

Year-End Evaluation – June 2013
2012-13 ANNUAL WORK OBJECTIVES and OPERATIONAL PROJECTS
for HUHS DISTRICT ADMINISTRATOR
Lisa L. Olson

■ = mid year comments
■ = end of year comments

With the completion of a Future Plan, work objectives this year will mirror the 2012-13 activities planned in the Future Plan. It is the responsibility of the district administrator to ensure measurable progress occurs in all the strategic objectives. While the majority of activities planned are a collaborative responsibility among administrators, those activities highlighted in yellow have direct responsibility of the district administrator. The district administrator will provide a quarterly report focused on the Future Plan, including progress of the planned activities and any necessary modifications or additions.

Focus Area	Strategic Objective	2012-13 Activities		
Personalizing Learning	Improve student achievement across all content areas.	Combined Activities for Student Achievement Objectives	Administer PLAN to all freshmen	Will occur in Spring 2013
			Administer practice ACT to all juniors	Given in early November 2012; Test analysis and dissemination will occur in early February
			Conduct all faculty data dig to replace data retreat	Completed on August 29 teacher inservice using <i>LiveBinder</i>
			Implement a Freshmen Core Team with common time to meet	Meets during Period 5 as part of teacher ICT time Provided recommendations to K-8 districts for study skills, for JumpStart freshmen orientation, and for scheduling incoming freshmen
			Analyze AP assessment scores and course registrations to maximize opportunities	Initial communication regarding AP exam registration in January <i>Involve</i>
			Integrate CCSS into all content areas	CCSS work on K-12 inservice days of August 29 and October 25 Early release dates of February 4 and April 17 continued work of aligning CCSS and standardized assessment data
	Improve student achievement across all student groups.		Redefine counselor role to improve effectiveness and focus on individual needs of students	Continually recurring as both supervising administrators meet weekly with counselors to review roles and responsibilities and rethink priorities
			Update READ 180 program	Training for new READ 180 program will occur in February 2013
			Eliminate Pre-Algebra	Done as of 2012-13 school year
			Implement integrated math curriculum - first course	Four sections implemented for 2012-13; Intensive instructional changes in instructional strategies for students Continued monitoring second semester and planning for 2013-14 implementation of second course

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		Conduct all faculty data dig to replace data retreat	Completed on August 29 teacher inservice using <i>LiveBinder</i>
		Implement a co-teaching model with fidelity; Hand schedule students into co-taught courses	Students were hand scheduled; Modifications to co-teaching occurred throughout first semester; Peggy Black has completed follow-up training and meeting with co-teaching pairs Peggy Black conducted two separate days of observation and an additional day of follow-up with co-teaching teachers
		Implement UbD Stage 2: Assessments	Is occurring as part of early release time: October 10, November 16, December 5, December 19, January 9 Continued early release time dedicated to assessments on February 27, March 20, and May 1
	Equip students with competencies to communicate effectively in digital spaces.	Increase 1:1 initiative to provide learning devices for all freshmen and sophomores	Devices provided to all sophomores during August inservice and to freshmen during first week of classes; Technical and training factors continue to be developed
		Provide ongoing professional development focused on student digital learning	Have provided optional technology training for teachers after school; Full day inservice on February 4 will focus entirely on technology for teachers Planned for Summer 2013 technology PD for all teachers
		Develop and implement an instructional technology coach position	Board approved and implemented position for 2012-13; Monitoring through survey and Board workshop conversation Planned for changes for 2013-14 with combination of position as BIT teacher integrating freshmen technology competencies
	Promote and maintain a safe learning environment.	Renew SAP (Student Assistance Program) groups	Initial groups of Loss and Grief began during Quarter 2 with additional groups starting Semester 2 Additional groups for additional and bullying added; more plans for 2013-14
		Implement PBIS with fidelity for Tier 1 and introduce Tier 2 and 3 interventions	Dedicated two teachers with ICT time for PBIS; One additional teacher will work with Tier 2 and 3 students during Semester 2 Need to refocus efforts to ensure committee meets more often; bullying was primary focus for Semester 2

		Implement Child Nutrition Act	Supervisor of School Nutrition has implemented requirements per law and continues to evaluate food purchasing and options for students
		Organize required parent-athlete meeting on athlete expectations, <i>Life of an Athlete</i>	Completed on August 8 during evening of back-to-school registration with make-up option of reviewing video and completing online assessment
		Review and renew anti-bullying information	Initial conversations during Quarter 2; Group of individuals will begin formally planning strategies during Semester 2; Held community movie night with bullying movie and homeroom for all students during Semester 2
		Ensure student AUP is reviewed and followed	Continue to review technology policies and procedures; Challenges regarding Twitter and smartphone use identified and will be addressed at February 4 professional development
	Increase student engagement and responsibility for learning efficiency and success.	Conduct small group meetings with freshmen and counselors in homeroom	Occurred in October and November
		Use PLAN and ACT aptitude results to engage students in course and career planning	Counselors met with students in small groups to review PLAN and ACT results; will include in parent meetings for 2013-14

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Transforming Teaching	Attract, develop, and retain caring, motivated, innovative, engaging, and professional faculty and staff.	Test DPI Educator Effective Program as a pilot district for teacher practice and SLOs	Pilot team attended 3-day training in September and continues to meet as a small group at HUHS Attended DPI EE training in Appleton in April; decided to be part of full pilot in 2013-14
		Develop and implement job satisfaction and exit surveys	Conducted survey in December/January; Results shared with A-Team, teachers, and Board of Education; Exit survey to be developed Quarter 3 with new Payroll and Benefits Coordinator
		Implement HUHS Educator Compensation Plan	Plan approved by Board and communicated to teachers in September; Additional details currently begin developed based upon teacher effectiveness guidelines Implemented in February 2013 for all new teachers and those moved to new base range; dependent upon "negotiations" and implementation of Educator Effectiveness; will need to reconvene committee after DPI has made updates to EE

		Implement CESA 6 Effective Project through OASYS/My Learning Plan	Introduced during August inservice; Modified in October; Continuing to evaluate DPI and CESA 6 models for long-term adoption Continued to use MyLearning Plan for teacher evaluation
		Improve hiring and orientation processes for all staff	Need to develop exit survey and employee orientation; did create an online database for teachers and substitute teachers with all procedures
Create classroom environments where students engage in active, problem-based learning.		Provide ongoing professional development focused on problem/project-based learning	Initial offering in summer professional development
		Implement flipped instruction	Flipped instruction occurring in Algebra I and Biology
Collaborate and create learning opportunities for cross-curricular planning, instruction, and activities.		Implement ICT (Innovation, Collaboration, Transformation) period for teachers not teaching six classes	During Semester 1, 33 teacher were given ICT time which ranged for freshman core team to flipping instruction to STEM; Evaluation of Semester 1 time will be done; New Semester 2 assignments will change Will need to refocus some of the ICT time for priority items and implement Literacy Coach as one person rather than different assignments
		Hire STEM consultant to initiative STEM curriculum	Consultant was hired and has met with the Board twice; Meets at least bi-weekly face-to-face with district administrator and keeps weekly email communication Major work was accomplished during the school year to create vision for TEE Department and integration with math and science courses; New courses being offered in 2013-14
		Organize resource period with each teacher assigned to students	Implemented at beginning of 2012-13; More consistent policies being employed
		Redefine physical organization of teachers/departments	Initial conversations of physical reorganization occurred as part of facility study; Physics teacher was relocated to TEE Department for 2012-13 Will relocate Agri-Science Department to science wing in 2013-14
Increase accountability for performance.		Review initial implementation of state accountability system reporting	Required correction of ISES data to produce district report card; Identified areas of improvement and strategies to target areas Will add English and Math extension courses for students below grade level for 2013-14
		Review district-level student surveys	Consistencies in student ratings and comments by departments, teachers, and school years; need to recreate student survey to provide more individual feedback for teachers

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Evolving Structures	Improve communication and articulation with the K-8 districts, post-secondary institutions, and businesses.	Implement three K-12 inservice days	Designated as August 29, October 25, and March 4; Majority of K-8 districts did and will attend
		Collaborate with local manufacturing action group (post-secondary and business)	Led November TEE Advisory Committee meeting with restructuring; Met with local manufacturing group regarding postcard project; Toured Helgesen and met with leaders
		Share HUHS Future Plan and provide monthly update to K-8 Board of Education through AHAA meeting minutes	Shared Future Plan at August AHAA meeting and continues to be a standing item on the monthly AHAA meeting agendas Continued sharing through minutes; conducted K-8 and HUHS meetings with HUHS Board President and K-8 administrator and Board President
		Explore dual enrollment program (DPI initiative) for UW colleges and determine options for HUHS students	Program put on hold by DPI
	Improve and expand communication with parents and community.	Collect student cellphone numbers on registration form	Completed during student registration; Exploring opt in option for students to receive text messages
		Implement parent information evenings for all grade levels conducted by counselors	Implemented four different evenings for each graduating class; Each were well attended and a follow-up survey is in process Will continue for 2013-14 with modifications
		Conduct grades 6-8 parent sessions at K-8 districts	-----
		Implement a combined <i>HUHS Showcase</i> and 8 th grade orientation	Will occur on January 30; Color postcards were mailed to each district taxpayer
	Support and solicit active district and community partnerships.	Collaborate with local representation from United Way to utilize grant funds for more localized wraparound services	Attended September and October meetings; No addition meetings or communication have occurred to this point
		Evaluate current connections to community civic and business organizations to determine potential partnerships	-----
	Provide multiple pathways for students to be college-, career-, and community-ready.	Hire STEM consultant to initiative STEM curriculum	Consultant was hired and has met with the Board twice; Meets at least bi-weekly face-to-face with district administrator and keeps weekly email communication
		Redefine H-Club as Leadership Club for student athletes	New guidelines were developed; To date, activities not implemented as leadership
		Implement a consistent work experience program through definition of a Youth Apprenticeship Coordinator role	Jon Duhr has been assigned a CTE Coordinator role and attends regional meetings, local business meetings, and HUHS CTE teacher meetings
		Explore opportunities to share programs with area high schools	-----

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	Provide flexible scheduling, including extended day and summer educational options, to meet diverse educational needs of students.	Implement Learning Labs for credit recovery during school year	Implemented in 2012-13; Data analysis after Semester 1 grades are posted
		Expand fully-online course offerings	Implemented virtual program option for Semester 2 Monitored eSchool enrollments for potential open enrollment out students
		Modify bell schedule	Implemented for 2012-13 to increase daily minutes to allow for teacher professional development time and equal resource time
		Expand/modify Summer School 2013	Changes did not yield expected results and need to modify credit recovery options for students to be more successful
	Determine options for demonstration of proficiency as an alternative to credits.	Implement WIAA alternative to PE III	Implemented in 2012-13; Data analysis after winter sport season is completed to determine completion rate Initial registrations for 2013-14 is consistent and at about 100 students
		Restructure financial literacy assessment as required for graduation	Implemented 2012-13 Semester 1 to allow for review sessions and assessment retakes; Only a small number of seniors need to complete
		Monitor English 10 for freshmen in Year 2	-----
	Ensure facility supports 21 st century learning	Finalize facilities feasibility study	Reengaged Bray Architects in December and January to bring study and plan to fruition
		Provide budget plan to align with selected facilities plan for next 5 and 10 years	Provided information and worked through Board approval of master plan in May 2013