THE JOSEPH SEARS SCHOOL

KENILWORTH SCHOOL DISTRICT NO. 38

To: Dr. Kelley Kalinich, Superintendent

From: Kendra Wallace, Principal

RE: Principal Report

Date: November 13, 2014

1. **MAP (Measure of Academic Progress Results (Assessment) and Dr. Tony Frontier (Professional Development)**
    a. MAP results are mailed with test information and letter assisting parents and families in reading the results.
    b. Dr. Tony Frontier was at The Joseph Sears School on November 5th and 6th. He provided powerful insight into the results rendered from the MAP testing, its superior ability to drill down and provide usable data over the IOWA and shared the value of the different measure we could use to give us valued information on our scholars.

2. **Master Schedule Examination and Planning**
    a. Committee meeting twice a month
    b. Adjusted our timeline (attached)
    c. Full work day on December 2

3. **Veterans Day**
    a. Lunch held with 5th graders and a second with Junior High. Veterans and students ate lunch together in classrooms with an opportunity for students to ask questions and engage in conversation. Event went well and the hope is to replicate and expand for next year.

DR. KELLEY M. KALINICH, SUPERINTENDENT DR. CRYSTAL S. LEROY, BUSINESS SERVICES AND HUMAN RESOURCES MANAGER
MRS. KENDRA N. WALLACE, PRINCIPAL MS. JULIA R. JONES, DIRECTOR OF STUDENT SERVICES

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	Focus	Status
September *An example of a non-negotiable would be two uninterrupted 60 minute blocks of instruction in an Elementary day, 30 minutes of PE and a 40-60 minute block for planning.	⑥ Identify committee/focus groups ⑥ Identify core values of Sears ⑥ Elementary non-negotiable* ⑥ Junior High Non-negotiable* ⑥ Board of Education ⑥ Curriculum non-negotiable* ⑥ Structure non-negotiable ⑥ Establish critical questions/asks to examine any potential schedules ⑥ Define Core vs. Elective vs. Enrichment	• Committee has been identified: • Team Coordinators and KEA representative • Utilize the school vision statement and Board Policy on education • Continuing to work on the core value piece • Identified "time" as a need • Utilizing Board Policy to identify Core vs. Elective • Structure non-negotiable – is we are bound by the contract and the negotiated internal minutes. We can shift into a "schedule" that once negotiated will expand. • 40 minute lunch seems to be amenable to most people at the table.
October	⑥ Identify impact factors ⑥ Identify obstacles ⑥ Begin community forums. ⑥ Collect data and input from multiple sources ⑥ Continue to get feedback from the Board	⑥ Begin to identify impact factors: number of electives, what can fit into a school day, shared staff, RTI, support ⑥ Obstacle: Consistent message, parents, lunch, contract, community and consistent message ⑥ Cohorts are collecting data that we are compiling at our Team Coordinator Master Schedule meetings. ⑥ Have shared once at Education Committee and once at the main Board. ⑥ Scheduled our December retreat

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November	⑥ Research school bell schedules and structures that will allow us to meet the majority if not all non-negotiable items deemed in line with our mission/vision ⑥ Identify resources and internal capacity and seek support if needed. ⑥ Develop one or two Bell Schedule that will enable us to meet the majority if not all non-negotiable items deemed in line with our mission/vision ⑥ Begin campus forums ⑥ Begin parent forums ⑥ Begin student forums ⑥ Have focus groups around the schedules ⑥ Begin community forums. ⑥ Create surveys around key components and collect data	⑥ Identifying bell schedule options ⑥ Different needs between Elementary and JH, but Elementary has expressed desire to have a consistent schedule. ⑥ Integration of band/orchestra/choir into the school day ⑥ Global Learning – what does it mean to have a diploma from Sears – big ? ⑥ Core 5th and 6th grade? Core 5th – concern about pushing a challenging 5th grade schedule into an elementary day. Lots of "things" being pushed into their program. Feedback from 6th is they would like to see students more prepared for transition. ⑥ Will begin to schedule student forums in November and into December ⑥ Will host parent meetings in December after the December 2 meeting ⑥ Learning lunches to meet with teachers to look at scheduling options ⑥ Look at draft schedules and options ⑥ Need to come up with the questions that this master schedule will answer.
December	⑥ Make determinations about schedules feasibility ⑥ Present alternate schedules and	**December 2 – Master Schedule Meeting** **Target:** 1) Solidify standards for the schedule, 2) Identify 1-3 Bell Schedule Options, 3) Create document for presentation to parents and staff, 4) Next

	⑥ Present schedules and rationale to community	steps
January/February	⑥ Bring to staff for vote if schedule impacts the minutes – otherwise informational and hopefully consensus building ⑥ Take to school Board for a vote ⑥ Revisit and revise as necessary. ⑥ Begin to create the Master Schedule within the bell schedule ⑥ Work with director of students services to identify course offerings for SY 2014-15	
March	⑥ Identify staffing impacts of new master and notify staff ⑥ Identify space and resource impacts of new master ⑥ Identify change in work conditions of new master, for whom, etc.	
April	⑥ Design master schedule to meet demands and proposed to align with student demographics. ⑥ Post Master Schedule internally and course offerings.	