



# **Southern Lehigh School District**

## **Athletic Department**

### **Plan for 2014-15**

## **Goals for Growth, Improvement, Enhancement**

Dr. Leah M. Christman, Superintendent

Kate Miller-Coordinator of Athletic Services

## A Message from Kate Miller~

September 2014

Dear Southern Lehigh Community:

I would like to inform you that the Athletic Department will continue to be engaged in a continuous improvement planning process which will focus on our District goals:

- **ACADEMIC PROFICIENCY (AP)**

As measured by the PSSA, PASA, PVAAS, Keystone exams, and/or District assessments including SLO's (Student Learning Objects) students will demonstrate proficiency in all subject areas which will lead to the District and Buildings achieving or maintaining SPP scores above 90 each year.

- **HIGHLY QUALIFIED TEACHERS AND STAFF (HQ)**

All educators will be rated highly qualified as defined by the Pennsylvania Department of Education: Hold at least a bachelor's degree; hold a valid PA teaching certificate (not an emergency permit); demonstrate proficiency as measured by the Educator Effectiveness Program 82-1, 82-2, or 82-3 ratings.

All other staff will be rated highly qualified by holding appropriate credentials, experience, and annual ratings as proficient or above.

- **IMPROVED INTERNAL AND EXTERNAL COMMUNICATIONS (IC)**

Stakeholder satisfaction of school communications will improve by 5% each year as measured by perception data collected through quantitative and qualitative questionnaires.

In many ways, our Department Plan will serve as our game plan for continued success. Our plan, will focus on *creating a culture of innovation and creativity empowering students for a brighter future in a global society* and the role athletics play in this vision. Because your input and support are needed, I invite you to join us as we work to make our school district better.

Sincerely,

*Kate Miller*

## Committee Members/Representatives

## Committee Meetings

Name	Position
Kate Miller - A	Coordinator of Athletic Services
Jody Hogman - R	Athletic Secretary
Ken Ruch -R	HS Custodian
Arlin Yons -R	MS Custodian
Mary Palmer -R	IS Custodian
Bill Kichline -R	Grounds
Art Werener -R	Grounds
Kelly Dexheimer - B	Head Trainer
Robbin Schomper -B	Asst. Trainer
Donald Harakal - R	Asst. AD
Thomas Seidenberg -T	Asst. AD

Date	Time	Location
Daily Meetings		Buildings/fields /Athletic office

Position codes noted as follows:

A= Administrator

B = Business Partner

P = Parent

R = Related Services and/ or Support Staff

T = Teacher

S = Special Education Representative

**I. Needs Assessment and Data Indicators (shading indicates areas in which data must be collected at the building level)**

	<b>ACADEMIC PROFICIENCY (AP)</b>		<b>HIGHLY QUALIFIED STAFF (HQS)</b>		<b>IMPROVED INTERNAL AND EXTERNAL COMMUNICATIONS (IC)</b>
	<p>Data Sources- Student grades through Sapphire</p> <p>Continue working with Student-athletes with academic concerns. Encourage head coaches to monitor teams grades thru out the PIAA season.</p>		<p>Data Source- School Dude online scheduling software Time Clock Plus Alio</p> <p>Continue to work closely with grounds crew, maintenance crew, Custodial staffs to schedule all events in buildings and fields.</p> <p>Continue working with the Human Resources department on all new hires, posting positions, clearances, and payroll paperwork.</p>		<p>Data Sources and Communication Tools- Schedule Star Internal tracking of finances / Alio School Dude SLSD Athletic website Black Board Connect Online Laconian</p> <p>Opportunities for Parents and Community Members to view all athletic schedules</p> <p>Opportunities for Parents and Community Members Involvement as Booster club members.</p> <p>Opportunities for Parents and Community to schedule events/games in all of our buildings.</p>

## II. Comprehensive Plan Goals Linked to Needs and Goals/ Strategies

- For this **Comprehensive Plan Goal**, we identified needs and formulated corresponding Goals and strategies.

**Objective 1: ACADEMIC PROFICIENCY:** As measured by the PSSA, PASA, PVAAS, Keystone exams, and/or District assessments including SLO's (Student Learning Objects) students will demonstrate proficiency in all subject areas which will lead to the District and Buildings achieving or maintaining SPP scores above 90 each year.

**Supporting operations that lead to successful academics include clean, safe, well equipped facilities, food services and educational and other resources.**

<i>Identified Need</i>	<i>Measurable Goal</i>	<i>Strategies/ Tasks/ Action Steps</i>	<i>Related Professional Development and other Resources /Support Required</i>	<i>How Will We Assess Implementation</i>	<i>Indicators/Evidence of Success</i>
Students identified as ineligible due to academics or other violations impact the individual and the team negatively.	Gather baseline data from 2012-13 school year and reduce ineligibility by at least 10% as measured by season and annual comparisons.	Speak to all teams at the beginning of season and encourage them to meet with the teachers during Spartan block for extra academic help. Meet with coaches and booster clubs to ask for help in monitoring student eligibility and provide support. Monitor athletes' school attendance and grades.	none	Sapphire Attendance data	Track grades and encourage the Coaches and parents to become more involved in the students academic lives.  Calculate ineligibility data and track/show improvement.

### III. Comprehensive Plan Goals Linked to Needs and Goals/Instructional Strategies

- For this **Comprehensive Plan Goal**, we identified needs and formulated at least three corresponding Goals and instructional strategies.  
**Objective 2: HIGHLY QUALIFIED TEACHERS and STAFF:** All educators will be rated highly qualified as defined by the Pennsylvania Department of Education: Hold at least a bachelor’s degree; hold a valid PA teaching certificate (not an emergency permit); demonstrate proficiency as measured by the Educator Effectiveness Program 82-1, 82-2, or 82-3 ratings. All other staff will be rated highly qualified by holding appropriate credentials, experience, and annual ratings as proficient or above. Supporting staff that lead to successful academics include those who can provide clean, safe, well equipped facilities, food services, educational and other resources.

<i>Identified Need</i>	<i>Goal</i>	<i>Strategies</i>	<i>Related Professional Development</i>	<i>How Will We Assess Implementation</i>	<i>Indicators/Evidence of Success</i>
Systematic tracking for all facility types.	Track %’s of school use, community use, youth use, and non profit use in order to better identify building usage and prevent conflict and be more effective in approving and invoicing all school dude requests.	The athletic department approves every School Dude requests daily and makes sure that all of the custodians are prepared for the events on the schedule at all buildings.  Continue to learn and utilize reports in School Dude.  Create accurate building use reports for the Facilities Committee and superintendent.	School Dude software	Using the School dude website to print all reports.	More activities will be able to use our buildings because scheduling is done online and conflicts are minimized.
Athletic event workers need to be paid in a timely manner. In past years, workers were paid lump sums at the end of season and needed to wait until that time for payment.	All event workers will be clocked into Time Clock Plus software on a weekly basis and will be paid bi-weekly for their services.	Weekly computer input of hours, times, and events.	none	Time Clock Plus  Monitoring payroll through the Business Department	Athletic event workers will get paid every two weeks instead of a lump sum at the end of the season.

<p>Implement Family ID to help Parents with the required PIAA paperwork. Improve the set-up in the software to include times for physicals</p>	<p>Include new features in Family ID to make paperwork and registration for athletic teams easier for parents of students athletes.</p>	<p>Athletic department will be able to produce rosters, run reports, and download documents for the PIAA enrollment.</p>	<p>none</p>	<p>Family ID</p>	<p>Coaches/trainers and nurses in SD will be able to produce specialized reports for their needs.</p>
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**III. Comprehensive Plan Goals Linked to Needs and Goals/Instructional Strategies**

For this **Comprehensive Plan Goal**, we identified needs and formulated at least three corresponding Goals and instructional strategies.

- **Objective 3: IMPROVED INTERNAL AND EXTERNAL COMMUNICATIONS:** Stakeholder satisfaction of school communications will improve by 5% each year as measured by perception data collected through quantitative and qualitative questionnaires.

<i>Identified Need</i>	<i>Goals</i>	<i>Strategies</i>	<i>Related Professional Development</i>	<i>How Will We Assess Implementation</i>	<i>Indicators/Evidence of Success</i>
Continue online SLSD website communications and highlight athletic successes.	Provide links to game schedules in a timely fashion and update all schedules with postponements as soon as confirmed and notified. Highlight athletic successes on the website and in the Laconian district newsletter.	Daily changes made to all athletic schedules as they occur.  Post something newsworthy that is related to athletics at least once each month to Laconian.	none	Schedule Star  Feedback from parents and coaches	Parents can see changes to schedules immediately.  Less negative feedback on schedules and schedule changes.  More positive feedback on communications.
Implement Family ID to help Parents with the PIAA paperwork.	Make paperwork easier for Parents of students athletes.	Help parents with multiple children to cut down on the PIAA individual forms.		Family ID	Parents will like the ease of having the entire family information on one website.



**IV. Plan Development and Dissemination Process**

Coaches, parents, students, and administrators were consulted for the development of the Athletic Department goals for 2014-15. The plan will be posted and updated on the district website.

**V. Needs Assessment: School-wide Staff Development Focus**

Based on our staff development needs, along with team member discussions, the following staff development opportunities will be provided. They are linked directly to our Data Indicators and Goals/ Strategies and corresponding strategies.

<b>Staff Development 2012-2013</b>			
<i>Topic</i>	<i>Timeline</i>	<i>Participants</i>	<i>Documentation such as Attendance Logs, Agendas, etc.</i>
Web site development and Laconian use	Summer Admin retreat	Kate Miller	Attendance logs
			Attendance logs
Software training (School Dude, Alio, Time Clock Plus, Family ID.)	On-going	Kate Miller and Jody Hogman	Attendance logs