



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 May 19th.

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.

Revised plan for 2015-16

- Steering Committee discussed new priority result
 - “The new grade spans have been implemented with a plan to monitor and adjust in the following program areas: middle school, out-of-school time, and high school.”
- Provided input and feedback resulting in a revised project plan

Planning for New Grade Spans Board Update

6/16/2015

The tasks in the project initiation plan are nearly complete and the school board approved a new priority result for 2015-16 which focuses on monitoring the implementation of new grade spans.

“The new grade spans have been implemented with a plan to monitor and adjust in the following program areas: middle school, out-of-school time, and high school.” At the May Grade Configuration Steering Committee meeting, input was gathered on the new priority result and work needed to accomplish this result. At the June 11 meeting, the committee provided feedback on a draft revision of the plan that reflected this input.

This has resulted in an updated version of the Project Initiation Plan (renamed New Grade Span Project Plan). The New Grade Span Project Plan describes the steps needed to move the project from the planning phase to steady state in order to accomplish the updated strategic plan priority result. The plan can be found on our website in the New Grade Spans Project Management documents section.

Middle Level Design

- Advisory curriculum “Ramp Up to Readiness” training
- Middle school music teachers curriculum writing team

June, July 2015

Planning for New Grade Spans Board Update

6/16/2015

The middle level design team had its last meeting for this school year on May 11. As I shared in my last update to the Board, at the meeting the team finalized the recommendations for the middle level report card and parent/teacher conferences.

The middle level design team plans to resume meeting in late August or early September with a focus will be on reviewing the middle school implementation and planning for the 2016-17 school year.

The middle school advisory curriculum for career and college readiness and academic oversight will be the “Ramp Up to Readiness” curriculum. The Minnesota Career Information System will be used to track students goals, activities and progress. Training on the “Ramp Up to Readiness” curriculum is taking place later this month and again in August with teams from each of the middle schools and high schools.

Lessons have been developed for the social emotional learning component of advisory. Sites will also be able to use existing advisory lessons focused on the social emotional component based on the specific needs of students at each site.

Middle school music teachers met to discuss challenges associated with moving to a full band and full orchestra instructional model beginning in 6th grade. Teachers will be working in writing teams in June and August to revise curriculum to better align with the new instructional model.

High School Programming

- Completed work for this school year
- Reconvene in August



June, July 2015

Planning for New Grade Spans Board Update

6/16/2015

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

High School Facilities

- Weekly construction meetings at each high school
- Construction timelines are on time
- Projecting substantial completion of construction by July 31, 2015.



June, July 2015

In recent weeks, the construction meetings at the three high schools have focused on the interior work that is ramping up since students have been released for the summer. The high school staff have done an outstanding job of working to vacate spaces that will be altered during the summer. The custodial staff is coordinating the renovations with the logistics team and the maintenance team is working with the general contractor to maintain air conditioning and utility services for events.

We are continuing to project substantial completion of construction at all three high schools by July 31, 2015.

Human Resource Staffing

- Summer posting for ESP positions begins June 19
- Probationary teachers and external candidates can apply for positions



June, July 2015

Planning for New Grade Spans Board Update

6/16/2015

- HR is in the midst of placing displaced ESPs. On June 19, the summer posting process begins for internal and external applicants.
- All open positions will continue to be posted throughout the summer.

Logistics

- Site logistics contacts are receiving updates.
- Team will continue to meet throughout the summer

June, July 2015

Planning for New Grade Spans Board Update

6/16/2015

The logistics project team sent another update to Site Logistics Contacts (SLC) on June 3rd that included:

- Reminders on submitting building maps and lists of staff moves;
- Instructions for site contacts to communicate when their equipment is ready to move;
- Details on the plan for redeploying surplus furniture and equipment; and
- Information on how to get questions answered over the summer months

Team members are also coordinating a plan to communicate room numbers for new classroom spaces in the high schools.

The Logistics Project Team will continue to meet throughout the summer to respond to questions and issues as they arise. At this stage in the process logistics plans have been developed and are being implemented. The main work of the team is to monitor progress, coordinate communication and respond to questions and emerging issues.

Technology

- Team will conclude the work on June 24



June, 2015

Planning for New Grade Spans Board Update

6/16/2015

All final database and other system updates will be completed after July 1st once the student data system has switched to the coming school year.

The technology project team will not need to meet after July when the final changes are implemented. No further changes are expected once the initial grade span changes are made.



Planning for New Grade Spans Board Update

6/16/2015

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