

# My Notes

Wednesday, May 16, 2007

3:38 PM

## Leadership Team Notes

(Follow up items highlighted.)

May 16, 2007

### Instruction – Vicki Kirk

#### Writing Scores

Scores compiled and distributed. Principles asked to advise how many sped kids are included in the scores by grade.

#### Summer workshops

Middle school and high school reminder: Please try to hire new teachers in writing first so they will be able to attend the WFTF training on June 11-13 (high school) and June 26-28 (middle school).

Let Robbie know how many teachers will be attending LIT so she will know how many seats to sell.

4 days of new teacher training at the end of July. Hours are 8-3. VK will look at doing one a week in July.

Let Technology know of new positions asap – new tablets will need to be obtained. (It will be big part of teacher training.)

Reading Workshop – WSCC May 22, 2007.

#### School Improvement Plans

GMS, GHS, CFT received May 14.

Must be completed every other year. Elementary will be next year.

Component 4 is going to be completely redone according to State.

#### Newspaper in Education Workshop

Scheduled 1 – 1.5 hours. Aug. 3 GMS and GHS in afternoon; Aug 7 – Elementary in afternoon

Please inform teachers.

#### Viewpoint

Data warehousing – data mining demonstration.

Gives teachers real time access to data. Training will be done during leadership retreat.

SASI is the foundation on which the warehouse is built. Data is currently being refreshed on Sunday night, but can be done every night. Teachers can get data only on their students. Transfer students will only have data for as long as they have been registered in SASI.

### Technology – Beverly Miller

IT summer schedule - Concentration will be on 5S.

Advise Technology team of any info that will affect their work during the summer, such as painting, moves, etc. – send dates of any painting scheduled in schools to IT team.

Bev needs to know location of all Title equipment.

New leases in schools before first day of school – these will be laptops unless you specify otherwise. More mobiles will be put in the schools in the fall.

**Accelerated Reader Project** – on track

**Annual attendance reports:** Reports will be generated by SASI; printed and sent out to principals to check.

**Antivirus** updates – moving along more smoothly – machines do not have to be logged into, just left on.

#### **Federal Programs – Terri Tilson**

**Title II Survey:** If all in-service has been about Reading, this would indicate teachers have been involved in ONE professional development for the year. The sessions must be longer in total time than one day. Will send out results in next day or two - so that teachers will know which events they will be responding to in the state's Title II-A Online Professional Survey. Principals can view how many teachers have gone in and done the survey. Once focuses have been identified, it won't be as difficult.

**HQ Assurance Page:** State says hiring documentation of highly qualified status cannot serve as HQ documentation. The Assurance Page has to be used. Highly qualified areas will be sent out to teachers to review and sign off on.

**TCSPP** – Reviewed – (see attachment sent out)

Components 1-5 had to be revised. Revisions have been added in red.

School improvement plan – used to drive improvement processes at school level – TCSPP will work for us like that at the system level – can be changed at any time – it is ours.

Notebooks will be prepared and sent to principals.

#### **ESL Schedule 2007-2008**

Position has been posted for ESL and/or Spanish position. Will wait to see results of this before scheduling; some may be asked to sit on interview process. Hopes to get this done early this year.

#### **Administration – Stephen Long**

**End of Year Schedule:** hasn't changed – will do press release. Abbreviated Day May 25;

**TCBY** attendance winners: Highland system wide winner at 98.6%. Individual scores passed out. School wide party will be given at Highland.

**Custodial and Maintenance Surveys** distributed for principals to complete sometime after schools are out. Comparison will be prepared.

**Extended Contract:** **Need to send time sheets and summaries to CO asap.** Amount is not locked in – teachers need to record hours worked and will be paid as long as it is within allocation.

**Celebrations:** HI 8:30 CFT 9:00 (Thursday); GMS 8:30 GHS – 9:00 (Friday)

State Dept. sent notification of a newly required **online survey** that must be completed by guidance counselors. Due by June 8.

New policy on **Allergy Response Plan** is being issued: Will have system plan prior to July 1 – schools will have to have individual copy at school; each school will be required to have an individual health plan on allergies for each student. Each plan will be the same; but each school will have specific student info.

**Suicide prevention training** may be required by the state for all employees – how to prevent suicides.

Looking at utilizing online training for all required training. Local mental health center has offered free training services.

#### **Director's Comments – Lyle Ailshie**

**Next LT date:** May 29 in the afternoon 1:00 – 3:00

**Vacation Dates:** Turn in ASAP; no window; make sure to complete vacation by Retreat.

**Budget** work continues. Revenues are calculated on what we know. State numbers are not available yet. It is hoped that the State will raise their portion for teacher salary back to 75% (currently at 65 %.) This may not occur all in one year; State is doing away with cost-differential factor (supposed to help systems with extremely high living costs to compete better for employees.) Over time CDF lost impact; total property assessed value and total sales tax collections would be used as indicators of our fiscal capacity.

Budget work session - Friday, May 18<sup>th</sup> at noon.

Note: Assistant to assistant positions do not have to be advertised.

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**End of Year Get Together** – June 5 at 6:30 p.m. – Andrew Johnson Clubhouse

**Flex Summer Schedule:** Please respond to survey if you haven't already done so. May cut one week short. Will advise.

Pepsi money out to schools on Friday.

**Open positions - not new ones that need budget approval - need to be advertised asap**

Assistant Director position will be posted by end of the week; would like to add more emphasis toward human resource side. Please advise if there is any interest in this position.

Survey: re: Central Office; draft created in Zoomerang. In next day or two will be sending info out - make sure teachers do survey online. To be completed only by teachers. Please complete before end of year. Job satisfaction component has been added to this survey.

Local allergist has asked for permission to come into schools for allergy trainings, parent meetings. We have indicated we are not interested in this – If individual schools are contacted, please refer to Central Office.