

# **North Boone Strategic Plan**



**2015-2021**

# Committee Members

Jim Anderson  
Katharine Doering  
Matt Ellingson  
Melissa Geyman  
Barb Hall  
Brian Haselhorst  
Jake Hubert  
Sara Istad  
Shelly Johnson

Kent Kniep  
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Megan Laing  
Kelly Lancaster  
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Mary Maxey  
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Suzanne Nelson

Jamie Pearce  
Butch Peters  
Randy Porter  
Renee Roen  
Eva Rutiaga  
Barb Sager  
Liz Saveley  
Karin Taylor  
Lori Wineland

Superintendent: Dr. Michael Greenlee  
Facilitator: Dr. Linell Monson-Lasswell  
Administrative Assistant: Kelly Holsker

## Beliefs

- ▶ Education is a responsibility that requires open, dependable and connected dialogue and partnerships among staff, students, parents and community.
- ▶ All students should have access to high quality learning experiences in a safe environment.
- ▶ Collaborative and continuous improvement should be embraced and implemented.
- ▶ By providing access to resources that meet individual needs, all students will be afforded the ability to grow academically, socially, and emotionally as students and life-long learners.
- ▶ Diversity must be embraced to ensure quality learning experiences.
- ▶ Every student will be offered opportunities that foster excitement, engagement and a connection to North Boone School District.
- ▶ We should attract and retain the very best staff, and invest in their training and development.

# Mission Statement

- ▶ The Mission of the North Boone educational community is to provide students with exceptional experiences that continuously develop their minds and character, fostering life-long learning and responsible citizenship.

# Parameters

- ▶ Diversity will be respected; discrimination of any kind will not be tolerated.
- ▶ We will be fiscally and legally responsible.
- ▶ Inventive thinking and problem solving will be encouraged.
- ▶ The decision making process will be collaborative, student centered, informed and data driven.
- ▶ Learning is the primary focus; we will maintain high expectations for all.

# Strategies

## ▶ Staffing

- ▶ Significantly increase and enhance staffing and supports to students.

## ▶ Curriculum

- ▶ 100% of students will be engaged in and successfully complete a PreK-12 standards aligned curriculum.

## ▶ Parent and Community Involvement and Communication

- ▶ Significantly increase and enhance community relationships and external communication.
- ▶ Significantly increase and improve District-wide relationships and internal communication.

## ▶ Facilities

- ▶ We will provide clean, well-maintained, up to date facilities that are safe and conducive to learning.

# Staffing Action Plan

## Action Team Members

Action Team Leaders: Melissa Geyman and Erin McCrystal

Elaine Ahrens

Nick Augustine

Toni Ellingson

Melissa Ford

Rita Lee

Elizabeth Saveley

Tracy Schabacker

Shannon Smith-Long

### Staffing 1:

#### Action Plan

Goal / Objective: Significantly increase and enhance staffing and supports to students.

Strategy: Analyze and implement mentoring program for all staff to increase retention.

Results Statement: Retention of staff and their investment in the North Boone school community.

Action Step	Assigned to	Starting Date	Due Date	Completed Date
Develop a Paraprofessional Liaison Program	Mentor Committee	May 2016		May 2017
Review the Teacher Mentor Program	Mentor Committee	May 2016		May 2017
Create online directory of professional development for all staff	Technology Department	August 2016		May 2017
Develop an Administrative Mentor/Liaison Program	Superintendent	August 2016		May 2017

## Staffing 2:

### Action Plan

Goal / Objective: Significantly increase and enhance staffing and supports to students.

Strategy: Analyze current practice to enhance and support substitute pool.

Results Statement: To attract and retain substitute staff for all positions across the district.

Action Step	Assigned to	Starting Date	Due Date	Completed Date
Review and create a streamline process for substitutes and teachers (paperwork)	Business Office	August 2016		May 2018
Explore the option of having a permanent substitute in district (2 people) Cost analysis of having a permanent substitute in district vs. raising substitute pay.	District Office	August 2016		
Develop an incentive plan for substitutes based on their loyalty to the district.	Business Office	August 2017		May 2018
Create an outreach program to educate public on open positions.	District Office	August 2017		May 2018
Create a packet/note for each school to welcome substitutes. Include them in the end of year celebration.	District	August 2016		Ongoing
Explore substitute pay range (all positions) and options to ensure North Boone is competitive with surrounding districts.	Business Office	August 2016		Ongoing

### Staffing 3:

#### Action Plan

Goal / Objective: Significantly increase and enhance staffing and supports to students

Strategy: Develop and implement a plan to ensure adequate support inclusive of but not exclusive to specialists

Results Statement: Providing the students with essential supports and services to promote academic and social success.

Action Step	Assigned to	Starting Date	Due Date	Completed Date
Investigate alternatives for scheduling/staffing	District Committee	May 2016		Open
Review class size policy and alternatives to split grade level classes.	District Committee	May 2016		Open
Explore options to fully staff the libraries.	District Committee	2017-2018		Open
Consider hiring a curriculum coordinator that works with staff to build pre k-12 cohesiveness.	District Committee	May 2016		Open
Review and analyze current Response to Intervention (RtI) program. Analyze current professional development, staffing, and overall district plan for implementation.	District Committee	May 2016		Open
Review staffing for special education programs which include additional clerical and psychologist to help streamline the referral and IEP process.	District Committee	May 2016		

# Curriculum Action Plan

## Action Team Members

Action Team Leaders: Jake Hubert and Matt Klett

Aubrey Alvarez

Kelly Hanaman

Stephen Nelson

Dustin Berthold

Joe Haverly

Renee Roen

Amy Cameron

Abby Hopkins

Jerry Rudolph

Guadalupe Davila

Mary Maxey

Elizabeth Saveley

Kristi Franseen

Hector Montano

Demetri Waller

Wanda Grover

Sandy Moon

## Action Plan

Goal: 100% of students will be engaged in and successfully complete a PreK-12 standards aligned curriculum.

Strategy: Review the current curriculum model and strive to improve articulation PreK – 12 to provide a rigorous educational experience that prepares students for college and career readiness

**Results Statement 1:** North Boone Community Unit School District staff will have a central location for curriculum from every curricular area to be found.

Action Step	Assigned to	Starting Date	Due Date	Completed Date
A common curriculum map will be established and given to all staff to submit their curriculum.	Curriculum Coordinator, Instructional Technology Coordinator & All Teachers	16/17 School Year	17/18 School Year	
The central location will be established through tech for which staff will upload their curriculum map.	Curriculum Coordinator & Instructional Technology Coordinator	16/17 School Year	16/17 School Year	

## **Action Plan**

Goal: 100% of students will be engaged in and successfully complete a PreK-12 standards aligned curriculum.

Strategy: Review the current curriculum model and strive to improve articulation PreK – 12 to provide a rigorous educational experience that prepares students for college and career readiness

**Results Statement 2:** North Boone Community Unit School District will establish a process to oversee curriculum alignment, scope and sequence, and assessments.

Action Step	Assigned to	Starting Date	Due Date	Completed Date
Establish a committee of educators to oversee all curricular areas to include the incorporation of life skills, critical thinking skills, technology skills, and good study skills.	Supt./ CIA Committee and Curriculum Coordinator	16/17 School Year	16/17 School Year	
The committee of educators will coordinate with the professional development coordinator to establish specified time for educators to meet to coordinate district curriculum.	Supt./PD Coordinator, CIA Committee and Curriculum Coordinator	16/17 School Year	On-going	
Grade level educators and departments will use the specified time to look for gaps and overlaps in the curriculum, and make changes to curriculum to meet the specified standards.	All Teachers and Curriculum Coordinator	16/17 School Year	On-going	
The committee will establish a procedure to adopt curriculum materials to support the aligned curriculum based on input from all stakeholders.	Supt. & School Board	16/17 School Year	16/17 School Year	

## Action Plan

Goal: 100% of students will be engaged in and successfully complete a PreK-12 standards aligned curriculum.

Strategy: Review the current curriculum model and strive to improve articulation PreK – 12 to provide a rigorous educational experience that prepares students for college and career readiness

**Results Statement 3:** North Boone Community Unit School District will establish a procedure to communicate curriculum out to families.

Action Step	Assigned to	Starting Date	Due Date	Completed Date
Create PreK – 12 Curriculum Guides for parents. <ul style="list-style-type: none"><li>• Standard format PreK - 12</li></ul>	Curriculum Coordinator and Grade-level/ Subject Teachers	Summer of 17/18 School Year	Fall 17/18	
Make the Curriculum Guides available on paper and electronically in English and Spanish.	Electronically - Instructional Technology Coordinator Paper - Curriculum Coordinator & Building Principals	Fall of 17/18 School Year	Fall 17/18 School Year	
Reevaluate Curriculum Guides yearly	Curriculum Coordinator and Grade-level/Subject Teachers	2 <sup>nd</sup> Sem. of 18/19 School Year	2 <sup>nd</sup> Sem. on-going every School Year	
Establish a plan to ensure communication of availability of Curriculum Guides and to establish delivery of Curriculum Guides to all parents.	Curriculum Coordinator in coordination with communication plan.	Spring of 16/17 School Year	Fall of 17/18 School Year	

## **Action Plan**

**Goal:** 100% of students will be engaged in and successfully complete a PreK-12 standards aligned curriculum.

**Strategy:** Review the current curriculum model and strive to improve articulation PreK – 12 to provide a rigorous educational experience that prepares students for college and career readiness

**Results Statement 4:** North Boone Community Unit School District will ensure all staff is trained on curriculum to include meaningful assessments tied to curriculum.

Action Step	Assigned to	Starting Date	Due Date	Completed Date
Establish a procedure to train new staff on all curriculum.	Curriculum Coordinator and Mentor Coordinator	16/17 School Year	16/17 School Year	
Establish a procedure for ongoing training of all staff on new curriculum.	Curriculum Coordinator and Professional Development Coordinator	16/17 School Year	16/17 School Year	

# Parent/Community Involvement and Communication Action Plan

## Action Team Members

Action Team Leaders: Heather Walsh and Jamie Pearce

Maria Bobadilla-Gomez	Laura Funk	Dawn Seipts
Kassandra Bowman	Jill Grove	Angela Smith
Amy Cameron	Brian Haselhorst	Laura Stroup
Georgianne Chromczak	Joe Haverly	Heather Walsh
Laurie Chudoba	Suzanne Nelson	Carol Weiffenbach
Jamie Cunningham	Carrie Norder-Pagan	Emily Wykes
Ashley Doetch	Jamison Pearce	
	Barb Sager	

### **Action Plan #1**

Goal:

Significantly increase and enhance community relationships and external communication.

Significantly increase and improve District-wide relationships and internal communication.

Strategy: We will foster better communication and relationships with all stakeholders of our diverse community.

- Internal
- External

Results Statement: By August 2020, the District will facilitate a process to improve the delivery of school specific and community-based communication.

Action Step	Assigned to	Starting Date	Due Date	Completed Date
Form a tiered approach to communicative efforts	Administration	Late Spring 2016	August 2016	
Develop a list of current communication forms to place in each tier	Administration	Late Spring 2016	August 2016	
Increase parent involvement K-12 by offering events and opportunities to engage community stakeholders.	Administration	Late Spring 2016	August 2016	
Explore the possibility of creating a stipend position to ensure consistency and volume of district-wide communicative efforts	Administration	Late Spring 2016	August 2016	
Coordinate w/Instructional Technology department to create district-wide apps to disseminate school-specific information to all key stakeholders	Administration & Technology Dept	Spring/Summer 2016	August 2016	
Develop a (bi-annual) district and community involvement committee to discuss key issues relevant to all stakeholders.	Administration	-Discuss- Summer 2016 -Find members Fall 2016	January 2017	
Establish electronic communication methods for individuals/businesses that do not have children currently in	Administration	Spring/Summer 2016	August 2016	

the school system. This is so they can receive District communications regarding events, meetings, and other important information.				
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# Facilities Action Plan

## Action Team Members

Action Team Leaders: Allison Louis and Dale Purvis

Sammy Boyce  
 Lynn Brody  
 John Cleland  
 Jessie Ellwanger  
 Rusty Meier  
 Brian Morelock

Ed Mulholland  
 Jim Nolen  
 Jim Novak  
 Butch Peters  
 Randall Porter  
 Liz Saveley

### **Action Plan #1: Safety**

Goal: NBCUSD will provide clean, well-maintained, and up to date facilities that are safe and conducive to learning

Strategy: The North Boone School District will ensure the safety of all persons engaged in the learning environment.

Results Statement: By Fall of 2017, the District will establish a process and carry out necessary steps to improve and maintain Safe District facilities.

Action Step	Assigned to	Starting Date	Due Date	Completed Date
Review, update, and implement the crisis plan, including plans for individuals with special needs.	Administration	Late Spring 2016	August 2016	
Implement ongoing safety training plan for all staff members.	Administration	August 2016	Ongoing	
Ensure that all classrooms and areas of each building can be easily locked.	Administration, including Facilities Director	Spring 2016	Spring 2017	
Review and update plan for communicating with parents and the greater school community regarding safety measures and critical incidents.	Administration	Late Spring 2016	August 2016	
Establish appropriate procedures in every building to ensure all visitors enter through the Main Office	Administration, including Facilities Director	Spring 2016	August 2016	
Conduct a needs assessment and feasibility study to explore security cameras for all District facilities.	Administration & Technology Dept.	Fall 2016	Fall 2017	

**Action Plan #2:** Improving Facilities

Goal: NBCUSD will provide clean, well-maintained, and up to date facilities that are safe and conducive to learning

Strategy: NBCUSD will update all facilities to a level conducive to learning, which promotes high achievement and a source of pride for the Community.

Results Statement: By August 2020, the District will establish a process and carry out necessary steps to update all facilities to a level conducive to learning, which promotes high achievement and a source of pride for the Community.

Action Step	Assigned to	Starting Date	Due Date	Completed Date
Formalize, prioritize and adopt a written rolling five-year capital improvement plan that includes, but is not limited to, roofs, boilers, air conditioning, updating classrooms/labs, parking lots, toilet rooms and flooring.	Facilities Director	Spring 2016	Ongoing	
Investigate energy saving operational procedures and energy saving physical improvements when updating facilities.	Administration, including Facilities Director	August 2016	Ongoing	
Make all indoor and outdoor facilities, including but not limited to, playgrounds, gymnasiums, stages, restrooms, and cafeterias accessible for all.	Administration, including Facilities Director	Fall 2016	Spring 2020	
Establish and carry out a plan to provide facilities for athletic, educational, and	Administration, including	Late Spring 2016	Spring 2020	

recreational use that are accessible and competitive for all students, athletes, and the Community.	Facilities Director			
Investigate and identify ways to ensure the District is more technology ready, including maintaining and securing current technology as well as preparing for, and deploying, new technologies.	Technology Department	Fall 2016	Ongoing	

**Action Plan #3:** Maintenance and Cleanliness

Goal: The buildings and grounds of NBCUSD will be clean and well maintained, instilling a sense of pride and high expectations

Strategy: NBCUSD will establish a process and carry out necessary steps to ensure buildings and grounds of NBCUSD are clean and well maintained, instilling a sense of pride and high expectations

Results Statement: By August 2017, the District will establish a process and carry out necessary steps to ensure buildings and grounds of NBCUSD are clean and well maintained, instilling a sense of pride and high expectations

Action Step	Assigned to:	Starting Date:	Due Date:	Completed Date:
Formalize a written, preventative maintenance program including interior and exterior painting projects for each building and schedule maintenance as needed	Facilities Director	Fall 2016	Ongoing	
Develop and implement a scope of work for daily, weekly, bi-weekly, monthly, and seasonal building	Facilities Director	Fall 2016	Ongoing	

maintenance, cleaning, and grounds maintenance tasks.				
Update and implement procedures and checklists for training custodians and grounds crew.	Administration including Facilities Director	Fall 2016	Fall 2017	
NBCUSD will explore all options to address declining maintenance and cleanliness issues caused by staffing reductions.	Administration including Facilities Director	Fall 2016	Fall 2018	
NBCUSD will explore grants to improve facilities.	Administration	Fall 2016	Ongoing	
NBCUSD will explore the feasibility of creating a volunteer program to assist with beautification projects.	Administration including Facilities Director	Fall 2016	Ongoing	