Park Ridge-Niles School District 64
"A Journey of Excellence" – Strategic Plan Implementation Schedule 2011-12

YELLOW = Readiness Activities ORANGE = Implement with Support GREEN = Fully Implement

Strategy	Action Plan	2010-11	2011-12	2012-13	2013-14	2014-15
1. Accelerating the Advanced Use of Technology	1 Curriculum scope & sequence		Pilot			
	2 Staff proficiency standards					
	3 Resources/peer coaches		Pilot			
	4 Management of schools					
	5 Communications w/community					
	6 Network infrastructure					
	7 TIC (Tech Implementation Comm)					
	8 BATC (Bd Adv Tech Comm)					
2. Model for Personal Student Goals	1 Grades K-2		Pilot			
	2 Grades 3-5		Pilot			
	3 Grades 6-8		Pilot			
3.Collaboration within Our Partnership	1 Engage partners					
	2 Service learning			Pilot		
	3 Non English-spkg families					
4. Expectations for Student Learning and Instructional Practices	1 Develop Priority Standards		Staff Dev			
	2 Hiring differentiation experience		Pilot			
	3 Staff dev on differentiation					
	4 Plan differentiation peer coaches					
	5 Implement differentiation peer coaches			Pilot		
	6 Pre/post common assessments					
	7 Develop differentiated lessons					
	8 Implement differentiated lessons					
	9 Critical/creative/pbm-solving skills		Staff Dev			
	10 Student progress reporting					
	11 Data-driven instruction					
5. Support & Tools for Change	1 Utilize change protocol					
Existing Initiatives	RtI					
	RtI: Special Ed Eligibility					
	Implement K-5 reading framework					
	Implement new gds 1-5 writing pgm					
	Implement MS reading framework/curr					
	Teach learning strategies (all content areas)					
	Gifted identification review					
	Update teacher evaluation tool					
	Plan/hire for admin retirements					
	Admin staffing study					
	Wellness Benefit Fair					
	RFPs contracted services					
	Conversion to Skyward					
	New Superintendent orientation					
	Facility Study					
	Budget planning & review					
	Contract negotiations					
	Board orientation					

Park Ridge-Niles School District 64
Strategic Plan 2011-12 Activities

Strategy I: We will accelerate the use of advanced technology as an integral component of the educational program and to effectively manage our system.

Action Plan		Activities	Timeline	Budget
1	Implement the Technology Scope and Sequence Curriculum that is under development by the District 64 Technology Action Team. **Leader: TERRI BRESNAHAN;** **Assist: Dan Ophus, Joel Martin, Andy Petroline**	2011-12 Activities: • Continue to develop learning activities that integrate the NETS for Students (National Education Technology Standards) and the scope and sequence • Committee members begin implementation of learning activities • Develop assessments to measure tech skills as they relate to these activities. Assessments for technology will be aligned with the common assessments developed as part of Strategy IV. • Prepare recommendations for District-wide implementation of learning activities for future years	Fall 2011 – Learning activities to be implemented by the Advanced Technology Committee Winter 2012 – Work continues Spring 2012 –Preparation for implementing learning activities and assessments District-wide for future years	2011-12 Budget – $3,300 Possible release time as necessary to complete work $2,300 Supplies $1,000
2	Ensure that all staff adhere to a minimum standard of technology proficiency and continually advance their technology acumen. **Leader: TERRI BRESNAHAN** **Assist: Dan Ophus, Joel Martin, Andy Petroline**	2011-12 Activities: • Carry out staff development plan based on data from staff survey and the parameters of the technology coaching pilot • Establish minimum technology usage guidelines based on the NETS for Teachers (National Education Technology Standards)	Summer 2011 – Plan staff development opportunities for 2011-12 Fall 2011 – Implement staff development plan and technology coaching pilot Winter 2012 – Establish minimum technology usage guidelines. Spring 2012 – Perform a post-survey for all teachers to determine growth and assess the PD plan	2011-12 Budget – $0 No additional funds required.

3	Provide resources to assist educators to create, maintain and integrate educational experiences with various technologies as the medium. **Leader: TERRI BRESNAHAN** **Assist: ESC Team**	2011-12 Activities: • Implement and assess the technology coaching pilot program • Continue to provide professional growth opportunities in the area of technology • Explore independent online learning opportunities in the area of technology	Fall 2011 – • Implement technology coach pilot program • Continue to offer professional growth in the area of technology • Explore independent online learning opportunities Winter 2012 – Assess pilot program and other resources for professional growth in the area of technology Spring 2012 – Determine future steps for 2012-13 in regards to technology coaches and other resources	**2011-12 Budget – $135,540** Funds to employ technology coaches for the pilot program and funds for other resources as recommended by the Technology Implementation Committee (TIC) $120,000 ($195,000 total estimated includes $75,000 from 2011-12 Technology Department budget) 10 additional days per coach $10, 540 Possible release time as needed for pilot school teachers to work with coaches $5,000
4	**Utilize available technology to manage our schools more efficiently and effectively.** **Leader: TERRI BRESNAHAN** **Assist: ESC Team**	2011-12 Activities: • Research web-based applications to collaborate and communicate among staff (District intranet). Tie in with Strategy III and IV.	Fall 2011 – Research possible solutions for online communications system (District intranet). Spring 2012 – Prepare for a summer implementation of an online communication system.	**2011-12 Budget – $25,000** Funds will be used to purchase an online system for communication among staff $25,000 (approximately)

5	Utilize technology to inform and communicate with the community. **Leader: TERRI BRESNAHAN/BERNADETTE TRAMM** **Assist: ESC Team**	**2011-12 Activities:** • Update the Board of Education web site and consider electronic distribution of Board of Education meeting materials. • Web pages will be used as a tool for parents/students to access the classroom	**Fall 2011 –** • Provide further training for teachers to create and maintain their classroom web sites. • Research options for electronic board packets. **Winter 2012** – Establish minimum usage guidelines for teacher web sites	**2011-12 Budget – $0** DELETE: Funds for any hardware or online programs necessary for electronic board packets and training for board members $15,000 (approximately) INSERT: Research options for electronic distribution of Board of Education materials $0
6	Build appropriate network infrastructure to support the advanced use of technology throughout the District. **Leader: GERRY BERKOWITZ** **Assist: Terri Bresnahan**	**2011-12 Activities:** • Have a technology audit conducted by an outside consultant to determine areas of need for the district's infrastructure and technology support for the District	**Summer 2011**- Begin audit by outside consultant. **Fall 2011** – Review completed audit and plan for the next year.	**2011-12 Budget – $0** Funds from the 2010-2011 technology department budget will be used for the audit.
7	Implement a District 64 "Technology Implementation Committee" (TIC), modeled on similar functions in the private sector and at the state and federal levels, to ensure value-driven technology implementation. **Leader: TERRI BRESNAHAN** **Assist: Dan Ophus, Joel Martin, Andy Petroline**	**2011-12 Activities:** • Monitor and review technology learning activity implementations • Review and make recommendations for District hardware and software purchases for next year • Review policies related to technology usage in the District for staff and students	**Fall 2011** – Monitor and review technology activity implementations. Review and update policies related to technology usage. **Winter 2012** – Review hardware and software inventory in the district to make recommendations for next year. **Spring 2012** – Finalize hardware recommendations	**2011-12 Budget – $3,450** Funds will be used for possible release time for this committee to meet $3,450

8	Form a "Board Advanced Technology Committee" (BATC) to advise and alert the Board of Education about advanced technology issues. Leader: PHIL BENDER Assist: Terri Bresnahan	2011-12 Activities: ▪ Investigate, design and staff the committee ▪ Develop a procedure for investigating new technologies ▪ Determine how and when to communicate ideas to Board and TIC	Spring 2012 – Begin development of committee	2011-12 Budget – $0 No additional funds required.
				TOTAL STRATEGY I: ($257,290) - $90,000 = $167,290 REVISED 5-23-11

Strategy II: We will develop and implement a system for setting, measuring and achieving personally challenging goals for each student related to academics, civil behavior, talents and interests.

	Action Plan	Activities	Timeline	Budget
	Overall Leader: **Tim Gleason**	Goal setting will be piloted by teachers/staff members at each grade level band. Pilot will include Strategy II committee members and teachers who will be guided by committee members.		**2011-12 Budget – $10,000** Funds will be used to pay substitutes to release teachers to work on goal setting formats $9,000 DELETE: Pilot web-based tools to monitor student goal setting and assess student progress $4,000 INSERT: Trial of sample web-based tools to monitor student goal setting and assess student progress $0 Supplies $1,000
1	Grades K-2 students will set goals with adult guidance. **Leader: Marcy Canel**	Grades K-2 committee will begin to create developmentally appropriate formats and procedures for student goal setting **2011-12 Activities:** A. Review pilot student goal setting to develop training materials and educational opportunities (forums to learn about student goal setting) toward a District 64 goal setting process. B. In conjunction with other Strategic Plan communication efforts, provide information to staff and community. C. Investigate tools to monitor student goal setting to review and assess student progress. D. Explore ways to enhance on-going communication and collaboration with stakeholders. E. Goal-setting format will be age appropriate, and will synchronize with other grade bands. F. Determine how parent-teacher conferences will incorporate student goal setting.	**2011-12 Timeline:** A. **Fall, Winter, Spring/Summer –** Begin to develop a goal setting curriculum and materials for students, parents and staff. B. **Fall, Winter, Spring –** On-going as part of District overall Strategic Plan communications. C. **Fall –** Develop a means for students, teachers and parents to monitor student goal setting. D. **Fall, Winter, Spring –** Explore available communication tools to monitor student goal setting including communication technology. E. **Spring/Summer –** Develop processes transitioning students	

			from K-2 to 3-5 goal setting format and from 3-5 to 6-8 format. **F.** Spring – Evaluate completed goal setting pilots and develop a format to incorporate goal setting as part of parent-teacher conferences.	
2	Grades 3-5 students will set and reflect upon goals in 4 categories: academic, civil behavior, talents, and interests. Adult guidance will be used in this process with the goal of the student taking more responsibility over time. **Leader: Kim Nasshan**	Grades 3-5 committee will begin to create developmentally appropriate formats and procedures for student goal setting **2011-12 Activities:** A. Review pilot student goal setting to develop training materials and educational opportunities (forums to learn about student goal setting) toward a District 64 goal setting process, including SMART (Specific, Measurable, Attainable, Realistic & Timely) goals. B. In conjunction with other Strategic Plan communication efforts, provide information to staff and community. C. Investigate tools to monitor student goal setting to review and assess student progress. D. Explore ways to enhance on-going communication and collaboration with stakeholders. E. Goal-setting format will be age appropriate, and will synchronize with other grade bands. F. Determine how parent-teacher conferences will incorporate student goal setting. G. Students will take increased responsibility for articulating progress toward achieving	**2011-12 Timeline:** A. Fall, Winter, Spring/Summer – Begin to develop a goal setting curriculum and materials for students, parents, and staff. B. Fall, Winter, Spring – On-going as part of District overall Strategic Plan communications. C. Fall – Develop a means for students, teachers and parents to monitor student goal setting. D. Fall, Winter, Spring – Explore available communication tools to monitor student goal setting including communication technology. E. Spring/Summer Develop processes transitioning students from K-2 to 3-5 goal setting format and from 3-5 to 6-8 format.	

		personal student goals and discussing them in parent- teacher- student conferences.	F. **Spring** – Evaluate completed goal setting pilots and develop a format to incorporate goal setting as part of parent-teacher conferences. G. **Spring** - Review of multiple goal setting pilots will provide an opportunity towards developing student participation in parent-teacher-student conferences.	
3	Grades 6-8 students will set, monitor and regularly reflect upon goals in 4 categories: academic, civil behavior, talents, and interests. Adult guidance will be used in this process with the goal of the student taking more responsibility over time. **Leader: Tim Benka**	Grades 6-8 committee will begin to create developmentally appropriate formats and procedures for student goal setting **2011-12 Activities:** A. Review pilot student goal setting to develop training materials and educational opportunities (forums to learn about student goal setting) toward a District 64 goal setting process, including SMART - Specific, Measurable, Attainable, Realistic & Timely) goals. B. In conjunction with other Strategic Plan communication efforts, provide information to staff and community. C. Investigate tools to monitor student goal setting to review and assess student progress. D. Explore ways to enhance on-going communication and collaboration with stakeholders. E. Goal-setting format will be age appropriate, and will synchronize with other grade	**2011-12 Timeline:** A. **Fall, Winter, Spring/Summer** – Begin to develop a goal setting curriculum and materials for students, parents and staff. B. **Fall, Winter, Spring** – On-going as part of District overall Strategic Plan communications. C. **Fall** – Develop a means for students, teachers and parents to monitor student goal setting. D. **Fall, Winter, Spring** – Explore available communication tools to monitor student goal setting including communication technology. E. **Spring/Summer** –	

		bands. F. Determine how parent-teacher conferences will incorporate student goal setting. G. Students will take increased responsibility for articulating progress toward achieving personal student goals and leading parent-teacher-student conferences.	Develop processes transitioning students from K-2 to 3-5 goal setting format and from 3-5 to 6-8 format. F. Spring – Evaluate completed goal setting pilots and develop a format to incorporate goal setting as part of parent-teacher conferences. G. Spring - Review of multiple goal setting pilots will provide an opportunity towards developing student participation in parent-teacher-student conferences.	
TOTAL STRATEGY II: ($14,000) - $4,000 = $10,000 REVISED 5-23-11				

Strategy III: We will develop and implement plans to ensure all members of our vital partnership (staff, families, community members and organizations) are working collaboratively to help us achieve our mission.

	Action Plan	Activities	Timeline	Budget
1	Expand the involvement of all members of our partnership in order to provide a rich, more powerful and diverse student learning experience. **Leader: PHIL BENDER** **Assist: Kevin Dwyer, Bernadette Tramm, Joel Martin, ______(elementary principal), Leslye Lapping**	2011-12 Activities: ▪ Build understanding of and support for service learning (Action Plan 2) by raising awareness of all members of partnership ▪ Foster existing District 64 SL activities as part of raising awareness ▪ Plan and conduct meetings with community groups to expand awareness of SL, explain District 64 needs and identify opportunities ▪ Outreach to parents and general community on SL ▪ Create database library for staff of existing SL staff efforts and available community projects; update periodically ▪ Maintain regular outreach to community groups to update opportunities ▪ Survey teachers on understanding and awareness of SL ▪ Use teacher survey data to plan for opportunities to raise teacher awareness and build understanding ▪ Connect with Strategy I/Technology on intranet to share SL information ▪ Connect with Strategy II/Personal Student Goals on possible SL link ▪ Connect with Strategy IV/Student Learning to identify opportunities to blend SL into curriculum units ▪ Provide staff development on SL for volunteer teachers ▪ Use Change Protocol to assist in identifying the impact, timeline, resources and communication needs for	Summer 2011 – ▪ Plan community group meetings ▪ Research database formats ▪ Plan staff outreach ▪ Plan for outreach to parents/community Fall 2011 – ▪ Conduct community group meetings ▪ Create initial database library for staff on opportunities and to highlight existing SL projects ▪ Connect with Strategy I, II & IV committees ▪ Survey teachers about awareness of SL ▪ Highlight existing SL activities through DVD presentation at building meetings ▪ Begin outreach to parents/community Winter 2012 – ▪ Review staff survey data and create awareness activities ▪ Continue outreach to parents/community	**2011-12 Budget: $8,500** Funds will be used for SL training opportunities for teachers, to release teachers to create SL committee and plan SL pilot, and for outreach support $7,500 Supplies $1000

		a pilot with volunteer teams of teachers in 2012-13	**Spring 2012 –** ▪ Create teacher committee and plan for pilot next year ▪ Provide SL training opportunities for teachers	
2	Establish service learning for all students in District 64 through authentic educational experiences, which will inspire students to become engaged learners in their community.	**2011-12 Activities:** No Activities Planned		
3	Improve the collaborative relationship between District 64 and families who do not speak English. **Leader: Jim Even** **Assist: Leslye Lapping, Terri Bresnahan, Bernadette Tramm, Dan Walsh**	**2011-12 Activities:** Review needs assessment data from spring 2011 survey of TPI families; plan action steps based on identified needs; provide Google translator service on website in identified languages including Polish and Spanish; create new website page to provide info to parents and connect with ISBE resources	**Summer 2011 –** Work with Tech Dept to add Google translator to District/school websites; create new ELL website page to provide info to parents and connect to ISBE resources **Fall 2011 –** Review needs assessment and plan activities **Winter/Spring 2012 –** Implement as needed	**2011-12 Budget: $1,010** Possible cost of additional translation services for key materials or purchase of materials, if identified in needs assessment $1,010 (Department of Pupil Services budget for 2011-12 to provide $990 if needed)
				TOTAL STRATEGY III: ($10,500) - $990= $9,510 REVISED 5-23-11

Strategy IV: We will define and clarify expectations for student learning, ensure all staff effectively differentiate instruction, and use assessment data to support students in meeting or exceeding the District's targeted benchmarks.

	Action Plan	Activities	Timeline	Budget
1	Establish Priority Standards for each grade level in all core, encore and specials areas, critical thinking, creative expression and problem solving. **Leader: DIANE BETTS** **Assist: Curriculum leaders and** **Reading – Katie Kelly** **Writing – Dan Walsh** **Math – ___________** **Social Studies – __________** **Science – Kevin Dwyer**	2011-12 Activities: ▪ Use the Change Protocol to assist in identifying the impact, timeline, resources and communication needs for beginning implementation of the Priority Standards. ▪ Share Priority Standards with all staff ▪ Determine when Priority Standards will be implemented in each area and communicate timeline to staff ▪ Determine what implications standards have for new textbooks, etc. ▪ Form Math Curriculum Review Group to develop recommendations regarding implementation of Math Priority Standards tied to new Common Core Math standards ▪ Determine what staff development is needed to help teachers implement standards ▪ Begin to provide staff development on Priority Standards ▪ Determine when to revise curriculum brochures and website	Fall 2011 – Begin to share Priority Standards with staff members utilizing Building Meetings and District Grade Level/Dept Meetings Form Math Curriculum Review group Winter 2012 – Math Group continues working Continue to share Priority Standards with staff and provide needed staff development Spring 2012 – Make decisions on changes to curriculum brochures and website	**2011-12 Budget – $10,125** Release time for Math Curriculum Review Group to meet and develop recommendations for implementation of Common Core Math standards $8625 Possible redesign of curriculum brochures/website $1,500
2	Develop hiring practices that ensure new certified staff have exposure to differentiation through experience and/or education. **Leader: SANDRA STRINGER** **Assist: Kim Nasshan, Dan Walsh**	2011-12 Activities: ▪ Utilize new candidate screening tool to focus on candidates' differentiation skills. ▪ Adapt hiring practices to select candidates with strong backgrounds in differentiation	Fall 2011 – Spring 2012 Continue to utilize new hiring practices for differentiation	**2011-12 Budget – $2,500** Funds will be used to revise District on-line application process $2,500 ($2,500 from Human Resources 2011-12 budget will also be used)
3	Create staff development opportunities for all staff to	2011-12 Activities: ▪ Develop staff survey to assess specific	Fall 2011 – Develop staff survey	**2011-12 Budget – $575** Release time for staff development

	increase their knowledge of and experience with differentiation. **Leader: DIANE BETTS** **Assist: Staff Development Committee**	staff development needs for differentiation	**Winter 2012 –** Administer staff survey on staff development needs for differentiation and provide data to Action Plan 4 group	committee or other group to develop staff survey on differentiation $575
4	Develop a peer coaching program and begin implementation for the infusion of flexible grouping and other methods of differentiation. **Leader: DIANE BETTS** **Assist: ESC Team**	**2011-12 Activities:** ▪ Review survey results from staff survey on differentiation (Action Plan 3) and determine staff development needs ▪ Discuss and determine need for instructional coaches/differentiation coaches ▪ Determine new staffing needs for peer coaches or realignment of existing personnel to support implementation of differentiation ▪ Develop job responsibilities for instructional/ differentiation coaches	**Fall 2011 –** Establish staff development needs relating to differentiation of instruction **Winter 2012 –** Determine need for differentiation coaches Determine support model for implementation of differentiation **Spring 2012** Develop job responsibilities	**2011-12 Budget – $0** No additional funds required
5	Fully implement peer coaching for the infusion of flexible grouping and other methods of differentiation.	**2011-12 Activities:** No Activities Planned		
6	Develop pre and post common assessments that will allow teachers to adapt instruction and expectations to individual learning styles and levels. **Leader: REPEAT SAME AS #1**	**2011-12 Activities:** ▪ Unwrap Priority Standards listing more specific objectives. ▪ Examine Priority Standards for possible connections to service learning opportunities (Strategy III, Action Plans 1 and 2). ▪ Develop common assessments for Priority Standards as they are unwrapped. ▪ Explore use of online assessment development tools for developing and	**Fall 2011 –** Use Institute Day and other Wednesday time to work on unwrapping standards and developing assessments **Winter 2012 –** Continue work on assessments **Spring 2012 –** Continue work on assessments	**2011-12 Budget – $6,750** Possible use of release days to finish common assessments $5,750 Supplies $1,000

		sharing assessments tied to Priority Standards. ▪ Use Change Protocol to assist in planning for implementation of common assessments. ▪ Determine a common curriculum guide format that will be used to document standards, objectives, resources, assessments and future differentiation or technology lessons. Tie in with Strategy I, Action Plan 4: web-based tool for communication among staff.	Develop curriculum guides	
7	Develop differentiated lessons to adapt instruction and expectations to individual learning styles and levels.	**2011-12 Activities:** No Activities Planned		
8	Implement differentiated lessons in all areas of core curriculum	**2011-12 Activities:** No Activities Planned		
9	Encourage students to use creative expression, critical thinking and problem solving throughout their day. **Leader: REPEAT SAME AS #1**	**2011-12 Activities:** Tied into Action Plans 1 and 6: As Priority Standards are being shared and standards are unwrapped, we will emphasize critical thinking, creative expression and problem solving in each curricular area. These skills will be incorporated into common assessments.	**Fall 2011 –** See Action Plans 1 and 6	**2011-12 Budget –** No additional funds required
10	Develop a District philosophy and corresponding communication tools (e.g., report cards, conferences, other mechanisms) that provide clear information regarding each student's individual performance in relation to the District standards.	**2011-12 Activities:** No Activities Planned		

11	Use data over time as an indicator for instructional change. **Leader:** ___________ **Assist: Curriculum specialist Kathy Ross, other curriculum specialists and building principals**	2011-12 Activities: ▪ Provide additional training on use of Inform (student performance database warehouse system). ▪ Support grade level teams and departments to use RtI process to set improvement goals based on analysis of data	Summer 2011 – Provide training on Inform for building Quality Improvement Teams (QITs) Fall 2011 – Spring 2012 Support QITs and grade level teams and departments in development of improvement goals Provide specific expectations for data analysis each trimester	**2011-12 Budget – $15,750** Funds will be used to pay QIT members for attending summer meetings $10,000 Release time for additional training/support of teachers during school year: $5,750
			TOTAL STRATEGY IV: ($38,200) - $2,500 = $35,700 REVISED 5-23-11	

Strategy V: We will develop and implement a protocol to ensure staff and community members understand, are committed to, and have the tools to carry out changes within the system that are needed to achieve our mission and objectives.				
Action Plan		**Activities**	**Timeline**	**Budget**
1	Put into practice a protocol of designing, implementing and assessing proposed changes. **Leader: PHIL BENDER** **Assist: AC members**	2011-12 Activities: ▪ Continue providing ESC Team and AC with opportunities to develop proficiency in using change protocol as leaders in actual District/school situations ▪ Encourage widespread use of Change Protocol by all District 64 staff as useful tool in variety of situations, both in relation to the Strategic Plan as well as building and existing District initiatives ▪ Incorporate "change" theme as focus throughout the year	Summer 2011 – Training opportunity at AC workshop in June Fall 2011 – Incorporate "change" theme in District messages throughout the year (Institute Day, building meetings, etc.) and provide training opportunities for staff Winter-Spring 2012 – Use Change Protocol to plan for 2012-13 programs	2011-12 Budget – $2,500 Funds may be used for outside coach/trainer for ongoing support $1,500 (Department of Student Learning budget for 2011-12 to share cost of providing outside coach/trainer for Institute Day/ongoing support $3,500) Supplies $1,000
TOTAL STRATEGY V: ($6,000) - $3,500= $2,500 REVISED 5-23-11				

TOTAL REVISED STRATEGIC PLAN BUDGET REQUIRED FOR ALL 2011-12 WORK:
$325,990 - $100,990 = $225,000 REVISED 5-23-11