

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64**

**Minutes of the Committee-of-the-Whole on Strategic Plan
held at 6:00 p.m. April 26, 2010
Raymond E. Hendee Educational Service Center
164 S. Prospect Ave., Park Ridge, IL 60068**

President John Heyde convened the Committee-of-the-Whole meeting at 6:03 p.m. Other Board members present were Genie Taddeo, Eric Uhlig (joined in progress), Pat Fioretto (joined in progress), Sharon Lawson and Ted Smart. Also present were Superintendent Sally Pryor, Assistant Superintendents Sandra Stringer and Diane Betts, Business Manager Becky Allard, Director of EIS/RtI Lynne Farmer, Director of Technology Planning & Assessments Larry Sorensen, Director of Pupil Services Kathy Nelson, Public Information Coordinator Bernadette Tramm, and approximately 25 District 64 staff and community members.

Mr. Heyde stated that the purpose of the meeting was to receive administration's recommendations for implementing the District 64 Strategic Plan.

Dr. Pryor gave an overview of the strategic planning process from its inception in the fall of 2008 until now. The strategic plan is being presented in its entirety and the Board will be asked to approve the plan along with action plan implementation and budget recommendations for the 2010-2011 school year at the May 10, 2010 Board meeting.

Public Information Coordinator Bernadette Tramm said that the plan was created and agreed upon collectively and unanimously by the members of the Strategic Planning Team. The original plan was presented to the Board last May and since then the Strategic Planning Team made only very minor changes in response to suggestions from the action teams. She gave an overview of the key components of the plan – the mission, beliefs, objectives, and parameters. Ms. Tramm noted that after the Strategic Planning Team had presented the plan to the Board in February, the District's administrative team began its work on the plan. As part of this work, they met with consultant Joe Kaplan, who had served on one of the action teams to discuss using the change protocol, how to introduce change into a system, what the likely consequences are and how to prepare for it. The plan was named *Journey of Excellence* to acknowledge the level of excellence we have attained and that will be built upon in the future.

An overview was provided of the implementation schedule for each action plan beginning with the 2010-2011 school year through 2014-2015 as well as existing initiatives. She explained that each action plan has three phases of implementation starting with readiness activities, followed by implementation with support and ending with full implementation.

Assistant Superintendent for Student Learning Diane Betts said that beginning next year, many of the action plans will be developed further and will require everyone to be involved to achieve full implementation in five years. She provided detailed information on the five strategies and the action plans specifically recommended for implementation in 2010-11.

Strategy 1: We will accelerate the use of advanced technology as an integral component of the educational program and to effectively manage our system.

A draft scope and sequence has been developed and will need to be reviewed. How to integrate the identified skills into all areas of learning will need to be determined. Assessments will be developed to monitor how students are doing. Equipment and instructional resources will be determined. These activities will begin in the fall and be completed by the end of the 2010-2011 school year.

Staff proficiency in the area of technology will be determined. The use of peer coaches to bring staff to a minimum level of expectation will be explored for use in 2011-12. This will need to be included in the budget planning process beginning January 2011.

Infrastructure will need to be analyzed with upgrades made to support this initiative. Upgrades would be completed next year with funding coming from current year technology dollars, strategic planning dollars and funds from a private donor.

Two new committees, the Technology Implementation Committee and Board Advanced Technology Committee, will be formed next year. These committees will work with the existing Tech Action Committee to plan and monitor how we are using technology in the district. In addition, the Board committee will look at new technologies and advances in the area of technology and report findings to the Board and Tech Action Committee.

The total one-time budget expense 2010-2011 is estimated to be \$193,000.

Strategy 2: 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.

This strategy is key to taking our students to the next level of excellence. Committees of teachers will be formed to investigate and develop a format for goal setting in our district. This will begin next year with details worked out over the next two years.

The budget for 2010-2011 will be approximately \$20,000 for teacher release time.

Strategy 3: 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.

Communications efforts will be focused on expanding the involvement of all stakeholders by informing them about the strategic plan as well as the first-year and long-range goals of the plan and how they can be involved to help us accomplish our goals. Following this, the new Superintendent will work to establish relationships with the community, identify the current partnerships, brainstorm new ideas, conduct focus groups and develop ideas for continuing this initiative. In addition, we will be assess the communications needs of non-English speaking District 64 families and will look at offering information in both Spanish and Polish.

The budget for 2010-2011 will be approximately \$5,000 for publications about the strategic plan, focus groups, needs assessment and translation resources.

Strategy 4: 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.

The action plans address the three parts of this strategy. The first Action Plan is to establish Power Standards that clearly define the essential learning outcomes that students need to learn to be successful. Teachers will be trained to develop these standards and should complete this task by the end of the 2010-2011 school year. In conjunction with this, common pre and post assessments will be developed allowing teachers to adapt instruction and expectations to individual learning styles and levels (Action Plan 6). In addition critical thinking, creative expression and problem solving will be incorporated into the development of the Power Standards and common assessments (Action Plan 9).

Action Plan 2 establishes hiring practices for recruiting candidates with a strong background in differentiation. Changes to the employment application and interview questions will be made. These new practices will be implemented in the spring and summer of 2011.

Action Plan 3 acknowledges that teachers have various knowledge of and experience with differentiation. A needs assessment will be conducted to determine specific staff development needs and appropriate staff development will be planned for implementation in 2011-2012.

Action Plan 4 and 5 were combined and pertain to developing a peer-coaching program to support implementation of differentiation. Staffing needs will be determined and job responsibilities developed during the 2010-2011 school year with coaches being hired beginning in 2011-2012.

Action Plan 11 pertains to using data over time as an indicator for instructional change. Additional training will be provided to staff on data analysis in order to establish goals based on student data.

The budget for 2010-2011 will be approximately \$55,000, most of which will be used for release time for teachers to develop Standards and common assessments.

Strategy 5: We will develop and implement plans 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.

A change protocol will be developed and used to plan the implementation of the Strategic Plan.

The budget for 2010-2011 is approximately \$10,000 to be used for publications and other resources needed to communicate with stakeholders.

Ms. Betts said that input from teachers is essential and therefore the District is proposing that all teachers be involved in at least one area of a readiness activity next year. This will build greater buy-in for change, garner maximum teacher input, develop knowledge along the way, and distribute the work to be done. Some Staff Development Wednesday time, Institute Days, summer work and release time (approximately one

additional day per teacher) will be used. Administration acknowledges that teachers need to be trained in order to effectively implement the Strategic Plan.

Becky Allard addressed the recommended budget for Strategic Plan implementation for the 2010-2011 school year. She noted that the \$283,000 proposed budget includes no increases in personnel, but are one-time expenses for capital improvements and staff development and are necessary not only for current operations but also to do the work of the Strategic Plan. She said if at any point during implementation funding becomes uncertain, activities could be delayed. In February when the financial projections were reviewed, a "strategic staffing model" demonstrated that the District had the capacity to fund \$500,000 of new money for each of the five years of the Strategic Plan and assumes that these funds would roll over from year to year. Under this model, at all points through June 2018, the District honors the fund balance policy by maintaining at least 33% of annual expenditures at year-end.

Ms. Tramm added that once the plan is approved, communication outreach would begin. A regular cycle of monitoring the progress of the project will take place throughout implementation and reports to the Board will be provided. Early each spring, detailed recommendations and budget implications for the following school year will be presented to the Board. A formal update to the plan will occur approximately 18 to 24 months after implementation begins.

Dr. Pryor summarized that the next steps will be for the Board to approve the final strategic plan and budget and activities for the 2010-2011 school year at the May 10, 2010 meeting. At a meeting scheduled for June 16 and 17, District administrators and new superintendent Dr. Philip Bender will meet with strategic planning facilitator Dr. Howard Feddema to review responsibilities being assigned to all District administrators to oversee specific components of the plan.

Board members asked for additional information about the recommended plan, activities and budget. A revised plan title, mission, and vision statement was proposed. Dr. Pryor encouraged Board members to contact administration with additional questions and concerns.

The meeting was adjourned at 7:35 p.m.

President

Secretary