

<b>Critical Issue / Theme: Facilities Management</b>	<b>When / Deadline</b>	<b>Responsible</b>
<b>Goal 1: Food Service</b>		
Partner with a Food Service Management Company for district ran Food Service / hire a Director of Food Service.	<b>May 13 2013</b>	
<i>Strategies / Steps:</i>		
1. Send food service management company proposal to KSDE	2/1/13	Ed Center
2. Tour Basehor-Linwood school kitchens	2/18/13	Cooks, Principals, BOE
3. 473 Bid notice due to KSDE	3/1/13	Ed Center
4. 473 visit from interested vendors, tours will be provided; <b>OPAA! and Chartwell attended</b>	3/15/13	Supt.
5. Seek BOE for approval to begin 13-14 school year; <b>OPAA! hired as Food Service Management Company through 2017-2018</b>	3/23/13	Supt.
<i>Benefits:</i>		
1. No longer lose \$80K to \$85K being transferring year after year; <b>12-13 year was \$110,000; 13-14 was \$30,000.</b>		
2. The District will have a Food Service Director overseeing 473 operations; <b>Food Service Director hired by OPAA!</b>		
3. Food and milk costs will be paid to OPAA! through per tray billing (district no longer will buy food and milk); <b>invoice to 473 by OPAA!</b>		
<b>Goal 2: Organization and Management</b>		
<i>Competitively solicit for purchase of products and services of outside contractors, custodial/maintenance supplies, repairs, and motor fuel.</i>	On-going	
<i>Strategies / Steps:</i>		
1. Require that department supervisors of the above areas seek competitive bids	Prior to each March BOE	BM, Tr, Te, and FS
<i>Benefits:</i>		
1. Solicitations may enhance performance results and decrease costs.		
<b>Goal 3: Safety and Security</b>		
Implement Emergency crisis plans for entire district which covers shelter operations and severe weather and other types of crises.	<b>Jan. 14, 2014</b>	
<i>Strategies / Steps:</i>		
1. Shelter operations in place for BR, ENT, and RC when safe rooms.	<b>September 9 2012</b>	Principals
2. Participate in Division of Homeland Security Safety Assessment, February 27 and 28, 2013 and March 1 and May 23, 2013; June 2, 2014	2/27-28, 3/1, 5/23, 6/2	Principals, BOE
3. Review, update, and complete crisis plans for the entire district; <b>Emergency Planning Guide completed January 14, 2014</b>	<b>Summer 13, In-service 13</b>	Principals
a. Shelter operations and severe weather	<b>Summer 13, In-service 13</b>	Principals
b. Other types of crises that could occur which might put students and staff in potentially unsafe situations	<b>Summer 13, In-service 13</b>	Principals
<i>Benefits:</i>		
1. Provide an established procedure for handling unexpected crisis situations that can help ensure a safer and secure environment.		
2. School district, law enforcement, and safety personnel will be in a coordinated position to handle crisis situations.		

<b>Critical Issue / Theme: Human Resources</b>	<b>When / Deadline</b>	<b>Responsible</b>
<b>Goal 1: Evaluation and Supervision</b>		
Develop a master evaluation list of all employees.	<b>October 10 2013</b>	
<i>Strategies / Steps:</i>	On-going	
1. Create a list that consists of all employees; certified and classified	<b>October 10 2013</b>	HR
a. Who specifically is responsible for the evaluation	Nov. 12, Feb.15, April 10	Principal and Directors
b. Timeline for evaluation being completed	Nov. 12, Feb.15, April 10	HR
c. Procedures for sharing the evaluation with the employee at start of each year; certificated staff follows KEEP;	Professional Learning	Principal and Directors
d. Who receives a copy of the evaluation	April 10 of each year	HR/KEEP/Personnel File
<i>Benefits:</i>		
1. It is important that all employees are evaluated in a timely manner for the evaluation to be effective for the District and employee.		
<b>Goal 2: Organization and Management</b>		
<i>Re-allocation of staff responsibilities to effectively and efficiently utilize skills of all staff.</i>	On-going	
<i>Strategies / Steps:</i>		
1. Any time a vacancy occurs, the position as well as all positions in that field will be re-evaluated for effective and efficient responsibilities	On-going	HR
2. Develop an Administrative Manual	July 20 2014	HR
3. Develop Teaching and Learning Director duties	<b>August 01 2014</b>	TLD
4. Develop USD 473 Leadership Roles and Responsibilities	<b>August 01 2013</b>	Superintendent
<i>Benefits:</i>		
1. HR and C&I tasks will be completed as they are crucial for efficiency as well as maintaining compliance with all state statutes and laws.		
2. Travel time will be lessened.		
3. Adherence to consistent schedules.		
<b>Goal 3: Recruitment, Hiring, and Retention</b>		
<i>Develop and implement a comprehensive new staff orientation for certificated and classified staff.</i>	On-going	
<i>Strategies / Steps:</i>		
1. Offer one day technology training during the summer	August of each year	Technology Dept.
2. Provide orientation to the culture and climate of the district	August of each year	HR/Principals
3. Kansas Department of Education (KSDE) professional development of understanding job responsibilities	August of each year	HR/Principals
4. Training particular to each position (Mentee assigned if appropriate)	August of each year	HR/Principals
<i>Benefits:</i>		
1. New hires will be more effective in their job if they are given thorough training and needed information prior to the start of their job.		



<b>Critical Issue / Theme: Teaching &amp; Learning</b>		
<b>Goal 1: Curriculum, Instruction, and Assessment</b>		
<i>Cultivate the leadership potential in teachers to develop programs and practices that impact teaching and learning.</i>		
<i>Strategies / Steps:</i>		
1. Create building and district teams to study curricular topics prior to implementation as integral part of the decision-making process	January 01 2014	TLD
<i>Benefits:</i>		
1. Meaningful decision-making and planning will result in increased level of trust, morale, and support for new initiatives.		
<b>Goal 2: Professional Learning: Irish Foundation 1, Professional Learning Communities (PLC)</b>		
Form a District Professional Learning Team.	8/1/14	TLD
<i>Strategies / Steps:</i>		
1. Meet state requirements for approving professional development points	On-going	TLD
2. Design the content and structure of professional learning for district initiatives	On-going	TLD
3. Involve more teacher leaders to divide time-consuming work	On-going	TLD
4. Provide more and better quality professional learning for technology and district initiatives	On-going	TLD
<i>Benefits:</i>		
1. On-going input of teachers in this process.		
a. Quality communications.		
b. District responsiveness to teacher needs.		
c. Overall support for USD 473 Teaching and Learning Goals / Irish Foundations.		
<b>Goal 3: Staff Development of USD 473 Teaching and Learning Foundations</b>		
<i>Evaluate the impact of the PLC's.</i>		
<i>Strategies / Steps:</i>		
1. Training received by administrators and teachers	On-going	Principals and Teachers
2. Seek out additional PLC training that aligns with district expectations; Wichita PLC Conference, St. Charles PLC Institute, Summer 2016	April 17-18, '13; June 5-7 '14	Principals and Teachers
<i>Benefits:</i>		
1. Additional training will result in a more unified understanding and clarify the role of teachers and administrator in designing PLC time.		

<b>Goal 4: 21st Century Technology Infusion</b>		
<i>Evaluate the effectiveness of current methods of selection, implementation, and training for new technologies.</i>		
<i>Strategies / Steps:</i>		
1. Provide Professional Learning for teachers	On-going	ITC
2. Instructional Technology Committee will engage teachers, administrators, and classified staff in the decision-making process	On-going	ITC
<i>Benefits:</i>		
1. Improvement leading to a more efficient and effective use of district funds and time for technology implementation.		
<b>Goal 5: Multi-Tier System of Supports (MTSS) K-12 Math</b>		
MTSS implementation for Math starting in the fall 2013.		
<i>Strategies / Steps:</i>		
1. Training will be provided	On-going	Principals, BLT
2. A new math curriculum will be chosen in the Spring 2013 by the BLT and will be implemented in the Fall 2013	Implemented Aug. 12, 2013	Principals, BLT
3. Start universal screeners which is like a baseline assessment in the Spring 2013	Spring 2013	Principals, BLT
4. *Universal Screener - administered 3 times a year online by classroom teachers; Star Math Enterprise	On-going	Principals, BLT
5. There will be a testing window for the Universal Screener put on the calendar	On-going	Principals, BLT
<i>Benefits:</i>		
1. 100% of our student and staff in USD 473 will be involved in this process and buildings will possibly have differences.		
2. 60 min. of Tier 1 Core math instruction for all students.		
3. 20-30 min. of Tier 2 Supplemental math instruction for some students.		
4. 40-60 min. of Tier 3 Intensive math instruction for few students.		
5. Prepared students who persevere through problem solving, both academically and socially.		
<b>Goal 6: K-12 Extra-Curricular Activities</b>		
<i>Provide and encourage the opportunity for all students to participate and compete in extra-curricular activities.</i>	On-going	
<i>Strategies / Steps:</i>		
1. Increase participation by students grades K - 12	On-going	Principals, AD
2. Continue to hire quality staff; student:coach 10:1 when possible	On-going	AD, BOE
<i>Benefits:</i>		
1. Improved school spirit/enthusiasm/district image.		
2. Participation will be increased.		
3. Continue little league offerings for early development participation .		

The CISL Team shared the following with the Board of Education at the January 14, 2013 Board of Education Meeting:

### Commendations:

All staff share high expectations for student success.

Excellent vocational facilities and resultant curriculum (photography, printing, screen printing, welding, and house construction).

Safe rooms at all six schools.

CHS nominated as a Blue Ribbon School!

The PLC (Professional Learning Community) model assists to improve teaching and student learning.

Counseling program effective for the social and emotional needs of students.

### Improvement Recommendations:

Improvement needed with dual credit/college equivalency classes (CHS).

Improvement suggested for district's process for teacher evaluations.

Reward the classified staff for superior performance.

### Recommendations: will be placed on Capital Outlay:

BR, ENT, and RC energy efficiency in HVAC systems that are centrally controlled as well.

BR, ENT, and RC video security and key card control needed.

### **KEY:**

HR - Human Resources

BM - Buildings and Maintenance

Tr - Transportation

Te - Technology

TLD - Teaching and Learning Director

P - Principal

BOE - Board of Education

ITC - Instructional Technology Committee

AD - Athletic Director

BLT - Building Leadership Team

### **Grey presents completion of the item stated.**

*Italicized green is on-going goal.*

*The CISL Team shared the above with the Board of Education at the January 14, 2013 meeting. It was then shared district-wide January 22, 2013.*