



SCHERTZ-CIBOLO-UNIVERSAL CITY INDEPENDENT SCHOOL DISTRICT

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- ★ High Achievement For All Students
- ★ High-performing and Engaged Workforce
- ★ Effective and Efficient District and Campus Operations

Dr. Greg Gibson
Superintendent

To: Team One

From: Dr. Greg Gibson, Superintendent

Date: August 31, 2017

Re: High-Level Rounding Protocol- Revised

Primary Purpose: Build relationships and keep Senior Leaders in touch with work on the front-line.

Team: Superintendent, one Trustee, one Cabinet Member

Protocol:

- Will round with all Team One members- campuses and departments.
- Team will meet with Team One member on-site (campus or department).
- Team One member will direct team to any special event/opportunity to witness/observe (if appropriate). Do not schedule special events for this process.
- Team One member may request special recognition(s) to occur immediately, or at a future date.
- Every effort needs to be taken to ensure this process does not interfere with existing processes. (i.e. facility requests, technology work order, maintenance work order...etc.)
- Will occur at each campus/department- twice annually (will consider 3X/annual in 2017-18).
- Four questions:
 - 1) In the past six months, what is working well in:
 - a. Priority One
 - b. Priority Two
 - c. Priority Three
 - 2) Are there any individuals who have been especially helpful to you that deserves special recognition?
 - a. On campus/department
 - b. District-wide
 - 3) Of the resources that are available to you, which do you find the most effective in helping do the work?
 - 4) As a district, what resources are needed in order to ensure continuous improvement? What is an opportunity for improvement?

★ **SCUCISD Mission Statement** ★

Schertz-Cibolo-Universal City ISD provides a safe, secure and challenging learning environment, through the responsible use of all resources, to afford opportunities for all students to realize their individual potential and to become responsible and productive members of society.

HIGH LEVEL ROUNDING THEMES – SPRING 2018

QUESTION 1: WHAT IS WORKING WELL? *(Note: These are power rated by number of times they were mentioned)*

PRIORITY 1	PRIORITY 2	PRIORITY 3
<ul style="list-style-type: none"> • PLC-we are getting better at the process (7) • Curriculum mapping/focused planning guides (4) • New teacher academy (2) • PBIS is working • SPED staffing audit • Focused walk throughs • ELS taskforce • I-Station results go ↑, RTI going ↓ • Activity fund training • HB5 – constant review • More intervention earlier in the year • Student performance – growth measures 	<ul style="list-style-type: none"> • Top Workplace process working well (6) • TTESS Summative Conferences (4) • Good Coordination/Collaboration across departments (4) • SCUC University (4) • HR/Finance Roundtables working well (2) • Rounding processes working well (2) • Getting better at PLC concepts • Better emergency prep 	<ul style="list-style-type: none"> • Custodial scorecard system • Being more intentional about ROI • Purchasing department working hard • EPP • DSS • Work order system • Parent survey – High results • GT trending in right direction • Building systems of giving students voice • On-line registration • Bullying prevention • Leader in me • Chess club

QUESTION 2: ARE THERE ANY INDIVIDUALS WHO HAVE BEEN ESPECIALLY HELPFUL TO YOU THAT DESERVE SPECIAL RECOGNITION?

- 85+ individuals were identified for special recognition

QUESTION 3: WHICH RESOURCES DO YOU FIND THE MOST EFFECTIVE IN HELPING DO THE WORK?

<ul style="list-style-type: none"> • Teacher voice in, and final product of focused planning guides (12) • PLC time and Solution Tree/RTI training (12) • Special Education staffing audit (4) • New structure of Strategic Plan Scorecard (3) • McCrell Training – Awesome • PBIS • College and Career readiness –expansion • HR – good job guiding us • EPP – we are getting the right tools to do our work (2) • SCUC University • TASBO/ASBO training (3) • Finance Round Tables • Technology Training (3) 	<ul style="list-style-type: none"> • SPED support (2) • Getting Counselors back to guidance work • Content Coordinators really helping (2) • GPS/Technology • Coaching for results training • Getting intervention money at beginning of year • SPED Rounding • Leader in me • Good Culture/People • Help Desk – Tech Dept • On-Line learning
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QUESTION 4: WHAT RESOURCES ARE NEEDED TO ENSURE CONTINUOUS IMPROVEMENT? WHAT IS AN OPPORTUNITY FOR IMPROVEMENT?

1. Make sure we have the Counselors and Social Workers to get the job done, better understanding and training in our next steps with SEL (Social-Emotional-Learning). This is a very important step for our district as we continue to change (6)
2. We need a balanced literacy program and more tools for Elementary RTI (for Math and Reading) (4)
3. Regarding SPED – we need better understanding of our goals/programs and flexibility, time and training to get there (3)
4. Need to modify T-Tess to make it more manageable for campus administrators (3)
5. As budgets continue to tighten and we continue to grow, don't forget that good customer service can only happen if we keep up with operations staff and clerical help (3)
6. Keep focused on curriculum audit follow up work...very important (2)
7. Pace ourselves – don't do too much at once (2)
8. Make sure to help Team One understand EPP better (Finances/Budget)
9. Safety/Security – communication and district expectations
10. Getting tougher to schedule PLC time as master schedule gets leaner
11. Work on on-line registration process
12. P.E. curriculum alignment (and equipment) needed
13. Training in English and Spanish materials
14. Keep up with coaches needed if we continue to add teams/sports
15. Substitute teacher program needs some improvement
16. Recruiting quality OPS staff is becoming more challenging
17. More awareness of homeless students (and help with other local government)
18. Improve GT services
19. Don't stop Leadership Development District-wide
20. Don't stop learning Continuous Improvement tools
21. Some security cameras are not working

HIGH LEVEL ROUNDING THEMES – SPRING 2018

QUESTION 4, Cont.

GREEN - Able to address Immediately

4. This has been addressed through revision of Policy DNA(LOCAL) (Board adopted 8-21-18) and administrative regulation.
6. Curriculum audit follow up actions are well underway and will continue in 18-19 and beyond.
7. Good advice and will be repeated often.
8. Good advice. This should be a part of our work on the new priority four.
9. Be looking for several updates that are already underway.
19. Leadership development process has become formal and more robust. These efforts will continue and be enhanced.
20. Continuous Improvement “Tools and Tactics” will be more formally linked to “Traits of a Leader.”

YELLOW - We Are Working On It

2. We recently purchased a universal screener for Math and Reading that will serve grades K-9. As part of this program there is a diagnostic component so that Rtl may be more targeted to student needs.
3. Special Education staffing audit is now completed. Ms. Williams and Dr. Edwards will be reviewing follow up plan of action beginning in July 2018 and continuing until completed. As stated at June 12 SPED Staff Meeting, weekly updates will be made to Superintendent and Executive Leadership Team (ELT).
5. Customer Service Model is part of Studer coaching in 2018-19.
9. Updated plan is underway. Several changes/modifications were made in summer 2018. District will maintain a “Safe-Schools” link on our website with pertinent updates and important information.
10. Noted. Will be part of on-going staffing considerations.
11. We are in the process of planning a course of action to gather feedback to include an overall survey to all stakeholders and mini-rounding with campus office teams.
12. - a. Curriculum Alignment – For 2018, each level (Elem/Int/JH/Hs) PE leads and level teachers have developed a common pacing calendar for PE. All PE teachers will have an opportunity to provide feedback on what is or is not working at each PLC in 18-19.
- b. Equipment/Budget Alignment – Each PE program across the district was asked to provide a complete equipment inventory. PE leads will work with PE staff on creating a PE Basic Book for new campuses at each level and explore what an appropriate yearly equipment budget for existing schools would look like.
13. Training for materials continues to be a priority, particularly as we adopt new supports such as the universal screener and this year’s English/Language Arts textbooks/materials this year. We have begun to integrate training in Spanish into SCUC U for our dual language teachers and Spanish language teachers, including a Spanish grammar course (2017) and Writers’ Workshop and Resources (2018). We also plan to provide training for both the English and Spanish versions of the universal screener as well as our new ELAR and SLAR textbooks/materials after they are selected.
14. Noted. Will be part of on-going staffing considerations
15. Modifications have been made to substitute training rules and guidelines pertaining to expectations regarding acceptance of jobs and substitute availability on Monday and Friday.
16. Noted. Will be part of on-going staffing considerations.
17. Noted. Will be part of on-going staffing considerations.
18. Noted. Will be part of on-going staffing considerations.
21. This will be reviewed during operations rounding.

RED - Unable to Accomplish and Why

1. We will try to make progress on this with existing budget constraints and existing staff.
5. Opportunity or additional operations staff is not likely in 2018-19.
9. Beyond School Resource Officers, other projected projects have been put on hold.
10. Dedicated PLC time will need to be accomplished with existing staff.