

SMART Goal Worksheet (Strategic, Measurable, Attainable, Results, Time Bound)	
Team Name	Physical
Team Members	Jim Dawson, Trudy Jones, Cindy Thomas
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 Sort intermediate classroom furniture for 8 classrooms with seating for 26 students and 1 teacher.		
Strategies and Action Steps 1. Contact each classroom teacher at Mt. View and determine the quality of the furniture and whether or not they want to keep it. 2. Go through the stored furniture in room #4 and mark items to save. 3. Contact Gary to remove overflow items and mark the items as such. 4. Invite Mt. View and Sears Teachers to look at items in room #4.		
Responsibility		
Jim Dawson, Trudy Jones, Cindy Thomas	John Cook	
Timeline By April 24, 2007		
Evidence	Action 1	List of furniture and a rating of 1-3, 1 being high quality. Staff names with room numbers highlighting the visitation.
	Action 2	List of furniture and quantities. Labels attached to furniture that will stay on site.
	Action 3	Create a phone log detailing date, time, person and communication outcome.
	Action 3	Communication Log and calendar with date.

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Things to do

Team Smart Goal

Schedule a CIP meeting with Dave Spence to address carpeting and paint.

Strategies and Action Steps

1. Contact Dave Spence by Friday.
2. Conduct a walkthrough in the compressed rooms.
3. Develop a priority list of maintenance items based on health and safety.

Responsibility

Jim Dawson, Trudy Jones, Cindy Thomas	John Cook
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Timeline

By April 24, 2007

Evidence	Action Step 2.	Written documentation of time, classrooms, maintenance concerns and people involved.
	Action Step 1.	Communication Log of phone call date/time. Calendar with scheduled walkthrough date noted.
	Action Step 3.	A list of maintenance items and schedule for completion.

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Things to do		
Team Smart Goal Compression of classrooms		
Strategies and Action Steps 1. Determine who will be involved in the compression. 2. Determine what classrooms are overflowing into two rooms. 3. Compression will be by May 1		
Responsibility		
Jim Dawson, Trudy Jones, Cindy Thomas	John Cook	
Timeline By April 24, 2007		
Evidence	Action Step 1.	Staff list with date of classroom visit and documentation of overflow. Every Regular ed classroom teacher will be contacted.
	Action Step 2.	School Map with overflow room numbers highlighted.
	Action Step 3.	Highlighted rooms will be checked by team May 1 to ensure removal of items.

