

Task Report

The Task Report gives detailed information for all tasks including the assigned team member and target date for completion.

October 24, 2016

ARMOREL SCHOOL DISTRICT 502550

Key Objectives are shown in **RED**.

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Tasks Included in the Plan (14)

Objective		Task	Frequency	Assigned	Due Date	Completed
ID01	1	Contact ARSBA for policy guidance.		Sally Bennett	08/28/2015	08/28/2015
<p><i>comments: Lucas Harder - ARSBA contact</i></p> <p><i>A sample policy was provided. The district is reviewing that policy. A waiver was requested to allow teacher's individual planning time to be utilized for meeting with the principal. The State Board of Education denied the waiver. Alternative methods have been developed to meet with teachers during the day.</i></p>						
IB13	1	Work with school representatives to develop a reporting template and to make them aware of the reporting requirement.		Teresa Lawrence	09/21/2015	
<p><i>comments: Each school will give an overall progress report at each monthly district leadership team meeting. Principals were made aware of this reporting requirement in the October 6, 2015, Leadership Team Meeting. This is evidenced in the meeting notes. This is an ongoing requirement to continually monitor and adjust as needed.</i></p>						
IB13	2	Include the reporting as a monthly agenda item. Plan for the discussion and the determination of next steps during each meeting.	monthly	Sally Bennett	11/17/2015	
<p><i>comments: Set up reminder for agenda inclusion.</i></p>						
IA14	1	Clear articulation of needed services		Teresa Lawrence	01/04/2016	
<p><i>comments: Who are the specific students you want to serve? As positions open in the district, the position will be evaluated to determine the certification and skill set requirements needed in order to best meet student needs. As the district continues to grow, recruiting and retaining highly skilled teachers will remain a high priority.</i></p>						
IA14	2	Determine the skill set/certification(s) required for the position		Teresa Lawrence	01/04/2016	
<p><i>comments: What does this position require of a teacher? What should this person know and be able to do? What area(s) of certification are needed? What is the job description for this position?</i></p>						
ID01	2	Leadership meetings occur as scheduled and last an hour or more.		Teresa Lawrence	01/15/2016	03/18/2016
<p><i>comments: Formal district leadership meetings are held monthly. The meeting participants are Sally Bennett, Teresa Lawrence, Joey Carr, Melissa Booker, and Stephanie Carter. A monthly early release</i></p>						

		<i>day is used to provide time for additional meetings at the building level. Depending on the current needs, these meetings are sometimes held as a large group. Buildings also meet in their leadership groups. Agendas and meeting notes/minutes are maintained. These formal meetings are used for monitoring, information gathering, and planning purposes.</i>				
IA14	3	Obtain school board approval for the position.		Sally Bennett	02/15/2016	
	<i>comments: Seek board approval if new positions are added. Advertise job openings through a variety of media to include Web site postings, newspaper advertisements, and university contacts.</i>					
IA14	4	Advertise for the position.		Sally Bennett	02/15/2016	03/11/2016
	<i>comments: District, co-op, AAEA Web sites. College campus recruitment for minority candidates for consideration. Newspaper advertising.</i>					
IC05	1	Curriculum standards will be reviewed.	twice a year	Sally Bennett	03/01/2016	
	<i>comments: New standards will be reviewed as they are approved by ADE. Existing standards will be reviewed in existing curriculum documents.</i> <i>Teachers have worked on standards throughout the year.</i>					
IA14	5	Conduct interviews and make offer of employment. Seek board approval for hiring of candidate.		Sally Bennett	03/14/2016	
	<i>comments: Interview protocol needed. Interview committee will be formed. Committee will recommend to Superintendent.</i>					
IC05	2	Teachers will decide which standards will be taught in each grading period	twice a year	Sally Bennett	04/13/2016	
	<i>comments: New standards will be paced. Current standards will be reviewed and adjusted as needed.</i>					
IC05	3	Teachers, with support, will develop and/or revise curriculum documents.		Sally Bennett	04/13/2016	
	<i>comments:</i>					
IC05	4	Teachers will utilize developed curriculum guides as source documents to guide instruction and assessment.	daily	Sally Bennett	08/01/2016	
	<i>comments: Standards, strategies, resources, and assessments will be annotated on curriculum documents. These documents will be posted on the district Web site.</i>					
IC05	5	Principals will monitor how teachers utilize curriculum guides for instruction and assessment purposes.	weekly	Sally Bennett	08/01/2016	
	<i>comments: Curriculum, instruction, and assessment monitoring are part of LEADS requirements.</i>					