

Curriculum -- Response to Intervention / Gifted

Objective	Timeline	Action Plan
<p>Incorporate Multi-Tiered System of Support (MTSS) language into the academic lexicon of the Joseph Sears School along side Response to Intervention (RtI).</p>	<p>SY 2015-2016</p>	<ul style="list-style-type: none"> • Produce documents specifying new procedures and distribute to the Sears community • Update student handbook with revised material
<p>Revise current RtI/MTSS procedures, assessments, tiers and intervention/enrichment material.</p>	<p>SY 2015-2016</p>	<ul style="list-style-type: none"> • Produce documents specifying new procedures and distribute to the Sears community • Update student handbook with revised materials
<p>Distribute RtI/MTSS printed information to the community, as well as hold forum to discuss differentiation, intervention and identifying advanced learners.</p>	<p>SY 2015-2016</p>	<ul style="list-style-type: none"> • Produce and distribute documents about MTSS to the Sears Community • Host a forum about RtI/Gifted information
<p>Develop and implement a comprehensive plan to meet the needs of gifted students. This includes</p>	<p>SY 2015-2016</p>	<ul style="list-style-type: none"> • Produce and present a document containing summary of committee work

revisiting the district’s philosophy on Gifted Education, revisiting the identification tools and process, and defining elements of gifted services.		and recommendations to the Board of Education <ul style="list-style-type: none"> • Communicate all relevant changes to Sears parents, faculty and community members
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Curriculum -- Mathematics		
Objective	Timeline	Action Plan
Establish a comprehensive school-wide mathematics program.	Summer 2015	<ul style="list-style-type: none"> • Define the scope and sequence of the mathematics program from K-8th grade • Create a philosophy statement for mathematics • Identify common terms for mathematics program and identify best practices • Update scope and sequence for elementary-level mathematics courses • Review Math in Focus at the elementary level and identify areas of weakness
	SY 2015-2016	<ul style="list-style-type: none"> • Review and revise K-5th

		<p>grade Math in Focus materials and align K-5th grade scope and sequence</p> <ul style="list-style-type: none"> • Establish a scope and sequence, learning targets and assessment structure K-8 to measure student growth and mastery. • Outline mathematics course offerings for junior high, including the creation of syllabi and course transition requirements • Integrate and verify the use of Standards for Mathematical Practices into K-5th grade mathematics curriculum • Research and initial findings and make a recommendation for junior high math materials • Receive a recommendation on overall mathematics program from New Trier High School • Audit math materials to align with CCSS and standards of mathematical practices
	SY 2016-2017	<ul style="list-style-type: none"> • Present mathematics curriculum to the Kenilworth Board of Education for approval

Curriculum – Humanities

Objective	Timeline	Action Plan
Establish a comprehensive school-wide English Language Arts program.	Summer 2015	<ul style="list-style-type: none"> • Review CCSS for Anchor 1 • Establish a rubric for junior high argumentative/opinion writing • Identify SS and Science CCSS integrated into ELA and rubric to align for junior high writing • Establish a bank of key terms for junior high writing • Revise scope and sequence and place on a standard format for elementary writing • Audit inventory/materials used for elementary writing • Establish a common rubric for elementary writing
	SY 2015-2016	<ul style="list-style-type: none"> • Identify learning targets across all grade levels • Identify research materials and materials indicating best practices for English/Language Arts

	SY 2016-2017	<ul style="list-style-type: none"> • Continue to develop and refine English/Language Arts curriculum • Research and develop additional educational materials
	SY 2017-2018	<ul style="list-style-type: none"> • Review and audit reading and writing programs then update as needed • Host parent meetings to share the shift in practice and writing expectations • Present English/Language Arts curriculum to the Kenilworth Board of Education for approval
Foster learning that broadens perspectives and engages all students in World Language in academic and authentic experiences.	SY 2015-2016	<ul style="list-style-type: none"> • Refine and publish the philosophy of world language • Examine World Language delivery model, identify any changes and shifts and publish this with the philosophy
	SY 2016-2017	<ul style="list-style-type: none"> • Research and revisit scope and sequence of World Language curriculum by the end of the year • Educate the Sears community

		in shifts in World Language instruction
Establish a comprehensive school wide Social Science program.	Summer 2015	<ul style="list-style-type: none"> • Establish a Social Science philosophy • Begin development of grades 6-8 scope and sequence, learning targets, EQs and curriculum
	SY 2015-2016	<ul style="list-style-type: none"> • Publish a philosophy detailing the Social Science philosophy • Align Social Science work with C3 standards • Review and research materials • Identify rubrics

Curriculum – Professional Development		
Objective	Timeline	Action Plan
Refine and revise a school-wide data plan	Summer 2015	<ul style="list-style-type: none"> • Devise a matrix for data review • Establish a data review protocol • Review calendar dates relevant to data distribution and reception

	SY 2015-2016	<ul style="list-style-type: none"> • Establish goal setting protocol with regard to data analysis for school, teachers and students • Identify data sources to be used in monitoring progress toward growth goals • Create a bank of common terms around data and assessment • Integrate formative, interim and summative assessments • Establish board data presentation schedule
<p>Establish a professional development plan that meets the needs of teachers and student growth. The plan must include a teacher effectiveness model that includes an evaluation and student growth model that is KEA and Board approved.</p>	SY 2015-2016	<ul style="list-style-type: none"> • Create an annual plan for professional development opportunities • Identify goals and outcomes for professional development • Create a schedule of events and support opportunities • Create professional development feedback structures • Establish a professional development budget and justification document • Revise the summer professional development plan • Update the teacher evaluation document and pilot of the PERA Student Growth model

Culture		
Objective	Timeline	Action Plan
Establish and implement school procedures (rules, discipline, playground rules, hallway, lunchroom, etc.)	SY 2015-2016	<ul style="list-style-type: none"> • Monitor progress through annual parent, faculty and staff surveys
Imbed the 4 cornerstones into the culture	SY 2015-2016	<ul style="list-style-type: none"> • Monitor progress through annual parent, faculty and staff surveys
Establish a school-wide discipline plan	SY 2015-2016	<ul style="list-style-type: none"> • Monitor progress through annual parent, faculty and staff surveys
Update the school committee structure	SY 2015-2016	<ul style="list-style-type: none"> • Review the current committee structure and align committees with purpose, work and timelines • Define committees and identify participation structure in accordance with each committee's purpose and goals • Create documentation identifying and framing committees and the new committee structure

Establish a curriculum renewal process that meets the needs of school, grade level and department	SY 2015-2016	
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Communication		
Objective	Timeline	Action Plan
Assess and improve school communication strategies for all parents, students and community members	SY 2015-2016	<ul style="list-style-type: none"> • Establish a calendar for community gatherings and workshops • Update teacher newsletter and communication format to ensure access to information • Establish a print newsletter and specify the format, frequency of publication and method of distribution • Conduct regular surveys at the end of meetings, training opportunities. Ensure these notes and results are public. • Gather data from stakeholders on communication effectiveness • Create outlet for student input
	Summer 2016	<ul style="list-style-type: none"> • Review and revise communications strategies based on feedback from teachers, parents and community members
Assess and communicate	SY 2015-2016	<ul style="list-style-type: none"> • Publish a document that articulates the roles and responsibilities of administrators and

<p>Kenilworth School District No. 38's organizational structure including the responsibilities of administrators</p>		<p>support staff</p> <ul style="list-style-type: none"> • Articulate the roles and responsibilities of administrators and support staff through a series of meet and greets • Monitor progress through annual surveys and content contained in the Joseph Sears Letter, annual report and district website
<p>Ensure transparency and trust by the Board of Education and Administration regarding deliberations and decision-making.</p>	<p>SY 2015-2016</p>	<ul style="list-style-type: none"> • Provide opportunities for informal communication with the community and Board Members • Re-assess satisfaction and progress through a mid-year survey (December) and an end of year survey (June)
<p>Organize information comprehensively and logically for ease of use and retrieval</p>	<p>SY 2015-2016</p>	<ul style="list-style-type: none"> • Improve the organization and accessibility of the information on the District website • Monitor progress through surveys on ease-of-navigation of information on website
<p>Reach all members of the Kenilworth School District No. 38 community</p>	<p>SY 2015-2016</p>	<ul style="list-style-type: none"> • Reach out to residents without children enrolled at the Joseph Sears School through community forums • Continue to promote listen@kenilworth38.org • Create a communications plan outlining internal and external communications • Facilitate an employee benefit fair to improve awareness and understanding of employee benefits • Conduct one-on-one meetings between the Superintendent and each District employee to provide opportunity for direct dialog

<p>Demonstrate respect for stakeholders through timely communications</p>	<p>SY 2015-2016</p>	<ul style="list-style-type: none"> • Establish a calendar including consistent content for regularly occurring administrative communications to parents • Establish a calendar including consistent content for regularly occurring administrative communications to faculty and staff • Monitor progress through survey data obtained from parents, faculty and staff
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<p style="text-align: center;">Finance</p>		
<p style="text-align: center;">Objective</p>	<p style="text-align: center;">Timeline</p>	<p style="text-align: center;">Action Plan</p>
<p>Establish and sustain a financial plan that supports the instructional and facility needs of the District, while maintaining the Board of Education's minimum fund balance guidelines</p>	<p>SY 2015-2016</p>	<ul style="list-style-type: none"> • Review the District's historical financial data and future financial projections for the Operations and Maintenance Fund • Determine the annual Master Facility Plan Budget to ensure that the District stays within the minimum fund balance guidelines • Confirm the District's funding commitment to future facility projects • Determine the span of years for the Master Facility Plan Budget • Review the District's future initiatives

		<ul style="list-style-type: none"> • Determine the District’s property tax revenue need/requirement in conjunction with the District’s per pupil expenditure cost • Determine if there is a way to flatten the increase slope for taxpayers • Negotiate a KEA contract that promotes the District mission statement, while maintaining fiscal integrity and efficiency • Research and implement new financial software to improve the accuracy and efficiency of the Business Office • Research and solicit RFP's for banking services to ensure efficient use of District Funds • Research and solicit RFP's for investment brokers to ensure efficient use of the District's fund balance
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Facilities		
Objective	Timeline	Action Plan
Identify and prioritize the facility needs of the District, which support	SY 2015-2016	<ul style="list-style-type: none"> • Determine the process for the implementation of the District’s

the Board of Education's vision for the Joseph Sears School

Master Facility Plan

- Review the District's existing Master Facility Plan
- Determine the District's current facility needs
- Prioritize the District's facility needs
- Establish a facility project schedule
- Determine the process for addressing the District's regular, annual capital projects list (non-master facility projects)
- Review the District's current capital project needs
- Develop a procedure for requesting and approving regular annual capital projects
- Research and solicit RFPs for architectural services to ensure efficient use of building space and building funds