

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
BOARD OF TRUSTEES
2013-14 EDUCATION PLAN – STRATEGIC THEMES
BOARD WORKSHOP**

**THURSDAY, SEPTEMBER 5, 2013
4:00 PM**

**DISTRICT OFFICE BOARD ROOM 101
710 ENCINITAS BLVD., ENCINITAS, CA. 92024**

The Governing Board of the San Dieguito Union High School District held a Board Workshop on Thursday, September 5, 2013, at the above location, in the Board Room.

Attendance / Board:

Joyce Dalessandro
Barbara Groth
Beth Hergesheimer
Amy Herman
John Salazar

Attendance / District Management:

Rick Schmitt, Superintendent
Eric Dill, Associate Superintendent, Business Services
Michael Grove, Ed.D, Associate Superintendent, Educational Services
Torrie Norton, Associate Superintendent, Human Resources
Delores Perley, Director, Finance
Becky Banning, Executive Assistant to the Superintendent / Recording Secretary

1. CALL TO ORDER

President Groth called the meeting to order at 4:45 PM

INFORMATION ITEMS

2. OVERVIEW OF SDUHSD 2012-13 ACCOMPLISHMENTS

Superintendent Schmitt gave opening comments, including an overview of the agenda for the workshop.

3. 2013-14 EDUCATION PLAN - STRATEGIC THEMES, DRAFT

Superintendent Schmitt reviewed the District's *2013-14 Education Plan and Strategic Themes*, (see page 11 of the attached PowerPoint Presentation).

4. 2013-14 EXECUTIVE DEPARTMENT WORK PLANS & GOALS

- Educational Services, Michael Grove, Ed.D., Associate Superintendent
- Human Resources, Torrie Norton, Associate Superintendent
- Business, Eric Dill, Associate Superintendent

Superintendent Schmitt introduced Associate Superintendents Mike Grove, Torrie Norton, and Eric Dill; each gave an update on department goals and work plans for the current year. For a detailed description of key highlights, see the attached Powerpoint Presentation.

5. ADJOURNMENT

The meeting was adjourned at 5:45 PM

Beth Hergesheimer, Board Clerk

Date

Rick Schmitt, Superintendent

Date

2013-14 EDUCATION PLAN – STRATEGIC THEMES

Board Workshop
September 5, 2013

Working Agenda

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Overview of SDUHSD 2012-13 Accomplishments

- Much to be proud of
- Significant work moving ahead
- Highlights only

2013-14 Education Plan Strategic Themes, DRAFT

- Superintendent Noah streamlined complex strategic planning, work plans and department goals
- *Education Plan – Strategic Themes* helps lead and focus our work
- Associate Superintendents will briefly highlight plans & goals for Educational Services, Human Resources, and Business Services
- Our six strategic theme categories are unchanged from 2012-13, however our work (the details) has changed due to Common Core, Prop AA & revised CA School Financing

2013-14 Executive Department Work Plans & Goals

- Educational Services, Mike Grove
- Human Resource, Torrie Norton
- Business Services, Eric Dill

Accomplishments / Educational Services

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Curriculum, Instruction, & Assessment

- Successfully implemented at least four common assessments in all core academic courses district-wide
- Developed support and process for managing data from common assessments
- All teachers engaged in collaborative instructional conversations about student learning as measured by common assessments
- Gained commitments from feeder district to work collaboratively in 2013-14 on a comprehensive K-12 plan to instruct and support English Learners

Educational Services (cont'd)

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Pupil Services

- Developed a district Child Find plan for implementation in 2013-14

Special Education

- Successfully developed plans for and created Seaside Prep as an alternative to private placement for Special Ed students. We have 8 students enrolled for 2013-14

Accomplishments / Human Resources

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Recruitment and Selection

- Redesigned the certificated substitute handbook and orientation workshop
- Created and/or reclassified seven job classifications for Prop AA positions.

Evaluative Support

- Worked with principals to give direct, individualized assistance to certificated employees identified as needing significant improvement

Human Resources (cont'd)

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Compliance and Systems

- Analyzed employee data to align with the new Healthcare Reform Act

Employee Relations / Labor Relations

- Held quarterly Health Care Task Force meetings with management and SDF

Accomplishments / Business Services

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Nutrition Services

- Maintained self-supporting food service program

Purchasing

- Participated in SDCOE MITI project implementation meetings to represent district interests and steer business processes for the new business software package

Risk Management

- Continued downward trend on workers comp claims filed and incurred costs
- Enhanced school security

Business Services (cont'd)

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Technology

- Implemented remote customer service, resulting in smoothest school opening ever with no on-site computer technicians
- Improved Wired/Wireless Network and assisted with VOIP transition
- Assisted Educational Services and Facilities Construction with developing classroom multimedia standards
- Enabled more paperless options

Business Services (cont'd)

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Facilities Planning & Construction

- Developed financing plan to implement Long-Range Facilities Master Plan
- Worked with financial advisor, bond underwriter, and legal counsel to structure the first \$160 million bond issuance that satisfied the San Diego County Treasurer and the anticipated provisions of AB 182
- Prepared credit rating agency presentations that assured the best possible rating prior to bond issuance
- Established Facilities Planning & Construction Office

Business Services (cont'd)

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Facilities Planning & Construction (cont'd)

- Negotiated purchase of land for new middle school and achieved all necessary approvals
- Clearly communicated Bond Program priorities, schedules and budgets to Independent Citizens Oversight Committee

Transportation

- Reduced costs by careful route planning
- Continued operation of high school shuttles

San Dieguito Union High School District Mission To Provide a World-Class Education
For All Students: Engaged, Inspired, Prepared

Vision:

To provide a world-class education for all students through quality programs that engage students, inspire achievement and service to others; prepare them to be lifelong learners and responsible members of society

Education Plan: Strategic Themes, 2013-14

Teaching & Learning	Assessment & Learning	Learning Opportunities & Supportive Learning Environments	Accomplished Educators	Community Engagement & Partnership	Planning & Resource Management
<p><i>Our focus on teaching and learning is characterized by:</i></p> <ul style="list-style-type: none"> • The belief that each student can & should learn at a high level • Offering a cohesive curriculum aligned to the Common Core State Standards and focused on 21st Century skills • Viewing teaching & learning as collaborative activities • Providing high quality, innovative instruction informed by balanced assessment • A commitment to continuous improvement 	<p><i>We use assessments to accurately measure student mastery of essential learning outcomes by:</i></p> <ul style="list-style-type: none"> • Utilizing a balanced System of Assessment: formal/informal & formative / summative • Viewing and using assessment as a tool to guide teaching and learning • Using assessment as a tool to identify students in need of intervention • Using assessment as a tool to evaluate our programs • Using assessment as a means to measure & report on student learning 	<p><i>We ensure effective learning opportunities by:</i></p> <ul style="list-style-type: none"> • Developing diverse, expanded options for students that extend beyond the classroom and include web-based choices • Utilizing up-to-date educational technology • Developing K-16 partnerships to ensure seamless transitions and appropriate options for all students • Implementing re-teach & intervention strategies for students who do not learn at the level expected of all students • Ensuring that all students are educated in the least restrictive environment that provides appropriate services at an appropriate cost 	<p><i>We staff our schools with accomplished educators and orient all district efforts toward the success of students by:</i></p> <ul style="list-style-type: none"> • Recruiting and selecting highly qualified employees • Training and support of highly qualified employees • Effective support of highly qualified employees through evaluation • Utilizing efficient position control for budget accuracy • Updating office procedures to maximize technology advancement • Maintaining and strengthening employer/employee relations 	<p><i>A community is known by the schools it supports. We activate community support and engagement by:</i></p> <ul style="list-style-type: none"> • Building relationships with community key leaders & communicators • Providing up-to-date communication of all pertinent information through social & traditional media and community meetings • Establishing and supporting collaborative partnerships • Communicating the positive story of the District through local traditional media, SDUHSD website, Facebook & Twitter <p><i>Clearly, effectively & regularly communicating the District's key Priorities and Vision for Success:</i></p> <ul style="list-style-type: none"> • Continuous improvement of each student through Common Core • Budget Recovery • Prop AA 21st Century Facilities • Training & supporting talented staff 	<p><i>Our commitment to teaching and learning is achieved by:</i></p> <p>Cautiously managing budget stabilization and recovery:</p> <ul style="list-style-type: none"> • Eliminating the structural deficit • Restoring reserves to pre-recession levels • Supporting Common Core State Standards implementation <p><i>Long Range Facilities Master Planning and Proposition AA Oversight:</i></p> <ul style="list-style-type: none"> • Aligning projects with instructional priorities and multi-year bond financing plan • Focusing on first bond issuance: two-year phasing of planning, design and construction within established budgets • Communicating project, budget and financial status to Board, ICOC, and public <p>Enhancing technology:</p> <ul style="list-style-type: none"> • Planning long-term Prop AA infrastructure upgrades • Supporting instruction with better wireless access and additional bandwidth • Preparing for Common Core State Standards instruction and assessment requirements

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Executive Work Plan & Department Goals

Educational Services

Mike Grove, Associate Superintendent

Executive Work Plan & Department Goals Educational Services

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Begin a Successful Transition to CCSS:

- Provide all teachers & administrators with high quality professional development in support of the transition to CCSS
- Provide teachers with curricular, instructional, and assessment resources in support of the transition to the CCSS
- Begin collaborative experimentation with CCSS-aligned lessons, units, and assessments
- Provide teachers with site-based coaching and support to ensure experimentation
- Develop a comprehensive CCSS transition plan for 2014-15 and beyond

Executive Work Plan & Department Goals Educational Services (cont'd)

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Refine our continuous improvement practices through the Formative Process:

- Improve the efficiency and effectiveness with which we administer common assessments & manage data
- Improve the depth and quality of instructional conversations taking place after common assessments
- Begin district-wide experimentation with re-teach and intervention strategies when students demonstrate that they have not learned at the level expected

Executive Work Plan & Department Goals Educational Services (cont'd)

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Create a vision and plan for the creation of Middle School #5:

- Collaborate with Facilities Planning to create a plan for the physical plant and attendance boundaries
- Establish a planning team to develop the educational program vision for the school
- Develop a pragmatic action plan leading to the successful opening of MS #5 in fall of 2015

Executive Work Plan & Department Goals Educational Services (cont'd)

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Academic Intervention and Support Programs:

- Develop a process by which we regularly measure/monitor effectiveness of district academic intervention programs
- Work to improve the effectiveness of intervention programs related to site and district Title I & III Prog. Improv. efforts
- Collaborate with feeder districts to improve instruction and support for EL's from K to 12
- Implement and refine the District "Child Find" plan to identify and provide early and appropriate intervention for struggling students, including the development of an effective and consistent district-wide SST process

Executive Work Plan & Department Goals Educational Services (cont'd)

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Budgetary Initiatives:

- Develop plans to reduce Special Education encroachment on General Fund by 20% and Adult Ed encroachment by 25%
- Improve Ed Services budgeting processes including more effective Title I & III budget development
- Successfully open Seaside Prep as an alternative to private placement for Special Ed students resulting in significant cost savings

Executive Work Plan & Department Goals Educational Services (cont'd)

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Instructional Technology:

- Develop a comprehensive vision for how instructional tech can & should be used to improve learning & achievement of 21st century skills
- Develop an action plan designed to achieve the vision for instructional technology
- Develop model practices and procedures to support the success of our District's "Bring Your Own Device" (BYOD) initiative

Executive Work Plan & Department Goals

Human Resources

Torrie Norton, Associate Superintendent

Executive Work Plan & Department Goals Human Resources

Recruiting and Hiring Highly Qualified Employees

- Expand use of electronic media for advertisements via District webpage and job boards at colleges
- Explore with SDCOE the applicant tracking capabilities within the new Human Resources Information System, PeopleSoft

Executive Work Plan & Department Goals Human Resources (cont'd)

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Training and Support of Highly Qualified Employees

- Evaluate content of BTSA(Beginning Teacher and Assessment) and align to common core standards
- Create and implement an electronic orientation for classified and certificated substitutes

Provide Evaluation Support for highly qualified Employees

- Assist site administrators in identifying staff who need support
- Observe all temporary teachers

Executive Work Plan & Department Goals Human Resources (cont'd)

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Utilizing Efficient Position Control for Budget Accuracy and Fiscal Control

- Expand the administrative approval process for all extra work and school business agreements in digital schools
- PeopleSoft Data System – direct the implementation of the new HR system. Edit current HR data to prepare for conversion to the new system including Health Care Reform Act Data

Implement Office Procedures via Technology

- Revise and post classified and applications/documents on the District webpage

Executive Work Plan & Department Goals Human Resources (cont'd)

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Strengthen Employee Relations

- Recognize the site teacher and classified employees of the year
- Honor all District retirees
- Strengthen relationships with the site administrators and SDFAs site representatives and CSEA leadership
- Complete negotiations for the new three-year contract

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Executive Work Plan & Department Goals

Business Services

Eric Dill, Associate Superintendent

Executive Work Plan & Department Goals Business Services

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Budget Stabilization & Recovery

- Eliminate the structural deficit
- Restore reserves to pre-recession levels
- Support implementation of Common Core State Standards
- Coordinated effort between Business & Education Services to reduce encroachment costs in special education, adult education and transportation
- Increased monitoring of Associated Student Body accounts
- Prepare for new SDCOE Financial & Human Resources system

Executive Work Plan & Department Goals Business Services (cont'd)

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Long Range Facilities Master Plan & Proposition AA

- Align projects with instructional priorities and multi-year bond financing plan
- Focus on first bond issuance: two-year phasing of planning, design and construction within established budgets
- Frequently communicate project, budget and financial status to Board, ICOC, and public
- Begin public process of establishing boundaries for Middle School #5
- Recognize routine and deferred maintenance needs outside of Prop AA projects and prepare to support new facilities provided by the bond

Executive Work Plan & Department Goals Business Services (cont'd)

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Enhance Technology

- Plan long-term Prop AA infrastructure upgrades
- Support instruction with better wireless access and additional bandwidth
- Prepare for technological requirements associated with Common Core State Standards assessment
- Expand user-driven tech support efforts; reduce printer demand

Executive Work Plan & Department Goals Business Services (cont'd)

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Nutrition Services

- Enhance sales through upgraded cafeterias, fresh & wholesome menu options, and marketing efforts
- Support student nutrition education

Risk Management

- Integrate school security upgrades with Prop AA projects
- Support emergency planning efforts
- Improve employee injury prevention training

Executive Work Plan & Department Goals Business Services (cont'd)

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Maintenance, Operations & Transportation

- Transition management of Maintenance & Operations and Transportation under one director
- Investigate consolidating MOT operations at single location
- Operate bus driver training classes as a means of recruitment