


MOKENA SCHOOL DISTRICT 159 5 YEAR STRATEGIC PLAN 2015-2020



"Where Children Are The First Priority"

**Board of Education Presentation
Administrative Leadership Team
March 18, 2015**

STRATEGIC PLANNING JOURNEY

1. Board Self Evaluation
 2. Identify Key Stakeholders to Participate
 3. Invite Key Stakeholders to Participate
 4. Strategic Planning Retreat
 5. Action Plan Development
 6. Action Plan Presentation to the Board
 7. Board Approval
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STRATEGIC PLANNING JOURNEY

Board Self Evaluation

- ✓ July 14, 2014
- ✓ Board identified the need to plan for the future. It is necessary to:
 - establish goals and priorities
 - provide clear direction.

STRATEGIC PLANNING JOURNEY

Strategic Planning Retreat

- ✓ January 10, 2015
- ✓ Strategic Planning Committee included 50 participants from our school community.
- ✓ Developed:
 - Mission Statement
 - Vision Statement
 - Core Values
 - District Goals and Action Steps

STRATEGIC PLANNING JOURNEY

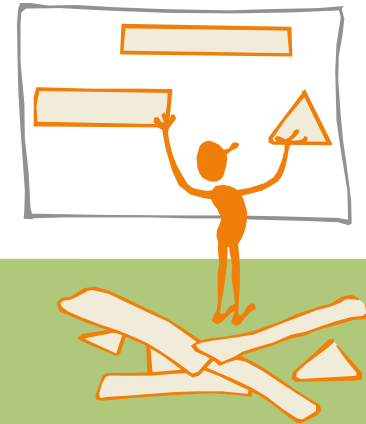
Editing Committee

- ✓ February 4, 2015
- ✓ The committee completed the final edits on the ...
 - Mission Statement
 - Vision Statement
 - Core Values
 - District Goals and Action Steps

STRATEGIC PLANNING JOURNEY

Action Plan Development

- ✓ February/March 2015
- ✓ Administrative Leadership Team
- ✓ Defined for each Goal and Action Step:
 - Who is Responsible
 - Timeline
 - Success Indicators
 - Suggested Tasks



STRATEGIC PLANNING JOURNEY


Board Presentation

- ✓ March 18, 2015
- ✓ Present final 2015-2020 Strategic Plan
- ✓ Request approval at April Board Meeting

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

2015- 2020

Goal Area 1: Curriculum

Goal Area 2: Communication

Goal Area 3: Professional Development

Goal Area 4: Facilities and Maintenance

Goal Area 5: Public Relations



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 Rtl 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 student 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
- A2. Identify curriculum standards for each content area program by completing common template
- A3. Identify quarter alignment for curriculum standards on template that includes technology integration by standard
- B1. Execute the network infrastructure upgrade plan approved by the school board at the February 2015 school board meeting
- B2. Complete Skyward student management system Implementation
- B3. Setup a teacher device showcase to allow teachers to review a selection of computers to use as their main instructional device
- B4. Purchase teacher devices as part of the continuation of the device refresh plan presented at prior board meetings
- B5. Develop a subcommittee to review student technology usage as it relates to new curriculum adoptions
- B6. Perform student device product evaluations
- B7. Purchase student devices based on recommendations
- C1. Using quarter alignment from curriculum templates, develop common quarterly assessments
- C2. Implement common quarterly assessments to determine validity and reliability
- C3. Analyze student results as grade/content teams and implement instructional changes where needed
- D1. Identify new diagnostic assessment system for all students in the district
- D2. Pilot diagnostic assessment system
- D3. Implement new diagnostic assessment system
- D4. Implement Skyward data analysis module
- D5. Add common assessments into Skyward assessment program to allow for grade/content data analysis of common assessments
- E1. Survey students, parents, and staff on current and future Exploratory classes
- E2. Analyze survey results to identify top Exploratory classes
- E3. Determine needs assessment for Exploratory classes
- E4. Design phase-in plan for new Exploratory classes
- E5. Implement new Exploratory classes
- E6. Evaluate new Exploratory classes


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

Suggested Tasks:

- A1. Library, Park District, Scouts, Daycares, Local Religious Organizations, (and other local organizations that involve children)
 - A2. Work with Building Leadership Team, including teachers and support staff to identify what to include in “Welcome Packet”
 - B1. Provide professional development for our Building Leaders, Technical Assistants and Administrative Assistants on the new School-in-Sites software
 - B2. Provide professional development for teachers so that they can consistently create and maintain their own websites by July 2017
 - C1. Work with administration and technical assistants to use social media on a regular basis
 - C2. Work with Curriculum Committees to implement the use of social media within the curriculum
 - D1. Provide building leaders and teachers with the expectations of what information needs to consistently be communicated
 - D2. Transition from paper to electronic distribution of documents
 - E1. Use website volunteer link to pilot and have completed by July 2016
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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

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

B1. Utilize data results from annual needs assessment to develop professional development timeline for fiscal year

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

C1. Develop form for internal and external experts to complete with areas they can provide parent/staff development for the district

C2. Complete database of internal/external resources to be used for parent/staff development

D1. Develop parent development annual timeline according to needs assessment

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

D3. Develop staff development annual timeline according to needs assessment

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

E1. Gather parent/staff development feedback concluding each opportunity

E2. Include questions on annual needs assessment survey regarding effectiveness of concluded staff development.

E3. Analyze feedback on completed parent/staff development

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

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
- A2. Issue an RFP for Energy Performance Contracting
- A3. Select an Energy Performance Contractor to review facilities and perform assessments
- B1. Meet with administrators to determine interior design needs.
- B2. Based upon feedback develop a building level interior design scheme.
- C1. Create a current facilities use map for each building
- C2. Evaluate each space for optimal and best use for student learning
- C3. Identify unique maintenance challenges involved.
- D1. Prioritize action steps and create a detailed plan for accomplishing action steps A, B, & C.
- D2. Create a Master Facilities Maintenance and Utilization plan.
- E1. Incorporate implementation of plans into budget
- E2. Provide labor, materials, and schedules for plan implementation
- F1. Update Board via Board Briefs and Board Presentations on progress
- F2. Regularly report progress at District and Building Administration Level meetings
- F3. Update plan annually adjusting for budget and changing priorities.

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

Suggested Tasks:

- A1. Create district Facebook, Twitter and Instagram accounts
- A2. Link accounts with area community groups
- A3. Create easy identifiable # (eg. #MokenaInspiration)
- A4. Create parameters and expectations for posting
- B1. Share accomplishments of Mokena Students via social media through special events and everyday occurrences
- C1. Contact Lincoln-Way for updated contact information for 159 students
- C2. Connect with Mokena alumni through social media
- C3. Invite Mokena Alumni to Fall Fling and highlight this event as an alumni event
- C4. Monthly select an alumnus to feature through social media
- D1. Survey community members who have skills or experience in the area of curriculum including their willingness to participate
- D2. Identify areas of participation for members (eg. A physician comes in during a health unit to discuss staying healthy)
- D3. Create and maintain the database
- D4. Work with building administration to bring the community members into the classrooms

Person Responsible

We feel that the person responsible for these tasks is either not in the district at this time or someone that needs the public relations tasks written into their job description. With the magnitude that the strategic planning group wants from this goal, building administration simply does not have the time to dedicate towards these tasks nor will the communication be consistent from building to building. We will support and assist in every way possible, but we cannot carry out these tasks.

We suggest a proposal of a new position that is part-time (10 hours a week), which would be perfect for a parent or someone local in the community. There would need to be a job description written including qualifications, tasks, etc. The position can be paid via an annual stipend that is determined by the Board.

The deadline for our tasks is dependent upon the selection of the person responsible for these tasks. Some of these tasks can be easily accomplished in the summer of 2015 with a newly hired person or the selection of a current staff member. Until this is determined, we cannot map out all of the deadlines for completion.

THINGS TO REMEMBER:

- A Strategic Plan is a Fluid Document
- Resources are needed to accomplish goals
- There is a need to prioritize
- Changes may be needed

THEREFORE THERE IS A NEED FOR ...

A Strategic Planning Policy to ensure annual review and adjustments to the plan.

THANK YOU!