

Proposal

To: Board of Education
Facility Committee
Fr: Ron Saari
Re: Facility Committee Time Line
Dt: April 21, 2014

The following is a draft plan regarding where we are at with the Facility Committee and where we want to go. I see the process looking something like the 14 steps listed below. Please review and reflect on these steps and provide input and feedback.

1. Initial areas identified for evaluation and analysis (*completed in December '13 and January '14*).
2. Education of the community through building tours (*began in February '14 and is continuing*).
3. Grass roots Facility Committee studies the identified concerns (*began in March '14 and is continuing*).
4. Education plan for community understanding is created and executed (*beginning this stage of the process now*).
5. Architect consultants use the committee's input to create facility design change options and ideas along with estimated costs (same with our CESA 10 energy saving consultants) –(*beginning this stage now*).
6. Continued education and communication for our community to promote understanding regarding the facility needs.
7. Facility Committee prioritizes needs, determines costs, utilizes data regarding energy savings.
8. Continued education and communication efforts for our communities understanding regarding the prioritized needs, costs, options, and other data.
9. Facility Committee creates the building's long term master plan.
10. Continued education and communication to our community regarding the facility needs along with the master plan the Facility Committee created and the possible options that go along with it.
11. School Board considers the proposed long term plan along with any options that go along with the execution of the plan.
12. Continued education and communication to our community regarding the facility needs, the long term master plan, options, costs, etc.
13. School Board makes decisions regarding the adoption of a plan and how to proceed.
14. Continued education and communication with our community regarding the facility needs, the long term plan, options, costs, and the Board's decisions and direction.

As you can see from the above draft stages, I believe we are at step 4 of a 14 step planning and communication process. At this time, I envision steps 2 through 8 to intermingle quite a bit and last through November or December of 2014. When we get to step 9 (*Facility Committee creates the long term master plan*), this could get rolled out maybe in February or March of 2015. Steps 10, 11, and 12 will very likely take several months (*possibly ending in September of 2015*).

Rationale: The rationale behind stretching out this time line is due to the number of initiatives and activities that we are in the midst of working on and/or pop up unplanned and which need to be addressed. This includes, but is not limited to:

- a.) **Educator Effectiveness** training and planning / preparation
 - This also involves work regarding staff SLO's (Student Learning Objectives)
 - Currently I am investing on average(12 hours per month)
- b.) Coordination of the staff's **Professional Learning schedule** that includes activities twice a month.
 - PLC –(8 hours per month)
 - RtI –(4 hours per month)
 - PBIS –(3 hours per month)
 - Curriculum Development –(2 hours per month)
- c.) **CTE (Career and Technology Education) programming** work with our Business, FACE, Ag, Tech. Ed staff and programs.
 - approximate investment of(2 hours per month)
- d.) Work involving the creation of the **District's Strategic Plan**
 - approximate investment of(6 hours per month)
- e.) Efforts to incorporate **AP courses along with virtual classes**
 - approximately(1 hour per month)
- f.) Work to create, review, or revise several **board policies monthly**
 - approximately(6 hours per month)
- g.) Instructional Rounding Network efforts through the **Teacher Cabinet**
 - approximately(2 hours per month)
- h.) Work and training regarding **instructional coaching**
 - currently(3 hours per month)
- i.) Work of **revising our hiring process**
 - Hiring of staff – (8 this year) Aaron, Melanie, Lindsay, Lisa, Mary, Mariah, Cory, Christa, Mike
 - each hiring process is an investment of approximately 18 -24 hours.
 - 24 hours x 8 = (192 hours) = (24 eight hour days since June).
- j.) Work involving the various **committees** we have going...
 - Problem Solving committee – approximately(2 hours per month)
 - Administrative Team – approximately(6 hours per month)
 - Culture Committee – approximately(3 hours per month)
 - Community Committee – approximately(1 hour per month)
 - Teacher Cabinet – approximately(2 hours per month)
 - Safety Committee – approximately(0.5 hours per month)
 - Facility Committee – approximately(24 hours per month)
 - CAST – approximately(1 hour per month)
 - Lions Club – approximately(3 hours per month)
 - PAC meetings – approximately(5 hours per month)
 - Staff meetings – approximately(1.5 hours per month)
 - Chamber meetings – sporadic attendance; but that changes this month
- k.) **Personnel issues** that arise on a regular basis (31 so far this year)
 - approximately (8 hours per week) =(32 hours per month)
- l.) **Weekly student issues:** discipline, attendance, truancy, academic concerns issues that I either lead or am involved with
 - approximately (6 hours per week) =(25 hours per month)
- m.) **HS soft skills training** monthly assemblies = approximately(1 hour per month)
- n.) **Clay Target Shooting Team** = so far (12 hours total) invested

- o.) **Assessment data analysis** = time involved varies.
- p.) **Special education issues**, staff, IEP, students, 504 plan, legalities
 -approximately (2 hours per week) =(8 hour per month)
- q.) **Budget** work with Tammy = approximately(2 hours per month)
- r.) **Staff salary and contract** work for 2014-15 – currently have approximately (6 hours invested)
- s.) **Day-to-day issues** that arise from parents, students, staff, community members issues
 and concerns.
 -approximately 10 hours per week =(40 hours per month)

 Total monthly hours = 215

Typical Averages:

260 work days in a year
 21.7 work days in a month
 173 work hours in a month (8 hr day)

Superintendent Averages:

58.5 – 60.5 hours per week