



**ST. JOSEPH SCHOOL
DISTRICT**

ACADEMIC SERVICES

**PROCESSES, PROCEDURES, AND
PERPETUAL CALENDARS**

2018-19

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
Buchanan County	County Commissioners support district initiatives, including the Strive for 5 attendance initiative
Business Partners	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
City of St. Joseph	Cooperation and collaboration in purchasing, infrastructure support. Partnerships within the Parks & Rec Department provide collaborative opportunities in the areas of student health and fitness
Employee Associations	MSTA and NEA provide input into decision making, SJSD United participation, and participate in Superintendent’s Dialogue meetings on a monthly basis
Family and Community Partners	Special Education Advisory Council, Youth Mentors, St. Joseph Public Library, PTA Council, United Way, Big Brothers/Big Sisters
Family Guidance	Provides support for family and behavioral health, substance abuse treatment, school-based counseling services, and youth mental health services
Heartland Foundation	Provides programs and resources for workforce development, regional problem-solving initiatives, and innovative “think-ahead” challenges
Missouri Western State University	College-level coursework/Dual Credit support, highly-qualified educational staff preparation, facilities availability, leadership training
Mosaic Life Care	Supports the St. Joseph School District through initiatives including the Fourth Grade Challenge and community gardens
PTA	Partner organization that brings parents, students, and schools together to collaboratively support local education
St. Joseph Health and Safety Council	Provides Safety Town programming for local children
St. Joseph Police Department	School Resource Officer partnership, Knock and Talk Program
St. Joseph School District Foundation	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
St. Joseph Area Chamber of Commerce	Research, community economic and business information and resources, business and education collaboration
United Way of Greater St. Joseph	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

School	Business Partners
Benton High School	Triumph Foods, LLC., Rolling Hills Auto Plaza, J McBee Photography, Buffalo Wild Wings, Cardinal Country Bakery, Ellison-Auxier Architects, Inc., Nor-Am Cold Storage, Little Caesar's Pizza
Bode Middle School	Best Buy, Anderson Kia, GNC
Carden Park Elementary School	Central Christian Church, St. Joseph News Press, NW Health Services, First Church of the Nazarene, St. Joe Webb, St. Joseph Police Department, Randy Reed Chevrolet, Francis Street First Methodist Church
Central High School	Mosaic Volunteer Services, Altec Industries, Inc., Rolling Hills Auto Plaza, Shannon Renee's, B-Fit, FIT Republic, BlueTree Casework, ADVOCare, Nigus DDS, Cintas, Joseph Contracting, Smoothie King, Randolph Seating & Mobility, Olive Garden, Spirit-Miller Trucking, LLC.
Coleman Elementary School	McDonald's, NW Health Services, Goodscents Deli Subs, Brooner Construction, Golden Corral
Edison Elementary School	Gray Manufacturing Company, Inc., Wellspring Church, State Farm Insurance, Lover's Lane Credit Union, Crumbly Burger, St. Francis Baptist Temple
Field Elementary School	Ashland Methodist Church, Dunkin Donuts, Freddy's Frozen Custard, The Big Biscuit, ProServ, Valvoline Express Care
Hillyard Technical Center	Quality Auto, Anderson Ford, Creal, Clark, & Seifert Architects/Engineers, Snorkel, Boehringer Ingelheim Vetmedica, Inc., Altec Industries, Inc., North Central Missouri College, Mosaic/HRMC, Buchanan County Ambulance, Hutch's Heating & Cooling, Reardon Machinery, Gray Manufacturing
Hosea Elementary School	Nestle Purina, Vernon Company, St. Joseph Fire Dept. Station #10, Nodaway Valley Bank, Hoof & Horn, Wyatt Park Christian Church
Hyde Elementary School	Planet Sub, East Hills Mall, The Keys Fellowship Church, Geneo's Pizza & Pub, Panda Express, Cardinal Country Bakery
Lafayette High School	Hillyard, Inc., Bank Midwest, The Mark-IT, Anderson Ford, Commerce Bank

Lindbergh Elementary School	Sam's Club, Price Chopper, Suddenlink, Kiwanis Club of St. Joseph, Strong Tower Baptist Church, Restoration Church
Mark Twain Elementary School	

Truman Middle School	Missouri American Water Company, Starbucks, Lions Club, Angus Productions, Inc., Citizen Bank & Trust, Shannon Renee's, Hope Fellowship Church, Pizza Ranch, Chipotle, Big Sky Doughnuts, The Golf Club, Eckels Barber Shop, Identity Salon, Salon 1027, Bliss Salon, Beck Plaza Salon, Pampered & Polished Salon, Latonya Williams Photography, Grace Evangelical Church, UMB Bank
Webster Learning Center	St. Joseph Chamber of Commerce, Faith United Church, North Central Community College

Academic Services Strategic Plan & Measures of Progress
2016-2020

Essential Questions

- Is there evidence that our schools are learning environments that welcome mistakes and errors as opportunities for growth and learning?
- Are we building frameworks that optimize collaboration with local businesses and organizations to increase the workforce readiness of our students?
- Are our learning environments supportive of all students?
- Do staff professional learning opportunities focus on best practices and respond to staff members' stated goals for growth/learning?
- Is there evidence that our students are making academic and social and emotional growth and progress during the course of the academic year?
- Are we using measures of performance that give us adequate information about the impact of our instructional practices and resources?

Goals—*What we will accomplish over time*

- All students will leave the SJSJSD college and career ready
- All students will be highly engaged in their learning
- All students will demonstrate proficiency in 21st Century skills, with a focus on critical thinking, communication, collaboration, and creativity
- Reduce the gap between present and desired student achievement
- Increase the hope and engagement of students so they are motivated to meet rigorous academic goals
- Build meaningful relationships with families and the community as a bridge to achieving Deeper Learning Goals

Objectives—*What we will accomplish in the next 2-3 years*

- Develop students who think critically and demonstrate an academic mindset
- Increase the number of students who exit the SJSJSD and enter a meaningful post-secondary career or educational institution
- Develop SJSJSD indicators for proficiency in the areas of communication, collaboration, critical thinking, creativity, and citizenship
- Build and grow community partnerships that provide experiential opportunities for real-world education

Strategies—*How we will achieve our objectives*

- Utilize academic tools that provide focused diagnostic and instructional feedback in the areas of literacy and mathematics, allowing for differentiation and personalization based on student learning needs
- Increase instructional focus and professional learning on strategies that build students' abilities to think critically and apply content knowledge
 - Focused professional development regarding project-based learning will assist teachers in understanding instructional design

- Encourage teachers to study and implement innovative structures, including co-teaching, flexible seating, genius/win time, exploratory and experiential learning
- Increase students' understanding of real-world connections to learning through connections with authentic audiences and external partnerships

Accomplishments—*What we have achieved*

- Implementation of a diagnostic and growth monitoring tool for grades K-10
- Implemented Breakfast with the Experts and Lunch and Learn career exploration opportunities for grades 7-12 and Teacher Externships for professional staff
- Utilized the Gallup Student Poll to gain baseline information regarding students' reported levels of hope and engagement
- Revised teacher and administrator evaluations to focus on evidence-based student engagement and academic progress
- Designed focused district and school improvement goals to focus on innovation and critical thinking
- Created focused, consistent procedural documents for professional development, school handbooks, and academic services
- Researched and implemented a Latin system of graduate recognition and increased graduation requirements
- Revised the Kindergarten enrollment process and designed Kindergarten readiness measures
- Piloted full-day preschool
- Implemented a multi-tiered system of support (MTSS) for all students
- Restructured alternative educational programming to better support student success
- Implemented a focused program to improve student attendance
- Restructured summer school programming to focus on innovation and increase engagement
- Designated 11 Hillyard Technical Center Courses as honors-level coursework
- Supported the development of 7 elementary and middle school maker spaces and 1 maker space expansion in the past 12 months

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 21st 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

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

Access Points for SJSD Deeper Learning

SYSTEM	ELEMENTARY SCHOOL	MIDDLE SCHOOL	HIGH SCHOOL
<p>Gallup Student Poll <i>Perspectives from students around the four themes (Hope, Engagement, Entrepreneurial Aspirations, & Career/Financial Literacy) inform practice, culture, and learner agency</i></p> <p>*All 5th-12th grade students will complete the Gallup Student Poll</p>	<p>Inquiry Learning Models, including the 4 C's (Communication, Collaboration, Creativity, & Critical Thinking)</p> <p>Project Based Learning (PBL) Professional Development and instructional implementation</p>	<p>Inquiry Learning Models, including Career Exploration through Lunch & Learn opportunities</p> <p>Project Based Learning (PBL) Professional Development and instructional implementation</p>	<p>Inquiry Learning Models, including Career Exploration through Breakfast with the Experts opportunities</p> <p>Project Based Learning (PBL) Professional Development and instructional implementation</p>
<p>Gallup Strengths Finder <i>Take stock of strengths and grow leaders from a strengths-based perspective rather than deficit recovery</i></p> <p>*All leaders will complete the Strengths Finder</p>	<p>Co-teaching exploration and modeling</p> <p>Site Visits to explore educational best practices</p> <p>Transitional Grade observations (6th/7th)</p>	<p>Site Visits to explore educational best practices</p> <p>Site Visits to explore educational best practices</p> <p>Transitional Grade observations (6th/7th) and 8th/9th)</p>	<p>Site Visits to explore educational best practices</p> <p>Site Visits to explore educational best practices</p> <p>Transitional Grade observations 8th/9th)</p>
<p>Innovation & 4 C's <i>A focus on the difference between schooling and learning through study of collaboration, communication, critical thinking, and creativity.</i></p> <p>*All School Improvement Plan will include goals focused on 1) Innovation and the 4 C's and 2) Critical Thinking</p>	<p>STEAM Focus for Extended Learning</p> <p>Maker space, Fab Lab, Genius Hour exploration</p>	<p>STEAM Focus for Extended Learning</p> <p>PLTW—Add Medical Detectives, Green Architecture, & Computer Science modules</p>	<p>Explore apprenticeships and workforce development pathways</p> <p>Experiential Opportunities through Teacher Externships, Manufacturing Day, Registered Apprenticeships</p>

<p>Culture <i>Develop and maintain an organization where leaders share credit, differences are embraced, and where everyone is a learner who embraces change</i></p> <p>*Implement Shining Star Award recognition program (quarterly) and Support Person of the Year and Teacher of the Year in each building</p>	<p>Leadership Cohorts will meet monthly, observe and reflect upon instructional practices and academic outcomes</p> <p>Supported the creation of #EdCamp StJoe for personalized professional learning</p> <p>Design and implement an Aspiring Leaders Cohort</p>	<p>Leadership Cohorts will meet monthly, observe and reflect upon instructional practices and academic outcomes</p> <p>Supported the creation of #EdCamp StJoe for personalized professional learning</p> <p>Design and implement an Aspiring Leaders Cohort</p> <p>Transitional Grade Collaboration—Teachers build systematic practice for collaborating between levels, particularly 6th to Middle School and 8th to 9th</p>	<p>Leadership Cohorts will meet monthly, observe and reflect upon instructional practices and academic outcomes</p> <p>Supported the creation of #EdCamp StJoe for personalized professional learning</p> <p>Design and implement an Aspiring Leaders Cohort</p> <p>Workforce Readiness—Community & Business Partnerships beyond Work Ready Community Certification and Work Keys implementation</p>
<p>Multi-Tiered Systems of Support <i>Defined Tier 1, Tier 2, & Tier 3 interventions system-wide</i></p> <p>*Provide professional development to support implementation of MTSS and system-wide adaptive resources</p>	<p>Adaptive Resources to target individual student learning needs</p> <p>iReady Diagnostic & Progress Monitoring in Math & Reading</p> <p>Lexia—Skill Builder & Gap Reducer; strong correlate to iReady</p> <p>Continue existing support and intervention structures, including reading and math interventionist support for Tier 2 and Tier 3 students, adding behavioral intervention support and daily intervention schedules</p>	<p>Adaptive Resources to target individual student learning needs</p> <p>iReady Diagnostic & Progress Monitoring in Math & Reading</p>	<p>Site-based Credit Recovery at each high school, using Edgenuity for personalized instructional pathways</p> <p>iReady Diagnostic & Progress Monitoring in Algebra I & ELA 9</p>

St. Joseph School District—Strategic Academic Objectives

Target Goal	Short-Term Action Plan	Long-Term Action Plan	Performance Measures
Subgroup Performance 1.1 Close the achievement gap between sub-groups	<ul style="list-style-type: none"> ▪ Eliminate loopholes in homeschooling notification process to maintain more students in regular or alternative school educational settings ▪ Review special education identification process to reduce possibility of over-identification ▪ Research and implement digital resources that will support math and literacy instruction 	<ul style="list-style-type: none"> ▪ Design and implement Multi-Tiered Systems of Support (MTSS) that provides consistent and appropriate academic, social, and emotional interventions in all district schools ▪ Evaluate digital math and literacy resources to evaluate their value as tools to assist teachers in remediating or accelerating student learning and grade-level proficiency 	<ul style="list-style-type: none"> ▪ Number of students exiting to homeschool will decrease ▪ The number of IEP students identified will decrease ▪ The number of students performing on grade-level in math and reading will increase as measured by progress-monitoring tools and standardized assessments ▪ Increase the graduation rates of free and reduced and IEP students
Subgroup Performance 1.7: Support Co-Curricular Programs: Enhance student performance through all support and extra-curricular programs	<ul style="list-style-type: none"> ▪ Implement Teacher Externship program to bridge understanding gap between school and local businesses ▪ Promote student participation and connection to school 	<ul style="list-style-type: none"> ▪ Increase opportunities for student participation in interest-based co- and extra-curricular activities 	<ul style="list-style-type: none"> ▪ The number of students participating in co- and extra-curricular programs will increase
Subgroup Performance 1.8: Assessment: Utilize data and assessment to promote student achievement	<ul style="list-style-type: none"> ▪ Complete Reading Program Evaluation ▪ Implement: <ul style="list-style-type: none"> ○ Lexia ○ iReady 	<ul style="list-style-type: none"> ▪ Identify assessment system for K-6 math enhancement ▪ Integrate improvement strategies into personalized learning practices ▪ Review and revise district assessment plan 	<ul style="list-style-type: none"> ▪ Growth in K-5 Lexia data ▪ Growth in K-10 iReady ELA data ▪ Growth in K-10 iReady Math data
Academic Achievement 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"> ▪ Provide Pre-AP training to middle school, gifted, and 9th & 10th grade teachers ▪ Analyze enrollment and performance of students in IB and AP classes and on corresponding exams 	<ul style="list-style-type: none"> ▪ Increase student participation in AP/DC courses at the high school level ▪ Adjust professional development focus based on teacher needs 	<ul style="list-style-type: none"> ▪ Increased Math, English, and Reading subtest composite scores on ACT ▪ Increased performance on standardized assessments in ELA ▪ Enrollment in AP and IB will increase ▪ Performance on AP and IB exams will improve
Academic Achievement 1.3: Mathematics: SJSD students will develop conceptual understanding, apply mathematical concepts, and think critically through reasoning of authentic problems	<ul style="list-style-type: none"> ▪ Research and analyze the practices of peer districts that surpass SJSD performance results in the respective state assessment areas ▪ Progress monitor K-10 iReady data ▪ Implement DMI practices with fidelity 	<ul style="list-style-type: none"> ▪ Identify curricular objectives and instructional practices for improving student achievement ▪ Consider and evaluate platforms to support credit recovery and assessment 	<ul style="list-style-type: none"> ▪ EOC & MAP results and year-to-year trend performance data <ul style="list-style-type: none"> ○ Yearly growth/value-added data related to Advanced, Proficient, Basic, and Below Basic score ranges ▪ ACT Sub-test score in mathematics
Academic Achievement 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	<ul style="list-style-type: none"> ▪ Observe and participate in NFS research at Bode Middle School ▪ Continue to develop and deploy 3DMSS Assessments ▪ Implement new science curriculum with fidelity 	<ul style="list-style-type: none"> ▪ Research outcomes of Susan Kowalski at Bode Middle School ▪ Research assessment methods for 3DMSS 	<ul style="list-style-type: none"> ▪ Survey data from parents and students ▪ Number of CAPS, internship, and mentoring experiences ▪ Performance data ▪ Increased participation rate in Science Investigations ▪ Increased number of student projects winning local, state, and national recognitions ▪ Increased PLTW enrollment ▪ Increased PLTW technical assessment scores

<p>Academic Achievement 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"> ▪ Revise social studies curriculum ▪ Provide social studies teachers with focused professional development related to project-based learning (PBL) 		<ul style="list-style-type: none"> ▪ ACT reading sub-test scores will increase ▪ Government and Civics EOC scores will increase ▪ 9th and 10th grade iReady results will show an increase in student growth in reading ▪ EOC & MAP results and year-to-year trend performance data <ul style="list-style-type: none"> ○ Yearly growth/value-added data related to Advanced, Proficient, Basic, and Below Basic score ranges
<p>College & 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"> ▪ 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). 	<ul style="list-style-type: none"> ▪ Greater alignment will exist between students' designated college and career pathways and high school coursework ▪ All students will graduate having completed or participated in at least one experiential activity, including community service, job-shadowing, internship, or other experience. ▪ Create a collaborative community college/technical education/concurrent enrollment model similar to Cape Girardeau's model 	<ul style="list-style-type: none"> ▪ MSIP5 score for SJSD on CCR Standard 3, Indicator 6 ▪ Number of students completing TSAs (Technical Skills Assessment) will increase ▪ Number of students attempting and completing MT1 certification will increase ▪ Work Keys score averages and student participation will increase

Progress Towards Goals

Goal: All students will leave the SJSD college and career ready

From DESE MSIP5 Standard 3 for College and Career Readiness*:

- **Standard 3.1-3** (ACT, SAT, Work Keys, ASVAB) is at all time SJSD high of **70.4%**
- **Standard 3.4** (AP, IB, TSA, PLTW, IRC, DC) is at all time SJSD high at **57.2%** (see table below)
- **Standard 3.5-6** (Post-secondary placement) was **84.2%** in 2017 which is an **increase of 1.1% over 2016.**

*DESE definition for Standard 3, Indicators 1-3 and 4:

- The district provides adequate post-secondary preparation for all students.
 1. The percent of graduates who scored at or above the state standard on any department-approved measure(s) of college and career readiness, for example, the ACT, SAT, or ASVAB, meets or exceed the state standard and demonstrates required improvement.
 2. The district's average composite score(s) on any department-approved measure(s) of college and career readiness, for example, the ACT, SAT, or ASVAB, meets or exceeds the state standard or demonstrates required improvement.
 3. The percent of graduates who participated in any department-approved measure(s) of college and career readiness, for example the ACT, SAT, or ASVAB, meets or exceeds the state standard or demonstrates required improvement.

- The percent of graduates who earned a qualifying score on an Advanced Placement (AP), International Baccalaureate (IB), or Technical Skills Attainment (TSA) assessments and/or receive college credit through early college, dual enrollment, or approved dual credit courses meets or exceeds the state standard or demonstrates required improvement.

Standard 3 1-4	2015					2016					2017				
	Total Grads	Total Ind. 1-3	% Ind. 1-3	Total Ind. 4	% Ind. 4	Total Grads	Total Ind. 1-3	% Ind. 1-3	Total Ind. 4	% Ind. 4	Total Grads	Total Ind. 1-3	% Ind. 1-3	Total Ind. 4	% Ind. 4
Overall	686	436.25	63.6%	351.50	51.2%	690	473.50	68.6%	334.75	48.5%	694	488.50	70.4%	396.75	57.2%

2017 data represents highest college and Career Readiness score for the SJSD

Goal: All students will be highly engaged in their learning

- Attendance:** Compared to this time in 2016, there are currently **748 more students** who **have not missed one day of school** in 2017.
- Literacy:** In 2017, **75%** of K-6 students started **reading below their current grade level mastery** and by October 2017, **31% of those students are currently in grade level mastery with 1% above grade level mastery**, as measured by Lexia.
- Engagement:** On the 2016 Gallup Student Poll, **54% of SJSD students grade 5-12 report being engaged in school.**

Goal: All students will demonstrate proficiency in 21st Century skills, with a focus on critical thinking, communication, collaboration, and creativity

SJSD K-12 College and Career Readiness Key Performance Indicators or KPI (which include 21st Century skills, have increase from an Index Percentage (KPI index score) from an end-of-year 2016 score of 61.48% to a 2017 current score of 65.40%.

Name ↑	17-18				16-17			
	College/Career Readiness				College/Career Readiness			
	Index Perc...	>= 50	>= 75	>= 90	Index Perc...	>= 50	>= 75	>= 90
Overall	65.40	72.85	43.57	30.98	61.48	69.88	41.55	25.06

There was an increase in College and Career Readiness of 3.92 points, as measured by KPI, from 2016-17 to present

Goal: Reduce the gap between present and desired student achievement

On 2017 state assessments, 10 of 17 tested areas show improvement over 2016 results

Grade Level	ELA 2016	ELA 2017	ELA State 2017
3	61.4	64.3	62.2
4	64.3	63.9	64.2
5	57.6	58.3	62.5
6	56.4	59.9	59.5
7	51.3	45.3	59.2
8	48.7	54.4	60.2

Grade Level	Math 2016	Math 2017	Math State 2017
3	53.2	56.1	53.1
4	49.3	47.0	53.9
5	50.7	47.0	48.0
6	41.5	44.8	43.4
7	31.5	29.6	43.4
8	17.7	20.2	30.5
Alg 2	87.9	73.9	71.9

Grade Level	Science 2016	Science 2017	Science State 2017
5	40.4	41.8	45.7
8	37.3	41.8	49.0
BIO	61.8	61.0	65.2

Grade Level	Gov 2016	Gov 2017	Gov State 2017
GOV	61.6	68.0	64.9

Of the 10 out of the 17 measured categories show improvement over 2016.

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

- Growth to be determined through 2017 Gallup Student Poll results
- 2016 scores on Gallup Student Poll:
 - Engagement grand mean for the SJSD (involvement in and enthusiasm for school) was 3.98 in 2016.
 - Hope grand mean for the SJSD (ideas and energy students have for the future) was 4.29 in 2016.

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

As measured by SJSJ Parent Survey data:

- 86.01% of parents feel they are a partner with the SJSJ for their child's education which is 1.81% greater than the baseline level of 84.2%
- Overall, parents believe the SJSJ is a good return on investment, indicating the college and career readiness preparation is rated as an A or B by 72.82% of parents, an increase of 6.22% over the baseline level of 66.6%
- 84.32% of SJSJ parents rated communication by schools as an A or B, an increase of 1.02% over the baseline level of 83.3%

St. Joseph School District—Sample of Programs Available

Level	Programs	
Elementary School (grades K-6)	Gifted Programming	Multi-Tiered Systems of Support
	English Language Learners (ESOL)	Intensive Kindergarten
	Summer School (Two Sessions)	
	Fine Arts Opportunities, including elementary strings	
Middle School (grades 7-8)	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	
High School (grades 9-12)	Dual Credit	Advanced Placement
	International Baccalaureate (Final Year—2018- 19)	DECA
	Project Lead the Way—Engineering and Biomedical	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**

Event	Purpose
Advisory Councils for Technical Education	<ul style="list-style-type: none"> ▪ Hillyard Technical Center, FACS, Business, PLTW-Engineering, & PLTW-Biomedical ▪ Advisories meet on an on-going basis to seek input from professionals who are in the related occupational field.
Back-to-School Resource Fair	<ul style="list-style-type: none"> ▪ Provide beginning of the year resources for families who would otherwise not be able to afford basic necessities and services
Breakfast with the Experts (HS) & Lunch and Learn (MS)	<ul style="list-style-type: none"> ▪ 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,
High School Booster Clubs	<ul style="list-style-type: none"> ▪ 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.
Faith-Based Partnerships	<ul style="list-style-type: none"> ▪ Churches partner with elementary schools to fill identified school needs.
Family Guidance	<ul style="list-style-type: none"> ▪ Provides support for family and behavioral health, substance abuse treatment, school-based counseling services, and youth mental health services
Fine Arts Open House Events	<ul style="list-style-type: none"> ▪ Promote arts education programming in SJSD schools, as well as foster connections and communication between schools and the community
Manufacturing Day	<ul style="list-style-type: none"> ▪ 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
Mobile Food Pantry	<ul style="list-style-type: none"> ▪ Mobile food delivery, sponsored by Mosaic and Second Harvest Food Bank, occurs monthly at Carden Park Elementary School
Multi-Tiered Systems of Support	<ul style="list-style-type: none"> ▪ Support students academically and behaviorally to improve school success
Parents As Teachers	<ul style="list-style-type: none"> ▪ 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
Parent Teacher Conferences	<ul style="list-style-type: none"> ▪ 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
Registered Youth Apprenticeships	<ul style="list-style-type: none"> ▪ This program, certified by the U.S. Department of Labor, allows students to participate in a registered apprenticeship program, with Lifeline Foods, Triumph Foods, Reardon Machine Co., and I & M Fabrication as their sponsors
School Open House Events	<ul style="list-style-type: none"> ▪ Provide opportunity for students and families to meet teachers, administrators, and staff and familiarize themselves with schools and classrooms
Secondary Advisory Council	<ul style="list-style-type: none"> ▪ This committee is comprised of students, staff, parents, and administrators ▪ The purpose of the committee is to provide a voice in decision-making, presenting the interests of stakeholder groups to district administration
Special Education Advisory Council	<ul style="list-style-type: none"> ▪ This committee is comprised of staff and parents ▪ The purpose of the committee is to share information, discuss programs and concerns, and seek input from council members
United SJSD	<ul style="list-style-type: none"> ▪ This committee seeks to unite all employees and provide a forum for input and guidance to the SJSD Meet and Confer team

Support and Intervention Processes for Students and Stakeholders

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

St. Joseph School District—Data Systems

Data System	Contents	Provider	Position
AESOP	Web-based leave system used to track various types of leaves for Instructional staff and administrators.	Frontline Placement	Director of Human Resources
Blackboard	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
Board Docs	Cloud-based solution that manages preparation, approval and distribution of documents for the Board of Education. Proprietary software.	Board Docs	Board Secretary
Build Your Own Curriculum (BYOC)	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
Destiny Library, Textbook, & Asset Manager	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
E2020 (Edgenuity)	Web-based course system for credit recovery and credit enhancement.	Edgenuity	Director of Secondary Education
eFinance	Web-based finance portal that is used to track expenditures, revenues and budget information.	SunGuard	Director of Finance
Matrix	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
iReady	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
Keystone	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
Lexia	Adaptive reading instruction system to support foundational reading skills. Proprietary data structure. Used for K-5 only.	Lexia Learning	Director of Assessment
Maintenance/ IT Direct	Web-based system for entry and tracking of Maintenance and Information Technology Work Orders.	School Dude	Director of Technology & Director of Maintenance
MCDS Portal	Building and District level data from other districts.	DESE	Director of Assessment
Peachjar	eFlyer service for local organizations to share their information with SJSD parents	Peachjar	Director of Communications
PowerSchool	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
Prodigy	Free, curriculum-based math games for grades 1-8.	SmartTeacher	Director of Elementary Education
SpedTrack	Web-based Individualized Education Plan system to track all Special Education students and 504 Plans.	SpedTrack	Director of Special Programs
TalentEd Perform	Web-based system that collects staff summative and formative evaluation data. Proprietary data structure.	Netchemia	Director of Human Resources
TalentEd Records	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
TalentEd Recruit & Hire	Web-based system of employment posting, screening, and online job applications	Netchemia	Director of Human Resources
TimeClock Plus	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—Program Evaluation Cycle

Annual Review	Month	Department(s)		
Wellness Program	November	Human Resources		
Biennial Reviews	Month	Department(s)	2018-2019	2019-2020
Title 1 Reading Improvements	May	Academic Services	X	
Career and Technical Education	October	Academic Services		X
Gifted Education	SY19	Academic Services	X	
Programs for Homeless	March	Student Services		X
Programs for ELL (reviewed annually by coordinator)	March	Academic Services	X	
Programs for Migrant Students	March	Academic Services	X	
Programs for At-Risk Students	October	Academic Services		X
Early Childhood Programs	November	Academic Services	X	
Guidance and Counseling	December	Academic Services	X	
Library and Media Resources	April	Technology	X	
Technology	April	Technology		X
Professional Development (reviewed annually by PDC)	April	Academic Services	X	
Parent, Family, and Community Involvement (reviewed at the school level annually)				
Transportation	September	Student Services	X	
Food Service	June	Operations	X	
Facilities and Grounds	December	Operations	X	
School Climate	January	Academic Services	X	
Safety and Emergency Response and Intervention Plan		Student Services Human Resources	X	
Grant-funded programs not otherwise listed (unless grant requires different schedule)				
Business Services	September	Business Office		X
Communication Services	September	Communications Office	X	



**ST. JOSEPH SCHOOL
DISTRICT**

ACADEMIC SERVICES

**DEPARTMENTAL
PERPETUAL CALENDARS**

St. Joseph School District
District Academic Services
Perpetual Calendar

Person Responsible	Report/Process	Description	Month
Assistant Superintendent, Director of Elementary Education, Director of Secondary Education	▪ School Handbook Reviews	Review and update; post on district and building websites	July
Assistant Superintendent	▪ Summer School Final Report	Review of Summer enrollment, programming, and budget	July
Assistant Superintendent	▪ Administrative Retreat	Work with Superintendent to plan administrative retreat for executive leadership team; facilitate retreat	July
Assistant Superintendent	▪ Review Student Handbooks for alignment to Board of Education Policies and Procedures	Review handbooks to ensure legal compliance	July
Assistant Superintendent	▪ Distribute link to printable Bill of Rights and observed holidays	In order to comply with BOE Policy IND, all buildings must conspicuously display a printed copy of the Bill of Rights	July
Assistant Superintendent	▪ Director Annual Personal Improvement Goal-Setting	Personal and professional growth goal-setting	August
Assistant Superintendent, Director of Elementary Education, Director of Secondary Education	▪ School Improvement Plans	Report to Board of Education	August/September
Assistant Superintendent, Director of Assessment	▪ Gallup Student Poll	Begin organizing and distributing information to principals regarding Gallup Student Poll	September
Assistant Superintendent	▪ 360° Feedback Survey— Directors	A 360° Survey provides leaders with information about how they relate with and are perceived by those they work with and supervise. The purpose of a 360° Feedback Survey is to provide feedback to that will enable leaders to set personal and professional growth goals.	September
Assistant Superintendent	▪ Career Explorations	Meet with United Way and SJSD Counselors to plan MS and HS Breakfasts with the Experts and Lunch & Learns	September
Assistant Superintendent	▪ Gallup Student Poll	Monitor building participation rates for statistical significance	September/October
Assistant Superintendent, Director of Assessment	▪ Achievement Results	Review school performance data, alignment of data to school	October

		improvement planning, and professional development focus	
Assistant Superintendent	▪ Summer School	Complete an executive summary regarding summer school programming planned for upcoming year; present to the Board of Education	October
Assistant Superintendent	▪ Summer School	Finalize summer school site plan and share information with transportation (for bus routing), other departments, and buildings	November
Assistant Superintendent	▪ School Improvement Goals	Establish and communicate district goals for school improvement	December
Assistant Superintendent	▪ Registered Youth Apprenticeship Program	Begin communication about Registered Youth Apprenticeship program for students who may be interested in applying for an apprenticeship	December
Assistant Superintendent	▪ School Improvement Professional Development planning	Discuss PD and Action planning process with principals	January
Assistant Superintendent	▪ Begin Preliminary Budgeting ▪ Director Evaluations Completed	Budget analysis and planning	January
Assistant Superintendent	▪ Registered Youth Apprenticeships	Organize site visits to sponsor businesses and host working lunch with interested students regarding interview process and interview skills	January
Assistant Superintendent	▪ Registered Youth Apprenticeships	Collect applications and complete interviews, making final selections regarding youth apprentices	February
Assistant Superintendent	▪ Mid-Year Professional Growth Review	Meet with Academic Services Directors to review progress related to professional growth goals	February & March
Assistant Superintendent, Director of Assessment	▪ Begin work on Professional Development Plan for next Academic Year	Work with PDC committee members, administrators, and others to begin preparing district PD Plan.	February & March
Assistant Superintendent, Director of Assessment	▪ New Teacher Institute Planning	Begin planning New Teacher Institute for upcoming year; include in district PD Plan	February & March
Assistant Superintendent	▪ Teacher Externships	Begin planning teacher externship sites and application process with representative from Chamber of Commerce	February/March

Assistant Superintendent	<ul style="list-style-type: none"> 360° Feedback Survey— Building Principals 	A 360° Survey provides leaders with information about how they relate with and are perceived by those they work with and supervise. The purpose of a 360° Feedback Survey is to provide feedback to that will enable leaders to set personal and professional growth goals.	March
Assistant Superintendent	<ul style="list-style-type: none"> School Improvement Goals 	Establish and communicate district goals for school improvement	March/April
Assistant Superintendent	<ul style="list-style-type: none"> Teacher Externships 	Distribute, collect, and review teacher externship applications; notify participants of their selection	April
Assistant Superintendent, Director of Assessment	<ul style="list-style-type: none"> District Professional Development Plan presented to Board of Education 	Adhere to state statute regarding professional development funds	April
Assistant Superintendent	<ul style="list-style-type: none"> Curriculum Handbook 	Review the Curriculum Handbook with Curriculum Advisors, making revisions as feedback indicates	April
Assistant Superintendent	<ul style="list-style-type: none"> Registered Youth Apprenticeships 	Organize and host apprenticeship signing celebration	April/May
Assistant Superintendent, Director of Elementary Education, Director of Secondary Education, Director of Assessment	<ul style="list-style-type: none"> Final Budgets due to Finance Department 	Publish budget for upcoming fiscal year	May
Assistant Superintendent, Director of Elementary Education, Director of Secondary Education	<ul style="list-style-type: none"> Departmental and Building School Improvement and Professional Development Plans Due by June 1 	Present to Board of Education	June
Assistant Superintendent	<ul style="list-style-type: none"> Directors Retreat 	Work with Superintendent and other leaders to plan retreat to review priorities and goals for upcoming year	June
All Academic Services Directors	<ul style="list-style-type: none"> Review Procedures, Processes, and Perpetual Calendars 	Review and revise Procedures, Processes, and Perpetual Calendars to accurately reflect work Academic Services	June
Assistant Superintendent	<ul style="list-style-type: none"> Building Visits 	Oversee professional development implementation and instructional practices	Ongoing
Assistant Superintendent	<ul style="list-style-type: none"> Learning Rounds 	Monitor inter-district learning rounds outlined in building professional development plans	Ongoing

Assistant Superintendent	▪ Community Partnerships	Attend and participate in community partners' meetings, including Success by 6, Workforce Alliance, College and Work-Ready Communities (Heartland Foundation), and others as invited	Ongoing
Assistant Superintendent	▪ Leadership Team Meetings	Meet with district and building leaders to share information and to engage in professional learning	Monthly
Assistant Superintendent	▪ Curriculum Advisor Meetings	Meet with district Curriculum Advisors to review work, engage in professional learning, and manage district curriculum	Monthly
Assistant Superintendent	▪ Director's Meetings	Meet with Academic Services Directors to engage in decision-making, problem-solving and management of workflow of ongoing work; debrief critical issues	Bi-Weekly

St. Joseph School District
Director of Assessment
Perpetual Calendar

Ongoing	
Task Description	
	Building-level data literacy support
	Building-level assessment support
	iReady and Lexia job-embedded professional development
JULY	
Task Description	
	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 SJSJ PD Plan)
	Develop Program Evaluation Survey p. 21 as criteria/metrics
	Review and update SJSJ Needs Assessment surveys for segmentation optimization
	New Teacher - Mentor Survey Developed for Quarterly Deployment
August	
Task Description	
	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
September	

	Task Description
	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)
	October
	Task Description
	10.3-10.5 Buck Institute Cohort 2
	10.11-10.13 Buck Institute Cohort 3
	10.31-11.2 Buck Institute Cohort 4
	November
	Task Description
	Ensure Levels of Effectiveness reviews per the PDC strategic plan (5 metrics)
	December
	Task Description
	Order GL MAP
	meet with coordinators to start planning next year's assessment calendars
	January
	Task Description
	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
	February
	Task Description
	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
	March
	Task Description

	3.22.18 Approval of PD Plan by the PDC
	April
	Task Description
	PDC Program Evaluation Complete
	PDC Plan SY19 developed by PDC for BOE Approval
	May
	Task Description
	PDC Plan Presented to BOE
	June
	Task Description
	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

July	
	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 plans of 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
August	
	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.
September	
	Meet with all principals to review PGPs and school PDP
	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
October	
	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 th /6 th 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
November	
	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
December	
	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, attendance and suspension data
	Report to Superintendent any gifts received or denied
	Observe curriculum advisors and provide feedback
	Finalize kindergarten enrollment process and forms
January	
	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
February	
	Complete summative evaluations and review them with building principals

	Meet with MAESP for input and feedback on processes and procedures
	Review iReady, and Lexia data with interventionists
	Attend PTA Founders Day event
	Prepare 360 survey questions
	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.
	Title I and II budgeting and staffing
March	
	Facilitate the hiring of Title I and II funded interventionists
	Attend recruitment fairs as requested by human resources
	Attend a school function at each elementary building
	Follow-up with MAESP 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, notify award winners prior to Tribute to Teachers
	Hire summer school teachers and paraprofessionals
	Review and revise elementary student handbook with Director of Student Services
April	
	Prepare and present Title I Program Evaluation
	Assist principals with school improvement plans
	Meet with and review work of elementary curriculum writing team
	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
May	
	Present Superintendent Scholar and Director Awards at 6 th Grade awards
	Finalize Parent/Student Handbooks and present to board of education for approval
	Visit summer school sites, monitor enrollment, and provide program oversight
	Attend DESE workshop on Title plan, Finalize Title I and II budgets
	Set up Pathways Training
	Identify students who qualify for the intensive summer school kindergarten class, notify parents, and arrange transportation
June	
	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
--	--

St. Joseph School District
Director of Secondary Education
Perpetual Calendar

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

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

<ul style="list-style-type: none"> Finalize the Career & Technical Education program evaluation (due to the BOE in Oct). 		
Workforce Development <ul style="list-style-type: none"> St. Joseph Workforce Development Alliance Agenda Meeting. 	Director of Hillyard Director of Sec. Ed.	
School Visits <ul style="list-style-type: none"> Building Site Visit Goal is 2 visits per site. 	Director of Sec. Ed.	

OCTOBER		
Task Description	Participants	Date Completed
Workforce Development <ul style="list-style-type: none"> Attended My Success Event & Manufacturing Day. St. Joseph Workforce Development Alliance Agenda Meeting. 	Director of Hillyard Director of Sec. Ed.	
Continuous Improvement <ul style="list-style-type: none"> Review SIP and school data with principals 	Director of Sec. Ed. Building Principals	
Administrator PD <ul style="list-style-type: none"> 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	
School Visits <ul style="list-style-type: none"> Visit new teachers' classrooms with building principals and follow up with a note to each teacher. Building Site Visit Goal is 2 visits per site. 	Director of Sec. Ed. Building Principals	
Program Evaluation <ul style="list-style-type: none"> Finalize the K-12 Art program evaluation (due to the BOE in Nov). 	Director of Elem. Ed. Director of Sec. Ed. Assistant Superintendent	
Community Engagement <ul style="list-style-type: none"> Attend a school function at each secondary building. Gather data from Fall parent/teacher conferences. 	Director of Sec. Ed.	
Summer School <ul style="list-style-type: none"> Review feedback from summer school and select theme/focus. 	Director of Sec. Ed. Building Principals	
NOVEMBER		
Task Description	Participants	Date Completed
Administrator PD <ul style="list-style-type: none"> HS and MS administrator meetings on the K-12 day along with the HS learning cohort and MS learning cohort. Participate in building job embedded sessions along with principals and provide feedback to leaders. 	Director of Sec. Ed. Building Principals	
Continuous Improvement <ul style="list-style-type: none"> Review SIP and school data with principals 	Director of Sec. Ed. Building Principals	
Workforce Development: <ul style="list-style-type: none"> Attend the monthly workforce alliance meeting and debrief MFG Day. 	Director of Hillyard Director of Sec. Ed.	
Program Catalog: <ul style="list-style-type: none"> Review changes for the 2018-19 Program Catalog at Hillyard. Submit program catalog to the board of education for review. 	Director of Hillyard Director of Sec. Ed.	
Intervention Planning: <ul style="list-style-type: none"> MTSS implementation planning and review. 	Director of Elem. Ed. Director of Sec. Ed. Dir. of Special Services Coord. of Fed. Programs	

School Visits <ul style="list-style-type: none"> Attend Veterans Day Assemblies/parades. Building Site Visit Goal is 2 visits per site. 	Director of Sec. Ed.	
DECEMBER		
Task Description	Participants	Date Completed
Continuous Improvement <ul style="list-style-type: none"> Review SIP and school data with principals 	Director of Sec. Ed. Building Principals	
Staffing Needs <ul style="list-style-type: none"> Review secondary staffing needs for the upcoming school year and share report with human resources. 	Director of Sec. Ed. Building Principals Director of HR	
Administrator PD <ul style="list-style-type: none"> 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	
Counseling <ul style="list-style-type: none"> Participate on counseling advisory board. 	Director of Sec. Ed. K-12 Counselors	
Workforce Development <ul style="list-style-type: none"> St. Joseph Workforce Development Alliance Agenda Meeting. 	Director of Hillyard Director of Sec. Ed.	
School Visits <ul style="list-style-type: none"> Building Site Visit Goal is 2 visits per site. 	Director of Sec. Ed	
JANUARY		
Task Description	Participants	Date Completed
Administrator PD <ul style="list-style-type: none"> 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	
Summative Evaluations <ul style="list-style-type: none"> Met with building principals to complete their evaluations. 	Director of Sec. Ed. Building Principals	
Continuous Improvement <ul style="list-style-type: none"> Review SIP and school data with principals. 	Director of Sec. Ed. Building Principals	
Program Evaluation <ul style="list-style-type: none"> Finalize the Dual Credit/Dual Enrollment, AP Program, and Secondary Social Studies program evaluations (due to the BOE in Feb). 	Director of Sec. Ed.	
Assessment <ul style="list-style-type: none"> Meet with assessment director to review assessment plan for upcoming school year. 	Director of Sec. Ed. Director of Elem. Ed. Director of Assessment	
Recruitment & Hiring <ul style="list-style-type: none"> Participate in the secondary teacher hiring process. 	Director of Sec. Ed. Building Principals	
Summer School <ul style="list-style-type: none"> Post summer school positions. Prepare summer school catalog for recruitment and registration of students. 	Director of Elem. Ed. Director of Sec. Ed. Human Resources	
Workforce Development <ul style="list-style-type: none"> St. Joseph Workforce Development Alliance Agenda Meeting. 	Director of Hillyard Director of Sec. Ed.	
School Visits <ul style="list-style-type: none"> Building Site Visit Goal is 2 visits per site. 	Director of Sec. Ed.	

FEBRUARY		
Task Description	Participants	Date Completed
Evaluations <ul style="list-style-type: none"> Complete summative evaluations and review them with building principals. 	Director of Sec. Ed. Building Principals	
Administrator PD <ul style="list-style-type: none"> 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	
Continuous Improvement <ul style="list-style-type: none"> Review SIP and school data with principals. 	Director of Sec. Ed. Building Principals	
Workforce Development <ul style="list-style-type: none"> St. Joseph Workforce Development Alliance Agenda Meeting. 	Director of Hillyard Director of Sec. Ed.	
Program Evaluation <ul style="list-style-type: none"> Finalize the Business Education program evaluations (due to the BOE in March). 	Director of Sec. Ed.	
Summer School <ul style="list-style-type: none"> Working on staffing for summer school and communicating with principals. 	Director of Elem. Ed. Director of Sec. Ed. Human Resources	
School Visits <ul style="list-style-type: none"> Building Site Visit Goal is 2 visits per site. 	Director of Sec. Ed.	
MARCH		
Task Description	Participants	Date Completed
Administrator PD <ul style="list-style-type: none"> 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	
Continuous Improvement <ul style="list-style-type: none"> Review SIP and school data with principals 	Director of Sec. Ed. Building Principals	
Workforce Development <ul style="list-style-type: none"> St. Joseph Workforce Development Alliance Agenda Meeting. 	Director of Hillyard Director of Sec. Ed.	
Budgeting <ul style="list-style-type: none"> Review curriculum advisor budgets and prepare secondary academic services budget. 	Director of Sec. Ed. Director of Finance Curriculum Advisors	
Summer School <ul style="list-style-type: none"> Working on staffing for summer school and communicating with principals. 	Director of Elem. Ed. Director of Sec. Ed. Human Resources	
Community Engagement <ul style="list-style-type: none"> Attend a school function at each secondary building. Gather data from Spring parent/teacher conferences. 	Director of Sec. Ed.	
Handbook Review <ul style="list-style-type: none"> Revise the K-12 student handbook with directors and secondary principals. Review handbook revisions from Hillyard Technical Center. 	Director of Sec. Ed.	
School Visits <ul style="list-style-type: none"> Building Site Visit Goal is 2 visits per site. 	Director of Sec. Ed.	
APRIL		
Task Description	Participants	Date Completed
Summative Evaluations <ul style="list-style-type: none"> Meet with curriculum advisors to complete their evaluations for their supplemental contract. 	Director of Sec. Ed. curriculum advisors	
Administrator PD	Director of Sec. Ed. Building Principals	

<ul style="list-style-type: none"> HS and MS administrator meetings on the K-12 day along with the HS learning cohort and MS learning cohort. 		
Continuous Improvement <ul style="list-style-type: none"> 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	
Summer School <ul style="list-style-type: none"> Working on staffing for summer school and communicating with principals. 	Director of Elem. Ed. Director of Sec. Ed. Human Resources	
School Visits <ul style="list-style-type: none"> Building Site Visit Goal is 2 visits per site. 	Director of Sec. Ed.	
MAY		
Task Description	Participants	Date Completed
Continuous Improvement <ul style="list-style-type: none"> Review SIP and school data with principals 	Director of Sec. Ed. Building Principals	
Workforce Development <ul style="list-style-type: none"> St. Joseph Workforce Development Alliance Agenda Meeting 	Director of Hillyard Director of Sec. Ed.	
Summer School <ul style="list-style-type: none"> Finalizing staffing for summer school and communicating with principals. 	Director of Sec. Ed. Human Resources	
School Visits <ul style="list-style-type: none"> 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

	Process/Task	Month
--	---------------------	--------------

	Update Emergency Contact Forms for New Hires	July
	Part B Budget application due to DESE Due July 1	July
	Semi-Annual Certifications (2nd Semester Due)	July
	Work on End of Year Final Expenditure Report for Part B	July
	Speech Implementer Model forms Due to DESE	July
	Update Public Notice Forms	August
	Annual Letter to Parents: PSG, Parent Rights, Medicaid	August
	Inform Principals about Disability Awareness Month, order posters	September
	Review Annual Determination Letter	September
	Plan for Fall Annual non-public Planning Meeting re: Services for non-public students	September
	Final Expenditure Report is Due September 30 - Part B	September
	Final Expenditure Report is Due September -15 ECSE	September
	Review Special Education DESE Profile	September
	MoCASE Fall Conference	September
	Local Compliance Plan BOE approved as needed Due Oct. 1	September
	High Needs Fund Due - September 15	September
	Annual Public Awareness	September
	Disability Awareness Month	October
	Public Placement Fund Due October 31	October
	Readers for the Blind Due to DESE - October 30	October
	December 1 Count Due December 15	December
	Semi-Annual Certification (1st Semester)	January
	Para Training Documentation Due - (Due Feb 28)	February
	Review Personnel Vacancies	March
	Extended School Process Begins	March
	Budget Meeting with Business Office	March
	Request to release Prop Share Carryover Funds	March
	Book Venues for Professional Development for Next Year	March
	Collect Non-Public Service Hours	April
	Review Contracts and Agreements for Next Year	April
	Interview and Hiring	April
	Final Budget Application Amendments - April 30	April
	Spring Annual Nonpublic Meeting	May
	All ECSE expenses completed by May 15	May
	Plan for Mandt Training - meet with Trainers	May
	Department Inventory - Asst. Tech, testing Materials	May
	Time and Effort Logs are due -(June 30)	June
	Any Materials or Forms or Manuals to Print shop	June

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

Task	Person Responsible
July	
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
October	
Prepare Summer School Plan for upcoming summer session: <ol style="list-style-type: none"> 1. Times of attendance and dates 2. Focus of study and encore programming (Fine Arts Institute and Prairie Lands Writing Project) 3. Finalize Site Plan 4. Communicate site plan with Student Services for transportation routing 5. Communicate site plan with Nutrition Services for staffing and meal planning 6. Prepare Executive Summary to present to Board of Education 	Academic Services
Present Executive Summary to Board of Education <ol style="list-style-type: none"> 1. Include plans for upcoming session 2. Pay rates for formal Board approval 3. Financial projections 4. Staffing plan 5. Goals 	Assistant Superintendent
Meet with HR and Business Office to discuss <ol style="list-style-type: none"> 1. Application process 2. Application opening and closing dates 3. Employment agreements/contracts 4. Payroll 	Academic Services
Meet to gather feedback and input: <ol style="list-style-type: none"> 1. Special Education, including ECSE 2. Nutrition Services 3. Health Services 4. Principals 	Academic Services
December	
Prepare information regarding to distribute to principals to share with staff	Academic Services
January	
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
February	
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
March	
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
April	
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
May	
Monitor enrollment and staffing levels	Academic Services
Distribute Purchasing Cards to site directors	Academic Services Business Office
June	
Finalize summer school surveys and distribute to students, staff, and parents	Academic Services