

I.A.2.a	Action Step a: All schools will implement a Pyramid Response to Intervention process and develop Tiers of instruction to address varying learning needs.	8/1/2011	5/1/2014	RTI building teams will educate all instructional staff in all four buildings on the three tiers of RTI instruction	Staff at each building identify how their Tiers of instruction will be delivered	A schedule is developed to address and allow time for instructional tiers	Instructional Tiers are in place and part of a daily schedule	Joy , Mark, Cindy, Tina				
I.A.2.b	Action Step b: Schools will utilize Tiers of Instruction (RTI) to address the learning needs of their students.	8/1/2011	5/1/2014	RTI benchmark tiers will be put in place and part of a daily schedule for all buildings	Students are screened and placed in instructional Tiers	Students are placed in Tiers allowing additional time and support within the school day	Students are placed in Tiers allowing additional time and support within the school day and progress is frequently monitored and Tiers adjusted based on students need	Joy, Mark, Cindy, Tina				
I.A.3	Strategy 3: The Jefferson R-7 drop out rate will be at or below 3% and persistence to graduation rate will be at or above 80%.											
I.A.3.a	Action Step a: District will monitor drop out rate and provide at-risk services to students who meet at-risk criteria	8/1/2011	monitored each semester	Plan developed by admin	Attendance monitored by all building secretaries and teachers with concerns reported to admin	Letters sent home at the end of each quarter to notify parents of attendance concerns. Plan followed by admin	Attendance at 95% or above each year	David Haug, Joy, Mark, Cindy, Tina				

I.C.2.a	Action Step a: All buildings schools will implement a Pyramid Response to Intervention (RTI) that frequently assesses progress monitors student performance.	8/1/2011	5/1/2014	Staff within individual buildings develop/modify their Pyramid of Intervention based on RTI Tiers	Staff and admin work to determine progress monitoring assessments	Screenings are utilized to place students in Tiers of instruction	Student Tier placement will allow for time and support to provide individual progress monitoring	Mark, Joy, Cindy and Tina					
I.C.3	Strategy 3: The district will increase the individual learning of students as measured by their annual IEP goals and State assessments.												
I.C.3.a	Action Step a: Implement a co-teaching model involving both regular and special education staff and administrators.	8/1/2011	5/25/2014	Training for all HS staff	Training for Danby staff	Training for Platin and Telegraph staff	PD logs with records of training; evidence of implementation	Karen Kappel					
I.C.4	Strategy 4: The district will develop and maintain a program which will result in improved opportunities for post-secondary education and employment for students with and without disabilities.												
I.C.4.a	Action Step a: The district will develop a comprehensive special education transition plan for the high school students.	8/1/2011	5/25/2012 and On-going Annual Review	Application submitted for TOPS (Transition Outcomes Project) training	Attend TOPS training sessions	Revise and practice based on TOPS recommendations	A comprehensive transition program is established and utilized	Karen Kappel					

I.D.1.a	Action Step a: Develop a district wide character team (with staff representation from each building along with parents and students) to assess the progress of each building in the 11 Principles of Character and develop action steps for further implementation.	8/1/2011	5/1/2014	Identify members that have Char Ed certification and could serve on district-wide team	Select members from each building including staff, teachers, parents and students	Team meets regularly and takes information back to buildings towards building implementation	Each building has a Character Team and meets regularly to assess their progress towards implementation of the 11 Principles	Suzanne Richardson, Kim Tessaro, Jared Marshall				
I.D.1.b	Action Step b: Send teacher and administrators for Character Education Certification and character education workshops sponsored by Character Plus.	8/1/2011	8/1/2015	District will annually select staff from each building to attend certification classes during the summer	Selected staff will attend required meetings to attain certification	Staff complete all three trainings and administrators also send other staff to additional free trainings through Character Plus	100% of faculty and staff are certified in character education	Joy, Mark, Tina, Cindy				
I.D.2	Strategy 2: The district will reduce the number of behavior incidents resulting in discipline referrals.											
I.D.2.a	Action Step a: The district administrators will track and report on discipline referrals annually.	8/1/2011	Annually assessed each June 1	Discuss discipline codes and how they are used across buildings to ensure consistency	develop a tracking system to monitor student discipline that is consistent across buildings	Use determined tracking system and prepare report from start of school through March 1	Discipline data reported to Board annually during March meeting using a format that is discussed and agreed upon by administration	Joy, Mark, Tina, Cindy				

I.D.2.b	Action Step b: Trends and areas of concern will be reported to guidance counselors and teachers to monitor and use as discussion points during class meetings and instruction.	3/1/2012	ongoing	Analyze discipline tracking system to note areas of concern	Building administrators share results with counselors and teachers	Faculty teams determine action steps to address areas of concern (like class meetings, counselor instruction, small groups, etc)	Action plans are followed through and data can be generated to show a decrease in behavior referrals in those specific areas of concern	Joy, Mark, Tina, Cindy				
II	II. Highly Qualified Staff											
	Goal: Recruit, attract, develop and retain highly qualified staff to carry out the LEA (local educational agency)/District mission, goals, and objectives.											
II.A	Objective A: The district will increase staff quality through recruitment and selection strategies for Highly Qualified Teachers (HQT).											
II.A.1	Strategy 1: Deploy a marketing, recruiting and selection process that utilizes proven hiring techniques and track its effectiveness in securing HQT.											
II.A.1.a	Action Step a: Develop and implement a comprehensive recruitment and selection program that emphasizes the district's high quality work environment, professional development opportunities and competitive salaries and benefits.	8/1/2011	ongoing but assessed annually for revisions	Develop a comprehensive recruitment plan including specific marketing strategies	Develop a uniform recruitment activity calendar.	Implement a consistent staffing procedure	Provide evidence of a uniform approach to managing, recruitment, selection, and placement of staff	Clint, Lori, and Becky, Mark, Joy, Cindy, Tina, Jim, Tom, and Tim Davis				
II.A.1.b	Action Step b: Achieve and maintain a 100% HQT rating according to federal guidelines for teachers.	8/1/2011	8/1/2014	Review current teacher certification status for district employees	Utilize set-aside portion of Federal Title I improvement dollars for staff development	Reassess teacher certifications following Praxis exams	100% rating for all district teachers	Clint, Mark, Joy, Cindy, Tina, Lori Wolk				

II.D.1.a	Action Step a: Review, evaluate and revise current mentoring and beginning teacher assistance programs.	8/1/2011	8/1/2012	Review existing procedures and programs	Research effective models and programs	Implement a tailored program	Provide evidence that all new teachers have an identified mentor; new model is comprehensive and effective	Kelli, Karl, Mark, Joy, Cindy, and Tina				
II.D.1.b	Action Step b: Meet annually with building administrators to discuss staff needs.	8/1/2011	ongoing	Meeting date established	Analyze surveys, evaluations, and achievement data to determine needs	Meet with admin to discuss staff needs based upon data	Completed plan for upcoming PD	Kelli and Karl				
II.D.1.c	Action Step c: Develop a system to reward and recognize staff.	8/1/2011	ongoing	Survey of admin to determine current recognitions and incentives	Compile ideas for recognition and incentives and distribute.	Building and district plan completed for recognition of staff.	Yearly implementation of reward and recognition plan.	Mark, Joy, Cindy, Tina, Jim, Tom, and Food Service Director				
II.D.1.d	Action Step d: Annually adjust district salary schedules to remain competitive with other employers in the area.	8/1/2011	ongoing	Review surrounding counties salary schedules	Meet with teacher and staff organizations	Adjusted salary schedule competitive to surrounding counties	BOE Approval of recommended Salary Schedule	Clint and Lori				
II.D.1.e	Action Step e: Maintain updated job descriptions for every position in the district to ensure that staff members understand their position expectations.	8/1/2011	8/1/2012	Collect and analyze job titles and functions linked to actual positions	Update jobs of current employees to match their function	Match job description to departments including the evaluation process	Link all active job descriptions to each employee and link all inactive job descriptions to vacancies	Clint and Peggy				

II.D.1.f	Action Step f: Offer tuition/training reimbursement for courses or training programs that will improve student achievement.	8/1/2011	ongoing	Collect and analyze current offerings for reimbursements of surrounding districts	Meet with teacher and staff organizations	Analyze current budget and financial obligations	Provide to BOE recommendation for reimbursement for tuition/trainings	Clint				
II.E	Objective E: The district will develop and apply a systematic procedure to create, review, revise and implement a PreK-12 curriculum.											
II.E.1	Strategy 1: Develop and align a PreK-12 curriculum that integrates the Missouri State Standards and the College and Career Readiness Standards.											
II.E.1.a	Action Step a: District Implements written curriculum for all instructional programs.	8/1/2011	8/1/2014	PD time scheduled for curriculum writing and revision	Vertical team leaders submit changes to curriculum team for consideration	BOE approval of new or revised curriculum	Curriculum implemented, taught and assessed in the classroom	Faculty and Administration				
II.E.1.b	Action Step b: Revise all curriculum guides to meet MSIP 5 standards; Align curriculum to common core state standards; Identify "holes" in the curriculum and develop curriculum for missing standards and content areas.	8/1/2011	8/1/2014	Provide training vertical core team leaders on the Common Core State Standards and the cross-walk for aligning the curriculum	Team Leaders will provide training to remaining staff on the cross-walk for alignment	Workdays are used to allow for curriculum revision	Aligned curriculum to the Common Cores State Standards	Vertical Team Leaders, PDC and Administration				

II.E.1.c	Action Step c: Utilize a systematic procedure to review, revise and implement the written PreK-12 curriculum.	8/1/2011	8/1/2013	Research high performing school districts for best practices and begin working on a Curriculum Development Plan	Create a Comprehensive Development Plan for the district	Begin implementing Curriculum plan	Comprehensive Curriculum Plan is in place allowing for a process for reviewing and revising the curriculum>	Clint, Mark, Joy, Cindy, and Tina				
III. Facilities, Instructional Programs, Support												
III	Goal: Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.											
III.A	Objective A: (Finance) The district will contain spending by identifying and eliminating inefficiencies, maintain a balanced budget, increase financial reserves and maintain them at a level sufficient to avoid a Tax Anticipation Note (TAN).											
III.A.1	Strategy 1: Optimize spending practices											
III.A.1.a	Action Step a: Annually prepare and maintain a balanced budget.	7/1/2011	6/30/2012 & annually	Review financials for first quarter of school year, noting changes to be made in subsequent years.	Review financials for first half of school year, using actuals to begin making projections for next school year.	Complete first draft of budget for next school year by February, presenting to board at each board meeting starting in February.	By June 30, balanced budget for the next school year to be approved by the Board of Education.	Clint and Lori				

III.A.1.b	Action Step b: Develop a five-year financial plan.	7/1/2011	6/30/2012 & update annually	Select participants to assist in preparation of plan.	Identify ending fund balance goals for each year as directed by the Superintendent and Board of Education.	Identify major projects to be completed in the district with regards to facilities & bonding, making sure that the financial plan reflects these projects.	Five-year financial plan documented, presented to and approved by the Board of Education with the understanding that it is a fluid document and will be updated as financial changes occur.	Clint, Lori and Peggy				
III.A.1.c	Action Step c: Review expenditures regularly to ensure compliance.	7/1/2011	6/30/2012 & annually	Review first quarter of the year expenditures, examining closely any major variances with the budget.	Review first half of the year expenditures, examining closely any major variances with the budget.	Review first three quarters of the year expenditures, examining closely any major variances with the budget.	Final end of year financials give a true picture of the financial state of the district, and all expenditures are recorded correctly and do not exceed budget.	Lori and Peggy				

III.A.1.d	Action Step d: Improve internal controls to safeguard district assets and implement a risk assessment program.	7/1/2011	6/30/2012 & annually	Evaluate current internal control procedures.	Determine areas needing internal control procedures needing to be revamped.	Prepare documentation of Internal Control procedures for the district and schedule of areas to be tested.	Perform testing of internal controls- each are once per school year following the schedule--and receive no internal control findings on audit (unless not enough personnel sufficient to have adequate separation of duties).	Lori and Peggy					
III.A.1.e	Action Step e: Provide training to ensure that funds are utilized effectively.	7/1/2011	6/30/2012 & annually	Determine training needed.	Research other districts training manuals and presentations.	Develop training manuals and presentations tailored to our district.	Provide appropriate training to staff, adding documentation to their personnel files.	Lori and Peggy					
III.A.2	Strategy 2: Look for additional alternative sources of revenue.												
III.A.2.a	Action Step a: Work with Blue Jay Foundation to raise funds/donations.	7/1/2012	6/30/2014 & annually	Meet with Blue Jay Foundation officers to determine goals of foundation with regards to the district.	Along with foundation, choose projects to focus on for fundraising efforts.	Utilize student body/community for specific fundraising campaigns chosen to raise funds.	Complete a successful fundraising campaign to achieve the goals chosen along with the Foundation.	Lori and Peggy					

III.A.2.b	Action Step b: Research additional grant opportunities.	7/1/2012	6/30/2013 Ongoing	Meet with Blue Jay Foundation to find out what grant opportunities have been researched on their end.	Prepare a list of specific grants to work on jointly with the Foundation.	Reach out to organizations, following their specific requirements and protocols, to apply for grant funds.	Secure additional grant funds to be run through the Foundation to benefit the district.	Lori and Peggy					
III.A.3	Strategy 3: Maintain sufficient reserves to avoid using a TAN												
III.A.3.a	Action Step a: Monitor spending/income monthly	7/1/2011	6/30/2012 & annually	Print preliminary financial statements on a monthly basis, listing all month revenues & expenditures.	Review all income/expenditures as compared to budgets on a monthly basis.	Make any necessary journal entries to correct posting of income & expenditures on a monthly basis.	Present financial statements to the Board of Education at the regular monthly meetings, once they have been reviewed and entries made.	Lori Wolk					
III.B	Objective B: (Facilities) The district will provide facilities that create and maintain healthy, safe, and secure environments that are conducive to effective teaching and learning.												
III.B.1	Strategy 1: The district will ensure that all facilities are maintained to meet local, state and national codes.												
III.B.1.a	Action Step a: Complete 3-year AHERA (asbestos) re-inspections update. Complete in-house surveillance testing and recording every six months.	7/1/2011	6/30/2014	October, 2011 & April, 2012-- prepare in-house surveillance reports.	October, 2012 & April, 2013--- prepare in-house surveillance reports.	October, 2013 & April, 2014--- prepare in-house surveillance reports.	Full re-inspections completed with results recorded, including results from in-house surveillance.	Tom Scherle					

III.B.1.b	<p>Action Step b: Complete fire suppression kitchen hood testing twice a year. Complete fire extinguisher testing once a year. Complete backflow prevention testing once a year. Complete sewage system pump out of holding tanks and flow recordings three times each year. Complete holding tank sludge reports to DNR once each year. Complete elevator fire testing and documentation once every month. Complete elevator safety inspection for state operating license once each year.</p>	7/1/2011	6/30/2012 & annually	Perform necessary testing according to schedule.	Perform necessary testing according to schedule.	Perform necessary testing according to schedule.	Documentation of testing and results for all necessary systems as per the schedule.	Tom Scherle, Kurtis Massa				
III.B.2	<p>Strategy 2: The district will develop and implement both short- and long-term facility and maintenance plans.</p>											
III.B.2.a	<p>Action Step a: Complete monthly, the preventative maintenance schedule, along with the daily emergencies, break downs, deliveries, activity set ups, assisting other ordering of products and supplies and all documentation required.</p>	7/1/2011	6/30/2012 & annually	Ensure that all items on schedule to be done prior to start of school have been completed.	Review budgets at calendar year-end, documenting any overages with explanations.	Review documentation for annual board of education report, quarterly review of budget information, begin preparation of budget needs for next year.	Prepare final analysis of year-end budgets and compilation of documentation for entire school year.	Tom Scherle, Kurtis Massa, Larry Robinson, Adam Cornman, Justin Cozine, Cindy Bailey, John Spradling, Mark Williams, Jerry Spradling, Al Meese				

III.B.3.a	Action Step a: The district will provide information with square footage versus staff available to accomplish maintenance and custodial needs.	7/1/2011	6/30/12 & annually	Determine square footage of each building.	Determine amount of square footage to be assigned to each maintenance/custodial employee in the ideal environment.	Prepare analysis of current number of employees and square footage requirements.	Present analysis to Superintendent and Board of Education.	Tom Scherle, Kurtis Massa, Al Meese				
III.B.3.b	Action Step b: Complete a study, from 3 outside suppliers on custodial staff versus square footage, with cleaning only responsibilities with no interruptions.	7/1/2011	6/30/2012	Determine square footage of each building.	Meet with 3 outside suppliers to request data to support custodial staff needed versus square footage for cleaning responsibilities.	Work with outside vendors to complete study on custodial staff versus square footage with cleaning only responsibilities.	Present study to Superintendent and Board of Education.	Tom Scherle, Kurtis Massa, Al Meese				
III.B.3.c	Action Step c: Continue to maintain the appearance, the mechanical, the positive upgrades, the modifications, the cleanliness, the safety and the department attitudes for a healthy school, in a growth changing atmosphere and staying within our budget.	7/1/2011	6/30/2012 and ongoing	Walkthrough of each building prior to the first day of school to verify that standards are being met.	Extra cleaning performed (as necessary) during holiday break when students and staff are not present.	Employee evaluations held, including assessment of job performance as judged by appearance of buildings.	Annual report given to Board of Education.	Tom Scherle				
III.B.3.d	Action Step d: The district will provide information on new equipment purchases to increase better job productivity.	7/1/2011	6/30/2012 and ongoing	Perform analysis on current equipment to determine any replacement or additional items needed.	Compile list of equipment that would benefit custodial/maintenance employees.	Obtain price bids on list of equipment.	Present list of equipment, including prices, to the Superintendent and Board of Education.	Tom Scherle				

III.D.1	Strategy 1: Preventive bus maintenance and repair plan will be completed annually to ensure district meets MSHP bus inspection standards.											
III.D.2.a	Action Step a: Maintain 100% bus inspection rating for bus fleet.	7/1/2011	6/30/2012 & ongoing	Prepare a list of buses currently in use by district, showing year and mileage.	Prepare a rotation list for buses showing when they should be discontinued by district.		Bus fleet cycle rotation in effect and new or used buses purchased in a timely manner according to schedule.	Jim Almany & Transportation Department				
III.E	Objective E: (Guidance Counseling) The district will support a guidance and counseling program to support all students.											
III.E.1	Strategy 1: Implement the Missouri Comprehensive Guidance Program.											
III.E.1.a	Action Step a: Develop and implement a guidance curriculum.	8/17/2011	5/9/2012	Annual review of GLEs and JR7 Guidance curriculum - Career, Personal/Social and Academic Development	Pre-Post test data		Annual review of GLEs and JR7 Guidance curriculum - Career, Personal/Social and Academic Development; Pre and Post test data; IIR and Program and Data review	Suzanne Richardson, Kim Tessaro, Jared Marshall				
III.E.1.b	Action Step b: Create a career-planning system that allows students to explore and plan for career choices.	8/17/2011	5/9/2012	JHS Personal Plans of Study for all students (5 year plans)	Danby Career Plans		Career curriculum implementations K-12	Suzanne Richardson, Kim Tessaro, Jared Marshall				

III.E.1.c	Action Step c: Develop written protocols to be used with students who are experiencing problems that interfere with their success at school.	8/17/2011	5/9/2013 Annually	RTI statistics, intervention statistics, CARE TEAM statistics, 504 and IEP statistics	RTI statistics, intervention statistics, CARE TEAM statistics, 504 and IEP statistics	RTI statistics, intervention statistics, CARE TEAM statistics, 504 and IEP statistics	RTI statistics, intervention statistics, CARE TEAM statistics, 504 and IEP statistics	Suzanne Richardson, Kim Tessaro, Jared Marshall, David Haug				
III.E.1.d	Action Step d: Review the guidance program annually and make revisions as necessary.	8/17/2011	12/15/2011 Annually	Monthly department meetings as evidenced by agendas	Program and Data review		December Board meeting minutes	Suzanne Richardson, Kim Tessaro, Jared Marshall				
III.F	Objective F: (Health Support Services) The district will provide qualified, appropriate health support services to students.											
III.F.1	Strategy 1: Implement a coordinated school health program that creates a partnership involving the school, community services, health agencies and families designed to address the health barriers that interfere with student learning.											
III.F.1.a	Action Step a: Establish a School Health Advisory Committee (SHAC) that includes parents, students, community representatives and school staff, including school health services staff.	7/1/2011	6/30/2012	Committee members chosen.	Committee meets and sets goals and timelines for projects.	Committee projects are announced to staff and community.	Committee successfully starts a campaign for staff, students, and community geared toward a healthier lifestyle.	Jaime Naucke, Beth DeClue, Patti Govero, Jennifer Deason				

III.F.1.b	Action Step b: The SHAC will review the current health services program and prepare a report for the board that includes strengths and weaknesses of the program and short and long-term recommendations.	7/1/2011	6/30/2012	SHAC to review current wellness program.	SHAC to determine strengths and weaknesses of current plan.	SHAC to come up with recommendations for improvement to current plan, along with new ideas.	SHAC presents report and findings to Board of Education along with recommendations.	Jaime Naucke, Beth DeClue, Patti Govero, Jennifer Deason				
III.G	Objective G: (Technology) The district will provide all students, staff and faculty the necessary technology resources to conduct the instructional and business missions of the district.											
III.G.1	Strategy 1: The district will develop technology standards for all equipment and facilities needs											
III.G.1.a	Action Step a: Develop and maintain technology software and hardware standards.	9/1/2011	on-going	draft submitted to staff for review	final draft submitted to Superintendent for approval	final draft taken to the printer	completed document published to website	Wayne Donjon				
III.G.1.b	Action Step b: Develop minimum classroom facility standards.	3/1/2012	on-going	draft submitted to staff for review	final draft submitted to Superintendent for approval	final draft taken to the printer	completed document published to website	Building principals, Wayne Donjon, Tom Scherle				
III.G.1.c	Action Step c: Develop a property/facility equipment management and lifecycle replacement program.	8/1/2012	5/1/2013	draft submitted to administration and directors for review	Final draft reviewed for policy compliance	Final draft taken to Superintendent for approval	completed document published to website	Wayne Donjon, Building principals, Tom Scherle				
III.G.2	Strategy 2: The district will budget, plan and fund a technology instruction teacher(s) for grades K-12.											
III.G.2.a	Action Step a: perform budget and staffing analysis to identify how many additional staff are required to deliver curriculum	9/15/2012	6/30/2015	Perform draft analysis based on curriculum needs	Submit final draft to building principals for review	Submit analysis report to Superintendent	Analysis report submitted to the Board of Education for information purposes	Lori and Cindy				

III.G.2.b	Action Step b: budget for the required staff based on the staffing analysis	1/15/2013	6/30/2015	Calculate the increased cost of additional staff	Add the additional cost increase to the draft budget	Submit budget to the Board of Education for approval	Board of Education approves the proposed budget with the increase in staffing	Clint				
III.G.2.c	Action Step c: complete interview/hiring process	4/15/2013	6/30/2015	Receive approval to advertise for the position(s) from the Board of Education	Advertise the position(s)	Perform interviews and select candidate	Submit candidate to the Board of Education for approval	Clint and Peggy				
III.G.3	Strategy 3: The district will increase the student access to technology by creating student staffed computer labs available after school.											
III.G.3.a	Action Step a: Develop Student Technology Intern Program	8/1/2013	2/1/2014	Draft submitted to staff for review	Final draft submitted to Superintendent for approval	Proposal presented to the Board of Education for approval	Program is approved by the Board of Education	Wayne Donjon				
III.G.3.b	Action Step b: Develop an after-school computer lab program	8/1/2013	2/1/2014	Draft submitted to staff for review	Final draft submitted to Superintendent for approval	Proposal presented to the Board of Education for approval	Program is approved by the Board of Education	Wayne Donjon				
III.G.3.c	Action Step c: Provide access and assistance to students by student technology interns	8/1/2014	Ongoing 8/1/2015	Student technology interns are selected and trained	Lab hours and location(s) are publicized and interns are scheduled	Labs are prepared for the after school computer lab program grand opening	Computer lab(s) are available to students after school on a scheduled basis	Wayne Donjon				

III.G.5.a	Action Step a: Plan, fund and execute the installation of 15 interactive learning systems in Telegraph and Danby schools.	1/15/2012	7/1/2015	Develop budgets that fund the purchase and installation of additional boards	Submit proposed budget to principals and superintendent for review	Plan and execute the installation of the boards	All Telegraph and Danby core and SPED classrooms have interactive boards	Wayne Donjon				
III.G.5.b	Action Step b: Develop a team of in-house trainers from each building that will train and assist faculty on the effective integration of this technology into their classroom.	7/1/2011	on-going	Identify in-house trainers by building	Train the in-house trainers through self study and professional development	Conduct ongoing training with staff	PDC logs	Building Principals				
III.G.6	Strategy 6: Increase student access to technology by implementing a student mobile/handheld device initiative that contains instructional capabilities (multimedia, textbook and library books).											
III.G.6.a	Action Step a: plan and conduct a pilot program to evaluate various mobile devices.	8/1/2011	6/30/2013	Write and propose pilot program to the board of education	Conduct Phase I of the Pilot Project	Conduct Phase II of the Pilot Project	Brief the Board of Education of the project results	Wayne Donjon, Laura Licare				
III.G.6.b	Action Step b: Expand the district wireless network in the Danby Middle School & Jefferson HS	7/1/2011	6/30/2014	Budget for the purchase and installation of the wireless infrastructure	Purchase and install the wireless infrastructure	Install wireless throughout the Jefferson HS and expand coverage in the Danby MS	Stable wireless network throughout the Jefferson HS and Danby MS	Wayne Donjon				
III.G.6.c	Action step c: Increase bandwidth speed in all district building.	7/1/2011	6/30/2013	Seek bid information for increased bandwidth	Purchase equipment and provided expanded services to buildings	Review and monitor bandwidth usage	Assess bandwidth needs as a part of district needs assessment	Wayne Donjon				

III.G.6.d	Action Step d: Continue to use and expand the use of student information systems by all staff and faculty.	7/1/2011	on-going	Conduct needs assessment of students and staff to assess needs	Compile survey results to prepare draft plan for professional development for technology usage	Submit final drafts to superintendent for approval	Approve final plan for PDC and Technology use for district	Kelli Delk, Karl Shining, Wayne Donjon, Clint Johnston				
IV. Parent and Community Involvement												
IV	Goal: The district will promote, facilitate, and enhance parent, student and community involvement.											
IV.A	Objective A: The district will develop a comprehensive marketing and communication plan.											
IV.A.1	Strategy 1: The district will continue to use a variety of technology tools and resources including, but not limited to, email, website, web-based parent portal, automated notification/communication system, online surveys, newspaper, etc. to enhance communication between school and home, provide opportunities for input and feedback from parents and patrons in the community and showcase our district.											
IV.A.1.a	Action Step a: Continue and further promote the use of email, to communicate school information to parents and community members.	8/1/2011	May 2011 on-going	Parent sign-in sheet with email addresses	Continued communication with parents	Parent communication logs	Parent Communication Documentation Report	Wayne Donjon				
IV.A.1.b	Action Step b: Continue and further promote the use of Parent Notifier to communicate school information to parents and community members.	8/1/2011	May 2011 on-going	Parent enrollment during summer orientation	Continued communication with parents	Parent survey of the benefits of School Reach	Parent Communication Documentation Report	Mark, Joy, Tina, and Cindy				

IV.A.1.k	Action Step k: Expand our marketing and communication plan to include social networking tools.	8/1/2011	May 2011 on-going	Initial meeting to educate about social networking tools	Follow up meeting to educate about social networking tools	Community use of social networking tools	Parent Communication Documentation Report	Wayne Donjon				
IV.B	Objective B: The district will provide opportunities for parents/guardians to learn about the intellectual and developmental needs of their children.											
IV.B.1	Strategy 1: Parents or guardians will be informed of all opportunities to learn about intellectual and developmental needs and to participate constructively in their child's education.											
IV.B.1.a	Action Step a: Every building will have an open house at the beginning of the school year.	8/1/2011		Initial meeting with faculty and staff	Organization of the event		Parent participation and sign in sheet	Mark, Joy, Tina and Cindy				
IV.B.1.b	Action Step b: High school and middle school will have a summer orientation.	8/1/2011		Initial meeting with faculty and staff	Organization of the event		Parent participation and sign in sheet	Mark, Joy, Tina, and Cindy				
IV.B.1.c	Action Step c: Every building will provide two parent/teacher conferences throughout the school year -- one in the fall and one in the spring.	8/1/2011		Initial meeting with faculty and staff	Organization of the event		Parent participation and sign in sheet	Mark, Joy, Tina and Cindy				
IV.B.1.d	Action Step d: The district will provide technology, math and reading family nights.	8/1/2011		Initial meeting with faculty and staff	Organization of the event		Parent participation and sign in sheet	Mark, Joy, Tina, and Cindy				
IV.B.1.e	Action Step e: Utilize School Reach to distribute school announcements to inform parents about school events.	8/1/2011		Training on the use of School Reach	Successful application of the training	Mastery of the use of School Reach	Mastery of the use of School Reach	Mark, Joy, Tina and Cindy				

IV.C.1	Strategy 1: The district will be proactive keeping patrons, parents, staff and students informed or opportunities and make certain that all above entities are informed should a complaint need to be files.											
IV.C.1.a	Action Step a: Monthly/quarterly meeting with superintendent/board of education.	8/1/2011	on-going	Adhere to the policy and promote meaningful communication between home and school	Include parents as partners with the staff	Host district meetings/workshops to inform parents/ guardians about the districts programs and activities.	Make information available through a variety of sources.	Clint				
IV.D	Objective D: The district will provide or arrange with other local groups, agencies, and organizations to provide educational, career education, recreational, cultural, enrichment, and/or other services for the local community.											
IV.D.1	Strategy 1: District administrators, directors and other authorized personnel will continue to be involved in the community and be part of local organizations.											
IV.D.1.a	Action Step a: The community will have an opportunity to become involved with a booster club.	8/1/2011	5/1/2012	Ensure that stakeholders have access to information about the district.	Conduct parent and community engagement and informational meetings and workshops.	Document effective communication processes and utilize for planning.	Establish active links on district website for parents and community.	Larry Blaha				

V.A.1	Strategy 1: Board policies will be reviewed annually.											
V.A.1.a	Action Step a: Receive policy updates and reviews from MSBA	As received	3 month review process upon receipt from MSBA	1st monthly review as a part of the regular BOE meeting	2nd monthly review as a part of the regular BOE meeting	3rd monthly review as a part of the regular BOE meeting	Approval of policies	Clint and Peggy				
V.A.1.b	Action Step b: Make available and use policies at BOE meetings	on-going		All policies will be listed on BOE website			Monthly scheduled meeting	Clint				
V.B.	Objective B: (Governing Documents - CSIP) The district will maintain and periodically review a board-approved, multi-year Comprehensive School Improvement Plan which outlines goals, strategies and action steps in a format that provides for constant monitoring focused on continuous improvement.											
V.B.1	Strategy 1: The district will improve community involvement during the Comprehensive School Improvement Plan (CSIP) process.											
V.B.1.a	Action Step a: The district will hold community meetings	7/1/2011	6/30/2012	October meeting	Revising of CSIP with community input	May public meeting	Yearly public input	Clint Johnston				
V.B.1.b	Action Step b: The district will advertise community meetings in all available media sources	7/1/2011	on-going				Website will include all meeting notices	Peggy				

V.C.1.a	Action Step a: The district will develop an annual budget to be adopted in June for the next school year	6/30/2011	Annual Renewal	Quarterly review of reports provided to the BOE	Second quarter review of reports provided to the BOE	Third quarter review of reports provided to the BOE and final approval of current year budget during the June BOE meeting	Approval of current budget within the June BOE meeting	Clint and Lori					
V.C.1.b	Action Step b: The district will utilize zero base budgeting methods for budget development	7/1/2011	6/30/2012 with annual renewal	Current year budgets will be provided by the administration		Development of future budgets based off of needs assessments conducted by district administration	Final budget approval in June	All Directors, Building Principals, and Clint					
V.C.1.c	Action Step c: Long term capital improvement strategies will be reviewed annually.	7/1/2011	6/30/2012 with annual renewal	1st quarter budget amendment	2nd quarter budget amendment	3rd quarter budget amendment	yearly report	Clint					
V.C.1.d	Action Step d: Monthly budget documents will be provided to the BOE for approval	7/1/2011	Monthly	Monthly budget documents will be included in each regular BOE meeting	M	Monthly budget documents will be included in each regular BOE meeting	Approval of final budget in June	Clint and Lori					
V.C.1.e	Action Step e: Annual audit reviews will be conducted within the district by an independent professional audit firm.	7/1/2011	11/1/2012 with annual renewal	Initial audit dates will be set for July	On-site audit visit will be conducted	Audit summary will be provided to the district	Boa will approval audit during the November regular BOE meeting	Clint and Lori					

V.D.1	Strategy 1: The Board and administration will work with the PDC committee to develop and implement a PDC plan for staff to use for professional development											
V.D.1.a	Action Step a: Annual professional development budgets will be established within the district budget.	7/1/2011	on-going				PDC report will be provided to the BOE for review and approval during the August BOE meeting	Clint, Cindy, Kelli Delk and (Karl Shininger)				
V.D.1.b	Action Step b: PDC committee will work with the administration to plan professional development days within the school calendar to be conducted within the school year.	7/1/2011	on-going				PDC report will be provided to the BOE for review and approval during the August BOE meeting	Clint, Cindy, Kelli Delk and (Karl Shininger)				
V.E.	Objective E: (Governing Documents - Agenda) The district will conduct all board business with the use of the open meeting agenda to inform the public of the progress of the district.											
V.E.1	Strategy 1: The Board will hold regular meetings											
V.E.1.a	Action Step a: Monthly board meetings will be held on scheduled date.	7/1/2011	on-going				yearly report	BOE President and Clint				
V.F.1.b	Action Step b: Yearly board meeting schedule will be approved during the July BOE meeting.	7/1/2011	on-going				yearly report	Clint				
V.E.1.c	Action Step c: Open meeting information will be posted on the district website prior to monthly meetings for public views.	7/1/2011	on-going				yearly report	Clint				
V.E.1.d	Action Step d: Board meeting minutes will be maintained by the BOE secretary	7/1/2011	on-going				yearly report	Peggy				

V.E.1.e	Action Step e: Monthly BOE meetings will be recorded as documentation of the meeting	7/1/2011	on-going					yearly report	Peggy				
V.E.2	Strategy 2: All board meetings will be controlled by the agenda.												
V.E.2.a	Action Step a: The agenda is provided to the board and the public at least 3 days prior to the meeting.	7/1/2011	on-going	Electronic posting of agenda and open session will be provide on District web-site	Monthly BOE information will be provided to the Board on Friday one week prior to the scheduled meeting			Administrative review of packet delivery dates to Board members.	Clint and Peggy				
V.E.2.b	Action Step b: The agenda will includes references/links to other governing documents as appropriate.	7/1/2011	on-going					Administrative review of packet delivery dates to Board members.	Clint and Peggy				
V.F	Objective F: (Board)The board will monitor all programs within the district												
V.F.1	Strategy 1: The district adopt a perpetual calendar for program assessment												
V.F.1.a	Action Step a: The board will utilize an annual schedule of program review.	7/1/2011	on-going	Approval of BOE reports during the July BOE meeting	Quarterly review of reports provided to the BOE	Third quarter review of reports provided to the BOE		Annual review of reports given to the BOE	All Directors, Building Principals and Clint				
V.F.1.b	Action Step b: Board meeting will include monthly action items that are included on the annual schedule.	7/1/2011	on-going					yearly report	BOE and Clint				
V.F.1.c	Action Step c: Board will conduct quarterly work sessions to address district governance.	7/1/2011	on-going	Dates will be set by the BOE as a part of the annual calendar	Meeting will be held as scheduled			Annual review of reports given to the BOE	BOE and Clint				

V.H.1	Strategy 1: The board will use a standards and performance-based evaluation instrument that measures attainment or goals and personal and professional growth.											
V.H.1.a	Action Step a: The board will adopt a PBSE instrument.	7/1/2011	7/1/2014	Board will review of PBSE options	Pilot PBSE plan will be established for superintendent's evaluation	Board review of new PBSE for superintendent	Board adoption of new PBSE	BOE and Clint				
V.H.2	Strategy 2: The Board will evaluate the superintendent with enough frequency and specificity to measure performance.											
V.H.2.a	Action Step a: Mid-year evaluation will be conducted by the BOE to provide constructive feedback and direction to the Superintendent of Schools.	7/1/2011	on-going				Mid-year evaluation will be conducted by the BOE of the Superintendent of Schools	BOE President and Clint				
V.H.2.b	Action Step b: Annual summative evaluation will be provided by the BOE to the Superintendent of Schools.	7/1/2011	on-going				yearly report	BOE President and Clint				
V.H.2.c	Action Step c: The BOE will collaborate with the Superintendent of Schools to create goals for the upcoming school year.	7/1/2011	on-going				yearly report	BOE President and Clint				



































































