climate	1.	Strong PTA	1.	Improve RTI Process		
	2.	Strong Extra Curricular Activities				
	3.	School Traditions				
Staff Quality/ Professional	1.	Supportive Community	1.	Increase Technology Knowledge for Teachers		

Development	2.	PTA supplements funds	2.	Effective Vertical Professional Learning
	3.	Experienced Teaching Staff		
Curriculum, Instruction, and Assessment	1.	District Frameworks	1.	Aligned Campus Professional Development
	2.	District Reading Initiative	2.	Early Learning Literacy(K-2)
			3.	Math Curriculum
Family and Community Involvement	1.	Volunteer Program	1.	Increase minority participation
	2.	Community Partnership		
	3.	School is viewed as part of the community and is utilized after school, on the weekends and		
School Context and Organization	1.	Strong SBDM	1.	Positive Behavior Supports
	2.	Dual Language Parent	2.	More flexibility in schedules

		116-Lily B Clayton ES						
Budget Summary	Local	SCE	CTE	Bilingual	Gifted & Talented	Special Education	Title I	TOTAL
	(Basic Allotment)							
	\$ 31,612	\$ 4,152		\$ 1,142	\$ 655	\$ 969		38,530

2018-19 Schoolwide Programs: Campus Improvement Plan

Budget Summary

Principal: Stephanie Hughes, Ed.D.

Leadership Director: Dr. Mouton

Summary by Fund Source

Fund Source	Local Basic Allotment	SCE State Compensatory Education	CTE	Bilingual	Gifted & Talented	Special Education	Title I	GRAND TOTAL budgeted in CEIP
Student Outcome Goals	16,500	0	0	0	0	0	0	\$ 16,500
Campus Needs - Student Achievement	4,600	0	0	0	655	996	0	\$ 6,251
Campus Needs	6,100	5,000	0	1,142	0	0	0	\$ 12,242
Parent/Family Engagement Health Related	0	0	0	0	0	0	0	\$ -
TOTAL	\$ 27,200	\$ 5,000	\$ -	\$ 1,142	\$ 655	\$ 996	\$ -	\$ 34,993
Allocations	31,612	4,152	-	1,142	655	969	-	38,530
Percent Budgeted	86%	120%	NA	100%	100%	103%	NA	91%

Other Funding Sources	Source	PTA/PTO	Community Partner	Corporate	Non-Profit	FWCP	Focus/Priority	Total
	Amount							\$ -
Allocations	Student Outcome							17,000
	Student Achievement							2,500
	Campus Needs							-
	Family/Health							-

Student Outcome Goals

2018-19 Schoolwide Programs: Campus Improvement Plan

Student Outcome Goals Action Plan

Principal: Stephanie Hughes, Ed.D.

Leadership Director: Dr. Mouton

Fort Worth ISD Student Outcome Goal Alignment	Goal:	1 Early Literacy - Percent of students in Grade 3 reading on or above grade level, as measured by the STAAR on level standard for reading, will increase from 30% to 43% by 2019.
	Progress Measures:	1.1 Percent of students in grades K-3 reading on or above grade level as measured by FWISD universal screener/progress monitoring tool will increase from 27% to 37% by 2019.
		1.2a Percent of 2-3 grade students completing two weekly lessons on FWISD progress monitoring system for reading will increase from 22% to 37% by 2019.
		1.2b Percent of grade 2-3 students achieving 75% or higher on FWISD progress monitoring system for reading will increase from 8% to 28% by 2019.
		1.3 Percent of students in grade 3 making progress as measured by FWISD local assessments of key enduring understandings and skills in reading will increase from 42% to 59% by 2019.

Focus SMART Goal Student Achievement and Progress	Campus Level - Student Outcome Goal and Progress Measures (Baseline-X, Target-Y, Deadline-Z)	Baseline (BOY)	to Target	by Deadline
		Percent of students in Grade 3 reading on or above grade level, as measured by the STAAR on level standard for reading, will increase from	63%	70%
1.1	Percent of students in grades K-1 reading on or above grade level as measured by FWISD universal screener/progress monitoring tool will increase from	57%	90%	EOY
1.2a	Percent of students in grades 2-3 completing two weekly lessons on FWISD progress monitoring system for reading will increase from	0.65	2.00	EOY
1.2b	Percent of students in grades 2-3 achieving 75% or higher on FWISD progress monitoring system for reading will increase from	69%	95%	EOY
1.3	Percent of students in grades 2-3 making progress as measured by FWISD local assessments of key enduring understandings and skills in reading will increase from	0	100	EOY

Title I Components	PBMAS	Alignment	Expectations					Focus
		Implementation Action Steps (Target Element Strategies)	Person(s) Responsible	Timeline	PD Code	Budget Source	Amnt	
1		Computer lab/cart schedule so all students have access to the computers for leve	Stephanie Hughes	27-Aug				Achievement
2		All Reading/Social Studies/ Science teachers trained on Achieve and Smarty Ants	Stephanie Hughes	Week of August 21	Faculty Mgt/Vendor			Tchr/Staff Quality
3		PK and Kindergarten teachers are trained to give the universal screener	Stephanie Hughes	Week of August 21	Faculty Mgt/Vendor			Tchr/Staff Quality
4		Weekly monitoring sheet that provides the average number of lessons and the percentage passing for each homeroom	Stephanie Hughes	Weekly for the 2018-2019				Achievement
5		Students will keep track of their lexiles monthly	Classroom teachers	Monthly for 2018-2019				Progress
6		Teachers will input lexile levels monthly on Google	Classroom teachers	Monthly for 2018-2019				Progress
7	LEP	Push in and pull out Reading Tutoring	Robert Amaya	Beginning October 1		Other	\$ 2,500.00	Achievement
8		After school Tutoirng		Beginning November 5	After Sch	Other	\$2,500.00	Achievement
9		Part time Computer lab asst.	Stephanie Hughes			Other	\$ 12,000.00	Achievement

10		Substitutes for Parent Conferences	Stephanie Hughes, Robert Amaya and classroom teachers	Begining Oct. 1 and ongoing		Local	\$ 2,000.00	Achievement
11		Library books to keep an updated library collection	Stephanie Hughes and Lara Bradshaw	September 17-October 31		Local	\$ 5,500.00	Achievement
12		Grade Level PLC meetings	Grade Level Team leaders	Monthly for 2018-2019	PLC	Local	\$ 500.00	Achievement
13		Classroom Supplies for Tier 1 instruction	Stephanie Hughes	ongoing		Local	\$ 7,000.00	
14		Classroom supplies and material for Tier 2 and 3 instruction	Stephanie Hughes	ongoing		Local	\$ 1,500.00	Progress
15		Progress Measure 1.2b Students will complete 2 lessons weekly on FWISD progress monitoring system	Stephanie Hughes	ongoing				

2018-19 Schoolwide Programs: Campus Improvement Plan

Student Outcome Goals Progress Monitoring

Principal: Stephanie Hughes, Ed.D.

Leadership Director: Dr. Mouton

Opportunity Progress Monitoring Schedule: **BOY** (August 20 - November 2) **MOY** (November 5 - February 22) **EOY** (February 25 - May 31)

Focus SMART Goal (Target Element Systems)	Percent of students in Grade 3 reading on or above grade level, as measured by the STAAR on level standard for reading, will increase from 63 to 70 percent.	BOY %	MOY %	EOY %	Target %	Difference
Students in grades K-1 reading on or above grade level as measured by FWISD universal screener/progress monitoring tool		57.0%			90%	-33.0%
Students in grades 2-3 completing two weekly lessons on FWISD progress monitoring system for reading		69.0%			200%	-131.0%
Students in grades 2-3 making progress as measured by FWISD local assessments of key enduring understandings and skills in reading		0.0%			10000%	-10000.0%

Action Step Progress Measure	Implementation Action Steps - Progress (Target Element Strategies)	Implementation Evidence	BOY Status	MOY Status	EOY Status	Reflections/Feedback (+/Δ)
1 computer schedule	1-(Achievement) Computer lab/cart schedule so all students have access to the computers	Computer schedules (weekly and for testing)				
2 Achieve training	2-(Achievement) All Reading/Social Studies/ Science teachers trained on Achieve and Smarty Ants	Attendance certificate				
3 Attendance verified	3-() PK and Kindergarten teachers are trained to give the universal screener	Attendance certificate				
4 Achieve 3000	4-() Weekly monitoring sheet that provides the average number of lessons and the percentage passing for each homeroom	The monitoring sheet				
5 Achieve 3000	5-(Progress) Students will keep track of their lexiles monthly	Lexile sheets in teacher classrooms				
6 Achieve and Google	6-() Teachers will input lexile levels monthly on Google	Google worksheet and PLC meetings				
7 Attendance sheets	7-(Achievement) Push in and pull out Reading Tutoring	Tutor instructional logs				
8 Conference sheets	10-(Achievement) Substitutes for Parent Conferences	Sign in sheets from teachers				
9 budget report	11-(Achievement) Library books to keep an updated library collection	Library Purchase order				
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Campus Needs - Student Achievement

2018-19 Schoolwide Programs: Campus Improvement Plan

Principal: Stephanie Hughes, Ed.D.

Campus Needs - Student Achievement Action Plan

Leadership Director: Dr. Mouton

This streamlined CIP format is designed to provide campuses the flexibility to support highest need areas more thoroughly and efficiently.

Focus SMART Goal Campus Priorities	Campus Needs Goals and Measures (Baselines-X and Targets-Y)		Baseline (BOY)			Target (EOY)		
			Approaches	Meets or Expected	Masters or Accelerated	Approaches	Meets or Expected	Masters or Accelerated
Goal 1	Math - Percent of students in tested grade levels performing at Approaches, Meets, and Masters Grade Level as measured by the STAAR standard in Math will		85.00%	54.00%	31.00%	90.00%	65.00%	40.00%
Goal 2	Reading - Percent of students in tested grade levels performing at Approaches, Meets, and Masters Grade Level as measured by the STAAR standard in Reading will		86.00%	63.00%	43.00%	91.00%	70.00%	47.00%
Goal 3								
Goal 4								

		Alignment		Expectations				
Title I Components	PBMAS	Implementation Action Steps (Target Element Strategies)	Person(s) Responsible	Timeline	PD Code	Budget Source	Amnt	Focus → Achievement &
1	LEP	All classroom teachers will sort students into Below grade level, at grade level or above grade level at the beginning of the year using EOY data	Stephanie Hughes and Classroom teaches	Week of August 13	PLC			Progress
2	LEP	Grade Level PLCs will meet at least 1 time a month for data review and review student work	Stephanie Hughes and Grade level team leaders	ongoing	PLC			Progress
3		Classroom supplies for GT students	Stephanie Hughes	Ongoing		GT	\$ 655.00	Progress
4		Push in day tutoring for math and reading	Stephanie Hughes	Ongoing		Other	\$ 2,500.00	Closing Gaps
5		After school tutoring for math and reading	Stephanie Hughes	Ongoing after October 1		Local	\$ 600.00	Closing Gaps
6		STAAR preparation materials for 3rd, 4th and 5th grade	Stephanie Hughes	End of October		Local	\$ 4,000.00	Progress
7		Classroom supplies and materials for Special Education students	Stephanie Hughes, Kristen Taylor and Christy Yantis	Ongoing		SPED	\$ 996.00	Closing Gaps
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2018-19 Schoolwide Programs: Campus Improvement Plan

Campus Needs - Student Achievement Progress Monitoring

Principal: Stephanie Hughes, Ed.D.

Leadership Director: Dr. Mouton

Opportunity	Progress Monitoring Schedule: BOY (August 20 - November 2) MOY (November 5 - February 22) EOY (February 25 - May 31)
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Focus SMART Goal (Target Element)	Progress Monitoring (Target Element Systems)	MOY			EOY		
		Approaches	Meets or Expected	Masters or Accelerated	Approaches	Meets or Expected	Masters or Accelerated
		Math - Percent of students in tested grade levels performing at Approaches, Meets, and Masters Grade Level as measured by the STAAR standard in Math will	85.00%	54.00%	31.00%		
Reading - Percent of students in tested grade levels performing at Approaches, Meets, and Masters Grade Level as measured by the STAAR standard in Reading will	86.00%	63.00%	43.00%				

Action Step Progress Measure	Implementation Action Steps - Progress (Target Element Strategies)	Implementation Evidence	BOY Status	MOY Status	EOY Status	Reflections/Feedback (+/Δ)
1 students labeled on scale score/lexile measure	All classroom teachers will sort students into Below grade level, at grade level or above grade level at the beginning of the year using EOY data	Copies of sheets teachers completed				
2 agenda and sign in sheets	Grade Level PLCs will meet at least 1 time a month for data review and review student work	sign in sheets and agendas				
3 supplies	Classroom supplies for GT students	Budget reports				
4 student attend sheets	Push in day tutoring for math and reading	tutoring instructional logs				
5 student attend sheets	After school tutoring for math and reading	tutoring instructional logs				
6 STTAR materials	STAAR preparation materials for 3rd, 4th and 5th grade	materials ordered and in use				
7 classroom supplies	Classroom supplies and materials for Special Education students	Budget reports				
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Campus Needs

2018-19 Schoolwide Programs: Campus Improvement Plan

Campus Needs - Student Achievement Action Plan

Principal: Stephanie Hughes, Ed.D.

Leadership Director: Dr. Mouton

This streamlined CIP format is designed to provide campuses the flexibility to support highest need areas more thoroughly and efficiently.

Focus SMART Goal Campus Priorities	Campus Needs Goals and Measures (Baseline-X, Target-Y, Deadline-Z)			Baseline (BOY)	to Target	by Deadline	
	Goal 1	Attendance - Average daily student attendance rate as documented in the FWISD Cycle Reports will increase from			96%	97%	EOY
	Goal 2	Student Progress - Percent of students with accelerated growth in Math will increase from			21%	25%	EOY
	Goal 3	Student Progress - Percent of students with accelerated growth in Reading will increase from			29%	33%	EOY
	Goal 4	4th grade STAAR Writing scores will increase			72%	80%	EOY

Title I Components	PBMAS	Alignment		Expectations				Focus
		Implementation Action Steps (Target Element Strategies)	Person(s) Responsible	Timeline	PD Code	Budget Source	Amnt	
1		Create attendance plan with attendance committee	Robert Amaya	September 2018				
2		Buy pencils and other items for 6 weeks and yearly awards	Robert Amaya	September 2018		Local	\$ 600.00	Culture and Climate
3		STAAR preparation materials	Stephanie Hughes	End of October		SCE	\$ 5,000.00	Progress
4		Classroom supplies and materials	Stephanie Hughes and Kara Conner	ongoing		Local	\$ 3,000.00	Achievement
5		Dual Language conference	Dual Language Lead Teacher and Stephanie Hughes	November	Saturday/ Vendor	Local	\$ 1,000.00	Closing Gaps
6	LEP	Leadership Summer conference	Stephanie Hughes	Jun-19		Local	\$ 1,500.00	Achievement
7		Grade Level PLC meeting	Stephanie Hughes and Grade level leaders	Monthly	PLC			
8		Classroom supplies and materials for Dual Language classrooms	Stephanie Hughes	ongoing		Bilingual	\$ 1,142.00	Closing Gaps
9		The principal and 4th grade writing teachers will plan and use instructional planning calendars	and 4th grade writing teachers	monthly				

12		Monitor Writing Instructional planning calendars with classroom walkthrougths	Stephanie Hughes	ongoing				
13		Meet with 4th grade Wrting PLC after assessments to monitor progress of students	Stephanie Hughes and 4th grade writing teachers	after assessments	PLC			
14								
15								

2018-19 Schoolwide Programs: Campus Improvement Plan

Campus Needs - Student Achievement Progress Monitoring

Principal: Stephanie Hughes, Ed.D.

Leadership Director: Dr. Mouton

Opportunity	Progress Monitoring Schedule: BOY (August 20 - November 2) MOY (November 5 - February 22) EOY (February 25 - May 31)					
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Focus SMART Goal (Target Element)	Progress Monitoring (Target Element Systems)	BOY %	MOY %	EOY %	Target %	Difference
	Attendance - Average daily student attendance rate as documented in the FWISD Cycle Reports will increase from	96%			97%	-1.0%
	Student Progress - Percent of students with accelerated growth in Math will increase from	21%			25%	-4.0%
	Student Progress - Percent of students with accelerated growth in Reading will increase from	29%			33%	-4.0%
	4th grade STAAR Writing scores will increase	72%			80%	-8.0%

Action Step Progress Measure	Implementation Action Steps - Progress (Target Element Strategies)	Implementation Evidence	BOY Status	MOY Status	EOY Status	Reflections/Feedback (+/Δ)
1 Plan	1-() Create attendance plan with attendance committee	Plan				
2 pencils	2-(Culture and Climate) Buy pencils for 6 weeks awards	Purchase order and pencils				
3 STAAR material order	4-(Progress) STAAR preparation materials	materials ordered and in use				
4 Classrooms have supplies	6-(Achievement) Classroom supplies and materials	Purchase orders and budget reports				
5 attendance at dual lang.	7-(Closing Gaps) Dual Language conference	Attendance certificates				
6 order from for TEPSA	8-(Achievement) Leadership Summer conference	Purchase order				
7 Agenda and sign in sheets	9-() Grade Level PLC meting	Agendas and sign in sheets				
8 instructional calendars	11-() The principal and 4th grade writing teachers will plan and use instructional planning calendars	Agendas and planning calendars				
9 feedback forms	12-() Monitor Writing Instructional planning calendars with classroom walkthouhgs	Walkthrough in Strive				
10 writing data	13-() Meet with 4th grade Wrting PLC after assessments to monitor progress of students	Agendas and data sheets				
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Family/Community Engagement and Health Related

2018-19 Schoolwide Programs: Campus Improvement Plan

Family/Community Engagement and Health Related Action Plan

Principal: Stephanie Hughes, Ed.D.

Leadership Director: Dr. Mouton

The 2018-19 CIP format includes a new section to document family/community engagement and health related requirements.

Focus SMART Goal	REQUIRED ONE FAMILY/COMMUNITY ENGAGEMENT GOAL		Baseline (BOY)	to Target	by Deadline
	REQUIRED ONE HEALTH RELATED GOAL				
	Goal 1	Increase the number of volunteer hours	750 hours	1000 hours	Friday May 31, 2019
	Goal 2	Health Related Elementary - (Target 75%) Percentage of the 30 health lessons Grades K-5 the school health teacher delivers will increase from	50%	85%	May 2019
Goal 3 (Optional)					
Goal 4 (Optional)					

Title I Component	PBMAS	Alignment		Expectations				Focus
		Implementation Action Steps (Target Element Strategies)	Person(s) Responsible	Timeline	PD Code	Budget Source	Amnt	
1	ex. 1, 3,	Set up Voly system in the office for parent sign in	Kara Conner	Sep-18				FAMILY
2		Encourage parents to sign up to volunteer on the Voly System	Stephanie Hughes	August/September 2018				FAMILY
3		Encourage parents to sign up for volunteering opportunities	Stephanie Hughes	Ongoing				FAMILY
4		Set up the volunteering opportunities in the system	Kara Conner	Ongoing				FAMILY
5		Ensure parents are signing into the system when they are volunteering	Stephanie Hughes and Kara Conner	Ongoing				FAMILY
6		Talk to staff about the importance and requirements of Health lessons	Stephanie Hughes and Tim Dague	September	Faculty Mgt			HEALTH
7		Teachers will mark on the Health sign in sheet how many health lessons they delivered that month	Stephanie Hughes and classroom teachers	monthly				HEALTH
8		Administration will monitor the number of health lessons each month	Stephanie Hughes and Robert Amaya	monthly				HEALTH
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2018-19 Schoolwide Programs: Campus Improvement Plan

Family/Community Engagement and Health Related Progress Monitoring

Principal: Stephanie Hughes, Ed.D.

Leadership Director: Dr. Mouton

Opportunity Progress Monitoring Schedule: **BOY** (August 20 - November 2) **MOY** (November 5 - February 22) **EOY** (February 25 - May 31)

Focus SMART Goal (Target Element)	Progress Monitoring (Target Element Systems)	BOY %	MOY %	EOY %	Target %	Difference
	Increase the number of volunteer hours	750 hours			1000 hours	#VALUE!
	Health Related Elementary - (Target 75%) Percentage of the 30 health lessons Grades K-5 the school health teacher delivers will increase from	50%			85%	-35.0%
					0%	
					0%	

Action Step Progress Measure	Implementation Action Steps - Progress (Target Element Strategies)	Implementation Evidence	BOY Status	MOY Status	EOY Status	Reflections/Feedback (+/Δ)
1	Voly System	Set up Voly system in the office for parent sign in	voly			
2	Voly System	Encourage parents to sign up to volunteer on the Voly System	Voly			
3	Voly System	Encourage parents to sign up tfor vounteering opportunities	voly			
4	Voly System	Set up the volunteering opportunities in the system	voly			
5	Voly System	Ensure parents are signing into the system when they are volunteering	voly			
6	agenda	Talk to staff about the importance and requierments of Health lessons	Agenda			
7	sign in sheets	Teachers will mark on the Healh sign in sheet how many health lessons they delivered that month	Sign in sheets			
8	sign in sheets	Administration will monitor the number of health lessons each month	Sign in sheets			
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