Strategic Plan Administrative Assignments
October 2014

CURRICULUM:

Strategic Plan Objective	*General Administrator Oversight*	*Additional Administrator to Support*
Response to Intervention	Julia Jones	Kendra Wallace – Examine RtI model in grades 4-5; Align support materials to testing results; Conduct gap analysis; Identify predictable JK-8 student misconceptions and strategize instructional modifications
Humanities	Kendra Wallace	None at this time
Science	Kendra Wallace	Crystal LeRoy – Conduct facilities and materials audit to assist in long-term planning
Math	Kendra Wallace	None at this time
Time	Kendra Wallace and Julia Jones	None at this time
Technology	Kendra Wallace and Crystal LeRoy	Julia Jones – Inventory technology to successfully implement PARCC testing

CULTURE:

Strategic Plan Objective	*General Administrator Oversight*	*Additional Administrator to Support*
Students	Kendra Wallace and Julia Jones	Kelley Kalinich – Establish clear and comprehensive policies and procedures that are consistently implemented, monitored and addressed for all students; Julia Jones – Conduct Social Emotional Learning audit to examine quality of program, CCSS elements and practical applications
Faculty and Staff	Kendra Wallace	Kelley Kalinich – Review revised structure of faculty committees, make additional modifications, as needed, and implement new committee structure; Share School Climate Survey results from 2013-2014
Parents and Community	Kendra Wallace	Kelley Kalinich – Establish and communicate changes in policies around parent related school policies that impact parent and student relationship with the School

COMMUNICATION:

Strategic Plan Objective	*General Administrator Oversight*	*Additional Administrator to Support*
Roles and Responsibilities	Kelley Kalinich	Crystal LeRoy, Kendra Wallace and Julia Jones – Articulate roles and responsibilities of Superintendent, Principal and other administrators
Transparency	Kelley Kalinich	None at this time
Organization of Data	Kelley Kalinich	None at this time
Channels of Communication	Kelley Kalinich	None at this time
Timeliness	Kelley Kalinich	Kendra Wallace – Establish a calendar including consistent content for regularly occurring administrative communications to parents

FINANCE AND FACILITIES:

Strategic Plan Objective	*General Administrator Oversight*	*Additional Administrator to Support*
Finance	Crystal LeRoy	Kendra Wallace and Julia Jones – Examine Full Time Equivalency (FTE) over time and consider long-term projections and/or expectations
Facility	Crystal LeRoy	Kelley Kalinich, Kendra Wallace and Julia Jones – Determine the process for the implementation of the District's Master Facility Plan