

**Item of information Business and Operations Department Updates
September 16, 2024**

1. Board Goal - Domain 4, Objective 1 - Alignment of Financial Well Being with Student Achievement

2. Background:

The Board of Trustees adopted the Board Goals during the July 15th regular meeting.

3. Process:

During the Administration Retreat in July, both the C & I and Business and Operations worked on the DIP to support the board goals and the CIP - (campus improvement plans). Business and Operations is providing an update on the DIP.

4. Fiscal Impact:

None

5. Recommendation:

None - Informational item only

6. Action Required:

None

7. Contact Person:

Pam Bendele

Business & Operations District Improvement Plan Update 2024-2025

September 16, 2024

Pam Bendele



Learning Outcomes

- Glossary
- Domain 1
- Domain 2
- Domain 3
- Domain 4



Glossary

- DIP – District Improvement Plan – Plan that encompasses campus and department improvement plans to support the board goals
- Domain – an area of interest or an area over which a person has control
- Objectives – a goal; something toward which effort is directed
- Performance Measures – used to assess the efficiency and effectiveness of these activities, to determine if objectives (goals) are being met



<p><u>DOMAIN 1: High Quality Curriculum and Effective Instruction</u></p>	<p>GOAL: UCISD will provide all students with a high quality education to improve the overall outcomes for student academic success. In doing this, student achievement will improve at least 3% in tested subject areas in the “Meets” category by July 2025 and CCMR data will improve 20% by September 2027.</p>		<p>Actions</p>
<p>NEW TARGETS/OBJECTIVES</p>	<p>ADULT PERFORMANCE MEASURES</p>	<p>STUDENT PERFORMANCE MEASURES</p>	
<p>1. Implementation of District systems so that the teaching and learning environment is highly productive academically.</p> <p>(to include: Academic and behavior MTSS, C&I resources and models, HQIM, research based practices and strategies, work order processes, purchase order requisition processes, student/adult travel procedures, general district policies and procedures to support campuses)</p>	<p>Department monthly meetings to update handbooks/processes.</p>	<p>Improved academic success.</p>	<p>Develop written procedures for the operations division processes that are written, posted & communicated, as well as newsletters. Org Chart</p>
<p>2. Develop and implement a District-wide MTSS system.</p>	<p>Coms - department builds a template. Monthly completion measure for all departments</p>	<p>Improved academic success.</p>	<p>Newsletters with an emphasis on areas that have received the most inquiries</p>
<p>3. Develop and implement a District-wide CCMR Program/System.</p>	<p>Explore opportunities for internships within the operations division in conjunction with the CTE Director</p>	<p>Improved CCMR achievement.</p>	<p>Meet with CCMR Director to explore opportunities. Meet with the Director of Federal Programs and the Grants Administrator for funding</p>



DOMAIN 2: Effective, Well Supported Staff

GOAL: UCISD will build trust with stakeholders by focusing on communicating with families, demonstrating professionalism, and creating supportive systems for staff to grow professionally. We will increase opportunities for family engagement, increase teacher attendance by at least 3%, and support uncertified teachers to become certified, decreasing uncertified teachers by 50%, by June 2025.

Actions

NEW TARGETS/OBJECTIVES	ADULT PERFORMANCE MEASURES	STUDENT PERFORMANCE MEASURES	
<p>1. Business and Operations will publish their communications/engagement plan. (Must follow FERPA Guidelines if published to the world.)</p>	<p>Coms - department will complete measure for all departments.</p>	<p>Improved Academic Success</p>	<p>Newsletters will be shared on social media and by email to be transparent and share department updates.</p>
<p>2. Business and Operations will create supportive systems of leadership by providing clear roles and responsibilities for all staff to grow professionally.</p>	<p>Supervisors will review job descriptions with staff individually at the beginning of each school year and set goals for professional growth opportunities, goal setting.</p> <p>Supervisor will conduct a mid-year review with staff to check progress and review goals.</p>	<p>Improved Academic Success</p>	<p>Review and/or create a job description for each employee and/or position.</p> <p>Addressing any deficiencies with supports for reinforcement</p>
	<p>"Shout Out" for an employee that does an exemplary job</p>	<p>Improved Academic Success</p>	<p>"Shout Out" in the department newsletter</p>
<p>3. Business and Operations will support staff to demonstrate professionalism and grow professionally.</p>	<p>Annual evaluations with recommendations for growth opportunities. Supervisors will set expectations for attendance and professionalism (on time behavior, task completion, procedural expectations, teamwork).</p>	<p>Improved Academic Success</p>	<p>Annual performance review with recommendation.</p>



DOMAIN 3: Positive School Culture

GOAL: UCISD will provide a safe and healthy learning environment by developing a welcoming culture, utilizing an equitable discipline system, and providing access to physical and mental health care for all. This will result in at least a 3% increase in student attendance and a 3% reduction in student discipline data, by June 2025.

Actions

NEW TARGETS/OBJECTIVES	ADULT PERFORMANCE MEASURES	STUDENT PERFORMANCE MEASURES	Actions
<p>1. Business and Operations will utilize intentional strategies to create a welcoming environment for all stakeholders.</p> <p>Ex: Restorative circles, welcoming activities, Capturing Kids' Hearts methods, employee training on customer service, improve communication, etc.</p>	<p>Provide customer service training for all. Efficient work order completion/communication plan/execution. Develop auxiliary staff reporting procedures (written, posted, communicated) for student support needs when staff sees a student with an issue.</p>	<p>Increased attendance Improved student success</p>	<p>Develop System to report students who have a social need/issue. Develop system of support for students who have social need/issue. Train staff to recognize students in need.</p>
<p>2. Business and Operations will support the implementation of revised discipline system.</p>	<p>Train and develop on an understanding of restorative practices. Participate in creating behavior expectations for the cafeteria, and the bus.</p>	<p>Increased attendance Improved student success</p>	<p>Train on red flags that may show a concern that needs to be reported for the students well being.</p>
<p>3. Provide access to mental and physical health care for ALL students.</p>	<p>Promote wellness resources available to staff and students that are at a "no cost" to the employee and student</p>	<p>Improved Academic Success</p>	<p>Communicate resources available</p>



DOMAIN 4: Alignment of Financial Well Being with Student Achievement

GOAL: UCISD will implement systems for good financial stewardship to include cash handling procedures, inventory management, replacement schedules, and PEIMS (Public Education Information Management System) data entry and validation. These efforts will be written, posted, communicated, and tracked for effectiveness and baseline data collection by June 2025.

Actions

NEW TARGETS/OBJECTIVES

ADULT PERFORMANCE MEASURES

STUDENT PERFORMANCE MEASURES

1. Business and Operations will implement District systems for good financial stewardship.

Ex: Cash handling procedures, inventory management, replacement schedules, and PEIMS (Public Education Information Management System) data entry and validation.

- Develop and train staff on policies and procedures related to financial transactions.
- Create replacement schedules for district assets.

Students have the necessary resources to be successful.

- Develop the training resources and disseminate to staff.
- Communicate replacement schedules during budget workshops and public hearings.
- Monthly random audit of student cumulative folders to Skyward student profile



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Questions
