

## Strategic Planning Midpoint Review Kickoff Meeting

2/23/10

### Minutes

#### 1. Background Information:

- a. Some people were wondering why they were invited to this meeting. People invited to this meeting came from several groups that are still active in our district. If you served on technology committee that met with John Monick in each building you were invited in the hopes you may be willing to help with the creation of the Educational Technology Plan. If you have a vested interest in the special education program in our district you were invited by Mimi Dow in the hopes you would be willing to help create the Special Education Plan. If you currently serve on the Act 48 Committee you were invited in hopes that you may be willing to help write the district's Professional Education Plan. If you were on the Steering Committee for the Strategic Plan you were invited because you will still oversee the entire process of which all these other committees fall under.
- b. No new committees are being established. We are simply trying to invite staff members from existing groups to participate in the creation of the plans. Although encouraged by the state, it is also a strong belief held by the leadership of the district that involving the school community in this process will promote a better understanding of what we are trying to accomplish for the students of this community!

#### 2. The Process (Slide 1)

- a. Every six years the district is required by law to conduct a comprehensive plan commonly known as the Strategic Plan. The state's name for this plan is the Academic Standards and Assessment Plan.
- b. Every three years the district is required to conduct a midpoint review of this plan to check our progress and to make sure that the document still reflects the district's goals.
- c. This meeting was called to begin this process.
- d. People invited to attend this meeting either expressed an interest in participating in this process or were part of the process when the original plan was created.
- e. There are three subcategories of the Strategic Plan that are mean to complement the overarching document. These subcategories are:
  - i. Educational Technology Committee
  - ii. Professional Educational Committee
  - iii. Special Education Committee
- f. Each of these four plans must be reviewed and or rewritten during the midpoint review process.
- g. Bringing members of all four committees together at the beginning of this process allowed us to review the overall Strategic Plan before moving forward independently.
- h. The goal of each group is to complete their review during the spring of 2010.
- i. Just as we started the process together we will also end the process together. It is very important that the separate committees are sharing information back to the Strategic

Planning Committee. When this Strategic Plan was created three subcommittees were used to research and organize information for the plan. The first committee was the Instructional Program Committee headed by John Kurelja and the now retired Chris Knepley. The second committee was the Facilities Committee headed by Ralph Defrain. The third committee was the Communications Committee headed by Bill Forsythe. We will likely use members of these committees to gather information on progress in order to fully understand the progress we have made on the plan. These leaders will also have insight into what still needs to be accomplished over the next three years.

**3. Review and Edits (Slides 2-7)**

- a. During this time we reviewed the general sections that begin our Strategic Plan.
- b. The slides include the changes we made during our time together.

**4. Committee Lists (Slides 8 and 9)**

- a. The two committees listed are identical with the board agenda item except for Lynn Brown who needs to be added to the Strategic Planning Committee. Lynn will represent the teachers from the elementary school and will give us one teacher representative from each building.
- b. Her formal placement on the committee can happen when the School Board accepts midpoint review before sending the document on to the Pennsylvania Department of Education.
- c. Mr. Groshek is on the Professional Education Committee but he is not on the Strategic Planning Committee. Mr. Groshek will play a pivotal roll in presenting information to the Strategic Planning Committee when we look to determine progress on our first goal Engage in High School Reform.

**5. Goals (Slide 10)**

- a. This slide lists the goals established by the original Strategic Plan.
- b. The items that are in all caps were mandated by the department of education. This includes goals 2, 4, 6, 7, 8, and 10.
- c. All other goals were established through the strategic planning process. This includes goals 1, 3, 5, and 9.

**6. Goals, Strategies, and Activities (Slides 11-20)**

- a. These slides delineate all of the strategies and activities that go along with each goal.
- b. This is a brief overview of the entire Strategic Plan. You will see the details of this in the report you were given entitled Academic Standards and Assessment Midpoint Review.
- c. The last goal on Technology is not in the Academic Standards and Assessment Midpoint Review. The goals, strategies, and activities can be seen in slide 20 and the specifics on this goal are part of the Educational Technology Plan that John Monick will be working on and presenting to the Strategic Planning Committee in the spring.
- d. A question was raised regarding the lack of a goal for Science and this will have to be considered by the Strategic Planning Committee to see if it warrants developing an 11<sup>th</sup> goal that would include additional strategies and action plans.

**7. Committee Selection (Slide 21)**

- a. The different committees that will be conducting work were listed and described and attendees were asked to select a committee on which they would like to work.
- b. Two attendees opted to work on two committees (Swapan Mookerjee, and Ellen Withrow) and we are very grateful for their commitment.
- c. The main reason for having people select a committee has to do with those individuals who already serve on multiple committees and need to select one on which to focus.
- d. The chairs of each Committee and the volunteers for each are listed below:
  - i. Strategic Plan/Academic Standards and Assessment Committee
    1. Chairs-John Kurelja and Tom Sharrow
    2. Volunteers- Swapan Mookerjee, Lynne Brown, Janice Dysart, Sue Jackson, Luanne Bittenbender, and Beth Snyder.
  - ii. Act 48/Professional Education Committee
    1. Chairs-John Kurelja and Lora Stone
    2. Volunteers-Ellen Withrow, Bobbi Lewis, Leslie Siegrist, Thomas Markowski, Maria Reese, and Jeff Groshek.
  - iii. Special Education
    1. Chair-Mimi Dow
    2. Volunteers-Cassandra Fetterman, Madeline Woll, Chad Heintzelman, Ellen Withrow, and Kristin Sarnoski.
  - iv. Educational Technology
    1. Chair-John Monick
    2. Volunteers-Swapan Mookerjee, Mike Sokoloski, and Annie Groff.
- e. Members of each committee who were not present at the meeting will also be sent copies of the minutes, the presentation, and the invitation to participate in upcoming meetings.

# The Process

- Academic Standards and Assessment Midpoint Review (Strategic Plan)
  - ❖ Educational Technology Plan
  - ❖ Professional Education Plan(Act 48 Plan)
  - ❖ Special Education Plan
- Time-line
  - ❖ Update/complete by 4/21
  - ❖ Approved by the School Board in June
  - ❖ Sent to PDE this summer

# Educational Community

The Central Columbia School District is serviced by a campus arrangement of the facilities with all buildings located on the same parcel of land. The district has four main buildings: an elementary school serving grades K-4, a middle school serving grades 5-8, a high school serving grades 9-12 and a central office building that houses the administrative offices, as well as the maintenance department.

The elementary school was built in 1989 and houses grades K-4. The building was constructed with one wing for each grade and the library serving as the structural and education centerpiece. There's a full-service kitchen and a multi-purpose cafeteria. The building also houses a full-size gymnasium with a seating capacity of 1,000. There is adequate parking and a playground.

The middle school was constructed in 1972 as an open classroom structure. Renovations in 1986 brought about enclosed classrooms. A \$22.4 million renovation in 2005-2007 added additional space and renovated most of the remaining building. The middle school houses grades 5-8, and includes a 25 yard swimming pool, technology areas/ agriculture areas, family and consumer science classrooms, several large group instruction areas, a band room, a chorus room, a large cafetorium, guidance and nurses suites and instructional planning areas. The building also houses a full size gymnasium and an adaptive gymnasium. As in the elementary school, the library serves as the educational and structural focal point of the building.

The high school was built in 1962 and has begun to show wear. The building houses grades 9-12 and includes a centrally located library, science and computer laboratories, wood, metal, plastics and agricultural shop areas, chorus room, band room, home economics rooms, and auditorium. The agricultural shop was renovated in 1995 and includes an aqua-culture lab and a fully operational greenhouse. Renovations in 1986 created new science and computer lab facilities. The building also houses a full size gymnasium and an adaptive gymnasium.

The district office building was formerly a truck freight terminal. Renovations were completed in January 1994. The building houses the office of the Superintendent, Business Administrator, Director of Technology, Transportation Supervisor, Special Education Director, Curriculum Coordinator and Building and Grounds Supervisor. The building also houses the maintenance department serves as a warehouse for district supplies and is the central mailing location.

The district property occupies 104 acres and is located adjacent to US Route 11. The grounds include a football stadium, fields for baseball, softball, field hockey and soccer as well as track and field facilities, tennis courts and a cross country course. The district's sewage treatment plant is on site. A small stream and wetlands are found on the northern perimeter of the property and are used for educational purposes.

# Mission

*Central Columbia School District  
provides excellence in education to  
enable all students to reach  
their potential as successful and  
contributing members of a global society.*



# Vision

Providing students optimal educational opportunities that lead to future achievements.

# Shared Values

The Central Columbia School District Strategic Plan Steering Committee has reaffirmed our Belief Statements from our previous strategic plans into our Shared Value Statements. The Board of Education has approved the following Shared Values for the 2007-2013 district Strategic Plan:

- The needs of all children must drive the educational system.
- Quality schools are committed to excellence providing a variety of means to achieve that goal.
- All human beings have worth and shall be treated with respect, courtesy and dignity.
- All people are expected to assume appropriate personal responsibility and must be accountable for their performance and actions.
- In a quality educational process: community, families, students and staff communicate and collaborate in decision making.
- “Learning to Learn” by being creative, flexible and willing to change is essential to meet the challenges of a changing global society.

# Academic Standards

The Central Columbia School District has as its objective that all students will become proficient or higher on Pennsylvania Academic Standards in the following content areas:

- Reading, Writing, Listening and Speaking
- Mathematics
- Science and Technology
- History
- Geography
- Economics
- Family and Consumer Sciences
- Arts and Humanities
- Health, Safety, and Physical Education
- World Languages
- Environment and Ecology
- Civics and Government
- Career Education and Work

The district aligns its curriculum both vertically and horizontally with the PA Academic Standards. Curriculum is reviewed and updated on an ongoing basis. Pennsylvania Assessment Anchors are used to provide guidance for the district's curriculum and assessment plan. Content area curricula are written to include student learning maps aligned to PA Academic Standards. The district's local assessment system is designed to provide data on individual student attainment of the PA Academic Standards, aggregate and disaggregated group data for decision-making purposes, and data to assess the quality of the instructional program. The Pennsylvania System of School Assessment (PSSA) is also used for these purposes.

# Strategic Planning Process

- The Central Columbia School District and members of its greater community have worked together to develop the district's third strategic plan. The plan outlines how the district intends to achieve its goals through core strategies, principles of collaboration, and continuous improvement for all students.

The strategic plan clarifies the future direction of the Central Columbia School District by reaffirming its mission and beliefs, anticipating long-term opportunities and developing long range objectives. The plan provides criteria for making decisions about educating the children of the community while providing a structure for district and public accountability about the success of its students and schools.

The district advertised in the spring of 2006 throughout the community and school system for volunteers to the Steering Committee, the Needs Assessment Committee and various subcommittees that may arise. The district also conducted an open-response web-based needs assessment open to all community members during the summer of 2006. The Steering Committee was selected by the School Board and met regularly from September 2006-July 2007 to develop the plan. In late fall 2006, the Steering Committee identified three areas of specialized study for specific subcommittees: The Educational Program, Communications, and Facilities. These subcommittees met from January through April 2007 when their reports were sent to the Steering Committee.

The Steering Committee developed and finalized the goals and activities contained herein and forwarded the Plan onto the Board of Education on July 12, 2007.

The Steering Committee intends to meet twice annually to monitor and update the Strategic Plan.

# Strategic Planning Committee (Academic Standards and Assessment Planning Committee)

Name	Affiliation	Membership Category	Appointed By
Bittenbender, Luanne	Business Representative	Business Representative	School Board
Brown, Lynne	Teacher	Parent	School Board
Davis, Jeffrey	Community	Community Representative	School Board
Dysart, Janice	Teacher	Middle School Teacher	School Board
Fogarty, Bob	Board Member	Board Member	School Board
Heintzelman, Chad	Middle School Principal	Administrator	School Board
Hippenstiel, Jason	Teacher	Secondary School Teacher	School Board
Hollister, Jim	Community	Community Representative	School Board
Jackson, Sue	Board Member	Board Member	School Board
Kurelja, John	Administrator	Administrator	School Board
LaMacchia, Carolyn	Parent	Parent	School Board
Mathias, Harry	Superintendent	Administrator	School Board
Mookerjee, Swapan	Parent	Parent	School Board
Rhoads, Bruce	Board Member	Board Member	School Board
Sharrow, Tom	Assistant Principal	Administrator	School Board
Shultz, Kimberly	Support Staff	Other	School Board
Snyder, Beth	Parent	Parent	School Board
Sokoloski, Michael	Business Administrator	Administrator	School Board
Williams, Roger	Board Member	Board Member	School Board
Withrow, Ellen	Parent	Parent	School Board

# Professional Education Committee (Act 48 Committee)

Name	Affiliation	Membership Category	Appointed By
Dietz, Emily	Teacher	Elementary School Teacher	Teachers
Dow, Jean	Director of Special Education/School Psych.	Ed Specialist - School Counselor	Administrators
Forsythe, Susan	Teacher	Secondary School Teacher	Teachers
Groshek, Jeff	Principal	Parent	Administrators
Heintzleman, Chad	Middle School Principal	Administrator	Administrators
Hippenstiel, Holly	Teacher	Secondary School Teacher	Teachers
Jackson, Sue	Board Member	Board Member	School Board
Kurelja, John	Administrator	Administrator	Administrators
Lewis, Bobbi	Principal	Administrator	Administrators
Markowski, Thomas	Board Member	Board Member	School Board
Mathias, Harry	Superintendent	Administrator	Administrators
Monick, John	Technology Director	Ed Specialist - Instructional Technology	Administrators
Reese, Maria	Teacher	Secondary School Teacher	Teachers
Siegrist, Leslie	Teacher	Elementary School Teacher	Teachers
Sitler, Robert	School Board	Business Representative	School Board
Stone, Lora	Teacher	Middle School Teacher	Teachers
Swab, Nadeen	Teacher	Middle School Teacher	Teachers
Taylor, Reade	Business	Business Representative	School Board
Wagner, Carol	Teacher	Middle School Teacher	Teachers
Woll, Madeline	Teacher	Elementary School Teacher	Teachers

# Goals

1. Engage in High School Reform
2. FOUR-YEAR GRADUATION RATE (for districts and schools that graduate seniors)
3. Improve District Communication
4. MATHEMATICS
5. Maximize Student Achievement
6. READING
7. STUDENT ATTENDANCE (any school that does not graduate seniors)
8. STUDENT PARTICIPATION IN STATE ASSESSMENTS
9. Study and Improve District Facilities
10. TECHNOLOGY

# 1. Engage in High School Reform

- Perform High School Reform Study
  - *In Use* Align Program to Exemplary HS Program research
  - *In Use* Develop relevant 21st century workforce development programs
  - *In Use* Develop Research-based curriculum
  - *In Use* Renovate facility to meet programmatic needs
  - *In Use* Secure support and funding for project

## 2. Four-Year Graduation Rate

- Academic Proficiency for all students
  - *In Use* Academic Instruction, Assessment and remediation
  - *In Use* Professional Development
  - School Counts Program
- Graduation Project
  - *In Use* Complete an academic and career-based graduation project

# 3. Improve District Communication

- Investigate placement of exterior message boards
  - *In Use* Complete Research possibility of message boards
- Provide Comprehensive Career information to parents and students
  - *In Use* Career and Counseling initiatives
- Provide for systematic parent/community feedback
  - *In Use* Consider periodic parent surveys
  - *In Use* Complete Investigate Monthly Principal Roundtables at all levels
- Provide opportunities to help parents access to communication resources of district website
  - *In Use* Complete List Presentations
  - *In Use* On-line Training
- Upgrade telecommunications systems
  - *In Use* Consider Phones with external access in classrooms
  - *In Use* Develop portal for parent access to information software
  - *In Use* Telecommunication upgrades
  - *In Use* Wireless internet

# 4. MATHEMATICS

- Curriculum, Instruction, and Assessment
  - *In Use* Align Curriculum to PA Academic Standards
  - *In Use* Align Instruction to Student Needs
  - *In Use* Assess Student Attainment of Academic Standards
  - *In Use* Research and Implement successful teaching practices

# 5. Maximize Student Achievement

- TECHNOLOGY - Network and Internet Access
- The district will pursue activities to improve student academic achievement
  - *In Use* Address Parent/School Relationships
  - *In Use* Create a Differentiated Supervision Model
  - *In Use* Create Individualized Professional Development Plans for All Staff
  - *In Use* Complete Employ Certified Personnel in All Academic Areas
  - *In Use* Expand the Role of the Act 48 Committee
  - *In Use* Provide Customized Learning Opportunities
  - *In Use* Revise the Teacher Induction Program
  - *In Use* Study the Use of Extended Learning Opportunities for all Students
  - *In Use* Study the Use of Time

# 6. READING

- Curriculum, Instruction, and Assessment
  - *In Use* Align Curriculum to PA Academic Standards
  - *In Use* Align Instruction to Student Needs
  - *In Use* Assess Student Attainment of Academic Standards
  - *In Use* Research and Implement successful teaching practices

# 7. STUDENT ATTENDANCE

- Monitor and Promote Student Attendance
  - *In Use* Attendance Consequences
  - *In Use* Provide Rigorous and Relevant Curriculum
  - *In Use* School Counts Program

# 8. STUDENT PARTICIPATION IN STATE ASSESSMENTS

- *In Use* Complete Incentive Program

# 9. Study and Approve District Facilities

- Maintain and consider upgrades to exterior facilities
  - *In Use* Review Elementary School building
  - Review Facilities Maintenance
  - *In Use* Review High School building structure
  - *In Use* Review Storage Concerns

# 10. TECHNOLOGY

- Network and Internet Access
  - *In Use* 3COM Network Technology
  - *In Use* Internet Connection
  - *In Use* Internet Filtering
  - *In Use* Web Server Utilization and Expansion
- Technology Hardware and Software
  - *In Use* Classroom Technology Integration
  - *In Use* Replace Servers and Desktops/Laptops
  - *In Use* Software

# Committee Selection

Please decide which committee you would like to be part of:

- Strategic Planning Committee
- Professional Education Committee
- Educational Technology Committee
- Special Education Committee

\*You can select more than one.