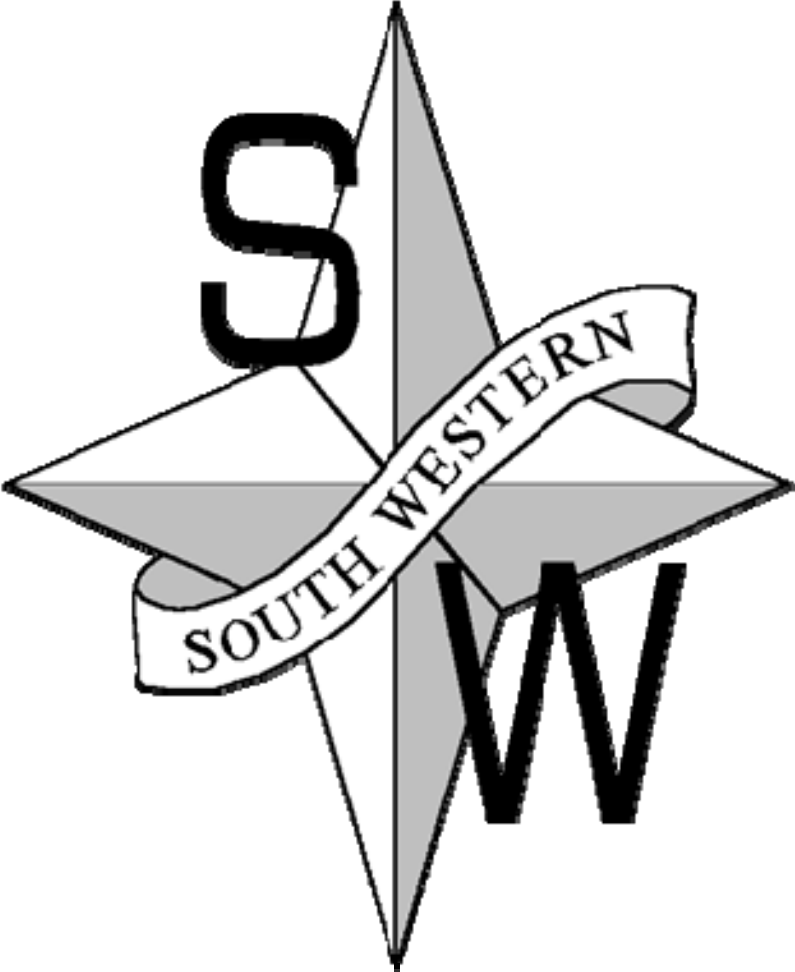


South Western School District

Administrators' Performance Objectives
2016-17





SOUTH WESTERN SCHOOL DISTRICT

ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

School: **Elementary**

Goal: Learner Achievement – Closing the Achievement Gap

PERFORMANCE OBJECTIVE # 1: To ensure that all learners are reading on level by the end of third grade, proficient/advanced learners will make at least 1 academic year of growth, and all non-proficient learners will make more than a year's worth of academic growth.

Implementation of K-2 Literacy Plan (Year 2)

- Refine Reading Room Implementation for K-2.
 - Principals will meet with reading room teams to analyze the success of the program and make appropriate adjustments.
 - Continue to analyze data and follow the key points of year one.
 - Utilize Dibels as a progress monitoring tool for K-2 at Baresville, Manheim, and W. Manheim.
 - Pilot - Park Hills will utilize Dibels as a benchmarking tool as well as using for progress monitoring in K-2.
- Kindergarten Plan
 - Implementation of Ready Freddy.
 - Continued use of Ready Rosie for incoming K parents.
 - Determine if delaying F and P at the K level would be appropriate.
 - Use of Dibels benchmarking and progress monitoring for those in need.
 - Utilize Rate of Improvement for those learners with progress monitoring.
- Reading Supervisor Support Role
 - Reading Supervisor will coach all new facilitators (years 1-3) and all K-2 facilitators based on topics determined by the elementary leadership team.
 - Reading Supervisor will support facilitators in grades 3-5. This support will occur based on discussions from the every other month meetings, formal observations, walk-through observations, or principal discussions.
 - Reading Supervisor will conduct regular meetings (every other month) with facilitator teams at each building.
- Research the need for additional movement/recess in kindergarten and grade 1.



SOUTH WESTERN SCHOOL DISTRICT

ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

Goal: Mass Customized Learning

PERFORMANCE OBJECTIVE # 2: Implement Plan for Learner Personalization at the Elementary Level.

Implementation of Elementary Personalization Plan (Year 1)

- Elementary Personalization Committee
 - Continue monthly meetings of the elementary personalization committee.
 - Schedule school visits to key schools involved in personalization.
 - Begin creating the Personalization Learning Resources Bank: collect resources (enrichment projects, videos)
- Research/Experiment with a variety of personalized learning strategies that can be implemented with common and consistent language for all facilitators and learners.
- Educate school community – staff, parents, community as a whole – on the district vision of voice and choice.
- Technology
 - Develop a comprehensive logistics plan
 - Distribution
 - Collection
 - Maintenance
 - Other
 - Implement 1:1 laptop program with all grade 5 learners.
 - Develop digital citizenship curriculum.
 - Plan and provide professional learning opportunities for all facilitators and support staff.
 - Research and select best technology device for future 1:1 initiative in grades K-4.
- Research effective STEAM (Science, Technology, Engineering Art and Math) room implementation.



SOUTH WESTERN SCHOOL DISTRICT

ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

School: **Emory H. Markle Intermediate School**

Goal: Mass Customized Learning

To create a school that is the model for the ideal middle school learning experience.

- To successfully implement Phase II of the SWSD 1:1 implementation plan for grades 6th and 7th. An informational parent meeting will be conducted to provide information and promote the vision.
- Continue with the phase II of PBIS implementation. This includes the implementation of a universal screener and updates the school-wide discipline policy to align with PBIS expectations. The PBIS committee will continue to meet regularly to refine the overall implementation.
- Implement a comprehensive advisory program in which each learner in the building is assigned to an advisor. Each professional staff member including administrators will be assigned a group of learners.
- As part of the EHMIS advisory program, promote learner goal setting and the development of an individual learning profile for each learner.
- Research and offer increased opportunities for voice and choice within COLT for enrichment and personalized learning projects.
- School administrators and Team Captains will take 2-4 site visits throughout the school year of school districts that are on the cutting edge with personalized learning at the middle school level.

Goal: Mass Customized Learning

To provide a support structure that equips our educators with the necessary knowledge, resources and support to create the conditions for the ideal middle school learning experience.

- Provide professional development of district adopted learning management system (It's Learning) through the identified training team.
- All facilitators will implement at least one unit curricular unit in a format conducive to personalization (Hybrid Learning Model, "flipped" approach, flexible grouping Project-based learning, etc.)
- Implement a consistent walkthrough schedule that allows for more strategic opportunities for facilitators in need of specific feedback in regards to personalization.
- Increased opportunities for cross-curricular instruction by refining building collaboration schedule to add more time for interdisciplinary planning.
- Refine and implement our current Personalized Professional Learning plan which allows for each staff member to have "voice" and "choice" in their professional development..



SOUTH WESTERN SCHOOL DISTRICT

ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

Goal: Student Achievement – Closing the Achievement Gap

To have learners in grades 6-8 meet the standard or show academic growth as measured on benchmarks and standardized testing in ELA, mathematics and science.

- By the end of the 2016-17 school year, the percentage of students who are proficient in Reading on the PSSA will increase by 10%.
- By the end of the 2016-17 school year, the percentage of students who are proficient in Math on the PSSA will increase by 15%.
- Using the Aimsweb progress monitoring system, EHMIS learners identified with IEP's will meet 80 % of their original IEP goals (demonstrating at least one year's growth).
- Using the MAP Benchmark system, facilitators will meet quarterly with administrators to review academic growth for each individual learner not performing on grade level in addition to planning appropriate interventions. Meeting protocols will include 1) a grade level analysis, 2) a classroom level analysis and 3) an individual student analysis.



SOUTH WESTERN SCHOOL DISTRICT

ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

School: **South Western High School**

Goal: Learner Achievement

PERFORMANCE OBJECTIVE # 1: Establish a system that ensures Customized Learning is being supported throughout the school.

- Learner Agency
 - Update learner goal sheet for advisory.
 - Professional Learning on conferencing strategies for learner goal setting.
 - Create and provide learners with goal setting strategies.
 - Provide training on Career Cruising.
 - Provide additional learner choices for blended learning opportunities
 - Incorporate project based learning and rotation model practices for authentic learning experiences to promote problem-solving, relevancy, independent learning opportunities.
 - Investigate learning profiles geared toward learning styles and goals of the learner.
 - Pilot early warning indicator for referring learners to specific interventions based on attendance, discipline, and/or grades.
 - Assess Mass Customized Learning Culture.
- Mindset
 - Provide professional learning for facilitators on growth mindset and common growth mindset language.
 - Learners will develop goals and conference with faculty advisor while reflecting quarterly on progress.
 - Diversity committee will focus lessons on developing a growth mindset.
- Learner Outcomes (Standards):
 - Identify and define mastery, proficient, basic, and below basic
 - Begin to identify essential standards and where the standards will be/can be taught.
 - Identify and define which soft-skills are essential for all SW graduates.
- Graduation Requirements
 - Review graduation requirements and determine new number of credits and courses needed for graduation.
 - Review our program of study and develop draft of flexible career clusters within Career Cruising (career and college).
 - Determine and define what seminars will look like, how seminars will be scheduled, and should seminars be a graduation requirement.



SOUTH WESTERN SCHOOL DISTRICT
ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

Goal: Learner Achievement

PERFORMANCE OBJECTIVE # 2: Establish a system within the school that fully ensures a Culture of Learning and Relationships.

- Advanced Placement
 - AP Vertical Skill development
 - AP Pep Rally
 - Facilitator/Counselor Recommendation
 - Goal Setting conferences with facilitator and counselors
 - Explore other AP courses to add
- Goal Setting
 - Training to all facilitators on the use of Career Cruising.
 - Use of Career Cruising by facilitators to incorporate learner voice in PBL, projects, reading, writing, performance, and/or assessments.
 - Revision of Goal Setting form
- Keystone Exam by cohort
 - Remediation
 - Content area PLC meetings to discuss learner performance and progress
 - CDTs Assessments



SOUTH WESTERN SCHOOL DISTRICT

ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

School: **Administration – Director of Data & Instructional Technology**

Goal: District Vision and Customized Learning

PERFORMANCE OBJECTIVE #1: Lead and facilitate the implementation of new district-wide technology tools that support and enhance customized learning opportunities for all stakeholders.

- 2016-2017 New Tools to be Implemented
 - itslearning – *Learning Management System*
 - Nearpod – *Create interactive slides to increase engagement and improve feedback*
 - PlayPosit – *Actively engage and measure learner understanding with video content*
 - Atomic Learning – *Digital on-demand library of learning modules for all SWSD stakeholders (facilitators, support staff, parents, administrators, learners and Board members!)*
- Learning Coaches Inform and Implement New and Enhanced Learning Options for All Stakeholders
 - Facilitators and Administrators
 - Monthly Workshop Days at all buildings – same topics as appropriate at all levels with varying entry levels and customized options for users
 - Topics identified through facilitator surveys, feedback, observations, and principal input
 - Customized small group/team trainings scheduled upon request by facilitators and/or principal
 - Individual personalized training scheduled upon request for facilitators, support staff, and principals
 - LearningCoach@swsd.k12.pa.us for submitting training requests and questions
 - Support Staff
 - Monthly learning opportunities for education and technology-related topics to be held in EHMIS lab 141, 4 pm – 6 pm
 - Parents
 - Monthly learning opportunities for education and technology-related topics to be held in EHMIS lab 141, 6 pm – 8 pm
 - Notifications about dates, location, topics, etc. will be posted on social media, district and building web pages, and building newsletters
 - Board Members
 - May attend monthly learning opportunities for parents
 - Customized technology-related learning opportunities may be scheduled upon request based upon technology coach availability
 - Learners
 - Supported in collaboration with facilitators
- Learning Resource Site
 - Coaching and learning resources organized and accessible from a single Google dashboard



SOUTH WESTERN SCHOOL DISTRICT

ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

Goal: District Vision

PERFORMANCE OBJECTIVE #2: Recruit and empower learners for increasing and improving the use of district social media accounts to publicize South Western events and accomplishments in collaboration with the superintendent, administrators and facilitators.

- Recruit EHMIS and SWHS learners interested in supporting increased and improved use of district social media – three to five learners from each building to start
- Develop expectations for a social media team
- Create an Action Plan to include meeting dates/times, roles, responsibilities, and topics/themes for posts.

Goal: Student Achievement

PERFORMANCE OBJECTIVE #3: Utilize Sapphire Data Mining to inform decisions about instruction, learning, attendance and behavior.

- Attend Sapphire data mining/dashboard training in September
- Collaborate with user groups, principals and facilitators, about current and proposed data sets for building dynamic dashboards
- Build, share and receive feedback about sample data dashboards
- Revise and enhance data dashboards for ongoing use.



SOUTH WESTERN SCHOOL DISTRICT
ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

School: **Administration – Reading/ELA Supervisor**

Goal: Learner Achievement – Closing the Achievement Gap

PERFORMANCE OBJECTIVE # 1: Learners K-12 will show significant evidence that they have exceeded the standards for PA Academic Growth for ELA based on PVAAS data and the School Performance Profile (SPP).

- Regular visits and support Reading Rooms in K-2.
- Analysis and interpretation of literacy data K-12.
- Oversee ESL learner progress.
- Specific supports for students and families of below-grade level readers in 3rd grade.
- Phonics program implementation in all K-1 grade classrooms.

Goal: Facilitator Growth

PERFORMANCE OBJECTIVE # 2: Cultivate a “culture of learning” for facilitators and para-educators that promotes learner agency and efficacy.

- Facilitate professional learning on literacy topics as identified by administrative team and principals.
- Provide targeted support for all “new” to SWSD facilitators (1-3 years) to ensure that they are meeting district expectations and standards.
- Support facilitators in grades 3-5 in implementation of ELA program and curriculum.
- Initiate reflection and revision of writing curriculum 6-8 ELA.
- Assist in implementing common writing assessments 6-8th grades.
- Advise on all curriculum writing for related areas (especially 6-8 ELA).
- Complete assigned formal observations.



SOUTH WESTERN SCHOOL DISTRICT

ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

School: **Administration – Pupil Services**

Goal: Student Achievement

PERFORMANCE OBJECTIVE # 1: *Student support:* Evaluate growth, as measured by data, and provide support and direction to support student growth and achievement at all levels.

- Provide targeted assistance to learning support teachers, counselors, student achievement coaches, occupational therapist, and speech therapists to complete data analysis on individual students and create scaffolded support for students.
 - Look to streamline the data process.
 - Refine length of meetings; focus on data requiring support and implement a “Next Steps” action plan for learners requiring intervention or remediation.
- Provide support to building principals through attendance at Learning Support Data Meetings, STEEDS, Emotional Support, Supplemental and Gifted Support meetings, support and consultation for academic and behavioral issues, and continually monitoring the effective implementation of pre-referral process.
 - Looking to create a library of research based interventions and profile of the learner who benefits best from each intervention...core, core & more (itinerant), alternate intervention (supplemental), criteria for PASA without Intellectual Disability label
 - Scrutinize Supplemental learner data to identify to provide individualized support through intervention and customize further for individual learners.
- Participate with Principals with observation schedules for new special education teachers, supplemental learning support, emotional support, and alternative education classrooms to provide support for academic and behavioral success. Share in responsibilities for reviewing/creating marginal teacher plan(s).

Goal: Student Achievement

PERFORMANCE OBJECTIVE # 2: Ensure District Compliance as required by the Pennsylvania Department of Education.

- Complete required Corrective Action Plan from the Special Education Compliance Monitoring.
- Complete required Corrective Action Plan from Homeless Compliance Monitoring.
- Complete required Corrective Action Plan from out-of-district Alternative Education Cyclical Monitoring.
- Ensure continued District participation in the following required trainings:
Act 71 – Suicide Training, Act 126 – Mandated Reporter Training Update.



SOUTH WESTERN SCHOOL DISTRICT

ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

Goal: Student Achievement

PERFORMANCE OBJECTIVE # 3: Implement the Special Education Plan as part of the District Comprehensive Plan.

- Continue to refine and implement the Autism Teams at all buildings.
- Continue to refine and implement the Transition process at the Intermediate and High School levels to ensure effective support from school to work/career for all students with disabilities.
 - Consult with principals to determine a Special Education Focus group of facilitators working with a variety of learners receiving special education services to attend the MCL Conference in November. The group will address barriers and challenges, as well as identifying opportunities for voice and choice with various populations. The Group will meet regularly in the months following the conference to generate next steps and roll out a plan tailored to implement the vision in classes with learners requiring special education services at all levels.
- Set Informational Nights for parents of student with disabilities; school to work, school to college, subject-specific presentations.
 - Check with neighboring districts to set up presentations together.
 - Review Compliance Monitoring parent sheets to look for topics of interest to families.



SOUTH WESTERN SCHOOL DISTRICT

ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

School: **Administration – Assistant Superintendent**

Goal: Entry Plan

PERFORMANCE OBJECTIVE # 1: Successfully implement the goals and action steps established in the entry plan for the assistant superintendent position.

- **Goal 1A: Familiarize myself with the curricular, supervisory, professional development, and programmatic needs at each level and building in the district, and build positive relationships with staff at all levels.**
 - Meet with building level administrators at each level to evaluate specific building needs and areas of concern.
 - Conduct one formal observation with each building level principal and assistant principal (including pre-conference, observation, post conference, and administrator debriefing).
 - Conduct regular walkthroughs and provide constructive and specific feedback throughout district based on schedule determined by building level administrators.
 - Facilitate monthly “What I Need” (WIN) meetings with each level, allowing building level administrators to determine topics and agendas for meetings.
 - When available, be present and provide support during designated times departments/grade levels are participating in curriculum cycle activities at all levels.
- **Goal 1B: Familiarize myself with the ongoing duties and responsibilities relating to the job description of the assistant superintendent (curriculum development and evaluation, district induction, district committee work, federal programs, homeschool/homebound instructional programs, etc.)**
 - Review district curriculum documents and familiarize myself with the current status of the curriculum development cycle.
 - Meet with Dr. Rupp to discuss entry plan, upcoming initiatives/tasks, and inservice planning for the 2016 school year.
 - Meet with Dr. Hower to discuss status of district literacy/ELA program and status of federal programs, as well as required tasks for obtaining federal program funds and gaining approval for eligible programs.
 - Meet with administrative assistant to the assistant superintendent to gain a general understanding of key tasks and responsibilities and a calendar of activities/tasks for the year.
 - Develop a calendar of committee meetings and induction activities for the year.
 - Meet with at least two local assistant superintendents to discuss roles and responsibilities of the position.
 - Regular attend LIU Curriculum Council meetings to build a professional network and to stay up to date on the latest legislation, PDE policies and regulations, and trends as they relate to curriculum and supervision.



SOUTH WESTERN SCHOOL DISTRICT

ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

Goal: Curriculum/Professional Development

PERFORMANCE OBJECTIVE # 2: Collaborate with the Director of Data and Instructional Technology, Director of Technology, and building principals to develop and execute the implementation plan for the *itslearning* LMS, specifically the migration of K-12 curriculum documents and the professional development plan.

- Assist in identifying facilitators for the implementation/trainer team.
- Participate in weekly status update meetings with *itslearning* project manager as needed.
- Collaborate with building principals and Director of Data and Instructional Technology to identify curricular areas whose curriculum documents are ready for migration into the LMS.
- Participate in the “Train the Trainer” session in September and work with implementation/training team to develop a professional development plan/calendar.
- Continually monitor the progress of the professional development plan/calendar.
- Collect and evaluate feedback from facilitators on the implementation and professional development needs relating to the *itslearning* LMS.

Goal: Professional Development

PERFORMANCE OBJECTIVE # 3: Collaborate with the Director of Data and Instructional Technology, building principals to integrate *Atomic Learning* into the district professional development plan for district facilitators and staff.

- Coordinate training for administrative team on *Atomic Learning*.
- Develop an implementation plan for *Atomic Learning*.
- Incorporate appropriate *Atomic Learning* learning modules into new facilitator induction as a pilot.
- Have all district facilitators complete the *Atomic Learning* introductory module by the end of October.
- Determine appropriate learning modules to have open to district facilitators during the current school year.
- Identify a plan for providing Act 48 credits and to address utilizing *Atomic Learning* to fulfil contractual hours.
- Collaborate with the administrative team and professional learning committee to determine how to best utilize *Atomic Learning* within a competency-based professional learning program in the future.



SOUTH WESTERN SCHOOL DISTRICT

ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

Goal: Professional Development

PERFORMANCE OBJECTIVE # 4: Begin to transition the district to a competency-based personalized professional development program through the development of professional learning competencies and alignment of district professional learning competencies to professional learning offerings by the district professional growth committee.

- Provide professional learning committee with a vision, rationale, and supportive evidence for competency-based professional learning at the September committee meeting.
- Have members of the professional learning committee (possibly via a sub-committee) research and brainstorm a plan for developing a professional learning curriculum.
- Conduct at least one site visit or remote meeting with a learning organization currently utilizing competency-based professional learning.
- Facilitate the development of 8-10 broad themes for professional learning competencies.
- Share themes with administrative team and work with administrative team to develop the written competencies.
- Present competencies to the Professional Learning Committee for approval.
- Align summer workshop offerings to competencies.
- Develop a plan and timeline for alignment of other district practices and documents to competencies (observation tool, professional development planning, differentiated supervision, induction, etc.).



SOUTH WESTERN SCHOOL DISTRICT
ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

School: **Administration – Business Administrator**

Goal: **Achieve a successful resolution to the contract negotiations process with SWEA.**

- Develop the necessary financial information to be used during the negotiations process, including the salary matrix, what-if scenarios, and five-year budget projections.
- Serve as a liaison with the Board, and advising them on the financial implications of various contract proposals.
- Secure Board approval for the proposed contract.

Goal: **Participate as the PASBO representative to the State PlanCon Advisory Committee.**

- Attend PlanCon Advisory Committee meetings in Harrisburg.
- Provide the Committee with information regarding the PlanCon process from a school district perspective.
- Advocate on behalf of PASBO its positions regarding the issue.
- Assist in developing the recommended solution to come out of this Committee.
- Report periodically to PASBO the activities in the Committee and present findings and recommendations if called upon to do so.

Goal: **Investigate the possible implementation of a time clock system.**

- Check with CSIU to find out what time clock software vendors are compatible with the CSIU payroll software.
- Get information from vendors of companies whose time clock software is compatible with our CSIU payroll software.
- Contact other business managers to see what issues they have had to deal with regarding time clock systems.
- Develop draft procedures to be used if a time clock system is implemented.
- Develop recommendation regarding the potential implementation of a time clock system, and provide that recommendation to the Superintendent.



SOUTH WESTERN SCHOOL DISTRICT
ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

Director of Accounting Services

Goal: Assist the Business Administrator with the contract negotiations process with SWEA.

- Help in developing and checking the financial information to be used during the negotiations process
- Attend meetings with the Board concerning the contract negotiations

Goal: Request for Proposal for Audit Services.

- Review our previous RFP for audit services and review any PASBO RFP's for audit services.
- Determine what information we would like in our RFP.
- Prepare the RFP.
- Determine which audit firms will receive an RFP.
- Send the RFP's.
- Receive the proposals from the audit firms.
- Review the proposals to determine which proposal the district will accept.
- Present the proposal to the school board for their approval.

Goal: Audit the District's Student Activity Funds.

- Review State and School Board regulations regarding the operations of student activity funds.
- Develop an audit program for the student activity funds.
- Communicate with the building principals and secretarial staff to schedule the audits.
- Audit the student activity funds for each building using the student activity audit program.
- Review the results with the building principal and secretarial staff.

Goal: Implement the change to the new banking institution.

- Obtain, sign and remit all documentation necessary to implement the new banking agreement.
- Open new accounts with Fulton Bank.
- Order new deposit tickets and checks for the new Fulton Bank accounts.
- Transfer funds to the new accounts with Fulton Bank.
- Set up and be trained on the Fulton Bank online banking website.
- Ensure all electronic transactions are linked to the appropriate Fulton Bank accounts.
- Closeout all accounts with BB&T Bank once all checks have cleared the bank.



SOUTH WESTERN SCHOOL DISTRICT
 ADMINISTRATORS' PERFORMANCE OBJECTIVES
 2016-2017

Director of School Facilities
Goal: Plan for EHMIS renovation.
<ul style="list-style-type: none"> • Identify and compile: <ul style="list-style-type: none"> ○ Long term vision for facility ○ Short-comings and deficiencies ○ Future anticipated changes • Evaluate the existing building's systems and develop future objectives of new systems. • Reconcile wants, needs, and visions with budgetary goals. • Present draft plan for EHMIS Renovation to Administration.
Goal: Re-certification of PASBO Facility Award.
<ul style="list-style-type: none"> • Identify up-dates to previous document. • Expand on competencies. • Submit revised Facility Documents.
Goal: Get restroom facility for stadium.
<ul style="list-style-type: none"> • Develop economical means of constructing stadium restroom facilities. • Secure Board approval for construction of a restroom.
Supervisor of Maintenance
Goal: Develop an Electrical Safety Program for the Maintenance department.
<ul style="list-style-type: none"> • Gather information on Electrical safety/procedures including Arc Flash Safety to make a study guide. • Make study guide and videos on Electrical Safety/Arc Flash Safety for training. • Train Maintenance Department and select custodians.
Goal: Develop training sessions for Head Custodians and Custodians.
<ul style="list-style-type: none"> • Ask all custodians what topics they would like more training on. • Retrieve surveys, evaluate surveys to help with training suggestions for Head Custodians and custodians. • Plan in-service training with vendors or in-house training days. • Send surveys out and retrieve surveys to evaluate if the training was helpful or if more training is needed.



SOUTH WESTERN SCHOOL DISTRICT

ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

Director of Transportation

Goal: Investigate custom transportation for custom learning schedules.

- Meet with Dr. Rupp and Mr. Mummert to determine expectations and what they would like customized transportation to look like if possible and practical.
- Meet with building principals to gather information about their custom scheduling and how transportation may aid in helping to reach their expectation for the learners of our district.
- Check with members of PASBO at the transportation/facilities management conference about how the goals of custom learning may be best implemented.
- Check with area Transportation Directors about ideas to best implement the transportation goals of custom learning.
- Determine how payroll and or benefits may be a factor in implementing our objectives.
- Write a report with the findings.
- Present findings to Dr. Rupp and or Mr. Mummert.

Goal: Update South Western's school bus driver training manual.

- Review the manual with our driver training team.
- Make sure our manual complies with state and federal requirements and testing procedures.
- Check with other members of PASBO to review their training procedures and manuals.
- Check with Tri County directors to review their training materials.
- Make needed changes to our training manual.
- Develop training video(s).
- Make training video(s).
- Implement materials and video(s).

Goal: Create a video for elementary parents.

- Create a committee of drivers and bus safety committee.
- Check with other PASBO members to see if they know of any good videos to use as an example.
- Check with local Transportation Directors about any ideas for a video.
- Check internet for ideas.
- The committee produces a script for the video.
- See if High School learners would be available to help produce the video.
- Create video.
- Post video for parents to view.



SOUTH WESTERN SCHOOL DISTRICT
ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

Goal: Create a bus safety training for our LIU learners.

- Get information from school in California doing a program to help educate special needs students on bus safety.
- Check with LIU 12 to see if they have any training ideas.
- Check with PASBO members about special needs bus safety training.
- Check with Tri County directors to review their training materials.
- Get input from Dr. Renehan, LIU teachers and school Psychologists.
- Customize a training program for our LIU classes to meet the special needs of these learners in our district.
- Create a group to review the material and critique the program.
- Get approval to have the program implemented for the 2017-2018 school year.



SOUTH WESTERN SCHOOL DISTRICT

ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

Director of Food and Nutrition Services

Goal: Convert the former Sports Booster's Food Truck into a Food Truck to be used in the Food Service Department to serve meals to students at all schools throughout the year.

- Work with Maintenance Department to clean out and dispose of all old equipment from the food truck.
- Redesign and equip the interior to make it compatible with serving HHFKA approved menu items.
- Work with the High School Art department to design and repaint the food truck.
- Meet with Principals of each school to schedule dates to bring the food truck to their school to serve breakfast and or lunch. Serve on these dates.
- Brainstorm other ideas and uses for the food truck throughout the school year.

Goal: Organize and direct the District Wellness Committee with a goal to implement the District's Wellness Policy throughout the district.

- Form list of committee members and contact them to serve on the committee.
- Schedule monthly meetings for the school year.
- Review new Governmental requirements of the Wellness Policy with the committee.
- Review entire district Wellness Policy with the committee to determine what areas are not being met and what areas need to be changed to meet current requirements.

Goal: Implement new MealViewer Hardware and Software program.

- Purchase MealViewer digital Suite.
- Have 50" monitors installed and set up in both high and middle school.
- Download all menu data into the MealViewer digital suites so parents and students have access to all menus and nutritional information.
- Promote the MealViewer App and website to parents and students throughout the year.
- Work with the High School and Middle school principals, yearbook staff, and sports staff to place photos and videos on the monitors throughout the school year.



SOUTH WESTERN SCHOOL DISTRICT
ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

Director of Technology

Goal: Implementation of 1:1 devices in 5th & 6th grade.

- Acquire hardware.
- Install Ubuntu on new laptops.
- Establish Tech Centers in each Elementary School.

Goal: Learning Management System Implementation.

- Create and upload data files from Sapphire to itsLearning.
- Verify accuracy of data that is uploaded to itsLearning.
- Be trained on Administrative side of LMS.
- Support staff on use of LMS.

Goal: Investigate Technology Issues for the District.

- Investigate future classroom technology for K-4.
- Investigate the return of BYOD.
- Investigate the future of GroupWise use in the district.
- Investigate the future of LightSpeed Web Filter use in the District.
- Investigate new release of CSIU.
- Investigate One Button Studio Upgrades.



SOUTH WESTERN SCHOOL DISTRICT
ADMINISTRATORS' PERFORMANCE OBJECTIVES
2016-2017

School: **Administration – Superintendent**

Goal: To continue to share with school and community groups updates and progress with the district vision.

- Update the school customization site
- Post weekly on district social media sites about vision progress
- Develop a student public relations committee and meet with them regularly.
- Share the vision updates with additional school and community organizations.
- Provide regular communication regarding our progress to professional staff
- To continue to provide learning opportunities for the Board through spotlight reports, professional articles, and/or program committee meetings.

Goal: To be a resource for the leadership team as each level implements the plans to achieve the district vision.

- Continue to provide professional learning to inspire and provide innovative ideas for implementation and for developing leadership
- Provide professional learning at administrative team meetings.
- Review and discuss the stages of professional growth at administrative team meetings.
- Participate in the state Mass Customization Consortium
- Support opportunities for special education administrators and special education facilitators to attend conferences to increase our collective knowledge of customization of learning.