

SMART Goal Worksheet (Strategic, Measurable, Attainable, Results, Time Bound)	
Team Name	Human Resources
Team Members	Tina Patterson Koreena Ortiz John Cook
Team Leader	John Cook
District Goals	Open the Newly Consolidated School
School Name	Consolidated Kenai K-5
Meeting Date	

Things to do		
Team Smart Goal Advertising Kindergarten Orientation Day Advertising Early Registration Day Opening Ceremony Day		
Strategies and Action Steps <ol style="list-style-type: none"> 1. Contact three media sources in the Kenai community for advertising. 2. Determine your market. 3. Conduct a cost analysis. 4. Develop a timeline for advertising. 		
Responsibility		
Tina Patterson Koreena Ortiz, John Cook	John Cook, Principal	
Timeline		
By April 24, 2007		
Evidence	Action Step 1.	Written documentation of contact names and dates.
	Action Step 2.	Written documentation.
	Action Step 3.	Estimate from media.
	Action Step 4.	Written timeline.

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Things to do		
Team Smart Goal Opening Ceremony		
Strategies and Action Steps <ol style="list-style-type: none"> 1. Develop a list of speakers to be involved. 2. Develop entertainment ideas and cost analysis. 3. Develop ceremony 		
Responsibility		
Tina Patterson Koreena Ortiz, John Cook	John Cook, Principal	
Timeline By April 24, 2007		
Evidence	Action Step 1.	A list of outside agencies, mayors, legislators, business leaders, and participants to be involved.
	Action Step 2.	Written list, estimates, and donations.
	Action Step 3.	Tentative outline of ceremony.

