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## 2006-2007 Midyear Report to the Board

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This report is composed of three sections

1. Progress on workplans (*original workplans presented to the Board in the August 7 General Information packet*)
2. Other work priorities
3. Second semester outlook

### ***Progress on Workplans (Board goals included):***

Accounting for Pupil Activity funds (Melody)

- Finance employee tasked with internal audit function
- Skyview pilot project with SuperBooster Club
- Meeting set with KCHS to change process regarding long term scholarships

Autism Staff Development (Jamie)

- Teleconference training held for 55 teachers, community members, parents
- Consultation with University of Washington on individual students
- Scheduling distance delivery class
- Working with Anchorage School District to participate in their training

Capital Projects Bond (Completed) (Dave)

- Drafted input, final agreements received, signed, oversight assigned
- (new) Drafting AR at request of Board for school construction
- (new) Future work plan should be review/changes to district master plan

Charter School Policy Implementation (Glen)

- MOAs developed for Charter Schools
- Oversight committee meeting regularly
- Questions concerning roles and authority continue

Comprehensive Middle School Review (Sean)

- Administrators and district office personnel started review
- Additional meetings and tasks assigned
- Likely to be a multi-year work plan as agreement on philosophy is critical

Connections Program Review (Sean)

- Working with staffing ratios, geographical location and service needs
- Five year plan being developed with emphasis on support of small school needs through distance education
- Surveys of parents, community, schools completed
- Program handbook developed

#### Conversation to Microsoft Exchange/Outlook for E-mail (Completed) (Jim)

- Server moved to computer room after UPS installation
- Massive WebEx training effort allowed quick ramp up and comfort level at site level
- Well planned, well executed conversion, kudos to Information Services

#### Developing Effective Practices in Small Schools (Norma)

- Surveying schools regarding summer institute – dates and needs
- Developers and trainers will meet in December
- Tentative schedule for July includes strands for management, standards based instruction, and culture

#### Develop KPBSD Organizational Profile (Donna)

- Downloaded organizational profiles from Baldrige award winning districts
- Comparison documents, information for KPBSD located
- Categories developed for initial writing

#### Develop Technology Plan 2007-2010 (Jim)

- EED is requiring Budget Inventory Analysis along with technology plan
- Meeting held with leadership team regarding future needs, expectations
- Draft document will be on track, allowing time for contributors throughout district

#### Developing and Implementing Professional Learning Communities (Norma)

- Opportunities provided for administrators to attend PLC institutes
- Discussions held at administrator meetings
- Focus is likely to change to one of leadership and communication (i.e. implementation of PLCs as a tool for these)

#### District Distance Education Program (Sean)

- Successfully piloted web based social studies classes
- Added more video course offerings
- Web based drafting class with archived lesson format is serving as model
- Professional development for NASA schools and Special Education utilized
- Focus is changing from video conferencing to web based format

#### District Student Academic Intervention (Sean/Jamie)

- School psychologists met three times, revised Response to Intervention system
- All administrators received updated training
- Special Education department compiling intervention toolkit information
- Standardization of intervention forms has become a priority

#### Electronic Business Office Manual (Melody)

- Work plan has been delayed due to priority of software selection
- Sections of BOM not related to software being reviewed and updated

#### Eligibility Changes (Dave)

- Process reviewed, changes (transition from every three week to mid-quarter review) implemented
- Agreement with ASAA regarding 2.0 interpretation
- Language cleanup in handbook

#### Employee Safety Program (Glen)

- New safety manager hired for the Borough, District involved
- Training documents being reviewed
- Make up training for new hires will occur
- Training model for critical incidents will happen at a regional level

#### Establishing Culturally Responsive Schools (Norma)

- Several staff attended National Indian Education Conference
- Part of small schools institute
- Working with Alaska Native Heritage group regarding training
- Focus will likely shift to learning styles professional development

#### Highly Qualified into Alignment with Regulations (Tim)

- Teachers not highly qualified placed on plans of improvement
- Dorothy Gray worked with teachers to assist with building HOUSSE
- Percentage of classes taught by non-highly qualified decreased dramatically
- Concerns regarding Connections classes and small school opportunities

#### Human Resources Department Review, Assessment, Restructure (Tim)

- Laurie Wood hired as admin assistant
- Yearlong calendar development, meetings held every two weeks
- Department individuals being cross training, workload restructured
- Concerns regarding long term sustainability with changing requirements

#### Implement IP phones in Seward, Homer, and Soldotna (Jim)

- 2nd year of a three year project, may need a fourth year to complete with expanded scope (now have improved line speed to some schools)
- Homer circuits with ACS still an issue
- Seward and Soldotna implementation completed

#### Kenai Conversations (Donna)

- Demographics, trends, information gathered, compiled, presentations made
- Site council and APC meetings held, public meeting and input received
- Further conversation with Board January and February with recommendation in March

#### Language Arts 7-12 Curriculum Review (Doris)

- Committee selected, representative of grade levels, geography
- Alignment to grade level expectations completed
- On track for February worksession with Board of Education

#### Language Arts K-6 Curriculum Implementation (Completed) (Doris)

- New materials distributed to all campuses, training provided
- Administrators received additional training on classroom observation
- Ongoing support as needed and requested

#### Long Range Plan – Board Goal #2 (Donna)

- Worksession held with Board
- Further work delayed until completion of Kenai Conversation and Organizational Profile
- Pursuing training opportunities with Baldrige model

#### Math Curriculum Development K-12 (Doris)

- Committee selected, representative of grade levels, geography
- Alignment to GLEs and performance standards has begun

#### Performance High School, Credit Recovery (Sam)

- Significant changes from original work plan – one year planning process needed
- Consultant used, scope expanded to include Homer Flex and Seward and idea of performance classrooms
- Waiver from EED not needed

#### Pilot WebEx as a Technology Training Tool (Completed, Ongoing) (Jim)

- Held 69 WebEx webconference meetings,
- Very successful in transitioning new software projects
- Used with secretary training and for assessment training, will be expanded

#### Policy Review of Sections 7000 and 8000 and hearings for non-retention (Sam)

- Housekeeping and other review completed by policy committee
- Additional work required in school construction AR, drugs and alcohol policy, medication policy, and hearings for non-retention

#### Primary Frameworks Program Implementation (Completed, Ongoing) (Jamie)

- Program placed at Sterling Elementary
- Staff hired, trained in MANDT and Positive Behavioral Support
- Criteria set, classroom started September 19, 2006

#### Public Relations – Board Goal #3 (Donna)

- Added Chamber memberships for outlying communities
- Increased Superintendent presentations and attendance at Chamber meetings
- Is another worksession needed with Board to revisit this goal?

#### Reaching for Excellence – Board Goal #1 (Donna)

- Board schedule of school visits completed
- Administrators including excellence information in Board presentation
- Visit reports due January 30, 2007

#### Research, Select, and Implement New Finance/Payroll/HR Software (Melody)

- Selection made, contract negotiations commencing
- Board updated during December worksession
- Scheduled for going live in December, 2007

#### Special Education Parent Involvement/Education (Jamie)

- Parents included in training on Tourette's Syndrome and Autism
- Training planned with parents on Family Behavior Support
- Conducting parent survey to determine needs for rest of year

#### Teacher Housing at Remote Sites (Dave)

- Tyonek inspection and move in completed
- Continued work with Nanwalek
- Request (Federal priorities) for additional housing in Tyonek and Nanwalek

#### Update Job Descriptions and Evaluation Tool for Support Positions (Tim)

- Focus changed through negotiations to have reclassification committee assist with this process
- Evaluation tools being collected for later discussion

#### Workforce Development Center (Sean)

- Fifty students involved, continued growth expected
- Secured transportation funding for second semester
- Tech prep agreements secured with college
- Five year plan completed

### ***Other Work Priorities:***

Items on the list below were not anticipated in June when work plans were developed. Part of the work of a school district administrative team is to respond to immediate and pressing needs. Though not planned for, the following items took substantial time and/or energy this fall and therefore are noted in this report.

- Transition of State agencies through election changes
- Tyonek needs and cooperation with Village
- Port Graham school configuration change
- Health insurance committee changes after negotiations
- Borough participation in lawsuit regarding education funding
- District oversight of Charter Schools to align with State Board expectations
- Project GRAD financial and management issues
- Expectation of directors completing walk throughs with principals
- Implementation of Collective Bargaining agreements after IBB, new Association president and new language
- State reporting requirements in human resources four times greater
- Changes to certification and retirement have required intensive study and communication by human resources department
- Implementation of Grade 3 standards based report cards and development of grades 4-6
- Transition to new business model with Laidlaw Education Services
- Flooding in Seward area

### ***Second Semester Outlook:***

As always, the budget process and legislature will be the priority for winter months. It is anticipated that additional time and energy for education and discussion will be necessary between the Borough and the School District as funding “to the cap” continues to be a topic of concern.

Depending on what happens with the Commissioner of Education position, the Governor’s transition team recommendations, and the State Board of Education makeup and priorities, the School District will likely be called on to provide information and participate or respond to changing directions.

The potential for a small number of administrators to leave their positions for retirement or promotion options in other districts is present. Though the years where half of the administrative staff turned over will not be revisited, change for any school requires dialogue and attention at the site level.

Attention to studying large cost saving measures (energy auditors, consolidating schools, changing staffing formulas) will cause uneasiness throughout communities. However, as good stewards of public money the administration is charged with bringing accurate and timely information to the board regarding options that will save money in order to focus all available resources on the classroom.

The aging of the teaching, administrative, and clerical staff has highlighted the need to develop a sustainability plan for recruiting and retaining for positions. It is predicted that a large percentage of a workforce will retire in the next five years. District office sustainability is a particular area of focus.

Development of a long range professional development philosophy and coordination of funding sources and priorities will be important. The Instructional Team is charged with identifying needs and determining programs and frameworks with research based success to be part of KPBSD future.