

ADMINISTRATIVE WORK PLAN

**Major Initiatives
2005-2006**

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ADMINISTRATIVE WORK PLAN

STUDENT PERFORMANCE

Goal: To educate students for the future by ensuring achievement of district essential learnings by all students.

1. Implement Professional Learning Communities model throughout the district to increase learning proficiency of all students.
 - a. Define common essential learnings for content areas through collaboration of district and school sites
 - b. Provide professional development to support creation of quality common assessments at school sites
 - c. Provide professional development to support systems of interventions at school sites
2. Improve integration and alignment of general education and special programs instructional systems to increase successful student engagement in grade level curriculum
3. Increase student and staff access to, and effective use of, technology that supports their work.
4. Revise school improvement process to result in meaningful participation of school staff and communities in monitoring, improving, and documenting learning progress.
5. Improve student performance in mathematics through
 - a. Professional development in math pedagogy
 - b. Provision of appropriate instructional materials
 - c. Preparation for implementation of revised curriculum
6. Develop action plans for moving to 21st Century Learning that incorporate key elements identified in the national report:
 - a. Emphasize core subjects
 - b. Emphasize learning skills
 - c. Use 21st century tools to develop learning skills
 - d. Teach and learn in a 21st century context
 - e. Teach and learn 21st century content
 - f. Use 21st century assessments that measure 21st century skills

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PERSONNEL

Goal: The Department of Human Resources will develop and implement employment processes, compensation systems, and evaluative procedures that attract, reward, and retain quality staff for the primary purpose of enhancing student achievement

1. The current Collective Bargaining agreement covers the period 2003-06. Negotiations with the Littleton Education Association (LEA) commenced in November on revisions to the current Agreement. It is anticipated these revisions will include changes to language items, compensation and benefits. The negotiation process will proceed through the spring of 2006 with anticipated agreement by June, 2006. The goal of this process is to reach consensus on a Collective Bargaining Agreement that attracts, rewards and retains quality staff for the purpose of enhancing student achievement.
2. The district's current Enterprise Resource System is JD Edwards. This system performs the district's payroll, human resources, financial, budget and purchasing/warehouse operations. The system is 20 years old and has a "closed" architecture. As such, it is outdated. The goal is to explore available "open-ended systems", that provide integration with the ability to make changes and enhancements over time on a need basis. This process will include using a Government Finance Officers Association (GFOA) consultant to assist district personnel in developing a needs assessment, identification of staffing needs, a request for proposal (RFP), vendor selection, implementation methods, technology architecture choices, and changes in management strategies. Due to the anticipated investment of finances and human capital required for this process, it is crucial that a new system meet the needs of all end users. This will be a multi-year priority.
3. Historically, the LPS job application process has been a "hard copy" system, entirely dependent on a paper application. In the summer of 2005, the district began conversion to an on-line application process for teacher applicants. The goal for the 2006-06 school year is to have a fully implemented on-line application process for all applicants, including substitute, classified and administrators. This will be completely functional by January, 2006, in time for the peak hiring season.
4. Continue to provide leadership for district progress toward compliance relative to the "highly qualified" staff component of No Child Left Behind (NCLB).
5. Initiate, monitor and finalize the hiring process for anticipated licensed vacancies for the 2006-07 school year. It is expected this will include

approximately 100 teacher positions and multiple building based and ESC administrative positions.

6. The revised administrator evaluation system will be finalized during the 2005-06 school year. This will include revised position descriptions for all administrator positions as well as a new "Administrator Evaluation Process Handbook".

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CAPITAL IMPROVEMENT

Goal: Align Littleton Public Schools facilities to support an environment conducive to student learning and District programs.

1. Complete last phase of the \$94.5 million 2002 bond program, including the renovation of Heritage High School and management of all associated contracts.
2. Complete a needs assessment of 2006-2007 for each LPS district building and site.
3. Establish annual capital budget plan for the procurement of school buses/facility operations trucks per the vehicle replacement schedule, annual facility repairs, technology costs, and major equipment replacements (e.g. copiers).
4. Complete a facility utilization study and establish minimum and maximum enrollment guidelines per school.
5. Assess the need for facility re-use plan or closure.
6. Complete a pupil transportation program safety assessment/safety benchmark study.
7. Complete transition of bus fleet to alternative fuel source, e.g. low sulfur diesel, B-5 blend of bio-diesel.
8. Coordinate a classified supervisor leadership development program focused on customer service to support student success.
9. Complete a district wide community attitude survey regarding the Littleton Public Schools.

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FINANCE

Goal: Develop the appropriate financial support that will ensure that adequate financial resources are available for students, teachers, and staff.

1. Coordinate all financial processes for the district, inclusive of long-range financial and program forecasts, current and 5-year enrollment forecasts, budget development, auditing and reporting, investments, purchasing and warehousing and all financial transactions necessary to complete the business of the district.
2. Develop budget reduction lists to utilize, if necessary, to provide for balancing on-going expenses with on-going revenues.
3. Complete the preparation of the Comprehensive Annual Financial Report and the 2006-2007 Annual Budget document.
4. Complete Phase I of the implementation design for a new financial system by conducting a comprehensive needs assessment of the finance, payroll and human resources software system requirements.
5. Influence policy which impacts LPS by participation and leadership on statewide and/or national Boards of Directors having a direct impact on the operations of Littleton Public Schools, inclusive of pension, banking/liquid govt. asset trusts, regulatory financial policies and procedures, transportation safety, insurance, legislative and school finance boards.
6. Coordinate legislative activities with a focus on protecting BOE governance, fair employment processes, and enhancing financial status.
7. Pilot a point-of-sale system to allow for parents to pay school fees via credit or debit cards and reduce "insufficient balance" and check returns.
8. Establish Wellness and Nutrition Parent Advisory Committee and develop a new Board policy on wellness and nutrition for approval by the BOE by June 30, 2006

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COMMUNITY

Goal: Engage the community as an active partner in the life of the school district to achieve a sense of shared ownership for results.

1. Find an effective balance of the methods by which we engage in two-way communication with families and the larger community as we move from a 20th century model to one of the 21st century.
2. Continue to clearly communicate budget realities and that “promises made are promises kept” in an effort to continue to harness and keep support for future endeavors.
3. Refine the strategies and methods by which we listen to and respond to our constituents in all matters in which we share an interest.
4. Refine the strategies and methods by which we engage in meaningful, two-way communication with district employees.
5. Develop a framework upon which we will build a strategic plan for meeting the needs of the 21st century learner.
6. Develop a framework upon which we explore opportunities that would allow organized learning for a longer length of time.
7. Refine the strategies and methods by which we draw families to our school system.