

# North Boone Strategic Plan



2015-2021

# Committee Members

Liz Saveley	Butch Peters	Suzanne Nelson	Matt Ellingson
Renee Roen	Rita Lee	Kelly Lancaster	Mary Maxey
Katharine Doering	Eva Rutiaga	June LaGrassa	Melissa Geyman
Megan Laing	Barb Sager	Barb Hall	Jake Hubert
Karin Taylor	Shelly Johnson	Kent Kniep	Jamie Pearce
Lori Wineland	Brian Haselhorst	Jim Anderson	Allison Louis
Randy Porter	Myrtle Munger	Sara Istad	

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.
- ▶ 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 characters, 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.

**\*\*\* The complete North Boone CUSD #200 Strategic Plan can be viewed on the District Website at [www.nbcusd.org](http://www.nbcusd.org).**

# Staffing Action Plan

## Action Team Members

Action Team Leaders: Melissa Geyman and Erin McCrystal

Elizabeth Saveley

Elaine Ahrens

Tracy Schabacker

Rita Lee

Melissa Ford

Nick Augustine

Toni Ellingson

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	District Committee	May 2016		Open

professional development, staffing, and overall district plan for implementation.				
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

Dustin Berthold

Amy Cameron

Guadalupe Davila

Kristi Franseen

Wanda Grover

Kelly Hanaman

Joe Haverly

Abby Hopkins

Mary Maxey

Hector Montano

Sandy Moon

Stephen Nelson

Renee Roen

Elizabeth Savely

Jerry Rudolph

Demetri Waller



## 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 and Instructional Technology Coordinator	16/17 School Year	16/17 School Year	

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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	Ongoing	
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	Ongoing	
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	

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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 and Building Principals	Fall of 17/18 School Year	Fall 17/18 School Year	
Reevaluate Curriculum Guides yearly	Curriculum Coordinator and Grade-level/Subject Teachers	Second Semester of 18/19 School Year	Second Semester ongoing for 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	

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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

Carrie Norder-Pagan

Dawn Seipts

Jill Grove

Laurie Chudoba

Georgianne Chromczak

Emily Wykes

Barb Sager

Laura Stroup

Ashley Doetch

Maria Bobadilla-Gomez

Carol Weiffenbach

Laura Funk

Amy Cameron

Jamie Cunningham

Kassandra Bowman

Brian Haselhorst

Joe Haverly

Angela Smith

Suzanne Nelson

Jamison Pearce

Heather Walsh

## 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 with Instructional Technology department to create	Administration & Technology Dept	Spring/Summer 2016	August 2016	

district-wide apps in order to disseminate school-specific information to all key stakeholders.				
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 the school system. This is so they can receive District communications regarding events, meetings, and other important information.	Administration	Spring/Summer 2016	August 2016	

# Facilities Action Plan

## Action Team Members

Action Team Leaders: Allison Louis and Dale Purvis

Brian Morelock

Butch Peters

Ed Mulholland

Jessie Ellwanger

Jim Novak

Jimbo Nolen

John Cleland

Liz Saverley

Lynn Brody

Randall Porter

Rusty Meier

Sammy Boyce

### **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 have the ability to 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 recreational use that are accessible and competitive for all students, athletes, and the Community.	Administration including Facilities Director	Late Spring 2016	Spring 2020	

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	
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**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 maintenance, cleaning, and grounds maintenance tasks.	Facilities Director	Fall 2016	Ongoing	
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	