Curriculum & Instruction / Assessment – Data Analysis

Goals integrated with other departments

Comprehensive Plan Goals and Objectives for Curriculum and Instruction are to continue to develop, implement and monitor a quality educational program including curriculum, instruction and assessment which considers the specific needs of Parkland students and the community, supports high academic standards and addresses Pennsylvania State Board of Education requirements.

Ongoing Goals for 2015-2016

- Continue to work with the blended learning committee and all teachers on best instructional practices that support blended learning. ✤ Ongoing

- Investigate secondary textbook needs with on-line digital content. Continue to investigate paid and free on-line resources to support best instructional practices and integration of a Learning Management System for all teachers. ✤ Social Studies textbooks are complete; investigate secondary math textbooks next

- Investigate and research curricular options and pathways for the least able students in grades 6 – 12. ✤ Completed this goal; the next steps include a phase out of applied level classes in English and Social Studies. New Career Education & Workforce (CEW) courses included in program of studies for next school year.

- Continue to develop STEMM integration to K – 12 curriculums to develop awareness of STEMM career options and provide inquiry based learning for all students. Ongoing

- Support the Student Services department to continue college and career readiness education and an RTII structure in middle school. ✤ Ongoing; a planning meeting is set for February

- Use new writing goals for English, grades 6 – 12, to develop a cross curricular approach with social studies and science. Ongoing
• Assist all schools with the instructional shifts and curricular changes that are necessary due to the transition from PA Standards to PA Core Standards.  **Ongoing**

• Implement an on-line standards based gradebook to support Standards Based Grading in grades K – 5.  ✗ **Completed**

• Develop partnerships with local pre-school providers to better prepare students for Parkland Full Day Kindergarten.  **Ongoing**—**joined the Early Childhood Coalition (group of various stakeholders from districts across the LV and community organization.) Working with daycare teachers to help support Parkland’s academic program.**

• Implement the Kindergarten Entry Inventory (KEI) with all Kindergarten teachers to collect and analyze data on incoming Kindergarten students to assist in providing targeted instruction that supports student needs.  ✗ **Completed**

• Develop a plan to work towards the goal of all students reading proficiently by the end of grade 3.  **Ongoing**—**part of the work by the Early Literacy Committee**

• Continue to recruit students from competing cyber programs to join the Parkland Cyber Learning Program. These efforts save the district money and keep students in our school system. Additional course offerings and a Parkland Diploma are key factors in getting some of these students to return to PSD.  **Ongoing**

**New Goals for 2015-2016**

• Assist all schools with the instructional shifts and curricular changes that are necessary due to the transition from PA Standards to PA Core Standards.  **Ongoing**

• Extend and enhance our collaborative approach to data analysis and improvement of instruction in order to positively impact individual student achievement.  ✗ **Ongoing**

• Utilize Performance Tracker tools and reports to enhance quality of instruction and student achievement. Implement methods to provide longitudinal profiles for individual students, grade levels, teams, departments, and schools.  ✗ **Ongoing**

• Use data to identify historically underperforming groups to ensure all education stakeholders accept responsibility and hold themselves and each other responsible for every learner having full access to quality education, qualified teachers, challenging curriculum, full opportunity to learn, and appropriate, sufficient support for learning so they can achieve at excellent levels in academic and other student outcomes.  ✗ **Ongoing**
PROFESSIONAL DEVELOPMENT

The Comprehensive Plan goals and objectives for Professional Development program are to continue to provide high quality professional development experiences for all staff.

**Completed Goals from 2014 – 2015**

- Expanded opportunities for professional development in the areas of collaborative practices utilizing common formative assessments.

- Provided Professional Development opportunities for using data as an intervention tool. ❗

**Ongoing Goals for 2015-2016**

- Address the variety of needs that arise within the district as a result of the diverse student population and our global community. **Ongoing**

- Work with principals to establish instructional leadership practices. **Ongoing**

- Continue to support our existing Teacher Induction Program. ❗ **Ongoing**

- Provide support to all principals on an ongoing basis regarding collection, analyzing, and application of student assessment data in order to measure effective learning and also intervene when measurable learning is not taking place. ❗ **Ongoing**

- Provide ongoing support to teachers and staff regarding English Language Proficiency standards and also working with and instructing our English Language Learners. **Ongoing**

- Utilize Professional Development tools in order to provide a quality professional development program which will meet the needs of all staff using a flipped professional development approach. Professional Development will focus on College and Career Readiness via Teacher Effectiveness, Common Standards, Differentiating Instruction, RTII and analyzing student data to improve instruction. ❗ **Ongoing**

**New Goals for 2015-2016**

- Expand professional development opportunities for differentiating instruction and engaging students in their educational journey. ❗ **Ongoing**
The Comprehensive Plan goals and objectives for the Technology department are to continue the development and implementation of Information Systems initiatives.

**Ongoing Goals for 2015-2016:**

- Continue to provide leadership and support of the district’s Blended Learning initiative in collaboration with the Curriculum and Instruction and Student Services departments.  

  The Blended Learning initiative was expanding by adding an additional 25 teachers to the program in addition to the 13 teachers who volunteered for last year. Both cohorts meet monthly for professional development and to review progress.

- Continue to develop and expand the district’s data warehouse, Performance Tracker, in order to promote data informed instruction and data-driven decision-making.

  This is an ongoing project but the use of data across the district has definitely increased due to RTII (Response To Instruction and Intervention) and the move to more data-informed instruction that is facilitated by both the Curriculum and Student Services departments.

- Continue to expand the IT Academy Program for students to include a pathway to both Expert and Master MOS Certification by establishing an independent study course.

  Last year all students who participated in the Microsoft IT Academy Program were able to complete the 3 Microsoft certifications required by the course. This year, in addition to the student course, the program has been extended to our administrative staff who are pursuing these industry-recognized certifications.

- Continue to work with the Business Office on the implementation of SharePoint, a document management solution with the goal of expanding this service to other departments in the future.

  This project was started and the technology infrastructure to start scanning and archiving documents is now in place.

- Continue to improve district security through the installation of new IP-based high school security cameras and surveillance cameras for all school buses.

  This project is almost completed. The high school IP-based security cameras are in place and more than 700 bus cameras were installed this summer and fall. We are still in the process of completing the Wi-Fi network to allow for easier retrieval of the video footage from the bus cameras.
New Goals for 2015-2016:

- Establish Career Corner, a video program of brief career-oriented video snippets created by students, to be aimed at an elementary audience. This project will be a collaborative effort with the Lehigh Valley Workforce Investment Board and the Student Services department as we address Chapter 339 regulations.

  This project is ongoing with a goal of having it completed by this spring.

- Reorganize the Tech Mentors program to a more structured format providing for a specified Tech Mentor at each building with explicit responsibilities and expectations for support and professional development to be provided by the Tech Mentor.

  The Tech Mentors program realignment is complete and allows for more focused professional development by our internal staff. The Tech Mentors are now more active in providing peer-based instructional technology support in each building.

- Support the district-wide implementation of a standards-based gradebook by all elementary teachers.

  This project, a collaborative effort with Curriculum and Student Services, is complete and all elementary teachers are now using the new standards-based elementary gradebook.

- Work collaboratively with the Curriculum, Instruction, and Assessment department on providing online testing for Keystone exams and possibly the PSSA exams.

  Google Chromebooks were successfully used last year and this year for the Keystone and WIDA testing programs.

- Enhance the district’s television broadcasting program by upgrading both middle school and high school TV studios and establishing a TV Studio User’s Group to share resources and best practices for video production.

  This project was completed and more video content is now being to our local cable access channels on Service Electric (channel 264) and RCN (channel 65). Each building now has a TV Studio and they meet twice a year through a new TV Studio User’s Group to share ideas, and learn new video editing techniques.

- Implement and support the use of an additional 1700 Chromebook devices throughout the district as we move closer towards providing a 1:1 computing environment for our students in conjunction with our Open Campus initiative.

  The additional Chromebooks were added throughout the district this summer to help the district move closer to the goal of having a personal learning device accessible to every student in the district.
• Work in collaboration with area school districts and telecommunication partners to address area digital equity issues with the goal of ensuring all students have access to Internet resources from home or school.

  In collaboration with Service Electric, Bethlehem Area School District, and Allentown Area School District, we have explored several options to close the digital equity gap, including partnering with a web site called Everyoneon.org and providing mobile wi-fi devices for student sign-out in each of the building media centers.

• Complete the implementation of the TimeClock Plus with the goal of having a purely electronic time clock system by December, 2015. *

  This project, a collaboration between the Business Office, School Services, and Food Services, is now complete and support staff are using their key fobs to punch in electronically, eliminating the need for paper punch cards.

• Implement Single Sign-On (SSO) for Discovery Streaming and Career Cruising with the goal of moving to SSO for all major technology systems. *

  This is part of an ongoing initiative to use Active Directory in order to have a Single Sign On (SSO) for all major software systems.

• Provide technical support to the Transportation Department as they implement a range of technologies that will improve operational efficiency. *

  The Technology Department has collaborated with Tony Naradko, the Supervisor of Transportation and Safety, to implement many new technologies, including new bus cameras, a new paperless system for transportation requests, and a new software system called Safe Transport that allows for tracking of district buses in real-time using GPS units that have been installed on each bus.
STUDENT SERVICES

The Comprehensive Plan goals and objectives for the Student Services department are to provide all students with a comprehensive system of learning supports at every school which will promote a safe, healthy, nurturing culture characterized by respect for differences, trust, caring, support and high expectations.

**Ongoing Goals for 2015-2016:**

- Support data analysis, progress monitoring, parent involvement, and a three-tiered system of interventions for elementary students.  ※  **Ongoing**

- Continue attendance and discipline data review meetings at all levels.  **Ongoing**

- Implementation of the Chapter 339 plan.  ※

  This has been on-going.  It will be presented at the March inservice day to the entire staff.  School Counselors have shared the plan with the business advisory committee and C/I has shared it with various groups of teachers during various trainings to connect it to their content.

- Continue to increase psychologists’ involvement in data team meetings at the secondary levels in assisting with analyzing data from a variety of sources.

  The Bully Button has been reviewed at the middle school level and data teams are meeting to analyze data.  Teams at the secondary level are also looking at attendance data and academic data during team meetings.  Liz Duld has assisted with our “at risk” indicator at the high school.

**New Goals for 2015-2016:**

- Investigate scheduling changes at the MS level to assist with the implementation of an intervention period/RtII model.  Support data teams and data analysis of student progress.  ※

  After a number of meetings with administrators and teachers, a plan has been forming to implement an I/E time at both middle schools for students in grades 6, 7, and 8 next school year.  I/E will be held three times per six day cycle to address individual student needs (similar to the elementary).  Data teams will analyze student data, determine needs, and plan for interventions or enrichment.

  Meetings will be held with 6th, 7th, and 8th grade teachers in February to finalize the plan.

- Begin development of a School Wide Positive Behavior Program at the middle schools similar to that at the elementary schools.

  Middle schools are working together to develop a SWPBp for next year and combine it with their successful Anti-bullying campaign.
• Refresh our anti-bullying campaign at the elementary schools.

All elementary building core teams were re-trained on our OWEUS program over the summer and then turn-keyed it to their staff during the first week of school. All elementary schools have been promoting anti-bullying campaigns. Fogelsville presented a video to parents during open house on Bullying which was well received.

• Begin to use SPARK at the elementary level with is the Career Cruising elementary portion and part of our 339 Plan. ✴

The tech department has been hard at work in reconfiguring “notebooks” for each elementary building to implement SPARK in January. It is a computer based program which is the pre-cursor to our Career Cruising Program at the secondary level. Media Specialists and School Counselors have met to collaborate on roll-out of the initiative in January for first grade students.

• Research and implement trainings for staff and students on suicide prevention and awareness as a result of state mandate. ✴

All staff working with 6th – 12th grade students were trained on suicide prevention and awareness during the first three days of school using the “More Than Sad Program”. The topic is being addressed during 7th grade guidance classes and 9th grade health classes as well as 11th grade presentations. Secondary Support Staff participated in the Mental Health and First Aid Training during an in service day in October. This is a mandate by the state (Act 71).

• Increase number of elementary school teams trained in the Student Support Program

To date, we have four elementary building teams trained. This was done via grants with the Center for Humanistic Change.

• Wellness Initiatives: reorganize committee, update directives, and align state mandates with Food Services Department. ✴

The Wellness committee was reorganized and met to up-date goals and align them to state mandates. Sheri Deeb and Lori Seier worked closely together on this initiative.

• Begin paperless initiative at the high school for registration of new students.

All new students are being registered in this manner.

• Prepare for November audit

Audit was completed and waiting to get formal review. Preliminary information shared is that they were very impressed with our programs.
SCHOOL SERVICES

The Comprehensive Plan goals and objectives for School Services is to strive for excellence and optimal efficiency in terms of maintaining our facilities and operating our transportation fleet to insure the best possible environment for our students to grow, learn, explore and achieve; our staff to teach and inspire, while at the same time minimizing financial demands on our community.

Ongoing Goals for 2015-2016:

- Continue to pursue energy efficiency by working to convert all of our parking lot light fixtures to LED fixtures and investigate energy saving opportunities throughout the district. ※ Ongoing

- Continue to explore initiatives to more effectively clean/maintain our facilities by expanding the use of new maintenance software in an effort to be more proactive and efficient in maintenance of facilities. ※ Ongoing

- Continue to provide the cleanest environments by working with staff and students to create ownership and pride in schools and campuses. Ongoing

- Continue to provide safe passage for students, staff and community. ※ Ongoing

New Goals for 2015-2016:

- Work with Stantec Architectural firm to complete the District Wide Feasibility Study and work with the Administrative team on developing a future plan for all of the School District facilities. ※ The feasibility study is 90% complete. Stantec has made one presentation to the School Board and will follow up with two additional presentations in 2016.

- Complete the conversion of the High School soccer stadium from a natural grass field to a synthetic turf field. The turf project has reached substantial completion and is available for the School District’s gym classes and sport teams to use. The School Services department is working on closing out the project.

- Work with the Technology Department to implement the new Time Clock Plus system. The old time clocks are no longer in use and all employee's time is being recorded by the time clock plus system. In February 2016 the payroll department will begin to integrate time clock plus and the payroll systems so information from time clock plus can be uploaded to payroll.

- Work with the Technology Department to implement the new Facility Scheduler Direct computerized scheduling system to better control after school activities. ※ The new Facility Scheduler System has been installed and a procedure has been established. The new system will be put into use in January 2016.
• Investigate the feasibility of converting the bus fleet from diesel fuel to propane or natural gas.

  **This goals is still being developed.**

• Improve staff development for bus garage mechanics and maintenance mechanics to keep them current on the latest technologies.

  *The entire garage staff was trained on the Safe Transport installation and operation. Three mechanics attended AC Delco training for valve train controls, electrical/electronic systems and electronic brake and chassis controls. We will continue to research staff development classes for our garage and maintenance mechanics.*

• Track and improve the response time for bus break downs and accidents.

  *The Safe Transport bus tracking system has improved the response time for bus break downs since we have an exact location of the bus. We have also included our garage mechanics vehicles on the Safe Transport system so we can locate the trucks and know where they are in relation to the broken down bus. We will continue to expand the system to help improve our response time.*

• Convert the School District key tracking system from a paper system to an electronic system.

  *The new key tracking software has been purchased and installed. We are currently working on transferring the data into the program.*
FINANCIAL MANAGEMENT

The Comprehensive Plan goals and objectives for Financial Management is to utilize effective strategies, methods and programs to manage human and financial resources within the district to ensure the success of students and staff.

**Ongoing Goals for 2015-2016:**

- Continue to adhere to Governmental Accounting Standards Board (GASB) Statement 67 and 68 regarding new pension reporting requirements. **Completed, are adhering to requirements**

- Continue to migrate toward direct deposit of paychecks for all employees. **Very few left to migrate, close to 100% participation**

- Continue to expand usage of TimeClock Plus electronic data collection system to various employee groups. **Completed, in place, old system removed saving time and money**

- Continue to comply with requirements regarding the Affordable Care Act (ACA). **Ongoing, complying with reporting requirements**

- Continue to maintain a five-year financial plan. **Ongoing**

- Continue the implementation of the electronic document storage and retrieval system utilizing Harvest Technology software. **Ongoing**

**New Goals for 2015-2016:**

- Upgrade software regarding Local Services Tax (LST). **Completed, working well, Sheryl Hamsher has done wonderful job incorporating this software.**

- Develop guidelines regarding the recordkeeping of Student Activity Funds. (Student accounts) **Completed, work in progress getting all advisors to follow new procedures.**

- Complete the transition to PDE mandates Chart of Accounts. **Completed**

- Update staff regarding the many advantages of SunGard’s Employee Access Center functionality. **Ongoing**

- Utilize SunGard’s Employee Access Center to replace the preparation and distribution of direct deposit paystubs. **Ongoing**
HUMAN RESOURCES

The Comprehensive Plan goals and objectives for Human Resources are to work with staff by implementing effective methods and programs in order to provide an environment where staff succeeds and careers flourish.

**Ongoing Goals for 2015-2016:**

- Continue to comply with the ever-changing and evolving PDE initiatives such as Act 168 *(Act 168 provides direction regarding employment history, review processes, and for monitoring of electronic public safety and criminal justice information related to educators.)*. And Act 153 *(Act 153 requires that volunteers having direct contact with children receive child abuse clearances, PA State Police criminal history background checks and Federal background checks prior to volunteering and requires that school employees, independent contractors and volunteers who have direct contact with children update these 3 clearances every 36 months.)*.

  **Ongoing:** The HR Department worked to ensure all new hires and substitutes had appropriate Act 168 forms into HR from their previous employers before hiring. Collected and cleared over 1,000 employee and substitute clearances (with the assistance of School Services and Food Services) and 1,000 volunteer clearances.

- Continue to evaluate and enhance practices and processes for recruiting, hiring, and retaining high quality staff within the district. **Ongoing**

- Continue to provide support to all principals on an ongoing basis regarding staffing and hiring. **Ongoing**

- Continue to work with C & I to provide mentor development sessions. * **Ongoing**

**New Goals for 2015-2016:**

- Ensure that all volunteer and employee clearances are current and up-to-date. **Ongoing**

- Attend two additional job fairs. **Ongoing**

- Create forms and templates for administrative use, such as discipline, RTW, etc. *

- Provide professional development sessions and training for clerical staff. * **Ongoing**

The Aesop (Substitute Coordinator position was transitioned from a call coordinator who worked off-site in the evenings to the HR Department. This is more efficient in terms of handling questions and problem-solving issues with substitutes. Individuals can now call HR during business hours to get assistance.
SAFETY DEPARTMENT GOALS 2015-2016

The Parkland School District Safety Department vision is to afford a safe learning environment for all students and staff. The focus of the department’s efforts is to evaluate and improve current district practices and technologies via data-driven decision making in order to meet the shared vision established within the Parkland School District Comprehensive Plan 2015-2018 and the US Department of Education Safety Framework (Prevention, Protection, Mitigation, Response, and Recovery).

New Goals for 2015-2016:

- Continue to offer safety related professional development opportunities for staff members. ✴

  Parkland Administrators will participate in the A.L.I.C.E. Training on March 31 and April 2016. The goal is to have the administrators make recommendations for implementing the program to the faculty and staff.

- Complete the camera and vestibule upgrades recommended by the SERAPH Report. ✴

  The camera and vestibule projects were completed at the start of the school year.

- Investigate visitor management systems and/or other safety/security technologies. ✴

Ongoing

Conduct one district level Emergency Management Committee Meetings and one township specific meeting for each of the local law enforcement agencies serving the Parkland School District. ✴

One district level Emergency Management Committee Meeting was conducted during November.

Improve community relations by participating in the Emergency Preparedness Day hosted by local agencies and Operation Safe Stop.

The school district participated in the Emergency Preparedness Day on September 19, 2015 and Operation Safe Stop was conducted the week of October 19th.

Continue to identify resources and practices necessary to conduct a system wide Parent Reunification Procedure via departmental/ school based meetings.

Meetings have been established with the goal to identify the appropriate resources necessary to facilitate a successful Parent Reunification.

- Participate in the county wide Emergency Preparedness Meetings hosted by the C.L.I.U.

  Parkland Administrators will participate in the Parent Reunification Table Top Professional development on February 11, 2016. This professional development opportunity was recommending by the committee and has been its focus for the first half of the school year.