

**GOAL #5:** By January 1, 2009, develop a plan to increase principal time in the classroom in order to model teaching and supervise teachers to insure that District and School Improvement Team Goals are being met.

Strategic Action	Budget	Time Frame	Person (s) Responsible	Status of Strategic Action
<div>1. Based on administrative staffing research, recommend to the Board the appropriate number of administrators for each school building in the Warren County School District. (Also look at other economical options for freeing up principals)</div> <div>1.1 Place the additional administrative positions with applicable compensation packages in the 2009-10 school budget.</div> <div>2. In cooperation with the Administrative Unit design a standards-based administrative evaluation instrument, which is reflective, efficient to use, and relevant to each administrative position.</div> <div>3. Review School Improvement Team (SIT) goals and monthly meeting minutes with each principal throughout the school year.</div> <div>4. Provide administrators professional development to accomplish this goal.</div> <div>4.1 Survey principals to determine professional development topics required to accomplish this goal</div> <div>4.2 Plan, schedule and conduct targeted professional development sessions for the administrators in the school district. List the professional development sessions provided in the annual report.</div> <div>5. Principals and Supervisors will form professional learning communities to visit colleagues or other districts and share lessons learned at the monthly administrative meetings.</div> <div>6. Each principal will be required to observe and/or evaluate each teacher a minimum of four times per year, and conduct a minimum of 150 walkthroughs for 9 months. [Note: Factor in adequacy of administrative staffing]</div> <div>6.1 Each observation shall be recorded on a district approved form, which shall be designed by a team of directors, principals and supervisors.</div> <div>6.2 Each walkthrough shall be recorded on a district approved form and tallied using a district approved form, which shall be designed by a team of directors, principals and supervisors.</div> <div>6.3 Compile number of observations and walkthroughs, report to Board Personnel Committee and placed in Annual Report.</div> <div>7. At the end of the school year, the principal will survey his or her teachers to solicit opinions of observations and walkthroughs.</div> <div>8. A committee of principals, the instructional directors, and chaired by the Director of Human Resources will compile a list of actions needed to free principals to get into the classrooms.</div>	<div>No Cost</div> <div>TBD</div> <div>No Cost</div> <div>No Cost</div> <div>Minimal Covered in the 2008-09 Budget</div> <div>Minimal Covered in the 2008-09 Budget</div> <div>Minimal Covered in the 2008-09 Budget</div> <div>No Cost</div> <div>Minimal Covered in the 2008-09 Budget</div> <div>No Cost</div>	<div>Recommendation Due 12-15-08</div> <div>Due 2-1-09</div> <div>Due 12-1-08 Implemented in the 2008-09 SY</div> <div>Begins 10-1-08</div> <div>11-15-08</div> <div>Begin Jan 1, 2009 and Continue once per month</div> <div>Begin 11-1-08</div> <div>Use existing form until 9-1-09</div> <div>Create forms by 12-1-08</div> <div>Begin 1-1-09</div> <div>6-1-09</div> <div>Start 10-1-08 at ATM meetings Due 2-15-09</div>	<div>Superintendent and HR Director</div> <div>Superintendent, HR Special Educ., Elementary, and Secondary Directors</div> <div>Superintendent, HR Special Educ., Elementary, and Secondary Directors</div> <div>Superintendent, HR Special Educ., Elementary, and Secondary Directors</div> <div>Coordinated by HR, Special Educ., Elementary, and Secondary Directors</div> <div>Monitored by HR, Special Educ., Elementary, and Secondary Directors</div> <div>Survey developed and monitored by HR Director</div> <div>Director of Human Resources</div>	<div>Reflective self-evaluation instrument developed and used to evaluate administrators for the 2007-08 school year. A standards-based instrument will be designed for use in 2008-09 and beyond.</div> <div>Being done at Director meetings and placed on district website</div> <div>August Administrative Leadership Academy held at IU5.</div> <div>The principals will be surveyed at the October Administrative Team Meeting October—Dr. Jaskolka presented a reading in-service Attorney Byham is scheduled to present a 2-hour legal in-service for Dec. 12.</div> <div>To be scheduled for 15 to 30 minutes during each monthly ATM.</div> <div>Bullying prevention was presented at the 11-13-08 ATM</div> <div>Chart of walkthroughs &amp; observations will be compiled and reviewed at each monthly Director's meeting. Will start charting on Nov 13th.</div> <div>Walkthrough instrument was developed at prior ATM's and is being used by principals. Principals submit a tally of observations and walkthroughs to directors of elementary and secondary education. Directors will monitor walkthroughs and observations during periodic school visits.</div> <div>Feedback, staff comments that they are pleased to see principals frequently in the classrooms</div> <div>Revised: November 19, 2008</div>