

EVIDENCE OF
A YEAR OF...

Caring. Collaboration. Excellence.

SUPERINTENDENT'S REPORT | 2013-2014





EVIDENCE OF
A YEAR OF...

Caring.
Collaboration.
Excellence.

Our Mission

2 | It is the mission of the Lansing School District to provide relevant educational excellence in a safe and nurturing environment. We strive to educate students and to assist them in realizing their full potential as responsible, productive, contributing members of society by providing an educational environment in which students are challenged, excellence is expected and differences are valued.

A MESSAGE FROM THE SUPERINTENDENT

Looking back on this amazing school year, despite an unprecedented ice storm and what many have said was the worst winter in the Lansing area in recent memory, a heartfelt “thank you” goes to the 4,400 voters who approved the Non-Homestead Millage Renewal on May 6, 2014. This critical vote will provide a solid foundation for the financial stability of our school District so we can continue to offer outstanding programs for our students and community members.

Our Lansing community is one of our points of pride, but we can also be very proud of what we have accomplished this year, including:



Yvonne Caamal Canul
Superintendent, Lansing School District

- An increase in the District’s graduation rate by 5.5 percent.
- An increase in achievement trends in the majority of grade levels in the District.
- Stabilized enrollment in the spring and fall counts, bucking a statewide trend.
- Implementation of classroom data, gleaned through the iCollaborate initiative, that has established marked improvement in our learning environments.
- The launch of an initiative aimed at returning to curriculum “Pacing Guides”.
- A Culture and Climate Committee established by the Board of Education to study and make recommendations for improving the climate in our schools.
- The launch of a Strategic Planning Process with the Michigan Association of School Boards.
- Enrollment of more than 500 students for the 2014-15 school year during March’s kindergarten round-up, the most we have had on the first day in many years.
- The receipt of a \$10.2 million Magnet grant, one of only 27 received statewide, which will provide Lansing students with unparalleled learning options.
- Groundbreaking partnership with the City of Lansing to utilize a portion of the Hill Center for the Lansing Police Department’s Precinct.
- The continuation of our wonderful partnerships with Delta Dental, Michigan State University, local arts and fitness organizations, as well as the receipt of significant donations from LAFCU, The Capital Area Community Foundation, the Dart Foundation and Emergent BioSolutions.
- Awarded a Physical Education for All Kids grant from the U.S Department of Education.
- The signing at Hill Center of historic state legislation removing the word “retarded” from all Michigan laws, which two of our own students helped to move forward.
- The launch of a mobile app for Parent Link for easier access to District information.
- The unveiling of a District-wide newsletter highlighting the positive events and initiatives in the District and the launch of a District mobile app for better communication with families.
- A comprehensive report completed by the dedicated members of the Exploratory Facilities Task Force, which will help guide the District’s strategic plan.
- Our Sexton Big Reds football team as regional champions and the Eastern men’s basketball team as District champions.
- Initiated the process for a complete rebranding of the District.
- The recognition of the District’s Project Unify Lansing Spartans Softball Team honored in a special Senate tribute during Special Olympics Michigan Capitol Day.
- Visits by key leaders, legislators and special guests to our District, including Miss America, Miss Michigan, John Lennon (via the John Lennon music bus), Lt. Gov. Brian Calley and a contingent of educators, administrators and students from our sister city of Otsu, Japan.
- Supporting the first annual Saving Our Sons event with the Mayor’s Office, the City of Lansing, Ingham Initiative for Change and our Faith-Based Communities.

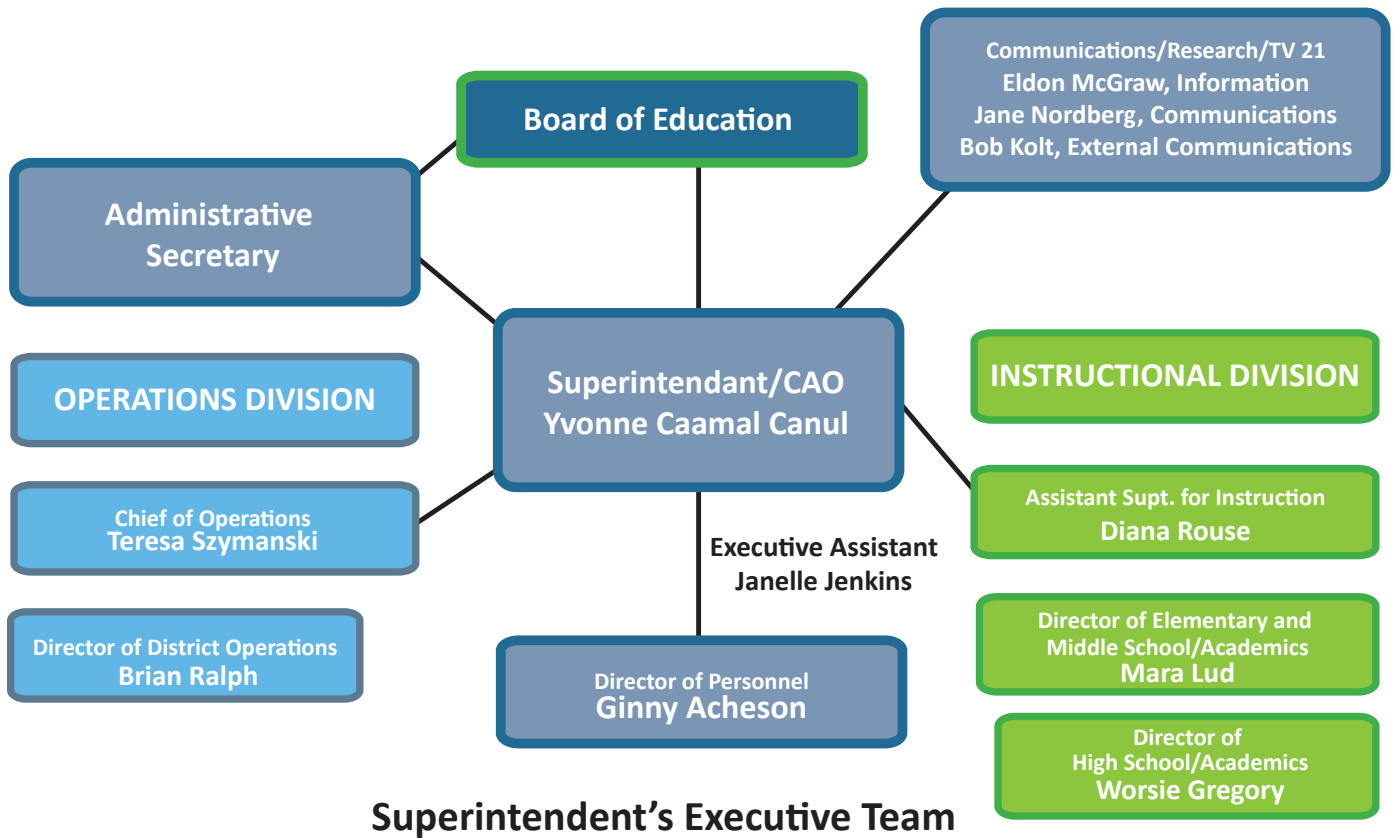
This fall, we will be launching six new Magnet Schools featuring programs in STEM, STEAM, Spanish Language Immersion and Global Studies and a New Tech High. These cutting edge offerings build upon the exceptional programs we already offer to our diverse student population, which includes early childhood offerings, specialty schools featuring International Baccalaureate and Chinese Immersion, Japanese Studies, Montessori, Leadership, Law and Government and Visual and Performing Arts. We offer robust options for pre-school, early childhood, middle years and high school years. No District has this many education options for 21st century learning!

We are grateful for our faithful Lansing School District supporters who have kept their children enrolled in our schools. We are committed to Caring, Collaboration and Excellence now and in the future, and we hope that our renewed energy and focus on unique programs for students will encourage others to join us in September.

This has truly been a landmark year, as you will see in the following pages of this the 2013-14 Annual Report. Our work is far from done, however. We have three major goals to accomplish next year: increase student achievement and safety, ensure financial stability for the future and continue to revise our District for the 21st century learner. Your support of our vision and mission is critical to our success and that of all the children in our community.

A handwritten signature in black ink, appearing to read 'Yvonne Canul', written in a cursive style.

Yvonne Caamal Canul
Superintendent, Lansing School District



Division Support Staff/Cabinet



THE INSTRUCTIONAL DIVISION

The Instructional Division is responsible for promoting, monitoring and improving student achievement; curriculum, assessment and professional learning; school level activities, direction and leadership; student services and behavior; grant compliance and program effectiveness; athletics, extra-curricular initiatives; supplemental programming; and, pupil accounting and enrollment.



ELEMENTARY, MIDDLE YEARS AND ACADEMIES

ACCOMPLISHMENTS IN 2013-2014

Contributing to Caring, Collaboration and Excellence

- Continued the classroom observations and collaborative inquiry of iCollaborate work,
- Responded to parent phone calls and requests in a timely manner,
- Participated in the Instructional and Professional Councils,
- Participated in the Über Team for the purpose of monitoring Priority Schools' Transformation Plans,
- Represented the District in the Ingham Intermediate Curriculum Directors Group,
- Provided additional programs to students District-wide,
- Supervised and completed evaluations of nineteen elementary principals,
- Participated in the Magnet Programs Advisory Council, and
- Worked in partnership with the Department of Innovative Arts and Fitness to bring the following programs to the Lansing School District:
 - o Spring Expo,
 - o Partnership with the Lansing Symphony Orchestra highlighting our fourth graders playing the recorders with the orchestra at the Wharton Center in May,
 - o Partnership with the REACH Art Studio working with our fifth graders on the theme "Music and Me,"
 - o Partnership with the Eli Broad Museum and our 3rd graders,
 - o After-school art classes taught by the Lansing Art Gallery,
 - o Ukulele classes for 4th-6th grade students,
 - o Guitars in the classroom for teachers,
 - o Lansing Potters Guild/Dental Health Month clay hands-on activities, and Ripped Program for all 2nd and 3rd graders.

Improving Student Achievement

- Continued the iCollaborate work collecting classroom/teacher data, analyzing the data and coaching Building Leadership Teams to move results, initiatives and achievement forward,
- Conducted monthly meetings with principals to discuss issues and share best practices,
- Collaborated on crafting the consolidated application to meet the District's academic needs,
- Worked with the Department of Innovative Arts and Fitness teachers to complete art, music and physical education lessons that meet the Common Core State Standards, distribute to all elementary teachers and create community partners to enhance and support our art, music and physical education curriculum,
- Continued the use and professional development of Curriculum Crafter,
- Provided all K-6 teaching staff sustained math professional development throughout the year at the Ingham Intermediate School District,
- Implemented Aimsweb math assessments for Pre-K to 8th grades and Aimsweb reading assessments for grades 4-6.

Reconfiguring the District

- Reconfigured Post Oak's International Baccalaureate and Chinese Immersion program from a Pre-K-3rd to a Pre-K to 6th grade for the 2014-15 school year,
- Adopted environmental education as a focus at Forest View beginning in 2014-15,
- Organized and staffed after-school programs, including an all-District choir (grades 4-6), swimming and extended after-school ITEC math program to include Pattengill along with Lewton and Sheridan Road,
- Worked collaboratively with Human Resources and building principals to implement the teacher evaluation process, and
- Worked to implement the Magnet Grant, including writing job descriptions, teacher compacts and conducting interviews.

Streamlining the Budget

- Currently sharing an administrative assistant,
- Monitored enrollment to ensure appropriate staffing ratios,
- Organized professional development for teaching staff, and
- Supervised the Department of Innovative Arts and Fitness and obtained grants: Building Healthy Communities, Target, and the Capital Area Health Alliance.

Increasing Efficiency and Effectiveness

- Continued working with building leadership teams to work cohesively, collaboratively and respectfully to examine building and individual practices resulting in increased student achievement,
- Reduced spending by 10 percent in building operations and programs,
- Reviewed staffing in each building to reduce staff where needed.

MAJOR GOALS

1. Implement Phase 3 of iCollaborate,
2. Continue to improve achievement by ensuring best practices are implemented in schools,
3. Ensure instructional and programming are data-driven across the District,
4. Continue curricular work, including Common Core Standards, "Pacing Guides" and formative assessments, lesson plans, resources and Smarter Balanced Assessment,
5. Continue to bring additional educational opportunities to all of our students in art, music and physical education,
6. Continue to provide relevant professional development,
7. Continue to work with Human Resources on staffing and the teacher evaluation process.

HIGH SCHOOLS AND ACADEMIES

ACCOMPLISHMENTS IN 2013-2014

Contributing to Caring, Collaboration and Excellence

- Participated in Advisory Board, Community and PTSA meetings,
- Sponsored the kick-off for the 2+2+2 Engineering Program,
- Successfully implemented iCollaborate in grades 7-12,
- Participated in the Instructional and Professional Councils and HOPE Scholars,
- Worked with Student Services to identify ways to reduce suspensions and improve high school climate,
- Provided additional programs and Gifted/Talented development programs District-wide,
- Organized and produced three high school graduations,
- Worked with parents and community in a timely manner.

Improving Student Achievement

- Assisted and monitored the Transformational Plans and School Improvement goals and objectives,
- Revised goals to increase student achievement,
- Supervised and worked with all head principals to establish goals and complete all evaluations by deadline,
- Continued curriculum development focused on changing culture in schools,
- Implemented iCollaborate/CLASS in all 7th-12th grades for all three high school core teachers,
- Conducted monthly meetings with secondary administrators,
- Participated in Über Team with Priority Schools staff, MSU and IISD Specialists,
- Provided work sessions and facilitated sessions with administrators to review data, interpret data and to discuss School Improvement and Transformational changes.

Reconfiguring the District

- Promoted and set parameters for all secondary schools, especially the second year 7th-12th grade schools,
- Continued leadership and transformational teams in the High Schools and Academies to support iCollaborate and improve student achievement.

Streamlining the Budget

- Monitored enrollment in the master schedules to ensure appropriate staffing ratios,
- Organized professional development for teaching staff,

Increasing Efficiency and Effectiveness

- Established guidelines and procedures for all secondary school programs,
- Required schools to communicate through robo calls and electronic or print newsletters to increase communication,
- Established protocols and procedures for all programs: Career technical education, Gifted/Talented development, Early College, 2+2+2 Engineering, Dual Enrollment, HOPE/Promise and online courses,
- Formed leadership teams in all schools,
- Put Customer Service Protocols in place at each building.

MAJOR GOALS

1. Implement iCollaborate Cohort II in all secondary schools,
2. Work collaboratively with MDE and IISD on Priority Schools' Transformation Plans,
3. Implement new procedures for HOPE/Promise coordinators' delivery of services to students,
4. Provide all data and assessments from Secondary CLASS,
5. Continue developing new "Pacing Guides" and formative assessments.



Contributing to Caring, Collaboration and Excellence

- Successfully implemented an online Magnet Schools application process,
- Implemented an effective Community Advisory Board,
- Provided multiple school-level and community information meetings,
- Supported the annual Lansing Mall Enrollment Fair and first ever Spring Fling with District-wide marketing presence,
- Ensured bilingual support during the application process via language translated marketing materials and on-site interpreters,
- Scheduled individual face-to-face meetings and teleconferences for parents needing assurance of their choice to become part of the Magnet initiative.

Increasing Efficiency and Effectiveness

- Facilitated monthly Magnet principals meetings to provide support on budget and logistical implementation components,
- Created an online professional learning community via Edmodo for Magnet principals, focus teachers and instructional staff attending conferences and workshops.

MAJOR GOALS

1. Continue targeted marketing in partnership with promoting Lansing as a District of choice,
2. Assist Magnet sites in becoming Magnet Schools of America recognized as National Schools of Excellence and Distinction,
3. Provide parent and community engagement activities that deepen the understanding of Magnet Schools,
4. Establish and sustain business and industry partnerships that provide a wealth of educational and career readiness opportunities for Lansing School District students.

Improving Student Achievement

- Initiated the implementation of project-based learning curricula including EIE (Elementary is Engineering), PLTW (Project Lead the Way), EbD (Engineering by Design) and Discovery Education to support Magnet programs with STEM and STEAM themes,
- Supported the acquisition of Spanish Language Immersion and Global Studies online resources and supplies for the implementation of a 50/50 Two-Way Immersion program via a language learning lab,
- Facilitated the acquisition of 1:1 technological equipment including iPads and laptops for Technology Learning Labs at all six Magnet sites,
- Supported the implementation of learning excursion partnerships with Impression 5 Science Museum, Michigan State University Wharton Center, MSU Eli and Edythe Broad Art Museum and MSU College of Engineering,
- Facilitated the implementation of Acuity Formative Assessments in partnership with CTB-McGraw Hill for mathematics and ELA progress monitoring.

Reconfiguring the District

- Assisted Magnet Schools Assistance Program (MSAP) sites during transition of becoming themed learning environments by ensuring a solid staffing process and the acquisition of necessary equipment and supplies,
- Participated in K-12 Science Steering Committee to collaborate on the alignment of Magnet programs to Next Generation Science Standards,
- Participated in the development of a District-wide marketing plan for the implementation of the MSAP CHILD (Choice Helps Individuals Learn and Develop) Project,
- Secured Professional Service Contracts through The Smithsonian Institution and Buck Institute for Education supporting the professional development of staff assigned to new Magnet School sites with emphasis on Project Based Learning.

Streamlining the Budget

- Managed funds to provide supplemental support to Magnet programs, combining effective financial ratios with the general fund for all District programming,
- Utilized Career Quest Extern for office support during Application Processing procedures.



ACCOUNTABILITY AND SCHOOL IMPROVEMENT

ACCOMPLISHMENTS IN 2013-2014

Contributing to Caring, Collaboration and Excellence

- In collaboration with Michigan State University and Lansing Community College, provided a Saturday College Day to the District's bilingual families,
- Increased coherence among Priority School staff, District's central office, the Michigan Department of Education and the partners that support transformation,
- Designed and implemented a Welcome Center at Gardner to support and bridge cultural gaps between newly arrived students and native population,
- Increased relevancy and use of research and community partnerships.

Improving Student Achievement

- Secured several grant awards, including six Magnet Schools, Physical Education, Safe Routes to Schools and Building Healthy Communities,
- Enhanced understanding of state and federal grants through parent and community meetings,
- Created curriculum development writing teams working on grade level/subject "Pacing Guides",
- Designed District-wide extended year learning opportunities and summer professional development series for staff,
- Established District and building structure for supporting improvement efforts at priority schools by hiring a District Priority Schools Coordinator and School Level Improvement Coordinators,
- Implemented Instructional Learning Cycles and the Survey of Enacted Curriculum in Priority Schools,
- Trained District staff and implemented first year of the new state-mandated English Language Learners assessment (WIDA),
- Successfully completed Sheltered Instruction Observational Protocol (SIOP) training for all Sexton High School staff, teachers and assistants from the secondary level,
- Piloted online tools in various schools' standardized District-wide procedures to deliver assessments,
- Enhanced link between School Improvement Plans and iCollaborate project,
- Increased research resources to buildings,
- Completed the third year of working with the Refugee Development Center (RDC), Bilingual Education Department and District Counseling Grant to implement better services and programs for English Language Learner (ELL) students and families at North Elementary,
- Finalized the Welcome Videos for new arrival ELL students, including translation into several languages,
- Trained administrators, content area teachers and Cultural Brokers with SIOP in the top native languages of our students and families,
- Offered ACT and MME preparation support at Eastern and Everett High Schools,
- Significantly improved MEAP scores for ELL and Special Education students,
- Supported schools in providing ELLs accommodations for MEAP and MME,
- Provided three after-school programs in partnership with the RDC in two buildings and at Summer Place Townhomes and extended-day opportunities for ELL in four buildings.

Streamlining the Budget

- Met District goals through strategic management of categorical funds at the District and school level,
- Developed and piloted internal program evaluations,
- In partnership with the RDC, minimized duplication of services to link resources and networks and maximize the number of trained Michigan State University service learning students working with ELL students in after-school and summer programs.

Increasing Efficiency and Effectiveness

- Completed detailed technology inventory,
- Increased efficiency of Time-and-Effort reporting,
- Enhanced District and building data collection tools and increased Household Surveys, Dashboard and Quarterly Reports,
- Expedited Professional Development survey analysis response,
- Trained new building principals and administrators in State and Federal funds and allowable items,
- Increased student participation on the MME per reports from school staff,
- Used MyPhy data to assist with District and school decision making,
- Provided training to principals on the state of Michigan's new accountability systems.

MAJOR GOALS

1. Seek grant funds to support student academic achievement,
2. Implement piloted internal evaluation tool District-wide and implement MDE evaluation tool at District and building level,
3. Assist and support School Improvement Teams,
4. Increase relevancy and use of research,
5. Work on curriculum alignment and "Pacing Guides" to release in Fall 2015,
6. Decrease number of priority schools,
7. Increase accessibility and transparency to data,
8. Identify current assessments and streamline use,
9. Catalog existing grants and additional services by building to efficiently seek funds.

SPECIAL EDUCATION

ACCOMPLISHMENTS IN 2013-2014

Contributing to Caring, Collaboration and Excellence

- Collaborated with the Department of Accountability and School Improvement to ensure special education students were assessed with the appropriate state assessments,
- Implemented the Navigators Peer Program at Everett High School, where general education students linked with autistic and cognitively impaired students in classrooms and school events,
- Provided parents with workshop on summer opportunities for special education students,
- Provided parents and staff with support and training from a local attorney on benefits, trusts and wills for families of students who are disabled.

- Continued to monitor “Continuous Improvement System Workbook” to ensure all state monitoring was successful and completed in a timely manner,
- Continued training of all administrators in non-violent crisis prevention techniques.

Improving Student Achievement

- Improved special education graduation rate by 6.1%,
- Reduced special education dropout rate by 2.6%,
- Increased amount of time special education students spend in general education,
- Increase in student proficiency on MEAP, MEAP-ACCESS and MI-ACCESS assessments,
- Reduction in days special education students were suspended in the District by 50%,
- Provided training in the Orton-Gillingham reading methods for special education staff at Pre-K to 3rd grade schools.

Reconfiguring the District

- Continued to make improvements on special education transportation routes,
- Improved site-based alternative education for suspended special education students.

Streamlining the Budget

- Continued to make improvements on special education transportation routes,
- Improved site-based alternative education for suspended special education students.

Increasing Efficiency and Effectiveness

- Restructured Beekman Center, providing necessary programs at a reduced rate of expenditures,
- Improved IEP’s for special education students due to training and implementation of Illuminate Ed, an IEP Electronic writer,
- Continued to improve services for suspended, homeless or homebound students,
- Accommodated increased special education student count without new staff,
- Reduced the amount of overload payments to teachers,
- Assisted school social workers and psychologists in developing District module for Functional Behavior Assessments and Behavior Intervention Plans,
- Provided training to District staff to improve services to autistic students,

MAJOR GOALS

1. Increase time preschool special education students spend in Great Start Readiness Program and Head Start Program,
2. Continue to decrease suspensions for special education students and find alternatives to suspension,
3. Improve technology skills of special education staff to provide meaningful support and instruction.



STUDENT SERVICES AND PUPIL ACCOUNTING

ACCOMPLISHMENTS IN 2013-2014

Contributing to Caring, Collaboration and Excellence

- Collaborated with a team of administrators to develop a Matrix for Progressive Discipline to be implemented in the 2014-15 school year,
- Implemented a new “welcome” model for customer service,
- Worked with the Special Education Department to monitor the discipline of special education students and to ensure suspensions were conducted in compliance with IDEA guidelines,
- Collaborated with District administrators to problem-solve discipline issues and interventions,
- Provided support for both students and staff in buildings experiencing a crisis.

Improving Student Achievement

- Reduced the number of out-of-school days students are suspended while waiting for disciplinary determination by Student Services,
- Worked closely with the Behavior Intervention Monitor program to identify appropriate interventions for student success,
- Instituted strategies for teachers to emphasize reading and writing into their work with homebound students,
- Referred students to appropriate supplemental academic programs.

Streamlining the Budget

- Implemented budgetary guidelines by managing expenditures,
- Combined Student Services and PACE under one director.

Increasing Efficiency and Effectiveness

- Conducted case review three times per week to resolve cases and identify interventions more quickly,
- Implemented the use of protocols to increase the effectiveness of Consultation Team meetings, resulting in more efficient processing of severe disciplinary cases,
- Developed a procedural handbook for the Department with procedures, forms, job descriptions and resources.

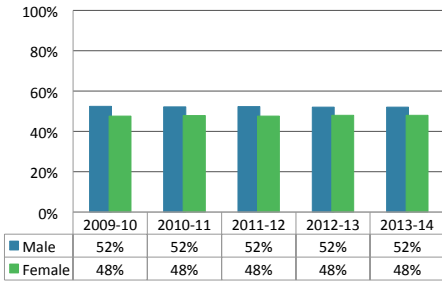
MAJOR GOALS

1. Implement the new Matrix for Progressive Discipline at all schools,
2. Collaborate with schools to identify interventions and decrease out-of-school suspension time,
3. Conduct training for administrators on crisis intervention strategies,
4. Continue to produce suspension reports allowing the District to closely monitor suspensions, expulsions and time lost due to discipline, as well as to distribute resources where needed,
5. Increase transparency by distributing the Student Services Procedural Handbook.

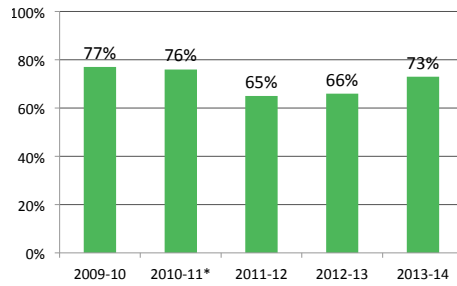


DEMOGRAPHICS

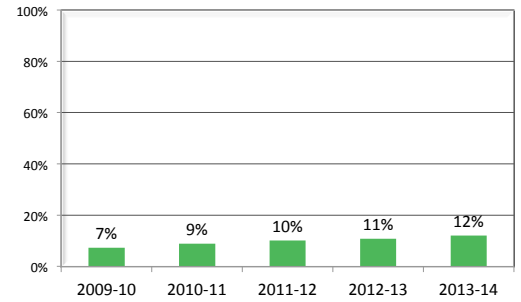
GENDER



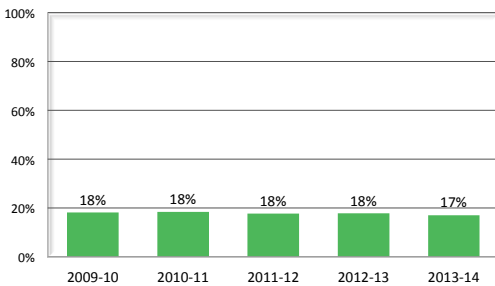
ECONOMICALLY DISADVANTAGED



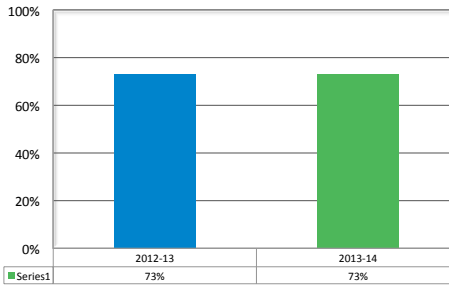
ENGLISH LANGUAGE LEARNERS



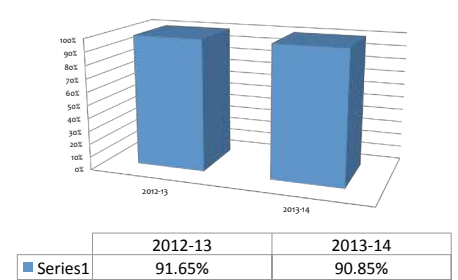
STUDENTS WITH DISABILITIES



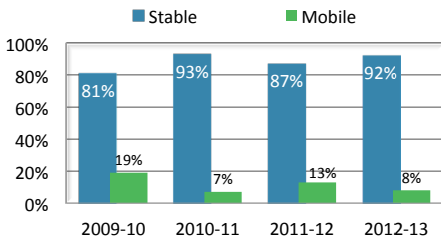
PARENT TEACHER CONFERENCE ATTENDANCE RATES



STUDENT ATTENDANCE



STUDENT STABILITY



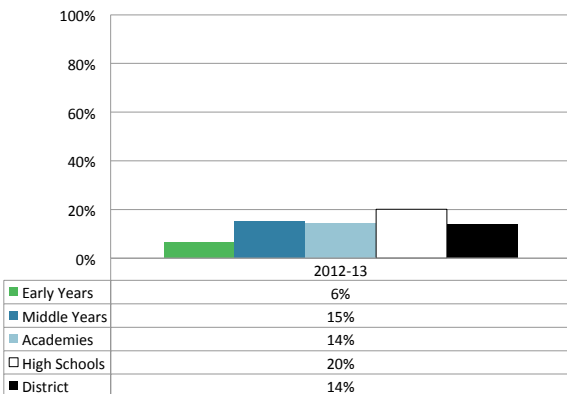
FIVE YEAR FALL ENROLLMENT TREND

	KG	1	2	3	4	5	6	7	8	9	10	11	12	Total
2009-10	1299	1259	1075	1075	1028	986	1010	949	967	1396	1071	876	710	13701
2010-11	1253	1190	1115	1011	1016	977	862	979	933	1312	982	784	599	13013
2011-12	1268	1163	1074	1066	988	955	868	891	977	1268	956	743	537	12754
2012-13	1164	1111	998	956	943	880	860	864	833	1249	979	761	582	12481
2013-14	1130	1075	1018	900	925	901	840	839	841	1162	963	725	617	11936

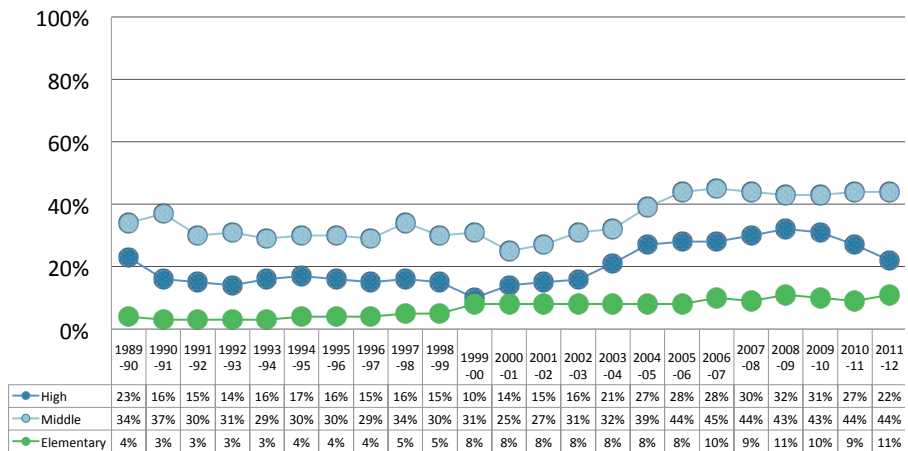
This enrollment count does not include Pre-Kindergarten.

STUDENT BEHAVIOR DATA

SUSPENSION RATES FOR 2012-13



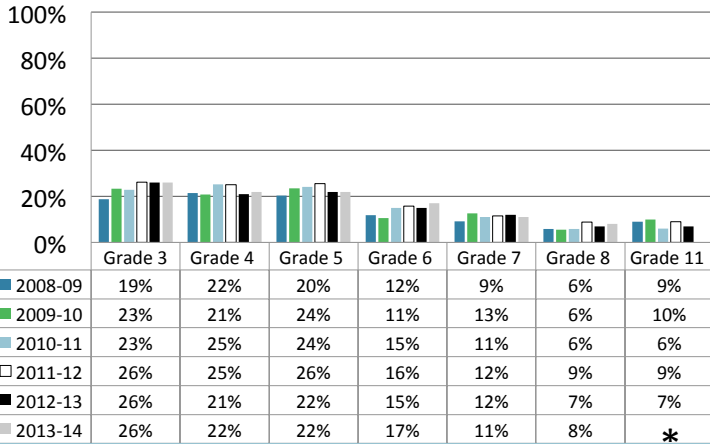
HISTORY OF SUSPENSION RATES



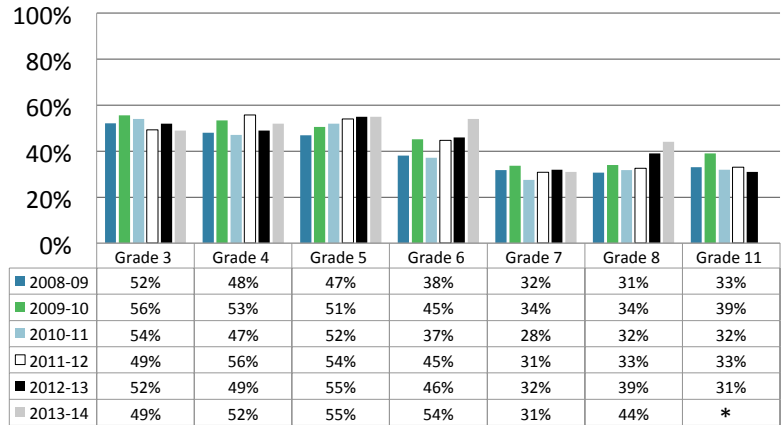
Rate based on the proportion of unduplicated counts of suspended students comprised of the school level population

STUDENT ACHIEVEMENT AND ENGAGEMENT DATA

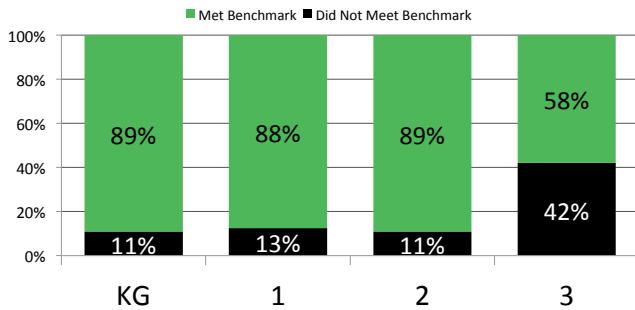
MEAP/MME MATHEMATICS PROFICIENCY 2008-09 THROUGH 2013-14



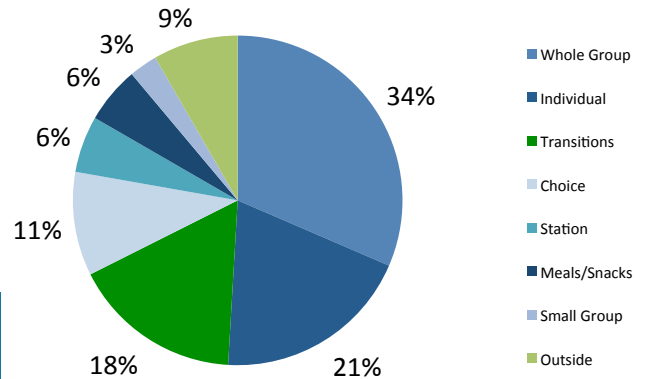
MEAP/MME READING PROFICIENCY 2008-09 THROUGH 2013-14



MEAP/MME MATHEMATICS PROFICIENCY 2008-09 THROUGH 2013-14



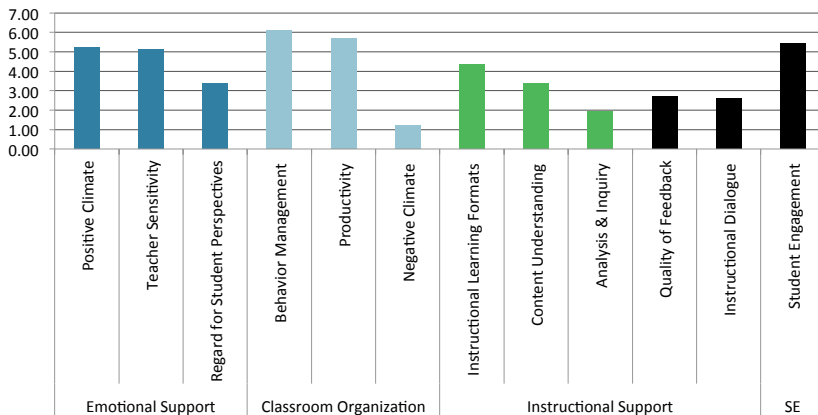
SNAPSHOT DISTRICT-LEVEL ACTIVITY SETTING (PRE-K TO 3) 2013 - 14



CLASSROOM ASSESSMENT SCORING SYSTEM (CLASS™) DIMENSION AVERAGES FOR DISTRICT (UPPER ELEMENTARY GRADES 4 TO 6) 2013 - 14

Interpretation Guide

High Quality (6.0 to 7.0) Moderate Quality (3.0 to 5.0) Low Quality (1.0 - 2.0)



LANSING SCHOOL
DISTRICT'S 2013-2014

Dashboard

THE OPERATIONS DIVISION

The Operations Division is responsible for all support systems that ensure student achievement and safety, which includes: Facilities and Grounds Maintenance, Food Services, Transportation, Public Safety, Technology, Finance, Accounting and Payroll.



FINANCE

ACCOMPLISHMENTS IN 2013-2014

Contributing to Caring, Collaboration and Excellence

- Collaborated with school level administrators to train, review budgets, answer questions and respond to various other requests for assistance,
- Provided friendly support to external partners,
- Provided administrators with guidance on allowable uses of funds and timeliness of purchases to ensure that budget was utilized to the benefit of our students and community.
- Improved customer relationships between the various Finance offices/ departments and other departments through continued communication and collaboration.

Improving Student Achievement

- Kept abreast of new legislation and guidelines to maximize expenditures on student learning,
- Monitored grants and discretionary budgets,
- Worked with Department of Accountability and School Improvement to assist administrators with ensuring that spending occurred as budgeted to benefit students in a timely manner.

Reconfiguring the District

- Improved relationships with various building and Department administrators,
- Improved customer service by training staff in appropriate customer service skills,
- Provided budget support and training to all new and returning administrators.

Streamlining the Budget

- Monitored spending to ensure funds spent as intended and within budget,
- Worked with administrators to ensure that spending deficits were eliminated by the end of the month,
- Provided cost analysis upon request to leadership, making recommendations regarding cost saving measures and/or potential funding sources for new programs with expenditure plans.

Increasing Efficiency and Effectiveness

- Organized and executed the new Food Services RFP and selection process,
- Collaborated with Ingham Intermediate School District on the financial transition to Dean Transportation,
- Impressed upon staff the importance of accuracy and efficiency with continued expectation of improvement,
- Updated and published written procedures to ensure internal controls were met or exceeded,
- Built capacity by cross-training staff.

MAJOR GOALS

1. Increase customer service and training on the new E-Finance system,
2. Increase accuracy and efficiencies via the new E-Finance system,
3. Keep the Superintendent updated on all financial matters,
4. Improve and strengthen relationships with staff,
5. Continue to improve building/Departmental communication and reporting.



MAINTENANCE AND OPERATIONS, FOOD SERVICES, AND TRANSPORTATION

ACCOMPLISHMENTS IN 2013-2014

Contributing to Caring, Collaboration and Excellence

- Installed enhanced building security systems,
- Provided quality services to minimize severe damage to facilities during the major winter and ice storms,
- Prepared quality reports and responded to requests,
- Demolished Northwestern school and restored site,
- Collaborated and developed plans for lease agreement with the city for use of the space at the Hill Center,
- Implemented summer feeding program for Lansing area children at more than 50 community and school sites,
- Held Nutrition Education Assembly at Willow and Kendon Elementary Schools,
- Implemented Weekend Backpack Program at schools with high need for food assistance,
- Sponsored or donated meals and snacks to events and organizations such as:
 - Cesar Chavez Event
 - Fitness Family Fun Day
 - Martin Luther King Jr. Event at City Hall
 - Local food banks
- Continued implementation of a transportation customer monitoring and resolution system,
- Transported increased number of students to and from day care centers to schools.

Improving Student Achievement

- Provided a clean, safe, comfortable learning environment for students and staff,
- Implemented building improvements for safety, indoor air quality, thermal comfort, lighting and maintenance,
- Provided more than 3.1 million meals to students,
- Continued after-school snack program through the District and increased program participation,
- Implemented new menu options at high schools,
- Increased variety on fruit and vegetable bars at all elementary schools,
- Safely transported more than 6,000 students daily,
- Transported increased number of homeless students.

Reconfiguring the District

- Provided and maintained appropriate instructional support services and functional, safe facilities,
- Completed effective building readiness activities for first day of school and numerous special District events,
- Relocated Special Education Department from Hill to Wainwright and established professional development center at the facility,
- Collaborated with Exploratory Facilities Task Force and provided requested facilities information,

- Provided additional food services and more menu options at Woodcreek, K-8 and high schools,
- Completed implementation of Universal Breakfast at all schools,
- Collaborated with Ingham Intermediate School District to develop and review RFP for consortium contracted services for transportation.

Streamlining the Budget

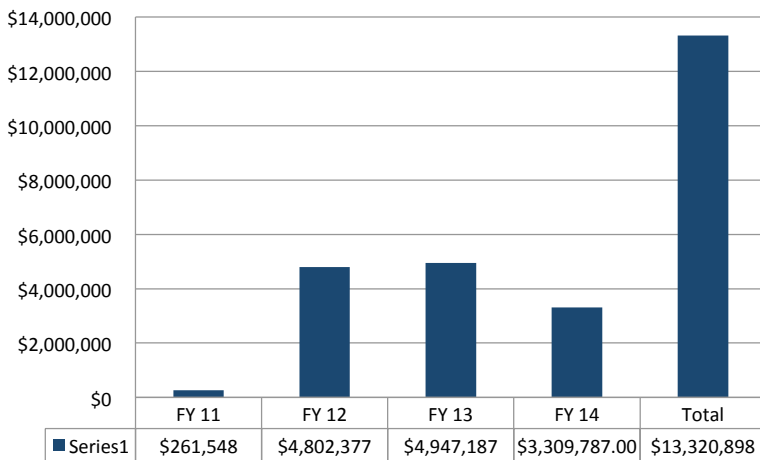
- Implemented energy-related projects that resulted in \$25,000 of savings/rebates,
- Continued process of liquidating identified properties and maximizing use of existing properties, such as Hill, Wainwright, Elmhurst, Harley Franks and Grand River,
- Implemented just-in-time procurement and life-cycle costing,
- Increased food services fund balance to \$745,000,
- Implemented MDE Fresh Fruit and Veggie Grant at Kendon and North,
- Continued participating in Community Eligibility Option, where all students receive meals free of charge,
- Increased District-wide overall meal participation by 4%,
- Optimized bus routes and occupancy to improve efficiency and expenditures,
- Monitored the fiscal condition of student transportation functions,
- Recommended outsourcing services through the ISD/Dean Transportation,
- Established effective practices to manage the use and procurement of fuel.

Increasing Efficiency and Effectiveness

- Completed detailed analysis of critical facility needs and upgrades based on health/safety and code compliance, improved student learning environment, improved operational efficiencies and funding capacity,
- Completed more than \$4 million of capital improvement and Sinking Fund projects,
- Completed more than 11,783 maintenance work orders, a 90 percent completion rate,
- Collaborated in the RFP for food services contract and assisted in the transition to new provider,
- Identified and reduced barriers to student participation in breakfast and lunch programs,
- Procured new bus routing software system,
- Completed State of Michigan-mandated retrofits on buses and reduced the number of red-tagged buses,
- Engaged contracted services for leased buses and additional open routes to transportation inefficiencies.

**MAINTENANCE AND OPERATIONS,
FOOD SERVICES AND
TRANSPORTATION—
(continued)**

**SINKING FUND EXPENDITURES
TO DATE**



MAJOR GOALS

1. Remodel Everett for New Tech High School,
2. Complete more than \$3 million of critical building upgrades through Sinking Fund,
3. Provide clean, safe and healthy building environments,
4. Monitor all Department staff for attendance and work completion,
5. Implement staff restructuring and new custodial schedules,
6. Maintain planned maintenance and operations programs that provide for effective upkeep of facilities,
7. Continue to promote positive work attitude and good customer service,
8. Operate an efficient and effective food service program with the new provider,
9. Relocate main kitchen to the Hill Center,
10. Increase free and reduced applications and community eligibility food service options,
11. Increase breakfast and lunch participation rates,
12. Assist in the implementation of transportation services through Dean Transportation,
13. Review current policy and procedures to recommend appropriate changes.

PUBLIC SAFETY

ACCOMPLISHMENTS IN 2013-2014

Contributing to Caring, Collaboration and Excellence

- Adopted a family for Christmas and delivered \$268 in food and gifts,
- Encouraged officers to participate in various after-school related activities such as coaching, tutoring and life skills training,
- Collaborated with Student Services to enhance communications and the delivery of reports and other reliable information,
- Worked in partnership with Technology to improve reporting,
- Worked in partnership with the Lansing Police Department's Gang Resistance Education and Training and assisted with implementing the School Watch program,
- Collaborated with Mid-Michigan Crime Stoppers to implement the Fast \$50 program, an incentive for high school students to safely participate in crime reduction,
- Responded immediately to concerns and requests from administrators, teachers and parents.

Improving Student Achievement

- Collaborated regularly with Resolution Services Inc., Ingham County Prosecuting Attorney's Office, Ingham County Youth Center, Lansing Area Safety Council and the City of Lansing's Office of Emergency Management,
- Ensured a safe and secure environment in schools,
- Built positive relationships with students and staff,
- Participated in positive role modeling,
- Assisted administration with building objectives as related to student safety.

Reconfiguring the District

- Restructured Department by placing Team Lead Officers in the high schools and redesigning their areas of responsibility,
- Developed written procedures for K-9 units and redesigned the deployment calendar for building searches by canines,
- Increased customer service by meeting with secondary administrators prior to the start of school,
- Streamlined elementary response by redirecting all calls for service to the central office.

Streamlining the Budget

- Managed expenditures and stayed within budgetary guidelines,
- Closely monitored inventory of equipment and supplies,
- Maximized cost effective training opportunities.

Increasing Efficiency and Effectiveness

- Realized phase one of a paperless department,
- Implemented a web-based incident report and electronic daily log systems,
- Increased training hours and maximized training impact,
- Accelerated performance by delivering clear, continuous feedback,
- Implemented planning, execution, assessment and reflection,

- Promoted an "officer friendly" approach,
- Communicated clear expectations to employees aligned to District goals,
- Promoted a "relationships vs. authority" model,
- Worked together to develop a Department Team Charter, which boosted employee morale and cooperation,
- Convened bi-weekly Team Lead Officer meetings.

MAJOR GOALS

1. Update the Department operations manual,
2. Update District emergency policies,
3. Implement an E-learning strategy for continual training,
4. Implement intervention/prevention models to support student achievement,
5. Increase safe and secure environments.



TECHNOLOGY DEPARTMENT

ACCOMPLISHMENTS IN 2013-2014

Contributing to Caring, Collaboration and Excellence

- Partnered with other District departments to implement policies and procedures that increase their electronic efficiencies,
- Collaborated with the Communications Department to launch and market the new Lansing School District mobile device application,
- Worked with the Instructional Division to facilitate Smarter Balance and interim assessment pilots in schools throughout the District,
- Worked with the departments within the Operations Division to support District operations, including being actively involved in the ice storm emergency and assisting with departmental moves by repurposing Wainwright and Hill Center.

Improving Student Achievement

- Advocated for updating and increasing technology available in our schools,
- Instituted Apple's new Device Enrollment Program to help manage iPads District-wide,
- Continued to work with the Instructional Technology steering committee to discuss and provide support for student learning,
- Organized two Technology Steering Committee training sessions on Using iPads to Support Instruction,
- Partnered with the Magnet Programs Office to facilitate the technology needs of new programs.

Reconfiguring the District

- Organized, implemented and partnered with the Finance and Human Resources Departments to implement a new Financial Management System,
- Assessed the existing computer base inventory at each school and recommended to administration a plan that would ensure each school would be technology-ready for the upcoming online assessments,
- Facilitated the RFP process for beginning a search for a new Student Management System,
- Prepared for opening six new Magnet Schools, all of which required extensive technology.

Streamlining the Budget

- Continued to creatively support existing technology beyond the typical shelf life and added to older systems enabling the use of newer and faster operating systems,
- Maximized the Magnet Program Technology Funds for the six new schools,
- Participated in the state's Technology Readiness Initiative, which enabled the District to earn incentive funds.

Increasing Efficiency and Effectiveness

- Facilitated and supported the transition to a new Financial Management System, eFinance Plus. The fully implemented system will allow for a paperless payroll, an in-District recruitment program and automated timesheets,
- Partnered with the Instructional Division to initiate an RFP program to replace the current Student Management System for the 2014-15 school year,

- Transitioned from a tape-based backup system to a disk-based system allowing for timely, periodic backups throughout the business day and strengthening our disaster recovery plan by creating a secondary off-site back-up location,
- Initiated creation of a dashboard to track work order and project data along with technology placements throughout the District.

MAJOR GOALS

1. Select a replacement Student Management System and begin the implementation process including District-wide discussions on process and change,
2. Examine District's network systems including wireless access at all sites, revising the authentication process currently in place and increasing bandwidth,
3. Involve all stakeholders in a discussion that advocates for a technology vision for the District,
4. Bring stakeholders to the table for discussions to review how we do business and develop a plan of action,
5. Study best practices and successful processes available in other venues, such as more open architecture and faster access to online data,
6. Create a Technology Advisory Committee to formulate a technology vision for our instructional program,
7. Strive to meet the needs of both the administrative and instructional divisions of the District by being responsive to their programming needs while looking towards the future and preparing for change.



THE SUPERINTENDENT'S OFFICE

President - Peter Spadafore

Vice President - Myra Ford

Secretary - Rachel Lewis

Treasurer - Shirley Rodgers

Trustee - Nicole Armbruster

Trustee - Charles Ford

Trustee - Amy Hodgkin

Trustee - Guillermo Z. López

Trustee - Dr. Nino Rodriguez

Apart from directing the daily operations of the District and supervising both the Instructional and Operational Divisions, working directly with the Board of Education, collaborating with the community and providing a vision for the District's future, the Superintendent's Office also houses two departments: Human Resources and Communications.



*Peter Spadafore
President, Lansing Board of Education*



*Yvonne Caamal Canul
Superintendent, Lansing School District*

HUMAN RESOURCES

ACCOMPLISHMENTS IN 2013-2014

Contributing to Caring, Collaboration and Excellence

- Organized events and celebrations including:
 - Years of Service Awards for District employees
 - Elsie Maile Outstanding Teacher Award
 - The Hinman Scholarship Awards for teachers
 - Recognition awards for retirees
- Assisted teachers in documenting their professional development (KALPA) and State of Michigan educational requirements for certification,
- Assisted teachers with State SCECH's,
- Held quarterly New Hire orientations to advise District staff of requirements.

Improving Student Achievement

- Modified the teachers' evaluation tool in collaboration with the Lansing Schools Education Association (LSEA) to meet the State guidelines to include student achievement. An Evaluation Rubric was added to the tool to meet the other areas of evaluation including:
 - Goal attainment
 - Demonstrated pedagogical skills
 - Maximized instructional time
 - Classroom management
 - Attendance
 - Significant accomplishments
 - Relevant special training
 - Disciplinary record
- Met with Professional Council throughout the year to discuss and clarify contractual issues that may have impacted student achievement,
- Collaborated with the Priority Schools to ensure that buildings were staffed with highly qualified personnel.

Reconfiguring the District

- Assisted in the process of designing new teaching schedules to accommodate the elimination of planning time.

Streamlining the Budget

- Monitored staffing levels to accommodate building needs and ensure staffing efficiency,
- Maintained relationships with collective bargaining groups,
- Worked closely with the Finance Department to ensure efficient staffing models,
- Implemented teacher staffing models with the elimination of planning periods.

Increasing Efficiency and Effectiveness

- Staffed extended year programs,
- Began transition to new Human Resources and Finance Department software,
- Organized and implemented training for District staff in the use of the new software,
- Reorganized Human Resources staff duties.

MAJOR GOALS

1. Implement new software, providing training for administrators and support staff,
2. Review Administration Evaluation Tool and suggest changes,
3. Improve recruitment and hiring procedures and timelines,
4. Collaborate with Instructional Division to support the teacher evaluation process,
5. Continue inclusion of the Benefits Department into the Human Resources Department,
6. Continue to provide excellent customer service to all employees,
7. Continue to monitor the Department budget,
8. Distribute a new Staff Handbook to all employees and implement its protocols,
9. Promote positive relationships with all employees and bargaining units,
10. Work with all departments to honor and recognize accomplishments and achievements.



COMMUNICATIONS DEPARTMENT

ACCOMPLISHMENTS IN 2013-2014

Contributing to Caring, Collaboration and Excellence

- Launched the “Bright Side” District newsletter - 18 issues were published containing 155 positive stories about the District with 253 photos featuring 351 students or alumni as well as 315 staff, parents, volunteers, or Board of Education members,
- Published all “Bright Side” stories separately as Facebook posts, generating discussion and re-posting by parents and community members,
- Responded to 208 media requests for information or interviews with District personnel,
- Increased the number of “likes” on the Lansing School District Facebook page from 850 in the 2012-13 school year to 2080 in the 2013-14 school year,
- Increased content using Facebook posts to 193 Facebook postings in 2013-14 (compared with 42 Facebook postings in 2012-13). Postings included 78 student-based stories, 78 flyers and announcements, 10 alumni features and 27 stories re-posted from local media,
- Engaged with Lansing School District parents and the community to answer questions and respond to direct Facebook messages,
- Launched new Lansing School District Twitter account. Posted 338 tweets. Currently have 51 followers,
- Updated content on District website including Department information,
- Published 140 news items on Lansing School District home page, resulting in 3,355,176 page views in the 2013-14 school year,
- Launched and marketed new Lansing School District smartphone mobile application in March 2014. There have been 288 mobile app downloads since launch and 4,000 mobile app page views,
- Launched a new feature on the District homepage and mobile app called “Alert,” which allows emergency information to pop up on the home page as soon as someone visits the Lansing School District website,
- Presented proposed logo redesign and website redesign to Board of Education in January, 2014, created a District Logo Committee with representation from a board member, District and building leadership, staff members, students, as well as worked with five local graphic design companies to create a new District logo,
- Increased original programming (128 programs) on Cable Channel 21 including student performances, board meetings, “Conversations” episodes featuring board members, the Superintendent, principals, students and community leaders,
- Launched online web streaming and on-demand video of Cable Channel 21 programming, resulting in board meetings being streamed online live,
- Produced a “Welcome Back to School” video for August, 2013,
- Coordinated with WKAR and instructed District high school students with an anti-bullying video contest,
- Produced a Kindergarten Round-up video to inform parents how to enroll their children,
- Produced an instructional video about hygiene for elementary school children,
- Produced a video about the Non-Homestead Millage Renewal,
- Published 28 issues of the “Monday Morning Memo” by Superintendent Caamal Canul on District website and Facebook,
- Reviewed 72 flyers for distribution, forwarding to principals and posting on District website and Facebook,
- Produced and published print advertising materials for Kindergarten Round-up,
- Produced and published a summer newsletter highlighting summer extended learning,

- Edited superintendent’s articles and composed District advertisements in Adelante quarterly magazine,
- Produced and published multiple advertisements for Lansing State Journal, City Pulse and other publications,
- Updated administration building bulletin board promoting District personnel and programs,
- Sent out 684,727 robo calls and 153,666 e-mails using Parentlink to communicate snow days, school event reminders, Magnet School marketing, millage reminders and other information to parents, community members and District personnel,
- Participated in Fun in the Administration Building (FAB) morale committee meetings and organized events

Reconfiguring the District

- Moved Cable Channel 21 operations from Hill Center to an annex building adjacent to Hill Center,
- Created informational rack cards for each school in the District,
- Attended Magnet Schools Assistance Program conference to identify marketing techniques to employ for the six Magnet Schools:
 - o Created a marketing plan for promoting six new Magnet Schools,
 - o Produced a digital billboard advertisement, print advertising, fliers, posters and other promotional materials for Magnet School marketing,
 - o Initiated 40 robocalls promoting Magnet School events and deadlines,
 - o Created new home page for Magnet Schools and Schools of Choice,
 - o Planned, promoted and attended a Magnet Schools kickoff event,
 - o Planned, promoted and attended an Enrollment Fair at the Lansing Mall for recruitment of Schools of Choice,
 - o Created and submitted an article for the Magnet Schools Assistance Program website Grantee Corner,
 - o Created script, held casting call, worked with production company and completed a full day of footage for Magnet School television commercial,
- Purchased media time for television advertising, NCG Cinema advertising, radio advertising, print media and Fox 47 “Morning Blend” spots,
- Created a plan to upgrade Cable Channel 21 equipment for field production, board room coverage and production of “Conversations” programming.

Streamlining the Budget

- Created a winning communication plan for the successful Non-Homestead Millage Renewal by: organizing and recording an informational session for community members on the renewal, presenting information on the Non-Homestead Millage Renewal to the District Board of Education and launching the campaign using a variety of communication methods including face-to-face communication, website, television, local media, social media, fliers, FAQ sheets, business cards, robo calls, mobile app, outside newsletters and the “Bright Side” District newsletter.

**COMMUNICATIONS DEPARTMENT—
(continued)**

MAJOR GOALS

1. Create a District Marketing Plan,
2. Update the District Communication Plan,
3. Create a District Crisis Communication Plan,
4. Modify Magnet School Marketing Plan, Finalize and launch a new Lansing School District logo and branding including a style guide,
5. Tell the District's story by utilizing our own communications outlets and local media,
6. Create an RFP for a new website content provider,
7. Install and launch new field production and production equipment for Channel 21 and Board Room,
8. Meet and work with Department leaders to update content on the website,
9. Implement action plans provided in Strategic Plan.





Lansing School District
Caring. Collaboration. Excellence.