



GOAL ACADEMY

Guided Online Academic Learning

EXECUTIVE DIRECTORS'

BOARD REPORT

DECEMBER 28, 2010



GOAL Academy

Financial & Personnel

IN THIS SECTION:

- Enrollment Overview
- Financial Overview
- Staffing Overview

Enrollment Overview

Currently, our certified count is 1343.5. We are in the process of filing documentation regarding audit exemption students and at least 10 GED students. These numbers may not be finalized until February. We have a waiting list of more than 350 students already. We will not be bringing on any addition students until more processes are solidified and staff is provided additional professional development.

Financial Overview (Lead: Lee Barratt)

Key department work projects and estimated completion dates

- Working on revised 2011 Budget for Dec BOD Meeting
- Working on HR issues / Benefits ongoing
- Turnover of Bookkeeper ongoing
- Review of 3G cards ongoing (Closing out 3G cards with no activity)
- Submitted E-rate supplement to cover 3G service Completed 12/16/10

Key department issues and what the department is doing to improve / correct the issue

- Developing new 2012 budget
- Concerns with CDE approved student count of 1343.5 FTE and no GED students.
- Assisting the Registrar with any requirements.
- Concerns over CSI's final free and reduced numbers
- Working on policies for PTO, purchasing, travel
- Setting up travel for staff member - Julie Milligan
- Board Travel will be handled by Janelle Quick
- Working on transfer of HR records to Westminster
- Waiting on transfer of student records to Westminster

Any other information that needs to be reported

- Kudos to Kim Atencio on all the hard work on employee benefits
- Kudos to Andrew for recouping approximately \$40,000 in 3G expenses
- We have developed a tentative list of conference attendees for 2011
- Working on SIS system requirements
- Waiting on CSI to finalize annual financial ADE submission
- Working on Job Descriptions for additional positions in 2011
- HR file auditing to begin second week of January

Staffing Overview

Managerial: With our previous bookkeeper's resignation, Anne Bygrave, we have hired Andrea Perras for both bookkeeping and grants reporting. We have also hired two new administrative assistants: Kristina Tozzie (Littleton/ SW Plaza) and Amanda Perras (Longmont).

Support: Currently investigating possible incorporation of the highly successful "Project Respect" into our support offerings. This group has been highly successful in reducing dropout rates, enhancing retention rates, and creating valuable partnerships with communities, families and students.

Teaching: We have had two teacher resignations G. Mayfield (Pueblo) and Michael Nicely (Greeley). We have hired Michelle Chapel (Pueblo) and Weston Brownlee (Greeley) as replacements.

GOAL Academy

Department Updates & Highlights

IN THIS SECTION:

- Grants and Development
- Compliance, Growth and Quality
- Innovation and Data
- Admissions, Marketing, PR, and Special Events
- Support Services
- Learning Services

Grants and Development (Lead: Cheryl Anderson)

Key department work projects and estimated completion dates

- Assisting CCA/DPH/CLCS with Walton Family Foundation application- 1.3.11
- Proposals (in conjunction with Jill Toussaint) to CLCS, NCLR and NYEC due 1.7.11
- Completed single section in the FCC Wireless Pilot Program application

Key department issues and what the department is doing to improve / correct the issue

- Issue: GA currently ineligible for competitive grants and donations
- Solution: 501c3 is expected soon

Any other information that needs to be reported

- Reviewing the school's eligibility for two CDE grants: Expelled and At-Risk Student Services grant (due April) and the Title V Abstinence Education grant, due 1.19.10. Both will require significant amount of coordination with other entities.
- Participated in the Community Schools Webinar on 12.16.10. I found it informative but still found our model so far outside the district based approach that my questions went largely unanswered, although many participants cited interest.

CDE Online Annual Report (Lead: Karen Deschryver)

We successfully submitted our annual report as a result of tremendous collaboration. Again, we anticipate with the recent change of leadership within the Online Division of CDE, this report will substantially be changed and de-emphasized as a way to evaluate the states online schools and programs.

Quality Improvement (Lead: Karen Deschryver)

A staff quality leadership team has met frequently to discuss, analyze, and plan for continuous improvement as well as the CSSI visit in February. The group has focused on a book study (Ewy), a Baldrige Leadership Survey, an Environmental Scan, and SWOT analysis.

Growth & Expansion (Lead: Randy DeHoff)

Key department work projects and estimated completion dates

- Explore possible expansion to SW CO for next year
 - Conversations with Doug Bowen of Mountain Career Academy
 - Setting up meeting for week of Jan 17 with Doug, Ken, Kris, and Randy

- Rewrite Online Statute and revise rules
 - Draft legislation by 30 Dec
 - Draft rule revision (pre-legislation) by 30 Dec.
- Investigate online and charter statutes in Nevada, Wyoming, and Kentucky (Jan 31)

Department of Innovation (Lead: Dan Colussi)

The new department is currently establishing operating procedures and processes for paperwork and data collection. A team is evaluating needs and options for a new student information system and is working to improve school-wide technology and teaching processes.

Admissions, Marketing, PR, & Special Events (Lead: Janelle Quick)

Key department work projects and estimated completion dates

- Continuous cultivation of the prospective students on the Wait list.

Key department issues and what the department is doing to improve / correct the issue

- A calendar of event is in place to keep students who have shown an interest in enrolling in GOAL Academy engaged until our next enrollment cycle.
- Wait list students are receiving multiple mailings and invitations to informational nights/open houses.
- Evaluation of last year's enrollment efforts to determine what worked and what did not.
- Brainstorming new ideas for reaching our target audience through new advertising mediums, community events and marketing materials.

Any other information that needs to be reported

- A new ad campaign is being created for the 2011-12 recruitment season.
- Working with Expansion Team to prepare for potential new areas for recruitment.

Student Activities (Lead: Travis Rosales)

A comprehensive calendar of events, including budgets is being finalized. Travis is working with marketing and counseling to provide services for students statewide.

Marketing and Admissions (Lead: Kristi Ingram)

- A comprehensive marketing plan with budget for next enrollment period is being developed.
- Standardized letters and marketing pieces and procedures for waiting list students is being developed.

- An enhanced admissions / enrollment procedure is being developed in conjunction with the Department of Innovation. This new procedure will reduce the amount of staff time and increase effective and timely communication to new applications.
- The Department is new and is currently establishing policies and procedures.

Support Services (LEAD: Karla Ash)

Assessment (LEAD: Karen Deschryver)

- ACT vouchers have been received and distributed to Area Directors. Teachers will distribute them to all Juniors and assist them in getting registered for the test date.
- CSAP- GOAL will share resources with Provost Academy at some of our sites (Greeley, Grand Junction, Pueblo) Provost students and teacher will come to our testing site at these locations. We will not handle their books, but will co-proctor the students in the same room. Arrangements are being made to secure additional testing locations as needed. Greeley Mall has agreed to donate space for us, and Longmont has tentatively agreed to donate space. The schedule and logistics for testing are being worked through.

ESS & Title I (LEAD: Margot DeVita)

Key department work projects and estimated completion dates

- Title 1 Parent night #1 Completed Dec. 15
- Title 1 Parent Involvement plan rewrite. ECD = Jan 31.
- Statewide GT identification and testing. ECD = Dec 28.
- All GT ALPs written. ECD = Dec 31.
- Statewide GT curriculum modifications. ECD = Feb. 28.
- Title 1 Parent Night #2. ECD = Feb 28.

Key department issues and what the department is doing to improve / correct the issue

- How to write the PIP so that it reflects our statewide online model/I will consult and collaborate with Andrea
- How to increase parent participation/discuss possible options to include meals on Parent Nights/access funds to provide food
- How to attend Sped meetings statewide for which I have done testing/collaborate with Shannon and emphasize the requirement of my attendance to teachers
- Identifying and purchasing curricular supports for our GT students/meet with parents and teachers to garner suggestions and meet with Bruce Stout of CSI for collaboration

School Psychologist (LEAD: Margot DeVita)

Key department work projects and estimated completion dates

- have scored and generated reports for 17 assessments statewide
- completed eligibility and data pages for all IEPs, statewide, that had assessment results reported
- wrote 18 IEPs for Barb and Nancy (minus goals)
- wrote approximately 80-100 communication documents for Barb and Nancy's IEPs
- attended Sped staffings for students in the south and for 1 student in the north
- consulted with Shannon on several occasions regarding December count
- provided data for Shannon for December count
- consulted with Shannon regarding teacher performance
- met with several statewide online schools to discuss sped procedures
- provided guidance to a lead teacher regarding a suicidal student
- consulted with Jan Lewis regarding her statewide presentation to teachers
- consulted with and supported a Pueblo teacher in an abuse report to DHS

Gifted and Talented (LEAD: Margot DeVita)

Key department work projects and estimated completion dates

- data mining to identify high performing students
- conducted IQ tests for identified students from Greeley to Canon City
- interviewed teachers and parents regarding identified students
- wrote Advanced Learning Plans for 15 identified students
- met with Bruce Stout, CSI's GT consultant
- attended the Colorado GT conference
- met with Englewood Title 1 coordinator on 3 occasions to obtain guidance
- collaborated with Adam, Ari and David regarding curricula for GT

ELL / Migrant Services (Lead: Brandon Darrow)

Key department work projects and estimated completion dates

- Form ELL/Migrant and Mobile Lab Teams 1/9/11
- ELLis Placement Exam – First Data Point Done 1/31/11
- ELLP Plans Signed 1/31/11
- BOCES Migrant List Finalized 1/17/10
- CELApro Training took place in Longmont on 12/14/10 and the testing will take place from 12/20/10 through 1/31/11.
- The Assessment and Academic Committee decided in favor of the creation of Odyssey Ware - ELL Classes being created and used for Non-English Proficient (NEP) and Limited English Proficient (LEP) students as an accommodation for core classes because of the read-aloud and translation functionality. At this moment Civics, Health and Algebra IA have been created, but more will be phased in as the year progresses.
- The ELL Coordinator is in the process of meeting with all ELL Teachers for the end of the first semester to go over ELL Teacher Reviews, which include progress on ELLis Placement testing,

- ELL Folder accountability and ELL class completion.

Key department issues and what the department is doing to improve / correct the issue

- Odyssey Ware ELL Classes 5/31/11
- ELL Teacher Performance Reviews (ELL Folder Compliance, ELLis Placement Scores, ELL Class Completion, CELApro Completion) 12/16/10
- ELL/Migrant Team Meetings to begin 1/11

Any other information that needs to be reported

- CELApro Administration 1/31/11

Special Education Services (Lead: Shannon Atwater)

Key department work projects and estimated completion dates

- All information was completed for Dec. 1 count.
- Teachers have an end-of-the month deadline to complete their progress monitoring and complete goal updates.
- Personnel issues are the biggest concern right now. Discussions will be occurring shortly to look at the model of SPED service delivery. Depending upon the outcome of these discussion personnel changes may occur, as well as a change in what the SPED model will look like.
- Training is on-going to SPED teachers as they continue to learn how to be effective case managers, juggling service time, paperwork, and legal timelines.

Key department issues and what the department is doing to improve / correct the issue

- Personnel issues—involvement of administration. Resolution by 1/28/11.
- Knowledge of RtI documentation. RtI online class begins January 10th through CDE. Shawn Schaefer, Nancy Hill, Shannon Atwater taking class and will train others.
- Continued discussion of how to best serve students statewide. Different areas and different teachers are doing different things.
- Needing improved knowledge of/documentation in Alpine IEP's for some teachers. Shannon is attempting to assist with a summary sheet for teachers to create for each student. Shannon will "train" again necessary staff on Alpine intricacies.

Any other information that needs to be reported

- Sped department now and Sped department in 2011-2012 school year will likely need to look different. Discussion with Karla Ash, Shannon Atwater, and Margot DeVita have begun on this subject and will likely need to continue as the months progress.
- Shannon has joined a Transition Team at CSI and will be attending a statewide training in Pueblo in February.
- Shannon has joined the CSI Coordinator Team and will participate in monthly staff meetings at CSI on the first Monday of every month.

- Shannon will participate in an ELL training at CSI on January 31st to help us solidify compliance with IEP's of Hispanic students and students classified ELL.
- Shannon and Margot participated in a statewide Special Education Online School Team and will host the team in the spring.

Northern Colorado Leadership (LEAD: Karla Ash)

- A significant amount of time this month was spent ensuring that we had a common definition of what exactly defined a student at green or red status.
- Lead Teachers were trained on daily attendance. At this time, this process is very cumbersome and taking up to 4 hours a day to track this information.
- The course completion process was discussed and course completion forms are being modified to reflect the new process.
- A student satisfaction survey was administered. To date, 122 students have completed the survey. Students report a high level of satisfaction with their homeroom teachers and report high responsiveness from our teachers, with the majority of students indicating that teacher respond to their needs either by phone, email, or text within 1 or 2 hours.
- Area Directors are being updated on the discussions of the CSSI visit discussions. They will begin to continue these discussions with their teachers.
- Personnel Issues were discussed and guidance given on a Progressive Discipline Model. The HR Director will be conducting additional training, but no firm date has been set.
- Interviews are taking place to replace a teacher in Greeley that resigned.
- Greeley Area Director, Aryn Henneke welcomed a healthy baby girl on 12/13.
- Amanda Perras transferred to the Longmont Site as Administrative Assistant to replace Cyndy Chavez, who resigned to pursue another opportunity.
- An Administrative Assistant was hired for the SW Plaza site. Christina Tozzie started on 12/13. This addition will allow modifications to occur in the structure of the metro area. A Lead Teacher will be put in place in Westminster, with an anticipated effective date of 1.1.11, and then Melissa will oversee the Aurora/Littleton group as one TS3, operating out of two locations.
- A proposal for the recommendation to hire an additional person to oversee these two areas is being worked on and will be presented to Executive Directors and CFO shortly.

Learning Services (LEAD: Richard Mestas)

Academic Counseling (LEAD: Joe Devita)

Key department work projects and estimated completion dates

- Enrollment and re-enrollment of approximately 50 concurrent enrollment students. ECD = January 3.
- Counselors enter college grades into transcripts. ECD= January 3.
- Counselors rounding up historical transcripts and entering them into GOAL database. ECD = ongoing.
- Counselors checking students progress on ICAPs. ECD = ongoing.

- Fidelity to course needs: as students complete courses counselors advise teachers on course additions per individual student grad plans. ECD = ongoing.
- Counselors collaborate with teachers through TS3 groups to identify students who are college ready for fall 2011 enrollment.

Key department issues and what the department is doing to improve / correct the issue

- Responding to student emergencies: in past month Dr. Margot DeVita, counselors, teachers and area directors have teamed to provide appropriate responses to 2 suicide threats and one case of physical abuse.
- Need for students services team: student counseling/career needs are being addressed through the division of responsibilities in this manner, Megan Githens is developing appropriate monitoring and documentation of the ICAP process; Jill Toussaint is developing MOUs with many colleges and universities in the state and the coordination of monitoring student progress in college classes as well as seeking resources for future student internships and Joe DeVita is responsible for monitoring academic counseling in its various forms.
- Potential over 21 years old students are being interviewed and scheduled to team with teachers for course scheduling in January.

Any other information that needs to be reported

- Student support team is working on a comprehensive program of wrap around services.

Concurrent Enrollment (LEAD: Jill Toussaint)

Key department work projects and estimated completion dates

- Getting all book figures per concurrent enrollment student to counselors on the \$2000 total budget for their books for the spring 2011 semester (Example if student's cost is \$1500 for tuition and fees they have \$500 left towards their books for the semester). - Jan 5th
- Complete the student bills that did not receive a passing grade in concurrent enrollment. – Jan 30th
- In Process - Pitkin Tech – Jan 15th, Community College of Denver – Feb 1st, Aims Community College – Nov 29th, Lamar Community College – Feb 1st, and Trinidad State Junior College – Feb 1st.
- Have made Initial Contact – Red Rocks Community College, Arapahoe Community College.(Building the relationship still)
- Meeting with Eric Ricon from TRIO to help students with college apps and FASFA – Jan 6th

Any other information that needs to be reported

- The Fall Pass Rate for Concurrent Enrollment

Completed Tasks from Last Month Report

- Training on the Concurrent Enrollment process for Grand Junction Teachers – Nov 22nd
- Completed the PO's for the final CE bills for the Fall 2010 semester – Dec 1st
- Completed the final Fall 2010 spread sheet to compile Total Costs (Books, Tuition& Fees, and complete cost per college and GOAL Academy) – Dec 5th
- Collected all the Concurrent Enrollment Data for the Spring 2011 Semester – Dec 15th
- Complete – Pueblo Community College (Both Campuses), Pikes Peak Community College, Colorado State University – Pueblo, Otero Junior College, Delta-Montrose Tech School, Western Colorado Community College, Community College of Aurora, Front Range Community College(Both Campuses)

Career and Technical Education (LEAD: Jill Toussaint)

Key department work projects and estimated completion dates

- ACE Certificates
 - Continuing to collect Apps. for ACE Certifications.
 - Will mail all apps. As they continue to come in
- Start to collect the martial needed from the colleges and begin the worksheets for CTA Funding for any concurrent enrollment classes taken and eligible from the Fall 2010 classes. – Due June 1st to the CCCS System (Casey Sacks)
- State follow up calls to 2010 ACE Completers for VE-135 Start Dec. 15th complete by March 1st
- Work on the Student Hot topic Luncheons funded by Perkins for 2010/2011 school year. The monthly Hot Topics: the first month to start the project will be February 2011.
- Next ACE Committee meeting scheduled for February.
- Attending the Workforce Meetings – On Going Relationship
- Working on an Internship Process similar to Concurrent Enrollment so it will be systematized across the state and all data will be reported to me.
- Looking for options of internships in the different regions – On Going

Key department issues and what the department is doing to improve / correct the issue

- Complete first Perkins Voucher – Dec 15th - Was pushed to the 30th due to paperwork not being completed by CSI
- Need more members for ACE Advisory Committee

Any other information that needs to be reported and completed tasks form last month:

- ACE Certificates
 - 9 Apps. have been mailed to CDE for ACE.
 - Teachers have a Due Date of December 1st for a \$100 incentive – received 12
 - Mailed all apps. in by December 3rd once received on Dec. 1st

Career Development (LEAD: Jill Toussaint)

Key department work projects and estimated completion dates

- Enriching Career Development Capstone B to include some ideas from the Counselor Corp Grant Meeting. – Jan 3rd
- Refresher training on Career Development for the staff, want to train by site and release and explain Career Development IB and Capstone B at training. – Different Site visit trainings through the month of January.
- Set up Key Train Webinar for all GOAL Staff in January 2011 – looking for a good date throughout the state. (Will work with Kim on Date)
- I have a meeting to enrich the professional side of College in Colorado – Jan 17th
- Put together proposal for Plans of Study teams – Jan 15th

Wrap Around Counseling Services (LEAD: Rich Mestas)

Key department work projects and estimated completion dates

- Calendar of Events (ASCA Curriculum for Counselor Corp Grant). The curriculum is complete will be posted on Calendar In January.
- Implementing minimal Wrap Around Services as it currently sits in the counselors realm. Full proposal forthcoming (January 1) Investigating “Project Respect Model”
- Transcripts on-going audit. Up to date as we speak.
- Finalizing Counselor Bi-weekly report. Will be collected starting in January.

Key department issues and what the department is doing to improve / correct the issue

- Participation in TS3 meetings. We are working with AD’s to ensure that counselor’s role in TS3’s is clearly defined. It has also been made clear that the counselor is part of the TS3.
- Organization of policies and procedures (ongoing). First draft will be similar to teacher’s survival guide.
- Key parent nights will be updated into the master calendar. These nights will be themed (FASFA, Scholarship, CCE, etc.). The counselors will be working with Dr. DeVita to ensure title 1 compliance for these nights.
- Counselors will submit reports with 19 data collection points to help us gather data on how many students we are serving and for what specific services. Should be complete January 1.
- Counselors are also instructed to document student/parent communication. This is their priority.

Southern Colorado Leadership (LEAD: Rich Mestas)

Key department work projects and estimated completion dates

- Student Distribution in an equitable ratio has been complete.
- Training for the goal completion tracking plan in Sycamore utilizing Sycamore attendance to designate goal completion and interventions is complete. Progress reports will be distributed on a bi-weekly basis (every Thursday), with the first distribution to take place on December 16, 2010.

- Professional development forthcoming on completion slips process. Heather and Dan are working to digitize entire process and Steve Neumann will pilot the program before full implementation on a state wide level—January 1.
- Right now the consistent message for all AD's and Lead Teachers is to continue teaching and engaging your students. Do not allow technical and system deficiencies to prevent student engagement and learning—Immediate.
- Utilizing new temporary AD report to include red/green data and course completion data—Reports due bi-weekly.
- Karla, Dan, Heather, Steve, and I are working on a new final report that is more user friendly—pending
- I am happy to report that we have started a “Leadership 101” course with all Southern Colorado Area Directors and all Student Service Team Department Leads. The class meets weekly alternating between Pueblo and Colorado Springs. The intent of the course is to provide real time training as applicable to issues that we are currently trying to solve as an organization. Covered topics will include but not limited to:
 - Communication’
 - Supporting the Mission and Vision
 - Establishing effective Meeting Norms and developing Facilitating skills
 - Collecting and Analyzing Data
 - Data driven decision making
 - Communicating using Data
 - Empowering staff to contribute to total quality
 - Strategies to develop staff to a level of excellence
 - Walking through a virtual classroom

Key department issues and what the department is doing to improve / correct the issue

- The major issue at hand is the collection of real time consistent data. We have developed a work around with our current systems that will allow us to generate data, however it is very time consuming. We are working on ways to continually streamline the process.
- We are working to develop Area Directors’ ability to assert themselves in a role of authority with our technology staff, ESS staff, and counselors. Leadership 101 is designed to help solve many of the personnel issues.
- We are working on developing effective ways to communicate with our constituents and are in the process of getting Site Specific email distribution lists to allow for local email blasts.

GOAL Academy

Facilities & Location Highlights

IN THIS SECTION:

- GOAL Mobile Lab
- Denver
- Colorado Springs
- Pueblo
- Greeley
- Longmont
- Grand Junction

- **GOAL Mobile Lab**

Upgrades and improvements are continuing.

- **Denver**

Nothing new to report

- **Colorado Springs**

Nothing new to report

- **Pueblo**

Preparations are underway for renovation of the Pueblo site. Plans include interior walls with small conference rooms and offices. New carpeting is planned for as well.

- **Greeley**

Nothing new to report

- **Longmont**

Nothing new to report

- **Grand Junction**

Nothing new to report

GOAL Academy

CSI and CDE Updates

IN THIS SECTION:

- Charter School Institute
- Colorado Department of Education

Charter School Institute

CSI has continued to lose staff members. We have worked to obtain alternative options for some services and working towards more self-reliance (e.g., grants reporting). We worked closely with CSI staff to finalize our count and successfully collaborated regarding the recent audit exceptions challenge.

Colorado Department of Education

Denise Mund has taken initial steps to modify staff within the online division. We anticipate that the changes will improve school services and relations with online schools statewide. We have been told by Mark Hyatt (CSI Executive Director) that staff within CDE have conceded, acknowledging our challenges to the recent CDE audit exemptions (i.e., GOAL fails to meet the definition of an online school and operates learning centers).

GOAL Academy

Other important information

IN THIS SECTION:

- Quality Improvements
- CCSI review and site visit
- 501C3 Status

School Quality

The GOAL Leadership team is meeting weekly to implement continuous improvement practices. We are identifying critical needs, compiling data, and analyzing the results. We continue to seek opportunities for improvement school wide and continue to articulate plans for refinement.

CCSI review and site visit

Again, as a requirement of our startup grant funding, we are a required to have a complete operation review. A requirement of this review will be completion of the board training modules by all board members. Other items being reviewed will be all board documents, operations policies, financial documents and staff interviews. Dr. Karen Deschryver is leading an internal review team and outlining suggested improvements.

501C3

We still have not received final IRS notification that our 501C3 tax exempt status has been approved. The IRS still has the request under review.