

STRATEGIC PLANNING

2019 - 2024



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Goal #1 – Communications - Jesse Place, Reviewed by Dr. Kasyan

To increase stakeholder engagement in the school community through modern communication media and the use of technology.

Goal #2 – Facilities - Lynn Coates & Matt Hudson, Reviewed by Dr. Kasyan

The district will maintain and enhance facilities to meet current and future needs of all educational stakeholders.

Goal #3 – Instruction & Program - Colleen Graziano, Barbara Kerensky, Reviewed by Dr. Kasyan

To foster a climate where all students have instructional opportunities that meet their unique needs and interests and enable them to reach their individual potential.

Goal #4 – School Culture & Climate - Colleen Graziano, Lesley Kenney,
Barbara Kerensky, Reviewed by Dr. Kasyan

To maintain and inclusive, healthy and supportive environment for all students and staff.

Goal #5 – Safety & Security - Jesse Place & Tim Clayton,
Reviewed by Dr. Kasyan

To maintain a safe and secure school campus through internal and external communications, following best practices, and enhancing security infrastructure.

Goal #1: Communications

To increase stakeholder engagement in the school community through modern communication media and the use of technology.

Strategy 1.1

Increase the use of social media to promote school events, news, and highlights from instructional and extracurricular activities to the school community.

#	Action Plan	Year	Responsible Party	Due Date	Reporting Date
1.1.1	Develop procedure for all staff to submit content to be posted to district social media platforms; distribute procedure to all staff.	1	Director of Technology Superintendent of Schools	December, 2019	May 2019
1.1.2	Publish at least one highlight from instructional or extracurricular activities per week from each school that includes multimedia content (photo or video).	1-5	Supervisors Principals	Ongoing	January & May – annually
1.1.3	Publish all major school events for parents as “events” on district social media platforms.	1-5	Principals	Ongoing	January & May – Annually

Strategy 1.2

Expand use of internal online platforms to promote school events and news for students and staff.

#	Action Plan	Year	Responsible Party	Due Date	Reporting Date
1.2.1	Develop procedure for all staff to submit content to be posted to internal online platforms (e.g. Canvas announcements); distribute procedure to all staff.	1	Director of Technology	December, 2019	May 2020
1.2.2	Implement shared calendar for administrative and building support staff to better coordinate and collaborate on school events and building use.	1	Director of Technology	December, 2019	May 2020
1.2.3	Post all significant school events to internal administrative electronic calendar for intra-district visibility and collaboration.	1-5	Supervisors Principals Administrative Support Staff	Ongoing	January & May– annually

Strategy 1.3**Expand usage of digital signage within school buildings.**

#	Action Plan	Year	Responsible Party	Due Date	Reporting Date
1.3.1	Survey possible sites within buildings for placement of digital signage displays.	1-5	Director of Technology Principals	July - annually	January & May – annually
1.3.2	Install new digital displays in designated locations.	1-5	Director of Technology Manager of Facilities	August - annually	January & May - annually
1.3.3	Develop procedure for all staff to submit content to be posted to digital signage; distribute procedure to all staff.	1	Director of Technology	December 2019	May 2020

Goal #2: Facilities

The district will maintain and enhance facilities to meet current and future needs of all educational stakeholders.

Strategy 2.1

Develop and maintain an updated plan for facilities maintenance to enhance facilities to meet the needs of an ever-evolving school community.

#	Action Plan	Year	Responsible Party	Due Date	Reporting Date
2.1.1	Investigate/ arrange professional development opportunities to reduce outsourcing maintenance	2019/2020	Custodial Supervisor	January 2020 & May 2020	January 2020 & May 2020
2.1.2	Investigate/implement and monitor appropriate outsourcing of tasks that cannot be accomplished with in house personnel	2019/2020	Custodial Supervisor	January 2020 & May 2020	January 2020 & May 2020
2.1.3	Implement budget requirements for annual maintenance needs and anticipated capital repairs	2019/2024	School Business Administrator	January 2020 & May 2020	January 2020 & May 2020 (Annually)
2.1.4	Investigate Door Replacement over a 3 year Period to enhance safety and security of students and staff.	2019/2020	Custodial Supervisor School Security Coordinator School Safety Specialist	January 2020 & May 2020	January 2020 & May 2020
2.1.5	Strengthen relationships with Municipal and County Departments to ensure cooperation in expediting areas of improvement as it relates to Facilities.	2019/2020	Custodial Supervisor	January 2020 & May 2020	January 2020 & May 2020
2.1.6	Prepare and submit Budget acquisition plan to purchase new Grounds Equipment over a 5-year period.	2019/2020	School Business Administrator Custodial Supervisor	January 2020 & May 2020	January 2020 & May 2020
2.1.7	Develop budget allocation for Re-sodding of Multi-Purpose Athletic Field and turf.	2019/2024	School Business Administrator Custodial Supervisor	January 2020 & May 2020	January 2020 & May 2020
2.1.8	Investigate Process Cleaning procedures for All Schools.	2019/2020	Custodial Supervisor	January 2020 & May 2020	January 2020 & May 2020
2.1.9	Research opportunities for Service agreements for all HVAC mechanical equipment.	2020/2021	Custodial Supervisor	January 2020 & May 2020	January 2020 & May 2020
2.1.10	Establish and maintain culture of communication, accountability and recognition for all Facilities staff.	2020/2024	Custodial Supervisor	January 2020 & May 2020	January 2020 & May 2020

2.1.11	Establish Re-keying procedures over a 3-year period to reduce overall District key inventory.	2020/2023	Custodial Supervisor	January 2020 & May 2020	January 2020 & May 2020
2.1.12	Itemize results of Board Facilities Meetings	2019/2024	School Business Administrator/Board Committee Chairperson	January 2020 & May 2020	Annually

Goal #3: INSTRUCTION & PROGRAM

To foster a climate where all students have instructional opportunities that meet their unique needs and interests and enable them to reach their individual potential.

Strategy 3.1

To propose and develop new courses and instructional programs

#	Action Plan	Year	Responsible Party	Due Date	Reporting Date
3.1.1	Investigate, propose, and develop new courses and programs	1-5	Principals, Director of Curriculum, Director of Counseling Services, Supervisors, Instructional Council	December (annually)	January & May (annually)
3.1.2	Investigate, propose, and develop opportunities for enhancing technology	1-5	Principals, Director Curriculum, Director of Technology, Director of Counseling Services, Supervisors, Technology Integration Coach	December (annually)	January & May (annually)
3.1.3	Develop and implement curriculum and instruction aligned with new initiatives and state requirements	1-5	Principals, Director of Curriculum, Director of School Counseling Services, Supervisors, Instructional Council	On-going throughout the school year (annually)	January & May (annually)

Strategy 3.2

To provide enhanced professional development opportunities for teachers

#	Action Plan	Year	Responsible Party	Due Date	Reporting Date
3.2.1	Survey the instructional staff regarding professional development needs	1-5	District Professional Development Committee	April (annually)	January & May (annually)
3.2.2	Utilize the district's Professional Development Committee to research and propose new opportunities for instructional growth and design a meaningful PD plan	1-5	District Professional Development Committee, Principals, Director of Curriculum, Director of Counseling Services, Instructional Council	On-going throughout the school year (annually)	January & May (annually)

3.2.3	Increase opportunities for articulation and professional dialogue, including vertical and sending district articulation, to better identify student needs	1-5	Principals, Director of Curriculum, Instructional Council	On-going throughout the school year (annually)	January & May (annually)
3.2.4	Continue to strengthen and broaden the repertoire of teaching strategies to enhance meaningful instruction and student engagement	1-5	Principals, Assistant Principals, Director of Curriculum, Supervisors	On-going throughout the school year (annually)	January & May (annually)
3.2.5	Develop additional tools and resources to support teachers in enhanced assessment practices and data analysis	1-5	Principals, Assistant Principals, Supervisors, Director of Curriculum	On-going throughout the school year (annually)	January & May (annually)

Strategy 3.3

To promote instructional integrity

#	Action Plan	Year	Responsible Party	Due Date	Reporting Date
3.3.1	Review existing academic integrity policies and make recommendations for implementation	1-5	Principals, Assistant Principals, Supervisors, Instructional Council	June (annually)	January & May (annually)
3.3.2	Enhance student understanding of what constitutes appropriate academic integrity	1-5	Teachers, Counselors, Instructional Council	On-going throughout the school year (annually)	January & May (annually)
3.3.3	Research, propose, and implement an effective online plagiarism monitoring system and evaluate its effectiveness	1-5	Principals, Assistant Principals, Supervisors, Director of Technology	<u>Year 1:</u> Research, propose, and implement new system <u>Years 1- 5:</u> Monitor effectiveness	January & May (annually)

Goal #4: SCHOOL CULTURE AND CLIMATE

To maintain an inclusive, healthy and supportive environment for all students and staff.

Strategy 4.1

To support individual student growth and well-being through a safe, healthy, engaging and supportive learning environment.

#	Action Plan	Year	Responsible Party	Due Date	Reporting Date
4.1.1	Investigate, select, and implement character education programs & positive behavior supports	1-5	Director of Counseling Services, Principals, Counselors	On-going throughout the school year (annually)	January & May (annually)
4.1.2	Continue to promote and encourage students to participate in athletics, clubs, activities, and groups to enhance involvement and connections to school community	1-5	Director of Counseling Services, Principals, Assistant Principals, Supervisors, Counselors, Teachers, Coaches/Advisors	On-going throughout the school year (annually)	January & May (annually)
4.1.3	Continue to offer transition supports between grade levels and between middle school and high school	1-5	Director of Counseling Services, Principals, Assistant Principals, Supervisors, Counselors, Teachers, Instructional Council	September, January, May/June (annually)	January & May (annually)
4.1.4	To further enhance emotional well-being by increasing the recognition and encouragement given to students for respectful, positive behavior	1-5	Director of Counseling Services, Principals, Assistant Principals, Supervisors, Counselors, Teachers, Coaches/Advisors	On-going throughout the school year (annually)	January & May (annually)

Strategy 4.2

To enhance school climate by discussing, choosing, and implementing potential school climate interventions with faculty and staff.

#	Action Plan	Year	Responsible Party	Due Date	Reporting Date
4.2.1	Align and motivate all staff to achieve district goals to promote district success	1-5	All District Administration	On-going throughout the school year (annually)	January & May (annually)
4.2.2	Encourage continuity of leadership and empower teacher leadership within the school community through the Instructional Council, as well as grade level/departmental/building/district initiatives	1-5	All District Administration, Instructional Council	On-going throughout the school year (annually)	January & May (annually)
4.2.3	Maintain a comprehensive staff recruitment, induction, and mentoring program to support the needs of new members of the district staff as they transition into organization and its professional learning community	1-5	Director of Counseling Services, Director of Technology & Human Resources, Director of Curriculum & Instruction, Principals, Assistant Principals, Supervisors	On-going throughout the school year (annually)	January & May (annually)
4.2.4	Support and expand articulation opportunities for teachers to collaborate within each school and across the district, including the enhancement of professional learning communities	1-5	Director of Curriculum & Instruction, Principals, Assistant Principals, Supervisors	On-going throughout the school year (annually)	January & May (annually)

Goal #5: Safety and Security

To maintain a safe and secure school campus through internal and external communications, following best practices, and enhancing security infrastructure.

Strategy 5.1

Increase internal and external communications regarding safety and security matters.

#	Action Plan	Year	Responsible Party	Due Date	Reporting Date
5.1.1	Continuously meet with police leadership in sending district communities and Monmouth County Prosecutors Office to maintain open communications with those agencies and maintain their confidence and support.	1-5	School Security Coordinator/School Safety Specialist	Ongoing	May - Annually
5.1.2	Create, update and maintain a school safety and security information website page so school safety information is current, informative and educational.	1-5	School Security Coordinator/School Safety Specialist Webmaster	December, 2019	May – Annually
5.1.3	Establish a district safety and security meeting schedule including school security coordinator/school safety specialist, school principals and the Superintendent or central administrator to ensure all administrators are well informed on school security issues.	1-5	School Security Coordinator/School Safety Specialist Principals Superintendent	September, Annually	May - Annually

Strategy 5.2

Formalize the District's safety and security planning process.

#	Action Plan	Year	Responsible Party	Due Date	Reporting Date
5.2.1	Annually review school safety drills to ensure the district is provided the best practices in school safety and security.	1-5	School Security Coordinator/School Safety Specialist Principals	April - Annually	May - Annually
5.2.2	Implement a school entry plan to ensure supervised arrival of staff and students.	1	School Security Coordinator/School Safety Specialist	December, 2019	May 2020

			Principals		
5.2.3	Update the school district emergency operations plan to reflect the recommended design format of the department of educations.	1	School Security Coordinator/School Safety Specialist	September, 2019	May 2020
5.2.4	Develop an annual training schedule for school staff that will result in improved school safety and security service to the students.	1-5	School Security Coordinator/School Safety Specialist Principals	September, Annually	May, Annually

Strategy 5.3

Enhance the physical security of the school campus.

#	Action Plan	Year	Responsible Party	Due Date	Reporting Date
5.3.1	Implement and maintain a school security camera replacement plan to insure highest quality of school security cameras are available to provide protection of students and staff.	1-5	School Security Coordinator/School Safety Specialist Director of Technology	September - annually	May- annually
5.3.2	Prepare & submit procurement plan to replace outdated interior classroom doors and/or door locks plan to provide the safest barrier of protection for students inside the classrooms.	1-5	School Security Coordinator/School Safety Specialist Manager of Facilities	September - annually	May- annually
5.3.3	Prepare & submit procurement plan to expand the districts radio system.	1-5	School Security Coordinator/School Safety Specialist Manager of Facilities	September - annually	May- annually
5.3.4	Expand the locker inspection program to include the use of canines to deter students from bringing contraband into the high school and middle schools.	1	School Security Coordinator/School Safety Specialist	January, 2020	May, 2020
5.3.5	Seek state grants to assist the district in school safety initiatives.	1-5	School Security Coordinator/School Safety Specialist Grant Writer	Ongoing	May- Annually