

Superintendent's Staff Report



Sara Noguchi, Ed.D, Interim Superintendent

January 31, 2014

I want to thank each of you for your continued dedication to the students and families in SCUSD. While it has been a difficult year, I am confident that the commitment we show our students each day will continue to result in great results for all of our schools. - SN

Student Information System Update

It has been some time since our last communication regarding the District's conversion to a new Student Information System—Infinite Campus—to replace our current aging and unsupported system (Zangle). We have recently hired a new project manager for this project, Mr. Ben Shulman, who comes to us with over 30 years of experience, including successful implementations for Los Angeles Unified and San Diego Unified. We are now rapidly moving toward the go-live date of **April 21** and want to let you know of several important dates, as well as the overall project plan.

I know the notion of transitioning during the school year can create some anxiety, but we are doing so for a number of important reasons based on recommendations made by a stakeholder group including teachers, administrators, office managers and registrars from various school sites. First, this will allow our secondary schools to build their 2014-15 Master Schedule in the new system. As we have noted previously, the robust scheduling tool is one of the most powerful functions of Infinite Campus. Switching over to the new system this summer would result in having to re-do the entire schedule which would result in a lot of unnecessary extra work for staff, especially at our high schools. Secondly, in order to roll out this new system effectively, it will work to our advantage to have access to staff for trainings in ways that we wouldn't have in the summer. Teachers can learn the system while inputting real attendance/grade data, as opposed to trying to learn in a virtual environment and then having to relearn it in the fall. Finally, one of the reasons that we chose Infinite Campus for this work is that they have the industry-standard tool, not just as it relates to its powerful functionality, but in its ease-of-use as well. I am confident that, with the supports we are providing, staff at school sites will make a fast transition.

Important Dates

February 4-5

CAHSEE Administration (11th-12th graders)

February 5

Serna Center
Principal Common Core Trainings

February 6, 6:30 p.m.

Serna Center
Board of Education Meeting

February 10

Lincoln's Birthday Holiday

February 11, 6:30 p.m.

Serna Center
District Advisory Committee Meeting

February 12, 6:00 p.m.

Various Schools
Parent Common Core Workshops

February 13, 9:00 a.m.

Serna Center
Assistant Principal & Site
Instructional Coordinator Common
Core Training

February 13, 6:00 p.m.

Serna Center
LCAP Advisory Committee Meeting

The current Zangle system will continue to be used until the end of day on **Friday, April 11**. At 3:00 PM on that day the Zangle system will be deactivated and we will begin the final conversion to the new Infinite Campus system. The conversion will take place during the week of spring break. On Monday, April 21st, everyone will start using the Infinite Campus system—for attendance, enrollment and all other functions.

Grades for third quarter (for secondary schools) will all be reported out of Zangle, while the final grades for 2013-14 will be entered and reported out of Infinite Campus. ***This means grades for the third quarter must be entered in Zangle by 3:00 PM on April 11.***

For elementary schools, the second trimester ends on the last day of February, and will be entered and reported out of Zangle. Third trimester will be entered and reported out of Infinite Campus.

We will perform the calendar rollover as usual in February, in Zangle, so class requests for 2014-2015 can be entered. All this information will be converted into Infinite Campus, as well as any scheduling information previously entered into Zangle. There will be extensive training provided on the scheduling functions of Infinite Campus, as well as all other functions of the system. Support staff from Infinite Campus will also be onsite several times during May, June and August to provide hands-on help with scheduling for 2014-15.

During the week of January 13, we conducted a three-day intensive workshop with representatives from across the District to review the configuration of the new system to ensure it conforms to District policies and procedures. We will continue to engage with stakeholders from all areas as we set up and test the new system.

We have developed a full training schedule that will reach a large number of District employees with in-person training. Our Area Assistant Superintendents are helping to coordinate the training schedule and many of you have already received calls to learn about next steps for training sessions. There will also be “teacher coaches” at each school to provide knowledge transfer and training to all teachers, especially in the key areas of attendance and grade reporting. Infinite Campus provides an extensive web portal with detailed instructions and training material, and we will provide additional online and video training materials as well.

There will be more frequent and detailed communications regarding the project, including regular updates on the district website, and we encourage you to send any questions directly to Mr. Shulman (Ben-Shulman@SCUSD.edu).

I know that this seems daunting, especially on top of the transition to Common Core, CAASPP (Smarter Balance) tests and the countless other projects on all of your respective plates. Unfortunately, our options are limited. As we have shared before, the company that owned and ran Zangle is now out of business and any further delay in making this shift exposes us to a devastating system failure that could send ripples through our entire system. I have the utmost confidence that this transition will be as smooth as possible and I thank you in advance for your support and flexibility.

Get Involved with the LCAP Community Planning Process

Last year Governor Brown announced the Local Control Funding Formula (LCFF), a new formula for determining the level of state funding provided to districts across California. The Local Control and

Accountability Plan (LCAP) is LCFF's vehicle for transparency and engagement. It is the way that school districts are expected to share data, needs, actions and anticipated outcomes that guide the use of available funding. At its core, the LCAP is designed to ensure that everyone has a voice in determining how funds can best support students.

SCUSD is seeking Public Education Volunteers to help inform the community about this important work and get feedback on how to best allocate available resources to meet students' needs. Volunteers will reach out to their personal/professional networks and guide them through the completion of a survey designed to gather input in the key areas laid out by the state.

If you are interested in participating, please register for one of the trainings being offered:

February 5 [9:00 am](#), [1:00 pm](#), [4:00 pm](#) and [6:00 pm](#)
February 6 [9:00 am](#), [2:00 pm](#) and [4:00 pm](#)
February 7 [9:00 am](#), [1:00 pm](#) and [4:00 pm](#)

All trainings last two hours and will be held in the Serna Center Parent Resource Center Conference Room (5735 47th Ave.).

Call (916) 643-7924 or email Sean-Alexander@scusd.edu by February 3 to RSVP. Translation and/or childcare needs are available upon request.

If you want to be involved but aren't able to volunteer, take the survey and stay informed at www.scusd.edu/LCAP.

Adoption of Common Core Instructional Materials Kickoff

On February 18, 2014, SCUSD will begin the process of reviewing and selecting new instructional materials for mathematics and English Language Arts (ELA) that are aligned to the new CA Common Core State Standards (CCSS). The process will involve convening a committee of teachers in grades K-12 who will meet weekly to analyze materials using a robust set of criteria developed by the authors of the Common Core standards to ensure that districts and schools are selecting materials that thoroughly support implementation of the standards. The committee will meet over the next three months and will also include principals, parents and secondary students. To provide additional opportunities for stakeholder feedback and input, the instructional materials will also be on display at schools throughout the three geographic regions of the district. The materials selected for mathematics will be submitted to the Board for approval and adoption whereas ELA materials will supplement existing curricular resources. All selected materials will begin to be utilized in the 2014-15 school year.

Instructional Aides Engage in Common Core Professional Learning

SCUSD hosted its second of three Common Core professional learning sessions for instructional aides on January 28. The session was attended by over 100 instructional aides from elementary, middle and high schools across the district. Participants built a deeper understanding of the Common Core standards and learned specific strategies they can use to support students. This session focused on the English Language Arts (ELA) standards and engaged participants in similar activities as teachers have engaged in, including understanding the concept of "close reading" and academic discussion through the "close reading" of a piece of art. In a previous session, the instructional aides were introduced to the math Common Core Standards and learned about the standards for mathematical practice. Participants

discussed similarities between the expectations and instructional supports required by the ELA and math standards. The next session will take place on February 19 and will introduce participants to the next generation assessments that will be administered when the Common Core is field tested this spring and fully implemented in 2014-15. Instructional Aides wishing to participate should reach out to their school administrator and the Academic Office.

Principal Development Program: LEARN Academy

The SCUSD Principal Development Program is designed to train aspiring SCUSD school administrators. We are currently accepting our second wave of applications for our LEARN Academy. This 10-month program, beginning this April, is aimed at developing professional leadership skills and building the capacity of SCUSDs future leaders. LEARN is designed to take the foundations of what we already know about our work and to apply them to real scenarios and situations. The goal of the series is to ensure that developing leaders have the knowledge, skills and habits of mind necessary to become exceptional school site principals. Candidates accepted into the LEARN program and who complete the series will be automatically entered into the SCUSD principal and assistant principal pool.

If you are interested in applying to the LEARN Academy, please apply by going to the following link:

<http://scusdlearn.questionpro.com>

The deadline for our second-wave of applications is **February 23**. If you have any questions about the program, please contact Kristen Coates at Kristen-coates@scusd.edu or 916-643-9217.