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Date	Hours	Task/Activity	D1 Leadership	D2 Organizational Management	D3 Diversity Leadership	D4 Policy and Law	D5 Political Influence	D6 Communication	D7 Community Relations	D8 Curriculum Planning and Dev.	D9 Instructional Management	D10 Human Resources Management	D11 Values & Ethics in Leading	D12 Judgement & Problem Analysis	P13 Safety & Security	D14 Sp Ed Policy and Law	D15 Sp Ed Organizational Mngmt.	D16 Sp Ed Resource Allocation		
04/12/10	1.0	Saint Paul Public Schools PBIS Leadership Team Meeting-Birth - 12: discussion of cohort and coaches work, next steps. 1a,b,f 3a,b,c, 8a,b,c	1		1					1										
4/12 10	3.0	Minnesota Department of Education: Technical Assistance Center for Social Emotional Intervention State Leadership Team (TACSEI) meeting- Minnesota Division of Early Childhood representative: discussion of training models, demonstration learning sites launching 7a,d,e 9b,e,f 16 a,b							1		1							1		
04/12/10	1.0	Meeting with an elementary principal regarding a staff concern 2b,d 10c,e,f 11b,c,e		1								1	1							
04/13/10	1.0	Saint Paul Early Childhood Programs PBIS Leadership Team Meeting: Collaborative meeting to plan social-emotional - behavioral supports in early childhood programs across SPPS programs 1d,e,g 3b,c,e 12a,c,e	1		1									1						
04/13/10	2.0	Special Education leadership meeting - mental health program planning 12b,e,g 14a,b, 15a,b,c												1		1	1			
04/14/10	3.0	Observations of two non-tenured teachers in inclusive preschool settings, post-observation conversations / coaching 3c,d,e 10a,d,g 12a,b,c			1							1		1						

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04/15/10	3.0	Planning based on budget and available staff resources for summer work and birth to three stretch calendar, lists to administration and accounting 2c,e,g 10d,e,g 15a,b,c		1								1					1			
04/20/10	2.0	Continuous Improvement & Monitoring of Progress (CIMP) subcommittee meeting and follow-up data collection regarding the State Performance Plan Part C and Part B Early Childhood Indicators 1f,i,j 7a,h,l 12a,d,f	1						1					1						
04/20/10	1.5	Special Education & Transportation Department meeting - updates, topics related to safe, efficient, program necessary transportation 1d,g,i 2d,f 13b,c,d	1	1											1					
04/20/10	1.0	District-wide program moves meeting: District wide updates from facilities, transportation, upper administration, curriculum, communications, each program regarding moves and next steps 2b,d,f 7a,f,l 12b,e,g		1					1					1						
04/21/10	1.0	Meeting with Lead Social Worker and Early Childhood Special Education Social Worker re: change in FTE and job sharing next school year 2a,b,d 10a,e,g 16a,b		1								1						1		

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04/21/10	1.5	Continuous Improvement & Monitoring of Progress (CIMP) subcommittee meeting preparing data analysis and report regarding the State Performance Plan Part C and Part B Early Childhood Indicators 12 b,c,f 14a,b 15a,b,c												1		1	1			
04/21/10	2.0	Special Education Department Leadership Team Meeting: Due Process Compliance needs, Staffing Status - Human Resources representative attended. 10a,d,g 14a,b 16a,b										1				1		1		
04/22/10	3.0	Minnesota Association of Family and Early Educators planning meeting: Pike Lake Elementary-Shoreview. Planning for series of trainings across State re: Tiered system of supporting social-emotional- behavioral learning 7b,d,e 10 b 9a,b,e							1		1	1								
04/22/10	1.5	Meeting with Help Me Grow - Ramsey County team leader to gather information / documents for Saint Paul Special Education Total Special Education System (TSES) 4a,b,c 14a,b 15a,b,c				1										1	1			

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05/05/10	4.0	Metro Early Childhood Mental Health Summit at Shriner's: presentations and interagency discussion about mental health supports for young children and families 1d,f,h 5b,c,d 16a,b	1				1											1		
05/06/10	1.5	Meeting with YMCA Preschool Staff and Early Childhood Special Education site for collaborative program planning 2b,c,f 7b,d,g 13a,b,d		1					1						1					
05/07/10	1.5	Early Childhood Special Education (ECSE) Leadership Meeting: Staffing updates for 10-11, Extended School Year details, Kindergarten transition, etc. messages to be cascaded to staff 1f,g,l 6b,c,f 15a,b,c	1					1									1			
05/07/10	2.0	Interagency meeting with Interagency Early Intervention Committee (IEIC) executive board to develop plan for 2010-11 school year. New system - entry on SERVS. 5a,c,d 7a,b,l 11a,b,c					1		1				1							
05/10/10	1.5	Special Education Department and Transportation Department Meeting: discussion on next year program changes, safety and program support needs, extended school year schedules 4a,b,c 6c,e,f 13a,c,d				1		1							1					

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05/17/10	6.0	Saint Paul Demonstration Site - Technical Assistance Center for Social Emotional Intervention (TACSEI): Training and Planning for Implementation of Early Childhood PBIS / TACSEI model 1a,c,f 3b,d,g 8a,e,f	1		1					1										
05/17/10	1.0	Met with facilities / mover concerning details of a program move - boxes, staging, timelines. 2a,c,f 12d,e,g 13a,c,d		1										1	1					
05/18/10	6.0	Saint Paul Demonstration Site - Technical Assistance Center for Social Emotional Intervention (TACSEI): Training and Planning for Implementation of Early Childhood PBIS / TACSEI model 1b,g,l 7c,d,g 9a,b,c	1						1		1									
05/18/10	1.0	Met with staff at site concerning the program move and details of packing, preparation for moving. 2c,d,f 12a,d,g 16a,b		1										1				1		
05/19/10	6.0	Saint Paul Demonstration Site - Technical Assistance Center for Social Emotional Intervention (TACSEI): Training and Planning for Implementation of Early Childhood PBIS / TACSEI model 4a,b,c 9c,d,e 14a,b				1					1					1				
05/20/10	1.0	Meeting with Early Childhood site leaders to discuss change of leadership in site. 2a,d,f 11b,c,e 12d,e,g		1									1	<u>1</u>						

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05/20/10	1.0	Meeting with teacher to address parent concerns and plan for increased communication in classroom 6b,c,e 10b,c,e 13a,d,						1				1			1					
05/20/10	3.0	Staff walk throughs of their office space for the next school year. Answer staff questions about moves and collect information about their needs / desires for the space. 1a,f,h 6a,c,h 13a,b,d	1					1							1					
05/20/10	2.5	TPT Broadcasting Panel Presentation at Ridgedale Library commenting on the movie "Horseboy": Panel member representing special education leadership re: autism services. Other panel members: physician, parents, private providers, service and therapy animal providers. 3a,d,e 7a,f,i 11a,c,e			1				1				1							
05/21/10	3.0	Interagency meeting with Interagency Early Intervention Committee (IEIC). Agenda included 2010-11 budget planning presentation for HelpMe Grow and Early Intervention Services / Family Support. 5a,b,c 7b,d,l 14a,b,					1		1							1				

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05/24/10	3.0	Work with accountant on Early Childhood Special Education budgets to support programming. Enter in SERVs on MDE website with District procedures. 2d,e,g 15a,b,c 16a,b		1													1	1		
05/25/10	3.0	Preparation for / Individualized Education Planning meeting with parent with specific questions about her child's program. National advocate on speaker phone. 4a,b,c 6d,e,l 14 a,b				1		1								1				
05/25/10	1.0	Evening Program Open House with staff and parents. 1b,l,j 6f,h, 7d,g,h	1					1	1											
05/26/10	2.0	Collaboration and Differentiated Instruction Conference planning meeting English Language Learners and SPED. 3a,c,e 10b,e,g 16a,b			1							1						1		
5/26/2010	0.5	Met with principal of Early Childhood Special Education site on staff concern. 2a,b,c 10a,c,e 12a,c,e		1								1		1						
05/27/10	1.5	Met with staff at site concerning the program move and details of on-line inventory of items being moved according to District procedure. 2a,d,f 12b,c,f 161,b		1										1				1		
05/27/10	2.5	Teacher interviews with Human Resources 4a,b,c 10a,f,g 14a,b				1						1				1				

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05/27/20	1.0	Evening Program Open House with staff and parents. 1b,g,l 6a,d,h 7a,b,g	1					1	1											
05/28/10	1.0	Met with early childhood special education site Union representative concerning staff questions / concerns. 2a,c,d 11b,c,e 12a,b,e		1									1	1						
05/28/10	1.0	Met with occupational therapy / physical therapy Lead staff person to discuss early childhood special education program needs / planning for 2010-11 school year. 6c,d,h 10c,e, 16a,b						1				1							1	
05/28/10	1.0	Meeting with Saint Paul Early Childhood leadership from all programs for TACSEI Demonstration site planning 1a,b,j 8b,e,f 9a,b,e	1							1	1									
05/28/10	3.0	Early Childhood Special Education (ECSE) Resource Coordinator meeting: New Staff training planning, Professional Learning Community Discussion, Program procedures for transitions 1b,d,f 11b,c,d 14a,b	1										1			1				
06/01/10	2.0	Meeting with PCG - special education forms vendor - to develop Minnesota version of Individualized Family Service Plan (IFSP) on Easy IEP web-based forms / reporting system. 2b,c,g 9c,d,f 14a,b		1							1					1				

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06/01/10	3.0	Interview committee member for teacher interviews 2b,d,e 6a,b,h 11b,c,d		1				1					1							
06/02/10	2.0	Early Childhood City-wide Positive Behavior Interventions and Supports meeting - training on shared documents through Google docs. 7a,b,e 9c,e,f 12b,f,g							1		1			1						
06/03/10	1.0	Individualized Education Plan (IEP) meeting / conciliation with parent who has concerns with kindergarten transition plan. Attorney attended. 4a,b,c 6b,d,g 14a,b				1		1								1				
06/03/10	2.0	Evening Openhouse for collaborative YMCA / Special program. 1g,l,j 3a,d,e 7a,g,h	1		1				1											
06/04/10	1.5	Early Childhood Special Education Leadership Meeting - plans for 2010 -11 school year. Summary of this school year. Professional Development Committee structure, Opening Week plans. 2a,b,c 6b,d,g 10a,b,e		1				1				1								
06/04/10	6.0	Early Childhood Special Education Resource Coordinators Extended Day planning meeting for 2010-2011 school year. 1b,e,l 9b,c,e 10b,e	1								1	1								

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06/07/10	6.0	State Leadership Team - Technical Assistance Center for Social Emotional Intervention (TACSEI). Demonstration Site team development and planning for implementation of site with MDE, TACSEI and Saint Paul Personnel. 1c,e,h 7c,e,l 9a,b,c	1						1		1									
06/08/10	4.0	State Leadership Team - Technical Assistance Center for Social Emotional Intervention (TACSEI). Demonstration Site team development and planning for implementation of site with MDE, TACSEI and Saint Paul Personnel. 3b,c,e 8c,d,f 13a,d,e			1					1					1					
06/09/10	4.0	State Leadership Team - Technical Assistance Center for Social Emotional Intervention (TACSEI). Demonstration Site team development and planning for implementation of site with MDE, TACSEI and Saint Paul Personnel. 1c,e,h 6a,d,l 11a,c,d	1					1					1							
06/10/10	2.0	Assist in packing for program move. Support staff as needed. 2a,c,f, 13a,b,d 16a,b		1											1					
06/11/10	1.0	Staffing discussions with Lead Social Worker and other Supervisors for 2010-2011 school year. 6b,c,d 10a,b,c 12a,c,g						1				1		1						

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06/22/10	2.0	Meeting with Head Start Special Services to discuss and plan for provision of Speech-Language services to children attending Head Start preschool programs and other collaboration planning. 1b,g,j 7g,h,l 9b,e	1						1		1									
06/23/10	2.5	Saint Paul Administrator's meeting - year end recognition by business partners. Superintendent delivered message for looking ahead to 2010-11. 3a,c,d 7a,h,l 11b,c,d			1				1				1							
06/24/10	3.0	Meeting with PCG - special education forms vendor - to develop Minnesota version of Individualized Family Service Plan (IFSP) on Easy IEP web-based forms / reporting system. Staging of site / planning. 2c,d,g 12b,e,f 15a,b,c		1										1			1			
06/24/10	1.0	Meeting with Computer programmer to upgrade data collection system for Early Childhood Outcomes - Child Outcome Summary Form for Federal Reporting requirement for early childhood special education. 8b,d,f 9c,d,f 14a,b								1	1					1				

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06/24/10	2.0	Work with accountant on Early Childhood Special Educaiton budgets to support programming. Enter in SERVs on MDE website with District procedures. 2d,e,g 15a,b,c 16a,b		1													1	1		
06/28/10	2.0	State Leadership Team -Technical Assistance for Social Emotional Intervention (TACSEI). Transition of Leadership Team to advisory team for MDE Centers of Excellence for Young Children with Disabilities. Work with Karen Blasé', National Scaling Up expert. 1a,c,j 5b,c,d 8a,c,g	1				1			1										
06/29/10	1.0	IEP meeting for child. Parent has specific concerns about kindergarten transition. Attorney present. 4a,b,c 5a,b,d 12a,c,e				1	1							1						
06/29/10	2.0	IEP meeting for child. Parent has specific concerns about the unique needs of her chld. National Advocate on-line. 6b,e,l 9c,d,f 13a,b,c						1			1				1					
06/30/10	2.0	Phone conversation to over IEP with parent who has specific concerns about the unique needsof her child. 3a,b,e 9b,d,f 11b,c,e			1						1		1							
TOTALS	202.5		28	26	14	10	13	25	22	12	24	20	15	24	12	18	11	17		