



STRATEGIC PLAN 2003-2008

District Improvement Plan Highlights of Year Three Activities (School Year 2005-2006)

I. CURRICULUM AND INSTRUCTION

PRIORITY: Increase student achievement and academic success by strengthening educational programs and opportunities for all students, teachers, and staff.

	GRADES	INCREASE STUDENT PASSING % TO:	2005 SPRING TAKS	2006 SPRING TAKS	EXCEEDED 2005 TAKS	EXCEEDED/MET/ DID NOT MEET GOAL
English/LA	10 and 11	85.0%	84.0%	92.8%	+8.8%	+7.8
Reading	3 through 9	90.0%	87.9%	91.0%	+3.1%	+1.0
Writing	4 and 7	92.0%	91.5%	94.0%	+2.5%	+2.0
Math	3 through 11	82.0%	80.0%	79.4%	-	-2.6
Science	5,10,and 11	80.0%	74.0%	79.0%	+5.0	-1.0
Social Studies	8,10,and 11	92.0%	91.0%	91.0%	-	-1.0

ELEMENTARY AND SECONDARY INSTRUCTION

- Focused on effective teaching techniques for improved student performance and achievement.
- Improved Curriculum Data Benchmark (CDB) and analysis procedures, which allow campuses to receive item analysis and detailed reports more promptly.
- Defined and developed curriculum formats to facilitate the transition of curricular units, lesson plans, assessments, and resources into the Curriculum Management System.
- Initiated a district-wide book study on Differentiated Instruction, beginning with campus leadership teams.
- Planned and implemented Differentiated Instruction Conference for district. Continued work with ASCD to improve district curricula in core areas.
- Created a vertical team involving Jay and Jones feeder campuses, focusing on raising student achievement.

ADULT AND COMMUNITY EDUCATION

- Record-breaking enrollments in Adult & Community Education classes, youth camps, and technology classes designed exclusively for senior citizens.
- Worked with the Academic Task Force to market and offer SAT/ACT Preparation courses for district high school students.
- Secured approval and funding to implement a Plaza Comunitaria, a learning center for Spanish-speaking parents, in partnership with the Bilingual Department, the Mexican Consulate, USAA, and Valero.
- Secured a third 21st Century Community Learning Centers Grant to expand the Learning Tree After School Program to 5 additional elementary school campuses.
- Developed and implemented a process for securing an after school program provider for new elementary school campuses.
- Worked with the Facilities and Maintenance Department to update the facility that will house the Community Education Department at the Northside Learning Center.

BILINGUAL/ESL

- Developed Phase I of Sheltered Instruction Observation Protocol with 569 Science, Math, English Language Arts, CATE, Content Teachers, Specialists, Administrators, and Directors.
- Completed and met 100% of LEP Student Success Initiative Grant objectives and goals.
- Increased Title III Part A Immigrant funding by 886.79%.
- Completed 100% of the Accelerated Emergent Reading Curriculum.
- Trained 115 (Grades 2-5) Bilingual Teachers in English language transference in the bilingual classroom, using the NISD English acquisition model.

CAREER & TECHNOLOGY EDUCATION (CATE)

- Increased the number of students earning industry-recognized certifications and increased the number of students earning college credits.
- Monitored and evaluated CATE data to assess student needs and identified strategies to assist student learning. Provided teacher training to successfully implement strategies in meeting the needs of students.
- Increased the number of students participating in leadership activities, competitions, and community service. This resulted in positive student visibility and stronger community relations.
- Provided opportunities for students to participate in career fairs and career awareness activities on campuses and in the community.

COMPENSATORY PROGRAMS

- Provided required annual State Compensatory Education training to Campus At-Risk Coordinators/Administrators at all campus levels. (Sept. 2005)
- Developed and trained a Title 1 Parental Involvement Committee (staff and parents) for each Title 1 campus.
- Initiated development of parent resource link on the Parent Portal.
- Monitored and facilitated intervention activities and strategies for At-risk students, Title 1 students, and School Age Parenting students to include credit retrieval and math, reading and science interventions. Tutoring funds were supplied for all campuses.
- Identified and provided support services to 408 pregnant and parenting students through School Age Parenting Program, to alleviate barriers to academic success.
- Measured the At-Risk gap in performance rate as required by the State Compensatory evaluation and found that the gap is closing.

GIFTED/ENRICHMENT PROGRAMS & ADVANCED ACADEMICS

- Initiated Saturday GT screening of English Language Learners (ELLs). Languages tested were: Farsi, Mandarin, Korean, Thai, and Russian.
- Initiated RAMP (Raising Achievement, Motivation, and Potential) Enrichment Program on 11 elementary Title I campuses. This enrichment program is designed to provide GT-level hands-on problem-solving experiences to ELLs, low income students, and other non-GT identified students as a means of talent-spotting.; May 2006 – RAMP extended to nine additional Title I campuses (seven elementary and two middle school) for Fall 2006.
- Offered 3 GT district-wide staff development sessions on needs of ELL, underachieving, and Latino gifted students.
- Increased minority student enrollment by 225 students.
- Increased economically disadvantaged student enrollment by 250 students.
- Increased the enrollment of students with Limited English Proficiency by 50 students.
- Increased the bilingual student enrollment by 33 students.
- Increased the number of Spanish-speaking GT/Enrichment teachers to 15 out of 17 campuses.

Gifted/Enrichment Programs & Advanced Academics - Continued:

- Revised testing procedures for Spanish-speaking students.
- Continued to work with Spanish Advanced Placement teachers and students at Rayburn MS and Jones MS for 2006 spring tests. (Completed)
- Continue to work with administrators at Ross MS for establishing 2006-2007 Spanish AP course offering.
- Examined the logistics of administering the PSAT to all 10th graders in fall 2006.
- Collaborated with Community Education in organizing SAT/ACT test preparation courses with a cadre of English and math teachers from each high school.
- Examined the Early College High School Program with San Antonio College.
- Increased AVID student participation.
- Increased number of students enrolled in advanced level high school services.

FINE ARTS

- Facilitated year three of a three year grant entitled "Striving for Excellence in Fine Arts" (SEFA) to meet grant compliance as outlined by U.S. Department of Education.
- Provided multiple workshops targeting Differentiated Instruction strategies for fine arts instructors.
- Implemented instructional strategies in both visual and performing arts that yielded increased student participation in fine arts initiatives.

GRANTS AND RECOGNITIONS

- Submitted two grant applications on behalf of the Adult and Community Education department to support the development of literacy skills for adult primary care givers and their children.
- Assisted in the preparation and submission of the EL Civics, TANF, and Even Start applications on behalf of the Adult and Community Education department to support the development of literacy skills for adult primary care givers and their children.
- Applied for and received two 21st Century Community Learning Centers continuation grants, and one new 21st Century Community Learning Centers program grant.
- Successfully negotiated all continuation and new 21st Century Community Learning Centers continuation grants with the Texas Education Agency.
- During the months of August 2005 and May 2006, published and disseminated ten Grant Opportunities Bulletins for elementary and secondary campuses.
- Conducted two Grant Management ("Take the Money and Run") training sessions for district staff.
- Conducted one Grant Management training session for NEF Team grant recipients.
- In coordination with the Special Revenue Department, held five interdepartmental meetings with the Special Revenue and Grants Departments.
- Prepared and submitted the 2005-2006 Student Support Programs Consolidated Application which includes: Title I, Part A; Title I, Part C; Title II, Part A; Title II, Part D; Title III, Part A (LEP/Immigrant) Title IV, Part A; and Title V, Part A in June 2005.
- Prepared and submitted 2004-2005 Compliance reports to the TEA by the August 15, 2005 due date for the Student Support Programs Consolidated Application which includes: Title I, Part A; Title I, Part C; Title II, Part A; Title II, Part D; Title III, Part A (LEP/Immigrant); Title IV, Part A; and Title V, Part A.
- Negotiated the Student Support Programs Consolidated Application with the TEA and received the Notice of Grant Award (NOGA) 2005-2006.
- Prepared and submitted the Gun Free Schools Report to the TEA by the August 15, 2005 due date.
- Prepared and submitted 114 program progress reports.
- Prepared and submitted six program amendments.

GUIDANCE

- Developed the Learning Space modules to address Drug and Alcohol / Violence Prevention Training for Teachers and Counselors
- Sponsored the First Summer Counselor Institute to support focused Staff Development for Counselors
- Developed Guidance Curriculum Lesson Plans in Character Education and TEA's Seven Strands for inclusion in CMS (for counselor and teacher use.)
- Offered Public Forums for Parents and Teachers on the "Dangers of the Internet," "Anger and Violence Issues in Teens," and other relevant issues.
- Completed Round 1 of the E-Child Pilot.

ORGANIZATIONAL AND STAFF DEVELOPMENT

- Planned and implemented several district-wide events to support teachers, secretaries, and administrators in the district – New Teacher Academy, Administrator Institute, ATLAS, Annual Classified Administrative Support Conference, and the Academy on Differentiated Instruction.
- Provided support and resources for beginning teachers via individual visits, seminars, and coordination of campus-level support as outlined in the Red Wagon Induction program.
- Focused on effective teaching practices and classroom management workshops to improve teacher effectiveness and student performance.
- Increased the number of Transition to Teaching participants in Northside.
- Produced four new online modules – Teacher Resource and Learning Space, Employment Procedures and Interview Training, and Testing Procedures and Online Training. Began development of the Guidance and Counseling Learning Space to be rolled out in December 2006.
- Continued to provide support for professional development and classroom instruction through the Teacher Resource Room, Professional Development Library, United Star Distance Learning Consortium, Electronic Registrar Online, and the Northside Activity Center.

PSYCHOLOGICAL SERVICES

- Implemented 100% use of e-FIE on all initial referrals for special education.
- Collaborated and piloted with the Guidance Department the e-CHILD process with selected elementary and middle schools.

SPECIAL EDUCATION

- Participated in Benchmarking at elementary and secondary campuses.
- Trained Special education staff on Benchmarking procedures.
- The Special Education Program is in compliance with IDEA 2004. Federal Regulations have not been issued to date.
- Timelines for evaluation and ARD meetings have improved. Evaluation errors in August of 2005 were 156. There were 6 evaluation errors by May 2006. ARD timeline errors were 367 in August of 2005. There were 15 ARD timeline errors as of May 2006. Close monitoring and staff development have attributed to the improvement.
- Created Cognos inquiry reports to assist with verifying student data between eSped and Region 20.
- Training for Special education staff on Closing the Gap to improve state assessment scores and student achievement.
- On-Line Teacher Resource and Learning Space is available to all NISD staff.

TESTING AND EVALUATION

- Revised and delivered the highly-successful 2nd Annual Data Day in August 2005 with continued improvements to the set of data reports for district/campus analytical use.
- Enlarged and improved the New Campus Coordinator Training Academy process to include Special Education coordinators. The Academy is presented as orientation to the role of testing coordinator before the first testing occurs.
- Wrote/developed/produced/premiered a series of nineteen (19) video vignettes designed to streamline campus coordinator training of teacher/test administrators for all state mandated testing projects, particularly emphasizing the importance of security and integrity in the testing process.
- Six (6) professional staff presented a total of nine (9) presentations at the Texas Assessment Conference with all presentations rating above 4.5 on a 1-5 point approval scale by participants.
- Successfully implemented three (3) new online initiatives related to testing: December EXIT TAKS retests online; Louisiana GEE online testing; and TOP writer rater qualifying testing.
- Successfully facilitated/managed the administration of over 200,000 different state and local tests during the 2005-2006 school year.

II. SAFE AND SECURE SCHOOLS

PRIORITY: Provide a well-defined plan to promote a safe, secure, respectful, and drug-free environment for students, staff, and the Northside community.

- Developed and implemented an administrative staffing guideline to ensure efficient supervision and safety on the campuses.
- Continued efforts to reduce the Code of Student Conduct offenses.
- Continued programs to reduce the number of alcohol, marijuana, and drug violations.
- Implemented CCTV, staff identification system, student identification system, and a visitor control system for all comprehensive high schools.
- Continued character development programs to promote responsible citizenship.

III. HUMAN RESOURCES

PRIORITY: Recruit, develop, and retain highly qualified, effective personnel.

- Analyzed recruitment efforts from 2005 –2006 and redeveloping the recruitment plan for 2006 – 2007.
- Expanded and will present an annual HR Employment Workshop for all Administrators, Directors, and Supervisors.
- Continue to collect and assess data regarding retention, transfers, and resignations by courses, campuses, and departments that are difficult and critical to fill.
- Continue to collect and review demographics of new hires, specific to staffing needs and hiring patterns of campuses and departments.
- Conducted the first annual Title I Job Fair for all Title I campuses.
- Successfully implemented a District – wide post accident investigation procedure, established a safety and risk management “Safety Coordinators Toolkit”, and conducted Power Industrial Lift Truck Training for maintenance and purchasing departments.
- Finished the 2005–2006 school year (deadline of June 1) with 100% of all paraprofessionals at Title I campuses meeting the NCLB requirements.
- Continued to monitor certification and counseled all secondary Special Education personnel to ensure NCLB and IDEA guidelines are met.
- Completed the bid process for benefits, and a comprehensive Health Plan for 2007 containing a comprehensive wellness package, providing demographic reports for our Benefits Office and a no cost health club membership for each employee.
- Surveyed, analyzed, and presented to the Board of Trustees, results on stipends and salaries from comparable sized Districts.

IV. TECHNOLOGY

PRIORITY: Develop and sustain a dynamic, integrated infrastructure of human, technological, and management resources that empowers all stakeholders to enable students to learn to their fullest potential.

- Collaborated with Curriculum and Instruction to implement the Curriculum Management System district-wide.
 - Refreshed student, teacher, and course data nightly and refreshed assessment data according to schedule.
 - Developed multiple pre-formatted reports to aid administrators in disaggregating data.
 - Developed and delivered 9 hours of professional development to all teachers and campus administrators.
 - Provided ongoing support and customized professional development to campus and district users via the CITs and other certified trainers.
 - Published curricular and instructional units for Technology Applications, grades two and five, as well as K-12 Library Skills, to the system.
 - Designed continuing professional development plan for 2006-07.
- Implemented UnitedStreaming digital-video-to-the-desktop, aligned to K-12 core and enrichment TEKS, district-wide.
 - Loaded content on NISD servers and created user accounts.
 - Designed and delivered numerous professional development workshops for teachers, librarians, CITs, counselors, and administrators.
 - Developed and published online numerous TIPPA (Technology Integration Project Planning & Assessment) integration projects incorporating UnitedStreaming.
- Adopted and implemented online textbooks/supplementary materials for K-8 Technology Applications (SRA TechKnowledge for K-5 ECTs and CITs; Connected Tech for 6-8 technology teachers and CITs).
- Successfully supported online high-stakes testing district-wide (Exit-level TAKS Retest, Louisiana Exit-level GEE, Texas Observation Protocol for teachers, high school Advanced Placement (International Languages)).
- Implemented new and innovative technology staff development initiatives district-wide: Training on Wheels (district trainers in a zone/cluster model, NetMeeting online-instructor-led classes for small group instruction, and online courses
- Provided ongoing professional development, equipment, and technical support for 73 elementary, 38 middle, and 20 high school PAVE graduate student participants; held graduation ceremony for 73 elementary participants, in collaboration with Walden University and 4 partnership districts.
- Continued to expand quarterly Q.U.A.D. (Quality, Usable, Accurate Data) Workshops for all attendance secretaries, grade reporting secretaries, and registrars in an effort to emphasize and improve data quality in electronic information systems.
- Coordinated the fourth annual K-12 NISD Digital Media Fair, where more than 1,100 student entries (digital products connected to learning) were submitted and evaluated for the “Digi Awards”, held May 24 and 25.
- Hosted the three-day, third annual eCamp Summer Technology Conference, providing over 170 technology training and development sessions for all NISD staff.
- Implemented a Customer Interaction Program to facilitate a deeper understanding of campus and department needs in order to continue to provide exemplary service. Activities included: internal job shadowing (pairing Technology Services staff members), external job shadowing (pairing Technology Services staff members with non-Technology Services staff), scheduled classroom visits, “Town Hall” meetings with various groups, and Focus Group(s) meetings.
- Collaborated with Business Careers High School to prepare for the implementation of the District’s first one-to-one wireless laptop initiative in August (selected and purchased laptops and bags, begun curriculum re-design and teacher staff development, designed and installed campus-wide wireless technology, etc.).
- Implemented Parent Connection (Phase I) at all secondary schools, to enable parents and students to view daily grades and attendance online); piloted Phase II at two campuses, to enable parents and students to view longitudinal academic, enrollment, and standardized assessment data online.
- Piloted a Storage Area Network solution for secure, network file storage for students at two campuses to facilitate instruction and student-created technology products (to be implemented at all secondary schools, fall 2006).
- Led the development and communication of best practices and strategies for technology integration and professional development for Campus Instruction Technologists (CIT), Librarians, Campus Technology Facilitators (CTF), Elementary Campus Technologists (ECT), and Library Assistants.
- Provided information systems (data imports and exports), infrastructure, technical and instructional support for successful implementation of a variety of district-wide instructional software (e.g., including RiverDeep Destination Math portal, Measuring Up E-Path for math, Texas Math Diagnostic System, Voyager Passport for reading, FitnessGram for PE, Plato, Carnegie, and Agile Mind credit retrieval courses for math, Rosetta Stone for Bilingual/ESL, GET-IT for science, etc.).
- Provided expanded video conferencing capabilities and equipment for five campuses and NAC to support teaching and learning.
- Collaborated with Administration and Facilities departments to complete the design and installation of the Integrated Security Management System at ten high school campuses; provides video surveillance, alarm monitoring, access control, and ID badging.

IV. TECHNOLOGY - Continued:

- Completed major District Network Control Center upgrades, to include over 70 server moves, 6,000+ feet of re-cabling, installing switches, routers, network management software tools, etc.
- Deployed new technology campus-wide to 14 campuses (2,231 computers, 1,190 printers); repurposed an additional 1,6205 computers to classrooms during deployments; deployed new technology to Specialty Labs (Journalism, Photography, Drafting) at 7 high schools, replacing hardware, software, peripheral, and A/V equipment.
- Supported and implemented new and existing gradebook initiatives:
 - Completed elementary Excel/Access grade book enhancements and provided training for CITs
 - Upgraded the version of the gradebook program for all secondary campuses
 - Successfully implemented a Web gradebook service for all secondary teachers (provides access to their gradebooks from home)
 - Collaborated with Curriculum and Instruction to determine requirements and select a Web-based elementary gradebook, to be implemented in August 2006
- Completed enhancements to the VoIP system, including a Malicious Call ID feature and 911 call notification.
- Provided programming, technical and infrastructure support, and training necessary to implement a wide variety of applications (e.g., On-line Budget Submission, Budget Transfer Request, Student Activity Fund Transfer, Online Handbook Acknowledgement for specified staff, Web-based stipends module, Winocular online application for substitutes, Supplemental Pay module, Volunteer module, Lockwood Inventory Management System, Personal Graduation Plan, Online PDAS, Online SIP, Kronos, TPRI for elementary reading, ERO for staff development tracking, etc.).

V. COMMUNICATIONS

PRIORITY: Maintain and improve a credible, comprehensive, two-way communication system to keep the Northside community connected while promoting the mission and goals of the district.

- Forging relationship with KLUP Radio to launch ***“InsideNorthsideRadio”*** a new weekly 30-minute radio talk show about NISD events, projects, and special features. Guests will be NISD staff. Tentative plans are for a Fall 2006 launch.
- Replace NorthsideNotes with ***“InsideNorthsideWeekly”*** during 2006-2007.
- TASB production, “Northside: On the Pillars of Character” is taking shape (music, events, staging, video, narrative are complete); students practicing this summer.
- Organized the KPXL video shoot which featured prominent NISD and community leaders discussing the growth issues in NISD, the prominence of NISD in Bexar County, and the high quality of programs for students.
- Continue to keep NISD growth issues alive in the media, in print, and in conversations.
- Continue to provide quarterly updates to community about Bond projects in Lessons and on the website.
- Added the Friends of Northside icon on all campus websites to make it easier for community members to join.
- Added the FON logo to the 2006-2007 Official School Calendar.
- Added the FON logo/link to the Parents’ Connection website to make it easy for people to sign up.

VI. SCHOOL-BUSINESS-COMMUNITY-PARENT PARTNERSHIP

PRIORITY: Seek and engage businesses, community groups, parents, and schools to create winning partnerships in order to equip students with the knowledge and skills necessary to make positive lifelong personal, social, academic, and career choices.

- Exceeded 20,000 volunteers in Northside schools.
- Posted on-line volunteer Criminal History Authorizations, databases of partnerships shared, and database of partners, resulting in dozens more successful partnerships.
- Launched the first class of Leadership Northside with 13 business volunteers in an 8-month program of education and involvement led by Superintendent.
- Involved retirees as volunteers in development of Northside School Museum Assn.
- Received funding from Kronosky Charitable Foundation of Precious Minds New Connections (PMNC) for pre-school children and their parents’ education.
- Expanded adult and community education programs to help establish the school-as-community-center as not unusual in Northside ISD.
- Observed with partners Northside Education Foundation achievement of \$4.5 million in 1,100 classroom grants and accumulation of \$1.8 million in its endowment fund.

VII. FACILITIES

PRIORITY: Maintain and provide instructional and support facilities and transportation services for existing and growing student population in order to ensure a maximum educational experience for all students.

- Monitored land development plans and single family home sales Updated sales through April 1, 2006.
- Completed annual enrollment projections using enrollment history by neighborhood, home sales, and projected sales.
- Updated the 10-year list of new schools. Completed draft of "50-year" build-out plan to be finalized for Bond 2007.
- Completed construction for Mead Elementary School. Continuing construction for Aue, Driggers, Fisher, Murnin and Wanke Elementary Schools, Wallace B. Jefferson Middle School and Brandeis High School. Continuing construction for additions and/or renovations at Hobby, Jones and Rudder Middle Schools, and Jay High School.
- Continuing design for FM 471 and Potranco South Elementary Schools, and Potranco North Middle School. Continuing design for additions at Mary Hull and Raba Elementary Schools, and O'Connor High School Ag Barns.
- Identified boundary changes, additions, and new schools needed to keep campuses within target enrollment. Senior Staff reviewed zones for Aue, Driggers, and Hatchett Elementary Schools.
- Continued to determine location of schools for future construction, negotiation, and purchase of sites.
- Continued updates for all Design Guides. Completed Elementary and Middle School Design Guides. Published Divisions 1 through 14 Facilities Design Guide.
- Continued design for Bond 2004 mechanical projects and Taft High School major HVAC replacement, tennis court, paving and fire alarm projects.
- Analyzed route growth, on-site surveys of housing projects, and information regarding student growth for 2006-2007 school year. Anticipate the addition of twenty-five (25) new routes added in the 2006-2007 school year.
- Completed growth package with request for additional forth-five (45) new drive billets.
- Maintained the 15-year vehicle retirement program. Ordered forty-four (44) new buses via Bond 2004 funds for 2006-2007. Ordered 2007-2008 buses early to maintain this pricing.

VIII. BUDGET AND FINANCE

PRIORITY: Pursue funding and resource options that will provide an equitable and quality education for all students while ensuring fiscal responsibility and accomplishing the mission and goals of the District.

- Conducted Bookkeeper training sessions April 24 and 26, 2006. Also conducted Individual training sessions by the Internal Audit Department staff during spring 2006 at 10 campus locations.
- Training is offered on a scheduled basis and on demand.
- Offering on-line self-guided training.
- Offered 127 training courses.
- Held initial focus group meetings April 6 & 10, 2006 for elementary and secondary levels with follow up suggestions for improvement. Held follow-up meetings on May 11 & 19, 2006 to discuss solutions to the topics provided by the groups.
- Encouraged stakeholder participation regarding district's undertakings at all government levels by conducting presentations at district meetings to advise staff of grant opportunities.
- The Grants and Recognitions Department publishes three Grant Opportunities Bulletins (Elementary School, Middle School, and High School) that is disseminated to all district campuses and other interested district staff.
- Continue to co-facilitate monthly meetings with the Special Revenue Department and the Grants and Recognitions Department to ensure expenditure of grant funds comply with funding agency and district requirements.
- Working with the benchmarking program, District Dietician and Assistant Director of Food Service Finance will be attending the TASN Conference in June.
- Attended TSA Lead Staff meetings on February 8, 2006; TSA Superintendents and Lead Staff meeting on February 15, 2006; TSA Lead Staff meeting on April 5, 2006; and TSA Superintendents and Lead Staff meeting on April 12, 2006.
- Continue collaboration between the Grants and Recognitions Department and the Special Revenue Department on updating the Grant Management Manual.
- Publicized the Grant Management Training in the Principal's Newsletter and through emails sent to potential class participants through the Grants and Recognitions Department.
- Continues to disseminate copies of the Grant Manual to all district staff who request copies through the Grants and Recognitions Department.
- Held a Grant Management training session (Take the Money and "Run") for Team Grant Recipients.
- Currently updating the Grant Manual for the 2006-2007 school year.
- Held grant management training session (Take the Money and "Run") on February 28, 2006.
- Grant manual training classes co-facilitated by Grants & Recognitions and Special Revenue Departments on Sept 26, 2005 and February 28, 2006. Next training planned for August/September 2006.

VIII. BUDGET AND FINANCE - Continued:

- Coordinate the ongoing development and refinement of staffing reports for grant and entitlement programs between PEIMS, ITS, HR and various program Directors. Process includes analyzing role IDs, budget codes, job titles, and job codes in an effort to accurately reflect activities performed and to maintain grant/entitlement compliance.
- Continuing to gather data and research to formulate strategies for next legislative session.
- Meeting with TEA on June 22 to discuss potential impact of change in rules for EDA funding.
- Held monthly meetings between Grants and Recognitions, Special Revenue, and Title Program staff.
- Held two monthly meetings during this quarter. Actively participated in monthly meetings with the Special Revenue Department, the Compensatory Education Department (Title I, Part A; Title I, Part C and Title V, Part A), the Instruction Division (Title II, Part A), the Technology Services Department (Title II, Part D), the Bilingual/ESL Department (Title III, Part A-LEP/Immigrant), the Safe and Drug Free Schools Program (Title IV, Part A), the Human Resources Department, the Grants and Recognitions Department, and the Budget and Finance Department.
- Continue to coordinate monthly meetings between Student Support Programs, Special Revenue, Grants & Recognitions, Technology, and Human Resources staff to disseminate information and coordinate Title program implementation.
- Continue to work with Title I, Part A; Title I, Part C; Title II, Part A; Title II, Part D; Title III, Part A (LEP/Immigrant) Title IV, Part A; and Title V, Part A staff to ensure correct expenditures and compliance with applicable state and federal guidelines.
- Submitted an amendment to the TEA for the NCLB Consolidated Application. Worked with Title I, Part A; Title I, Part C; Title II, Part A; Title II, Part D; Title III, Part A (LEP/Immigrant) Title IV, Part A; and Title V, Part A staff in preparation of this document.
- Currently planning and preparing the 2006-2007 NCLB Consolidated Application for Federal Funding with Title I, Part A; Title I, Part C; Title II, Part A; Title II, Part D; Title III, Part A (LEP/Immigrant) Title IV, Part A; and Title V, Part A staff.
- Prepared and submitted 6 program reports for grant funded programs.
- Prepared and submitted 1 budget amendment for grant funded programs.
- Decided that the Internal Audit Department will not incur the expense of a laptop computer at this time, Computers are available for use at the campuses.
- Interviewed Banks and the committee has made a recommendation to do pilot purchasing card program in the Maintenance and Food Service Departments. Pending Cabinet review.
- Processing Bids and RFP's and sending to the vendors in electronic format for electronic bid database catalog system.
- Continue to have regular meetings with Food Service Director, Assistant Director of Food Service Finance, and the ITS department. The RFP is completed and are awaiting approval from the ITS dept. to send out RFP. Currently Servers are in the process of being ordered to replace older servers for Food Service point of sale for schools.
- Currently working on an RFP for the Free & Reduced scanning and testing a new free/reduced program in the CAFS system. Racks arrived at our warehouse on May 15th and installation of the racks is in process. Projected moving of the warehouse dry goods is late May.
- Online payment of meals system project is on the ITS project list. Awaiting approval from ITS to proceed with RFP and implementation.
- Online Travel pilot still in process. Many vendors have been converted to e-payment method from live checks. Efforts to convert additional vendors to continue.
- Mandatory Direct Deposit not recommended due to non bankable status of certain employees. Will proceed with plans to offer a payroll card on a volunteer basis during the 2006/2007 school year.
- Present Food Service budget is adequate for current and future expenditures. There are no amendments to be made at this time.
- Attended and testified at TEA public meeting regarding proposed changes to School FIRST (Financial Integrity Rating System of Texas) on May 5, 2006.