Meridian CUSD #223

2016-2017

District Improvement Plan

- **Mission**
  - Our **Mission** is to educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers, and community contributors.

- **Vision**
  - *Small Town Values, World-Class Results*

- **Strategic Goals**
  - **Academic Achievement**
    - Our mission will be achieved through developing a comprehensive, integrated curriculum organized around instructional best practices and implemented by a highly trained staff.
  - **Financial Responsibility**
    - Our mission will be achieved by developing sound budget and accountability processes and procedures.
  - **Organizational Effectiveness**
    - Our mission will be achieved by developing processes and procedures to increase quality while decreasing costs.
  - **District Culture**
    - Our mission will be achieved by developing a district culture that encourages collaborative participation among all stakeholders while supporting individual differences and preparing students to be ready for life.

- **Core Values**
  - We demonstrate **Integrity** through:
    - Effective Communication
    - Organizational Trust
    - Rigorous Evaluation
    - Accountability
    - Consistency
  - We demonstrate **Innovation** through:
    - Commitment
    - Comprehensive Curriculum
    - 21st Century Schools
  - We demonstrate **Excellence** through:
    - High Expectations
    - Visionary Lead
    - Best Practices
    - Quality Personnel

DISTRICT

District Improvement Plan

PARENT GOAL: *Academic Achievement*: Our mission will be achieved through developing a comprehensive, integrated curriculum organized around instructional best practices and implemented by a highly trained staff.

DISTRICT LONG-TERM GOAL: By the 2017-2018 school-year one or more schools within Meridian CUSD 223 will be recognized nationally for their excellence

SUPERINTENDENT OBJECTIVES 2016-2017: Apply for competitive awards, share analysis with BOE and make changes necessary to earn recognition if goal has not yet been achieved; have an administrator, teacher, and director present at a state-level conference

PARENT GOAL: *Financial Responsibility*: Our mission will be achieved by developing sound budget and accountability processes and procedures.

DISTRICT LONG-TERM GOAL: By the 2017-2018 school-year Meridian CUSD 223 will earn a 4.0 financial rating from ISBE

SUPERINTENDENT OBJECTIVES 2016-2017: Increase in financial rating after 15-16 audit – remaining objectives stay constant

PARENT GOAL: *Organizational Effectiveness*: Our mission will be achieved by developing processes and procedures to increase quality while decreasing costs.

DISTRICT LONG-TERM GOAL: By the 2017-2018 school-year Meridian CUSD 223 will earn recognition through Illinois Performance Excellence (Baldridge Program)

SUPERINTENDENT OBJECTIVES 2016-2017: Apply for Baldridge Award, select Leadership Team member to apply for examiner status, provide monthly updates on the process to the Board of Education

PARENT GOAL: *District Culture*: Our mission will be achieved by developing a district culture that encourages collaborative participation among all stakeholders while supporting individual differences and preparing students to be ready for life.

DISTRICT LONG-TERM GOAL: By the 2017-2018 school-year 90+% of all Graduating Seniors will have attained local definition of College and Career Readiness

SUPERINTENDENT OBJECTIVES 2016-2017: Show growth from Year 2 to 3, create a plan linking this goal as a K-12 initiative

OTHER AREAS OF FOCUS

I. Communication
   - Communication with each other is appropriate and efficient. Nobody feels 'blind-sided' during the conversation. The feedback received regarding the communication of Administration and Directors is consistent with servant-leader mindset and core values of the District. Growth from all parties should continue from year-to-year until communication can be described as outstanding by both the community and faculty/staff.

II. Organizational Trust
   - The Leadership team feels as though they can trust the Superintendent and BOE and vice versa. Distrust is not a factor within the organizational culture and relationships with parents and bargaining units are positive. Survey data is collective to measure this in a systematic manner and areas for growth are discussed and strategies for improvement implemented.

III. Comprehensive Curriculum
   - Curriculum is aligned to standards at all levels and data from standards-based assessments are being used to fuel PLC conversations. Strategic and systemic work is taking place to align K-12 curriculum. Documentation of growth will include scope and sequence documents and standards-based pre- and post-assessments.

IV. High Expectations
   - The Leadership Team and Superintendent will mutually hold each other to extremely high standards. Effort, accomplishment, and vision of all parties should be easy to see by all stakeholders. It is also apparent that all leaders are holding faculty and staff to high expectations through a rigorous and comprehensive evaluation process.

V. Visionary Leadership
   - Initiatives and improvements show a commitment to innovation and an attempt to progress the district forward beyond simply purchasing material items. The status quo is not accepted and the district is an outcome-driven organization working annually toward creating ambitious and clear goals that support overall district goals. Visionary leadership takes place in each building and department and is led by individual members of the leadership team.

VI. Safe Environment
   - Buildings are up to state code and have a plan on how to continually improve facilities in place that is communicated and approved by the BOE. Additionally, the Leadership Team has committed to staying current and up-to-date on all emergency management procedures that could best serve our students. This includes, but is not limited to, working closely with the Stillman Valley Fire Department and the Ogle County Sherriff.

VII. 21st Century Learning
   - 21st century learning means more than having great technologically, but technology is part of the process. The Leadership Team has a plan and will continue working to improve district infrastructure so that by the end of the 17-18 school-year district technology is on par or has surpassed neighboring districts. Additionally, a district-wide focus on preparing students for college-and-career is evident K-12. A local definition of what college-and-career ready (CCR) will be BOE approved and will become a focus of district work, inclusive of forming partnerships with regional businesses and community colleges to help achieve the goal of producing CCR students.

VIII. Best Practice
   - Current trends and research are known and implemented when appropriate by all members of the leadership team. The Superintendent is not the disseminator of knowledge, the culture of the Leadership Team and therefore the district is for all professionals to stay current with best practice and

to continue personal professional development. Each department or building leader systematically puts a process in place to support this process.

IX. Rigorous Evaluation

- Members of the leadership team are evaluated rigorously and the expectation is that they do the same for all direct reports. All employees within MCUSD should be on a formal evaluation cycle and receive meaningful feedback to improve their practice as a result of the process. Evaluation is the primary tool to help others develop and this is evidenced by thorough, comprehensive performance evaluations performed by all Directors and Administrators.

X. Accountability

- District Leaders consistently hold their staff members accountable based on the desired goals and norms of the organization. The motto, 'With awareness comes responsibility' is adopted and adhered to by all within the organization. The culture of the Leadership Team demonstrates that they are not only accountable to the Superintendent, but also to every member of the team and the team as a whole. . A team mindset persists and everyone is accountable to the ideals of the mission and core values.

XI. Consistency

- The Superintendent systematically invests in all members of the Leadership Team and members of the team do so with their direct reports. Levels of expectations are consistent for all individuals and excellence is expected from every element and individual within the organization.

HIGHLAND SCHOOL

SMARTGoal Action Plan

SIP or DIP Goal 1: Reading Goals –85% of the Students at Highland School will Demonstrate one year of growth (3 levels in K and 12 levels in 1st and 2nd grades) in reading
as measured by Rigby Running Records or Star Reading/Lexile level conversion.

SIP or DIP GOAL	Specific Activities and Action Steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current reality: Students are currently being assessed three times each year. Student growth is monitored through the year. Students not making the expected progress are progress monitored and identified and receive further intervention instruction. **SMART Goal:** 85% of the Students at Highland School will Demonstrate one year of growth (3 levels in K and 12 levels in 1st and 2nd grades) in reading as measured by Rigby Running Records or Star Reading/Lexile level conversion.	Students will be tested the first 12 days of school to determine base line data.	K, 1st, and 2nd Grade Teachers, Title I teacher	1st Assessment During the first 12 days of school	Rigby Running Records or Star Reading/Lexile level conversion	The students' baseline data will be reported and charted.
	Students will be assessed prior to winter break.	K, 1st, and 2nd Grade Teachers, Title I teacher	2nd Assessment prior to winter break	Rigby Running Records or Star Reading/Lexile level conversion	Students' data will be tracked to note effectiveness and progress towards goal. Students not meeting the benchmark will be identified for interventions.
	Students will be assessed in May prior to the end of the year.	K, 1st, and 2nd Grade Teachers, Title I teacher	3rd Assessment prior to end of year.	Rigby Running Records or Star Reading/Lexile level conversion	Reading Goals – 85% of the Students at Highland School will Demonstrate one year of growth (3 levels in K and 12 levels in 1st and 2nd grades) in reading as measured by Rigby Running Records or Star Reading/Lexile level conversion.

SMARTGoal Action Plan

Highland School   **Year: 2016-2017**

SIP or DIP Goal 1: Kindergarten Reading Goal: 85% will read emergent level text by the end of the year.

SIP or DIP GOAL	Specific Activities and Action Steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current Reality: This is our beginning baseline data for all of our kindergarten students. **SMART Goal:** 85% of Kindergarten students will read at an emergent level text by the end of the 16/17 school year.	Students will be assessed the first 12 days of school. Goal 0	Kindergarten teachers and Title 1 teacher	1st 12 days of school	Rigby Running Records- Documentation of all individual student data	The students' baseline level will be reported.
	Students will be assessed at the end of the 1st quarter.	Kindergarten teachers and Title 1 teacher	End of the 1st quarter	Rigby Running Records- Documentation of all individual student data	
	Students will be assessed in December. (End of the 2nd quarter) Goal - Level 1	Kindergarten teachers and Title 1 teacher	End of the 2nd quarter	Rigby Running Records- Documentation of all individual student data	Students' level will be tracked to note progress towards goal. Additional monitoring and observation will be made monthly during our guided reading groups.
	Students will be assessed at the end of 3rd quarter. Goal - Level 2	Kindergarten teachers and Title 1 teacher	End of the 3rd quarter	Rigby Running Records- Documentation of all individual student data	
	Students will be assessed in May. (End of the 4th quarter) Goal - Level 3	Kindergarten teachers and Title 1 teacher	End of the 4th quarter	Rigby Running Records- Documentation of all individual student data	85% of Kindergarten students will demonstrate 3 levels of growth. This indicates reading ability at an emergent level by end of the 16/17 school year.

SMARTGoal Action Plan

Highland School   **Year: 2016-2017**

SIP or DIP Goal 1: First Grade Reading Goal: 85% of the first grade students will demonstrate a year of growth (12 levels) in reading as measured by Rigby Running Records or Star Reading/ Lexile level conversion.					

SIP or DIP GOAL	Specific Activities and Action Steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current Reality: Students are tested at the beginning of the year and once at the end of each quarter, for a total of 5 times per year. Therefore their growth is monitored through the year. Any students not making adequate growth are moved to a tier 2 or 3 reading intervention group and/or placed in RTI. **SMART Goal:** 85% of the first grade students will demonstrate a year of growth (12 levels) in reading as measured by Rigby Running Records or Star Reading/ Lexile level conversion.	Students will be tested the first 12 days of school to determine base line data.	All 1st Grade and Title 1 Teachers	1st Assessment During the first 12 days of school	Rigby Running Records or Star Reading/Lexile level conversion – Documentation and analysis of all individual student data	The students' baseline data will be reported.
	Students will be assessed at the end of 1st quarter.	All 1st Grade and Title 1 Teachers	2nd Assessment at the end of 1st quarter.	Rigby Running Records or Star Reading/Lexile level conversion – Documentation and analysis of all individual student data	Students' data will be tracked to note effectiveness and progress towards goal.
	Students will be assessed at the end of 2nd quarter .	All 1st Grade and Title 1 Teachers	3rd Assessment at the end of 2nd quarter.	Rigby Running Records or Star Reading/Lexile level conversion – Documentation and analysis of all individual student data	Students' data will be tracked to note effectiveness and progress towards goal.
	Students will be assessed at the end of 3rd quarter.	All 1st Grade and Title 1 Teachers	4th Assessment at the end of 3rd quarter.	Rigby Running Records or Star Reading/Lexile level conversion – Documentation and analysis of all individual student data level conversion	Students' data will be tracked to note effectiveness and progress towards goal.
	Students will be assessed in May prior to the end of the year.	All 1st Grade and Title 1 Teachers	5th Assessment prior to end of year.	Rigby Running Records or Star Reading/Lexile level conversion – Documentation and analysis of all individual student data	85% of the students will demonstrate 12 levels of growth.

SMARTGoal Action Plan

Highland School   **Year: 2016-2017**

SIP or DIP Goal 1: Second Grade Reading Goal: 85% of the second grade students will demonstrate a year of growth (12 levels) in reading as measured by Rigby Running Records or Star Reading/Lexile level conversion.					
SIP or DIP GOAL	**Specific Activities and Action Steps**	**Who is Responsible?**	**Target Dates and Timelines**	**Deliverables**	**Evidence of Effectiveness**
Current reality: Students are tested at the beginning of the year and once at the end of each quarter, for a total of 5 times per year. Therefore, student growth is monitored through the year. Any students not making adequate growth are moved to a tier 3 reading intervention group and/or placed in RTI. **SMART Goal:** 85% of all second grade students will demonstrate a year of growth (12 levels) in reading as measured by Rigby Running Records or Star Reading/Lexile level conversion.	Students will be tested the first 12 days of school to determine base line data.	All 2nd Grade and Title I teachers	1st Assessment During the first 12 days of school	Rigby Running Records or Star Reading/Lexile level conversion – Documentation and analysis of all individual student data	The students' baseline data will be reported.
	Students will be assessed at the end of the 1st quarter.	All 2nd Grade and Title I teachers	2nd Assessment at the end of the 1st quarter.	Rigby Running Records or Star Reading/Lexile level conversion – Documentation and analysis of all individual student data	Students' data will be tracked to note effectiveness and progress towards goal.
	Students will be assessed at the end of the 2nd quarter.	All 2nd Grade and Title I teachers	3rd Assessment at the end of 2nd quarter.	Rigby Running Records or Star Reading/Lexile level conversion – Documentation and analysis of all individual student data	Students' data will be tracked to note effectiveness and progress towards goal.
	Students will be assessed at the end of the 3rd quarter.	All 2nd Grade and Title I teachers	4th Assessment at the end of 3rd quarter.	Rigby Running Records or Star Reading/Lexile level conversion – Documentation and analysis of all individual student data	Students' data will be tracked to note effectiveness and progress towards goal.
	Students will be assessed in May prior to the end of the year.	All 2nd Grade and Title I teachers	5th Assessment prior to end of year.	Rigby Running Records or Star Reading/Lexile level conversion – Documentation and analysis of all individual student data	85% of the students will demonstrate 12 levels of growth.

SMARTGoal Action Plan

Highland School   **Year: 2016-2017**

SIP or DIP Goal 1: Math Goals - 85% of the students at Highland School will demonstrate one year of growth in math or meeting of the benchmarks at K, 1st, and 2nd grade as determined on the AIMS Web math assessments.

SIP or DIP GOAL	Specific Activities and Action Steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current reality: Students are currently being tested three times each year and measured against national benchmarks. Student growth is monitored through the year. Students not making the expected progress are progress monitored and identified for further intervention instruction. At the end of the 2015/2016 school year, 75% of K students met this goal, 88% of 1st grade students met this goal, and 76% of 2nd grade students met this goal.	Students will be tested the first 12 days of school to determine base line data. This data will be utilized to identify students needing academic interventions. These students' progress will be monitored.	K, 1st, and 2nd Grade Teachers	1st Assessment During the first 12 days of school	AIMS Web Raw Data – noting all students current levels	The students' baseline data will be reported.
	Students will be assessed prior to winter break. This data will be utilized to identify students needing academic interventions. These students' progress will be monitored.	K, 1st, and 2nd Grade Teachers	2nd Assessment prior to winter break	AIMS Web - Charting all students' growth from first assessment to second assessment.	Students' data will be tracked to note effectiveness and progress towards goal.
SMART Goal: 85% of the students at Highland School will demonstrate one year of growth or meeting of the benchmarks at K, 1st, and 2nd grade as determined on the AIMS Web math assessments.	Students will be assessed in May prior to the end of the year. This data will be utilized to assess program effectiveness.	K, 1st, and 2nd Grade Teachers	3rd Assessment prior to end of year.	AIMS Web - Charting all students growth from second assessment to third assessment.	Students' data will be tracked to note effectiveness and progress towards goal.

SMARTGoal Action Plan

Highland School   **Year: 2016-2017**

SIP or DIP Goal 1: Kindergarten Mathematics Goal: 85% will meet the end of the year target of 55 on the Aimsweb Number Identification Assessment.		

SIP or DIP GOAL	Specific Activities and Action Steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current reality: Students are currently being tested three times each year. Student growth is monitored through the year. Students not making the expected progress are progress monitored and identified for further intervention instruction. During the 2014/2015 school year, 63% of the students met this goal. During the 2015/2016 school year, 75% met this goal. Eight (8) students scored at 55 and were one off of meeting the benchmark. **SMART Goal:** 85% of all Kindergarten students will meet the end of the year target of 56 on the AimsWeb Number Identification Assessment.	Students will be tested the first 12 days of school to determine base line data. This data will be utilized to identify students needing academic interventions. These students' progress will be monitored.	Kindergarten Teachers	First 12 days of school. December May	Aimsweb Data Scores and Progress Monitoring Scores	The students' base line data will be reported.

	Students will be progressed monitored in between benchmark dates. Students will be monitored at differing levels based on their progress. Instruction will take place for individual student needs.
	    Red-weekly
	    Orange-twice a month
	    Yellow-once a month
	    Green-once a month
		Kindergarten Teachers		Aimsweb Data Scores and Progress Monitoring Scores	Students' progress monitoring graphs will be made after students have been progress monitored at least twice.

	Students will be assessed in December. This data will be utilized to identify students needing academic interventions. These students' progress will be monitored.	Kindergarten Teachers		Aimsweb Data Scores and Progress Monitoring Scores	Students' Winter Benchmark Score – this will be compared to beginning of year data and progress monitoring charts. Progress monitoring will be adjusted accordingly.
	Students will be assessed in May. This data will be utilized to assess program effectiveness.	Kindergarten Teachers		All student data will be analyzed noting students making adequate progress and students not making this progress.	Students' Spring Benchmark Score – The data will be analyzed to determine if students met the 85% goal.

SMARTGoal Action Plan

Highland School   **Year: 2016-2017**
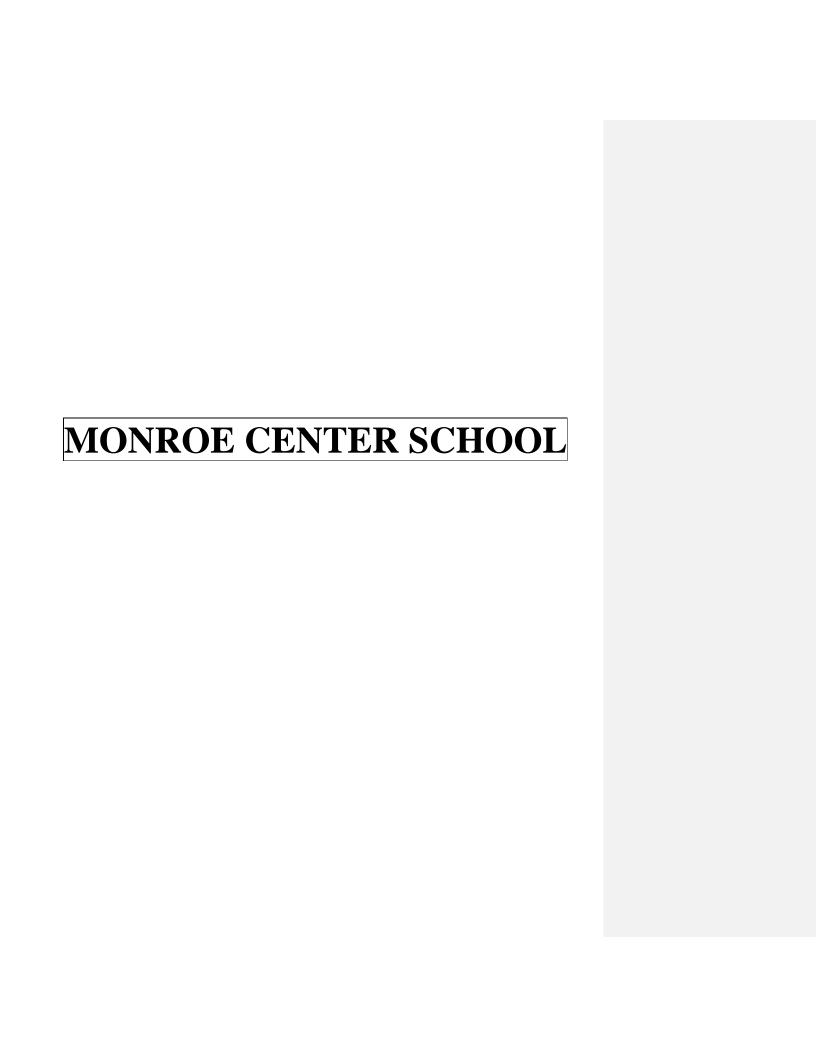
SIP or DIP Goal 1: First Grade Mathematics Goal:
85% of the first grade students will meet the target of 39 on the Aims Web M-Comp.

SIP or DIP GOAL	Specific Activities and Action Steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current reality: Students are currently being benchmark tested three times each year. Student growth is then closely monitored through teacher observation and progress monitoring every other week. Students who are really struggling are put into tier 3 math intervention groups. During the 2014/2015 school year, 79% of the students met this goal. During the 2015/2016 school year, 88% met this goal. **SMART Goal:** 85% of the first grade students will meet the target of 39 on the Aims Web M-Comp assessment.	Students will be tested the first 12 days of school to determine base line data. This data will be utilized to identify students needing academic interventions. These students' progress will be monitored. .	1st Grade teachers	1st Assessment During the first 12 days of school. Every other week monitoring.	AIMS Web Raw Data – noting all students current levels	The students' baseline data will be recorded.
	Instruction will be tailored to individual student needs. Students will be assessed prior to winter break. This data will be utilized to identify students needing academic interventions. These students' progress will be monitored.	1st Grade teachers	2nd Assessment prior to winter break. Every other week monitoring.	AIMS Web - Charting all students' growth from first assessment to second assessment.	Students' data will be tracked to note effectiveness and progress towards goal.
	Students will be assessed in May prior to the end of the year. This data will be utilized to assess program effectiveness.	1st Grade teachers	3rd Assessment prior to the end of the year	AIMS Web - Charting the students growth from all three assessments.	85% of the students will meet the benchmark on the m-comp assessment.

SMARTGoal Action Plan

Highland School   **Year: 2016-2017**

SIP or DIP Goal 2: Second Grade Mathematics Goal: 85% of the second grade students will meet the target of 40 on the AIMS Web M-Comp.	

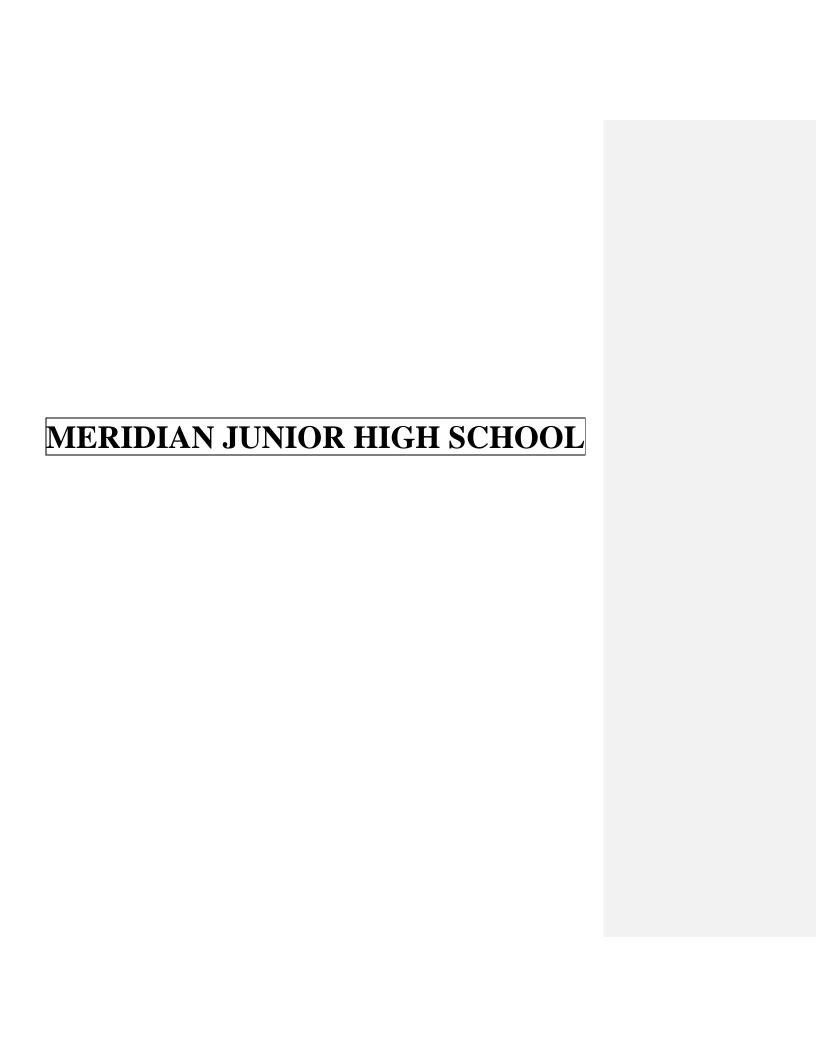| SIP or DIP GOAL	Specific Activities and Action Steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current reality: Students are currently being benchmark tested three times each year. Student growth is closely monitored through teacher observation and progress monitoring. Students who are really struggling are placed into Tier 3 math intervention groups. During the 2014/2015 school year, 86% of the students met this goal. During the 2015/2016 school year, 76% met this goal. **SMART Goal:** 85% of the second grade students will meet the target of 40 on the Aims Web M-Comp assessment.	Students will be tested the first 12 days of school to determine base line data. This data will be utilized to identify students needing academic interventions. These students' progress will be monitored.	All 2nd Grade teachers	1st Assessment during the first 12 days of school. Every other week monitoring for Tier 3 and monthly monitoring for Tier 2.	AIMS Web Raw Data – noting all students' current levels	The students' baseline data will be reported.
	Instruction will be tailored to individual student needs. Students will be assessed prior to winter break. This data will be utilized to identify students needing academic interventions. These students' progress will be monitored.	All 2nd Grade teachers	2nd Assessment prior to winter break. Every other week monitoring for Tier 3 and monthly monitoring for Tier 2.	AIMS Web - Charting all students' growth from first assessment to second assessment.	Students' data will be tracked to note effectiveness and progress towards goal.
	Students will be assessed in May prior to the end of the year. This data will be utilized to assess program effectiveness.	All 2nd Grade teachers	3rd Assessment prior to the end of the year.	AIMS Web – Charting the students' growth from all three assessments.	85% of the second grade students will meet the target of 40 on the Aims Web M-Comp assessment.

MONROE CENTER SCHOOL

SMARTGoal Action Plan

Monroe Center School   **Year: 2016-2017**

SIP or DIP Goal 1: By the end of 2016-2017 school year, 75% of Monroe Center students will meet their individual goals in STAR and ELA Pre/Post assessments.

SIP or DIP GOAL	Specific Activities and Action Steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current reality: In May of 2016, 56% of Monroe Center students met their individual goals in AIMSweb RCBM and ELA Pre/Post assessments, as well as increase their STAR Grade Equivalent scores by a full year (1.0). In January, 49% of Monroe Center students were meeting their individual goals in Aimsweb RCBM and STAR. **SMART Goal:** By the end of 2016-2017, 75% of Monroe Center students will meet their individual goals in STAR and ELA Pre/Post assessments.	Teachers will analyze 2015-2016 RCBM and STAR data as a whole staff.	Administrator	August 16, 2016	Administer Designed Document Noting Key Take-Aways	Team reflection to be shared with principal
	Teachers will administer the STAR assessment to all enrolled students three times a year.	SIP Team	September 2016 January 2017 May 2017	Administrator Designed Data Grid	100% participation by students enrolled in Monroe Center & scores are reflected in data grid
	Teachers will administer the ELA Pre/Mid/Post Assessment one time each during the school year.	SIP Team	September 2016 January 2017 May 2017	Administrator Designed Data Grid	100% participation by studen100% participation by students enrolled in Monroe Center & scores are reflected in data grid ts enrolled in Monroe Center
	Teachers will create two professional and two personal goals for the 2016-2017 school year.	Administrator	August 26, 2016	Reflection to be turned into Principal	100% teacher completion of two professional and two personal goals.
	Students will create one ELA goal to work towards for the first semester.	Team Leaders	August 26, 2016	Documentation of student goals	Teacher will collect goals and share goals with PLC
	Teachers and teams will analyze grade level data from the STAR and pre-assessment to determine which students need interventions and to what extent. Teams will create an intervention schedule.	Grade Level Teams / Team Leaders	September 2, 2016	Intervention Schedule	Student movement off intervention schedule
	Teachers will create individual student goals using the ELA pre-assessment data. (This can be one of the teacher's SLOs, but it doesn't have to be one.)	Classroom Teachers	September 1, 2016	Document of individual or tiered SLO for each student	100% completion of individual or tiered SLO
	Teachers will create individual student goals using STAR data. (This can be one of the teacher's SLOs, but it doesn't have to be one.)	Classroom Teachers	September 1, 2016	Documentation of individual or tiered SLO for each student	100% completion of individual or tiered SLO

Feedback/Approval of individual or tiered SLOs	Administrator	September 15, 2016	Approval to teachers	N/A
The school counselor will use the 2nd Step curriculum to teach one lesson a month in each grade level classroom.	SIP Team	Monthly September October November January February March April	Counselor documentation within Google Drive Document	Students will write a short reflection/exit slip after each counselor led lesson. Counselor will share five per grade level with principal on a monthly basis (by last Friday of the month)
Teachers will present 2nd Step/social emotional learning lessons one time a month.	SIP Team	Monthly September October November January February March April	Teacher documentation within Google Drive Document	Students will write a short reflection/exit slip after each teacher led lesson. Teams will share with PLCs. Teachers will share three with principal on a monthly basis (by last Friday of the month)
Celebrate students who met AR goals at PBIS Celebrations	Administrator	Quarterly October December March May	Report generated by librarian	Increased amount of students meeting their quarterly AR data
Family Literacy Nights will alternate between Monroe Center and Highland for all elementary students and their families.	Deana Simpson Teresa Eden Administrator	Monthly September October November January February March April	Curriculum created by Deana Simpson and Teresa Eden	Increased amount of students attending Family Literacy Nights (attendance will be tracked from month to month throughout the year)
80 informal observations, focused on student engagement and questioning, will be completed.	Administrator	Semester	Feedback shared with teachers via Evaluwise	Ratings on formal observations will increase
Communication with ELA Instruction Coach regarding areas of concern with curriculum, progress towards	Deana Simpson Sarah Hogan	Bi-weekly	Beginning of the year survey will be sent to teachers by ELA Coach. Training topics will be shared along with other information at faculty meetings bi-monthly.	After working with classroom teachers, ELA Instructional Coach will schedule follow-up with teacher three weeks out to help determine what is working, what they are using, and what can still be developed. Will track with private Google Doc and Calendar

		Grade level teams will analyze data as a whole. Teams will revise intervention schedule and make adjustments as needed.	Team Leaders	January 13, 2017	Intervention Schedule	Decrease in needed interventions for current students on intervention schedule. Allowing for additional students to be added on the schedule.
		Teachers will assess progress toward their individual and professional goals.	Classroom Teachers / Principal	January 13, 2017	Review of goal set in August	Principal will check in with teachers, informally, to check progress on professional/personal goals. This will be done by January 10, 2017
		Students will assess progress toward their individual goals.	Team Leaders	January 13, 2017	Review of goal set in August	Teachers will have students analyze their individual goals and record progress towards goals. Students will reflect on goal via an exit slip.
		Teams will use one of two Professional Development Days to analyze student data and growth. Teachers will also analyze PARCC and compare it to STAR and ELA mid-point data.	Team Leaders	January 27, 2017	Data grid & administrator designed Google Drive document	Teacher documentation indicating which students are on track to meet individual or tiered SLO
		Grade level teams will analyze data individually as well as a whole team.	Teachers / Grade Level Teams	May 2017	Data gr Data grid & administrator designed Google Drive document id	75% of students will have met their individual goal as well as their individual ELA Pre/Post goal.
		Teachers will assess progress toward their individual and professional goals.	Classroom Teachers / Principal	May 2017	Review of goal set in August	Principal will check in with teachers, informally, to check progress on professional/personal goals. This will be done by May 2017
		Students will assess progress toward their individual goals.	Team Leaders	May 2017	Review of goal set in August	Teachers will have students analyze their individual goals and record progress towards goals. Students will reflect on goal via an exit slip.
		Send home books with low SES students for summer reading.	Administrator	May 2017	Based on Skyward Low SES report	Will analyze Fall 2017 beginning of the year benchmark data to determine if these students had less of a summer slide/slump.

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MERIDIAN JUNIOR HIGH SCHOOL

SMARTGoal Action Plan

Meridian Junior High School   **Year: 2016-2017**

SIP Goal 1: Over the next two school years (2015-2017) a student's score on the MJHS Common Writing Rubric will increase by 10% or more when averaged across disciplines.

SIP	Specific Activities and Action steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current Reality: During the 2012 school year when writing was assessed on the ISAT only 19% of students scored a 3 or higher. The 2015 ACCESS scores showed no growth or proficiency in the area of writing. **SMART Goal:** Over the next two school years (2015-2017) a student's score on the MJHS Common Writing Rubric will increase by 10% or more when averaged across disciplines.	Data Presentation	Admin	August, 2015	Brainstorm list of critical skills	List of skills generated after looking at writing scores/started conversations
	Introduce English Rubric to Staff	English Dept	August, 2015	Identify critical skills for content areas	Gave identifiable skills to each content area to look at/rubric way to complicated for other content areas
	PLC's meet to determine content area needs	PLC Teams	Sept, 2015	Google Doc to Admin	Was effective for certain teams
	Team meetings to determine crucial skills for content area rubric	Teacher Leaders	October, 2015	Google Doc to Admin	Eased anxiety after seeing skills were common across content areas
	First Draft of Content Area Rubric	Teacher Leaders/Admin	December, 2015	First Draft of Rubric	Amended step & created rubric for each content area based on identified skills
	First Draft taken back to PLC's	PLC Teams	January, 2016	Google Doc to Admin	Not effective/staff overwhelmed with student growth data
	Draft #2 of Rubric	Teacher Leaders/Admin	March, 2016	Final Draft of Rubric	Met with SIP Team/Amending rubric
	Development of Short Answer Response Rubric	Teacher Leaders	April, 2016	Short Response Rubric	Seems to have been well received; have evaluated several writing samples from science who used it
	Set Date for common writing assignment/prompt	Teacher Leaders/Admin	April, 2016	Date to practice writing sample to be collected	Staff wanted flexibility; will collect sample by May 6th Early Release
	Each teacher will grade one class using rubric	Teachers	April, 2016	Rubric Scores	Completed in May
	Exchange 5 student writing samples and grade; discuss scoring for inter-rater reliability	PLC Teams	May, 2016	Scores by two different teachers on same writing sample	Great Conversations during Early Release; will need to do this, again as

					review in Aug./Sept
	Generate next steps	Faculty	May, 2016	Updated action steps	See Below
	Analyze Parcc writing data	PLCs	Aug-Sept 2016	Admin created form	
	Review Short Response Rubric	Aimee Stewart/Admin	August, 2016	Student examples to grade	
	Inclusion of short response rubric onto all graded assignments	All Teachers	Ongoing	Observations	
	Short response data collected for students across teachers	All Teachers	Completed by October 31, 2016	Teacher Leader Created Data collection form	
	Analysis of short response data	All PLCs	Completed by November 30, 2016	Documentation to Admin	
	Next steps to be created	All Teachers	December, 2016	Update of Action Steps	

SMARTGoal Action Plan

Meridian Junior High School   **Year: 2016-2017**

SIP Goal 2: During the 2016-2017 school year all teachers at Meridian Junior High will write 2 curriculum smart goals with each individual student based on pretest data, based on student growth data from 2015-2016 school year.

	Specific Activities and Action steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current Reality: Teachers gave content area summative pretest and used 51% rule to develop student learning outcomes. Second assessment to be used being amended by some with Star implementation. **SMART Goal:**	Individual Meetings with Teachers on 16/17 Eval Schedule	Admin	Beginning August 17, 2017	Summative Dates in January, 2017	
	Review of Individual and Tiered SLOs	Admin/Members of Eval Committee	August 31, 2016 Faculty Meeting	Sample Teacher Created Samples using last year's data	
	Administer Pretest	Content Area Teachers	Completed by Thursday, September 1, 2016	Admin Designed Google Doc	
	Score Pretest	Content Area Teachers	By September 7, 2016	Scores to Admin	
	Student Learning Objective(s)	Content Area Teachers	September 9, 2015	SLO to Admin	
	Analyze Data with PLC	PLCs	September 14, 2016	Admin Designed Google Doc	
	Feedback/approval of SLOs	Administrator	By September 21, 2016	Approval to individual teachers	
	If SLO is not approved, teacher meets with administration	Administrator	By September 28, 2016	Approval to individual teacher	
	Share individual student goals with students	Teachers	By September 30, 2016	Individual Student Data Collection Sheets	
	Meet with Teachers Regarding 2nd Assessment to be Used	Admin Teachers	Aug-October 2016	Assessment Inventory	
	Individual 2nd Assessment Timelines added to Calendar	Admin Teachers	By October 16, 2016	Calendar Dates	
	Midpoint Data Collection	Content Area Teachers	Week of Dec. 19-22, 2016	Scores to Admin	
	Adjust SLOs	Content Area Teachers	January 4, 2017	Revised SLO to Admin	
	Midpoint Analysis Meeting with Teachers/Summative Evaluations	Admin	Beginning week of January 4, 2017	Admin Designed Form	
	Share midpoint data with individual students	Content Area Teachers	Week of January 9, 2017	Updated Individual Student Data Collection Sheets	
	Administer Posttest	Content Area Teachers	May, 2017	Data to Admin	
	Analyze Posttest Data	PLCs	May 18, 2017	Data to Admin	

	Final Data Analysis	Teachers	May 23, 2017	Data to Admin	

SMARTGoal Action Plan
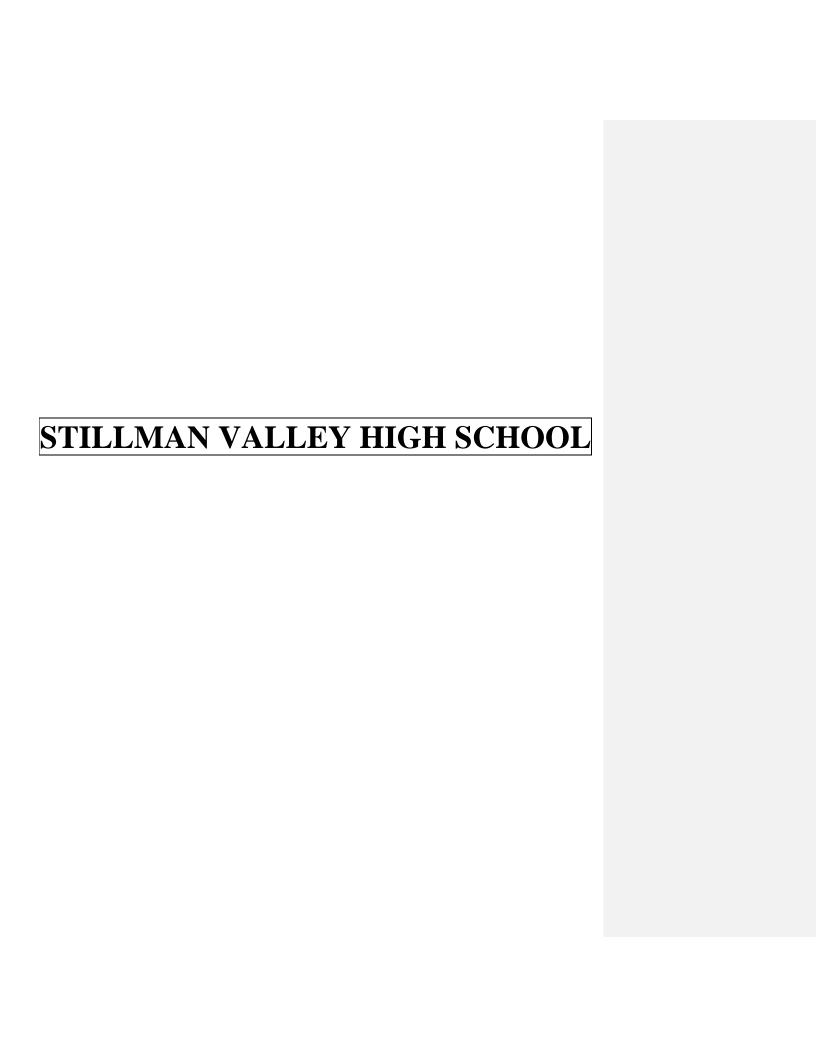
Meridian Junior High School   **Year: 2016-2017**

SIP Goal 1: By the end of the 2016-2017 school year, the number of students at or above the benchmark on the Fall 2016 STAR Math assessment will increase by 10% on the end of the year STAR assessment.

	Specific Activities and Action steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current Reality: In the spring of 2016, all general education students scored above the target on AimsWeb. When examining PARCC data from 2015 MJHS students scored up to 18% lower than students in surrounding districts. We currently have only 17.3% of our students passing Algebra, while the state average is 28.4%	Administer STAR Math Assessment	Math Teachers	August, 2016	Teacher Leader Designed Data Grid	All students tested and scores recorded; % of students below benchmark
	Teachers will analyze data from STAR and pre assessments to refer students to SAT team	Math Teachers with grade level teams	September 16, 2016	List of students to SAT team/interventionist	Inclusion on SAT team Agenda
	SAT Team Meeting	SAT Team	September 19, 2016	Interventionist Schedule	# of Students being served
	Examine how to measure impact of interventionist, activities, amount of time, etc	SAT Team	Monthly at SAT meeting	Designed Data Grid	Adjustments to intervention schedule, activities, etc.
	Teachers will work with students to create STAR winter benchmark goal	Math Teachers	August, 2016	Documentation of Student Goals	Student Goals examined during PLC meeting
.	Approval/Feedback of individual student goals	Administrator	September 21,2016	Approval to individual teachers	n/a
	Essential Outcomes	Math Teachers	August/September 2016	Admin designed reporting form	Teachers aware of all grade level outcomes including 5th and 9th grade
	Examine/label pre, mid, posttest for essential outcomes	All Teachers	December,2016	Labeled assessments turned into admin	Teacher focus on grade level essential outcomes
	Administer Winter STAR Math Assessment	Math Teachers	December, 2016	Teacher Leader Designed Data Grid	All students tested and scores recorded
	Teachers will analyze data from STAR, Midpoint & PARCC to refer students to SAT	All teachers	December, 2016	List of students to SAT team/interventionist	Inclusion on SAT agenda
	Teachers will work with students to create STAR spring benchmark goal	Math Teachers	December, 2016	Documentation of Student Goals	Student Goals examined during PLC meeting
	Celebrate students who met Winter benchmark goal at PBIS Assembly	Assembly Committee/Admin	January, 2017	List of students from Math Teachers	Number of students who are recognized should increase in May
	SAT Team Meeting	SAT Team	January 9, 2017	Interventionist Schedule	Movement of students in and out of intervention
	Examine placement criteria for advanced math	Admin/Math Teachers	Completed by February 28, 2017	Placement Criteria/Entrance Assessment	To be used in March, 2017 for 17-18 school year placement

	Administer Placement Tests; Criteria/Determine Class Lists for 17-18 Advanced Classes	Math Teachers/Admin	March, 2017	Class Lists	Number of students in each level; particularly in Algebra
	Administer Spring STAR Math Assessment	Math Teachers	May, 2017	Teacher Leader Designed Data Grid	All students tested and scores recorded
	Teachers will analyze data from STAR and post test	All teachers	May, 2017	Data Grid	Number of Students who met Star benchmark goal; how many are below benchmark
	Celebrate students who met Spring STAR benchmark goal	Assembly Committee/Admin	May, 2017	List of students from Math Teachers	# of students included since January

STILLMAN VALLEY HIGH SCHOOL

SMARTGoal Action Plan

SIP Goal 1: The number of students determined to be College & Career Ready as defined by SVHS based on the attainment of Latin Honors criteria, successful Military Enlistment, Illinois State Scholar recognition, National Merit recognition, earned certifications, benchmark attainment on all applicable PARCC assessments, and/or benchmark attainment on all four ACT components will increase by 10% or more over the next two school years (2015-2016 & 2016-2017).

SIP GOAL	Specific Activities and Action Steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current Reality: Students who earned Latin Honors recognition: 2013-2014: CAF - 26 CTF – 20 2014-2015: CAF - 20 CTF – 23 2015-2016: CAF – 18 CTF - 55	Review ACT assessment results, Latin Honors totals, and Military, Illinois State Scholar Recognition, National Merit Recognition, and earned certifications totals to calculate targets for 2015- 2016 and 2016- 2017.	Counseling Dept. & Administration	May 20, 2015 & May 20, 2016	Annual Data Report (June) & Current Reality- SIP	Increase in numbers for Latin Honors (total), Military Enlistment, and ACT Benchmark Scores
	Review the 2015 PARCC ELA assessment results to determine baseline data and calculate target for 2015-2016. This data will become part of the CCR definition.	Admin.	November 1, 2015 - Projected ETA from Pearson Comp.	Annual Data Report (June)	N/A
Students who successfully enlisted in the Military: 2013-2014: Army - 2 Navy - 1 Air Force - 1 Marines - 2 2014-2015: Army - 0	Utilize ACT, SAT, and/or PARCC resources through http://www.actstudent.org/testprep/ and/or https://collegereadiness.collegeboard.org/sat/practice www.parcconline.org.	Classroom Teachers	September 1, 2015 & throughout the 2015-2016 School Year (At least once per quarter). SAT in 2016-2017	Individual or Classroom Data Chart/Graph	Teachers and/or students will record the data and reflect on progress.
	Provide a daily ACT and/or PARCC prep question on our SVHS website.	Counseling Dept.	Begin: September 1, 2015 & continue daily	SVHS Website	Student Survey regarding use

Navy -1 Air Force - 1 Marines - 2 Nat. Guard - 1 2015-2016: Army - 0 Navy -0 Air Force - 2 Marines - 3 Nat. Guard - 1 ROTC - 2 **Students who met benchmarks on all four ACT components in** 2013-2014: 29 2014-2015: 21 2015-2016: 39 **SMART Goal:** The number of students determined to be College & Career Ready as defined by SVHS based on the attainment of Latin Honors criteria, successful Military Enlistment, Illinois State Scholar recognition,	The STAR assessment for high school use will be researched for possible implementation at SVHS as an additional measure for reading improvement.	Division Leaders & Admin.	January 1, 2016	Division Leader Meeting Agendas and Minutes	N/A

National Merit recognition, earned certifications, benchmark attainment on all applicable PARCC assessments, and/or benchmark attainment on all four ACT components will increase by 10% or more over the next two school years (2015-2016 & 2016-2017).					

SMARTGoal Action Plan

Stillman Valley High School   **Year: 2016-2017**

SIP Goal 2: The number of students successfully earning 20 or more service hours per year will increase by 10% from 2016 to 2017.					
SIP or DIP GOAL	**Specific Activities and Action Steps**	**Who is Responsible?**	**Target Dates and Timelines**	**Deliverables**	**Evidence of Effectiveness**
Current Reality: **Thus far 101 students (freshmen – seniors) have earned 20 or more service hours from June 1, 2015 – Present.** **Division Leaders, PSAC, PPAC, and Admin. spent the last year developing a Community Service Hours Program for implementation in 2015-2016.** **Graduation Recognition: 40-79 CSHs during high school or 80 or more CSHs during high school by the graduating class of 2019.** **SMART Goal: The number of students successfully earning 20 or more service hours per year will increase by 10% from 2016 to 2017.**	Log students' approved Community Service Hours (CSH) into our Skyward System.	Counseling Dept.	Updated at least once per week with final number for each school year determined May 1st of each year.	SKYWARD Reports & Family Access	SKYWARD Reports: Number of students completing CSH & Number of Community Service Hours logged per student
	Inform students of the CSH Program and encourage participation and leadership.	Admin., Counselors, & Seminar Teachers	Freshmen Only Day, First Week of School during Class Meetings, Start of Each Quarter in Seminar	Freshmen Only Day Agenda, Grade Level Assemblies, Hallway Banners, Seminar Announcements	SKYWARD Reports: Number of students completing CSH & Number of Community Service Hours logged per student
	Inform parents of the CSH Program and student participation hours.	Admin., Counseling Dept., Activities Dept.	First Week of School, Open House/Back to School Night,	Family Access, Monthly Counseling Department Newsletter, All-Calls, Target Meeting for Athletes and Club Participants, Informational Flyer	SKYWARD Reports: Number of students completing CSH & Number of Community Service Hours logged per student
	Inform Coaches & Advisors of the CSH Program and encourage participation by creating CSH opportunities for athletes and members.	Mike Reagan	Coaches/Advisors Beginning of Season Meetings & Semester Updates	SKYWARD Reports	SKYWARD Reports: Number of students completing CSH & Number of Community Service Hours logged per student
	Inform Teachers of the CSH Program and encourage participation by creating CSH opportunities for students when appropriate	Division Leaders	At least once per month in PLC Department Meetings beginning in August 2015	SKYWARD Reports, PLC Meeting Agendas/Minutes, Shared Google Doc	Increase in number of opportunities and total participation per year

SMARTGoal Action Plan

Stillman Valley High School   **Year: 2016-2017**

SIP Goal 3: The social and emotional wellness of our students and staff will improve over the next two years as evidenced by 100% of our students, faculty, and staff rating themselves in the satisfactory or better range for social and emotional wellness as evidenced in our engagement surveys administered three times per year.

SIP or DIP GOAL	Specific Activities and Action Steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current Reality: We currently collect and share statistics regarding our students' monthly use of our Counseling Department Services (Individual Meetings &, Small Group Meetings related to social/emotional issues).,	Share/Promote SEL Standards	PSAC Members, *Take Action League* Members, Seminar Teachers, & Counselors	Twice per month - 2nd & 4th Wednesdays	Selected Curriculum and/or SEL Activities	Increase in the number of positive responses to the climate/culture of our building and personal social/emotional wellness.
	Student & Staff Engagement Surveys	School Counselors, Seminar Teachers, & PSAC	Three times per year - September, November, & April	Paper Survey...Eventually a Google Form	Increase in the number of positive responses to the climate/culture of our building and personal social/emotional wellness.
SMART Goal: The social and emotional wellness of our students and staff will improve over the next two years as evidenced by 100% of our students, faculty, and staff rating themselves in the satisfactory or better range for social and emotional wellness as evidenced in our engagement surveys administered three times per year.	Create & Implement a Freshmen Mentor Program	Administrators, PSAC, & Program Advisor (TBD)	2016-2017: Research & Develop the Program 2017-2018: Year One of the Program	Site Visits of Existing H.S. Programs, Application Process for Mentors, Training for Advisor & Mentors	Quarterly Student Surveys, Improved Freshmen Attendance, Freshmen Only Day Survey
	Faculty/Staff Volunteer Mentor Program	Counselors & Volunteer Faculty/Staff	Implement by Late September 2016, Weekly Informal Check-Ins by Faculty/Staff Mentors with students	Checklist w/Students' Names(1-3 per volunteer) & Date of each Informal/Impromptu Check-In	Skyward Gradebook (fewer missing assignments & improved quarterly grades), Fewer Absences from School
Correlate SAT, Discipline Data, Attendance Data, Graduation Rate Data, etc.	Coaches/Advisors as Volunteer Mentors	Mike Reagan & Volunteer Coaches & Advisors	Implement by Late September 2016, Weekly Check-Ins by Faculty/Staff Mentors with students	Checklist w/Students' Names (1-3 per volunteer) & Date of each Informal/Impromptu Check-In	Skyward Gradebook (fewer missing assignments & improved quarterly grades), Fewer Absences from Practice/Games
	Share Responsible Social Media Tips w/Students, Parents, & Staff	Administrators	At least once per month	School Announcements, Meridian Facebook, & Twitter	Fewer Discipline referrals (Major & Minor) Related to Bullying via Social Media

	Seek Community Partnerships to Fund the Annual *Challenge Day* for Freshmen	Administrators & School Counselors	Fall of 2016…to Implement in Fall 2017	Two-Day Freshmen Assembly/Workshop	Formal Feedback Collected after the 2-day workshop

FOOD SERVICE

SMARTGoal Action Plan

Food Service   **Year: 2016-2017**

SIP or DIP Goal 1: Decrease the Debt in Food Service Department by 10%					
SIP or DIP GOAL	**Specific Activities and Action Steps**	**Who is Responsible?**	**Target Dates and Timelines**	**Deliverables**	**Evidence of Effectiveness**
Current reality: Data shows unpaid debt of $ -10,502.14 from on student lunch accounts that never get paid. **SMART Goal:** Collect Unpaid Debt From Previous Year by 10%	Meeting at the beginning of the school year with cashiers	Director of Food Service	August	Staff Having better Awareness on Student Account Balances	Positive Accounts
	Update face book on how to set up email notices on your student account.	Director of Food Services	July-Aug	Parents receiving there student account balance weekly	Positive Accounts
	Step up schedule on days paper notice go out	Cashiers Elementary School Secretary Director of Food Service	August –June Updates on negative accounts on daily	Negative account reports	Lower negative account balances
	Monthly Updates to PJ on negative balances.	Director Of Food Services	August-June Monthly Report	Data on Negative Accounts	Lower negative account balances
	Weekly calls to households with negative Balances	Danna Flynn	August-June	Call List on date and amount of negative balance	Parents paying on the account with in arranged time matter

SMARTGoal Action Plan

Food Service   **Year: 2016-2017**

SIP or DIP Goal 2: Increase School Normal Lunch Participation by 10%					
SIP or DIP GOAL	**Specific Activities and Action Steps**	**Who is Responsible?**	**Target Dates and Timelines**	**Deliverables**	**Evidence of Effectiveness**
Current reality: Data shows the decrease of sponsor claims earned for school lunch program 2013-2014 84582 2014-2015 71,708 2015-2016 70,266 **SMART Goal**: Two Increase Lunch Participation By 10% Though Plate Presentation and feedback from students And offering more options	Training Head Cooks on Plate Presentation	Food Service Director	August	Logging Training Time	Positive Survey Feed Back
	What's For Lunch Tomorrow	Head Cooks Asst Cook	Aug- May Daily	Face book Updates	Increase Student Participation
	Provide Another Lunch Option	School Kitchen Staff	Aug-May Daily	Data on four option served	
	Secure student feedback on current and new menu items and recipes through surveys/sampling (at least twice a year) for all grades, based on flavor and appearance.	Food Service Director Head Cooks	Sept- Jan-	Data from surveys	Increase Student Participation
	Monthly Updates To PJ	Food Service Director	Aug-May	Data showing Increase or Decease of reimbursable lunches	Increase Student Participation in lunches severed

TRANSPORTATION

SMARTGoal Action Plan

Transportation   **Year: 2016-2017**

SIP or DIP Goal 1
To create a transportation safety program by Spring 2017 to keep stakeholders informed of safety practices and procedures. With implementation of the program in the Fall of 2017 in order to collect baseline data of program awareness. Transportation Safety awareness will see growth in all sub groups from spring 2018 to spring of 2019

SIP or DIP GOAL	Specific Activities and Action Steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current reality: No safety Program at this time	Create a Transportation safety committee(TSC) Analyze & address bus safety issues/concerns(ex. Railroad safety, food allergies etc.)	Directors/Drivers TSC/Directors/PAC/ School Nurses TSC/Directors/Principals/ School Nurses/ Technology	08/2016 08/2016 – 05/2017 08/2017- 05/2018	TSC established Create Safety concern outline	Monthly TSC meetings Creation of a safety program binder to be approved
SMART Goal: Listed above	Implement Safety Program Survey all Subgroups (Faculty/Office staff, Students, Parents and Transportation staff) Fall, December and Spring	Directors/ TSC	9/2017, 12/2017 and 4/2018 & 9/2018, 12/2018 and 4/2018	School Assembly for Bus Safety information: (Allow stakeholders to go through buses & bring up to date with safety issues) Establish baseline (9/17) to track growth knowledge.	Post to District Web Page, social media Survey all stakeholders for baseline data. Establish 100% of Stakeholders are attaining a rate of Satisfactory or Better in knowledge of safety procedures

SMARTGoal Action Plan

Transportation   **Year: 2016-2017**

SIP or DIP Goal 2
The development of a Transportation Mentoring Team (TMT) to enhance support, improve and promote norms of continuous learning and collaboration amongst school bus drivers/and bus aides

SIP or DIP GOAL	Specific Activities and Action Steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current reality: No safety Program at this time **SMART Goal:** Listed above	Coaching new drivers/aides Create checklist of "New Driver" expectations covered Provide assistance with instruction of Departmental paperwork procedures	Drivers/Director TMT/Director TMT/Director	Creation of teams 08/2016-12/2016 Checklist: 10-2017 Implementation of teams 01/2017	Each mentor will create a journal documenting all mentoring activity Help assess skills Correct completion of all paperwork	An annual evaluation of the mentoring program to show an increase of growth of driver/aide awareness and overall expertise within the department Proof of training fulfilment and understanding of use of department paperwork and need for accuracy and timeliness

FACILITIES

SMARTGoal Action Plan

Facilities   **Year: 2016-2017**

SIP or DIP Goal 1: Create a FIT (Facility Improvement Team) to create a voice and direction for all staff members.				
SIP or DIP GOAL	**Specific Activities and Action Steps**	**Who is Responsible?**	**Target Dates and Timelines**	**Deliverables**	**Evidence of Effectiveness**
Current reality: Staff needs to be more engaged and have more input with the entire program. Director pushes staff members to department action **SMART Goal:** Create a FIT (Facility Improvement Team) to create a voice and direction for all staff members	Set up a monthly meeting time, create first agenda and invite all staff members.	Director of Buildings and Grounds	August 1, 2016	All Buildings and Grounds staff members will be welcome to join the FIT team.	Updates in the B&G weekly update, monthly one on ones and staff communication.
	First meeting, staff will develop meeting action items for the department to improve on. Meeting goals and agendas.	FIT Team and Director of B & G	September 1, 2016	Meeting minutes will be delivered to the entire department staff.	Updates in the B&G weekly update, monthly one on ones and staff communication. As plans develop, they will be presented by a few members of the FIT team at the Directors Meeting to be vetted by other leadership. Director will present ideas to other leadership for vetting and advice.
	During monthly meetings, continue to define key department goals, objectives and programs for department. These goals will be focusing on how and what our department can do to improve the educational environment for students, staff and community.	FIT Team and Director of B & G	On going through the 2016/2017 School year	Meeting minutes will be delivered to the entire department staff. Director will meet with individual buildings as plans develop to get further	Updates in the B&G weekly update, monthly one on ones and staff communication. As plans develop, they will be presented by a few members of the FIT team at the Directors Meeting to be vetted by other leadership. Director will present ideas to other leadership for vetting and advice.
	FIT team will report at staff meetings on institute days on progress, receiving feedback	FIT Team and Director of B & G	Each Staff Meeting on institute days.	Meeting minutes will be delivered to the entire department staff. FIT team will develop draft of goals/programs/actions to be vetted by	Updates in the B&G weekly update, monthly one on ones and staff communication. As plans develop, they will be presented by a few members of the

				department.	FIT team at the Directors Meeting to be vetted by other leadership. Director will present ideas to other leadership for vetting and advice.
	Create and finalize three department goals/programs/actions for the 17/18 school year.	FIT Team and Director of B & G	February 1, 2017	FIT team will create final draft of goals/programs/actions for final walk through of them at the February staff meeting.	Final draft will go to Directors and Superintendant for final vetting.
	FIT team will report the three department goals/programs/actions for the upcoming 17/18 school year and how the department will execute them at a staff meeting. Fit team will make final adjustments and present during the B & G annual report to the Board of Education.	FIT Team Director of B & G	February 2017 department team meeting	Fit team will put the finishing touches on the departments goals/programs/actions preparing it to be included in the Buildings and Grounds Annual Board of Education Report	Final goals/programs/actions will be presented in the Buildings and Grounds Annual Board of Education Report by the Designated FIT team representatives.

SMARTGoal Action Plan

Facilities   **Year: 2016-2017**

SIP or DIP Goal 2: Create an annual scheduled employee training program

SIP or DIP GOAL	Specific Activities and Action Steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current reality: There is no scheduled ongoing department training program. Training is done when the employee is hired and then on an as needed, mandatory, or remedial basis. **SMART Goal:** Development of an ongoing department training program. The program will have a yearly schedule starting with FY 17/18 with dates, times and topics of training for staff	FIT team and Director of B & G will develop a baseline of subjects that will be mandatory every year. Then look at other "out of the box" training ideas as extras.	FIT Team and Director of B & G	September & October 2016 FIT Meetings	Meeting minutes will be delivered to the entire department staff.	Updates in the B&G weekly update, monthly one on ones and staff communication.
	FIT team will survey staff to receive input on the what "alternate choices " (kind of like Clic's schedule)the staff would like to see for the 17/18 year training	FIT Team and Director of B & G	December 2016 FIT Team Meetings	FIT team will go over choices and make final decisions on the alternate training selections. Contact and begin planning with alternate training companies/individuals for calendar.	Fit team will relay the final training subjects to staff Director of B & G will update in monthly one on one with Superintendant, final choices.
	Fit team will plan final training schedule	FIT Team and Director of B & G	January-February 2017	Final draft training schedule will be produced for final checking	Fit team will present the final draft training schedule to staff Director of B & G will update in monthly one on one with Superintendant, final choices.
	Finalized 17/18 FY training schedule will be completed and released	FIT Team and Director of B & G	May 2017	Fit team will make any needed changes to the schedule.	Final training schedule will be included in the Annual Board of Education Buildings and Grounds Education Report by the Designated FIT team representatives.

TECHNOLOGY

SMARTGoal Action Plan

Technology   **Year: 2016-2017**

SIP or DIP Goal 1: Improve Average Time to Close to 2 days across the district and response time to 24 hours

SIP or DIP GOAL	Specific Activities and Action Steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current reality: 2-3 Days Avg Time to Close response time is 24-48 hours	Motivate Mentor and Monitor Technicians	Shawn	Ongoing/No Target		Improvement of close time
	Continue to improve upon workflows	Shawn/John/Nick	Immediately/In Progress	Workflows in place	Workflows in use/Improvement of close time
	Improve policies and procedures	Shawn	Ongoing		New policies and procedures implemented/Improvement of close time
SMART Goal: 2 Days Avg Time to Close, response time 24 hours orless	Train Technicians	Shawn	Ongoing		Less hand holding required/Improvement of close time
	Remote assistance software installed on 100% of district PC's	Shawn/John/Nick	Start of school year 2016	Software installed and functioning	Able to remotely assist and repair most issues/Improvement of close time
	Monitoring response times and taking action where needed to ensure that goals are met	Shawn	Ongoing	Response time reports	Less missed deadlines by Technicians/Improved average response time on tickets

Comment [p1]: The current data is not precise enough to tell if the goal is even an improvement for close time

Comment [p2]: A lot of you being responsible – can anything else be delegated?

Comment [p3]: How will you monitor and adjust? There is no steady plan for improvement – what is you see that the data is not improving in October – what are you going to do?

SMARTGoal Action Plan

Technology   **Year: 2016-2017**

SIP or DIP Goal 3: Improve District Technology Infrastructure and reduce tickets stemming from infrastructural issues by 90%

SIP or DIP GOAL	Specific Activities and Action Steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current reality: No backups/No Firewall/Bad Wiring/Bad Wireless **SMART Goal:** Improved infrastructure resulting in better operations and reduced tickets stemming from infrastructural issues	Purchase Firewall/Web Filter/Storage	Frank	14-15SY (Apr)	Completed	
	Install Firewall/Web Filter/Storage	Shawn	14-15SY (May/Jun)	Completed	
	Create Backups of Servers	Shawn	14-15SY (May)	Completed	
	Purchase Wireless Access Points/Devices	Frank	14-15SY	Completed	
	Install Wireless Access Points*/Devices*	Shawn	Summer 2016 (dependent on rewiring)		
	Rewire District	Shawn/Technicians/Opterra	Summer 2016		reduced tickets stemming from infrastructural issues

SMARTGoal Action Plan

Technology   **Year: 2016-2017**

SIP or DIP Goal 4: Improve Communication by myself and department. No data to measure in order to quantify at this time but we will have some data to work off of as part of this process	

SIP or DIP GOAL	Specific Activities and Action Steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current reality: Communication appears to be lacking across the department	Evaluate and reflect upon current communication	Shawn/John/Nick	Monthly for the year	Written reports of communication practices	
	Develop survey question and per ticket survey to measure communication	Shawn/John/Nick	SOY 2016	Survey process Created and question added to yearly survey	Will have data available of the effectiveness of our communication
SMART Goal:	Make changes to communication practices based on results of surveys and reflection	Shawn/John/Nick	ongoing	Expect to be at 60-75% at this point	Improvement in Survey Data

SMARTGoal Action Plan

Technology   **Year: 2016-2017**

SIP or DIP Goal 5: Improve Perception of department and Quality of services provided by the Dept. to 80% overall positive feedback

SIP or DIP GOAL	Specific Activities and Action Steps	Who is Responsible?	Target Dates and Timelines	Deliverables	Evidence of Effectiveness
Current reality: 70-80% Overall Positive Feedback on survey	Achieve Goal 1		Start of 15-16SY		
	Achieve Goal 2		Start of 15-16SY		
	Achieve Goal 3		End of 16-17SY		Survey Data
	Achieve Goal 4		End of 16-17SY		Survey Data
SMART Goal: 80% Overall Positive Feedback on survey across all areas	Continued improvement on all areas of the above goals		End of 17-18SY		Survey Data
	Newsletter		SOY 2016	This has been completed early	Survey Data