



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Office of Superintendent

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M E M O R A N D U M

DATE: August 26, 2008
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D. *Donna Peterson*
Superintendent of Schools
RE: Work Plans Item 8a.

Each year, goals and major initiatives of the district are completed by the District Office leadership team. The process used by the team to manage the workload is through work plans which name the contact person and outline, in general terms, the direction to be taken for completion. These are internal documents but give the Board an idea of some of the projects being undertaken in addition to the day-to-day operations of KPBSD. These work plans are also used as part of the evaluation process for District Office administrators.

Attached you'll find the work plans divided into two groups – Board goals and projects. Within the group, the plans are alphabetical. This packet is provided as an information overview item only. Specific action in any area will appear on a regular School Board agenda.

KPBSD Leadership Team

2008-2009 Goals and Projects List

Board Goals

| | |
|---|----------------|
| Develop an Individual Learning Pathway for each student | Steve Atwater |
| Increase graduation rate/decrease dropout rate | Steve Atwater |
| Increase parent/community engagement | Donna Peterson |

Projects

| | |
|---|----------------------|
| Application for Level II Alaska Performance Excellence (APEX) | Steve Atwater |
| Autism Primary Classroom Opened and Autism Cadre Developed | Jamie Harper |
| Background Checks for Volunteers | Melody Douglas |
| Educational Technology Planning | Jim White/Sean Dusek |
| Election Transition | Donna Peterson |
| Federal Programs Department Reorganization | Norma Holmgaard |
| Fourth through Sixth Grade Standards Based Report Cards | Doris Cannon |
| Future Network Needs | Jim White |
| Gifted Plan of Service Revision | Jamie Harper |
| Health Curriculum Implementation | Doris Cannon |
| IRS 403(b) Mandate Implementation | Melody Douglas |
| Legislative Work | Dave Jones |
| Life Skills and Transition Program Development | Jamie Harper |
| Nanwalek Teacher Housing | Dave Spence |
| Negotiations with KPAA, KPEA, and KPESA | Tim Peterson |
| Policy Review of Sections 2000 and 3000 | Dave Jones |
| Professional Development Plan Implementation | Steve Atwater |
| Professional Learning Communities for Special Education | Jamie Harper |
| Programmatic Staffing Implementation | Sean Dusek |
| Response To Intervention Implementation | Sandy Miller |
| Science Curriculum Implementation | Doris Cannon |
| Skyview Building Utilization | Donna Peterson |
| Social Studies Curriculum Revision | Doris Cannon |
| Student Information System Upgrade | Jim White |
| Tyonek Teacher Housing | Dave Spence |
| World Languages Curriculum Revision | Doris Cannon |



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project:

Develop an Individual Learning Pathway for Each Student

Person Responsible:

Steve Atwater

Applicable Policy and/or Long Range Plan Goal (LRP):

LRP Goal #1 Excellence (proficiency or plan of improvement, LRP Goal #3 Responsiveness (IEPs and accommodations for many), 2008-2009 Board of Education goal.

Timeline/Tasks:

Plan will take all year

Action Steps for Work Plan

- By September 30: Summary of District awareness and action toward individual student planning (ILP) reported to leadership team. Include site council input and review of other such activity by other districts.
- On October 8: Summary of current status on ILP and planned next steps reported to Board at work session.
- By November 1: Establish draft process for tracking individual students (who is responsible, options)
- By November 21: report to Leadership team on electronic options for tracking individual student pathways
- By December 12: identify pilot schools that will begin individual tracking during second semester
- By February 28: make recommendation to Superintendent on next steps.

Costs/Source:

Software (approximately \$3,000) if needed (not currently budgeted)

Impact(s):

Will tighten organization, will increase student ownership and hence motivation, will strengthen schools' tie with the home

Questions/Concerns/Needs:

Strong need to avoid this is “another thing” lumped on plate- will have to sell it based on its benefits to staff. Creating understanding of the benefit of individual pathways. Include site council input.

Time Investment: 100+ hours

Communication Plan:

Leadership Team monthly agenda item, Board workshop in October, information provided to administrators at meeting September 24, staff newsletter information needed at site level to increase awareness.



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project:

Increase the Graduation Rate/Decrease Drop Out Rate

Person Responsible:

Steve Atwater (with help from Sean Dusek, Norma Holmgaard and counselors)

Applicable Policy and/or Long Range Plan Goal (LRP):

LRP Goal #1 Excellence (graduation rate), Goal #3 Responsiveness (IEPs and accommodations for many), 2008-2009 Board of Education Goal

Timeline/Tasks:

Plan will take all year

Action Steps for Work Plan

- Brief Board on calculating the graduation rate. Provide description of drop-out rate.
- By September 30 all principals will identify seniors that are not on track to graduate- this will include thoughts on limitations for why this is happening.
- At October 20 board work session, Board will be briefed on seniors' graduation status, main reasons why seniors have fallen behind and percent of those who are in a credit recovery program(s) (Skills Alaska)
- By November, convene committee (to meet electronically) to explore options to address reasons why students are falling behind. This will include a review of implementing a January intensive session.
- By January 25 principals will identify 8th grade students who are showing signs of not being on track to graduate. Report will include corrective action(s) taken to assist these students.
- By February 25 with help of counselors, create a process where failing HS students are red flagged for intervention.
- At April 13 Board work session, provide report

Costs/Source:

Minimal as long as Skills Alaska continues to be free

Impact(s):

Will increase graduation rate, will provide students with more options.

Questions/Concerns/Needs:

Long term action required, there is not a quick fix for this. Ultimately need to make secondary experience more fluid so that students have the ability to catch up.

Time Investment: 40 hours

Communication Plan:

Leadership Team quarterly agenda item, Board workshop in October, information provided to administrators at meeting September 24. Counselors to play lead role at site level.



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due July 15 to Superintendent)

Project Title:

Increase Parent/Community Engagement

Person Responsible:

Donna Peterson (with help from the Leadership Team and Communication Specialist)

Applicable Policy and/or Long Range Plan Goal (LRP):

LRP Goal #1 Excellence (expand interactions with the public) and Goal #2 Improvement (public engagement activities)

Timeline/Tasks:

Summer 2008: Determine criteria for communications audit, Review past District communications information/publications

Fall 2008: Parent/Site council training

- Explore/expand WebEx as medium for delivering timely parent/staff information and training
- Emphasize waiver process/provision for site councils
- Include site council representatives in communication with principals as appropriate
- Write at least two update letters in school year to site councils regarding upcoming actions, areas of interest for possible discussion by site councils
- Survey parents/site councils to determine how communication can be improve
- Facilitate opportunities for sharing between and within schools

November through April: Address specific aspects of Long Range Plan strands

- User friendly and timely information to all stakeholders
- Increase input from parents and citizens (add “suggestion box” to District website)
- Public engagement activities
- Survey employees for improvements
- System level workshops for parents
- Strategies for helping families make transitions between schools
- Talent bank reinstatement

Costs/Source:

None noted, will require reprioritization of some job responsibilities

Impact(s):

The number one issue for any organization's success is communication. The ability of an organization to strategically improve communications relies on the skills of people within the organization. Thus, success on this workplan is likely to enhance success /perception of KPBSD.

Questions/Concerns/Needs:

With negotiations, communications issues can become magnified.

Attention to communication has been an ongoing theme for district leadership staff. Transferring this focus to administrators and all staff will be required for full implementation of any communication's improvement.

Keeping emphasis on Effective Instruction and Culture in the District while at the same time utilizing new communications strategies will be a balancing act so as not to convey the idea of communications being "one more thing."

Time Investment: 100+ hours

Communication Plan:

Fall 2008: discuss ideas/plan with leadership team and leadership of all three bargaining groups

Monthly: evaluate progress with leadership team



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project:

Application for Level 2 Alaska Performance Excellence (APEX)

Person Responsible:

Steve Atwater

Applicable Policy and/or Long Range Plan Goal (LRP):

LRP Goal #1 Excellence (accountability), Goal #2 Improvement, Goal #3 Responsiveness (future needs)

Timeline/Tasks:

Intent to Apply due 11/8-draft to Donna 11/3

Application due 12/12-draft to Donna 12/1.

General Plan for Application Development

- By September 1 identify the team necessary to provide input for each of the 7 areas to make the application a good one.
- By October 1 rough schedule for leadership team to review what will be included in responses for each of the 7 areas.
- By November 1 outline of responses, beginning of drafts
- By November 20 rough drafts of responses reviewed for feedback

Costs/Source:

Eligibility fee - \$100, application fee - \$1,100, site visit \$1,500 plus logistics.
Approximate total \$3,500 (superintendent's budget – not currently reflected)

Impact(s):

- Organizational growth from indentified opportunities for improvement
- District recognition to bolster recruiting
- Securing grant and other funds
- District assessment will help all employees to see bigger picture of interrelated nature of KPBSD
- Assessment should improve staff morale

Questions/Concerns/Needs:

Scope of application will be comprehensive enough to involve many in the administration-it is not a one-person endeavor. Will need to ensure there is an adequate level of training/understanding of the award so that the different departments can assist and be supportive. Need to ensure that the application/award is for the good of the District and not just a District Office deal.

Time Investment: 100+ hours

Communication Plan:

- Leadership Team – bi-weekly agenda item September-December
- Board workshop item in October
- Information on APEX application provided to administrators at meeting September 24
- Staff newsletter
- Position statement/story on website.



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project:

Autism Primary Classroom Opened and Autism Cadre Developed

Person Responsible:

Jamie Harper (Pupil Services)

Applicable Policy and/or Long Range Plan Goal (LRP):

LRP Goal #1 Excellence (proficiency or Plan of Improvement), LRP #2 Improvement (staff capacity), and LRP #3 Responsiveness (IEPs and accommodations for many)

Timeline/Tasks:

July 15: Selected teachers visit Anchorage autism summer program

July 21-25: Selected teachers attend UNC Summer Institute

Early August: Anchorage autism program leaders visit Kenai to assist with program set-up and physical design of classroom

Sept 8-12: UNC TEACCH Autism consultants return to Kenai for advanced training and program consultation

Monthly Sept-May: Representative from Anchorage autism program visits Structured Primary classroom for consultation

October: Selected teachers visit Anchorage autism classrooms

Late October: Autism professional development outline and cadre program outlined with assistance from Anchorage School District

November: Solicitation for cadre members and beginning of autism professional development

January-May: Ongoing professional development via distance learning for cadre members

Costs/Source:**Staffing:**

1 Certified FTE

3-4 Classified aide positions

Source: Pupil Services General Fund and Title VI-B Grant

Professional/ Technical Consultation:

University of North Carolina TEACCH Program - \$15,000

Anchorage School District Autism Program- \$4500

UNC Teacher Training Summer Institute - \$12,000

Source: Pupil Services General Fund and Title VI-B Grant

Books/ Materials for Cadre Members- \$2500

Release time for teachers- \$1000

Source: Pupil Services General Fund and Title VI-B Grant

Impact(s):

The opening of a specialized autism classroom will positively impact the education for young children and families in our area by providing a specialized option for those that require such a setting. By starting at the K-2 level, we will increase independence and hopefully move students into success in regular settings. Starting our own autism cadre to train teachers and staff will provide better instruction for our students impacted by this disability.

Questions/Concerns/Needs:

Funding for professional development and staffing needs and the need to expand the program for 2009-10 to include a Homer area specialized classroom.

Time Investment: 100+ Hours

Communication Plan:

Communication with parents has already taken place via their special education preschool teachers and our office for children entering the structured primary. We will write up a description of the program to be included in our continuum of services document.

Communication concerning the autism cadre training program will go out via email in October after consultation with the Anchorage trainers and a schedule of training is available.



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project Title:

Background Checks for Volunteers – Pilot Project

Person Responsible:

Melody Douglas

Applicable Policy and/or Long Range Plan Goal (LRP):

BP 5030, School Discipline and Safety

Timeline/Tasks:

July – October, 2008

July –

1. Develop Draft Volunteer Application form to reside in HR Applicant System
2. Identify two schools to work through the process this year
3. Identify Committee to include CFO, HR Director, KPB Risk Manager, AML/JIA Representative, participating administrators, and parent representative
4. Determine meeting schedule and goals

August –

1. Prepare communication materials to participating schools
2. Present information to appropriate groups at school site
3. Prepare media communication of pilot project
4. Determine how information will be kept and maintained

September – Refine internal process for schools and district office

October –

1. Develop materials for district-wide implementation
2. Develop website information
3. Determine when to implement program

Costs/Source:

Approximately \$5,000 (District source to be determined)

Impact(s):

Significant as it involves a change in the perception of volunteers and schools.

Questions/Concerns/Needs:

1. Determine if volunteers need to reapply periodically, if they need to reapply if they change schools, etc.
2. Determine when to conduct subsequent background checks

Time Investment: 100+ hours

Communication Plan:

1. Notify administrators of the project
2. Notify the Board of the project
3. Communication in the media (school section of the Clarion and other papers)



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project:

Educational Technology Planning

Person Responsible:

Jim White and Sean Dusek

Applicable Policy and/or Long Range Plan Goal (LRP):

LRP Goal #1 Excellence (data warehouse); LRP Goal #3 Responsiveness (technology: implementation and integration, emerging technologies)

Timeline/Tasks:

September-October 2008 – Meet with district Leadership Team to develop scope and course of action leading to a long term plan for Educational Technology use. Depth of plan will be defined by Leadership Team but needs to include;

1. Process for instituting technology changes into educational process, i.e. Blogs, mobile devices, wireless, laptops, etc.
2. Development of technology test for teachers to chart progress, and to help target technology professional development efforts.

Costs/Source:

Cost unknown before scope of project is defined by Leadership Team.

Impact(s):

Likely outcome is development of internal work group that vets changes and requests based on instructional impact

Questions/Concerns/Needs:

Moving the District mindset to technology as a tool for instruction (in other words, instructional needs drive the technology decisions) will take concerted effort.

Time Investment: 40-100 hours

Communication Plan:

This will be an open discussion among the Leadership Team leading to development of a process for Educational Technology Planning. This is a Plan-to-Plan that will be expanded to administrators and the staff and community at-large.



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due July 15 to Superintendent)

Project Title:

Election Transition

Person Responsible:

Donna Peterson

Applicable Policy and/or Long Range Plan Goal (LRP):

LRP Goal #2 Organizational Improvement (communication)

Timeline/Tasks:

Borough leadership

- Summer 2008: Meet with candidates individually, informally regarding School District information
- Fall 2008: Remind administrators of policies/practices regarding politics in schools
- Establish point of contact for School District questions from candidates
- Election: Participate in "get out the vote" activities
- Mayor: Determine communication process, check-in schedule, build positive relationship

School District seats

- August 2008: Schedule orientation for new to School Board candidates, three open seats with no incumbents anticipated to run for reelection.
- Fall 2008: Establish point of contact for questions
- Election: Orientation for new to the School Board representatives, pursue Board member mentors

Costs/Source:

None anticipated.

Impact(s):

Relationships between School Board members and the superintendent are critical. Relationships between the Borough and school District are critical. Thus the impact of managing these changes/relationships in a positive manner is high.

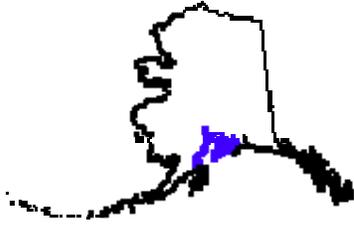
Questions/Concerns/Needs:

This fall election is a significant one for the School District. With three School Board seats available and the Borough Mayor's seat open, there is an anticipated change in local political leadership. As the landscape changes, communication protocol between departments, School Board members, and Borough representatives will need to be reviewed/updated.

Time Investment: 40 hours

Communication Plan:

- Provide, through School Board/District updates, information about election
- Personal contact from superintendent with School Board and mayoral candidates.
- Group informational meetings and orientations for new School Board members.



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project:
Federal Programs Department Reorganization

Person Responsible:
Norma Holmgaard

Applicable Policy and/or Long Range Plan Goal (LRP):
LRP Goal #2 Improvement (staff capacity)

Timeline/Tasks:
May 2008: Begin discussions with department staff regarding changes in responsibilities

June, July, August 2008: Reduce director secretary by .25 FTE
Reduce Title VII secretary .13 FTE
Reassign program responsibilities and retrain staff

September 2008: Meet with Bilingual Program Manager to discuss changing program needs and reclassifying position
Meet with program staff to assign duties and make changes for the most efficient operation of the department

February 2009: Reclassify bilingual position and hire if necessary
Review school level program needs and make personnel adjustments as necessary

March 2009: Communicate elimination of Title VII secretary personnel and move program responsibilities to bilingual/migrant secretary position.

April, May 2009: Communicate with staff to assess impact of changes and identify further program needs

Costs/Source:
No additional costs but may be savings to the district of approximately \$40,000.00.

Impact(s):

Department Director and support staff will need to assume additional responsibilities to address the responsibilities of reduced staff.

Questions/Concerns/Needs:

Staff feelings may be hurt with elimination and/or downsizing of positions.

Staff may feel overwhelmed at first with taking on new duties and responsibilities.

Work space set up may need upgrading to allow for increased program needs at fewer positions.

May be need for temporary overtime or extended contract to continue current level of support.

Time Investment: 40-80 hours ongoing

Communication Plan:

Full department has been involved in initial discussions of changes in how we do business. September meeting will be followed up with notes and an action plan for changes in duties.

Notice will be sent to schools and pertinent staff regarding contact personnel for department programs. (September)



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project:

Fourth through Sixth Grade Standards Based Reporting System Development

Person Responsible:

Doris Cannon

Applicable Policy and/or Long Range Plan Goal:

BP5124 Communicating student progress with parents/guardians and LRP Goal #1 Excellence (standards based report cards)

Timeline/Tasks:

September 15, 2008: Form report card work group for 4-6 grades based on interest and principal recommendation

Oct. 1, Oct. 14, Nov. 21, Jan. 16, Feb. 13, and April 16: Developing card, teacher and parent communication meetings

- Select power standards

- Create assessments

- Develop parent communication plan

- Develop teacher communication plan

- Send out drafts to teachers for comment

- Send out drafts to site councils for comment

April 27, 2009: Reporting System finalized

May 4-15, 2009: Train teachers on using the system

June 8-17, 2009: Prepare teacher packets for the beginning of 2009-2010 for implementation

Costs/Source:

Sub Paid, mileage, and food for those teachers in the work group (Curriculum budget)

Additional Software capabilities for developing system if teachers should elect to use functions on current reporting system (Curriculum budget)

Impact(s):

This type of reporting system provides teachers and parents a better picture of how the student is performing when being compared to the state standards. The 4-6 progression is continued from the K-3 reporting system. The students moving into the 4-5 grades who have been in the district have some experience with this system already so it should be familiar to them. This reporting system is leading the standards-based curriculum model towards the development of formative assessments.

Questions/Concerns/Needs:

The preliminary information received from 4-6 teachers is push back from changing their current reporting system. The use of GradeQuick appears to be well liked since it is tied into Ed-Line. The key is to capitalize off of this practice and use the enhancement method for progression with the teachers.

Time Investment: 100+ hours

Communication Plan:

Posting regarding those interested will be on District News. Work group member recommendations taken from principals.

The proposed system will be distributed to all elementary schools for review. Comments will be accepted and discussed by the Work Group.

The proposed system will be distributed to all elementary site councils for review. Comments will be accepted and discussed by the Work Group.

The finalized system will be posted on the Curriculum Website and District News. Principals will be given a copy via Admin. Folder.

All 4-6th grade teachers will receive a packet at the beginning of the year to implement the system. Parent guides will be provided for teachers to distribute at the beginning of the year and for conferences.



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project:

Future Network Needs

Person Responsible:

Director, Information Services

Applicable Policy and/or Long Range Plan Goal (LRP):

Goal #2 – Sustainability (HEA Fiber contract expires 12/3/09 and future network topology needs to be determined)

Timeline/Tasks:

July-September 2008: Initiate conversations with telecommunications vendors on network options. Research capability and cost-effectiveness of various options.

October-November 2008: Follow E-Rate process for this project which will dictate request for proposals (RFPs) go out in this timeframe.

Costs/Source:

Unknown Costs (general budget – not currently budgeted)

Impact(s):

Future of technology infrastructure hinges on success of these negotiations.

Questions/Concerns/Needs:

Any agreement takes two parties. We can only control our own actions. Getting others to follow our timeline may be problematic.

Time Investment: 100+ hours

Communication Plan:

Recommendation will come from Information Services staff discussions based on available options. No initial need for communication beyond the Leadership Team. Board notification may become necessary depending on final outcome.



KPBSD
Administrative Duties
Work Plan
School Year 2008-2009
(Due August 1 to Superintendent)

Project:

Gifted Plan of Service Revision

Person Responsible:

Jamie Harper (Pupil Services Department)

Applicable Policy and/or Long Range Plan Goal (LRP):

LRP Goal #3 Responsiveness (IEPs and accommodations for many)

Timeline/Tasks:

August: Meeting with all gifted teachers- discuss upcoming revision, review committee guidelines, determine specific points to address

September: Advertise & select members of community committee to review plan of service

Gather plans of service from other large districts

October-January: Hold committee meetings

January-February: Draft revised plan- review by committee prior to submission

March: Submit final revisions to state EED

Costs/Source:

Release time for gifted teachers and committee members – Approximately \$1500

Refreshments and travel reimbursement for meetings- Approximately \$500

Source: Gifted budget (general fund)

Impact(s):

Streamlined and better defined eligibility process and greater consistency of service delivery for students has potential to enhance achievement for gifted students as well as enrichment for those excelling in specific areas. Examining current process may also positively impact teachers in the gifted program and allow for more efficient use of time and more time with students.

Questions/Concerns/Needs:

Current plan is generally working well- need to avoid reinventing the entire plan and focus on needed areas of change and ways to improve.

Time Investment: 100 + hours

Communication Plan:

Email to all gifted teachers in early August explaining process

Follow district guidelines for solicitation of committee members via website and newspaper

Post draft & final plans on Pupil Services website

Report to school board per Superintendent direction



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project:
Health Curriculum Implementation

Person Responsible:
Doris Cannon

Applicable Policy and/or Long Range Plan Goal (LRP):
BP6141: Instruction Curriculum Development and Evaluation. LRP Goal #1 Excellence (rigorous and comprehensive curriculum), Goal #2 Improvement (staff capacity)

Timeline/Tasks:
August 5 and 6, 2008: Health Institute for KPBSD teachers break-out sessions and planning

August 20, 2008: KPC credit Health Unit due

Sept. 19, Nov. 20, Mar. 5: Middle School Follow-up (integration of Health and PE)

Sept. 25 and 26, 2008: Train the Trainers “Great Body Shop” for 4th-6th grade teachers

Oct. 2-31, 2008: The Great Body Shop training schedule for all 4-6 grade teachers. Training to be completed within this October winder.

Costs/Source:

August 5 and 6: Health Institute
\$150.00 stipend x 75 teachers = 11,250.00 x 2 days = 22,500.00 (Title IIa)
115.00 hotel x 20 rooms = 2,300.00 (Title IIa)
\$4300.00 Training materials = 4300.00 (Curriculum budget)

Sept. 19, Nov. 20, and Mar. 5: Middle School Integration Follow-Up
Sub Paid and mileage for the middle school health teachers (Title IIa)

Sept. 25 and 26: Train the Trainers “Great Body Shop”
Sub Paid & mileage for 10 KPBSD teachers who will become the trainers (Title IIa)
Train the Trainers training fee 3300.00 (Title IIa)

Oct. 2-31: Great Body Shop training for all 4-6 grade teachers
Sub paid and mileage for trainers to implement training during times scheduled by individual sites. (Title IIa)

Impact(s):

Middle School Health will no longer take time away from Science instruction but will be more appropriately integrated with PE. Elementary K-2 will integrate health objectives with language arts. Elementary 4-6 will have “Great Body Shop” which teaches key health objectives in a 30 minute lesson once a week. This resource was recommended by KPBSD teachers. Anchorage also uses these materials. High School has kept the curriculum as a semester course for all students. The Institute included various community members. (see attached agenda)

Questions/Concerns/Needs:

Middle School Health teachers are a concern since the schools have elected to integrate health with PE. Much time is needed to spend with them and assist with the integration of the two curricula.

Time Investment: 100+ hours

Communication Plan:

Registration for the Health Institute took place at the end of the 2007-2008 school year. New teachers are being informed by their building principals when hired.

Posted on District Calendar, District News, and the Curriculum Webpage.

Personal Contact will be made with the Middle School Health teachers through email and letter. Principals will be contacted at the beginning of the year through email and a written follow-up at the first administrator meeting.

Selected teachers to be trainers for the Great Body Shop will be notified within the first week of September. Criteria used to select trainers will be previous teacher leader training, grades taught, future in the district, and teacher performance. The Instructional Team will assist with these selections since the Professional Development Steering Committee does not have a meeting scheduled before the notifications need to be made.

All elementary teachers will receive a “Welcome Back” letter updating the new curricula and information regarding elementary education. Middle School and High School principals will receive a different version with updated information for their level to share.

Curriculum Department Website will have the new curriculum available with the teacher made units and resources also available for downloading.



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project Title:

IRS 403 (b) Mandate (tax sheltered annuities) Implementation

Person Responsible:

Melody Douglas

Applicable Policy and/or Long Range Plan Goal (LRP):

A change in Federal IRS Code requires this implementation

Timeline/Tasks:

July – December, 2008 (Compliance is required by January 1, 2009)

July –

1. Sr. Management will determine which recommended plan model for IRS compliance works best for the District. Information and criteria developed by IRS, industry experts and attorneys with the Association of School Business Officials International will be used to make this decision.
2. Develop Request for Proposal and Evaluation Criteria.

August - Evaluate proposals and award the contract.

September –

Work with the contractor to implement a program in compliance with IRS requirements to include implementation year and what is expected on an annual basis.

October –

1. Communicate with administrators
2. Develop website material
3. Communicate with all employees
4. Work with employee associations to communicate opportunities for employees

Costs/Source:

\$30,000 (general fund)

Impact(s):

Significant, as it requires setting up and monitoring of all IRS transactions on an on-going basis for compliance.

Questions/Concerns/Needs:

Compliance with these IRS mandates may ultimately end up requiring additional staff in payroll.

Time Investment: 100+ hours

Communication Plan:

1. Notify administrators of the project
2. Notify the Board of the project; may include Policy revision
3. Communication process to include KPEA, KPESA and KPAA
4. Update new hire packets as appropriate



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project Title:

Legislative Work - Education Funding District Cost Factor Commission

Person Responsible:

Dave Jones

Applicable Policy and/or Long Range Plan Goal (LRP):

BP 3200 Income, LRP Goal #4 Sustainability (securing sufficient monetary resources for meeting the needs of students now and in the future)

Timeline/Tasks:

Prior to establishment of Education Funding District Cost Factor Commission on 1-20-2009 – Communicate with KPBSD Legislators to emphasize the importance of this project and encourage KPBSD Legislator representation on the Commission

After 1/20/2009 – Monitor and evaluate all activity to determine effect on KPBSD as well as participate in all hearings and conferences of the Commission.

Costs/Source:

Costs will be related to attendance at Commission meetings/hearings, and will come from annual budgeted funds.

Impact(s):

Time spent on this project may divert the availability of the Assistant Superintendent from his regular duties.

Questions/Concerns/Needs:

Public participation in this process is important, but it will be hard to maintain interest over the two year long period of time this Commission will be addressing the establishment of new District Cost Factors. Public participation will be encouraged throughout the process by continued communication on the web page, interaction with the local media sources, informational items to the BOE and through local school news letters.

Time Investment: 100+ Hours

Communication Plan:

Information on this item will be communicated by articles on the district web page, interaction with the local media sources, informational items to the BOE, through local school news letters and briefings at staff in-services and training.



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project:

Life Skills and Transition Program Development

Person Responsible:

Jamie Harper (Pupil Services Department)

Applicable Policy and/or Long Range Plan Goal (LRP):

LRP Goal #1 Excellence (rigorous curriculum)

Timeline/Tasks:

September/October: Meetings with elementary and secondary life skills teachers (separately) to discuss goals and strategies

October-December: Consultation with individual teachers concerning student programs

January: Development of framework for future program development & guidelines for development & aide support allocation

February/March: Follow up meetings and trainings with life skills teachers

Costs/Source:

Pro-tech contract for consultant – approximately \$5000 Source - Title VI-B Grant

Release time for teachers- approximately \$2500 Source - Title VI-B Grant

Impact(s):

We have approximately 120 students that spend part or all of their school time in a life skills program. As the numbers of students with significant disabilities has grown and regulations changed to require increased 1:1 aide support, we have seen a shift towards more dependency on aide support and less emphasis on specific goals that increase independence. By focusing on the specific programming for these students, we have the potential to increase their productivity and independence as they grow and leave the school system.

Questions/Concerns/Needs:

Shifting a paradigm in how programs are planned and developed may prove challenging.

Time Investment: 40-100 hours

Communication Plan:

Email to Life Skills teacher in September- follow up teleconference if needed and face to face meeting prior to embarking on project.



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project:

Nanwalek Teacher Housing

Person Responsible:

Dave Spence, Director, Planning and Operations

Applicable Policy and/or Long Range Plan Goal (LRP):

Long Range Plan Goal #4 Sustainability (attracting and retaining quality personnel)

Timeline/Tasks:

- Notice of funding availability – May 2007
- Grant application compilation – May/June 2007
- Grant submitted to AHFC – June 2007
- Grant awarded – November 2007
- Design proposal award – July 2008 (Architects Alaska)
- Designs/Working drawing complete – July/August 2008 (tentative)
- Final plans complete – August 2008 (tentative)
- Contractor selection – August 2008 (tentative)
- Construction begins – September 2008 (tentative)
- Construction complete – November 2008 (tentative)
- Rent-up period – December 2008 (tentative)

Costs/Source:

The borough has appropriated and added \$200,000 to the district's projects budget to include with the awarded amount of \$527,820 from AHFC to accomplish this project.

Project Development Budget:

- Construction costs - \$584,000
- Site work, offsite improvements, utility connections - \$43,800
- Appliances and fixtures - \$18,700
- Contractor fee and overhead - \$21,200
- Construction contingency - \$18,700
- Legal and accounting fees - \$18,900
- Developer fee/rehab. mgt. - \$22,500

TOTAL PROJECT COST - \$727,820

Impact(s):

The purpose of the project is to improve the living conditions of teachers in Nanwalek. The district is convinced that improved living conditions will enhance the district's ability to recruit and retain quality professionals for teaching in this community, thus improving the educational experience of the students.

Questions/Concerns/Needs:

Our main concerns continue to be escalating costs in the construction industry due to upward spiraling prices with fuel and supplies.

Time Investment: 100+ hours

Communication Plan:

Continue work with the Village Tribal Council, the school's administration and the district's Leadership Team to update as developments occur.



KPBSD
Administrative Duties
Work Plan
School Year: 2008-009
(Due August 1 to Superintendent)

Project:

Negotiate with Kenai Peninsula Administrator Association (KPAA), Kenai Peninsula Educational Association (KPEA), and Kenai Peninsula Educational Support Association (KPESA)

Person Responsible:

Tim Peterson

Applicable Policy and/or Long Range Plan Goal (LRP):

KPEA - Board Policies 0000; 0210; 0520; 6143;
KPESA and KPAA – Board Policies 0000, 0210, 0520
KPAA, KPEA, KPESA – Board Policy 4000: Personnel Section

Timeline/Tasks:

September 2008

Gather and compile information

Salary and benefit packages throughout the Alaska districts

Identify problem language in contracts

Work closely with Jermain, Dunnagan and Owens (attorneys) throughout the process

Work with five larger Districts throughout negotiation process

Determine KPBSD Team

October 2008 - March 2009

Monthly Board updates

Identify concerns and direction

Information on trends in Alaska

Language rewrites

October 2008

Interest Based Bargain training

Federal Mediation and Conciliation Service contact

Board involvement

October 2008 – January 2009

Finalize information and present package

January 2009 – March 2009

KPEA and KPESA - Schedule Tuesday and Thursday (full day)
sessions (12)

KPEA and KPESA - Saturdays as leave is depleted (full day)
sessions possible (7)

KPAA - Schedule Tuesday and Thursday (6)

Costs/Source:

Costs of actual package unknown. Additional costs for process are approximately \$10,000

Impact(s):

Recruitment and retention of certified and qualified staff

Questions/Concerns/Needs:

Involvement of outside influences

Training and knowledge of process (IBB)

Though written as a work plan for all three groups, any (or all) of these associations could choose a different path than IBB.

Time Investment: 100+ hours

Communication Plan:

Executive session with Board of education on a monthly basis to provide updates

Ground Rules with Associations will determine public relations process



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project Title:

Policy Review of Section 2000, Administration and Section 3000, Business and Noninstructional Operations

Person Responsible:

Dave Jones

Applicable Policy and/or Long Range Plan Goal (LRP):

BB 9311 Board Policies, E 9311 Board Policy Revision Time Line

Timeline/Tasks:

August 2008: Distribute policies in Section 2000 & Section 3000 to appropriate administrators for review and input by administrators and staff.

September 2008: Assess administrative/staff input and review AASB policies for relevance. Draft suggested changes for submission to Board Policy Committee.

October 2008 to June 2008: Bring forward on a monthly basis an appropriate number of suggested policy changes to the Board Policy Committee for review and action.

Costs/Source:

No costs outside of the normal administrative budget should arise from this activity.

Impact(s):

This is a normal part of the Assistant Superintendent duties and should not create any unexpected time constraints for that position. Review by appropriate administrators will require time away from their normal duties.

Questions/Concerns/Needs:

Administrators and staff need to spend concentrated time on this when they review while considering past problems and possible future problems.

Time Investment: 100+ Hours

Communication Plan:

This item will be discussed at the first Leadership Team meeting of the year on August 12, 2008 to ensure proper participation by administration and staff. Once the suggested policy changes are in place, they will be noticed on the web when they are taken to the Board Policy Committee, and minutes will be posted as well. There will also be communications to the School Board in meeting packets when the policies are brought forth. Site councils will be included in policy revision notifications.



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project:

Professional Development Plan Implementation

Person Responsible:

Steve Atwater (with help from Doris Cannon, Jamie Meyers)

Applicable Policy and/or Long Range Plan Goal: (LRP):

LRP Goal #1 Excellence, (instructional strategies) LRP Goal #2 Improvement (staff capacity building)

Timeline/Tasks:

Plan will take all year

Action Steps for Work Plan

- Professional Development Steering Committee scheduled meetings and tracking software to guide implementation
- By September 1 all sites will have a professional development liaison
- By the end of September PD Liaisons will be trained
- By the end of October all principals will be trained in the use of the PD software
- By the end of November Steering Committee will develop, implement and review a PD needs assessment for all staff to guide professional development planning
- By the end of January Board will be briefed on status of KPBSD's PD

Costs/Source:

All expenses are budgeted under Title IIA, additional cost for substitutes for PD liaisons = \$4625/ from grant funds

Impact(s):

Focus staff development activities to ensure that they are meeting District goals

Questions/Concerns/Needs:

Potential for local decision making to be compromised- need to ensure understanding of District vision for instruction.

Time Investment: 40-100 hours

Communication Plan:

Leadership Team quarterly agenda item, Board workshop in January, update provided to administrators at meetings in November, staff newsletter.



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project:

Professional Learning Communities Established for Special Education

Person Responsible:

Jamie Harper (Pupil Services Department)

Applicable Policy and/or Long Range Plan Goal (LRP):

LRP Goal #1 Excellence (instructional strategies) and LRP Goal #3 Improvement (staff capacity)

Timeline/Tasks:

August: Develop timeline for activities with pupil services district office staff
 Outline options for meeting and delivery of information
 Assign facilitators to begin process

September: Solicit members voluntarily for participation in specific PLC groups
 Convene initial groups with the charge to develop a common mission statement for their area.
 Focus on examining individual student data at each site by each teacher in order to develop goals.

October: Groups will determine SMART goals for their work and have specific areas of improvement for students.
 Identify professional development & material needs
 Identify means of assessing goals

November: Prioritize goals and focus/ refine group goals & individual goals

December-May:

 Assess goal achievement and plan for ongoing assessment

Costs/Source:

Minimal cost: Possibly fees for teleconferences and distance delivery and resource books for teachers

Source: Pupil Services supply accounts or Title VI-B

Impact(s):

By focusing on specific types of special education settings and instruction, we hope to accomplish two goals:

1. Increase achievement for all students
2. Increase collegiality and job satisfaction among special educators

Questions/Concerns/Needs:

Concerns include amount of time required by district office Pupil Services staff if teacher facilitators do not volunteer immediately. Follow through with planning and regular meetings of multiple groups may be challenging.

Time Investment: 100+ hours

Communication Plan:

Initial email to all special education staff in late August – early September. Follow up teleconference if necessary prior to development of groups.



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project:

Programmatic Staffing Implementation

Person Responsible:

Sean Dusek

Applicable Policy and/or Long Range Plan Goal (LRP):

LRP Goal #1 Excellence (class size) , and LRP Goal #3 Responsiveness (choices for students)

Timeline/Tasks:

August 2008: Final review of secondary master schedules to ensure quality student opportunities

Fall 2008: Coordinate multiple site visits to monitor progress of staffing implementation and instructional quality through classroom walkthrough procedures.

Coordinate, with principals, community meetings to review program success, make adjustments for second semester, and address future needs.

Monitor student attendance, achievement, and discipline with secondary schools to report on curriculum relevance. Work with principals to develop student and community surveys about new staffing.

Spring 2009: Coordinate multiple site visits to monitor staffing implementation and instructional quality with an emphasis on second semester adjustments.

Continue community meetings to prepare for 2009 – 10 school year with recommendations for staffing for next school year. Work with schools and communities about declining enrollment and impact this may have on future programmatic staffing implementations.

Costs/Source:

Associated travel costs to all sites on a regular basis. Funded through Assessment department.

Impact(s):

Full implementation of current staffing plan will occur. Monitoring of new roles and responsibilities instituted through programmatic staffing (counselors, interventionists, elective programs).

Questions/Concerns/Needs:

This work plan will require a significant amount of time out of District Office to work with principals and communities to address their needs and plan for the future. Also, there is a need to educate our communities on the effects of declining enrollment, while our State implements the area cost differential funding formula. Finally, close monitoring of attendance and drop out rates will be required to measure the relevancy impact of this program. It may take more than one year to see student achievement impact.

Time Investment: 100+ hours

Communication Plan:

Secondary principals will be informed of the implementation monitoring in August with a calendar developed for site visitations. Before community meeting visits principals will notify community members about the visit with the goal of gathering input and feedback clearly communicated to the public. The leadership team will be kept apprised of the impact and future needs of programmatic staffing on a monthly basis. The school board will have the opportunity to review impact and future needs as needed.



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project:

Response to Intervention Implementation

Person Responsible:

Sandra Miller

Applicable Policy and/or Long Range Plan Goal (LRP):

LRP Goal #1 Excellence (Response to Intervention), LRP Goal #2 Improvement (staffing for interventionists), Goal #3 Responsiveness (IEPs and accommodations for many, instructional technology support)

Timeline/Tasks:

Year 1

Fall

1. Meet with Pupil Service personnel (David, Angie, Tim) to establish district team protocol, goals, and timeline
2. RTI presentation (district direction) to elementary administrators
3. Introductory Interventionist training (software, Progress Monitoring, Data Analysis, intervention strategies)
4. Provide support to school administrators in development of effective site RTI teams
5. RTI Team of 4 Attend Tigard-Tualatin RTI training in October

Winter

1. Create and meet with secondary RTI exploratory team – present plan to the district leadership team

Spring

1. Roll out plan for RTI implementation to secondary administrators
2. Develop and utilize an evaluation tool to analyze Year 1 RTI progress

Throughout the Year

1. Meet quarterly with interventionists to provide professional development and training opportunities (modeling a PLC format) in software, team building intervention strategies, learning communities, etc.)

Year 2

Fall

1. Meet with secondary administrators to review secondary RTI plan

2. Meet with all elementary and small schools admin to review RTI procedures
3. Start-up meeting with all interventionists (review procedures, data, etc.)
4. Provide direct support to secondary and all new administrators and RTI teams

Throughout the year

1. Meet quarterly with interventionists to provide professional development and training opportunities (modeling a PLC format) (software, team building, progress monitoring, data analysis, intervention strategies, learning communities, etc.)

Costs/Sources:

1. RTI district team training at Tigard-Tualatin School District - \$6,000 (Title II, Title I)
2. Quarterly Interventionist meetings (subs, travel) \$5,000
3. Professional Development/Training (as needs and issues arise) Expenses will be shared with all participants (Title II, Title I, elementary intervention budget, and Pupil Services)
4. Four days - \$15,000 (includes possible professional presentation)

Impact(s):

Full implementation of the RTI model in all elementary and small K-12 schools during the 2008-09 school year will provide schools an explicit blueprint for identifying students with specific needs and enable close monitoring of student progress in general. Teachers will try more and different research-based approaches with struggling students within the classroom before adding instructional time with a specialist. Progress monitoring of all students, systematic intervention within general education, and collegial problem solving will be the hallmarks of RTI building level teams, in addition to implementation of research-based tiered intervention strategies.

Questions/Concerns/Needs:

How do traditional Intervention Teams align with the RTI model? Are these separate entities?

The development of a strong, closely aligned district level team will be critical in moving forward with the same stated goal and objectives.

Time Investment: 100+ Hours

Communication Plan:

Fall: Create and meet with District Level RTI Team, presentations to administrators

Quarterly: Create and publish via e-mail and web a district RTI newsletter



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project:
Science Curriculum Implementation

Person Responsible:
Doris Cannon

Applicable Policy and/or Long Range Plan Goal (LRP):
BP 6141 Instruction Curriculum Development and Evaluation

LRP Goal #1 Excellence (Rigorous and comprehensive Curriculum), LRP Goal #2 Improvement (Staff Capacity)

Timeline/Tasks:

August 7 and 8, 2008 K-12 Science Institute, KCHS

K-2: Dr. Robert Capuozzo, primary science instruction

3-8: Pearson Learning Company: 3 modules to choose from *Forms of Energy: Focus on Electricity; Mechanical Energy: Force, Motion, and Work; Energy in Organisms: Photosynthesis and Cellular Respiration*

High School: Assistant Professor Susan Barstow, high school science instruction and Matt Weaver, Project Learning Tree Coordinator, AK Dept. of Natural Resources

August 20, 2008 KPC credit Science Unit Due

September 8, 2008 K-8 Science Survey to identify areas needing content assistance

September 30, 2008 Plan break-outs with high school science teachers targeting the topics elementary & middle school teacher requests.

October 11, 2008 (Saturday) K-12 Follow-Up Science Day Break-outs with KPBSD teachers assisting other KPBSD teachers & collaboration

February 9, 10, or 12, 2009 K-12 Follow-Up collaboration by group using lead teachers. Choice of one day out of the three.

Costs/Source:

August 7 & 8, 2008 K-12 Science Institute
150.00 stipend x 100 teachers = \$15,000.00 (Title IIa)
115.00 hotel x 20 rooms = \$2,300.00 (Title IIa)
Pearson Learning Company = \$31,500.00 (Title IIa)
Primary & High School Trainer Fees = \$2,500.00 (Title IIa)

September 30, 2008 Plan break-outs
Sub Paid & mileage for high school teachers planning break-out sessions. (Title IIa)

October 11, 2008 (Saturday) K-12 Follow-Up Science Day Break-outs
150.00 stipend x 100 teachers = \$15,000 (Title IIa)
Mileage for teachers out of central area (Title IIa)

February 9, 10, or 12, 2009 K-12 Follow-Up Collaboration Day
Sub Paid & mileage for teachers traveling (Title IIa)

Impact(s):

The Science Institute training has been tailored to the teacher groups: primary, upper elementary and middle, and high school. This will allow for all groups to have a differentiated professional development opportunity in regards to science instruction and content.

The October follow-up break-outs directly reflect the Science Committee comments regarding professional development in the district. The high school teachers wanted to provide science content instruction for their middle school and elementary colleagues. They were not available in the summer months to provide this type of break-out session format. Providing this on a Saturday allows for this type of training to happen. The surveys will provide the topics for the break out sessions. The actual day is tentative until I reconvene the science committee group and revisit this idea.

The February Collaboration Day allows for teachers across the district to get together and share ideas and frustrations regarding instruction. Three different dates are provided for teachers to choose from to better fit their schedule.

Questions/Concerns/Needs

Much time and thought went into planning training for the Institute so all needs would be met. Those providing the training all come with good recommendations, but are unknown. The upper elementary teachers have three modules to choose from hopefully finding one that appears interesting to them. Providing professional development for teachers with different personalities and needs can be a challenge.

Time Investment: 100+ hours

Communication Plan:

Registration for the Science Institute took place at the end of the 2007-2008 school year. New teachers are being informed by their building principals when hired. A reminder flyer is being mailed out the last week on July.

Posted on District Calendar with agenda.

Science Survey training needs will be sent to principals to pass out to teachers during a staff meeting. The survey will also be posted on District News and the Curriculum Department page.

Science Committee will be notified by me to schedule the planning meeting for the break-out groups.

All upcoming Science days: follow-ups and collaboration will be posted on District News, sent to principals, and posted on the District Calendar.

All elementary teachers will receive a “Welcome Back” letter updating the new curricula and information regarding elementary education. Middle School & High School principals will receive a different version that pertains to their levels for sharing.

Curriculum Department Website will have the new curriculum available with the teacher made units and resources also available for downloading.



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due July 15 to Superintendent)

Project Title:
Skyview Building Utilization

Person Responsible:
Donna Peterson

Applicable Policy and/or Long Range Plan Goal (LRP):
LRP Goal Number 3 Responsiveness (Future Needs, Building Utilization)

Timeline/Tasks:

Summer 2008: Meet with key Borough Assembly members, community leaders, and administrators regarding alternate usage of Skyview High School campus – perhaps a hybrid model housing a traditional high school, Peninsula Optional, Connections, a new alternative program, and additional college classes. The idea of the campus being open extended hours will be explored.

August 2008: Meet with Skyview staff, program administrators to determine feasibility and planning process.

September–December 2008: Steering Committee determines transition and communication plan, timeline.

Costs/Source:

Should the determination be made to move forward time for teachers to move rooms as well as support from the warehouse will be needed. Approximately \$10,000.

Impact(s):

Showing evidence of being good stewards of the building is important. Keeping Skyview open and flourishing could be an outcome of this plan.

Questions/Concerns/Needs:

Will the community and staff buy into the urgency? How will we assure quality of programs?

Time Investment: 100+ hours

Communication Plan:

Fall 2008: Develop one-pager, meet with staff, community

Quarterly – Update School Board, affected programs, public and key Assembly members regarding progress.



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project:
Social Studies Curriculum Revision

Person Responsible:
Doris Cannon

Applicable Policy and/or Long Range Plan Goal (LRP):
BP6141 Curriculum Development and Evaluation, LRP Goal #1 Excellence
(rigorous and comprehensive curriculum)

Timeline/Tasks:

September 12, 2008: Curriculum Committee Applications Due

September 16, 2008: Notify Committee members

September 29, Oct. 20, Nov. 18, and Dec. 8: Committee Meetings
Revise current curriculum & select materials
Identify Professional Development needs for implementation

January 23, 2008: Curriculum to Sally for Board packet

February 2, 2009: Curriculum brought to the Board as a work session

February 6, 2009: Any changes made from worksession to Sally for Board packet

February 16, 2009: Curriculum brought to the Board for approval

March 9, 2009: Curriculum posted to department website noted to begin 2009-2010

Costs/Source:
Sub Paid, mileage, and food for committee members (Curriculum Travel Budget)

Curriculum Materials (Curriculum Supplies Budget)

Impact(s):

This committee will also assist with the AK50 on the Kenai school activities. They will have the responsibility of serving as a liaison between the schools and the Borough School Activities Committee. The curriculum that is developed will have a supplement for the first year which will address these activities.

Questions/Concerns/Needs:

The primary group (K-2) do not have GLEs developed so they will need to complete backward planning to development their curriculum. This should not be a problem but I will need to spend a little more time directly with them to get them started. The elementary grades are pressed for time in the day to cover all of the content required so this group will likely look at integration.

Time Investment: 100+ hours

Communication Plan:

Advertise committee application process for members through principals at admin meeting, admin folder, district news, local newspapers, radio stations, and Chambers.

Post agendas and summaries of the committee meetings to curriculum webpage.

Provide drafts of the curriculum to building administrators and department chairs for feedback.

Bring draft to the Board of Education for review and approval.



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project:
Student Information System Upgrade

Person Responsible:
Director, Information Services

Applicable Policy and/or Long Range Plan Goal (LRP):
LRP Goal #2 Improvement (user friendly, timely information), LRP Goal #3, Responsiveness (technology)

Timeline/Tasks:
The exact timeline is uncertain at this point due to unannounced status of the Discovery product. To help understand the job ahead, consider our present Discovery product as version 1. Discovery version 2 is now commonly in use among ESD customers like us, and version 3 is in development with an unknown release date. This migration is anticipated to be a 2 year project.

Fall/2008: Tentatively, we are planning to install a version 2 test system, do an initial conversion, correct data, re-write existing reports, and program interfaces to other processes and systems. This will be a long and tedious process.

Possibly in Spring 2010: After version 3 is released and in common use we will do another test conversion and thoroughly test version 3 and train users prior to final conversion (we will likely go from version 1 directly to version 3).

Costs/Source:
Estimated under 100K (information services department budget)

Impact(s):
Before completion, this software migration will become the primary job responsibility of six Information Services staff. The Business Office may eventually need to take a larger role in the APECS.net finance/human resources on-going project management.

Questions/Concerns/Needs:
This will be a very time-consuming process and will draw staff resources from other projects.

Time Investment: 100+hours

Communication Plan:

Communication on status will be to the Leadership Team with periodic updates to administrators, secretaries, and counselors, via email. Communication with teachers will be far later in the process, probably as professional development.



KPBSD
Administrative Duties
Work Plan
School Year 2009
(Due August 1 to Superintendent)

Project:

Tyonek Teacher Housing

Person Responsible:

Dave Spence, Director, Planning and Operations

Applicable Policy and/or Long Range Plan Goal (LRP):

LRP Goal #4 Sustainability; Step 4 (attracting and retaining quality personnel)

Timeline/Tasks:

- Notice of funding availability – May 2008
- Grant application compilation – May/June 2008
- Grant submitted to AHFC – July 2008
- Grant awarded – TBD

Tentative Development Schedule:

- Site control secured – October 2008
- Zoning approval obtained (plat necessary) – October 2008
- Request for proposals advertised – November 2008
- Architect/Engineer selected – January 2009
- Design/working drawings complete – March 2009
- Code review – April 2009
- Final documents complete – May 2009
- Contractor selected – June 2009
- Construction begins – July 2009
- Construction complete – January 2010
- Rent-up period – February 2010

Costs/Source:

The borough has appropriated and added \$300,000 to the district's projects budget to include with the applied for amount of \$650,000 in the pending grant application to AHFC to accomplish this project.

Project Development Budget:

- Acquisition of Land & Buildings - \$3,000
- Construction costs - \$695,000
- Site work, offsite improvements, utility connections - \$45,000
- Appliances and fixtures - \$15,000
- Contractor fee and overhead - \$38,000
- Construction contingency - \$29,000

- Freight - \$40,000
- A/E costs - \$40,000
- Legal and accounting - \$15,000
- Developer fee/rehab. mgt. - \$30,000

TOTAL PROJECT COSTS - \$950,000

Impact(s):

The purpose of the project is to improve the living conditions of teachers in Tyonek. The district is convinced that improved living conditions will enhance the district's ability to recruit and retain quality professionals for teaching in this community, thus improving the educational experience of the students.

Questions/Concerns/Needs:

Our main concerns continue to be escalating costs in the construction industry due to upward spiraling prices with fuel and supplies.

Time Investment: 100+ hours

Communication Plan:

To continue to work with the Village Tribal Council, the school's administration and the district's Leadership Team to update as developments occur.



KPBSD
Administrative Duties
Work Plan
School Year: 2008-2009
(Due August 1 to Superintendent)

Project:
World Languages Curriculum Revision

Person Responsible:
Doris Cannon

Applicable Policy and/or Long Range Plan Goal (LRP):
BP6141 Curriculum Development and Evaluation, LRP Goal #1 Excellence
(rigorous and comprehensive curriculum)

Timeline/Tasks:

| | |
|-----------------------------------|---|
| May 27, 2008: | Middle school Spanish teachers to meet and develop curriculum and choose materials for the 2008-2009 school year |
| September 12, 2008: | Curriculum Committee Applications Due |
| September 16, 2008: | Notify Committee members |
| September 22, Oct. 6, and Nov. 3: | Curriculum Committee Meetings Revise current curriculum and select materials Identify Professional Development needs for implementation |
| January 23, 2008: | Curriculum to Sally for Board packet |
| February 2, 2009: | Curriculum brought to the Board as a work session |
| February 6, 2009: | Any changes made from work session to Sally for Board packet |
| February 16, 2009: | Curriculum brought to the Board for approval |
| March 9, 2009: | Curriculum posted to department website noted to begin 2009-2010 |

Costs/Source:

Sub Paid, mileage, and food for committee members (Curriculum Travel Budget)

Curriculum Materials (Curriculum Supplies Budget)

Impact(s):

This is the first year for middle school Spanish. The teachers met in May to develop a starting plan and select materials to have text and supplements. This process will provide middle school teachers an opportunity to collaborate with each other and with the high school teachers they are preparing students for. We will be able to begin alignment for those courses now that we have started at the middle school level.

Questions/Concerns/Needs:

Perhaps the District should explore the possibility of beginning Spanish at the elementary level. We know brain research indicates that learning a second language has a higher success rate the younger the student. Elementary classroom teachers simply do not have the skill to attempt a Dual Language Program. In the future we might consider providing Spanish as a specials. If we specifically looked for teachers who were dually certified in Spanish and elementary, we could have the best of both worlds.

Time Investment: 100+ hours

Communication Plan:

Advertise committee application process for members through principals at admin meeting, admin folder, district news, local newspapers, radio stations, and Chambers.

Post agendas and summaries of the committee meetings to curriculum webpage.

Provide drafts of the curriculum to building administrators and department chairs for feedback.

Bring draft to the Board of Education for review and approval.