

		Name: Ruth S. Paisley																	
		District/Program/Level: Secondary: Stillwater																	
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	
12/22/10	1.5	Meeting with Director and Assistant Director as they plan the tasks they need to accomplish during the next month. Prioritized list by timelines and urgency. 2a,b,g 12a,c,e 15a,b,c		1											1			1	
	1.5	Development of a Q and A document for staff clarifying information on questions they had during a presentation from MDE concerning due process. 1b,c,h 6a,g,h 14a,b,c	1					1								1			
	1.0	Review and notes taken on file review of Secondary Transition IEPs. 4 a,b,c 8 a,c,f 9 b,e,f				1				1	1								
	1.0	Participated in discussion of staffing adjustments in secondary programs based on student needs. 10 a,c,e 15 a,c 16 a,b										1					1	1	
03/21/11	1.5	Third Party Billing Training for staff EC-12 14a,b 15a,b,c 16a,b														1	1	1	
	1.0	Discussion about vendors for web-based special education forms - comparison of systems for decision-making. 12a,b,c 15a,b,c 16a,b												1			1	1	
	3.0	Staffing review of paraprofessional need, staffing model overview 10b,d,e 15a,b,c, 16a,b										1					1	1	
	1.0	Work on ESY staffing 2b,c,d 10a,c,d 16a,b		1								1						1	

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
03/23/11	2.0	Meeting with Director of SPED and Lead School Nurse re: current topics. Secondary School related topics included staffing questions, future planning for wellness at the high school and junior high. 5a,b,d 7d,f,g 12a,b,e					1		1					1				
	2.5	Review of curriculum and observation at YCAPP - youth program for suspended secondary students.8,b,c,d 11a,b,c 13a,d,e								1			1		1			
	1.5	Director of SPED meeting with High School Transition Program for program planning. 1a,b,l 6b,c,f 9a,b,e	1					1			1							
	1.0	Review of purchase materials / equipment Powerpoint directives from MDE Directors Forum and District response - procedures drafts. 4a,b,c 5a,b,d 14a,b				1	1									1		
03/24/11	3.0	Meetings with junior high principals re: creation of Emotional Behavioral Disorder (EBD) Federal Setting 3 program in Junior high schools. Program Development of Autism Spectrum Disorders (ASD) program, staffing, program supports also topics. 2b,d,f 6c,d,f 11a,b,c		1				1					1					

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
	3.5	Observation of High School programs - Developmental Cognitive Disability (DCD), EBD, ASD, and Transition programs, Speech - Language services for High School Students. 1d,f,h 3a,b,c 8b,c,f	1		1					1								
03/25/11	1.5	Meeting with District Testing and Evaluation Coordinator, Director of Special Education re: Minnesota Test of Academic Skills (MTAS), the alternative test for students with significant disabilities. Other topics: RtI model to include cultural proficiency, Alternative Delivery of Specialized Instructional Services grant (ADSIS), changing demographics, Student information systems and data collection connections. 8a,b,f 9b,c,d 12a,d,f								1	1			1				
	2.5	Staffing allocations meeting with Director of Special Education, Assistant Superintendent, Human Resources representatives, two junior high principals, and high school principal. Discussion by subject / need area of staffing allocation and problem-solving as necessary. 1a,b,c 6b,d,f 10a,b,d	1					1				1						

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
	1.0	Meeting with Transportation Director. Interviewed / discussed transportation arrangements in the District - regular and specialized transportation. 4a,b,c 13a,c,d 16a,b				1									1			1
	3.0	Work on a position statement related to District Strategic Plan Re: Career and Tech Education 7a,d,g 8a,b,c 11a,b.c.							1	1			1					
	40.0		4	5	1	4	4	4	3	6	4	5	3	5	3	6	4	9