Everyone,

Welcome back! It is January 2019, and it is hard to believe we are about at the middle of the school year. Time is flying. This Path Note has some similarities to the last one, but only to remind you what was discussed before so we can continue the subject.

Our Path Topic

About two weeks ago, our administrative cabinet spent time (with Greencastle's administrative team) determining our Key Work Processes as an organization. Remember, a process is a series of steps used to complete a function. Sometimes a checklist is the only thing you need to complete a task, but, in this case, we looked at major functions of the WASD.

The reason for this work is to assure that we have and are implementing our major processes. In addition, it was a time to learn that we must always review our processes to make sure they are working, and meeting our needs. We also learned that we must measure our processes to do our best to determine whether the process is working or not.

Here are the process families and the processes that fall under each (sometimes fall under more than one).

The Key Work Processes were broken down into families of processes.

- Creating a Safe Work Environment (for students and staff)
    - Providing staff emergency preparedness training
    - Conducting exercises and drills (ALICE)
    - Developing an emergency operations plan
    - Communicating emergency procedures to stakeholders
    - Fostering positive student behaviors
    - Managing visitor behavior
    - Communicating and managing staff and visitor behavior
    - Ensuring compliance with safety and emergency requirements (Act 44)
- Developing Curriculum and Instructional Materials
    - Determining Curriculum Needs
    - Designing Curriculum
    - Writing Curriculum
    - Writing or Obtaining Materials
    - Assessing Curriculum Effectiveness
    - Communicate Standards and Curriculum Expectations

- Teaching and Learning
  - Assessing and Providing for Student Needs and Interests
  - Planning Lessons
  - Teaching Utilizing Best Practices
  - Managing the Classroom Environment
  - Assessing Student Progress
- Providing Student Support Services and Programs
  - Organizing Extra-Curricular Activities
  - Communicating Programs and Events to Students and Families
  - Enrolling Students in Extra-Curricular Activities
  - Determining Eligibility for Extra-Curricular Activities and Support Services
  - Referring Students to Support Services
  - Providing Students with Academic, Social, and Behavioral Services
  - Assessing Student Programs
  - Determining Readiness for Exiting Support Services
- Managing Student Services
  - Planning Meals Based on State and Federal Standards
  - Managing Free and Reduced Breakfast and Lunch Programs
  - Preparing and Serving Meals
  - Ensuring Compliance
  - Scheduling Student Transportation
  - Managing Student Transportation
  - Managing Health Services
  - Managing Student Attendance
- Managing Student Records
  - Registering Students
  - Maintaining Records (Academic, Health, Behavioral, Residence, Emergency Contact, Guardianship, Student Obligations, Grades, Rewards)
  - Transition Records Between Buildings
  - Transferring Student Records
  - Retaining Records
  - Educate Parents and Students How to Use the Community Web Portal
- Managing Customer Relationships
  - Determining Student and Family Requirements and Expectations
  - Communicating with and Engaging Students
  - Communicating with and Engaging Families
  - Assessing Student and Family Satisfaction and Engagement
- Developing and Engaging Staff
  - Maintaining the Motivating Factors of Satisfaction and Engagement
  - Recruiting
  - Hiring and Training
  - Providing Programs and Benefits
  - Recognizing and Appreciating Staff
  - Managing Staff Behavior
  - Retaining Staff
  - Reviewing Staff Member Performance
  - Terminating Employment

- o Maintaining Staff Attendance
- Managing Information and Knowledge
  - o Designing Information Systems
  - o Managing and Maintaining Information Systems
  - o Auditing and Reporting Information System Performance
  - o Managing Information System Access and Security
  - o Responding to User Requests
  - o Capturing and Managing Organizational Knowledge
- Managing Supplier Partner, and Stakeholder Relationships
  - o Identifying and Selecting Suppliers and Partners
  - o Measuring Supplier/Partner Performance
  - o Reviewing Supplier/Partner Relationship
  - o Managing Supplier/Partner Relationships
  - o Communicating and Collaborating with Stakeholders
- Planning, Budgeting, and Monitoring Performance
  - o Monitoring Fundraising Effort and Resulting Income
  - o Managing Payroll
  - o Developing Performance Measures and Indicators
  - o Reporting Organization Performance
  - o Monitoring Academic Performance
  - o Monitoring Financial Performance (Primary and Secondary Organizations)
  - o Reviewing Organizational Performances
  - o Reporting to Regulatory Bodies

These processes do not mean we are currently doing them, but we have identified these as being critical ones to perform. There are several we plan to begin to process as we establish our process process!! Stay tuned for more on process.

Board Information and Policy Updates

- Attached is an overview of the Board policy approvals or readings: **Approved-- 217, 217.1, 239.1, 246, 815.2 and 226.1 (First Reading)**

You may check these out by going to this site: https://www.boarddocs.com/pa/wayn/Board.nsf/Public

Piece of the Puzzle

Nominated this week for Piece of the Puzzle is Mrs. Brenda Butts. Although she has retired, she adjusted her retirement date to help another teacher. Because of her decision to retire mid year, another teacher had a smooth transition back from maternity leave. It's very emotional to leave mid year and mid week. She deserves the recognition not only for her selflessness, but also for her commitment to students and education for the past 29 ½ years. Congratulations, Brenda! If you see Brenda out and about, congratulate her and let her know she is a Piece of the Puzzle.

Budget Information

The WASD budget process is in motion. Over the next six months, the Budget & Finance Committee and the full Board will be working to balance a budget, yet provide the programs and services needed for our students to receive a quality education.

Attached you will find the January edition of Mr. Holtzman's informational letter "Dollars & Common Sense".

*Review for You

What is a tool that organizations use to evaluate processes?

Events

- January 18th—In-service Day and No School for Students
- January 21st—No school for staff and students

*Review Answer **(Important to Know)**

Good organizations use various tools to measure the effectiveness of a process. However, **ADLI** is one that is extremely effective. When reviewing a process you look to see if how effective is the **Approach**. Is it fully **Deployed** to those who need to know the process (do people know how the process works?)? Are there measurements and factors used to **Learn** or measure the process to determine its effectiveness and find areas of weakness? Finally, how does the process **Integrate** with other processes in the organization? Are they connected or detached from any connection?

Final Thoughts

- *Being ready isn't enough; you have to be prepared for a promotion or any other significant change.*—Pat Riley
- *In the future, instead of striving to be right at a high cost, it will be more appropriate to be flexible and plural at a lower cost. If you cannot accurately predict the future then you must flexibly be prepared to deal with various possible futures.*—Edward de Bono
- *Success on one project does not necessarily mean success in the next project. You've got to be prepared in everything you do.*—Helmut Jahn
- *When you innovate, you've got to be prepared for everyone telling you you're nuts.*—Larry Ellison
- *In order to excel, you must be completely dedicated to your chosen sport. You must also be prepared to work hard and be willing to accept constructive criticism. Without one-hundred percent dedication, you won't be able to do this.*—Willie Mays

Enjoy the rest of your week!

Tod