

SMART Goal Worksheet (Strategic, Measurable, Attainable, Results, Time Bound)	
Team Name	Functional
Team Members	John Cook, Kimb Remsen, Bernie Wensley
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 Kindergarten Orientation/Registration		
Strategies and Action Steps <ol style="list-style-type: none"> 1. Determine the date for Orientation and Registration. 2. Determine who will be involved and where. 3. Contact Classroom teachers 4. Contact Specials Staff 		
Responsibility		
John Cook, Kimb Remsen, Bernie Wensley	John Cook	
Timeline By April 24, 2007		
Evidence	Action Step 1.	Submit copies of school calendars and date for orientation.
	Action Step 2.	List of potential participants and room/building.
	Action Step 3.	Communication log detailing date, time, person, and outcome.
	Action Step 4.	Communication log detailing date, time, person, and outcome.

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Things to do

Team Smart Goal

Student Pre-registration

Strategies and Action Steps

1. Determine the date for Registration.
2. Determine who will be involved and where.

Responsibility

John Cook, Kimb Remsen, Bernie Wensley		John Cook
Timeline By April 24, 2007		
Evidence	Action Step 1.	Submit copies of school calendars and date for orientation.
	Action Step 2.	Work with PR committee to determine advertising. List potential participants and room/school.

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Things to do		
Team Smart Goal Student Transition Day		
Strategies and Action Steps <ol style="list-style-type: none"> Determine the date for visitation at consolidated school. Contact current K-2 teachers at Sears to establish a date. Contact current intermediate Mt. View teachers to establish a date. 		
Responsibility		
John Cook, Kimb Remsen, Bernie Wensley	John Cook	
Timeline By April 24, 2007		
Evidence	Action Step 1.	Copies of school calendars.
	Action Step 2.	Communication Log documentation of teacher communication.
	Action Step 3.	Communication Log documentation of teacher communication.

