



Chairperson Henke and School Board Members

I'm Kim Riesgraf, Assistant Superintendent of Administration serving as the project manager for our grade span change.

During this report, I will review the work completed since the last update I gave on March 17th.

## Priority Result

Beginning the 2015-16 school year, the grade spans for the school district will be:

- elementary PreK/K-5,
- middle school grades 6-8, and
- high school grades 9-12.

## Month in Review

- ✓ March 25 steering committee
- ✓ April 13 staff update
- ✓ Transition survey summary of results
- ✓ Core planning team summary of progress

Planning for New Grade Spans Board Update

4/28/2015

As I do each month, I sent all staff an update on the planning for new grade spans following the March 25<sup>th</sup> Steering Committee meeting. The Steering Committee did not meet in April due to the need for staff to remain in their buildings during state testing.

A summary of the results from the transition survey was shared with principals at the April 9 Learning Leader meeting. The survey collected responses from parents of students who will enter 6<sup>th</sup> and 7<sup>th</sup> grade and 9<sup>th</sup> and 10<sup>th</sup> grade in the fall of 2015.

A summary of progress on our move to new grade spans was provided on April 17 to the core planning team for the strategic plan.

## Nearly 800 parents responded to the transition survey

Parents want

- High quality orientation opportunities
- Clear, consistent and ongoing communication

Planning for New Grade Spans Board Update

4/28/2015

Here are the results from the transition survey.

799 parents responded to a survey designed to gather parent perspectives about how schools can help students make smooth transitions to middle or high school under the new grade spans. The survey collected responses from parents of students who will enter 6<sup>th</sup> and 7<sup>th</sup> grade and 9<sup>th</sup> and 10<sup>th</sup> grade in the fall of 2015.

The survey was provided in English, Hmong, Spanish, and Vietnamese. Each secondary school was provided with all of the comments from parents whose student will attend that school.

Key themes that emerged from the survey are that high quality orientation opportunities are important to a successful transition and parents want information about the new school communicated on an ongoing basis. The transition survey data is being used to inform middle school and high school grade span transition planning.

# Middle Level Design

- Determine if changes are needed to middle level report card
- Identify best practices for conferences
- Completing work on advisory curriculum

April & May 2015

Planning for New Grade Spans Board Update

4/28/2015

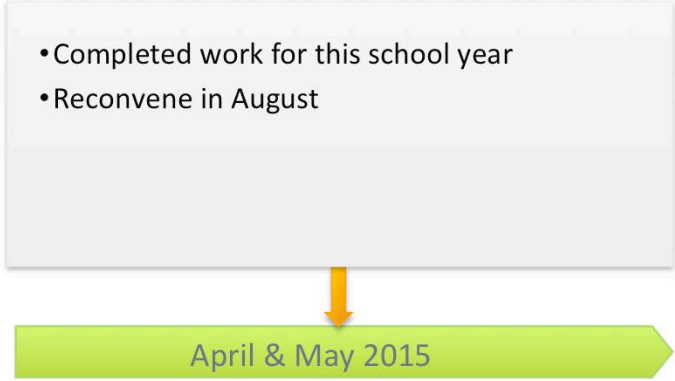
This spring, the team divided into two work groups to review the current junior high report card to determine if any changes are needed and to identify recommended practices for parent/teacher conferences.

Since the last school board update the two task forces have been meeting to continue their research and make preliminary recommendations by May 11 on: middle level report cards (led by Sandra Day) and middle level conferences (led by Jake Morris).

The work on the middle level and 9<sup>th</sup> grade advisory curriculum is being coordinated by Julie Halverson, career and technical education educator. A standards-based framework is being used for the advisory curriculum, Julie will be working with counselors to complete the middle level advisory lessons this spring and early summer.

# High School Programming

- Completed work for this school year
- Reconvene in August



April & May 2015

Planning for New Grade Spans Board Update

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The work of the high school programming project team has been completed for this school year. The team met in April to recommend work to begin in August in planning for the 2016-17 school year.

# High School Facilities

- Weekly construction meetings at each high school
- Construction timelines are ahead of schedule

April & May 2015

Planning for New Grade Spans Board Update

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Last week, I toured the construction sites at all three high schools and discussed progress with Dale Carlstrom, construction project manager. The construction progress is visible.

As of April 20, we are past the halfway point in the 30-week timeline for high school addition/alteration projects. From a financial perspective, the project construction costs came in under projected budgets and continue to stay on track within the budget. The change orders to date total approximately 2% of the total budget and the budgeted contingency is 10% of the total project. We continue to stay on schedule through collaborative efforts on the part of the site leaders, general contractors and the design team. Now that spring weather has arrived, we expect to make significant progress on the new structures so that on June 8 we are able to focus our efforts on the interior renovations.

Roofing has begun at two of the sites. The odor from the roofing materials was noted as a concern and solutions to minimize the odor's impact on learning are being taken, including scheduling the work at the end of the day when students have completed class.

## Human Resource Staffing

- Completed Tier 1 and 2 of teacher transfer process
- Tier 3 for elementary teachers began on April 6
- Teacher specialist transfer process nearing completion
- ESPs Staffing began April 28



April & May 2015

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The High School and Middle School staffing process is complete.

The Elementary Interview Fair took place on April 21. Elementary job offers were made April 24. Elementary Music, Phy Ed/DAPE, Gifted Education and most of the student services teacher transfer process is complete. Any remaining vacancies are currently posted externally. Speech experienced a restart of the process to ensure we completely observe all of the steps of the newly outlined transfer process.

The staffing process for ESPs began today, April 28.



# Logistics

- Communicate packing expectations and schedule
- Coordinate staff moves with site contacts
- Finalize summer cleaning schedule
- Gather open house information

April & May 2015

Planning for New Grade Spans Board Update

4/28/2015

The logistics team is meeting frequently to continue to address the details involved in moving staff, cleaning our buildings, completing summer construction and maintaining summer programming. As you recall, each site identified a site logistics contact to coordinate the work at the building. The logistics team held a ½ day meeting with the site logistics contacts to provide them detailed instructions and instructions for staff for packing and moving. We know moving is stressful so we are doing everything we can to address problems right away and offer support. All logistics questions will be directed to me and I will work with the team to make sure the questions are answered.

# Technology

- Executing course changes
- Preparing to promote students to new grade levels
- Finalized plan for iPad move and redistribution

April & May 2015

Planning for New Grade Spans Board Update

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The Information Systems department has been adding, changing, and deleting courses for next school year to match new course offerings at all secondary schools. They are beginning the preparations to promote students to new grade levels and are providing information for teacher home rooms to the middle schools to help teachers assign students to cluster classrooms.

The iPad collection and update procedures for spring and summer have been finalized and are ready to implement.

Final preparations for a facility to house and work on iPads this summer is nearly complete. Security and access are primary concerns. A detailed asset accounting system has been finalized to document iPad transfers between sites and assure accountability.

# Stay informed

ISD 279 - Osseo Area Schools - Home

The screenshot shows the ISD 279 website homepage. The navigation menu includes links for Home, About Us, Teaching + Learning, Schools, Students + Families, Services + Departments, and Community Ed. A dropdown menu is open under 'Schools', highlighting 'Grade Span Changes'. Other items in the dropdown include District Profile, Grade Span Changes, Points, Grade Span Changes, School Board, School Locator/Map, and Strategic Plan/World's Best Workforce. The main content area features a news article titled 'UPDATE #15: PLANNING FOR NEW GRADE SPANS CONTINUES' dated April 15, 2015. The article discusses the district's progress in moving to new grade spans, mentioning the importance of logistics and school transition plans. It also highlights a 'GROW with Osseo' parenting club and a 'Registration for middle school and high school classes' section.

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Lastly, a good place to stay informed about the planning for new grade spans is on our school district website. The website has home page links to the project overview, project management documents and planning updates.