

# **MOKENA SCHOOL DISTRICT 159**

## **5 YEAR (2015-2020) STRATEGIC PLAN ANNUAL UPDATE**




*"Where Children Are The First Priority"*

**Board of Education Presentation  
Administrative Leadership Team  
August 17, 2016**

# **Mokena SD 159**

## **Mission Statement**


To engage, inspire, and equip all students with tools for life-long academic, social, and emotional success.



# **Mokena SD 159**

## **Vision Statement**

To provide an innovative curriculum that motivates and challenges each individual student, in collaboration with stakeholders, to succeed in a globally competitive society.



# **Mokena SD 159**

## **Core Values**

**We believe ...**

- ▶ children are the first priority**
- ▶ the educational community will motivate students to become life-long learners and develop strategies for problem-solving in an ever-changing world**
- ▶ education should meet the needs of all students so that every child can learn in a safe, positive and caring environment**
- ▶ all members of the school community should be respectfully and actively engaged in the learning process**
- ▶ a quality learning community requires prudent investment of human and financial resources**

# GOAL AREAS

## 2016 UPDATE

### **Goal Area 1: Curriculum**

Dr. Wilkey and Mr. Smith

### **Goal Area 2: Communication**

Dr. Rolinitis, Mr. McAtee, and Dr. Castillo

### **Goal Area 3: Professional Development**

Mrs. Parente, Mrs. Splayt, and Mrs. Nolan

### **Goal Area 4: Facilities and Maintenance**

Mr. Obafemi and Mr. Joe Sierra

### **Goal Area 5: Public Relations**

Mrs. Kirchner and Dr. Melnyczenko



# Goal Area 1: Curriculum

**Goal: Update and improve curriculum to enhance teaching and learning to engage students to reach their potential.**

	Action Steps: What will be done?	Who will be the person(s) responsible?	What is the deadline?	How will the action step be evaluated for success?
A.	Create a scope and sequence with technology that aligns to the Common Core State Standards	Assistant Superintendent of Instruction; Director of Technology	June 2020	Document that outlines the CCSS alignment with technology
B.	Update and improve technology infrastructure	Director of Technology	June 2018	Project completion of the approved network infrastructure plan. Project completion of the Skyward student management system
C.	Create common assessments	Assistant Superintendent of Instruction; Curriculum Committee Members	June 2020	Assessments that have been tested for validity and reliability
D.	Implement diagnostic assessments for data analysis to address individual student needs	Assistant Superintendent of Instruction, Director of Special Services, and RtI Coordinator	June 2017	Completion of data analysis timeline and full implementation of diagnostic assessments.
E.	Incorporate more exploratory classes to address different learning styles	Principal of MJH	June 2017	Implementation of new/updated Exploratory Classes
F.	Meet the needs of all students through progressive curriculum and innovative staff	Administrative Team	June 2020	All the above

# Goal Area 1: Curriculum

## Suggested Tasks:

A1. Create curriculum committees for each curricular area – *Committees ongoing for ELA, Math, Science, PE and Music. Social Studies committees will begin this school year.*

A2. Identify curriculum standards for each content area program by completing common template – *Completed for ELA, Math, PE and Music. Science will be finalized this year, Social Studies will begin and finalized in 2017-18 school year.*


A3. Identify quarter alignment for curriculum standards on template that includes technology integration by standard – *Quarterly alignment has been completed for ELA and Math. Technology integration is beginning this year.*

B1. Execute the network infrastructure upgrade plan approved by the school board at the February 2015 school board meeting – *Completed and update provided at Dec. 2015 school board presentation.*

B2. Complete Skyward student management system Implementation – *The full implementation of the Student Management program is making progress through the support of staff sub groups and will continue this school year. The financial management system is currently being implemented.*

B3. Setup a teacher device showcase to allow teachers to review a selection of computers to use as their main instructional device – *Completed and update provided at Dec. 2015 presentation.*

B4. Purchase teacher devices as part of the continuation of the device refresh plan presented at prior board meetings – *see above*

- C1. Using quarter alignment from curriculum templates, develop common quarterly assessments – *In grades 6-8, the ELA department has implemented quarters one and three. Development of quarters two and four will take place this year.*
- C2. Implement common quarterly assessments to determine validity and reliability – *see above, A review of the assessments was completed and changes for the first and third quarter common assessments have been determined.*
- D1. Identify new diagnostic assessment system for all students in the district – *Implementation of FastBridge assessment program completed for first year. Continuation of the program will take place this year.*
- D2. Pilot diagnostic assessment system – *Completed.*
- D3. Implement new diagnostic assessment system – *Completed*
- E1. Survey students, parents, and staff on current and future Exploratory classes – *Completed*
- E2. Analyze survey results to identify top Exploratory classes – *Completed*
- E3. Determine needs assessment for Exploratory classes – *Completed summer 2015. Revisions and updates to the program took place in Summer 2016.*
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# Goal Area 2: Communication

**Goal: To provide optimum parental communication at all levels.**

	Action Steps: What will be done?	Who will be the person(s) responsible?	What is the deadline?	How will the action step be evaluated for success?
A.	Provide a digital "Welcome Packet"	Administrative Leadership Team, School Technical Assistants and 12-month Administrative Assistants	July 2016	Webpage will be created for the "Welcome Packet" with links.
B.	Improve websites	Superintendent's Office, School Technical Assistants, 12-month Administrative Assistants, teachers.	July 2015	District and School Websites will go live and updated on a regular basis.
C.	Utilize social media	District/School Administrators or designee and Technical Assistants	July 2017	Social media consistently used for educational purposes.
D.	Specifically tailor communication from teacher to parents (K – 8)	School Administrators or designee and teachers.	July 2017	Provide a consistent method of communication to parents across grade levels.
E.	Involve parents through volunteer opportunities	School Administrators or designee, teachers, and organization/club/sport sponsors.	July 2016	Volunteer opportunities posted on school websites with number of volunteers needed.

## Goal Area 2: Communication

- A. Through the registration process work is being done in the DO to create a digital welcome packet. Also, some of the local agencies are now linked to the District web site. **Complete – Community link on main website provides new families with information for community organizations.**
- B. Web sites are updated and still under construction. The sites are up and running, but they are still in the early stages. **Ongoing – Administrators and designees are updating websites on a regular basis.**
- C. MIS, MJH and District have a Twitter account, but they are not being used consistently. **In Progress – Twitter accounts are new and follow a similar format: District-@MokenaSD159, MES-@MESStars159, MIS-@MISRockets159, and MJH-@MJH Meteors159**
- D. While I think this one was designed to encourage teachers to share consistent messages, we are doing several things that can fall under this category:

**In Progress - The Skyward Family Access site allows for regular communication between school and home. Parents can access grades, attendance and regular announcements from the staff. At MJHS the message center is being used to help remind students about homework and other classroom announcements. The Family Access site is going to continue to grow over the next several months to provide even more information to parents.**

**Skylert Messages have replaced and surpassed ConnectEd as an easy way for the schools to send home information.**

- E. Schools requests volunteers on a case by case basis at this time. **In progress**

## Goal Area 2: Communication Continued

All buildings are using it to remind families of upcoming events and activities.

The majority of messages are going out via email - very positive feedback from Skylert –  
**Completed through Skylert**

Meteor Coffee - Dr. Rolinitis will continue the MJHS Meteor Coffees once a month. - **Complete**

Parent University - Mrs. Parente has worked with her department to develop several Parent University events. **Complete**

D1 - One of our tasks is to transition to a more paperless school district. **This is in progress through Skyward Parent Access and Skylert:**

**Paperless report cards and progress reports at almost every level.**

**Skylert messages instead of sending fliers home**

**MES posts Newsletter online and sends out link to parents via Skylert**

**MJHS and MIS are sending home Newsletters/Messages home via Email instead of printing**

**Use of Skyward messaging for teachers to contact parents**

**MJHS sends home regular messages including announcements and Dr. Rolinitis' "Principal's Weekly Message"**

**MES and MIS are sending home a regular monthly Newsletters**

# Goal Area 3: Professional Development

**Goal: Provide staff and parents with structured and sustained educational best practices that will improve academic, social, and emotional learning for all students.**

	Action Steps: What will be done?	Who will be the person(s) responsible?	What is the deadline?	How will the action step be evaluated for success?
A.	Conduct a needs assessment for both staff and parent development at least yearly	Assistant Superintendent of Instruction; Director of Student Services	June 2016	Completed survey results
B.	Prioritize the identified needs and allocate funds accordingly	Assistant Superintendent of Instruction; Director of Student Services	September 2016	Budget accurately reflects appropriate funds to support professional development plan
C.	Determine available resources, both internal and external, to deliver learning sessions	Assistant Superintendent of Instruction; Director of Student Services	June 2018	Database of internal and external parent/staff development providers
D.	Create a parent and staff development timeline	Assistant Superintendent of Instruction; Director of Student Services	June 2016	Completed timeline/information handouts
E.	Collect and analyze feedback about sessions and determine future success of implementation	Assistant Superintendent of Instruction; Director of Student Services	June 2016	Annual survey results from both parent and staff professional development

# Goal Area 3: Professional Development

## Suggested Tasks:

### A1. Develop needs assessment survey

- Needs Assessment currently used is developed through the cooperative and serves broader needs for all LW districts.
- February/March 2017 to develop District 159 only Needs Assessment.

### A2. Develop annual timeline for implementation of the needs assessment (include collection, analysis, and communication of data results).

- Beginning second year implementation of formal Needs Assessment that is collected during the month of March/April, analyzed during May, communicated to School Board during the summer months, and communicated in the Fall to the district staff.

### B2. Allocate professional development budget using local, state, and federal funds based on needs assessment data results

- Beginning second year implementation, the Asst. Superintendent and Director of Student Services, analyzes funding sources to ensure that the district is fiscally-responsible in providing professional development opportunities for staff and parents.

### D1. Develop parent development annual timeline according to needs assessment

- Beginning third year of Parent Academies.
- Spring 2016 results from Needs Assessment will drive topics.

**D2. Communicate parent development annual calendar via email, website, etc.**

- Beginning year two of Parent Academy communication on website, Skylert message send monthly on the opportunities available, and brochures available in schools.

**D3. Develop staff development annual timeline according to needs assessment**

- Currently Needs Assessment is collected during the month of March/April, analyzed during May, communicated to School Board during the summer months, and communicated in the Fall to the district staff.

**D4. Communicate staff development annual calendar via email, website, etc.**

- Currently staff development calendar is communicated to building administrators and staff via email.

**E1. Gather parent/staff development feedback concluding each opportunity**

- Staff feedback is collected concluding each opportunity.
- Parent feedback is not collected at this time.
- Summer 2016 Parent feedback form to be developed and used.

**E3. Analyze feedback on completed parent/staff development**

- Staff feedback forms are collected and analyzed.
- Parent feedback form to be developed by Summer 2016.

**E4. Incorporate strengths and weaknesses of parent/staff feedback when developing upcoming year's professional development calendar**

- Staff feedback forms are collected and analyzed.
- Parent feedback form will be analyzed Summer 2017.

## Goal Area 4: Facilities and Maintenance

### Goal: Provide an investment plan for our facilities to promote a positive learning environment

	Action Steps: What will be done?	Who will be the person(s) responsible?	What is the deadline?	How will the objective be evaluated for success?
A.	Address HVAC needs	Building & Grounds, District Business Office	June 2019	Board approval of an HVAC renovation plan.
B.	Create a homelike environment using color	Building & Grounds, District Business Office, Building level administrators	June 2019	Positive feedback from building administrators, parents & Board.
C.	Conduct a facilities assessment to determine appropriate space usage and maintenance challenges	Building & Grounds, District Business Office, Building level administrators	June 2015	Positive feedback from building administrators, parents & Board.
D.	Determine priorities and write detailed action steps with timelines	Building & Grounds, District Business Office	June 2015	Positive feedback from building administrators, parents & Board.
E.	Implement initial ongoing and future plan as they relate to students and curriculum	Building & Grounds, District Business Office	June 2015	Positive feedback from building administrators, parents & Board.
F.	Evaluate progress annually and amend plan as needed	Building & Grounds, District Business Office	Continuing	Positive feedback from building administrators, parents & Board.

## **Goal Area 4: Facilities and Maintenance**

### **Suggested Tasks:**

#### **A1. Budget Contingency funds in the O&M budget to support initiative**

- **Issue Working Cash Bonds-Bonds were issued in March 2016**

#### **A2. Issue an RFP for Energy Performance Contracting**

- **Developing the new framework for the revised RFP-RFP was released and awarded in February 2016**

#### **A3. Select an Energy Performance Contractor to review facilities and perform assessments**

- **Reimagining the Energy Performance Contract with the goal of District and contractor partnership-Energy Performance Contract was awarded in March 2016**

#### **B1. Meet with administrators to determine interior design needs.**

- **Engaging in ongoing discussion about design needs-**

#### **B2. Based upon feedback develop a building level interior design scheme.**

- **Collaborating with building level administrators to develop design theme**



### **C1. Create a current facilities use map for each building**

- **Facilities maps are being revised to reflect ongoing building updates-Maps are being updated as required**

### **C2. Evaluate each space for optimal and best use for student learning**

- **New Computer Lab**
- **Multi-Purpose Room**

### **C3. Identify unique maintenance challenges involved.**

- **Select a partner to develop a comprehensive detailed maintenance plan-Performance Services was selected to complete phase one**

### **D1. Prioritize action steps and create a detailed plan for accomplishing action steps A, B, & C.**

- **Currently working with different entities to develop business partnership to address the needs identified in this section.**

### **D2. Create a Master Facilities Maintenance and Utilization plan.**

- **Working on creating the Master Facilities Maintenance plan**
- **Engaging in ongoing dialogues with district stakeholders (administrators and staff) to develop a utilization plan that takes into account projected enrollment growth and evolving program needs**

### **E1. Incorporate implementation of plans into budget**

- **Plans are being developed with a focus on financial impact.**

### **E2. Provide labor, materials, and schedules for plan implementation**

- **As building design updates are being made, labor, materials, and scheduled are taken into consideration.**

### **F1. Update Board via Board Briefs and Board Presentations on progress**

- **Board will continued to be updated by Board Briefs and Presentations on benchmarks to the District Facilities and Maintenance plan**

### **F2. Regularly report progress at District and Building Administration Level meetings**

- **Progress to the plan will continued to be shared at District and Building Administration level meetings**

### **F3. Update plan annually adjusting for budget and changing priorities.**

- **Firm commitment to annually adjust budget to reflect changing District mission and priorities**
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# MOKENA ELEMENTARY SCHOOL

## Completed Projects In The First Quarter Of Fiscal Year 2016

- Renovated Band Room/New Multi Purpose Room-
- Central play lot had asphalt installed and seal coating
- HVAC upgrade and building automation
- Front Office new carpet/tile
- South Gym/asbestos abatement/replaced damaged floor section, refinished and sealed entire floor
- South Gym/bleachers removed/front of stage painted
- Painted classrooms/stripped and waxed floors
- Learning Center/Section of carpet replaced/windows tinted
- Changed five classroom uninvent motors
- New lighting in front of the building
- Landscaping/mulch/new flag pole
- Parking lot sealed and striped
- Removed bushes from court yard/mulched
- Mulched both playgrounds

# MOKENA INTERMEDIATE SCHOOL

## Completed Projects In The First Quarter Of Fiscal year 2016

- Roofing project
- Parking lot seal coated and striped
- North Gym floor stripped and resealed
- Floors stripped and waxed
- Painted new computer lab/principal's office / reception area outside principal's office
- Installed wiring for new computer lab and a new designated electrical box
- Replaced a section of concrete ADA compliant
- Replaced three classroom uninvent motors
- New computer lab
- Landscaping
- Main Office new flooring/carpet /furniture
- Conference Room new carpet

# MOKENA JUNIOR HIGH

Completed Projects In The first Quarter

Of Fiscal Year 2016

- New lights installed by main entrance
- Replace concrete at the main entrance
- Asphalt in front and back parking lot
- Upgraded building automation
- Added air conditions to both East and West gymnasiums
- Parking lot seal coated and striped
- Mulched in front of building
- Stairway landing stripped and waxed
- Painted a-wing stairways and hand rails
- Installed sound baffles in the Art Room
- Installed new kick plates in the main hallway
- Gym floor stripped and resealed
- New furniture for conference room/new chairs for teachers lounge
- Replaced and rebuild three water pumps
- Replaced three chiller motors

# Goal Area 5: Public Relations

**Goal: Promote and highlight the district's achievements and programs through a comprehensive and strategic public relations campaign.**

	Action Steps: What will be done?	Who will be the person(s) responsible?	What is the deadline?	How will the objective be evaluated for success?
A.	Implement a social media marketing campaign	District or Building Administration or designee	June 2019	Social media accounts active and followed
B.	Recognize and celebrate excellence among current students	District or Building Administration or designee	June 2019	Student accomplishments shared
C.	Involve notable Mokena 159 alumni, highlighting their successes	District or Building Administration or designee	June 2019	Identify alumni and highlight their successes
D.	Create a database of willing community members who have skills or experience who could enhance the curriculum	District or Building Administration or designee	June 2019	Database completed

# GOAL AREA 5: PUBLIC RELATIONS

**A1: Director of Technology de-activated school Twitter accounts to re-create users with the same name formatting (e.g., MokenaSD159, MESStars159, MISRockets159, MJHSMeteors159)**

**Director of Technology linked Twitter accounts via TweetDeck in order to send the same message one time to all accounts.**

**Connecting Goal 3: Communication and Goal 5: Public Relations**

**Suggestion made by the Superintendent Parent/Teacher Advisory Committee was to send out a Skylert message at the beginning of the school year to all parents to survey how they prefer to receive messages: email, Skylert, Twitter, School Website, School Facebook Account, other social media, etc.**

**In addition, using the expertise of our staff and school board members to utilize the new resources available to us, i.e., Skyward, Outlook365, Website, Skylert, Family Access and social media to best communicate with our school community.**

## THINGS TO REMEMBER:

- A Strategic Plan is a fluid document
- Changes may be needed as we make progress
- There is a need to prioritize

## THEREFORE ...

- Resources within our budget are needed to accomplish these goals



**THANK YOU!**

**We hope you have enjoyed the presentation and have seen the progress we have made as a school community to reach our strategic goals since the implementation of this plan in July of 2015!**