



**ST. JOSEPH SCHOOL  
DISTRICT**

**ACADEMIC SERVICES**

**PROCESSES, PROCEDURES, AND  
PERPETUAL CALENDARS**

**2017-18**

## **EXECUTIVE SUMMARY**

This annual review of the partnerships, key stakeholders, databases, and perpetual duty calendars for the departments in Academic Services, serves as a manner for the evaluation of our efficiency, workflow, work task completion, productivity, and responsiveness.

This document is comprised of several components, which in totality, identify key partnerships, departmental goals, work processes and tasks, and individuals responsible for each task or process. In completing and reviewing this work, administrators can identify gaps in processes or service, implement changes to close those gaps, and revise work processes for efficiency. In most cases, deliverables from each Academic Services department are specified in the perpetual calendar for respective departments. Supplementary to these process improvements, the completion of this document provides guidance necessary for cross-training in key areas and information critical to maintaining high levels of performance and service when on-boarding new employees.

Because institutional knowledge often resides exclusively within individuals, the lack of published processes, perpetual calendars, and key work items can result in skill or knowledge gaps when new individuals are brought into an organization. This document is aimed at capturing institutional knowledge related to the work of St. Joseph School District Academic Services, with the purpose of maintaining a smooth and efficient knowledge and delivery of services to our stakeholders and workforce.

## Key Partners—St. Joseph School District

Partner	Role & Benefits of Partnership
<b>Buchanan County</b>	County Commissioners support district initiatives, including the Strive for 5 attendance initiative
<b>Business Partners</b>	Business partners support schools, departments, or district initiatives in a variety of ways, including through donations, externship opportunities for teachers, tours for students, and professional expertise. Businesses also support Breakfast with the Experts and Lunch and Learn workforce development initiatives
<b>City of St. Joseph</b>	Cooperation and collaboration in purchasing, infrastructure support. Partnerships within the Parks & Rec Department provide collaborative opportunities in the areas of student health and fitness
<b>Employee Associations</b>	MSTA and NEA provide input into decision making, SJSD United participation, support
<b>Family and Community Partners</b>	Secondary Advisory Council, Special Education Advisory Council, Youth Mentors, St. Joseph Public Library, PTA Council, United Way, Big Brothers/Big Sisters
<b>Family Guidance</b>	Provides support for family and behavioral health, substance abuse treatment, school-based counseling services, and youth mental health services
<b>Heartland Foundation</b>	Provides programs and resources for workforce development, regional problem-solving initiatives, and innovative “think-ahead” challenges
<b>Missouri Western State University</b>	College-level coursework/Dual Credit support, highly-qualified educational staff preparation, facilities availability, leadership training
<b>Mosaic Life Care</b>	Supports the St. Joseph School District through initiatives including the Fourth Grade Challenge
<b>PTA</b>	Partner organization that brings parents, students, and schools together to collaboratively support local education
<b>St. Joseph Health and Safety Council</b>	Provides Safety Town programming for local children
<b>St. Joseph Police Department</b>	School Resource Officer partnership, Knock and Talk Program
<b>St. Joseph School District Foundation</b>	Provides a continuing organization, outside the public school system, which generates and guides alternative resources for new and expanded educational opportunities for the benefit of students, teachers, employees, and residents of the St. Joseph School District
<b>St. Joseph Area Chamber of Commerce</b>	Research, community economic and business information and resources, business and education collaboration
<b>United Way of Greater St. Joseph</b>	Provides support for students and initiatives in the St. Joseph School District through Success by 6, Unmet Needs, and Profit in Education programming

## SJSD Business Partners

Business	School Partner
<b>Activate Your Health</b>	Oak Grove Elementary
<b>Apple Bus Company</b>	SJSD
<b>AutoZone</b>	Pershing Elementary
<b>Beck Plaza Salon</b>	Truman MS
<b>Bliss Salon</b>	Truman MS
<b>Bluetree Casework</b>	Central HS
<b>Discount Tire</b>	Hillyard Technical Center
<b>Dr. Dan Nigus, DDS</b>	Central HS
<b>Eckels Barber Shop</b>	Truman MS
<b>Ellison-Auxier Architects, Inc.</b>	Benton HS
<b>Fairview Golf Course</b>	SJSD Physical Education
<b>Farm &amp; Home Family Center</b>	Hillyard Technical Center
<b>Fit Republic</b>	Central High School
<b>Geneos Pizza</b>	Humboldt Elementary
<b>Goodcents Subs</b>	Coleman Elementary
<b>Hoof &amp; Horn</b>	Lake Elementary
<b>Identity Salon</b>	Truman MS
<b>Lowe's</b>	Hillyard Technical Center
<b>Missouri American Water Company</b>	Humboldt Elementary
<b>Mosaic Youth Health Partnership</b>	SJSD
<b>Natural Grocers</b>	SJSD Physical Education
<b>Nor-Am Cold Storage</b>	Benton HS
<b>Northwest Health Services</b>	Carden Park Elementary & Coleman Elementary
<b>Pampered and Polished Salon</b>	Truman MS
<b>Panera Bread</b>	Ellison Elementary
<b>Pizza Ranch</b>	Skaith Elementary & Truman MS
<b>Price Chopper</b>	Lindbergh Elementary
<b>Salon 1027</b>	Truman MS
<b>Scooter's Coffee</b>	SJSD
<b>Sherwin Williams</b>	SJSD Fine Arts
<b>St. Joe Mustangs</b>	SJSD
<b>The Salvation Army</b>	SJSD

## Deeper Learning Goals for SJSD

### **SJSD Deeper Learning**

Deeper learning shifts the focus from traditional academic skills and content delivery to building learner agency, where students learn in an environment that builds self-regulation, critical thinking, and creativity, using an inquiry-based, experiential model. Through real-world problem-solving, voice and choice, and authentic audiences, students will increase their engagement and simultaneously build the skills that will make them successful students, engaged professionals, and productive community members. A notable difference in the design of instruction is the 21<sup>st</sup> Century relationship between the teacher and student, where teachers are facilitators of learning rather than deliverers of content, partnering with students to ideate, create, and solve complex learning challenges.

#### ***Goal 1: Reduce the gap between present and desired student achievement.***

- Increase student achievement in literacy and numeracy in all areas through differentiated, personalized instruction and the use of strategic diagnostic and progress-monitoring tools.
- Develop student skills that are applicable in college, career, and community life.

#### ***Goal 2: Increase the hope and engagement of students so they are motivated to meet rigorous academic goals.***

- Utilize the Gallup Student Poll to establish a baseline for students' Hope, Engagement, Entrepreneurial Aspiration, and Career and Financial Literacy.
- Develop SJSD indicators for proficiency in the areas of communication, collaboration, critical thinking, creativity, and citizenship.

#### ***Goal 3: Build meaningful relationships with families and the community as a bridge to achieving Deeper Learning Goals.***

- Engage in regular, meaningful, two-way communication with families and the community.
- Build and grow community partnerships that provide experiential opportunities for real-world education.

### **Resources for Deeper Learning**

***Deeper Learning Competencies*** are outlined by the Hewlett Foundation (2013) and include six tenets: 1) Mastery of core academic content, 2) Critical thinking and problem solving, 3) Collaboration, 4) Effective communication, 5) Self-directed learning, and 6) An academic mindset.

***The Gallup Student Poll*** is designed to use student voice to help educators build a higher-quality educational experience for students. To date, nearly 4 million students have participated in this free survey. The Gallup Student Poll measures student input around four themes: Engagement, Hope, Entrepreneurial Aspiration, and Career/Financial Literacy.

***Open Educational Resources (OERs)*** are rigorous, high-quality, openly licensed educational materials that provide teachers and students with free access to customizable, differentiated instructional materials.

### ***SJSD Foundational Concepts for Learning***

<b>21<sup>st</sup> Century Relationships</b>	<b>Data-Informed Decision making</b>	<b>Personalization</b>	<b>Learner Agency</b>	<b>Growth Mindset</b>
<b><i>The 4 C's + Citizenship</i></b>	<b><i>Academic Skills</i></b>	<b><i>Deeper Learning Competencies</i></b>	<b><i>Engagement &amp; Skill Transfer</i></b>	<b><i>Academic Mindsets</i></b>
<ul style="list-style-type: none"> <li>▪ Citizenship</li> <li>▪ Creativity</li> <li>▪ Communicate Effectively</li> <li>▪ Collaboration</li> <li>▪ Critical Thinking</li> <li>▪ Solve Complex Problems</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ideation</li> <li>▪ Iterative Process</li> <li>▪ Creative Investigation</li> <li>▪ Revision</li> <li>▪ Progress Monitoring</li> <li>▪ Key Knowledge, Understanding, &amp; Success Skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Planning</li> <li>▪ Use of Resources</li> <li>▪ Production</li> <li>▪ Reflection</li> <li>▪ Idea Generation</li> <li>▪ Voice &amp; Choice</li> <li>▪ Relevance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Courage to Explore</li> <li>▪ Self-efficacy</li> <li>▪ Initiative to Learn</li> <li>▪ Learn how to Learn</li> <li>▪ Develop Academic Mindsets</li> <li>▪ Sustained Inquiry</li> <li>▪ Challenging Problem or Question</li> </ul>	<ul style="list-style-type: none"> <li>▪ Curiosity</li> <li>▪ Integration of Ideas</li> <li>▪ Mindset</li> <li>▪ Openness to new Ideas</li> <li>▪ Critique &amp; Revision</li> </ul>

### ***Access Points for SJSD Deeper Learning***

<b>SYSTEM</b>	<b>ELEMENTARY SCHOOL</b>	<b>MIDDLE SCHOOL</b>	<b>HIGH SCHOOL</b>
<b>Gallup Student Poll</b> <i>Perspectives from students around the four themes (Hope, Engagement, Entrepreneurial Aspirations, &amp; Career/Financial Literacy) inform practice, culture, and learner agency</i>	<b>Inquiry Learning Models—</b> Project-Based Learning; Innovation & the 4 C's (Communication, Collaboration, Creativity, & Critical Thinking)	<b>Inquiry Learning Models—</b> Project-Based Learning; <b>Career Exploration</b> through <b>Lunch &amp; Learn</b> opportunities	<b>Inquiry Learning Models—</b> Project-Based Learning; <b>Career Exploration</b> through <b>Breakfast with the Experts</b> opportunities
<b>Gallup Strengths Finder</b> <i>Take stock of strengths and grow leaders from a strengths-based perspective rather than deficit recovery</i>	<b>STEAM Focus</b> for Extended Learning	<b>iReady Diagnostic &amp; Progress Monitoring</b> in Math & Reading	<b>iReady Diagnostic &amp; Progress Monitoring</b> in Algebra I & ELA 9
<b>Innovation &amp; 4 C's</b> <i>A focus on the difference between schooling and learning through study of collaboration, communication, critical thinking, and creativity.</i>	<b>iReady Diagnostic &amp; Progress Monitoring</b> in Math & Reading	<b>PLTW—</b> Add Medical Detectives, Green Architecture, & Computer Science modules	<b>Applied Professional Internships</b> for Students & <b>Teacher Externships</b> ; Explore <b>apprenticeships</b> and <b>workforce development</b> pathways
<b>Culture</b> <i>Develop and maintain an organization where leaders share credit, differences are embraced, and where everyone is a learner who embraces change</i>	<b>Lexia—</b> Skill Builder & Gap Reducer; strong correlate to iReady	<b>Transitional Grade Collaboration—</b> Teachers build systematic practice for collaborating between levels, particularly 6 <sup>th</sup> to Middle School and 8 <sup>th</sup> to 9 <sup>th</sup>	<b>Workforce Readiness—</b> <b>Community &amp; Business Partnerships</b> beyond Work Ready Community Certification and Work Keys implementation
<b>Multi-Tiered Systems of Support</b> <i>Defined Tier 1, Tier 2, &amp; Tier 3 interventions system-wide</i>	<b>Adaptive Resources</b> to target individual student learning needs	<b>Adaptive Resources</b> to target individual student learning needs	<b>Experiential Opportunities</b> —Sports Media & Sports Marketing

## St. Joseph School District—Secondary Education Strategic Objectives

Goal	Target	Short-Term Action Plan	Long-Term Action Plan	Performance Measures
1	<b>Subgroup Performance—</b> 1.1 Close the achievement gap between sub-groups	<ul style="list-style-type: none"> <li>▪ Eliminate loopholes in homeschooling notification process to maintain more students in regular or alternative school educational settings</li> <li>▪ Review special education identification process to reduce possibility of over-identification</li> <li>▪ Research and implement digital resources that will support math and literacy instruction</li> </ul>	<ul style="list-style-type: none"> <li>▪ Design and implement Multi-Tiered Systems of Support (MTSS) that provides consistent and appropriate academic, social, and emotional interventions in all district schools</li> <li>▪ Evaluation digital math and literacy resources to evaluate their value as tools to assist teachers in remediating or accelerating student learning and grade-level proficiency</li> </ul>	<ul style="list-style-type: none"> <li>▪ Number of students exiting to homeschool will decrease</li> <li>▪ The number of IEP students identified will decrease</li> <li>▪ The number of students performing on grade-level in math and reading will increase as measured by progress-monitoring tools and standardized assessments</li> <li>▪ Increase the graduation rates of free and reduced and IEP students</li> </ul>
1	<b>Subgroup Performance—</b> 1.7: Support Co-Curricular Programs: Enhance student performance through all support and extra-curricular programs.	<ul style="list-style-type: none"> <li>▪ Implement Teacher Externship program to bridge understanding gap between school and local businesses</li> <li>▪ Promote student participation and connection to school</li> </ul>		<ul style="list-style-type: none"> <li>▪ The number of students participating in co- and extra-curricular programs will increase</li> </ul>
1	<b>Subgroup Performance—</b> 1.8: Assessment: Utilize data and assessment to promote student achievement.	<ul style="list-style-type: none"> <li>▪ Complete Reading Program Evaluation</li> <li>▪ Implement:                             <ul style="list-style-type: none"> <li>○ Lexia</li> <li>○ iReady</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify assessment system for K-6 math enhancement</li> <li>▪ Integrate improvement strategies into personalized learning practices</li> <li>▪ Review and revise district assessment plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Growth in K-5 Lexia data</li> <li>▪ Growth in K-10 iReady ELA data</li> <li>▪ Growth in K-10 iReady Math data</li> </ul>
1	<b>Academic Achievement—</b> 1.2: English Language Arts: SJSD students will develop a variety of skills and strategies needed for comprehending and producing (writing) a broad range of high quality, increasingly challenging literature and informational text, both print and non-print, across all subject areas through a balanced literacy approach.	<ul style="list-style-type: none"> <li>▪ Provide Pre-AP training to middle school, gifted, and 9<sup>th</sup> &amp; 10<sup>th</sup> grade teachers</li> <li>▪ Analyze enrollment and performance of students in IB and AP classes and on corresponding exams</li> </ul>	<ul style="list-style-type: none"> <li>▪ Increase student participation in AP/DC courses at the high school level</li> <li>▪ Adjust professional development focus based on teacher needs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Increased Math, English, and Reading subtest composite scores on ACT</li> <li>▪ Increased performance on standardized assessments in ELA</li> <li>▪ Enrollment in AP and IB will increase</li> <li>▪ Performance on AP and IB exams will improve</li> </ul>

1	<p><b>Academic Achievement—</b> 1.3: Mathematics: SJSD students will develop conceptual understanding, apply mathematical concepts, and think critically through reasoning of authentic problems.</p>	<ul style="list-style-type: none"> <li>▪ Research and analyze the practices of peer districts that surpass SJSD performance results in the respective state assessment areas</li> <li>▪ Progress monitor K-10 iReady data</li> <li>▪ Implement DMI practices with fidelity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify curricular objectives and instructional practices for improving student achievement</li> <li>▪ Consider and evaluate platforms such as Assessments/DreamBox</li> </ul>	<ul style="list-style-type: none"> <li>▪ EOC &amp; MAP results and year-to-year trend performance data <ul style="list-style-type: none"> <li>○ Yearly growth/value-added data related to Advanced, Proficient, Basic, and Below Basic score ranges</li> </ul> </li> <li>▪ ACT Sub-test score in mathematics</li> </ul>
1 & 2	<p><b>Academic Achievement—</b> 1.4: Science: SJSD students will have the content knowledge and understanding of scientific concepts and processes required for personal decision making, prediction of natural phenomenon, and evaluation of scientific information and argument.</p>	<ul style="list-style-type: none"> <li>▪ Observe and participate in NFS research at Bode Middle School</li> <li>▪ Continue to develop and deploy 3DMSS Assessments</li> <li>▪ Implement new science curriculum with fidelity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Research outcomes of Susan Kowalski at Bode Middle School</li> <li>▪ Research assessment methods for 3DMSS</li> </ul>	<ul style="list-style-type: none"> <li>▪ Survey data from parents and students</li> <li>▪ Number of CAPS, internship, and mentoring experiences</li> <li>▪ Performance data</li> <li>▪ Increased participation rate in Science Investigations</li> <li>▪ Increased number of student projects winning local, state, and national recognitions</li> <li>▪ Increased PLTW enrollment</li> <li>▪ Increased PLTW technical assessment scores</li> </ul>
	<p><b>Academic Achievement—</b> 1.5: SJSD students will have the content knowledge and understanding of history, economics, and geography along with the processes required for personal decision-making as global and US citizens and demonstrate evaluation of social studies information and argument.</p>	<ul style="list-style-type: none"> <li>▪ Revise social studies curriculum</li> <li>▪ Provide social studies teachers with focused professional development related to project-based learning (PBL)</li> </ul>		<ul style="list-style-type: none"> <li>▪ ACT reading sub-test scores will increase</li> <li>▪ Government and Civics EOC scores will increase</li> <li>▪ 9<sup>th</sup> and 10<sup>th</sup> grade iReady results will show an increase in student growth in reading</li> <li>▪ EOC &amp; MAP results and year-to-year trend performance data <ul style="list-style-type: none"> <li>○ Yearly growth/value-added data related to Advanced, Proficient, Basic, and Below Basic score ranges</li> </ul> </li> </ul>
1 & 2	<p>College &amp; Career Readiness-- 1.6: College and/or Career Readiness: SJSD students will be post-secondary, college and/or career ready upon graduation.</p>	<ul style="list-style-type: none"> <li>▪ Create additional CTE pathways that increase the number of student concentrators (students who complete three or more courses in a career and technical education sequence).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Greater alignment will exist between students' designated college and career pathways and high school coursework</li> <li>▪ All students will graduate having completed or participated in at least one experiential activity, including community service, job-shadowing, internship, or other experience.</li> <li>▪ Create a collaborative community college/technical education/concurrent enrollment model similar to Cape Girardeau's model</li> </ul>	<ul style="list-style-type: none"> <li>▪ MSIP5 score for SJSD on CCR Standard 3, Indicator 6</li> <li>▪ Number of students completing TSAs (Technical Skills Assessment) will increase</li> <li>▪ Number of students attempting and completing MT1 certification will increase</li> <li>▪ Work Keys score averages and student participation will increase</li> </ul>



## St. Joseph School District—Sample of Programs Available

Level	Program	
<b>Elementary School (grades K-6)</b>	Gifted Programming	Multi-Tiered Systems of Support
	English Language Learners (ESOL)	Intensive Kindergarten
	Summer School (Two Sessions)	
	Fine Arts Opportunities, including elementary strings	
<b>Middle School (grades 7-8)</b>	Fine Arts	Scholar Bowl
	Gifted Programming	Multi-Tiered Systems of Support
	Response to Intervention	World Language (French, Spanish)
	English Language Learners (ESOL)	Summer School (Two Sessions)
	Project Lead the Way—Gateway to Technology	
<b>High School (grades 9-12)</b>	Dual Credit	Advanced Placement
	International Baccalaureate	DECA
	Project Lead the Way—Engineering and Biomedical Strands	Fine Arts
	Technology Student Association (TSA)	English Language Learners (ESOL)
	Pro-Start Culinary Program	Hillyard Technical Center
	MT1 Manufacturing Certification	Student Government
	A+	Multi-Tiered Systems of Support

**St. Joseph School District  
Partnership Events & Family/Community/Staff Connections**

<b>Event</b>	<b>Purpose</b>
<b>Advisory Councils for Technical Education</b>	<ul style="list-style-type: none"> <li>▪ Hillyard Technical Center, FACS, Business, PLTW-Engineering, &amp; PLTW-Biomedical</li> <li>▪ Advisories meet on an on-going basis to seek input from professionals who are in the related occupational field.</li> </ul>
<b>Back-to-School Resource Fair</b>	<ul style="list-style-type: none"> <li>▪ Provide beginning of the year resources for families who would otherwise not be able to afford basic necessities and services</li> </ul>
<b>Breakfast with the Experts (HS) &amp; Lunch and Learn (MS)</b>	<ul style="list-style-type: none"> <li>▪ Events in which a panel of “experts” share about their career with high school students in a panel and small setting. Events are throughout the year with a focus on the following career areas: Engineering, Business, IT, Healthcare/Medicine,</li> </ul>
<b>High School Booster Clubs</b>	<ul style="list-style-type: none"> <li>▪ Booster organizations that provide support and resources for athletics, academics, fine arts, and PTSA groups at Benton High School, Central High School, and Lafayette High School.</li> </ul>
<b>Faith-Based Partnerships</b>	<ul style="list-style-type: none"> <li>▪ Churches partner with elementary schools to fill identified school needs.</li> </ul>
<b>Family Guidance</b>	<ul style="list-style-type: none"> <li>▪ Provides support for family and behavioral health, substance abuse treatment, school-based counseling services, and youth mental health services</li> </ul>
<b>Fine Arts Open House Events</b>	<ul style="list-style-type: none"> <li>▪ Promote arts education programming in SJSD schools, as well as foster connections and communication between schools and the community</li> </ul>
<b>Manufacturing Day</b>	<ul style="list-style-type: none"> <li>▪ Manufacturing Day is a celebration of modern manufacturing meant to inspire the next generation of manufacturers. Manufacturing Day occurs on the first Friday in October</li> </ul>
<b>Multi-Tiered Systems of Support</b>	<ul style="list-style-type: none"> <li>▪ Support students academically and behaviorally to improve school success</li> </ul>
<b>Parents As Teachers</b>	<ul style="list-style-type: none"> <li>▪ Parent Educators conduct in-home visits and provide group parent education opportunities and developmental screenings. PAT also connects families with community resources, with the goal of helping all children be safe, healthy, and ready to learn</li> </ul>
<b>Parent Teacher Conferences</b>	<ul style="list-style-type: none"> <li>▪ Foster open communication between the school and home regarding student learning and academic progress, as well as provide an opportunity for families to visit schools and classrooms</li> </ul>
<b>School Open House Events</b>	<ul style="list-style-type: none"> <li>▪ Provide opportunity for students and families to meet teachers, administrators, and staff and familiarize themselves with schools and classrooms</li> </ul>
<b>Secondary Advisory Council</b>	<ul style="list-style-type: none"> <li>▪ This committee is comprised of students, staff, parents, and administrators</li> <li>▪ The purpose of the committee is to provide a voice in decision-making, presenting the interests of stakeholder groups to district administration</li> </ul>
<b>Special Education Advisory Council</b>	<ul style="list-style-type: none"> <li>▪ This committee is comprised of staff and parents</li> <li>▪ The purpose of the committee is to share information, discuss programs and concerns, and seek input from council members</li> </ul>
<b>United SJSD</b>	<ul style="list-style-type: none"> <li>▪ This committee seeks to unite all employees and provide a forum for input and guidance to the SJSD Meet and Confer team</li> </ul>

## Support and Intervention Processes for Students and Stakeholders

Stakeholders	Supports	
<b>Special Student Populations</b>	<ul style="list-style-type: none"> <li>▪ Gifted testing, placement, and education</li> <li>▪ Referrals and Diagnostic Testing</li> <li>▪ Individual Education Plans (IEPs)</li> <li>▪ Section 504 Plans</li> <li>▪ IEP Accommodations and Modifications</li> <li>▪ Extended School Year, when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continuum of specialized services</li> <li>▪ Low student-to-staff ratios and para-professional support for critical needs</li> <li>▪ Transition and vocational/career-focused programming, including the Community Training Program</li> </ul>
<b>ESOL Students</b>	<ul style="list-style-type: none"> <li>▪ Placement and Diagnostic Testing</li> <li>▪ Modifications and Accommodations related to language and translation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Specialized Support Programming</li> </ul>
<b>Pre-K through 12 Students</b>	<ul style="list-style-type: none"> <li>▪ Vertically aligned, rigorous Curriculum</li> <li>▪ Comprehensive School Counseling Services</li> <li>▪ College and Career Planning</li> <li>▪ Alternative Programming for Credit Recovery and Graduation Recovery</li> <li>▪ Advisory Programming</li> </ul>	<ul style="list-style-type: none"> <li>▪ Co- and Extra-Curricular Activities</li> <li>▪ Summer School</li> <li>▪ Instructional Technology</li> <li>▪ Pre-School and Parents As Teachers programming</li> <li>▪ Multi-Tiered Systems of Support (MTSS) Program</li> </ul>
<b>Teachers &amp; Support Staff</b>	<ul style="list-style-type: none"> <li>▪ High-Quality Professional Development</li> <li>▪ Leadership and Collaboration Opportunities</li> <li>▪ Instructional Technology</li> </ul>	<ul style="list-style-type: none"> <li>▪ Competitive Salary and Benefits</li> <li>▪ New Teacher Mentoring</li> <li>▪ Leadership Series</li> </ul>
<b>Parents, Patrons, &amp; Community</b>	<ul style="list-style-type: none"> <li>▪ PowerSchool Access</li> <li>▪ PTA organizations</li> <li>▪ ParentLink Communications</li> <li>▪ Teacher Externships &amp; Student Job-Shadowing Partnerships</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advisory Councils</li> <li>▪ OneVision</li> <li>▪ Electronic Board Docs</li> <li>▪ College, Career, and Community Partnerships</li> <li>▪ College and Career Planning Events</li> </ul>

## St. Joseph School District—Data Systems

<b>Data System</b>	<b>Contents</b>	<b>Provider</b>	<b>Position</b>
<b>AESOP</b>	Web-based leave system used to track various types of leaves for Instructional staff and administrators.	Frontline Placement	Director of Human Resources
<b>Blackboard</b>	Web-based learning system used in blended learning environment, course management, online testing, and collaborative discussions. Hosted internally in SQL environment with 2 app nodes behind the F5.	Blackboard	Director of Technology
<b>Board Docs</b>	Cloud-based solution that manages preparation, approval and distribution of documents for the Board of Education. Proprietary software.	Board Docs	Board Secretary
<b>Build Your Own Curriculum (BYOC)</b>	Web-based curriculum warehouse for teachers, administrators and parents that provides access to curriculum guides and resources searchable by grade, subject or course. Proprietary data structure.	School Software Group	Director of Elementary Education & Director of Secondary Education
<b>Destiny Library, Textbook, &amp; Asset Manager</b>	Web-based union catalog of library resources allowing for interlibrary loan, inventory, reporting, processing, records management, circulation, and remote access. Proprietary data structure.	Follett School Solutions	Library Curriculum Advisor
<b>E2020 (Edgenuity)</b>	Web-based course system for credit recovery and credit enhancement.	Edgenuity	Director of Secondary Education
<b>eFinance</b>	Web-based finance portal that is used to track expenditures, revenues and budget information.	SunGuard	Director of Finance
<b>Matrix</b>	Data warehouse for student assessment data. MAP, ACT district and school level assessments, attendance rates, discipline data, credits, GPA(non-official), P-series data. Proprietary data structure.	Edmin	Director of Assessment
<b>iReady</b>	Adaptive Reading and Math Diagnostic and Instruction system to support student intervention systems. Proprietary data structure. Used for K-8 only	Curriculum Associates	Director of Assessment
<b>Keystone</b>	Districts financial system used for requisitions, Purchase orders, grant tracking as well as HR and PR. Universe multi-value DB structure supported by Rocket Software.	Keystone Information Systems	Director of Finance
<b>Lexia</b>	Adaptive reading instruction system to support foundational reading skills. Proprietary data structure. Used for K-5 only.	Lexia Learning	Director of Assessment
<b>Maintenance/ IT Direct</b>	Web-based system for entry and tracking of Maintenance and Information Technology Work Orders.	School Dude	Director of Technology & Director of Maintenance
<b>MCDS Portal</b>	Building and District level data from other districts.	DESE	Director of Assessment
<b>Peachjar</b>	eFlyer service for local organizations to share their information with SJSD parents	Peachjar	Director of Communications
<b>PowerSchool</b>	Student Information System that houses student demographic data, attendance data, scheduling, teacher grade book, state reporting data. Source system for most other data systems in the District. Oracle database structure.	Pearson	Director of Data Services
<b>Prodigy</b>	Free, curriculum-based math games for grades 1-8.	SmartTeacher	Director of Elementary Education
<b>SpedTrack</b>	Web-based Individualized Education Plan system to track all Special Education students and 504 Plans.	SpedTrack	Director of Special Programs
<b>TalentEd Perform</b>	Web-based system that collects staff summative and formative evaluation data. Proprietary data structure.	Netchemia	Director of Human Resources
<b>TalentEd Records</b>	Web-based system that processes and retains staff documents including all personnel files, contracts, assignment letters and other staff related documents.	Netchemia	Director of Human Resources
<b>TalentEd Recruit &amp; Hire</b>	Web-based system of employment posting, screening, and online job applications	Netchemia	Director of Human Resources
<b>TimeClock Plus</b>	Web-based Time and attendance system used to track hours and leave for all non-exempt employees.	Workforce Software	Director of Finance



**ST. JOSEPH SCHOOL  
DISTRICT**

**ACADEMIC SERVICES**

**DEPARTMENTAL  
PERPETUAL CALENDARS**

**St. Joseph School District  
District Academic Services  
Perpetual Calendar**

<b>Person Responsible</b>	<b>Report/Process</b>	<b>Description</b>	<b>Month</b>
<b>Assistant Superintendent, Director of Elementary Education, Director of Secondary Education</b>	<ul style="list-style-type: none"> <li>▪ School Handbook Reviews</li> </ul>	Review and update; post on district and building websites	July
<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>▪ Summer School Final Report</li> </ul>	Review of Summer enrollment, programming, and budget	July
<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>▪ Review Student Handbooks for alignment to Board of Education Policies and Procedures</li> </ul>	Review handbooks to ensure legal compliance	July
<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>▪ Distribute link to printable Bill of Rights</li> </ul>	In order to comply with BOE Policy IND, all buildings must conspicuously display a printed copy of the Bill of Rights	July
<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>▪ Director Annual Personal Improvement Goal-Setting</li> </ul>	Personal and professional growth goal-setting	August
<b>Assistant Superintendent, Director of Elementary Education, Director of Secondary Education</b>	<ul style="list-style-type: none"> <li>▪ School Improvement Plans</li> </ul>	Report to Board of Education	August/September
<b>Assistant Superintendent, Director of Assessment</b>	<ul style="list-style-type: none"> <li>▪ Gallup Student Poll</li> </ul>	Begin organizing and distributing information to principals regarding Gallup Student Poll	September
<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>▪ Career Explorations</li> </ul>	Meet with United Way and SJSJSD Counselors to plan MS and HS Breakfasts with the Experts and Lunch & Learns	September
<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>▪ Gallup Student Poll</li> </ul>	Monitor building participation rates for statistical significance	September/October
<b>Assistant Superintendent, Director of Assessment</b>	<ul style="list-style-type: none"> <li>▪ Achievement Results</li> </ul>	Review school performance data, alignment of data to school improvement planning, and professional development focus	October

<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>▪ Summer School</li> </ul>	Complete an executive summary regarding summer school programming planned for upcoming year; present to the Board of Education	October
<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>▪ Summer School</li> </ul>	Finalize summer school site plan and share information with transportation (for bus routing), other departments, and buildings	November
<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>▪ School Improvement Goals</li> </ul>	Establish and communicate district goals for school improvement	December
<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>▪ School Improvement Professional Development planning</li> </ul>	Discuss PD and Action planning process with principals	January
<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>▪ Begin Preliminary Budgeting</li> <li>▪ Director Evaluations Completed</li> </ul>	Budget analysis and planning	January
<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>▪ Begin work on Professional Development Plan for next Academic Year</li> </ul>	Work with PDC committee members, administrators, and others to begin preparing district PD Plan.	February & March
<b>Assistant Superintendent, Director of Assessment</b>	<ul style="list-style-type: none"> <li>▪ New Teacher Institute Planning</li> </ul>	Begin planning New Teacher Institute for upcoming year; include in district PD Plan	February & March
<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>▪ Teacher Externships</li> </ul>	Begin planning teacher externship sites with representative from Chamber of Commerce	February/March
<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>▪ School Improvement Goals</li> </ul>	Establish and communicate district goals for school improvement	March/April
<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>▪ Teacher Externships</li> </ul>	Distribute, collect, and review teacher externship applications; notify participants of their selection	April
<b>Assistant Superintendent, Director of Assessment</b>	<ul style="list-style-type: none"> <li>▪ District Professional Development Plan presented to Board of Education</li> </ul>	Adhere to state statute regarding professional development funds	April
<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>▪ Curriculum Handbook</li> </ul>	Review the Curriculum Handbook with Curriculum Advisors, making revisions as feedback indicates	April

<b>Assistant Superintendent, Director of Elementary Education, Director of Secondary Education, Director of Assessment</b>	<ul style="list-style-type: none"> <li>Final Budgets due to Finance Department</li> </ul>	Publish budget for upcoming fiscal year	May
<b>Assistant Superintendent, Director of Elementary Education, Director of Secondary Education</b>	<ul style="list-style-type: none"> <li>Departmental and Building School Improvement and Professional Development Plans Due by June 1</li> </ul>	Present to Board of Education	June
<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>Directors Retreat</li> </ul>	Work with Superintendent and other leaders to plan retreat to review priorities and goals for upcoming year	June
<b>All Academic Services Directors</b>	<ul style="list-style-type: none"> <li>Review Procedures, Processes, and Perpetual Calendars</li> </ul>	Review and revise Procedures, Processes, and Perpetual Calendars to accurately reflect work Academic Services	June
<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>Building Visits</li> </ul>	Oversee professional development implementation and instructional practices	Ongoing
<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>Leadership Team Meetings</li> </ul>	Meet with district and building leaders to share information and to engage in professional learning	Monthly
<b>Assistant Superintendent</b>	<ul style="list-style-type: none"> <li>Curriculum Advisor Meetings</li> </ul>	Meet with district Curriculum Advisors to review work, engage in professional learning, and manage district curriculum	Monthly



**St. Joseph School District**  
**Director of Assessment**  
**Perpetual Calendar**

<b>Ongoing</b>
<b>Task Description</b>
Building-level data literacy support
Building-level assessment support
iReady and Lexia job-embedded professional development
<b>JULY</b>
<b>Task Description</b>
Ensure Mentor (1YR and 2YR) are collected, sent to HR and stored on SOS in PD folder
Review New Teacher Institute Content Development and Progress
Review New Teacher Institute Logistics
Plan to revisit PDC Mission, Vision, Core Values, Philosophy and Purpose
Ensure PDC SY18 meeting dates are secured as well as logistics and communication
Meeting with Business Services to ensure PD 1% Expenditures/Status
Keep PD Plan updated and posted to assessment webpage
Double check Buck Institute level of understanding of locations for workshops and follow up visits
Ensure PDC responsibilities are carried out with fidelity (p.6-7 SY 18 SJSD PD Plan)
Develop Program Evaluation Survey p. 21 as criteria/metrics
Review and update SJSD Needs Assessment surveys for segmentation optimization
New Teacher - Mentor Survey Developed for Quarterly Deployment
<b>August</b>
<b>Task Description</b>
Early August - Review and ensure plans, logistics
Deploy New Teacher Institute (8.1-8.3) Oak Grove Elementary
8.10 Building PD
8.11 Departmental PD
8.14 District PD Focus
8.15 Teacher Workday
8.29-31 Cohort 1 TMC Conference Room
8.24 First PDC Meeting
Update PD Plan with New Member Names
Review and update mentor contracts and verify all signatures - deliver to HR

<b>September</b>
<b>Task Description</b>
60-day PEP review and metrics
Review SJSJ Academic Services Strategic Plan for alignment/SJSJ CSIP
Review Diagnostic One Data
Review Lexia Data
Amplify Data
Gallup Poll Deployment
Review PD implementation and level of deployment
9.22 District Departmental PD MTSS (deploy survey)
Analyze and post results in folders on SOS and ensure PDC gets copies for their buildings
Baseline for PD Evaluation Metric (p.21) for Student Growth
Ensure Levels of Effectiveness reviews per the PDC strategic plan (5 metrics)
<b>October</b>
<b>Task Description</b>
10.3-10.5 Buck Institute Cohort 2
10.11-10.13 Buck Institute Cohort 3
10.31-11.2 Buck Institute Cohort 4
<b>November</b>
<b>Task Description</b>
Ensure Levels of Effectiveness reviews per the PDC strategic plan (5 metrics)
<b>December</b>
<b>Task Description</b>
Order GL MAP
meet with coordinators to start planning next year's assessment calendars
<b>January</b>
<b>Task Description</b>
1.16-1.19 Buck Institute Cohort 1 Sustained Visits
Budget meeting with Business Services
1.18.18 Second PDC Meeting
2.26-3.1 Sustained Support Visits Buck Institute
<b>February</b>
<b>Task Description</b>
Review Survey Data and Analyze District/Building Needs
Begin to develop PDC SY19 Plan
Engage SJSJ PD Budget Process
Meetings with PDC Leadership for PDC Approval

<b>March</b>
<b>Task Description</b>
3.22.18 Approval of PD Plan by the PDC
<b>April</b>
<b>Task Description</b>
PDC Program Evaluation Complete
PDC Plan SY19 developed by PDC for BOE Approval
<b>May</b>
<b>Task Description</b>
PDC Plan Presented to BOE
<b>June</b>
<b>Task Description</b>
Develop and deploy updated PD on MO Professional Learning Guidelines for student success
Meet with Executive PDC Committee for SY18 Planning /Follow Replace Procedures
Ensure PD Plan dates/locations/contracts are in place
Review Pre-Service Schedule for gaps/needs
Review Program Evaluation Plan and associated metrics
Update PDC Membership Roster
Ensure Mentor (1YR and 2YR) are collected, sent to HR and stored on SOS in PD folder
Review New Teacher Institute Content Development and Progress
Review New Teacher Institute Logistics
Plan to revisit PDC Mission, Vision, Core Values, Philosophy and Purpose
Ensure PDC SY18 meeting dates are secured as well as logistics and communication
Post PD Plan to Assessment Webpage
Finalize location for Ruby Payne speaker (Word of Life)
Review PDC SJSJ process maps
Update SJSJ PD Surveys - better capture curriculum advisor PD feedback
Review Committee Membership Expectations with PDC Executives (p.6,7,8)
Pathways to Reading Training 6.22-6.28 at TMC Large Conference Room
Review Buck Institute Cohort participation and communication levels
Develop Survey that will get baseline on knowledge of 4C's (include in overall survey)

**St. Joseph School District**  
**Director of Elementary Education**  
**Perpetual Calendar**

<b>July</b>	
	Attend Administrators' Retreat to set District Priorities
	Finalize Principal Professional Development Plan (Set priorities based on district priorities, read professional books to determine options for book study, set dates and groups)
	Finalize plans for New Teacher Institute including: finalizing agenda, confirming location, sending out invites to all new teachers, coordinating with NEA and MSTA, reviewing plans other departments have in implementing their part in the institute
	Facilitate Principal Retreat (communicate district PD focus, district evaluation standards, administrative handbook changes, teambuilding, and professional learning)
	Confirm delivery and distribution plan for any new curriculum materials
	Attend annual law conference and prepare summary of information for administrative blog
	Meet with curriculum advisors to prepare for New Teacher Institute and discuss priorities for the year
	Review DESE's curriculum resources
	Attend SJSJSD weekly directors' meetings to collaborate with colleagues
	Evaluate summer school program (enrollment, attendance, student-growth data, costs)
	Schedule elementary principals' meetings, kindergarten enrollment dates, elementary teacher screening interviews, and district kindergarten parent meeting
<b>August</b>	
	Remind principals to update their marquees to reflect Back to School Night & First Day of School
	Facilitate and evaluate New Teacher Institute, Set tentative date for the following SY New Teacher Institute
	Visit all school buildings prior to the year beginning and meet with principals to address any issues
	Monitor and evaluate student enrollment each day for the first 7 days of school. Recommend any staffing changes
	Plan and facilitate K-12 meeting and elementary principal meeting
	Schedule and conduct reviews of professional growth plans with each of the elementary principals
	Provide information to various media outlets regarding school district issues (enrollment numbers, online textbooks, no homework policies, etc.)
	Attend KC Administrator Network meeting to further own professional development and to stay current on issues and information from DESE
	Visit all school buildings during the first week of school
	Upload Board of Education agenda items and supporting details within the timeframe established by the Superintendent
	Implement Principal Professional Development Plan and reflect on weekly cohort meetings for continual refinement and growth
	Begin weekly administrative blog post with upcoming dates, timely and pertinent information, professional learning
	Review students who haven't attended list. Send emails to principals

	requesting follow-ups and hotline calls for educational neglect.
<b>September</b>	
	Meet with all principals to review PGP's and school PDP
	Collect school schedules for compliance, MSIP Items Not Waived
	Review staff needs and provide recommendations to Human Resources Department for upcoming school year
	Review Kindergarten Enrollment Process with United Way and Parents As Teachers
	Gather concerns and issues from directors for United SJSJ meetings for the year
	Meet with curriculum advisors to go over professional growth goals
<b>October</b>	
	Review elementary technology needs and share with director of technology
	Visit new teachers' classrooms with building principals and follow up with a note to each teacher
	5 <sup>th</sup> /6 <sup>th</sup> Grade Program Evaluation
	Collect data on parent/teacher conferences
	Review feedback from summer school and select summer school theme/focus
	Attend elementary curriculum advisor led event and provide feedback
<b>November</b>	
	Review professional growth plan and data
	Participate in building job embedded sessions along with principals and provide feedback to leaders
	MTSS implementation planning and review
	Attend Veterans Day Assemblies/parades
	Summer School Site Selection
<b>December</b>	
	Review elementary staffing needs for the upcoming school year and share report with human resources
	Participate on counseling advisory board
	Visit classrooms with principals and review iReady/Lexia/TRC data
	Report to Superintendent any gifts received or denied
	Observe curriculum advisors and provide feedback
	Finalize kindergarten enrollment process and forms
<b>January</b>	
	Review SIP and school data with principals
	Meet with assessment director to review assessment plan for upcoming school year
	Prepare kindergarten enrollment forms for the Print Shop
	Post summer school positions
	Prepare summer school catalog for recruitment and registration of students
	Assist in the elementary teacher hiring process
	Review EmpowerU feedback and prepare recommendation to board of education for upcoming school year
	Participate in Federal Programs budget meetings
	Review at-risk programming for students provided by Webster Learning Center
<b>February</b>	
	Complete summative evaluations and review them with building principals
	Meet with SJMAESP for input and feedback on processes and procedures
	Review TRC, iReady, and Lexia data with interventionists
	Attend PTA Founders Day event
	Assist in the second round of teacher hiring/draft process

	Attend recruitment fairs as requested by human resources
	Complete RTI/MTSS Program Evaluation and present to the board of education
	Evaluate elementary enrollment and section numbers and make recommendations to the Superintendent for the upcoming school year.
<b>March</b>	
	Facilitate the hiring of Title I funded interventionists
	Attend recruitment fairs as requested by human resources
	Attend a school function at each elementary building
	Follow-up with SJMAESP on identified concerns/issues
	Review curriculum advisor budgets and prepare elementary academic services' budget
	Complete evaluations of curriculum advisors and any assigned support staff members
	Meet with district-level staff members and building principals to identify classroom locations for added elementary sections, preschool classrooms, and district special education programs
	Set up EventBrite for kindergarten enrollment
	Gather data from Spring parent/teacher conferences
	Select Summer School Session II Site Directors, Teachers, and paraprofessionals
	Solicit applications for BIVI PD Scholarship and present applications to selection committee and notify award winners prior to Tribute to Teachers
<b>April</b>	
	Prepare and present Title I Program Evaluation
	Assist principals with school improvement plans
	Meet with and review work of elementary curriculum writing team
	Kindergarten enrollment oversight
	Kindergarten annual meeting, provide kindergarten enrollment oversight, gather data from the enrollment process
	Gather school supply lists and Back to School Night schedules for the website
<b>May</b>	
	Present Superintendent Scholar and Director Awards at 6 <sup>th</sup> Grade awards
	Finalize Parent/Student Handbooks and present to board of education for approval
	Visit summer school sites, monitor enrollment, and provide program oversight
	Finalize Title I budgets
	Set up Pathways Training
	Identify students who qualify for the intensive summer school kindergarten class, notify parents, and arrange transportation
<b>May</b>	
	Meet with principals to review growth plans and review end of year data
	Present revised curriculum to board of education for adoption
	Oversee Pathways to Reading training
	Provide support for summer school session II directors
	Plan for the upcoming year's aspiring leader program
	Purchase science supplies and other curriculum consumables

**St. Joseph School District**  
**Director of Secondary Education**  
**Perpetual Calendar**

<b>JULY</b>		
<b>Task Description</b>	<b>Participants</b>	<b>Date Completed</b>
<b>Goal-Setting</b> <ul style="list-style-type: none"> <li>• Attend Administrators’ Retreat to set District Priorities.</li> <li>• Attend weekly directors’ meetings to collaborate with colleagues.</li> </ul>	Director of Elem. Ed. Director of Sec. Ed.	
<b>New Teacher Induction</b> <ul style="list-style-type: none"> <li>• Finalize plans for New Teacher Institute: finalizing agenda, confirming location, sending out invites to all new teachers, coordinating with NEA and MSTTA, reviewing plans other departments have in implementing their part in the institute.</li> <li>• Meet with curriculum advisors to prepare for New Teacher Institute and discuss priorities for the year.</li> </ul>	Director of Elem. Ed. Director of Sec. Ed. Dir. of Assessment Assistant Superintendent Dir. of Communication	
<b>Administrative PD</b> <ul style="list-style-type: none"> <li>• Finalize Principal Professional Development Plan (Set priorities based on district priorities, read professional books to determine options for book study, set dates and groups).</li> <li>• Facilitate Principal Retreat (communicate district PD focus, district evaluation standards, administrative handbook changes, teambuilding, and professional learning).</li> <li>• Attend annual law conference and prepare summary of information for administrative blog.</li> <li>• Distribution of weekly academic services update via blog.</li> </ul>	Director of Elem. Ed. Director of Sec. Ed.	
<b>Curriculum Review</b> <ul style="list-style-type: none"> <li>• Review DESE’s curriculum resources. Meet with curriculum advisors about summer revisions.</li> </ul>	Director of Elem. Ed. Director of Sec. Ed. Curriculum Advisors	
<b>Resource Distribution</b> <ul style="list-style-type: none"> <li>• Alert warehouse to create space, organizational strategy for new materials arrival.</li> <li>• Confirm delivery and distribution plans of any new curriculum materials.</li> </ul>	Director of Elem. Ed. Director of Sec. Ed. Director of Operations Curriculum Advisors	
<b>Summer School Review</b> <ul style="list-style-type: none"> <li>• Evaluate summer school program (enrollment, attendance, student-growth data, costs).</li> </ul>	Director of Elem. Ed. Director of Sec. Ed. Asst. Superintendent Director of Finance SS Coordinator	
<b>Workforce Development</b> <ul style="list-style-type: none"> <li>• St. Joseph Workforce Development Alliance Agenda Meeting.</li> </ul>	Director of Hillyard Director of Sec. Ed.	

<b>AUGUST</b>		
<b>Task Description</b>	<b>Participants</b>	<b>Date Completed</b>
<b>New Teacher Institute</b> <ul style="list-style-type: none"> <li>Facilitate and evaluate New Teacher Institute.</li> <li>Set tentative date for the following SY New Teacher Institute.</li> </ul>	Director of Elem. Ed. Director of Sec. Ed.	
<b>School Visits</b> <ul style="list-style-type: none"> <li>Visit all school buildings prior to the year beginning and meet with principals to address any issues.</li> <li>Visit all school buildings during the first week of school.</li> <li>Building Site Visit Goal is 2 visits per site.</li> </ul>	Director of Elem. Ed. Director of Sec. Ed.	
<b>Enrollment</b> <ul style="list-style-type: none"> <li>Monitor and evaluate student enrollment each day for the first 7 days of school.</li> <li>Recommend any staffing changes.</li> <li>Prepare overview of enrollment for BOE update</li> </ul>	Director of Elem. Ed. Director of Sec. Ed. Dir. of Data Management Dir. of Special Services Dir. of Student Support Assistant Superintendent	
<b>Chromebook Distribution</b> <ul style="list-style-type: none"> <li>Review inventory and outstanding fines from prior SY.</li> <li>Review deployment schedule and plan for insurance.</li> <li>Review outstanding fees from prior school year.</li> </ul>	Director of Elem. Ed. Director of Sec. Ed. Director of Technology Dir. of Special Services Assistant Superintendent	
<b>Resource Distribution</b> <ul style="list-style-type: none"> <li>Verify arrival of materials with Warehouse.</li> <li>Plan days for warehouse organization to help direct distribution of materials upon arrival.</li> <li>Alert warehouse to work with Director of Operations to distribute new materials.</li> </ul>	DSE admin assistant Director of Elem. Ed. Director of Sec. Ed. Curriculum Advisors	
<b>Administrative PD</b> <ul style="list-style-type: none"> <li>Plan and facilitate K-12 meeting and secondary principal meetings.</li> <li>Schedule and conduct reviews of professional growth plans with each of the secondary principals.</li> <li>Implement Principal Professional Development Plan and reflect on weekly cohort meetings for continual refinement and growth.</li> </ul>	Director of Elem. Ed. Director of Sec. Ed.	
<b>Curriculum Advisors</b> <ul style="list-style-type: none"> <li>Submit curriculum for BOE approval in ESB.</li> <li>Review/approve work from summer/BYOC review committee recommendations (even year summers).</li> </ul>	Director of Elem. Ed. Director of Sec. Ed. Curriculum Advisors	
<b>Workforce Development</b> <ul style="list-style-type: none"> <li>St. Joseph Workforce Development Alliance Agenda Meeting.</li> </ul>	Director of Hillyard Director of Sec. Ed.	
<b>SEPTEMBER</b>		
<b>Task Description</b>	<b>Participants</b>	<b>Date Completed</b>
<b>Administrator PD</b> <ul style="list-style-type: none"> <li>HS and MS administrator meetings on the K-12 day along with the HS learning cohort and MS learning cohort.</li> </ul>	Director of Sec. Ed. Building Principals	
<b>Strategic Planning</b> <ul style="list-style-type: none"> <li>Conducted SIP and PGP meetings with building principals.</li> </ul>	Director of Sec. Ed. Building Principals	



<b>Staff Development</b> <ul style="list-style-type: none"> <li>Review staff needs and provide recommendations to Human Resources Department for upcoming school year.</li> </ul>	Director of Sec. Ed. Director of Human Res.	
<b>Program Evaluation</b> <ul style="list-style-type: none"> <li>Finalize the Curriculum program evaluation (due to the BOE in Oct).</li> <li>Finalize the Career &amp; Technical Education program evaluation (due to the BOE in Oct).</li> </ul>	Director of Hillyard Director of Sec. Ed.	
<b>Workforce Development</b> <ul style="list-style-type: none"> <li>St. Joseph Workforce Development Alliance Agenda Meeting.</li> </ul>	Director of Hillyard Director of Sec. Ed.	
<b>MSIP Items Not Waived</b> <ul style="list-style-type: none"> <li>Collect school schedules for compliance, MSIP Items Not Waived.</li> </ul>	Director of Sec. Ed. Curriculum Advisor	
<b>School Visits</b> <ul style="list-style-type: none"> <li>Building Site Visit Goal is 2 visits per site.</li> </ul>	Director of Sec. Ed.	

<b>OCTOBER</b>		
<b>Task Description</b>	<b>Participants</b>	<b>Date Completed</b>
<b>Workforce Development</b> <ul style="list-style-type: none"> <li>Attended My Success Event &amp; Manufacturing Day.</li> <li>St. Joseph Workforce Development Alliance Agenda Meeting.</li> </ul>	Director of Hillyard Director of Sec. Ed.	
<b>Continuous Improvement</b> <ul style="list-style-type: none"> <li>Review SIP and school data with principals</li> </ul>	Director of Sec. Ed. Building Principals	
<b>Administrator PD</b> <ul style="list-style-type: none"> <li>HS and MS administrator meetings on the K-12 day along with the HS learning cohort and MS learning cohort.</li> </ul>	Director of Sec. Ed. Building Principals	
<b>School Visits</b> <ul style="list-style-type: none"> <li>Visit new teachers' classrooms with building principals and follow up with a note to each teacher.</li> <li>Building Site Visit Goal is 2 visits per site.</li> </ul>	Director of Sec. Ed. Building Principals	
<b>Program Evaluation</b> <ul style="list-style-type: none"> <li>Finalize the K-12 Art program evaluation (due to the BOE in Nov).</li> </ul>	Director of Elem. Ed. Director of Sec. Ed. Assistant Superintendent	
<b>Community Engagement</b> <ul style="list-style-type: none"> <li>Attend a school function at each secondary building.</li> <li>Gather data from Fall parent/teacher conferences.</li> </ul>	Director of Sec. Ed.	
<b>Summer School</b> <ul style="list-style-type: none"> <li>Review feedback from summer school and select theme/focus.</li> </ul>	Director of Sec. Ed. Building Principals	
<b>NOVEMBER</b>		
<b>Task Description</b>	<b>Participants</b>	<b>Date Completed</b>
<b>Administrator PD</b> <ul style="list-style-type: none"> <li>HS and MS administrator meetings on the K-12 day along with the HS learning cohort and MS learning cohort.</li> <li>Participate in building job embedded sessions along with principals and provide feedback to leaders.</li> </ul>	Director of Sec. Ed. Building Principals	
<b>Continuous Improvement</b> <ul style="list-style-type: none"> <li>Review SIP and school data with principals</li> </ul>	Director of Sec. Ed. Building Principals	

<b>Workforce Development:</b> <ul style="list-style-type: none"> <li>Attend the monthly workforce alliance meeting and debrief MFG Day.</li> </ul>	Director of Hillyard Director of Sec. Ed.	
<b>Program Catalog:</b> <ul style="list-style-type: none"> <li>Review changes for the 2018-19 Program Catalog at Hillyard.</li> <li>Submit program catalog to the board of education for review.</li> </ul>	Director of Hillyard Director of Sec. Ed.	
<b>Intervention Planning:</b> <ul style="list-style-type: none"> <li>MTSS implementation planning and review.</li> </ul>	Director of Elem. Ed. Director of Sec. Ed. Dir. of Special Services Coord. of Fed. Programs	
<b>School Visits</b> <ul style="list-style-type: none"> <li>Attend Veterans Day Assemblies/parades.</li> <li>Building Site Visit Goal is 2 visits per site.</li> </ul>	Director of Sec. Ed.	

**DECEMBER**

<b>Task Description</b>	<b>Participants</b>	<b>Date Completed</b>
<b>Continuous Improvement</b> <ul style="list-style-type: none"> <li>Review SIP and school data with principals</li> </ul>	Director of Sec. Ed. Building Principals	
<b>Staffing Needs</b> <ul style="list-style-type: none"> <li>Review secondary staffing needs for the upcoming school year and share report with human resources.</li> </ul>	Director of Sec. Ed. Building Principals Director of HR	
<b>Administrator PD</b> <ul style="list-style-type: none"> <li>HS and MS administrator meetings on the K-12 day along with the HS learning cohort and MS learning cohort.</li> </ul>	Director of Sec. Ed. Building Principals	
<b>Counseling</b> <ul style="list-style-type: none"> <li>Participate on counseling advisory board.</li> </ul>	Director of Sec. Ed. K-12 Counselors	
<b>Workforce Development</b> <ul style="list-style-type: none"> <li>St. Joseph Workforce Development Alliance Agenda Meeting.</li> </ul>	Director of Hillyard Director of Sec. Ed.	
<b>School Visits</b> <ul style="list-style-type: none"> <li>Building Site Visit Goal is 2 visits per site.</li> </ul>	Director of Sec. Ed.	

**JANUARY**

<b>Task Description</b>	<b>Participants</b>	<b>Date Completed</b>
<b>Administrator PD</b> <ul style="list-style-type: none"> <li>HS and MS administrator meetings on the K-12 day along with the HS learning cohort and MS learning cohort.</li> </ul>	Director of Sec. Ed. Building Principals	
<b>Summative Evaluations</b> <ul style="list-style-type: none"> <li>Met with building principals to complete their evaluations.</li> </ul>	Director of Sec. Ed. Building Principals	
<b>Continuous Improvement</b> <ul style="list-style-type: none"> <li>Review SIP and school data with principals.</li> </ul>	Director of Sec. Ed. Building Principals	
<b>Program Evaluation</b> <ul style="list-style-type: none"> <li>Finalize the Dual Credit/Dual Enrollment, AP Program, and Secondary Social Studies program evaluations (due to the BOE in Feb).</li> </ul>	Director of Sec. Ed.	
<b>Assessment</b> <ul style="list-style-type: none"> <li>Meet with assessment director to review assessment plan for upcoming school year.</li> </ul>	Director of Sec. Ed. Director of Elem. Ed. Director of Assessment	

<b>Recruitment &amp; Hiring</b> <ul style="list-style-type: none"> <li>Participate in the secondary teacher hiring process.</li> </ul>	Director of Sec. Ed. Building Principals	
<b>Summer School</b> <ul style="list-style-type: none"> <li>Post summer school positions.</li> <li>Prepare summer school catalog for recruitment and registration of students.</li> </ul>	Director of Elem. Ed. Director of Sec. Ed. Human Resources	
<b>Workforce Development</b> <ul style="list-style-type: none"> <li>St. Joseph Workforce Development Alliance Agenda Meeting.</li> </ul>	Director of Hillyard Director of Sec. Ed.	
<b>School Visits</b> <ul style="list-style-type: none"> <li>Building Site Visit Goal is 2 visits per site.</li> </ul>	Director of Sec. Ed.	

**FEBRUARY**

<b>Task Description</b>	<b>Participants</b>	<b>Date Completed</b>
<b>Evaluations</b> <ul style="list-style-type: none"> <li>Complete summative evaluations and review them with building principals.</li> </ul>	Director of Sec. Ed. Building Principals	
<b>Administrator PD</b> <ul style="list-style-type: none"> <li>HS and MS administrator meetings on the K-12 day along with the</li> <li>HS learning cohort and MS learning cohort.</li> </ul>	Director of Sec. Ed. Building Principals	
<b>Continuous Improvement</b> <ul style="list-style-type: none"> <li>Review SIP and school data with principals.</li> </ul>	Director of Sec. Ed. Building Principals	
<b>Workforce Development</b> <ul style="list-style-type: none"> <li>St. Joseph Workforce Development Alliance Agenda Meeting.</li> </ul>	Director of Hillyard Director of Sec. Ed.	
<b>Program Evaluation</b> <ul style="list-style-type: none"> <li>Finalize the Business Education program evaluations (due to the BOE in March).</li> </ul>	Director of Sec. Ed.	
<b>Summer School</b> <ul style="list-style-type: none"> <li>Working on staffing for summer school and communicating with principals.</li> </ul>	Director of Elem. Ed. Director of Sec. Ed. Human Resources	
<b>School Visits</b> <ul style="list-style-type: none"> <li>Building Site Visit Goal is 2 visits per site.</li> </ul>	Director of Sec. Ed.	

**MARCH**

<b>Task Description</b>	<b>Participants</b>	<b>Date Completed</b>
<b>Administrator PD</b> <ul style="list-style-type: none"> <li>HS and MS administrator meetings on the K-12 day along with the HS learning cohort and MS learning cohort.</li> </ul>	Director of Sec. Ed. Building Principals	
<b>Continuous Improvement</b> <ul style="list-style-type: none"> <li>Review SIP and school data with principals</li> </ul>	Director of Sec. Ed. Building Principals	
<b>Workforce Development</b> <ul style="list-style-type: none"> <li>St. Joseph Workforce Development Alliance Agenda Meeting.</li> </ul>	Director of Hillyard Director of Sec. Ed.	
<b>Budgeting</b> <ul style="list-style-type: none"> <li>Review curriculum advisor budgets and prepare secondary academic services budget.</li> </ul>	Director of Sec. Ed. Director of Finance Curriculum Advisors	
<b>Summer School</b> <ul style="list-style-type: none"> <li>Working on staffing for summer school and communicating with principals.</li> </ul>	Director of Elem. Ed. Director of Sec. Ed. Human Resources	
<b>Community Engagement</b> <ul style="list-style-type: none"> <li>Attend a school function at each secondary building.</li> <li>Gather data from Spring parent/teacher conferences.</li> </ul>	Director of Sec. Ed.	
<b>Handbook Review</b> <ul style="list-style-type: none"> <li>Revise the K-12 student handbook with directors and secondary principals.</li> <li>Review handbook revisions from Hillyard Technical Center.</li> </ul>	Director of Sec. Ed.	

<b>School Visits</b> • Building Site Visit Goal is 2 visits per site.	Director of Sec. Ed.	
<b>APRIL</b>		
<b>Task Description</b>	<b>Participants</b>	<b>Date Completed</b>
<b>Summative Evaluations</b> • Meet with curriculum advisors to complete their evaluations for their supplemental contract.	Director of Sec. Ed. curriculum advisors	
<b>Administrator PD</b> • HS and MS administrator meetings on the K-12 day along with the HS learning cohort and MS learning cohort.	Director of Sec. Ed. Building Principals	
<b>Continuous Improvement</b> • Review SIP and school data with principals. • Assist principals with the development of next year's SIP. • Formalize Memorandums of Understanding with Dual Credit providers	Director of Sec. Ed. Building Principals	
<b>Summer School</b> • Working on staffing for summer school and communicating with principals.	Director of Elem. Ed. Director of Sec. Ed. Human Resources	
<b>School Visits</b> • Building Site Visit Goal is 2 visits per site.	Director of Sec. Ed.	
<b>MAY</b>		
<b>Task Description</b>	<b>Participants</b>	<b>Date Completed</b>
<b>Continuous Improvement</b> • Review SIP and school data with principals	Director of Sec. Ed. Building Principals	
<b>Workforce Development</b> • St. Joseph Workforce Development Alliance Agenda Meeting	Director of Hillyard Director of Sec. Ed.	
<b>Summer School</b> • Finalizing staffing for summer school and communicating with principals.	Director of Sec. Ed. Human Resources	
<b>School Visits</b> • Building Site Visit Goal is 2 visits per site.	Director of Sec. Ed.	

**St. Joseph School District  
District Academic Services  
Director of Special Services  
Perpetual Calendar**

<b>Month</b>	<b>Process/Task</b>	<b>Person</b>
July	Update Emergency Contact Forms for New Hires	Director of Special Services
July	Part B Budget application due to DESE Due July 1	Director of Special Services
July	Semi-Annual Certifications (2nd Semester Due)	Director of Special Services
July	Work on End of Year Final Expenditure Report for Part B	Director of Special Services
July	Speech Implementer Model forms Due to DESE	Director of Special Services
August	Update Public Notice Forms	
August	Annual Letter to Parents: PSG, Parent Rights, Medicaid	Director of Special Services
September	Inform Principals about Disability Awareness Month, order posters	Director of Special Services
September	Review Annual Determination Letter	Director of Special Services
September	Plan for Fall Annual non-public Planning Meeting re: Services for non-public students	Director of Special Services
September	Final Expenditure Report is Due September 30 - Part B	Director of Special Services
September	Final Expenditure Report is Due September -15 ECSE	Director of Special Services
September	Review Special Education DESE Profile	Director of Special Services
September	MoCASE Fall Conference	Director of Special Services
September	Local Compliance Plan BOE approved as needed Due Oct. 1	Director of Special Services
September	High Needs Fund Due - September 15	Director of Special Services
September	Annual Public Awareness	Director of Special Services
October	Disability Awareness Month	Director of Special Services
October	Public Placement Fund Due October 31	Director of Special Services
October	Readers for the Blind Due to DESE - October 30	Director of Special Services
December	December 1 Count Due December 15	Director of Special Services
January	Semi-Annual Certification (1st Semester)	Director of Special Services
February	Para Training Documentation Due - (Due Feb 28)	Director of Special Services

March	Review Personnel Vacancies	Director of Special Services
March	Extended School Process Begins	Asst. Director of Special Services
March	Budget Meeting with Business Office	Director of Special Services
March	Request to release Prop Share Carryover Funds	Director of Special Services
March	Book Venues for Professional Development for Next Year	Director of Special Services
April	Collect Non-Public Service Hours	Director of Special Services
April	Review Contracts and Agreements for Next Year	Director of Special Services
April	Interview and Hiring	Director of Special Services
April	Final Budget Application Amendments - April 30	Director of Special Services
May	Spring Annual Nonpublic Meeting	Director of Special Services
May	All ECSE expenses completed by May 15	Director of Special Services
May	Plan for Mandt Training - meet with Trainers	Director of Special Services
May	Department Inventory - Asst. Tech, testing Materials	Director of Special Services
June	Time and Effort Logs are due -(June 30)	Director of Special Services
June	Any Materials or Forms or Manuals to Print shop	Director of Special Services

**St. Joseph School District  
District Academic Services  
Summer School  
Perpetual Calendar**

Task	Person Responsible
<b>July</b>	
Summer School Final Report: Review of Summer enrollment, programming, and budget	Assistant Superintendent
Compile and analyze staff, student, and parent survey results	Academic Services
Review final list of considerations for change for upcoming summer session	Academic Services
Certify Core Data Report for DESE	Assistant Superintendent
<b>October</b>	
Prepare Summer School Plan for upcoming summer session: <ol style="list-style-type: none"> <li>1. Times of attendance and dates</li> <li>2. Focus of study and encore programming (Fine Arts Institute and Prairie Lands Writing Project)</li> <li>3. Finalize Site Plan</li> <li>4. Communicate site plan with Student Services for transportation routing</li> <li>5. Communicate site plan with Nutrition Services for staffing and meal planning</li> <li>6. Prepare Executive Summary to present to Board of Education</li> </ol>	Academic Services
Present Executive Summary to Board of Education <ol style="list-style-type: none"> <li>1. Include plans for upcoming session</li> <li>2. Pay rates for formal Board approval</li> <li>3. Financial projections</li> <li>4. Staffing plan</li> <li>5. Goals</li> </ol>	Assistant Superintendent
Meet with HR and Business Office to discuss <ol style="list-style-type: none"> <li>1. Application process</li> <li>2. Application opening and closing dates</li> <li>3. Employment agreements/contracts</li> <li>4. Payroll</li> </ol>	Academic Services
Meet to gather feedback and input: <ol style="list-style-type: none"> <li>1. Special Education</li> <li>2. Health Services</li> <li>3. Principals</li> </ol>	Academic Services
<b>December</b>	
Prepare informational PowerPoint/presentation regarding summer school and distribute to principals to share with staff	Academic Services

<b>January</b>	
Finalize parent communication regarding summer school- distribute to principals, post on website, share on social media	Academic Services
Finalize plans for ESOL locations	Academic Services
Send enrollment and handbook documents to ESOL for translation	Academic Services
<b>February</b>	
Open staff applications, communicate with all district staff regarding application process opening.	Academic Services Human Resources
Close applications at the end of the month. Schedule interviews for Session 2 Site Directors and Fine Arts Institute Coordinator	Academic Services Human Resources
<b>March</b>	
Interview and select Session 2 Site Directors and Fine Arts Institute Coordinator	Academic Services
Meet with PowerSchool Technician to finalize PowerSchool setup and DESE Summer School Application	Academic Services
Distribute Summer School Brochures and Enrollment information to schools for use at Parent Teacher Conferences	Academic Services
<b>April</b>	
Interview and select Session 2 Site Directors and Fine Arts Institute Coordinator	Academic Services
Meet with PowerSchool Technician to finalize PowerSchool setup and DESE Summer School Application	Academic Services
<b>May</b>	
Monitor enrollment and staffing levels	Academic Services
Distribute Purchasing Cards to site directors	Academic Services Business Office
<b>June</b>	
Finalize summer school surveys and distribute to students, staff, and parents	Academic Services