

Iowa Individual Administrator Professional Development Plan

To be developed collaboratively between administrator and supervisor

Name: Troy Heller

School: Tripoli MS/HS

District: Tripoli CSD

AEA: 267

District or Building Focus

Step 1

General District Goal Area: The Tripoli School Board is committed to maintaining the Tripoli, CSD as an independent school district barring any economic hardship. The District will stay financially solvent as measured by Solvency Ratio Goal of 8.0% and Unspent Balance Goal of \$650,000-\$700,000.

Step 2

Specific School or District Goal (for above general goal area)
Financial resources will be monitored and distributed to promote long-term stability and planning.

Step 3

Specific Leadership Actions* (1-3 things the administrator will DO to increase likelihood that goals in steps 1 & 2 will be achieved.)	Related ISSL	Indicators of Progress (Document the effect of chosen indicators.)	Start & End Dates	Review Date(s)	Items Discussed During Review
By March/April of 2017, the Superintendent will present a summary financial health document to the Board which will include a five-year trend analysis of unspent balances, solvency ratio, taxation rates, total resources, total expenditures, and enrollment projections.	3	Five-Year Projections Report (Prior Year) and Audit	7/1/16-6/30/17	March-May 2017	Tripoli CSD School Board Goals: *Solvency Ratio 8.0% *Unspent Balance \$700,000 *Maintain Sharing Agreements-- Maintenance, Supt., etc. *Nutrition Account (\$50,000 above)
The Superintendent will review the "bible" sheet with the Tripoli School Board each month.	3	"bible Sheet"	7/1/16-6/30/17	Each Month	"bible" Sheet
The Superintendent will review the Five-Year Projection Sheet up to four times for the 2016-17 school year.	3	Unspent Authorized Budget Projection	7/1/16-6/30/17	Up to four times	Updates

Step 4

Learning Goals* (1-3 things the administrator will DO to increase likelihood that goals in steps 1 & 2 will be achieved.)	Related ISSL	Indicators of Progress (Document the effect of chosen indicators.)	Start & End Dates	Review Date(s)	Items Discussed During Review
The Superintendent will/may attend ISFLC/IASB component on financial reporting. He will also contact ISFIS and consult with Larry Sigel.	3	Completion of ISFLC/IASB component, if needed.	Dec. 2016 Feb. 2017	March/April 2017	Reflect/new items
The Superintendent will attend AEA 267 budget-review in February 2017.	3	Completion of AEA 267 budget review.	Feb. 2017	Feb/April 2017	Reflect/new items
The Superintendent will have budget meetings with the Business Manager (as needed).	3	In Pre-meeting (Board) each month, the Superintendent will review the monthly meeting.	All year	All year	Discuss budget items with Board president and vice-president

*Administrators are encouraged to use "SMART Goal" design to develop their goals. See page 2.

Step 5

Supports for Plan Implementation (check all that apply and describe)

- Supervisor/Board:
 Peer:

- AEA/Regional:
 Other:

Administrator Signature/Date _____

Supervisor Signature/Date _____

SMART Goals Worksheet

This is an optional tool to assist with goal writing. Use the process for each of the 1-3 goals you are considering.

S – Strategic and Specific

Strategic - Select a high-leverage goal that will make a difference.

Specific - Clearly define what you will do and how you will do it.

M – Measurable

Establish concrete criteria for tracking progress and determining success.

A – Attainable

Select a goal you have a reasonable expectation of achieving (a “stretch” goal that is not easy, but doable).

R – Results-based

Clearly define the results you expect to see.

T – Time-bound

Establish a starting and ending date for completion of the goal.

Leadership Goal

R – What result do you hope to achieve? Be specific.	S - What specific leadership action(s) might lead to the desired result? Describe what you will do and how you will do it.	A – What is the likelihood you will achieve the goal upon successful completion of the actions described? Show the connection between your actions and the desired result.	M – What measures (criteria) will you use to determine progress and document the effect of chosen indicators?	T – What is the timeframe for completing the goal? List start date, review date(s), and end date.
A complete district financial analysis to guide decisions of the Board.	Review (IASB) a five-year trend analysis document in all key financial areas.	The likelihood is high. The analysis will allow the district to plan and maximize resources.	The document's development. Solvency Ratio and Unspent Balance.	By budget certification time in 2017.

Final leadership goal statement: (Combine considerations in all columns to create your goal statement. Transfer this to the first page of the plan.)

Learning Goal

R – What result do you hope to achieve? Be specific.	S - What specific leadership action(s) might lead to the desired result? Describe what you will do and how you will do it.	A – What is the likelihood you will achieve the goal upon successful completion of the actions described? Show the connection between your actions and the desired result.	M – What measures (criteria) will you use to determine progress and document the effect of chosen indicators?	T – What is the timeframe for completing the goal? List start date, review date(s), and end date.
I hope to maintain a budget that allows Tripoli CSD to be an independent district and to support future planning.	Receiving training from IASB/ISFLC and AEA 267.	High. Utilize all aspects of training from the experts of the state.	Completion of FY 2017-18 budget and the review of the 2016-17 budget (March and April).	June 2017

Final learning goal statement: (Combine considerations in all columns to create your goal statement. Transfer this to the first page of the plan.)