

School Approval and Accreditation

Linda Paluck, Director

Accomplishments

Credentials and Unit Field Work

- ✓ Organized a team to update the SEIP standards
- ✓ Reviewed counseling credential query
- ✓ Completed spring 2008 semester Dual Credit enrollment. Total enrollment of 1,649 applications were processed
- ✓ Completed all validation checks for Approval and Accreditation process
- ✓ Finalized 2—7-08 summer school data through coordinated efforts with Fiscal and Finance Units
- ✓ Updated school counseling Plan of Study data and is now current
- ✓ Processed library credential applications
- ✓ Started preparation work for change in administrative rules for library credentials
- ✓ Sent out all secondary/middle school approval letters sent out
- ✓ Assisted schools in making corrections to Approval and Accreditation reports
- ✓ Collaborated with Governor's Office regarding weather related school closings
- ✓ Mailed Elementary approval letters
- ✓ Reviewed Summer School Reports
- ✓ Drafted Guidance procedures for weather related school closings
- ✓ Reduced the list of out of field teachers as corrections are reviewed
- ✓ Worked with statewide team in changing the school counselor credential
- ✓ Created a template for storm day waivers
- ✓ Posted Continued Ed Grant applications on line
- ✓ Aligned dual credit information with Higher Ed
- ✓ Worked with Education Standards and Practices Board and MIS to update course codes new for 2009-2010 school years
- ✓ Assisted Schools in completing School Calendar

Process Reports

- ✓ Processed Education Improvement reports
- ✓ Processed Approval and Accreditation MIS03 reports for March 31 mailing
- ✓ Reviewed curriculum for compliance
- ✓ Communicated with federal programs and Head Start regarding early childhood services and possible uses of stimulus funds
- ✓ Completed Secondary Approval and Accreditation Certificates
- ✓ Assisted schools in completing School Calendar. (Fall and Spring)
- ✓ Verified fall and Spring Dual Credit reports for 2007-08
- ✓ Assisted schools in completing summer school applications.
- ✓ Reviewed remedial elementary summer school applications
- ✓ Recommended forgiveness for 115 storm waivers
- ✓ Posted Continued Ed Grant on line
- ✓ Conducted meeting with MIS, ESPB, Special ED and CTE to review MIS manuals in preparation for the 2009-2010 school year
- ✓ Attended NDCI Conference: Assessment/Grading and Math/Science
- ✓ Verified fall and Spring Dual Credit reports for 2007-08
- ✓ Alignment of dual credit info with Higher Ed.

Training

- ✓ Burleigh/Morton County State Education Improvement Process Training – Rural Schools
- ✓ Presentation to Non Public school administrators regarding nonpublic background checks
- ✓ Fall Title Conference presentation
- ✓ Standard and data workshop in Harvey
- ✓ Facilitated the 2009 New Administrators Conference
- ✓ Attended ACT presentation model for state
- ✓ Presented at NDCEL Mid-Summer Conference
- ✓ Provided STARS training to 6 REAs
- ✓ New State Education Improvement Process Standards Dickinson and Bismarck School Improvement Camp and Fall Conference

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Legislation

- ✓ HB1491 created an approval process for out of state course delivery
- ✓ Monitored 16 legislative bills
- ✓ HB1400 collaboration with private schools on concerns and implementation
- ✓ Established Personal Finance Committee to create curriculum for high school students
- ✓ Completed Administrative Codes.
- ✓ Attended Legislative Council Study Team Meetings scheduled
- ✓ Prepared administrative rules and proposed changes
- ✓ HB 1400: Offered technical assistance to schools regarding legislative changes
- ✓ HB1400 created state position for Professional Development Assistant Director

Technology Mainframe/STARS

- ✓ Worked with ITD to update our Approval and Accreditation programming needs for the 2008-2010 school year
- ✓ Established permanent code for Mandarin Chinese
- ✓ Met with ESPB and Special Education Unit to develop course codes needed to report Applied Topic courses for students that are alternately assessed. Identified 16 additional course codes
- ✓ Updated validation errors on MISO reports in preparation for Approval and Accreditation process
- ✓ Initiated process for electronic course delivery
- ✓ Reviewed upcoming changes for credentialing on Nexus. Worked with Nexus and MIS on the approval/rejection of Milestone 3 – Fire Marshal Report
- ✓ Worked with Nexus on Education Improvements documents and credentials
- ✓ Migrated to Office 2007
- ✓ Extensive work with Nexus on MIS and ESPB Mainframe Rewrite
- ✓ Moved Certificate of Compliance to MISO1 Fall Report on STARS program
- ✓ Up dated course matrix for 2009-10 school year
- ✓ Requested programming updates to be done for upcoming 2009-10 school year

Budget

- ✓ Revised budget format
- ✓ Received monthly expenses from fiscal management
- ✓ Completed budget reports
- ✓ Continued to work on 2007-09 budgets
- ✓ Reviewed and verified summer school data/payments
- ✓ Worked with School Finance and Fiscal Management to address issues regarding funding payments for high school and elementary summer school programs
- ✓ Verified comparison of summer school data with Fiscal and Finance Units
- ✓ Completed Biennial Report
- ✓ Identified \$1,566.11 UPS error in budget