

# Final Report 2017-2018 - Boulder EL

## Final Report Approved

### Final Report Approval Details

	<b>Submitted By</b>
Elizabeth Julian	
	<b>Submit Date</b>
2018-10-18	
	<b>Admin Reviewer</b>
Karen Rupp	
	<b>Admin Review Date</b>
Unknown	
	<b>District Reviewer</b>
Bruce Williams	
	<b>District Approval Date</b>
2018-12-18	
	<b>Board Approval Date</b>
2018-12-18	

## Financial Proposal and Report

This report is automatically generated from the School Plan entered in the spring of 2017 and from the District Business Administrator's data entry of the School LAND Trust expenditures in 2017-2018.

Description	Planned Expenditures (entered by the school)	Actual Expenditures (entered by the school)
Remaining Funds (Carry-Over to 2018-2019)	\$0	

Description	Planned Expenditures (entered by the school)	Actual Expenditures (entered by the school)
Carry-Over from 2016-2017	\$0	
Distribution for 2017-2018	\$2,466	
<b>Total Available for Expenditure in 2017-2018</b>	<b>\$2,466</b>	
Salaries and Employee Benefits (100 and 200)	\$1,000	\$2,0
Employee Benefits (200)	\$0	
Professional and Technical Services (300)	\$0	
Repairs and Maintenance (400)	\$0	
RETIRED. DO NOT USE (500)	\$1,000	
Printing (550)	\$0	
Transportation/Admission/Per Diem/Site Licenses (510, 530 and 580)	\$0	
General Supplies (610)	\$466	\$
Textbooks (641)	\$0	
Textbooks (Online Curriculum or Subscriptions) (642)	\$0	
Library Books (644)	\$0	
Technology Related Hardware/Software (< \$5,000 per item) (650)	\$0	
Software (670)	\$0	
Equipment (Computer Hardware, Instruments, Furniture) (730)	\$0	
Technology Equipment > \$5,000 (734)	\$0	
<b>Total Expenditures</b>	<b>\$2,466</b>	<b>\$2,1</b>

## Goal #1

### Goal

Continuing the reorganization of the library using the Metis Innovations as a guideline (see attached article for additional information), called the Library Project Stage 2. Metis Innovations was designed to encourage productive independent browsing by children, as well as allowing for successful catalog searching by elementary students. The goal would be to continue to create a user friendly library to younger students and to increase circulation of all books and materials. Stage 2 would expand the current project to include the primary classroom library, all student manipulatives to allow students to use at home, and additional school resources. Hire a Library Project Coordinator who would be managing volunteers to complete the project including but not limited to organizing books/videos/audio, create an online catalog, and having all labels implemented on materials and shelves no later than Monday, August 6, 2018.

## Academic Areas

- Reading
- Mathematics
- Writing
- Technology
- Science
- Fine Arts
- Social Studies
- Health
- Foreign Language

## Measurements

**This is the measurement identified in the plan to determine if the goal was reached.**

1. Increased circulation of library materials.
2. Increased use of library materials in the daily curriculum.
3. Increased student inquiry.
4. Increased use of school resources by staff and students both during school hours and outside of school.

**Please show the before and after measurements and how academic performance was improved.**

1. The materials previously were not recorded so we did not have a baseline measurement of the level of circulation.
2. After the library was reorganized and cataloged, the teachers and paraprofessionals were able to know what available resources they had and incorporate them in their daily lessons.
3. Students were able to browse the library, discovering new connections between themes.
4. During school breaks, the library was available to students and staff. During school, the students have access to the library weekly as well as occasionally during specific class periods, and staff have access when ever they need.

## Action Plan Steps

**This is the Action Plan Steps identified in the plan to reach the goal.**

1. Advertise Library Project Coordinator position in the community to hire one, possibly two people.
2. Have the teacher and the hired person(s) make a plan for implementation.
3. Secure volunteers for the project utilizing volunteer librarians from the town library and additional community members.
4. Purchase any needed materials to complete project.
5. Plan and conduct student training for use of the new systems after school resumes in the fall, this will include instruction on using the organization system and checking out materials.

**Please explain how the action plan was implemented to reach this goal.**

1. Library Project Coordinator position was advertised.

2. The Library Project Coordinator worked in collaboration with Elizabeth Julian and Molly Benson on the implementation.
3. Volunteers worked on the library every Friday for two hours throughout the school year and more frequently during summer break.
4. Materials were purchased as needed to complete the project.
5. The students began the year with their first library block being dedicated to learning the organizational system as well as checking out materials.

## Expenditures

Category	Description	Estimated Cost
Total:		\$1,466
RETIRED. DO NOT USE (500)	Pay contracted Library Project Manager	\$1,000
General Supplies (610)	Purchase Stickers, Bookbinding Tape, and additional needed materials	\$466

## Goal #2

### Goal

Paraprofessional training prepared and conducted by Elizabeth Julian, Head Teacher. There will be one training prior to the start of school to allow the hired Paraprofessionals to learn school expectations and to learn curriculum that they will be responsible for supporting during the school year. The Head Teacher and the Paraprofessionals would meet weekly to follow-up with the trainings as well as set and assess weekly, monthly, and quarterly teaching objectives. Additional trainings will be planned and conducted based on weekly meetings, teaching objectives, and the needs of the students.

### Academic Areas

- Reading
- Mathematics
- Writing
- Technology
- Science
- Fine Arts
- Social Studies
- Health

### Measurements

**This is the measurement identified in the plan to determine if the goal was reached.**

1. A united and proficient teaching team.
2. Weekly meetings between the Head Teacher and the Paraprofessionals to maintain weekly, monthly, and quarterly teaching objectives as well as have the opportunity to amend objectives.
3. Continued professional development that best supports the individual learning needs as well as the school community.

**Please show the before and after measurements and how academic performance was improved.**

1. The students were able to meet and exceed benchmark goals and participate in a variety of enrichment activities as a result of a united and proficient teaching team.
2. All staff met every Wednesday throughout the school year and additionally as needed based on need.
3. All staff was encouraged and supported to participate in professional development outside of the school. Elizabeth prepared and facilitated professional development for all staff, teachers and paraprofessionals, during the district provided day without students.

### Action Plan Steps

**This is the Action Plan Steps identified in the plan to reach the goal.**

1. Advertise and Hire Paraprofessionals for the 2016-2017 school year.
2. Pay the Head Teacher a set stipend to prepare for Paraprofessional Training prior to the start of the school year.
3. Pay the Head Teacher and the hired Paraprofessionals a set stipend for Training prior to the start of the school year.
4. Head Teacher and Paraprofessionals agree upon school objectives for the year and commit to meeting weekly to maintain objectives throughout the school year.
5. Pay the Head Teacher a set stipend to prepare for Paraprofessional Training(s).
6. Pay the Head Teacher and the Paraprofessionals a set stipend for continued training(s) throughout the school year based on needs discussed in weekly meetings.

**Please explain how the action plan was implemented to reach this goal.**

1. Paraprofessional positions were advertised and hired.
2. The head teacher, Elizabeth Julian, received a stipend for the provided professional development.
3. repeat of number 2
4. The Head Teacher and paraprofessionals were able to meet common school objectives and committed to meeting weekly throughout the year.
5. The Head Teacher was paid the set stipend for the preparation of the paraprofessional trainings
6. The teachers and paraprofessionals received the set stipend for the continued professional development.

### Expenditures

Category	Description	Estimated Cost
		Total: \$1,000

Category	Description	Estimated Cost
Salaries and Employee Benefits (100 and 200)	Pay Teacher To Prepare and Conduct Paraprofessional Training	\$1,000

## Actual Carry-over

In the Financial Proposal and Report, there is a carry-over of \$2,331 to the 2018-2019 school year. This is 96% of the distribution received in 2017-2018 of \$2,438. Please describe the reason for a carry-over of more than 10% of the distribution.

Boulder Elementary School has a 96% carry over due to a miscommunication between the school, representing the Community Council, and the district office. \$172 of the allocated \$466 in goal one was spent. The remaining money was spent on supplies to carry out the library project. The additional funds spent were unintentionally coded to a different program, outside of School Land Trust. Additionally, the Library Project Coordinator was never paid the \$1,000 stipend. Again this was a misunderstanding as the position was filled and completed, just not compensated. The Library Project Coordinator will either receive the stipend for their work this past year on the project or for the work they have been and will continue to do during this school. This resolution will be documented in an amendment to the 2018-2019 plan. The \$1,000 stipend providing professional development was completed. The check however was not written until July, therefore will be included in the following fiscal year.

## Funding Changes (and Unplanned Expenditures)

**The school plan describes how additional funds exceeding the estimated distribution would be spent. This is the description.**

If there is additional funding it will be used towards professional development opportunities for the staff at Boulder Elementary School. This will either be paying the paraprofessionals to participate, paying the head teacher to facilitate and plan, or by paying to have someone outside of the school come and provide professional development.

**Description of how any additional funds exceeding the estimated distribution were actually spent.**

As described

## Unplanned Expenditures

Category	Description	Estimated Cost	Actual Cost	Actual Use
	Total:	\$0	\$1,000	
Salaries and Employee Benefits (100 and 200)		\$0	\$1,000	Goal 2: \$1,000 stipend for planning development.

## Publicity

**The following items are the proposed methods of how the Plan would be publicized to the community:**

- School newsletter
- School website

**The school plan was actually publicized to the community in the following way(s):**

- School newsletter
- School website

## Summary Posting Date

A summary of this Final Report was provided to parents and posted on the school website on **2018-10-18**

## Council Plan Approvals

Number Approved	Number Not Approved	Number Absent
6	0	0

### Please Note

Comments will only be visible for users that have logged in.

## Comments

Date	Name	Comment
2018-11-20	Karen Rupp	c/o \$2,331 or 96% of distribution. There was miscommunication between the principal and business manager regarding the distribution of salaries. The principal will add an amendment to the 2018-19 plan to resolve the issue. We will continue to review the plan and expenditures throughout the year so the plan is implemented and expenses covered. No further action is required.
2018-12-18	Bruce Williams	Approved