

Piedmont Unified School District

2008/2009 DISTRICT GOALS

ACTION PLAN

Educational Program ✦ School Environment ✦ Communications ✦ Financial Management ✦ Facilities Planning & Management

Vision & District Priority

Students come first in our school district. Of all the goals listed below, the Educational Program Goal stands alone in being the District's top priority and central to our work as a public school system.

Overarching Goals 1

Educational Program

Cultivate a learning community where students are engaged in their learning, strive for excellence, and are supported to achieve to their fullest potential.

Specific Goals

Provide and maintain a breadth and depth of learning opportunities for all students.

Evaluate and make recommendations as appropriate on how to continue to improve the quality of the:

- Math Program (e.g., PHS course offerings and adoption, and K-5 Everyday Math implementation)
- K-12 English Language Arts Program
- Early Intervention Programs
- Student Assessment Practices
- Use of Technology in Classrooms

ACTIVITY	PERSONNEL	TIME FRAME
K-5 Everyday Math Implementation Plan presented to the Board on August 24, 2008 and posted on District website. Includes: <ul style="list-style-type: none"> • Parent Information nights • Staff Development for all staff • Training for Everyday Math teacher-mentors • Board presentations on progress 	Dr. Jamie Adams, Elementary Principals Teachers	2008-09 – see details of plan on web
Develop process and timeline for review of K-12 Language Arts program and materials adoption. Post timeline on District website	Dr. Jamie Adams, Administrative Team	Spring 2009

Educational Program

Specific Goals Cont'd

ACTIVITY	PERSONNEL	TIME FRAME
Develop schedule to complete the 9-12 math curriculum review	Dr. Jamie Adams, Randall Booker, PHS Math Department	Present plan to the Board in January 2009
Review implementation of early intervention programs and support services such as Reading Resource, EL program. Staff to develop recommendations for next steps for 2009-10 school year.	Dr. David Roth, Dr. Jamie Adams, Administrative Team	2008-09
PHS/MHS explore expansion of ROP class offering	Randall Booker PHS Principal	January 2009 for 2009-10 school year
Review course pathways in math for students to implement maximum flexibility for students as they progress through the grades/program. Publicize pathways in student agendas at PHS/MHS/PMS and post on site websites.	Dr. David Roth, Principals	September 08 – January 09 PHS/MHS in anticipation of development of course offerings for 2009-10, September – review/addition/offering of courses to serve students with advanced skills at Middle and High School
Expand process of analysis of standardized test data such as STAR, SAT, ACT, AP to inform District practices to improve teaching and learning. Include cluster group item analysis, longitudinal study of student scores through the years, comparative data from comparable districts.	Dr. David Roth, Administrative Team, Teachers	2008-09 and beyond - report to Board in November 2008 and May 2009 on status and recommendations for next steps
Review current assessment practices in the District K-12. District developed assessment data will be used in conjunction with standardized test data to measure student achievement. Long term goal is to develop/maintain common assessment tools and to use standardized tests data to inform teachers for the improvement of teaching and learning.	Dr. David Roth, Dr. Jamie Adams, Administrative Team, K-12 Teachers	2008-09 - review practices and implement a minimum of one common assessment tool in math K-6 and by math department/subject 7-12. Review data from assessments prior to beginning of 2009-10 to inform teachers regarding student achievement in math. Continue process over next several years to implement best practices in the analysis of a variety of student data to improve teaching and learning for all students.

1 Cont'd

Specific Goals Cont'd

Educational Program

The Board, teachers, administrators, support staff, students, parents, and the community will work in partnership with one another to support continuous improvement of the quality of the K-12 educational program.

ACTIVITY	PERSONNEL	TIME FRAME
Continue to implement District Technology Plan. Review use of technology software applications in the classroom, libraries and computer classes in the District.	Dr. David Roth, Site Technology Coordinators, Principals, Teachers, Librarians	2008-09
Administer surveys to stakeholders for feedback for identification of best practices and perceived areas for growth.	Supt. Hubbard, Dr. David Roth, Site Principals	Spring 2009
Coordinate opportunities for the various stakeholders in the District to learn from each other about the educational program.	Dr. David Roth, Site Principals, Karen Gnusti, Dr. Jamie Adams, Supt. Hubbard	2008-09 school year schedule of meetings. Site Council, Curriculum Forum, Parent Clubs, GATE Advisory, District English Learner Committee, Budget Advisory Committee, Board Meetings are examples of opportunities for parents and community to participate. When possible, the schedule of the meetings to be varied for maximum opportunities for staff, parent and community participation. Schedules for District-wide meetings are posted on District website, site-level meetings are listed in newsletters and on site websites

Provide a comprehensive professional development program to support teachers in addressing a broad spectrum of student learning needs in desired focus areas, including differentiated instruction methods.

Provide professional development opportunities in differentiated instruction including GATE and content-specific classes at the secondary level	Dr. David Roth, Administrative Team	2008-09 – staff development days, articulation days, collaboration time, outside workshops
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Educational Program

Specific Goals Cont'd

ACTIVITY	PERSONNEL	TIME FRAME
<ul style="list-style-type: none"> • Three certificated professional development days topics include: implementation of Everyday Math, differentiated instruction, articulation between grades, standards review. • Visitation by administrative and teaching staff to explore and observe best practices in comparable districts. • Staff will be provided information and funding support for participation in workshops on GATE certification. • Special Education staff participates in curriculum workshops to support student access to core curriculum. Classified staff provided training during school year on techniques to support students and teachers in the classroom. • Math Solutions and Lucy Calkins writing workshops in second year in Elementary and Middle schools. Provide new teacher support through implementation of BTSA program. • Administrative staff participate in a staff development program to implement the Professional Learning Communities model. 	<p>Dr. David Roth, Administrative Team</p> <p>Dr. David Roth, Dr. Jamie Adams, Principals, Teachers</p> <p>Superintendent Hubbard Dr. David Roth Asst. Supt. M. Brady Dr. Jamie Adams</p>	<p>August 2008-June 2009, detailed plan of activities to be provided to Board October 2008</p> <p>Fall 2008</p> <p>Timeline: 2008-09 participate in staff development to build consensus to implement a comprehensive plan to support a continuous improvement model as a District.</p>

Through the 'Categorical Program Monitoring' (CPM) process, conduct a self evaluation of the District's categorical programs, and make recommendations as appropriate on how to continue to improve program quality (including the Gifted and Talented Education Program).

<p>Perform a self-study as required by the Categorical Program Mandates process required by the State. Piedmont not scheduled for a visit from the State in 2008-09 to review programs. The self-study to be used for District personnel to identify areas on compliance, non-compliance and recommendations for program improvements in categorical programs.</p>	<p>Karen Gnusti, Administrative Team</p>	<p>2008-09 report to the Board on findings of self-study, April 2009</p>
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School Environment

Provide a safe and healthy learning environment that promotes responsible citizenship, self-discipline, personal responsibility and resilience, compassion, and mutual respect.

Specific Goals Cont'd

Monitor, raise awareness, and address student issues (behavior, substance abuse, and stress) that warrant attention.

ACTIVITY	PERSONNEL	TIME FRAME
Continue intervention/prevention activities at Secondary level such as the Every 15 Minutes assembly, Date Rape Prevention assemblies, Nightmare on Puberty Street, Tobacco Use Prevention Education assemblies, Let's Get Real assemblies about bullying, peer mediation and peer educators, review of Board Policy and Administrative Regulation 5145.3 "discrimination/Hazing/Harassment (Including Sexual harassment, Intimidation, Bullying, and Cyber bullying", breathalyzer practices at High School events, discipline rules and regulation reviews at PMS, Parent Education forums, support of PPN groups. Clarify practices and expectations to students and parents in all written communications including information posted on site websites.)	Randall Booker, Rich Kitchens, Karyn Shipp, Jeanne Donovan, Dan Bonnin, Brooke Zimmerman	August 2008-June 2009
Collect data on suspension, behavior referrals to identify emerging patterns	Supt. Hubbard, Principals	August 2008-June 2009 – provide reports to the Board as needed
Collect data on services provided by the Wellness Center while maintaining confidentiality of students/families	Brooke Zimmerman	2008-09 – report to the Board in Spring 2009
Conduct biennial Healthy Kids survey	Brooke Zimmerman, Principals	Spring 2008, report results in Fall of 2009 when released by Alameda County

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School Environment

Specific Goals Cont'd

ACTIVITY	PERSONNEL	TIME FRAME
Coordinate with PHS/MHS students and staff and Piedmont Police Department to eliminate litter in and about the school campus and Community park	Randall Booker, Rich Kitchens, Karyn Shipp, Dr. Jamie Adams, PHS/MHS Students	2008-09 written report on strategies to be provided to the Board October 2008

Improve and coordinate where appropriate the nutrition/food programs at the elementary and secondary schools.

Principals to coordinate with Parent Clubs at each site the delivery of nutrition/food programs	Principals, Parent Club Presidents, Superintendent Hubbard	2008-09
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Support and coordinate (where appropriate) green efforts throughout the school district.

Board representatives to serve on City Task Force	Rick Raushenbush, Bob Houser	2008-09, Rick to provide updates to Board, coordinate Task Force recommendations with Michael Brady
Coordinate with City, Stopwaste.org and site "Green Teams" efforts to reduce waste and improve recycling efforts at sites. Recognize that this is an educational process that will require years to implement and change behaviors/practices	Asst Supt. Michael Brady, Principals, APCP	2008-09
Continue to reduce energy use and advance green initiatives where feasible within resources and budget limitations	Everyone	On-going
Develop Board Policy on Sustainability in the construction and modernization of school facilities	Superintendent Hubbard	First reading targeted by December 2008

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Communications Practices

Build and improve upon interactions and communication practices among students, staff, and community, in order to support a constructive partnership between the schools and families.

Specific Goals Cont'd

Enhance school to home communications (student packets, school bulletins, e-mail distribution, on-line registration, District newsletters, school & District websites).

ACTIVITY	PERSONNEL	TIME FRAME
Maintain up to date District website (www.piedmont.k12.ca.us) with easily accessible information. Post Board agenda back up materials and minutes, Curriculum Forum, GATE, DELAC and other District-wide meeting announcements and recap/notes, post calendar event changes as notified by sites/ organizations	Asst. Supt. Michael Brady, District Web-Master, Administrative Team	On-going 2008-09
Implement on-line registration and enrollment process. Improve on the established on-line registration protocols begun the last year to address "glitches" in system including coordination with support groups	David Roth, Michael Brady, Randall Booker, Jeanne Donovan, Julie Valdez, Maureen Rhodin, ACP Fund Raiser Coordinator	2008-09
Distribute District newsletter twice a year	Superintendent Hubbard, David Roth, Jamie Adams, Michael Brady	Target October 2008 and March 2009 for distribution
Electronic distribution of site newsletters to parents	Site Principals, Technology Coordinators	2008-09

Encourage student-teacher and teacher-family interactions (tutorial time, parent teacher conferences, special meetings) to support growth in student achievement.

Continue back-to-school, parent conference, student performance, extra-curricular opportunities in place. Improve communication/scheduling of events for maximum participation by posting on websites, notices home and media announcements	Administrative Staff, Support Clubs	2008-09
Schedule family math nights at elementary schools	Dr. Jamie Adams, Elementary Principals	September 23, 2008, January 21, 22, 2009 – tentative, March 2009 date to be determined
Maintain after school tutoring support at sites	Principals	2008-09 See site web for site-specific opportunities available

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Specific Goals Cont'd

Communications Practices

Provide appropriate venues for staff and parent/community interactions, and parent and community input on school and district matters. Establish clear expectations as to how the input will be used in school and Board decision-making.

ACTIVITY	PERSONNEL	TIME FRAME
<p>Continue community process that began with the Curriculum Council in 2006-07. Establish a Curriculum Forum with the goal to inform and discuss areas for continuous improvement in the K-12 math program to continue through 2008-09. Language Arts discussions to begin no later than fall 2009. Parents with concerns about their individual student's achievement are directed to their child's teacher. Communication regarding the Curriculum Forums will be posted on the District website.</p>	<p>Dr. Jamie Adams, Administrative Team</p>	<p>2008-09 - Four meetings scheduled: October 23, 2008 7:00-9:00pm, January 29, 2009 3:30-5:00pm, March 26, 2009 7:00-9:00pm, May, 28, 2009 3:30-5:00pm</p>
<p>Focus curriculum discussions at the site level through staff meetings, math department and grade level articulation, School Site Councils and parent meetings. Site Council and Parent meeting agendas and recap of meetings to be posted on website. Coordinate discussion topics to District-wide meetings such as Curriculum Forum, GATE Advisory and DELAC as appropriate</p>	<p>Principals</p>	<p>2008-09</p>
<p>Schedule Gate Advisory Meetings and Parent Information Nights as part of the implementation of the first year of the State-approved three year GATE plan</p>	<p>Dr. David Roth, Administrative Team</p>	<p>2008-09 - GATE plan on District website meetings scheduled: October 14, 2008, February 4, 2009, May 12, 2009 3:30-5:00pm, Parent Information Nights: December 8, 2008, March 31, 2009 7:00-8:30pm</p>
<p>Continue Budget Advisory Committee (BAC) meetings. Conduct approximately monthly meetings to keep all stake holders informed of the status of the District's General Fund budget. Budget Advisory Committee to discuss and report recommendations for budget priorities in the development of the District budget. Meeting schedule on website, public invited</p>	<p>Superintendent Hubbard</p>	<p>2008-09</p>
<p>Upon request of Board, schedule topic specific meetings such as calendar development information night</p>	<p>Board, Superintendent Hubbard</p>	<p>2008-09</p>
<p>District Goal development timeline as approved by the Board to be posted on website</p>		
<p>Board Meetings – Regular Board meeting agendas posted on District website</p>	<p>Superintendent Hubbard</p>	<p>2008-09</p>
<p>Conduct Parent Education Forums at PHS/MHS on student academic and support services</p>	<p>Randall Booker, Dr. Jamie Adams, Brooke Zimmerman</p>	<p>2008-09</p>

4

Financial Management

Closely monitor and manage District finances in order to sustain educational program priorities over the long term.

Specific Goals Cont'd

ACTIVITY	PERSONNEL	TIME FRAME
Maintain District long-term fiscal health by closely monitoring: budget revenue from State, Federal and local sources; enrollment patterns; spending practices for one-time funds versus on-going funds; analysis of multi-year projections at interim reports; working closely with Alameda County Office in the monitoring of the District's funds	Superintendent Hubbard, Asst. Supt. Michael Brady	2008-09
Closely monitor all Measure E expenditures. Provide quarterly reports to the Board and Citizens' Oversight Committee on expenditures. Provide periodic updates on overall Program Budget as well as project budgets.	Asst. Supt. Michael Brady Superintendent Hubbard	2008-09
Maximize receipt of State Funds to augment Measure E	Asst. Supt. Michael Brady Superintendent Hubbard	2008-09

Support the District's major program budget priorities to:

- **Attract and retain a quality professional staff through fair and competitive compensation.**
- **Provide a breadth and depth of student learning opportunities.**

Continue Interest-based bargaining approach to negotiations with Certificated and Classified staff. Commit to minimum compensation levels as early as possible	Constance Hubbard, Superintendent Michael Brady, Asst. Superintendent Richard Kitchens, Asst. Principal. PHS	2008-09 periodic updates provided to Board as required
Support current level of program offerings in budget development. Limit expansion of program footprint to addressing District goals and keeping within current funding or with identified stream of revenue sufficient to support the program	Board, Superintendent Hubbard, Asst. Supt. Michael Brady	2008-09

Identify co-chairs to manage the School Parcel Tax Campaign, and provide program and budget information necessary to assist the advisory committee in developing recommendations to the Board.

4 Cont'd

Financial Management

Specific Goals Cont'd

ACTIVITY	PERSONNEL	TIME FRAME
Chairs, Sarah Pearson and Terry London, have been approved. Schedule meeting with Larry Tramutola to discuss Parcel Tax election, campaign tax amount and duration. Conduct campaign and schedule election. Complete all necessary requirements per the Registrar of Voters. Conduct public information forums and provide assistance to Parcel Tax campaign volunteers	Board, Superintendent Hubbard Asst. Supt. Michael Brady	August 2008-June 2009

Secure categorical program funding by satisfying State requirements delineated in the 'Categorical Program Mandates' (CPM) "audit" process.

Review findings of self study including recommendations	Superintendent Hubbard	April 2009
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When piloting new programs, maintain the financial "foot print" of the current K-12 program.

Limit expansion of program footprint to addressing District goals and keeping within current funding or with identified stream of revenue sufficient to support the program	Board, Superintendent Hubbard, Asst. Supt. Michael Brady	2008-09
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Facilities Planning and Management

Maintain and improve the long-term safety, accessibility, usability, and value of our school facilities within budget limitations and in collaboration with the City of Piedmont.

Measure E:

Minimize disruption to the educational program (to the extent possible).

Coordinate construction schedule with staff students and parents to minimize disruption by: construction management providing alternatives to delivery of services and associated costs (financial and human); District and Principals work with staff, parents and students to develop alternatives; Superintendent to make recommendation to Board for approval	Supt. Hubbard, Asst. Supt. Brady, Principals	2008-09 Havens and PHS 2009-forward per construction schedule to be determined
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Facilities Planning and Management

Specific Goals Cont'd

ACTIVITY	PERSONNEL	TIME FRAME
Maintain District website (www.pusdbond.org) with up to date information	Asst. Supt. Michael Brady	2008-09

Transition Measure E management responsibilities from District administration to consulting team.

The transition of responsibilities cannot be developed until the Measure E Program Budget is presented and approved by the Board. The oversight of Measure E requires significant oversight by District Administration	Asst. Supt. Michael Brady, Superintendent Hubbard	Update after October 2008
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Manage the decision-making process, maximizing efficient use of funds and minimizing the impact of inflation over time.

District staff and consultants to bring recommendations for Board approval to keep projects moving forward	Superintendent Hubbard, Asst. Supt. Michael Brady, Consultants, Board of Education	2008
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General Facilities Management:

Review facilities use priorities in response to the community requests for additional access to District facilities.

Schedule a Board workshop on facilities use procedures and history	Superintendent Hubbard, Asst. Supt. Michael Brady	2008-09 Board to provide direction to staff for implementation of next steps for 2009-10
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Revise the 5-Year Plan for Deferred Maintenance to ensure appropriate interface with Measure E projects/budget .

Revised five-year plan to be presented to Board for approval	Asst. Supt. Michael Brady	April 2009
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Note: The District website contains details of the activities listed in the general categories of activities. Please refer questions about students and/or site activities to the teacher and site principal. Questions about the programs listed to the administrator whose name appears first in the activity.