

**USD 368 Cabinet Strategic Plan**  
Update August 2016

\*BOE Goal

**I. Educational Services: Provide a quality educational program for all students.**

<b>A. Educational Opportunities: Provide educational opportunities that emphasize high expectations for all students.</b>	
<b>Activities</b>	<b>Evaluation</b>
<b>1. Curriculum</b>	
a. Implement Read Right at the middle school and high school.	Reported results, staff and student feedback
b. Provide training for new staff for discipline program.	Monitor
c. Implement elementary social studies.	Observation, staff feedback
e. Plan curriculum for lab courses-animal lab and biology lab.	Written curriculum
<b>2. Course Offerings</b>	
a. Review additional choices for middle school and high school students.	Course decisions
b. *Develop and implement Individual Plans of Study at the middle school and high school that maximize educational opportunities.	Plans
<b>3. Career and Technology</b>	
a. Examine and develop partnerships with organizations and businesses for job shadowing and internships.	Partnership plan
b. Continue collaboration with Community College.	Pathway/course decisions
<b>B. Instruction: Utilize best practices that emphasize high expectations for all students.</b>	
<b>Activities</b>	<b>Evaluation</b>
<b>1. Interventions</b>	
a. Review and adjust MTSS practices at the elementary levels. Utilize Read Right at the middle school and high school. Provide math support through Math Lab at the middle school. Utilize additional support at the high school through Success and Achieve programs.	Elem: MAP, MS: MAP & grades HS: MAP, graduation rate, on track for graduation
b. *Increase percentage of students academically on or above grade level.	Elem: MAP, MS: MAP, grades HS: MAP, graduation rate, on track for graduation
<b>2. Rigor, Relevance, Relationships</b>	
a. Enhance relationships with students at all buildings.	Survey results

b. Increase rigor of content. Utilize Quad B-D lesson design at the middle school.	Elem and MS.-monitor MAP growth, observations HS-Observations
c. Add AP courses at the high school.	AP, Pre-AP courses
<b>3. Common Assessments with Data Analysis</b>	
a. Utilize common assessments at the secondary level for all subjects and at the elementary level for EDM and unit tests. CES will also use DRA.	Common assessment forms and report of student results
<b>4. Technology Integration</b>	
a. Implement Google and One-to-One and provide professional development for the utilization of the integration of technology within all curricula areas.	Implementation reports, professional development documents
<b>5. *Provide innovative teaching and learning through use of 21<sup>st</sup> Century skills.</b>	
a. Implement One-to-One, develop collaborative projects using Google Classroom, train for soft skills, and utilize online resources with textbooks.	Observation and feedback from stakeholders
<b>C. Extra-Curricular: Offer student/parent activities that compliment academic programs.</b>	
<b>Activities</b>	<b>Evaluation</b>
<b>1. Parent and Student Activities</b>	
a. Offer additional activities at the middle school. Expand Skills USA/Tech Student Association at the middle school and high school. Provide additional career exploration opportunities at the high school.	List of activities

**II. Human Resource Services: Provide employees with a supportive working environment.**

<b>A. Hiring and Retention: Provide effective certified and classified employees.</b>	
<b>Activities</b>	<b>Evaluation</b>
<b>1. Professional Development</b>	
a. Provide professional development for staff: Buildings and Grounds—Annual training-floor care, disinfecting, bloodborne, crisis management planning Technology—Orientation new staff, Google, One-on-One support Food Service—Standards, allergies HR—Evaluation training for Cooperative, implementation of progressive discipline and improvement plan	Training schedule and/or roster

Paras training—See schedule Certified Training—See schedule Ad Ed—CCRS and A-OK PAT—Conference training Secretaries—First-aid training, DQC-KIDS annual certification Nurses—CEU updates related to school nursing All Staff-Suicide training, ALICE training Employee safety for work comp. prevention	
<b>B. Policies and Procedures: maintain effective policies and procedures that support the district mission.</b>	
<b>Activities</b>	<b>Evaluation</b>
<b>1. Compliance Procedure</b> a. Review job descriptions and evaluation tools as needed.	Job descriptions and evaluation tools
<b>2. Policy Updates</b> a. Review KASB policy updates.	BOE approved policy changes

**III. School Services: Ensure a safe, orderly, and positive climate conducive for learning.**

<b>A. Communication: Foster an effective communication process which encourages quality education.</b>	
<b>Activities</b>	<b>Evaluation</b>
<b>1. *Improve communication between community, staff, students, and parents.</b> a. Review use of a single web calendar system.	Calendar
b. Utilize web site, IC, textcaster, facebook, twitter, and email for regular communication.	Documents
c. Send district wide communication mailer.	Document
<b>B. Safety: Ensure the continuation of safe schools and facilities.</b>	
<b>Activities</b>	<b>Evaluation</b>
<b>1. Student Safety</b> a. Collaborate with public safety agencies for safety training.	Training implementation
b. Provide ALICE training.	Briefing notes
<b>C. Climate: Enhance a positive school climate.</b>	
<b>Activities</b>	<b>Evaluation</b>
<b>1. Relationships</b> a. Conduct parent/guardian surveys as aligned with KESA process.	Survey

b. Address needs from 2015-16 survey.	Review results
c. Provide opportunities for department directors to interact with staff and BOE.	Staff meeting agendas and BOE agendas

**IV. Support Services: USD 368 will provide support services that enhance the district mission.**

<b>Activities</b>	<b>Evaluation</b>
<b>A. Facilities: Maintain a safe and productive environment for the district mission.</b>	
1. <b>Bond Projects</b> a. Collaborate with BOE for completion of final projects.	Reports and completed projects
2. <b>Signage</b> a. Review need for signage.	Completed projects
3. <b>Preventive maintenance</b> a. Develop and implement a schedule for equipment rotation and building and grounds maintenance.	Schedule
b. Research energy efficiency and develop savings plan.	Plan and results report
<b>B. Food Services: Provide nutrition education, services, and well-balanced meals.</b>	
<b>Activities</b>	<b>Evaluation</b>
1. <b>Meet Required Regulations</b> a. Meet sodium levels regulations.	Report documentation
b. Maintain the new regulations.	Report documentation
a. Collaborate with cabinet team related to district wellness plan.	Copy of KSDE plan
2. <b>Professional Standards</b> a. Develop, implement and keep current a training plan.	Schedule and Plan
3. <b>Incentive Plan</b> a. Review Incentive Plan.	Plan
<b>C. Technology: Assure the technology system enhances the district mission.</b>	
<b>Activities</b>	<b>Evaluation</b>
1. <b>Training</b> a. Provide Google training and other training as needed or requested.	PD Schedule
2. <b>Preventive</b> a. Develop rotation plan for equipment other than present rotation.	Plan
b. Create 10G backbone between closets within buildings.	Product completion

c. Increase band width.	Produce completion
<b>3. Information Delivery</b> a. Assure the KIDS uploads are accurate with KIDS counting and assure designated secretaries take DQC certification.	Accurate reports
<b>4. Purchasing Program</b> a. Utilize five-seven year purchasing plan and review yearly.	Plan
<b>D. Business and Finance: Provide financial management for the district.</b>	
<b>1. Capital Outlay Process</b> a. Develop three-five year schedule for building interior updates for items such as carpet, etc.	Capital Outlay list
<b>2. Fiscal Management</b> a. Maintain a transparent, sound, and responsible financial plan that focuses resources to align with district goals. b. Maintain appropriate & adequate cash balances for USD 368. c. Update three year financial outlook plan. d. Manage all district funds to maximize student opportunities. e. Operate and maintaining a balanced budget.	KSDE comparative data Budget documents Outside bond rating agencies Financial plan
<b>3. Budget Education &amp; Communication</b> a. Ensure the appropriate message is conveyed to stakeholders.	Annual budget presentation Budget information on district website
<b>4. Data Quality</b> a. Maintain consistency with coding. b. Follow school laws related to finance. b. Appropriate legal expenditures of district funds. c. Provide annual independent and state audits. d. Foster data-centered culture.	Compliance with KS Accounting Handbook Independent CPA audit exceptions CPA audit and KSDE audit results