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Administration Report - August 29, 2016

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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. Prepare for anticipated 2016-17 implementation of Next Generation Science Standards
4. Prepare for anticipated implementation of Iowa School Report Card

ACT Results: We are pleased to announce the results of the ACT scores for the 2015-16 school year. There were 329 students that took the test last year. The Composite Total for Linn-Mar students was 24.8. The Composite Total for the State of Iowa was 22.1. This Composite Total is the highest ever at Linn-Mar! Congratulations to our students and staff for this impressive accomplishment! Scores in each individual test category increased as well. The specific scores for Linn-Mar students, as well as the State averages, are listed below:

Test Area	Linn-Mar	State
English	23.9	21.4
Math	24.6	21.4
Reading	25.3	22.7
Science	24.9	22.1
Composite	24.8	22.1

NAEP Assessments: Every year across the country select schools are chosen to participate in the National Assessment of Educational Progress (NAEP). This year three Linn-Mar schools were identified for this assessment. Wilkins Elementary, Excelsior Middle School, and Oak Ridge Middle School will be giving this national assessment in reading and math. This assessment is different than the other assessments we give because we do not receive any results back from the Department of Education after the testing is complete. NAEP is used as a common measure of student achievement across the country and is used to inform education policies and practices. The results are released as part of The Nation’s Report Card.

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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

High School Project:

- North administrative offices, classrooms, commons, four corners, and exterior portion of the remodeling project are complete with only punch list items remaining.
- South administrative offices, classrooms, commons, and exterior portion of the remodeling project are 95% complete. Areas that remain include the hallway beside the weight room/fitness area which needs VCT tile and the concession stand needs ceiling, lights, and a new coat of paint.
- Former media center is complete with only punch list items remaining.

Phase 2 of High School Remodel:

- Former weight room remodel is underway. This area will receive restrooms and three classrooms. Plumbing for the restrooms is underway and will be completed on August 27th.
- South first-floor and second-floor classroom remodel work has started with demo. Two rooms on the first floor and two rooms on the second floor will start this area's remodeling. These classrooms will receive new ceiling, lights, flooring, mechanical units, and wall paint.
- Remodeling of the former administrative office area by the little theatre will be remodeled into a health center. Athletic training room will have a facelift (ceiling, lights, flooring, and paint) will start in December.
- All areas are to be completed at the end of December.

Oak Ridge Middle School:

- *Work on the cafeteria* remodel continues with windows installed, mechanical units installed, and electrical completed.
- Painting of the new area started on August 23rd and once completed temporary walls will be removed and flooring tile installed.
- Project is on schedule to be completed in early September.

Westfield Elementary:

- New boilers are installed and have been started.
- All walls of the project are complete and room truss work has started.
- Work continues on roof drains and will finish with the completion of the roof work.

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Strategic Goal #3: Staff Development – Performance Measures

Workers Compensation claim history	Teacher Quality course offerings/participation
Teacher Leadership	Affirmative Action Plan
Current/future professional development	Technology Survey (BrightBytes)

Next Steps/Strategy – Staff Development

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

TQSA Course Offerings: Linn-Mar will once again offer a wide range of professional development classes for our certified teachers under the Teacher Quality and Student Achievement (TQSA) program in the State of Iowa. This year 103 different courses are available for teachers to sign up for and participate in. Linn-Mar teachers have the option of choosing which of these 103 courses is the right fit for them as an educator. Each course is also taught by a Linn-Mar teacher, so this is a wonderful opportunity to learn from our own experts across the district!

Linn-Mar High School Handbook Updates: All changes and updates in the LMHS Student Handbook for the 2016-17 school year are highlighted below. Most of the changes and updates reflect names, locations, or dates as needed. During the 2015-16 school year the Student Advisory Councils reviewed and provided feedback on the different sections in the handbook.

- General Information Section:
 - Bus Service: has been updated to reflect the new district requirement for grades 11 and 12 to complete a request form if wanting to ride the bus.
 - Canine Inspection: now reads grounds (including parking lots) instead of building inspections to reflect that routine canine inspections of the building and grounds has been taking place for 18 years.
 - Commons Areas: added stating purpose, expectations, and locations within the building.
 - Media Center: term is no longer used as media is to be brought to all commons areas throughout the building.
 - Doors (Entry to Building): added to designate student and visitor entrance at doors #3 and #13, only. Expectations also stated for not opening outside doors for others or propping open doors at any time.
 - Guidance Services: updated with new location of the College and Career Center and to reflect personnel changes.
 - Date changes have been made to reflect the calendar for the 2016-17 school year.
 - Social Media: updated to include that usage of social media in the Learning Center will be made on an individual student basis by those overseeing the Learning Center.
- Academic Planning Section:
 - Family Connection: term replaces Naviance.

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- Activities Section:
 - Academic Eligibility: wording updated to clarify the period of ineligibility if a student receives an F+ or F grade. The policy is not affected or changed; has and continues to follow Board policy.
- Attendance Section:
 - Concurrent Courses: added stating that students enrolled in a Kirkwood Community College course for concurrent credit will follow the Kirkwood attendance policy for the particular course.

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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

Strategic Plan:

The work session on August 29th focused on future facility needs with a primary discussion point being whether or not Linn-Mar should stay as we are currently structured or move towards restructuring. The restructuring plan would look like this:

- Elementary = K-4
- Middle School = 5-7
- Transition = 8-9
- High School = 10-12

Regardless of the outcome of the discussion at the work session, we are committed to a community engagement process to outline the process, rationale, and next steps for the decision. We will conduct joint PTO meetings (September 6th & 8th), community engagement forums (September 19th), Saturday Coffee Conversations (September 10th), Parent Advisories (September 13th & 14th) and teacher Dine Around opportunities for face-to-face feedback. We will solicit digital feedback through the Thoughtexchange survey process. The following is a tentative timeline:

- Planning (Now until 9/1): Establish timeline, determine targets for public invitations, build excitement and awareness through communication (social media, heads up email, etc.), approve messaging, gather email contacts, etc.
- Share Step (9/2 through 9/11): Invite participants through email (and links) to share their thoughts to our questions.
- Moderating (9/12 through 9/13): Editing and clean-up
- Star Step (9/14 through 9/21): Participants will again be invited by email to prioritize thoughts by assigning stars.
- Analysis (9/22 through 10/2): Thoughts and ideas will be reviewed by our team of analysts. Themes and graphics will be created to assist in developing understanding of the results.
- Discover (10/3-onward): Reports and results will be shared with identified focus groups and then out to the broader community. Reports and results can be customized for both internal and external use and shared through the website.

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Open Enrollment Guidelines: The question was brought up at the August 15th board meeting in regard to the Open Enrollment criteria for late requests. Any Open Enrollment request that is made after March 1st of the previous school year has to meet one of the State-determined criteria listed below to be considered “good cause”; each of these conditions had to have occurred after March 1st:

- Change in district of residence due to: move, change in marital status, foster care, adoption, or treatment program;
- Participation in foreign exchange program;
- Failure of negotiations for reorganization or whole grade sharing;
- Loss of accreditation or revocation of a private or charter school;
- Severe health need; or
- Pervasive harassment.

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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

Finance/Audit Committee Update:

- The committee reviewed the following contracts that are included on the Board’s consent agenda:
 - AgVantage FS Energy - This contract guarantees a \$0.96 price per propane gallon for the next year.
 - High School Construction Change Order in the amount of \$47,731.22- Brings the total amount of change orders for the project to \$472,070.55. Budgeted contingency for the project is \$500,000.
 - High School Kitchen Change Order in the amount of \$3,890.
 - Contract with Hand in Hand for partnering in Statewide Voluntary Preschool Program - Maximum allocation to Hand in Hand is \$250,034, which is based on their 4-year old student count from October 2015.
- The committee viewed the new GovDeals site showing the assets the district is currently in the process of selling. Many of the items viewed have received multiple bids. Any costs (e.g. payment processing fees, admin fees, etc.) associated with selling the assets are passed onto the buyer.
- Certified Annual Report (CAR), Transportation Report, and Special Education Supplement are works in progress and will be completed by the State deadline of September 15th. The goal is to have all of the reports completed and ready to be presented to the Board at their September 12th meeting.
- Business Office Update:
 - New Accounts Receivable/Payroll Assistant will start after Labor Day.
 - The start of school required a lot of time spent assisting families with processing registration/other fees.
 - Student Activity Guidance - We have met with administrators and the majority of teachers/sponsors in the Fine Arts Department and will begin working on a plan, including communication, moving forward.
- Capital Projects Update - Refer to page 2 of the Administration Report.

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- Committee reviewed “fast facts” about the district’s Transportation Services and Nutrition Services:
 - Transportation:
 - 73 staff
 - 71 vehicles (60 buses including 8 propane)
 - 49 routes
 - Approximately 600,000 miles driven annually
 - Provide seats for approximately 3,900 eligible students
 - Approximate \$2.7 million expenses (General Fund and PPEL)
 - Nutrition
 - 73 Staff
 - 10 locations (with 7 production kitchens)
 - 7% breakfast participation and 66% lunch participation
 - 20.9% free and reduced meal eligibility
 - Approximate \$3.3 million budget
- The committee saw a preview of the future facilities options and associated funding presentation that will be discussed at the Board work session on August 29th.

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Achievements and Honors:

Writing Achievement: Congratulations to Brady Barry, son of Teacher Leadership Program Coordinator Debra Barry, for being named the first place winner of the KCRG TV-9 Annual Summer Writing Contest. Brady is a 3rd grader at Linn Grove Elementary. [Click here](#) to read the full news report!



Linn-Mar High School Honor: The LM High School was recently ranked 402 in Newsweek's high school rankings report for 2016. High schools were assessed on various data points to determine their overall success in preparing students for their college careers. [Click here](#) to read the full report.



Welcome New Teachers: The district welcomed 20 new educators on Monday, August 15th. Eight of the new teachers will be at the elementary buildings and the middle schools and High School will each have six new teachers. Welcome to Linn-Mar!