



## FREEMAN SCHOOL DISTRICT BOARD / SUPERINTENDENT END OF YEAR REPORT 2015-16

The *Freeman 2020 Strategic Plan* guides our vision as a school district. Every decision we make is based on this strategic plan and we regularly review our progress and make adjustments as needed.

### 1. Curriculum, Instruction and Assessment

- Focus on ensuring high academic standards and expectations for students at every grade level to improve student achievement.
- Continue increasing our academic rigor through continuous improvement of our teaching and learning skills, strategies, and techniques.

#### *Successful completion indicators:*

- ✓ Implement the curriculum development and adoption of instructional materials cycle.

As a school district, we set aside \$25,000 towards the purchase of curriculum and instructional materials for the 2015-16 school year. With the help of an anonymous donor, we were able to combine our resources to purchase new 2<sup>nd</sup> grade and 5<sup>th</sup> grade social studies curriculum, new high school mathematics curriculum for Algebra 2, new Microsoft Surface 3 Tablets and new English Language Arts materials, mainly novels, for grades 6-8.

- ✓ Continue to develop classroom-based assessments, formative assessments, summative assessments, and end-of-course assessments.

Staff across the district continues developing and using benchmark and interim assessments for monitoring student growth.

- ✓ Focus on observations and walkthroughs in all three buildings – each administrator is committed to be in classrooms five (5) hours per week.

Our focus, to date, has been on Criterion 2 – Demonstrating Effective Teaching Strategies – along with continuing to:

- 1) provide clear learning goals and targets
- 2) develop rubrics which connect to the learning goals and targets
- 3) develop common assessments.

- ✓ All buildings and district will meet Adequate Yearly Progress (AYP) or enter “safe harbor” as determined by our math, reading, and end of course assessment test.
- ✓ Continue to improve our Special Education processes.  
The Admin Team, teachers, and classified staff continue to work on a Special Education Improvement Plan. This plan focuses on continuous professional growth for all staff to better support our special needs students, the development of a student referral process, and clearer communication and follow through with staff and parents.
- ✓ Continue offering ongoing professional development specifically focused on Common Core State Standards, the Reflective Growth Staff Evaluation process, and Positive Behavior Interventions and Support.  
We offered “Right Response Initial and Advanced Certification” Training to staff and administrators in August, 2015.  
We had two additional days of professional development and training for Special Education certificated and classified staff in August, 2015.  
We have expanded to 12 late start/professional development sessions in 2015-16, 4 which are district-led, 4 are building-led, and 4 are teacher-led.
- ✓ Continue to implement the evaluation tool for administrators, teachers, and classified staff during the 2015-16 school year.  
Classified, certificated and administrative staff continues to develop and implement goals for their professional development through their self-assessment and reflective growth which is focused on continuous improvement.

## **2. School Safety, Culture and Environment**

- Focus on student and staff safety to improve student achievement.
- Continue providing a positive, nurturing culture and supportive learning environment for students and staff.

### ***Successful completion indicators:***

- ✓ Continue to develop and implement the School Emergency Response Plan (SERP) emergency procedure plans and train all staff members.  
The Freeman School District Safety Committee meets once each quarter to review and discuss safety concerns and issues across the district. Each building and department reviews school emergency procedures and trains all staff.
- ✓ Practice safety plans for each building.

Each building has a safety plan and practices their plan (fire drill, lockdown, etc.) regularly so students and staff understand and is able to perform the safety plan.

- ✓ Continue training on bullying and harassment for students, staff and parents. Ongoing training and support is provided for students, staff and parents by Freeman SD, Clear Risk Solutions, and the Spokane County Sheriff's Office.
- ✓ Support learning for staff through in-service, workshops, educational conferences and continuing education.

### **3. Partnering with Parents and School/Community**

- Focus on communication, involvement, and partnering with parents and our Freeman School/Community to improve student achievement.
- Continue developing relationships, building trust and keeping communication lines open at all times which includes a "No Surprises" approach.
- Continue developing relationships and communicating with our community and patrons, striving to connect with our non-parent community members.

#### ***Successful completion indicators:***

- ✓ Continuous feedback from students, staff, parents, community, and board during the 2015-16 school year.

We continue to ask for feedback from our students, staff, parents, community, and school board members on communication and process. A focus is to ensure both the school board and Leadership Team communicate in a positive, proactive manner with an emphasis on a "No Surprises" approach.

- ✓ Committee meetings and discussions during the 2015-16 school year to review progress made on the Freeman 2020 Strategic Plan and adjust as needed.

We continue to review progress on our Freeman 2020 Strategic Plan. Our strategic plan has four components: 1) Curriculum, Instruction and Assessment; 2) School Safety, Culture and Environment; 3) Partnering with Parents and School/Community and 4) Fiscal and Legal Accountability. We connect our daily work, meetings, reports, etc. to one of the four components for accountability.

We held a Board-Leadership Team Work Session in August, 2015 and presented an update of the Freeman 2020 Strategic Plan, discussed our areas of focus for 2015-16, and met with ESD 101 Superintendent Dr. Michael Dunn.

We held a Board-Admin Team Work Session in December, 2015 focused on Special Education, the Freeman SD Technology Plan, and Freeman SD Facilities.

The Freeman School Board approved the 2016-19 Technology Plan as presented by Technology Director Todd Reed.

- ✓ Successful communication through our Freeman Focus, the district website, school messenger, Friday Flyers, the Scottie Scoop, The Bagpiper, surveys, etc.

The focus on communication has been through the Freeman Friday Update, an updated Freeman SD website, the Freeman Focus (4 times per year), the Bagpiper Newspaper (hard copies are being delivered to local businesses), our School Messenger Instant Alert system, the Current Newspaper, the Spokesman Review Newspaper, our school board agendas, our board work sessions, meetings with community members and community groups, being visible in school and at school activities, newsletters, and building flyers. In addition, we have hosted one school board meeting in October, 2015 in the Hangman Hills area at Hangman Valley Golf Course.

- ✓ Continue improving our community relationships.

#### **4. Fiscal and Legal Accountability**

- Focus on financial and legal accountability, as well as the maintenance of our facilities, to improve student achievement.

##### ***Successful completion indicators:***

- ✓ Operate financially within the rules, regulations, policies, and procedures of the federal government, the State of Washington, the Office of the Superintendent of Public Instruction, and the Freeman School District.
- ✓ Continue to be excellent stewards of our financial resources and set priorities for the district based on our available resources.

In November, 2015, we were able to refinance the second set of construction bonds which were originally issued in 2009. With the refinancing of both sets of construction bonds, we were able to save \$1,024,499 from the total of \$19,500,000 in construction bonds paid by local taxpayers.

- ✓ Continue with accurate, timely and ongoing communication with board, staff and community regarding accountability.

Our communication includes individual discussions, a weekly update, monthly school board meetings, work sessions, and having the board finalize the budget and be a part of the yearly audit.

- ✓ Complete construction projects on time and within budget.  
We successfully completed the construction of new football/track bleacher and lower tennis court surfaces on time and under budget – Summer, 2015.
- ✓ Defend the school board goal of a 5.0% cash reserve while meeting the educational needs of our students.  
We continue to monitor our financial situation on a daily basis. This includes state and federal funding, grants, capital projects, utilities, and building budgets. As of June, 2016, our projected year end reserve is 4.95%.
- ✓ Take any additional funding collected above our projected enrollment of 839 and use those funds to enhance program needs and add monies to our fund balance.
- ✓ Our most recent enrollment figure for June, 2016 was 838.93 with a ten month average of 848.05 FTE. Our budget was built on an enrollment of 839 FTE. We will continue to monitor our enrollment monthly.
- ✓ Identify and develop processes to examine our expenditures and look for additional revenue sources, including any applicable grants.

## **5. Personal/Professional Growth for Board and Superintendent**

- Focus on continuous improvement for the school board and superintendent.
- Continue developing and growing our School Board, Administration and Leadership Teams.

### ***Successful completion indicators:***

- ✓ Strive for continuous improvement, both individually and as a team.  
The school board successfully transitioned the board chairperson term from a 1-year term to a 2-year term. Additionally, a second board member joins the board chairperson for their pre-school board meeting with the superintendent.
- ✓ Attend professional training, workshops, and seminars which help with both personal and professional growth.  
Professional trainings, workshops, seminars and meetings so far include attending monthly NEWASA meetings, monthly Spokane County Superintendent meetings, quarterly NEWTECH Skills Center meetings, quarterly Spokane Valley Tech Skills Center meetings, monthly Spokane Valley Business-Education and North Palouse Chamber of Commerce meetings, monthly Greater Spokane K-12 Education Roundtable meetings, Project Leadership, the 2015 Spokane County School Directors Fall Conference with Neil Fuchs and Annie Keebler, our monthly Admin Team and Leadership Team Meetings/Trainings, and being connected to our

mentors and colleagues. In addition, our board work sessions are an invaluable professional growth opportunity.

The superintendent presented at four different workshops/state conferences during the 2015-16 school year: the Washington Association of School Administrators (WASA) New Superintendent Workshop and Project Leadership. In addition, the Freeman School Board presented a session on “Successful Transition Planning for the New School Board Member” at the 2015 Washington State School Directors Association Annual Conference.

- ✓ Develop formal board-superintendent team operating principles.

The school board and superintendent worked with ESD 101 Superintendent Dr. Michael Dunn on the development of the Freeman SD Board-Superintendent Team Operating Principles & Commitments. These operating principles were formally approved in November, 2015 and published in the March, 2016 edition of *Board & Administrator*.