

**INTERMEDIATE SCHOOL DISTRICT 917  
IN DAKOTA COUNTY**

**SCHOOL BOARD WORK SESSION**

**Tuesday, April 22, 2014**

**AGENDA:**

- I. Call to Order - Chair Lewis
- II. Conduct Pledge of Allegiance - Chair Lewis
- III. Goals Progress Review for 2013-2014 - District Administrators
- IV. Review Preliminary Budget Information for 2014-2015 - Nicolle Roush
- V. Adjournment

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**SCHOOL BOARD CALENDAR INFORMATION SCHOOL BOARD CALENDAR INFORMATION**

April 30, 2014 - 3:45 PM - Annual Staff Recognition Celebration

May 6, 2014 - 5:00 PM - School Board Meeting, 917 Board Room

TO: Board Members  
FROM: John Christiansen  
DATE: January 21, 2014  
RE: 2013-2014 Goals Update

The following is a short update on the 2013-2014 District Operational Goals where I have primary leadership responsibility.

1. Develop a teacher evaluation and peer review process for probationary and continuing contract teachers that is appropriate for the programs of Intermediate School District 917.

**A committee of teachers and administrators has been organized to develop our educator evaluation and peer support system. The committee has met three times. We have reviewed the current system and identified the elements that meet the statutory requirements and reviewed the components that need to be developed. Committee members have been assigned to gather information from other school districts and research best practice models.**

**The area that is the most difficult to develop for our type of district is the requirement to use student data collected from standardized assessments aligned to state and local academic standards measuring student growth to determine 35% of teacher evaluation results. We are gathering information from the other Intermediates, Coops, and Ed Districts on their plans to address this component.**

**Our next meeting will be scheduled in February to report back on the information gathered. Our time line is to have a final system model completed by the end of May to begin implementation for the 2014/15 school year.**

2. Implement the Intermediate School District 917 principal evaluation system.

**The 917 principal evaluation system began implementation in August 2013. The model includes a goal setting component aligned with the district strategic directives and annual operation goals. A self - evaluation component with performance measures in mission and vision, instructional leadership, human resources, professional and ethical relationship, and resource management is done twice during the year. The model includes goal progress conferences with the direct supervisor and a stakeholder electronic input survey. A supervisor summative performance review is completed at the end of the school year. The supervisor for the four assistant special education directors is special education director Melissa Schaller, and I am the supervisor for our Secondary Programs Principal, Eric Van Brocklin.**

3. Research the feasibility of developing Early Childhood Education and Hospitality/Tourism career pathway partnerships with DCTC and area employers.
4. Continue developing secondary program partnerships with DCTC in the areas of nanoscience and transportation careers.

5. Implement a revised student day schedule for DCALS and include an on-line option and independent study option for students to increase ADM and improve high school diploma completion.
6. Continue implementation of the Program Evaluation Model and Cycle. (Year 1 – PACES and SUN data collection and report writing; Year 2 – IDEA-goal setting.)
7. Develop and implement the roles and responsibilities of behavior support staff, including licensed psychologist and contracted behavior analyst, across district programs to increase student academic engagement.
8. Enhance focus on and involvement in addressing the mental health needs of learners, including staff development, supporting the efforts of the Dakota County Collaborative and advocacy at the State level.
9. Pilot an electronic time card system for hourly employees in selected special education programs.

**\*Test piloting Veritime which is a module with in our current AESOP system which tracks staff leaves and subs.**

**\*Becky Edson, Payroll Clerk and I began looking at this product in 2012-13 and recruited our TEA program staff and supervisor to be the test pilot for this system.**

**\*The initial product was a user friendly option that appeared to fit our needs with minimal set up requirements. After starting this conversion process, Veritime has rolled out numerous system up grades and overhauled most of the system with a completely different product structure compared to the original version.**

**\*The new version has many set up requirements for each employee and for each type of pay an employee may receive with in each location. If any of these variables were stable, set up could be completed once a year. This is not the case, all of these components vary through out the year. It has been very labor intensive to set up and will be on-going with this system.**

**\* I would like to review what TIES application for electronic timesheet management looks like this year and have set up a meeting with them to see if they have a product offering that will meet our needs.**

**\* Right now our payroll clerk and I have not found a solution within Veritime that will provide the efficiency and reduction in labor time we were seeking when processing timesheets. Paper timesheets right now are much more efficient and less labor intensive which is not what I was anticipating.**

10. Continue the implementation of the work plan for workers compensation claims control and reduction of lost work time.

**\*presentation and up dated presented by Brian Lewandoski representative from RJ Ahmann**

11. Evaluate program space, conditions and relocation options for programs at Apple Valley and Gideon Pond.

**Melissa and I have been exploring options for these locations and are not planning relocations for 2014-2015.**

12. Seek opportunities to develop partnerships with area school districts, DCTC, IHCC, Dakota/Scott WIB, and area employers to expand and enhance career pathways for students to meet the area work force needs of the 21<sup>st</sup> century.

**My participation on the Dakota/Scott Workforce Investment Board has provided me with several positive connections. Three of the WIB board members have agreed to serve on our secondary work experience advisory committee that will begin meeting this spring. We will also be involved in recruiting students to some career camp initiatives support by the Youth Council Committee of the WIB. One of the new camp projects being developed is a medical careers “camp” named SCRUBS.**