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Administration Report as of February 22, 2016

Inspire Learning. **Unlock Potential. Empower Achievement.**

Strategic Goal #1: Student Achievement – Performance Measures

FAST (Formative Assessment System for Teachers)	Graduation rates
MAP/NWEA (Measures of Academic Progress)	Retention rates
Iowa Assessments/Smarter Balanced Assessments	Summer School Success & Attendance
ACT (American College Test)	Iowa School Report Card
NGSS (Next Generation Science Standards)	

Next Steps/Strategy – Teaching & Learning/Curriculum

1. Ensure implementation of Iowa Core is done with fidelity at all grade levels/buildings
2. Prepare for anticipated 2016-17 implementation of Smarter Balanced Assessment
3. Pilot summer school program will be held June 2016
4. Prepare for anticipated 2016-17 implementation of Next Generation Science Standards
5. Prepare for anticipated implementation of Iowa School Report Card

UPDATES AS OF 2-22-2016:

1. **FAST Winter Testing Data:** As part of the Early Literacy Implementation (ELI) legislation, we have completed our winter FAST testing that is required for all Kindergarten through 3rd grade students. *Refer to pages 15-21 of the Administration Report for a summary of the data.*

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Strategic Goal #2: Learning Environments – Performance Measures

Student well-being data points (Gallup)

Safety/security evaluation

Architect evaluation tool

Facilities Plan (1-3 years)

Facilities Plan (10 year)

Technology evaluation/planning

Next Steps/Strategy – Facilities Planning & Preventative Maintenance

1. *Short-Term: Early Childhood/Preschool, Four Oaks/ATLAS, and use of current space and continued growth*
2. *Facilities Plan (1-3 years): establish a plan and form a boundary committee for current/future growth*
3. *Facilities Plan (10 years): establish a committee/funding structure for identified projects*

UPDATES AS OF 2-22-2016:

Short-Term:

1. Preschool registration was held February 8th. The registration was online with the link being available on the preschool webpage beginning at noon. An update of registration as of February 15th is:
 - a. 122 families registered their child for 4-year old preschool; 12 of those are families outside the District, 20 families marked that they receive government assistance.
 - b. 96 families registered their child for 3-year old preschool; 8 of those are families outside the District.

Next Steps/Strategy – Technology Planning

1. *Short-Term: Evaluate learning management system and security systems*
2. *Planning (1-3 years): Office 2016 rollout and extend fiber/high speed connection to remaining facilities*

No updates at this time.

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Strategic Goal #3: Staff Development – Performance Measures

Workers Compensation claim history
Teacher Leadership
Current/future professional development

Teacher Quality course offerings/participation
Affirmative Action Plan
Technology Survey (BrightBytes)

Next Steps/Strategy – Staff Development

1. Create a 3-5 year professional development plan
2. Workforce strategies

UPDATES AS OF 2-22-2016:

Snow Day Make-Up: The first snow day of the school year occurred on February 2, 2016. According to the District calendar, the first snow day was to be made up on April 1, 2016. We are planning to make a change due to the new guidelines from the State of Iowa. Since Linn-Mar has chosen to meet the State requirement of 1,080 hours, as opposed to 180 school days, we have flexibility in making up school days. Our current calendar has additional hours built in to accommodate for potential school cancellations, late starts, and early dismissals. Because of these additional hours, the District is not required to make up the February 2nd snow day for students. Even though students do not have to make up the day, teaching staff are under contract for 191 days, so teachers will make up this day as a Professional Development day at the end of the school year. We are happy to have this flexibility and can use it for collaboration and professional development with our staff.

Professional Development Initiatives: A summary of the Professional Development Day activities for February 22nd are included on pages 11-14 of this report.

Transportation Staff Development: The Transportation Department has been working diligently on providing safe environments for themselves and the students they transport. There are two types of CPI (Crisis, Prevention, Intervention) certifications:

1. De-escalation techniques, preventative strategies, and safety well-being
2. De-escalation techniques, preventative strategies, safety well-being, and safety holds (restraints)

There are 51 employees within the Transportation Department who are certified in the CPI #1 version and an additional 16 employees are certified in the CPI #2 version. Since being certified in one version or another for one calendar year, the employees have met with their CPI trainer every 2-3 months to problem solve, discuss other strategies, and refresh the key components to their CPI training.

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Crisis Committee and District Emergency Planning: A subgroup of the Crisis Committee met to discuss two major topics; building safety procedures and building safety plans. The focus was on where we are at now, where we need to go, and how we need to get there. (Committee members include: Stacia Walker, Dan Ludwig, Mike Shipley, John Christian, Kevin McCauley, Chris Robertson, Julie Martin, and Chad Schumacher)

- **Building Safety Procedures:** It was discussed that every building handles visitors and sign-in differently. There are several advantages to buildings that use a computer for sign-in and sign-out; specifically, accountability in a crisis situation. *A recommendation from the Committee is for each building to use the computer sign-in and sign-out Google form that can be shared with the LRC.*
- **Building Safety Plans:** ALICE training was discussed. All staff have been trained in Hide, Run, Fight. What is the next step after the buildings are evacuated? It was decided that Stacia Walker, Mike Shipley, and Chris Robertson will attend ALICE training to become ALICE certified. This will allow them to assist with ALICE staff development. *A recommendation was to develop a district-wide ALICE curriculum that could be delivered to staff by the Crisis Committee; additionally, dedicating twice a year to ALICE staff development. One of those dates being in August at the beginning of the school year.* Student/staff death crisis plans were discussed. In the event of a tragic event with one of our students, or our staff members, are the buildings prepared to respond? *The Committee recommended each building identify their crisis team and start to develop their response plan.*

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Strategic Goal #4: Community Engagement – Performance Measures

Volunteer data	School Board visits
Communication survey data	Parent Universities
Dine Around sessions	Strategic Planning
Coffee Conversations	Website Development
Lunchtime Learning sessions	Participation in community coalitions
PTO visits	

Next Steps/Strategy – Community Engagement

1. Create a strategic plan
2. Enhance two-way communication with internal and external stakeholders
3. Updated website with emphasis on communication

UPDATES AS OF 2-22-2016:

Strategic Plan:

1. A Board strategic planning retreat was conducted on February 15th at 5:00 PM. The purpose of the retreat was to help set direction for the full community engagement portion of the strategic planning process. Attendees engaged in a two-hour conversation around the three themes discussed in the State of the District Address:
 - a. Student Pathways from Preschool to High School
 - b. Technology as a Learning Tool
 - c. Facility Planning for the Future

As of the writing of this report, we have not yet had the time to consolidate all of the notes taken at the meeting. We will update the Board in a future Administration Report.

2. A technical kick-off team has been assembled and met on February 18th in order to plan the ThoughtExchange community involvement phase of our strategic planning efforts.
 - a. The first community engagement phase, the “Share Step” will begin on March 3rd and last through March 13th. This is the step where everyone (students, parents, teachers, community members) has an opportunity to provide feedback on what matters to them.

Activity Bus:

A question was posed during the February 8th Board meeting about our use of activity buses. Here are some details about that process: The activity buses pick up at 4pm at Oak Ridge and then a little after 4pm at Excelsior on Mondays, Wednesdays, and Thursdays. Any student who needs to stay after school to meet with a teacher or be involved with a teacher sponsored activity may receive a ride home on the activity bus. The teacher- sponsored activities include academic support, mentoring, and clubs that require a teacher as a sponsor. The only parameter for riding the activity bus is the student must be a bus rider under the transportation requirements and not a walker.

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Strategic Goal #5: Resources – Performance Measures

Prepare/operate General Fund that maintains 7% solvency ratio and unspent balance ratio

Prepare annual General Fund budget that includes a contingency reserve of 0.2% of budgeted expenditures

Develop a funding model and allocation of resources that supports strategic priorities

Comprehensive Annual Financial Report (CAFR)

Monthly financial reporting package

Next Steps/Strategy – Resources

1. Internal cost control (investments)
2. Plan for the future (resource investment)
3. Build deeper community partnerships

UPDATES AS OF 2-22-2016:

Tower Terrace Update: You will recall when we last discussed the Tower Terrace Road project, we had some remaining questions of the City as it relates to the bridge and anticipated timelines. Here are the answers to our questions:

1. What was the City timeline for the road and bridge?
 - a. The timeline for the road from 10th Street to the bridge approach would be April 1-November 1, 2016, and the stretch from Alburnett to C Avenue April 1-November 1, 2017.
 - b. The bridge is undetermined at this time. It is in the 10-year capital improvement program for the City, but does not have funding or a timeline associated with it at this time. A conversation with the City Manager indicates that a reasonable estimate is 8-10 years unless other funding becomes available.
2. Current Traffic counts on 10th and 29th?
 - a. 29th W = 7,800
 - b. 29th E = 7,300
 - c. 10th S = 5,900
 - d. 10th N = 6,500

The current draft agreement reads:

“As additional consideration, the City shall construct a pedestrian bridge or overpass for Tower Terrace Road (the “Pedestrian Bridge”) upon the occurrence of one of the following conditions: (1) the Tower Terrace Road Bridge over Indian Creek is no less than two months away from construction completion; (2) if at any time after the execution of this agreement, traffic safety warrants (which shall be monitored by the City at a minimum of once every two years and at the City’s sole cost and expense) reflect an annual average daily traffic count of 7,500 or greater, and either a minimum pedestrian volume of 250 or greater or turning movements of 2,500 or greater; or (3) funding is allocated by, obtained by, or granted to the City for the Pedestrian Bridge through any internal or external funding source.

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Upon commencement of the construction of the TTR project, the parties shall jointly form one or more committees to study traffic safety around the District’s schools located in the City and, more specifically, determine the appropriate location of the Pedestrian Bridge. The committee shall determine a mutually agreeable location of the Pedestrian Bridge provided that the location ensures the safety of students seeking to cross Tower Terrace Road and does not substantially interfere with the District’s use of its property.

In contemplation of the Pedestrian Bridge, the City shall include the extension of a trail from Indian Creek east of the main Linn-Mar campus west, which shall include the pedestrian bridge and terminate in a connection at 10th street and Lowe Park in its trails plan. Additionally, the City shall make its best efforts to allocate or apply for any and all applicable external funding sources for the Pedestrian Bridge, specifically including funding from the Corridor Metropolitan Planning Organization, at the earliest available opportunity, but in no event later than one year following the date the parties sign this Agreement.

Until such time as the Pedestrian Bridge is fully operational, the City shall reimburse the District for the annual cost of a crossing guard for the east leg of Tower Terrace Road where it intersects 10th street. The District shall have complete discretion in choosing the crossing guard and determining the hours the crossing guard will be on duty. Additionally, until such time as the Pedestrian Bridge is completed, the City shall post and enforce a speed limit of 25 miles per hour on the section of Tower Terrace road where it is constructed on the ROW.”

Dr. Shepherd will verbally report on this item during the Administration Report on February 22nd for a brief discussion with the Board about next steps. With approval to move forward, we will present this final agreement to the City Manager to see if there are any other final modifications (we anticipate none). If there are no final changes, we will put this on a future Board agenda for a first reading only. We will put it on a second agenda, at a later date, for a final reading and approval.

Westfield School Visit Clarification: One take away from the recent Board visit to Westfield was that the staff appreciated the money being spent on Technology, but that they wanted to increase the amount of professional development so that they can use technology effectively. The group of teachers clarified that what they were requesting during the Board visit was not more professional development for Technology, but a *full-time Technology Teacher*. They would like it to be another “Specials” class like Art, Music, and PE. They would like a full-time TIC dedicated to their building with a full-time schedule load.

High School Advertising: The Policy Committee reviewed the fundraising policy and it was the consensus of the group that no change in policy is required in order to approve the advertising contract for the High School. *Policy 1005.4* currently states that advertising is prohibited “**unless authorized by the board or administration**”. The policy allows for advertising as it stands.

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Certified Budget Update: Supplemental State Aid is still not known and may not be known before the District has to publish its certified budget. Therefore, we have modeled different budget scenarios based on the following SSA% levels; 0%, 1.25%, 2%, 2.45%, 3%, and 4%. In summary, it is anticipated that no matter the level of SSA%, the District will be able to maintain an overall tax levy of approximately \$17.38 per \$1,000 of valuation.

It should be noted that if the State Legislature cannot come to an agreement on SSA, then the percentage reverts to zero. If this were to occur, Linn-Mar would be on the budget guarantee, which Board action is needed to approve this budget authority. Although 0% is not likely, the administration is recommending that the Board approve this resolution at its meeting in March or April to be on the safe side.

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Achievements and Honors:

State Large Group Speech Contest: Linn-Mar High School students competed in nine events, of which seven received Division I ratings. In addition, four of the seven events received the high honor of being awarded Division I ratings by all three judges in the room. Those four groups were:

- One Act Play - *The Other Room*
 - Selected as Outstanding Performers at the IHSSA State Large Group Speech Contest
 - Nominated in the non-performing category for All-State Large Group Festival on Feb 20th
- Mime - *A Flight to be Remembered...Or Forgotten*
- Group Improvisation
- TV/Radio Broadcasting - *WDNR*
 - Selected as Outstanding Performers at the IHSSA State Large Group Speech Contest
 - Nominated in the performing category for All-State Large Group Festival on Feb 20th

The All-State Large Group Festival will be hosted at the Iowa State Center in Ames, Iowa on February 20th. Visit the following website for more information: http://www.ihssa.org/all_state_program.html.

The Short Film entry, *Ghost Girl*, the Musical Theatre entry, *Take Me or Leave Me*, and the Freshmen Solo Mime entry, *Blast From the Past*, all received two Division I and one Division II scores during the State large Group Speech Contest; which resulted in an overall Division I rating. The Readers Theatre group received a Division II rating.

Novak Elementary Traveling Mirror Ball Typing Trophy: Courtney C., from Mrs. Frette’s classroom was the recent fifth grade winner of the coveted Mirror Ball Typing Trophy. Using NitroType.com, students are given a sentence to type and then their typing skills are judged on speed and accuracy.

Indian Creek Elementary Students Attend Marion City Council Meeting:

Four Indian Creek fourth grade students attended the Marion City Council meeting on Thursday, February 4th. They led the Council in the *Pledge of Allegiance* and then each student had the opportunity to read their essay about why the City of Marion is a great place to live. The students who participated were Ella Frale, Howie Ighedo, Kylie Wassmer, and Rachel Dunnwald.



Linn-Mar Wrestling: Four Linn-Mar wrestlers, Alex Streicher, Johnny Clymer, Shea Hartzler, and Brayden Schultz will represent Linn-Mar at the State Wrestling Tournament in Des Moines February 18th at the Wells Fargo Arena.

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Young Musicians Honor Band: Seventeen 5th and 6th Grade Band students were selected for the Young Musicians Honor Band which consists of students from over 50 Iowa schools. The performance will be held on Saturday, February 20th starting at 5:30 PM in the Prairie High School concert hall.

- 5th Grade students: Hannah Beckmann (flute) Owen Schlesinger (bass clarinet), Abbey Vezina (Alto Sax), Seth Frerking (trumpet), Makoto Carolin (French horn), Blake Behrens (trombone), Syler Bushlack (tuba), and Jack Noehren (percussion).
- 6th Grade students: Danielle Sunseri (flute), Shrey Kapoor (Bari sax), Vivian Shanley (French horn), Braeden Dupree (trombone), Brenden Brooks (trombone), Ryan Getz (baritone), Michael Heiserman (tuba), Sydney Ruske (tuba), and Arjun Palaniappan (percussion).
- In addition, two Linn-Mar Directors were selected to be Guest Conductors: Oak Ridge Middle School Band Director Stephanie Nuss will direct the 132 member first year band and High School Band Director Aaron Nuss will direct the 132 member second year band.

Freshman Boys Basketball Teams: The Freshman Boys Basketball Black team finished first place among Cedar Rapids and Iowa City schools overall, with a record of 17 wins and 1 loss. The Linn-Mar Freshman Boys Basketball Red team came in second place with a record of 15 wins and 3 losses.

Scholastic Art & Writing Awards: Three Linn-Mar High School Students were recognized for their artistic talents by the Scholastic Art & Writing Awards in the visual arts categories of Sculpture and Ceramics. These pieces were chosen out of 300,000 works entered nationwide. The Scholastic Art & Writing Awards recognize the vision, ingenuity, and talent of our Nation’s youth and provide opportunities for creative teens to be celebrated.

- Dana Mineart received the Silver Key Award for her sculpture entitled, *Cat Burglar*.
- Lauren Gassmann received Honorable Mention for her sculpture entitled, *Roots*.
- Madeline Morris received recognition for two ceramics entries: The Silver Key in Ceramics for her sculpture entitled, *Wonder* and Honorable Mention for her sculpture entitled, *Time*.



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High School Professional Development Feb. 22, 2016

7:30 Breakfast starts – Come join us in the HS Commons for Breakfast, courtesy of the Prom Committee. This is to thank all of you who have volunteered to chaperone Prom in the past, those of you volunteering to chaperone Prom this year (May 14, 2016) and all of you who are inconvenienced by anything dealing with Prom (like PE teachers giving up their classroom!)

7:45-8:15 PD Activity Starts in Commons – questions to reflect on Dr. Moore’s visit – Group

8:25-9:00	Group A to Session # 1	Group B to Session # 4	Group C to Session # 3	Group D to Session # 2
9:05-9:40	Group A to Session # 2	Group B to Session # 1	Group C to Session # 4	Group D to Session # 3
9:45- 10:20	Group A to Session # 3	Group B to Session # 2	Group C to Session # 1	Group D to Session # 4
10:25- 11	Group A to Session # 4	Group B to Session # 3	Group C to Session # 2	Group D to Session # 1

Session 1 – Grant Wood AEA (in LC/MC) - Explore Grant Wood AEA Media Services including our catalog, eBook Platforms, and our one stop search tool - Integrated One Search. Delve into eBooks, how to search them in our catalog, and how to access all of our content through the Integrated One Search Tool.

Session 2- Anxiety (in Food Court) – How to help identify anxiety in our students and action steps you can take, presented by Jennifer Thurston and Mandy Barker

Session 3- Supporting Students across the SPECTRUM – (Kathryn Woerner’s room E137B) – Kat Power and members from Spectrum will present. Staff will learn about how they can support students that are lesbian, gay, bisexual, transgender and questioning. We will discuss terminology and statistics regarding LGBTQ students, difficulties they face in school, misconceptions and assumptions that are made by peers and staff, and how you, as an educator, can support these students and be an ally.

Session 4 – How LM High School teachers are integrating technology / Fishbowl updates – (Pilcher’s room G143B) – Presented by Dana Lampe - See how our teachers are integrating technology with their lessons. Short videos of technology in action. Update on what's happening in the Fishbowl.

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11:10 – 12 Focus Strand

<u>Classroom</u>	<u>Class</u>	<u>Facilitator</u>
B003 (Grigg's Room)	Technology Committee	Dana Lampe
E135 (Swaney's)	Art and Science of Teaching	Jeff Gustason and Sue Atwater
E137B (Woerner's)	Transitioning to LMHS	Kathryn Woerner
LRC 314 (Collison's)	Best Practices	Amy Collison, Jessica Johnson, Jo Middlekauff, Jeanne Turner
B006 (Yum's)	Reporting Practices	Tina Oberbroeckling
Main Office Conference Room	Teacher Rounds	Sheri Crandall
J206 (Hoffman's)	At Risk Students	Joe Nietert and Todd Goodell

12-1 Lunch on your own

1:15 LC/MC – Jeff Frost discusses SCED Codes and Curriculum Maps expectations

After Jeff finishes: PLC work/Dept time. Make sure ALL maps for courses you teach are up-to-date and actually reflect what you are teaching – should include priority learnings/standards and scales. If maps are completed and up-to-date, then you may use the time for a departmental issues deemed appropriate by your department chair or PLC facilitator or you may do individual PLC work.

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Middle School Professional Development 2-22-16

Excelsior		Oak Ridge	
8:00-11:00	Mental Health Presentations	ALICE Review Officer Daubs	
		PBIS	
		Content Team Work	
11:00 – 12:00 Lunch			
ALICE Review Officer Daubs		12:00-3:00	Mental Health Presentations
PBIS			
Content Team Work			

Content Team Agenda

1. Create common proficiency scales based on Essential Learning Outcomes
2. Compare student work to know you have authentic scales and similar grading practices
3. ELO templates and developed scales will be shared at end of school year
4. Common Rubrics
5. Common Pacing Guides

Stretch goal, use common pre-assessment data, of unit Essential Learning Outcomes, to exchange and regroup students to differentiate instruction

2016-17 Proficiency Scales used to communicate learning goals, provide feedback on learning to students/parents, and align curriculum-instruction-assessment. Proficiency scales and assessments will be implemented and refined/revised to prepare for standards based grading and reporting during the 2017-18 school year.

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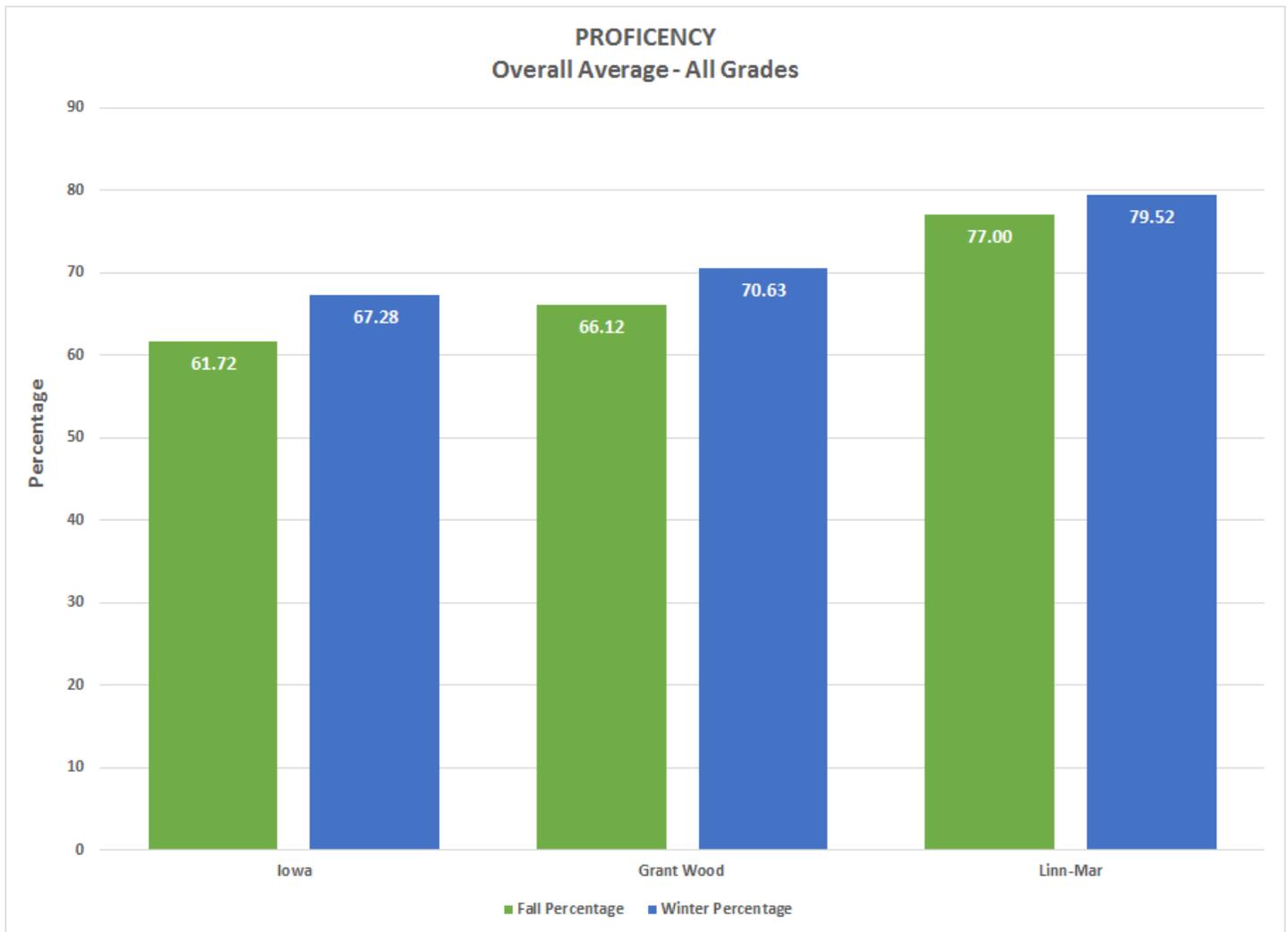
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7:30-3:30	<p><u>Building PK-5 Certified Staff</u></p> <ul style="list-style-type: none"> · How Our Curriculum Can Support High Quality Classroom Reading Instruction
12:00-1:00	<p><u>Lunch & Travel to Meetings</u></p>
1:00-3:30 (Please note variance in times)	<p><u>Specials Teachers (1:00-3:30)</u></p> <ul style="list-style-type: none"> ● K-5 Art – Meet at Linn Grove, Tiffany Boyle to Host ● K-5 P.E. – Meet at Indian Creek, Amy Hutcheson to Host ● K-12 Vocal Music – Meet at Westfield, Keelyn Kanz to Host ● K-5 Teacher Librarians – Meet at Westfield, Deb Wegmann to Host ● K-5 Talented and Gifted – Meet at the High School, Deb Connerly <p><u>PK-12+ Student Support Services (1:30-3:30)</u></p> <ul style="list-style-type: none"> ● Meet at Excelsior Middle School, Leisa Breitfelder to Host <p><u>ECBP Teachers (1:30-3:30)</u></p> <ul style="list-style-type: none"> · Meet at Novak, Cyndi Hofstetter to Host <p><u>ELL Teachers (1:30-3:30)</u></p> <ul style="list-style-type: none"> · Meet at Echo Hill, Lisa Klein to Host <p><u>Counselors (will vary depending per building)</u></p> <ul style="list-style-type: none"> · Leisa Breitfelder has discussed this with counselors

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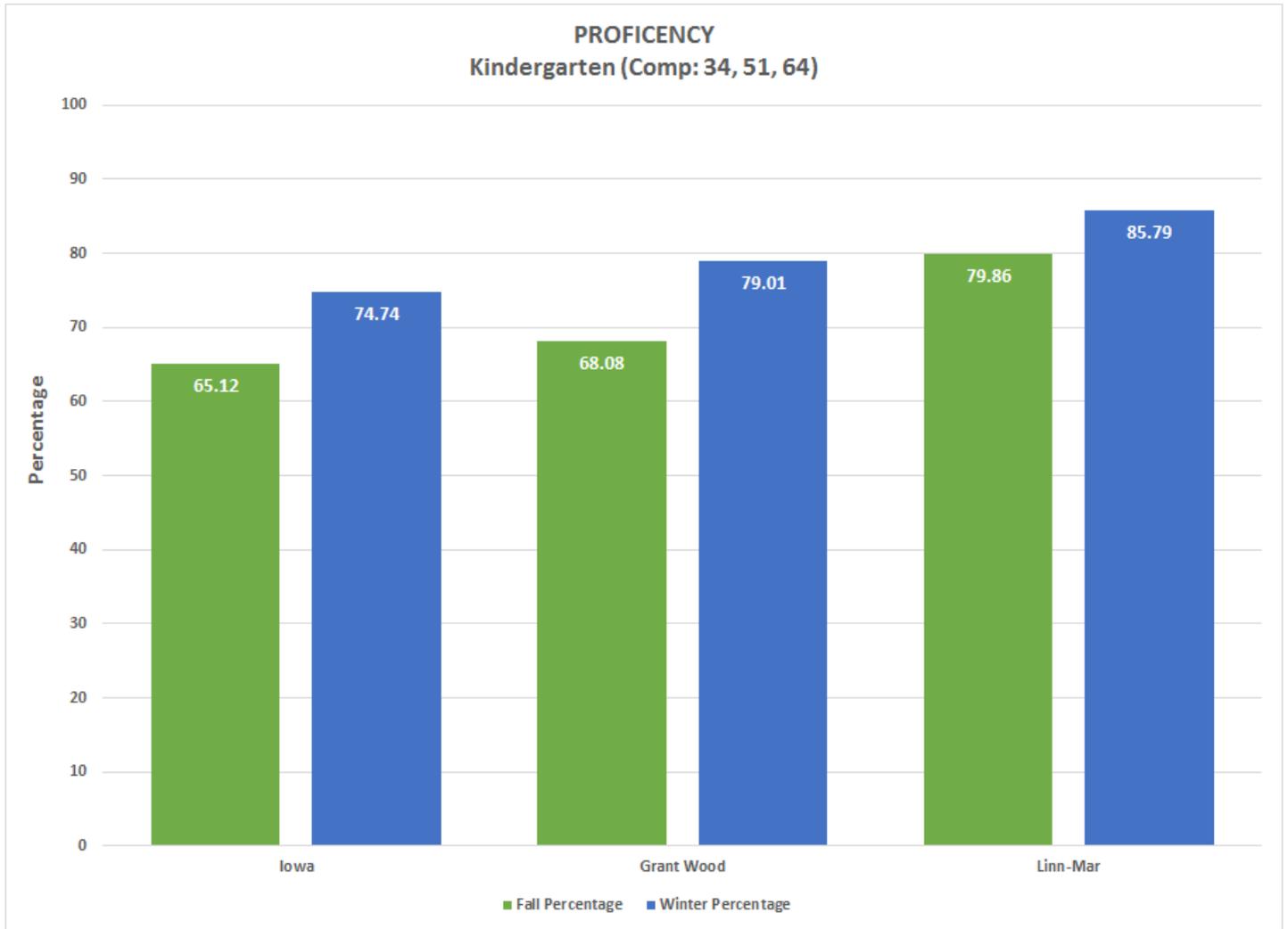
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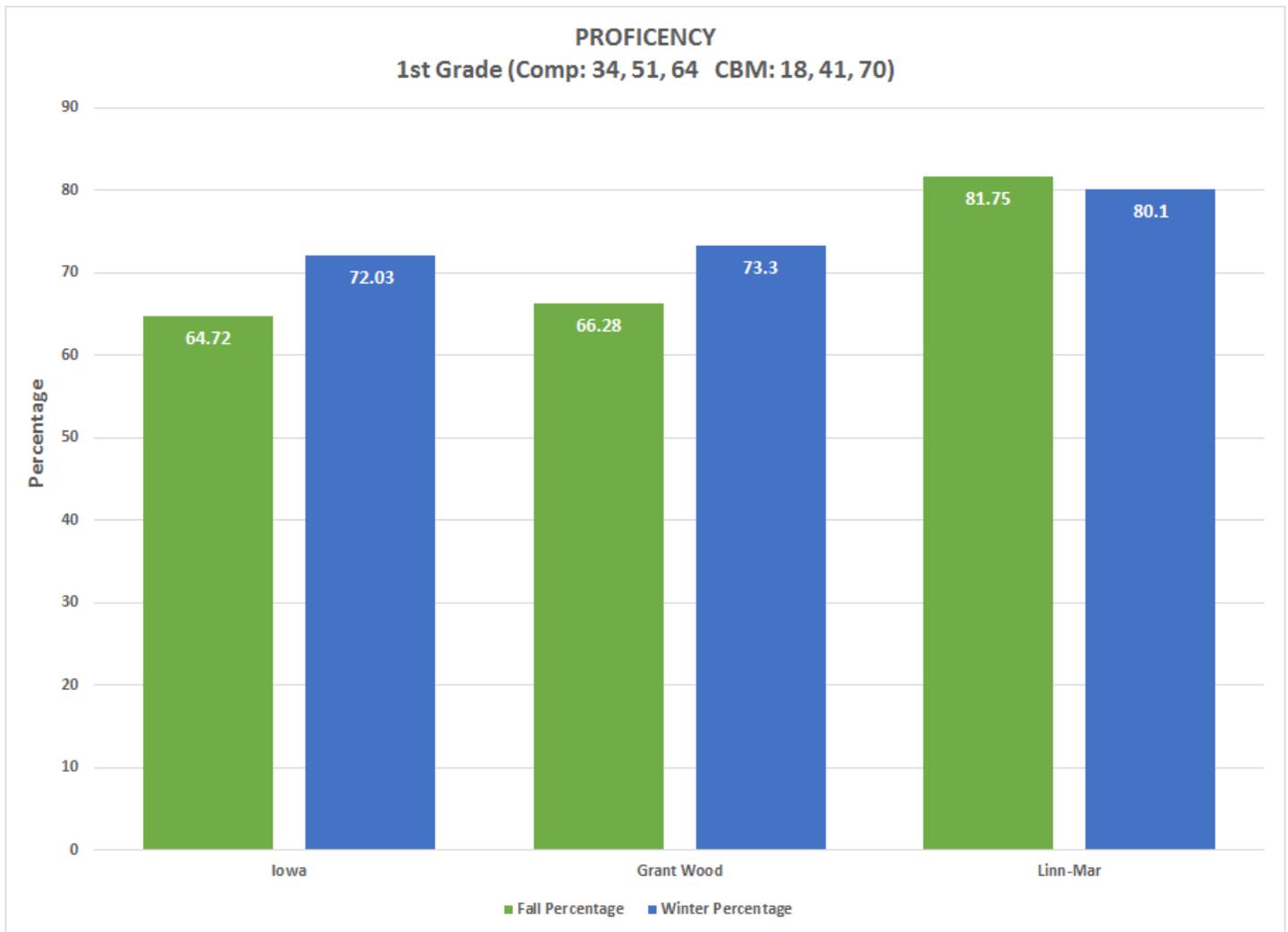
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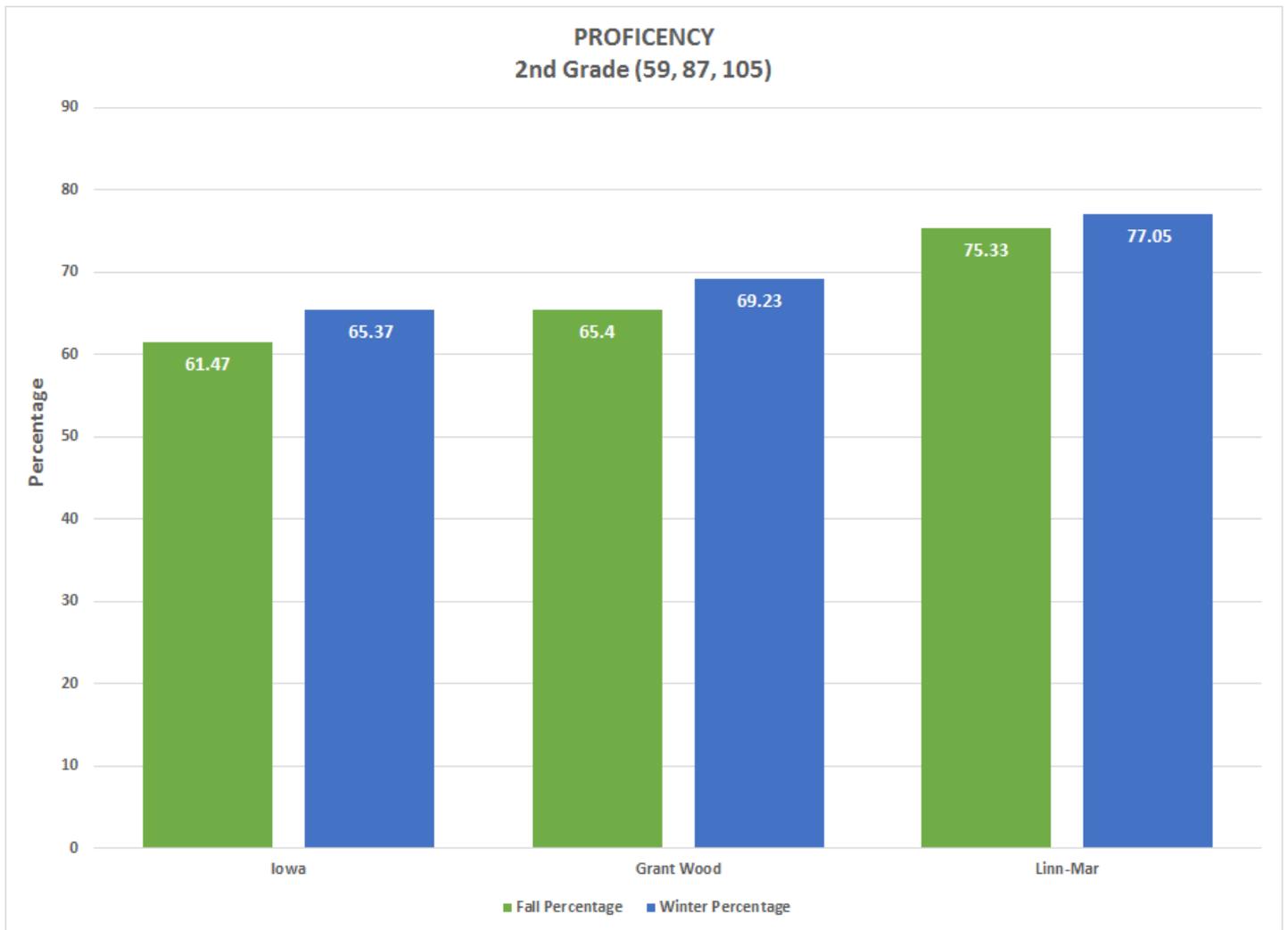
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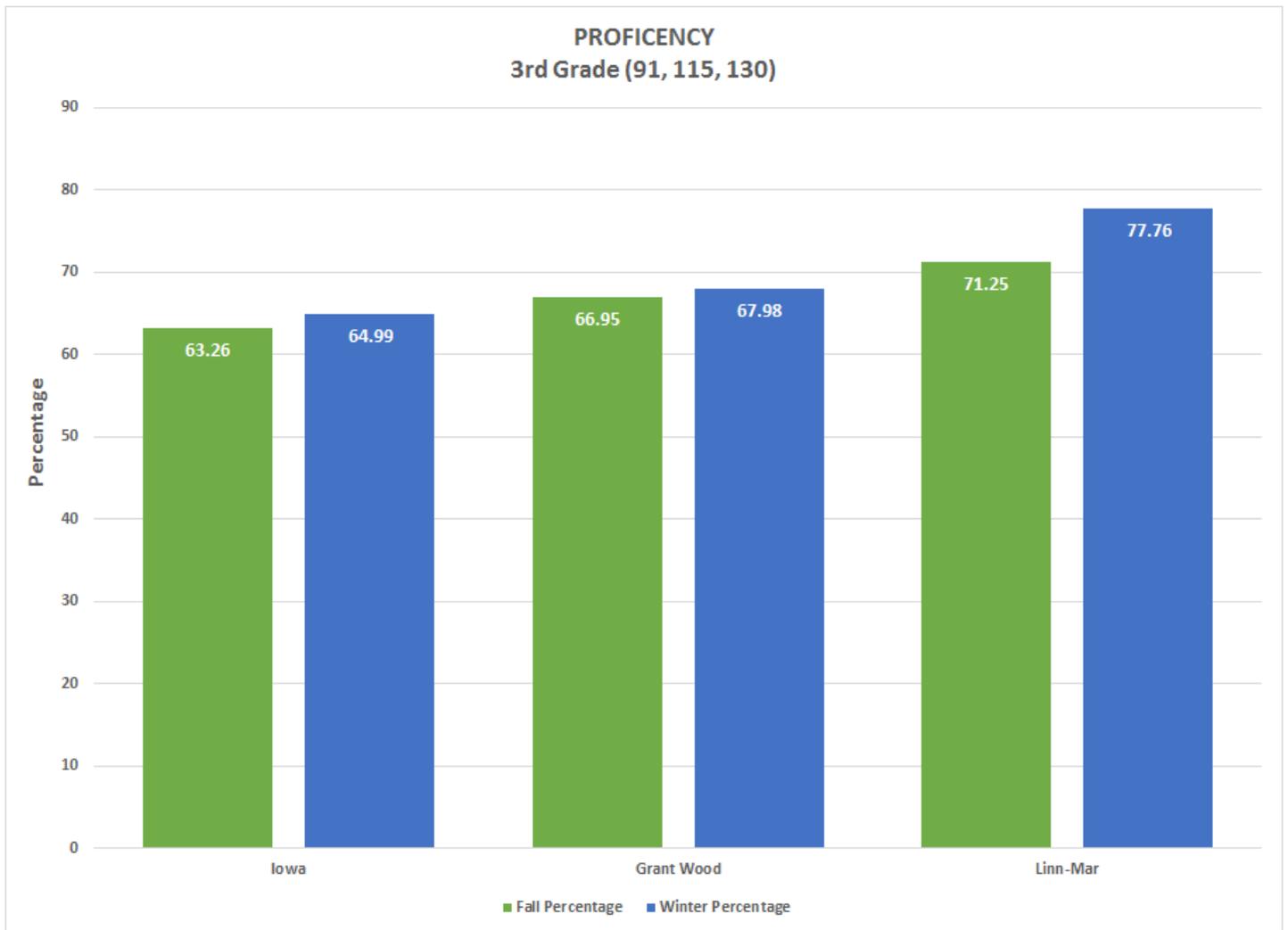
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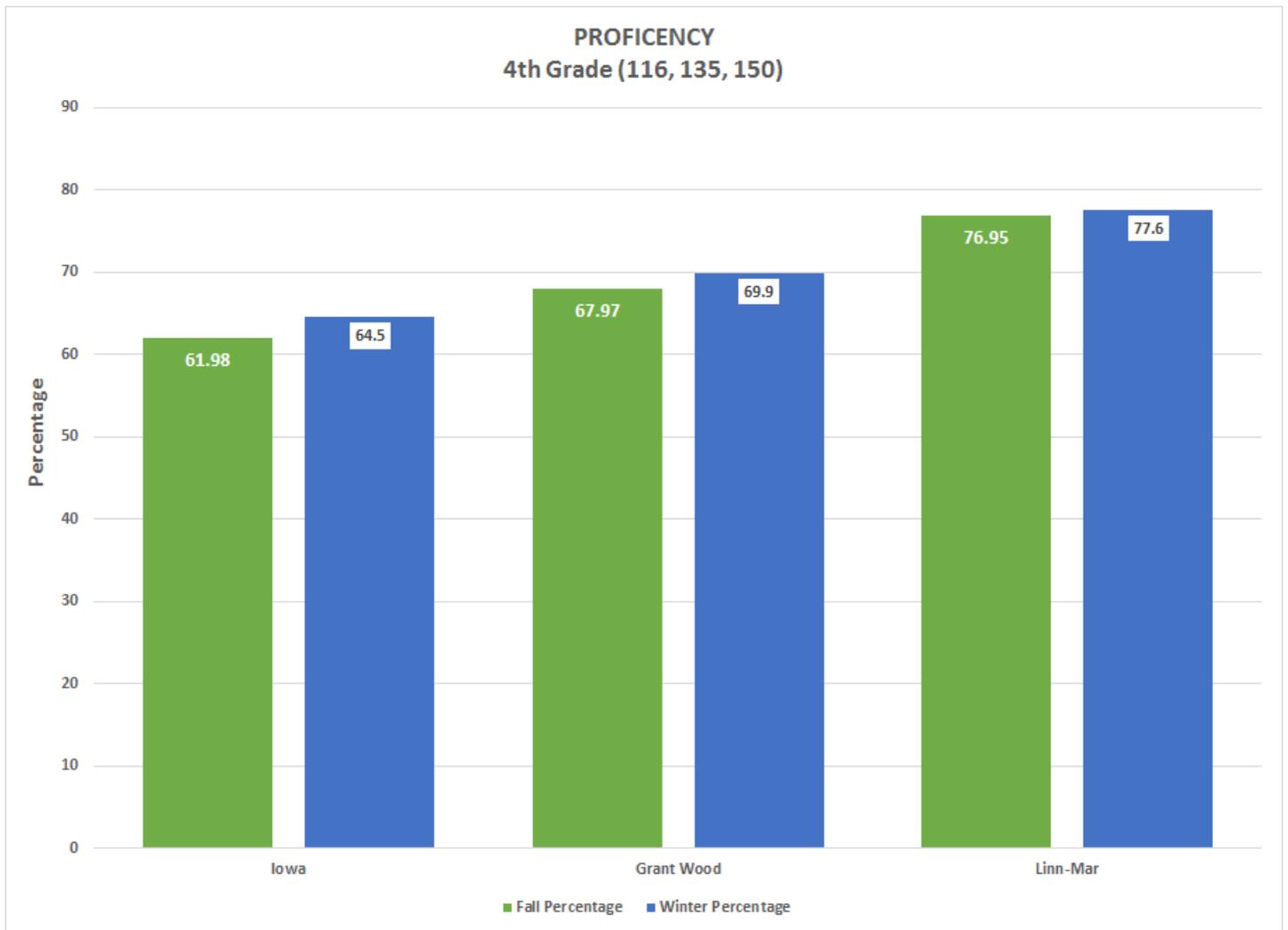
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