

Our Path to First Choice No.18
2018/19

Everyone,

This is a very busy week, but we have a nice break to follow it! Have a wonderful break, Merry Christmas, Happy Holidays, and Happy New Year to everyone!

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.

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

- Creating a Safe Work Environment (for students and staff)
- Developing Curriculum and Instructional Materials
- Teaching and Learning
- Providing Student Support Services and Programs
- Managing Student Services
- Managing Student Records
- Managing Customer Relationships
- Developing and Engaging Staff
- Managing Information and Knowledge
- Managing Supplier Partner, and Stakeholder Relationships
- Planning, Budgeting, and Monitoring Performance

Over the next few weeks and months, we will be defining all of the key work processes in the families. This does not mean that every single process or checklist will fall under that family. The list will include the major processes. Job tasks will not be listed. However, we hope to create a Process Web or Organization Chart that will show what processes fall under what area. The goal is to have the major processes, internally and externally, mapped and available online that everyone can access.

An internal example—the budget proposal process from classroom to board approval. If a team member needs to know how to do and submit his/her budget, a process map with forms is easily accessible electronically.

An external example—the student registration process for a parent wanting to enroll a child. The goal is to efficiently and successfully have the parent access the process, the steps and paperwork to enroll the student. Again, we want the process and forms electronically available to anyone.

Later, we will discuss some of the processes that fall under these Process Families.

Board Information and Policy Updates

- Attached are: **None**
- The Policy Committee's next meeting will be January 7th. The committee is reviewing the following policies.
 - **No. 824—Adult/Student Boundaries.** The intent of this policy is to protect both the student and the staff member from any question of inappropriate behavior. However, it can be viewed as having little flexibility for the human connection and/or teacher/student important trust connection. The committee has gotten feedback from WAEA and the Teacher Advisory. They are moving slow on this policy. Although it is a very good policy to have in place, it really needs time to understand the ramifications. The committee has been studying this policy since last spring.
 - **No. 215—Promotion and Retention.** The committee has not finalized this policy. However, it wants to give teachers more input in the decision. They wish to have more of a committee decision.
 - **No. 130—Homework.** The committee is reviewing the homework policy in order to recommend a more consistent approach for across the district. They will be reviewing other school districts' policies to better understand what others' expectations may be.

In addition, the committee will be moving several policies from 1st Readings to 2nd Readings, and therefore approving as new policies.

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 a staff member. An 8th grade student spent the majority of his day "down in the dumps" because his birthday was approaching the next day. His friends all backed out on plans to get together to celebrate. He is a student who struggles socially as it is, so he took this especially hard. Right before dismissal, Mary Fleagle called him to the office to give him a special pastry she picked up just for him for his birthday. His teacher just happened to be with him when he went to the office. The expression on his face was just pure joy. He ran over and gave her a huge hug (and if you know anything about Mary—she is NOT a hugger, which made the scene more priceless). He was told no one has ever seen Mrs. Fleagle give any other student a birthday treat before so he should consider himself an extremely special kid. He practically ran out to his van. He was so happy.

With all Mary has going on in her chaotic day, it wasn't known if Mary knew it was the student's birthday, let alone got him a special treat. She set his entire weekend on a different course. These are the little things we all often forget to do, but what a difference it made for him.

This is truly an example of a Piece of the Puzzle. Congratulate Mary for being a Piece of the Puzzle.

*Review for You

When talking about organizations, what is agility?

Events

- December 24 through January 1—Schools closed.
- January 2—School in session.

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*Review Answer (Important to Know)

Agility is the ability of an organization to respond positively to external or internal changes or shifts. In order to do so, an organization must design processes, and review and update processes on a periodical basis, in order to meet the challenges of success external and internal changes. For an example, if your organization has a system or process in place for registration and the processing of English Language Learner students, a significant change in district demographics would be less of a challenge. Other processes could be impacted, but a strong system or process for enrolling ELL students would help diminish those challenges. This is a good example of integration of processes.

Final Thoughts

- *Success today requires the agility and drive to constantly rethink, reinvigorate, react, and reinvent.*—Bill Gates
- *I came to the conclusion long ago that limits to innovation have less to do with technology or creativity than organizational agility. Inspired individuals can only do so much.*—Ray Stata
- *Agility is the ability to adapt and respond to change...agile as an opportunity, not a threat.*—Jim Highsmith
- *Learning agility is a combination of baseline cognitive skills but more importantly motivation to think outside the box, try new things and learn from them.*—Dr. David Smith, PhD.

Enjoy the rest of your week!

Tod