

# NATRONA

## COUNTY SCHOOLS

### ORGANIZATIONAL ASSESSMENT September 21 – 25, 2009

*Revised 9/3/09*

Day/Time	Stakeholder Group	Notes	Meeting/ School Location
<b>Monday, September 21, 2009</b>			
8:30 – 10:00	Superintendent and Cabinet		OD A
10:00 – 10:15	Break		
10:15 – 11:45	Curriculum and Instruction Staff	<ul style="list-style-type: none"> <li>▪ Staff only</li> <li>▪ Directors, supervisors, etc scheduled separately</li> </ul>	Johnson Controls Bldg.
11:45 – 12:00	Break		
12:00 – 1:30	Principals - Elementary	<ul style="list-style-type: none"> <li>▪ All principals; Lunch</li> </ul>	Johnson Controls Bldg.
1:30 – 2:30	HR/Org Dev/ Insurance/Substitute Staff	<ul style="list-style-type: none"> <li>▪ Staff only</li> <li>▪ Directors, supervisors, etc scheduled separately</li> </ul>	Johnson Controls Bldg.
2:30 – 3:30	Business Office/Payroll Staff	<ul style="list-style-type: none"> <li>▪ Staff only</li> <li>▪ Directors, supervisors, etc scheduled separately</li> </ul>	Johnson Controls Bldg.
4:00 – 5:30	Teachers - Elementary	<ul style="list-style-type: none"> <li>▪ Experienced and inexperienced teachers</li> <li>▪ 25 – 30 teachers</li> <li>▪ A diverse cross-section of teachers including classroom teachers, special education teachers, support staff, etc.</li> </ul>	Johnson Controls Bldg.
6:30	Board Work Session?	<ul style="list-style-type: none"> <li>▪ All Board members?</li> </ul>	??
<b>Tuesday, September 22, 2009</b>			
8:00 – 9:30	School – University Park	<ul style="list-style-type: none"> <li>▪ Brief conversation with principal</li> <li>▪ Conduct student focus group</li> <li>▪ Classroom visits</li> </ul>	
9:30 – 10:00	Break/Travel		
10:00 – 11:30	School – Mountain View	<ul style="list-style-type: none"> <li>▪ Brief conversation with principal</li> <li>▪ Conduct student focus group</li> <li>▪ Classroom visits</li> </ul>	
11:30 – 12:00	Break/Travel		
12:00 – 1:30	Principals – Secondary	<ul style="list-style-type: none"> <li>▪ All principals; Lunch</li> </ul>	
1:30 – 2:30	Transportation Staff	<ul style="list-style-type: none"> <li>▪ Staff only</li> <li>▪ Directors, supervisors, etc scheduled separately</li> </ul>	Johnson Controls Bldg.
2:30 – 3:00	Break		

3:00 – 4:00	Food Service and Warehouse Staff	<ul style="list-style-type: none"> <li>▪ Staff only</li> <li>▪ Directors, supervisors, etc scheduled separately</li> </ul>	Johnson Controls Bldg.
4:00 – 5:30	Teachers - Secondary	<ul style="list-style-type: none"> <li>▪ Experienced and inexperienced teachers</li> <li>▪ 25 – 30 teachers</li> <li>▪ A diverse cross-section of teachers including classroom teachers, special education teachers, support staff, etc.</li> </ul>	Johnson Controls Bldg.
6:00 – 7:30	Externals Stakeholders	<ul style="list-style-type: none"> <li>▪ 15 – 20 participants;</li> </ul>	Johnson Controls Bldg.
<b>Wednesday, September 23, 2009</b>			
8:00 – 9:30	School – Centennial	<ul style="list-style-type: none"> <li>▪ Brief conversation with principal</li> <li>▪ Conduct student focus group</li> <li>▪ Classroom visits</li> </ul>	
9:30 – 10:00	Break/Travel		
10:00 – 11:30	School – NCHS	<ul style="list-style-type: none"> <li>▪ Brief conversation with principal</li> <li>▪ Conduct student focus group</li> <li>▪ Classroom visits</li> </ul>	
11:30 – 12:00	Break/Travel		
12:00 – 1:30	External Stakeholders	<ul style="list-style-type: none"> <li>▪ 15 – 20 participants; Lunch</li> </ul>	Board Rm
1:30 – 2:30	Community Partnerships (Communications/Discover/Multi-Medial Svcs	<ul style="list-style-type: none"> <li>▪ Staff only</li> <li>▪ Directors, supervisors, etc scheduled separately</li> </ul>	Johnson Controls Bldg.
2:30 – 3:30	Facilities/CSF Custodial Staff	<ul style="list-style-type: none"> <li>▪ Staff only</li> <li>▪ Directors, supervisors, etc scheduled separately</li> </ul>	Johnson Controls Bldg.
3:30 – 3:45	Break		
3:45 – 4:45	Technology Staff	<ul style="list-style-type: none"> <li>▪ Staff only</li> <li>▪ Directors, supervisors, etc scheduled separately</li> </ul>	Johnson Controls Bldg.
4:45 – 5:30		<ul style="list-style-type: none"> <li>▪</li> </ul>	
<b>Thursday, September 24, 2009</b>			
8:00 – 9:30	Administrators, Directors, Managers, Supervisors	<ul style="list-style-type: none"> <li>▪ Anyone that supervises an individual</li> </ul>	Johnson Controls Bldg.
9:30 – 9:45	Break		
9:45-11:15	School Support Staff	<ul style="list-style-type: none"> <li>▪ Any non-teacher/principal from schools</li> </ul>	Johnson Controls Bldg.
11:30 – 5:00	OA Team	<ul style="list-style-type: none"> <li>▪ Analyze findings and prepare feedback document</li> </ul>	
<b>Friday, September 25, 2009</b>			
7:00 – 9:00	Superintendent and Cabinet	<ul style="list-style-type: none"> <li>▪ Report Findings</li> </ul>	
9:30 – 12:00	All Staff	<ul style="list-style-type: none"> <li>▪ Report Findings</li> </ul>	Board Rm