

# Nazareth Area School District Accomplishments 2004-2005

## **Education in an Era of Accountability**

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# NASD Strategic Planning Goals

- Goal 1 – Embedded critical thinking, communication and problem solving throughout the standards-based written, taught, and tested curriculum.
- Goal 2 – Utilized research-based instructional and assessment practices to ensure proficient levels of performance on standards for all students.
- Goal 3 - Developed and enhanced student character
- Goal 4 - Utilized technology as an administrative and instructional tool.

# NASD Strategic Planning Goals

- Goal 5 - Involved and partnered with parents, the community, and business on district initiatives, programs and planning.
- Goal 6 – Employed a variety of communication tools and procedures to increase and expand communication within the district and broad educational community.
- Goal 7 – Provided a quality educational program while maintaining fiscal responsibility

# **Superintendent's Goals**

## **2004-2005**

- Coordinated a plan in conjunction with the School Board, Administration, Parents, and the Community to accommodate the predicted growth and its impact on facilities, staffing, and educational programming within the Nazareth Area School District. (5.0,7.0)
- Prepared a plan to implement legislation - Property Tax Reform - adopted by the Pennsylvania legislature entitled Act 72 of 2004. (7.0)
- Implemented an evaluation plan for administrators based on national standards established for educational leaders.(6.0)

# **Coordinate a plan to accommodate the predicted growth and its impact on facilities, staffing, and educational programming within the NASD.**

- Submitted prioritized building / educational programming recommendations from the Building Utilization Committee.
- Presented a number of land purchase options available for building purposes.
- Guided the Board of Directors in the decision-making process.

# **Prepare a plan to implement legislation - Property Tax Reform - adopted by the Pennsylvania legislature entitled Act 72 of 2004.**

- Became knowledgeable with all aspects of Act 72 of 2004.
- Established a process whereby the Board of Education can make an informed decision regarding participation in Act 72 of 2004.
- Provided an opportunity for the Nazareth community to learn the positive and negative aspects of the legislation

# **Implement an evaluation plan for administrators based on national standards established for educational leadership.**

- Established a committee of administrators to review ISLLC Standards.
- Determined a method of evaluation that would satisfactorily incorporate those standards into the existing evaluation system.
- Presented the plan to the Personnel Committee of the Board.

# **Curriculum & Instruction**

## **2004-2005**

- Completed a Strategic Planning Interim Report and a Continuing Professional Education Plan. (1.0 – 7.0)
- Transitioned SP Goal 2 to District and School Improvement Plans. (2.0)
- Documented and monitored classroom assessment of standards (1.1, 1.2, 2.1).
- Expanded the NASD Assessment System to determine students' achievement of the standards. (2.4)
- Coordinated readiness and planning for Standard-based Pupil Progress Reports (2.0)



# **Complete Strategic Planning Interim Report and submit new Continuing Professional Education Plan.**

- Determined evidence of progress on District and School Strategic Plan goals. (1.10-7.0)
- Revised the District Continuing Professional Education (CPE) Plan for 2005–2008.
- Devoted CPE flex-days and Academy-day activities to District and School initiatives, i.e. Investigations, Assessment, etc.
- Encouraged the alignment of teachers' supervision goals with district initiatives or school goals as stated in SP.

# **Transition SP Goal 2 to District and School Improvement Plans.**

- Expanded the Academic Tutor Program.
- Began the guidelines and formats for collecting student performance data for tutoring and summer programs.
- Consolidated actions for Strategic Planning goal #2 into a District Improvement Plan.

# **Document and monitor classroom assessment of standards.**

- Developed worksheets to facilitate aligning specific assessments with standards in preparation for SB Report Cards.
- Coordinated teacher meetings regarding assessment instruments and procedures.
- Reviewed standards assessed per IC Tracker maps.

# **Expand the NASD Assessment System**

- Continued the phase-in of the Developmental Reading Assessment (DRA) for Grade 1.
- Facilitated development and administration of K-5 common math assessments.
- Began the implementation of the NASD student performance database (Performance Tracker).

(4.4)

# **Coordinate readiness and planning for Standard-based Pupil Progress Reports**

- Collected and distributed samples of SB report Cards.
- Investigated electronic grade books with report card component..
- Prepared focused activities relating to SB reporting. (Assessment Worksheet)

# **Instructional Technology**

## **2004-2005**

- Provided Professional Development as needed to implement the K-12 Instructional Technology Curriculum. (4.0)
- Assisted administrators in the collection, display, analysis, and use of data.(4.0,6.0)
- Worked with technology coordinators to enable teachers to integrate technology.(2.0,4.0)

# **Provide Professional Development to implement the K-12 Instructional Technology Curriculum**

- Launched and processed staff technology survey.
- Developed training based on survey results.
- Tailored CPE to specific grades, subjects, or departments based on need or request.
- Continued the Technology Mentor Program.
- Provided technology training to secretaries and other clerical staff in software applications and database management.

## **Assist administrators in the collection, display, analysis, and use of data.**

- Continued to format and populate the existing File -Maker Pro Student Performance Database.
- Transitioned to the Performance Tracker.
- Continued the development of Math Milestones and other online assessments.



## **Work with technology coordinators to enable teachers to integrate technology**

- Continued to work with tech coordinators and teachers to implement existing software and instructional technologies, i.e. Odyssey, Finale, etc.
- Identified other ways to integrate existing technology programs and software into instruction, i.e. MS Office, etc
- Implemented the PDE Handheld Grant in social Studies

# **Informational Technology 2004-2005**

- Automated the Microsoft security patch update process.(4.0)
- Created Optical Imaging Resource for Administrators. (4.0)
- Networked existing POS system with automated backup procedure. (4.0)
- Spec District-wide IP based surveillance system. (4.0,6.0)
- Completed Dell Server Certification Program.(4.0)

# **Special Education**

## **2004-2005**

- Analyzed PSSA scores for Learning Support students in grades K – 12 and began exploring as staff strategies, techniques, programs, and/or methods for improving our students' proficiency.  
(1.0)
- Because of classroom space requirements, the absorbing of the ES classes from the IU has been put off until 2006-2007. (7.0)
- Provided a continuum of services to meet the existing needs of our students in NASD. (2.0)
- Created a Special Education Manual.(6.0)

# Analyze PSSA scores for Learning Support students in grades K – 12

- Initiated strategies to improve PSSA scores and will continue for 2005 2006 along with progress monitoring to evaluate results.(2.4)
- Identified students who scored below basic in math, reading, and writing.
- Had case managers initiate contact with instructors to brainstorm on strategies.
- Adapted instruction in the area that needs remediation.
- Had a written response on what remediation steps will be taken and the start dates.

# **Provide a continuum of services to meet the existing needs of our students in NASD**

- Feasibility study to see if the change is doable.
- Cost analysis.
- Program analysis and impact on the District.
- Transfer of entities for existing staff.

# **Create a Special Education Manual**

- Reviewed existing protocols to update and check serviceability of the document.
- Interviewed staff who use protocols to find ways to improve.
- Field tested forms to guarantee viability.
- Updated manual throughout the year.
- Collected manual at the end of June to revise during summer.
- The Special Education Manual will be updated with the new IDEA paperwork and distributed August 2005.

# **Pupil Support Services**

## **02004-2005**

- To become familiar with the district's strategic plan, initiatives, and operational procedures.
- To become familiar with where each of the programs (guidance, psychologists, nurses, gifted & ESOL) is in the process of developing a manual that outlines the department.
- To gather information regarding Gifted Education programs and make recommendations to the district to change the delivery service for Gifted students and to bring the Gifted Education program into compliance.

To become familiar with the district's strategic plan, initiatives, and operational procedures.

- Read and reviewed district documents including the Board Policies, Strategic Plan, and the initiative for Second Step Program.
- Attended strategic plan meetings.
- Attended Second Step meetings and parent presentations.
- Learned the budget procedures.
- Asked questions as incidents arose regarding how the district operates.



To become familiar with where each of the programs (guidance, psychologists, nurses, gifted & ESOL) is in the process of developing a manual that outlines the department.

- Met monthly with nurses, counselors, and psychologists and four times a year with ISTs, teachers of the Gifted, and the ESOL teacher.
- Discussed the process of developing a manual including a vision statement, program description, program components, standards, curriculum, procedures, and forms.
- Put together manuals with existing information and began working on missing components.
- Determined the need for additional time to complete the process. One hour a month is not enough.

To gather information regarding Gifted Education programs and make recommendations to the district to change the delivery service for Gifted students and to bring the Gifted Education program into compliance.

- ❖ Observed the delivery of middle school gifted programs in three neighboring districts.
- ❖ Researched gifted programs on line.
- ❖ Networked with other Gifted Programs supervisors.
- ❖ Attended three Gifted conferences.
- ❖ Met with elementary and middle school principals to recommend and discuss a more inclusionary model of Gifted support.
- ❖ Provided elementary teachers of the gifted with suggestions for providing a more similar program across the three elementary schools.
- ❖ Met with parents of middle school students to present the inclusionary model to be implemented during the 2005-2006 school year.
- ❖ Met with teachers of the Gifted program to provide support in writing of Gifted Individualized Education Plans.
- ❖ Monitored the submission of paperwork to determine compliance.
- ❖ Provided additional support to the teachers of the middle school program in an attempt to bring the GIEPs under compliance.

# **Nazareth Area High School**

## **2004-2005**

- Reviewed Reporting of Current Academic Achievement. (2.0)
- Fostered Student Leadership. (3.0)
- Increased Parent/Community Communications. (6.0)
- Established Thematic Programs Across Departments. (2.0)
- Revised Career Pathway Education. (2.0)

# **Review Reporting of Current Academic Achievement**

- Reviewed methods of assessing and reporting academic achievement.
- Created and implemented common assessments across content areas.
- Created and implemented rubrics to utilize common assessments.
- Reviewed current report card.

# **Foster Student Leadership**

- Promoted Student Ambassador Program to transition new students to the high school.
- Utilized Student Ambassador Program for students to acquire leadership skills through various activities.
- Encouraged students to apply and attend leadership activities.

# **Increase Parent/Community Communications**

- Established a High School Parent Advisory Board.
- Offered programs for parents/students regarding student issues.
- Expanded and revised parent visitation to the High School.

# **Establish Thematic Programs Across Departments**

- Offered various programs during the 2004-2005 school year integrating departments.
- Continued to foster diversity and tolerance through curriculum and thematic programs.

# **Revise Career Pathway Model**

- Participated in the Northampton County Education Consortium development of a county wide Career Pathway model.



# **Nazareth Area Middle School 2004-2005**

- Reviewed and Revised Current Assessing and Grading Practices. (2.0)
- Implemented a writing initiative across all three grades utilizing common assessment tools and data collection(1.0,2.0)
- Continued to employ strategies to develop Student Character. (3.0)
- Continued to develop Integration Across the Disciplines. (1.0,2.0)

# **Review and Revise Current Assessing and Grading Practices**

- Reviewed current understandings and practices to identify strengths and weaknesses.
- Created tools for more accurate assessing, measuring, and reporting.
- Continued to create and utilize common assessments.
- Utilized a building task force.

# **Implement Writing Across the Curriculum**

- Increased writing in Language Arts classes and used PSSA scoring rubrics to grade common writing assessments across all three grades
- Created further collaboration in the language arts department on grading student writing and implementing research projects
- Used student portfolios for student writing which will move with student from grade to grade.

## **Develop Student Character**

- Trained teachers in Second Step. Implementation scheduled for September 2005.
- Continued the development of the Middle School Guidance Class.
- Developed the integration of themes through the Drama production; The Hunchback of Notre Dame.
- Participated in community projects – “Cops N Kids”; Tsunami Relief Effort

# **Continue to Develop Integration Across the Disciplines**

- Developed and integrated content across core academics and exploratory courses through essential themes.
- Used the themes of tolerance, diversity, and empathy to integrate classroom themes with the Drama production, The Hunchback of Notre Dame.
- Developed at least one integrated lesson across the Diamond team.

# NASD Elementary Schools 2004-2005

- Implemented various grouping strategies within math classrooms using research-based instructional practices in evidence. (1,0,2.0)
- Continued with district initiatives of curriculum projects throughout the year with elementary curriculum specialists and district teams.(1.0,2.0)
- Provided opportunities for teachers to develop various means of assessment and alternative report cards. (2.0)
- Utilized data to develop more effective support structure for students achieving standards.(2.0,4.0)
- Implemented the use of a full day technology support person.(1,0,2.0,4.0)
- Implemented the Second Step, a violence prevention program, throughout the school and community.(3.0)

# **Implement various grouping strategies within math classrooms using research-based instructional practices in evidence.**

- Heterogeneous groupings in 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> grade at Shafer; Homogeneous groupings in 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> grade at Bushkill; Heterogeneous groupings in 3<sup>rd</sup> grade during first semester, and then switch to Homogeneous groupings during second semester in 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> at Lower Nazareth.
- Examples of researched-based strategies include, but not limited to, additional math sections using Math Investigations in grade 5, additional 10 minutes of Daily Oral Math (DOM) everyday, flexible grouping within math sections..

- Provided written articles professional books and appropriate websites for research-based mathematics instruction.
- Focused classroom observations on improving Mathematics learning for students.
- Implemented the use of Math Investigations' games at all grade levels.



## **Continue with district initiatives of curriculum projects throughout the year with curriculum specialists and district teams.**

- Met monthly with district math specialists from K-12 to continue to explore various means of assessment in Mathematics. Mathematics Milestone Project. (Shafer)
- Met monthly with district science curriculum leaders to continue to implement use of district-wide lab reports. (Bushkill)
- Met monthly with district reading specialists to continue to work on district goals, and meet with pilot and control groups of the Scott-Foresman research initiative. (Lower Nazareth)

- Met on a regular basis with a district team of teachers and Director of Informational Technology to continue to work on putting written mathematics assessments, lab reports, and reading assessments on-line.

5 Investigated and shared research-based best practices with administrative team.

# Provided opportunities for teachers to develop various means of assessment and alternative report cards. (2.0)

- Worked with volunteer teachers to develop sample district standards-based report cards.
- Worked with math specialists and teachers to facilitate the use of performance-based assessments with students.

# **Utilize data to develop more effective support structure for students achieving standards.**

- Monitored Progress of students in after-school tutoring using available PSSA data, district reading assessment results and end-of-year math assessment results to measure growth.
- Met regularly with the new Math Specialists to develop support systems in Mathematics classrooms.
- Monitored Progress of students in IST.
  - Used building assessments (reading and math) to pinpoint students in need of referral.
  - Streamlined building IST process to reflect student growth through Progress Monitoring of student performance.

# **Implement the use of a full day technology support person.**

- Worked with Director of Instructional Technology and staff focusing on integration of technology within the curriculum.
- Met with parents and shared information regarding the technology program.
- Focused observations on the use of technology as a tool for instruction.

## **Implement Second Step, a violence prevention program, throughout the school and community.**

- Consistently met and planned with a building Second Step team on implementation and timelines.
- Included Second Step as a standing agenda item on faculty meetings.
- Shared information with parents at PTA meetings and parent nights.
- Involved business partner and local businesses in sharing information regarding Second Step.
- Integrated Second Step with existing programs.

# Budget & Finance Goals 2004-2005

- #1 Reviewed the Budget Process and Reporting with the Audit and Finance Committee. (S.P. 7.0 )**
- #2 Prepare for Act 72 of 2004 – Homeowner Tax Relief Act**
- #3 Implementation of the GASB Statement #34 - GASB #34 makes sweeping changes in the method public school districts report financial information. (S.P. 7.4)**
- #4 Coordinate a Financial Plan for the New Capital Projects Program.**
- #5 Implementation of a Centralized Inventory System**
- #6 Review the Student Activity Funds**
- #7 Central Duplicating and Copying (CDC)**

# **Goal #1 Reviewed the Budget Process and Reporting with the Audit and Finance Committee.**

## **(S.P. 7.0 )**

- Reviewed the account coding for hardware, software, and equipment purchases and implemented new written procedures effective July 1, 2005.
- Reviewed the current budget process and reporting for the general fund, athletic fund, and food service fund and implemented changes accordingly.



## **Goal #2 Prepare for Act 72 of 2004 – Homeowner Tax Relief Act (S.P. )**

- Became knowledgeable with all aspects of Act 72 of 2004.

Fulfilled all of the requirements of the Act in a timely manner.

Implemented a process whereby the Board of Education could make an informed decision regarding participation in Act 72 of 2004.



## **Goal #3 Implementation of the GASB Statement #34 - GASB #34 makes sweeping changes in the method public school districts report financial information. (S.P. 7.4)**

**The most significant change is the presentation of a set of  
highly aggregated, accrual financial statements. This  
includes:**

- Capitalization of Assets.
- Fixed Asset Appraisal Procedures.
- Record Depreciation.
- Management Discussion and Analysis (MD&A)

## **Goal #4 Coordinate a Financial Plan for the New Capital Projects Program. (S.P. )**

Worked with the Superintendent, Architect/Engineer, Financial Advisors, Bond Counsel, Solicitor, and Board for the following:

- Reviewed and evaluated our financial needs for this program.
- Reviewed and evaluated the various financing options that are available.
- Reviewed and evaluated the investment options that are available.
- Monitored the cash flow needs and investments. Made sure we are in compliance with the IRS regulations.

## **Goal #5 Implementation of a Centralized Inventory System**

- Analyzed software packages.
- Developed procedures for distribution, tracking, and reorder.
- Developed procedures for end of year inventory counts.
- Set up software package and trained appropriate staff.
- Developed utilization reports to assist in the purchase of supplies.
- Status: We reviewed software packages and have chosen the CSIU module. The procedures have been written and given to Maintenance to implement. The year end inventory is complete. CSIU is setting up the package for implementation and training.

## **Goal #6 Review the Student Activity Funds**

- Reviewed the current process for the Student Activity Funds.
- Made changes as necessary to ensure these funds are in compliance with State Regulations and Board Policy.
- Conducted a random, periodic review of individual funds.
- Addressed all audit concerns regarding the Student Activities.
- Status: The Administrators and Secretaries in charge of the Student Activity funds have been provided with the Student Activity Handbook. The Business Office will be holding a meeting on Student Activities in the Fall of 2005. We will continue to address any and all audit concerns regarding the Student Activity Fund.

## **Goal #7 Central Duplicating and Copying (CDC)**

- Analyzed the CDC productivity.
- Revised CDC procedures.
- Developed an ACCESS database to track and analyze various pieces of information.
- Developed a multipart, pre-numbered work order to assist in the tracking of jobs through the process.
- Evaluated the cost effectiveness and benefits of Centralized v/s Decentralized.
- Status: The procedures have been revised and distributed the District staff via email. The multipart, pre-numbered have been in use since February 2005. The information is being collected in an excel spreadsheet, to be utilized in analyzing our needs. We have formed a committee to analyze copying, printing and document management. We are meeting with several companies to provide a free pre-assessment of our systems.

Nazareth Area School District Goals  
**Human Resource/Support Services**

Goals

SY 2004-2005

# Human Resources/ Support Services/ Transportation Goals 04-05

- Formalized the hiring process for all staff.
- Created and implemented web page access for transportation information .
- Evaluated areas to improve NASD substitute program.



Formalize the hiring process for all staff.

- Initiated process handbook and forms from recruitment to on- board for principals/ managers' reference.
- Provided tools and handouts for information needs up to and including job offer.

## Create and implement web page access for transportation information

- Worked with technology department to enable immediate web page updates for transportation.
- Established web page links to transportation specific info; i.e. kindergarten; safety; policies and guidelines; FAQ

# Evaluate and improve NASD substitute program.

- Established interview and orientation process for all potential substitutes.
- Created electronic checklist to provide feedback form teachers to subs.
- Evaluated (3) software/ service systems designed to improve efficiency and effectiveness of substitute program.

# Buildings and Grounds Goals 04-05

- Implemented year three of the Energy Management Upgrades (04-07)
- Formalized the centralized card access/hard key distribution system (04-06)
- Oversaw and coordinated the Lower Nazareth Elementary modular installation (04-05)

## Implement Year Three of the Energy Management Upgrades ('04-'07)

- Replaced energy management panel SCU 1 in the high school which is no longer supported with parts or firmware.
- Upgraded the firmware in cabinets 10 and 20, of the middle school, to APOGEE 2.61. Reprogram and readdress all hard points from cabinet 8 to cabinet 20.
- Distributed remote access to all building administrators by means of terminal services.

# Formalize the Centralized Card Access/hard Key Distribution System (04-06)

- Distributed to building administrators a request for a list of all key holders in their building.
- Used received information to create a key/card access database.
- Designed an employee receipt and return key/card access sheet to be kept on file..

# Custodial Services Goals 04-05

- Evaluated Custodial Products
- Expanded Summer Help Program
- Drafted Facilities Brochure

# Evaluate Custodial Products

- Custodial products were evaluated to see if there are better products available. Consideration will be given to how labor intense are the products, are they user friendly and if they cost effective.



# Expand Summer Help Program

- Made efforts to advertise and attract people to help with summer cleaning tasks.

# Draft Facilities Brochure

- A Facilities Brochure was developed to be utilized in Orientation of 05-06 SY

# Food Service Goals 04-05

- Implemented Point of Sale System at Shafer Elementary School.
- Created a Food Service Web page
- Developed and implemented a plan to utilize the former Snack Room in the High School to better serve the students.

# Implement Point of Sale at Shafer Elementary

- Wrote specifications and prepared bid for Point of Sale system.
- Placed request for bids in newspaper.
- Board awarded bid
- Informed parents of upcoming Point of Sale in the cafeteria.
- Purchased Point of Sale and conducted training with employees.
- Implemented POS with students using PIN numbers.

# Create Food Service Web Page

- Worked in conjunction with Mike Mohn to create a Food Service Web page.
- Web page was updated monthly with menus and information.

# Develop and implement plan for HS Snack Room.

- Developed a plan to utilize the HS snack room.
- Implemented this plan which will utilize a currently unused space to better serve students.