

*New Hope-Solebury School District*

*Strategic Plan for School Improvement  
2007-2013*



*Pride in Excellence*

**New Hope-Solebury School District  
180 West Bridge Street  
New Hope, PA 18938**

## **Mission Statement**

The New Hope-Solebury School District takes pride in its commitment to excellence. We strive to inspire and empower our students to become passionate, confident, life-long learners, with the skills and strength of character to contribute to a diverse and ever-changing world.

## **Belief Statements**

We believe.....

- ❖ All people should be valued and respected for their opinions and their diversity.
- ❖ All people should be personally, academically, socially responsible and accountable.
- ❖ Educational leadership should be distributed and collaborative
- ❖ Technology should be a learning tool, which should change the manner in which we access and share information, as well as how we teach and learn.
- ❖ Schools should be a safe haven for all.
- ❖ An effective education should be enriched by the arts, service, athletics and extra-curricular activities and should empower students to shape their futures.
- ❖ All people's unique abilities and needs should be respected, recognized and supported.
- ❖ The community should be the foundation for growth focused on life-long learning.
- ❖ The family should provide the primary foundation for character development and ethical behavior of its children. Schools provide opportunities for student growth in these areas.
- ❖ We should strive to make learning integrative, inquiry based and problem centered.
- ❖ All people should be empowered to be flexible learners, problem solvers and shape their futures in an ever-changing, global society.

## **Parameters/Guiding Principle for Planning**

- ❖ We will strive for the success of all.
- ❖ We will maintain the dignity and honor of all.
- ❖ We will engage in activities that support life-long learning in our community.
- ❖ We will consider the interests of all people when making decisions.
- ❖ We will consider new ideas within the context of best practice and without prejudice.

## **Objectives**

- ❖ To have 100% of our students graduate.
- ❖ To have each student achieve his/her personal goals, which encourages self-fulfillment at a level that reflects his/her potential.
- ❖ To have our students meet or exceed the standards for state and national measurements of achievement.

## **Action Teams**

1. Communications
2. Curriculum, Instruction and Assessment
3. Human Relationships
4. Operations
5. Pupil Services
6. Technology

## Considerations for Action Plans

### 1. Communications

- Parent involvement
- Community education
- Technology protocols for communication
- Staff communications
- Student communications
- Education of communication means

### 2. Curriculum, Instruction and Assessment

- Use of data to improve student performance
  - Reading
  - Writing
  - Math
- Best practice in teaching and learning
- Curriculum K-12
  - Review and revision
  - Alignment
  - Interdisciplinary

### 3. Human Relationships

- Professional development
  - Hiring and retention of teachers and support staff
  - Foster life-long learning within the organization – development of all cross sections of employee base
  - Board development – training for new board members
- Find alternative ways to deliver professional development
- Diversity – recruitment and retention of diverse staff members
- Civility (behavioral norms for organization members)
- Student life

### 4. Operations

- Review and revise 5-year internal building maintenance plan
- Review and revise 5-year grounds plan
- Review and revise building security
- Review and revise technology
- Financial implications

## 5. Pupil Services

- Review current practices
- Remain in compliance with current regulations
- Research development of advisory group

## 6. Technology

- Review and revise technology in curriculum, instruction and assessment
- Review and revise technology in operations
- Review and revise technology in district communications
- Professional development in technology
- Community education in technology

# ACTION PLAN

COMMUNICATION STRATEGY NUMBER: 1

PLAN NUMBER: 1

DATE: 5/07

## COMMUNICATION WITH PARENTS

**STRATEGY:** We will develop and implement a communication process to partner with parents and to support our district mission and the success of our students.

**SPECIFIC RESULT:** To implement and establish a model of parental involvement that is consistent district-wide.

#	<i>ACTION STEP</i>	<i>Assigned to</i>	<i>Starting Date</i>	<i>Due Date</i>	<i>Completed Date</i>
1.	Develop a district parent handbook that includes district policies, procedures, resources, curriculum, and volunteer opportunities at each level, K-12: <ol style="list-style-type: none"> <li>a) Convene a committee to critique handbooks at each level and consolidate one K-12 manual.</li> <li>b) Incorporate separate sections for each building level.</li> <li>c) Post all handbooks on district website.</li> <li>d) Develop a curriculum scope and sequence.</li> <li>e) Distribute district handbook to oldest student in the family.</li> </ol>				
2.	Facilitate consistency among parent/teacher organizations district-wide: <ol style="list-style-type: none"> <li>a) Prior to the calendar for the following school year, convene a meeting of the principals and leadership of the parent organizations K-12, to coordinate calendars for the following year.</li> <li>b) Establish three meeting dates with leadership of each parent teacher organization and building principals to monitor and coordinate yearly activities.</li> <li>c) Coordinate all events on the district calendar and post district calendar on district website.</li> </ol>				
3.	Increase communication about transitions between levels/buildings. <ol style="list-style-type: none"> <li>a) Principals meet to review transition steps grade to grade and level to level to ensure consistency.</li> <li>b) Include in the handbook information on building transitions and post on the district website.</li> </ol>				

# COST-BENEFIT ANALYSIS

COMMUNICATION STRATEGY NUMBER: 1

PLAN NUMBER: 1

DATE: 5/07

## COMMUNICATION WITH PARENTS

**STRATEGY:** We will develop and implement a communication process to partner with parents and to support our district mission and the success of our students.

**SPECIFIC RESULT:** To implement and establish a model of parental involvement that is consistent district-wide.

### ***COSTS***

### ***BENEFITS***

<b><i>Tangible</i></b>	<b><i>Tangible</i></b>
<p>Printing costs; staff to complete the work.</p>	<p>Fewer manuals.</p> <p>Consolidation of efforts; increased communication and consistency.</p>
<b><i>Intangible:</i></b>	<b><i>Intangible</i></b>
<p>Time and distribution of handbook.</p> <p>Melding three different organizations; time; possible controversy.</p> <p>Time and needs to be organized and planned.</p>	<p>Less confusion and sense of involvement in district.</p> <p>Cohesiveness; involvement and ease of transitions among building.</p> <p>Increased communication; knowledge, ease, comfort level for parents and students.</p>

# ACTION PLAN

COMMUNICATION STRATEGY NUMBER: 1

PLAN NUMBER: 2

DATE: 5/07

## COMMUNICATION WITH STAFF

**STRATEGY:** We will develop and implement communication processes and procedures K-12 to support the work of all staff members.

**SPECIFIC RESULT:** To establish and implement procedures that are consistent district-wide.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	To streamline the employee manual so that the district and each building is fully represented in one. <ul style="list-style-type: none"> <li>a) Establish a committee that will review the current district employee manual and each staff manual to consolidate into one K-12 manual.</li> <li>b) Incorporate separate sections for every employee group. Ensure that every group is represented with a section that is specific to their role and function in the district.</li> </ul>				
2.	Convene a task force to analyze current common planning time opportunities at the building, department and grade levels. <ul style="list-style-type: none"> <li>a) Establish opportunities for consistent K-12 communication at the building, department and grade levels.</li> </ul>				
3.	To streamline the district calendar of events. <ul style="list-style-type: none"> <li>a) Review the timeline for the creation of the district calendar to provide time for additions, deletions and consistency among building events.</li> <li>b) Add the district calendar to the website so that current changes and updates can be made.</li> <li>c) Include the one page calendar in all handbooks.</li> </ul>				

# COST-BENEFIT ANALYSIS

COMMUNICATION STRATEGY NUMBER: 1

PLAN NUMBER: 2

DATE: 5/07

## COMMUNICATION WITH STAFF

**STRATEGY:** We will develop and implement communication processes and procedures K-12 to support the work of all staff members.

**SPECIFIC RESULT:** To establish and implement procedures that are consistent district-wide.

<b><i>COSTS</i></b>	<b><i>BENEFITS</i></b>
<p><b><i>Tangible</i></b></p> <p>Printing and staffing.</p>	<p><b><i>Tangible</i></b></p> <p>Fewer manuals and consolidation.</p> <p>A report of the analysis itself.</p> <p>District calendar on website and one page calendar in all handbooks.</p>
<p><b><i>Intangible:</i></b></p> <p>Time and distribution.</p> <p>Time and organization of task force meetings.</p> <p>Coordination of events; monitored and posted.</p>	<p><b><i>Intangible</i></b></p> <p>Clear and consistent communication K-12; established procedures.</p> <p>Less stress for staff; cohesive curriculum K-12.</p> <p>Avoids overlaps and keeps the communication consistent K-12.</p>

# ACTION PLAN

COMMUNICATION STRATEGY NUMBER: 1

PLAN NUMBER: 3

DATE: 5/07

## COMMUNICATION WITH COMMUNITY

**STRATEGY:** We will implement effective communication plans that include the district community members on district happenings.

**SPECIFIC RESULT:** To increase community involvement and communication.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	Develop a meeting schedule that includes but is not limited to key groups: <ul style="list-style-type: none"> <li>a) Local police, agency representatives, borough municipalities.</li> <li>b) Parents and administrators.</li> <li>c) Local business and Chamber of commerce.</li> </ul>				
2.	Keep all website information active and current: <ul style="list-style-type: none"> <li>a) Designate a key person (s) responsible for updating the building and district web pages.</li> <li>b) Establish policies and guidelines for adding and removing information from the district and building web pages.</li> </ul>				
3.	Introduction of district cable channel as a public outreach to community members.				
4.	Host a district-wide community day event in all buildings: <ul style="list-style-type: none"> <li>a) Develop a committee comprised of parents, staff and community members and students that will plan the format for this district event.</li> </ul>				

# COST-BENEFIT ANALYSIS

COMMUNICATION STRATEGY NUMBER: 1

PLAN NUMBER: 3

DATE: 5/07

## COMMUNICATION WITH COMMUNITY

**STRATEGY:** We will implement effective communication plans that include the district community members on district happenings.

**SPECIFIC RESULT:** To increase community involvement and communication.

<b><i>COSTS</i></b>	<b><i>BENEFITS</i></b>
<p><b><i>Tangible</i></b></p> <p>Food and beverages.</p> <p>Monies through EDR contracts.</p> <p>One time \$2000 fee.</p> <p>Food and hospitality; cost for advertising; survey.</p>	<p><b><i>Tangible</i></b></p> <p>Decrease in student crisis referrals.</p> <p>Number of hits on the website.</p> <p>Savings instead of mailings for non-residents.</p> <p>Number of people coming to visit.</p>
<p><b><i>Intangible:</i></b></p> <p>Time to coordinate and schedule meetings.</p> <p>Time, coordination of training.</p> <p>Time and public controversy.</p> <p>Parking; instructional day disrupted; anxiety on kids and parents.</p>	<p><b><i>Intangible</i></b></p> <p>Increased awareness and connections with local groups that will promote better student relations and safer kids in our schools.</p> <p>Increased and immediate access to information; markets our district.</p> <p>Increased communication and involvement in our district.</p> <p>Community feedback; future growth changes; community connection.</p>

# ACTION PLAN

COMMUNICATION STRATEGY NUMBER: 1

PLAN NUMBER: 4

DATE: 5/07

## COMMUNICATION WITH STUDENTS

**STRATEGY:** We will develop and implement the communication process to support student involvement and to contribute to the success of all students.

**SPECIFIC RESULT:** To increase consistency of communication methods to and from students K-12.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	<p>To develop a student handbook that includes a clear K-12 district code of conduct, course and curriculum offerings and co-curricular opportunities.</p> <ul style="list-style-type: none"> <li>a) Convene a committee to review and revise a K-12 district code of conduct.</li> <li>b) Convene a committee to critique student planners that include the code of conduct, policies and procedures that are age appropriate for student use.</li> </ul>				
2.	<p>To ensure that each building has a current and updated website that includes student information.</p> <ul style="list-style-type: none"> <li>a) Utilize the webmaster at each building level to add updates and check for currency of communication.</li> </ul>				
3.	<p>To ensure that students are aware of the ways and means to access assistance and communicate their needs to the appropriate personnel.</p> <ul style="list-style-type: none"> <li>a) Review what mechanics are available for students to give feedback and access assistance at each building level.</li> <li>b) Ensure that there are a variety of ways for students to communicate in each building that may include but are not limited to: guidance services, child study team, student assistance program, mentor programs, and staff.</li> </ul>				
4.	<p>To ensure that there is clear communication to alumni regarding events and opportunities in the district for continued support and involvement.</p> <ul style="list-style-type: none"> <li>a) Establish a committee of alumni who can create channels of communication, collect news about alumni and assist with current district happenings.</li> <li>b) Create an alumni directory.</li> <li>c) Feature news about our district alumni in our newsletter and website.</li> </ul>				

# COST-BENEFIT ANALYSIS

COMMUNICATION STRATEGY NUMBER: 1

PLAN NUMBER: 4

DATE: 5/07

## COMMUNICATION WITH STUDENTS

**STRATEGY:** We will develop and implement the communication process to support student involvement and to contribute to the success of all students.

**SPECIFIC RESULT:** To increase consistency of communication methods to and from students K-12.

<b><i>COSTS</i></b>	<b><i>BENEFITS</i></b>
<p><b><i>Tangible</i></b></p> <p>Printing.</p> <p>Cost of EDR position.</p> <p>Banner in each building; insert in planner.</p> <p>Directory online and someone to take the lead in creating this.</p>	<p><b><i>Tangible</i></b></p> <p>The book itself as a finished product.</p> <p>Number of hits on the site; more consistent site.</p> <p>Reduction of crisis situations.</p> <p>Money to the district; online directory; additional resources.</p>
<p><b><i>Intangible:</i></b></p> <p>Deadline constraints.</p> <p>Collecting of information and time to upload.</p> <p>Time to meet with kids to discuss options and key people.</p> <p>People from the committee to take the lead role.</p>	<p><b><i>Intangible</i></b></p> <p>Organization for students and parents.</p> <p>Increased involvement; better PR of district.</p> <p>Comfort level of students and heightened awareness of support systems.</p> <p>Increased involvement; better communication.</p>

# ACTION PLAN

CURRICULUM STRATEGY NUMBER: 2

PLAN NUMBER: 1

DATE: 5/07

## CURRICULUM, INSTRUCTION AND ASSESSMENT

**STRATEGY:** We will utilize multiple measures of data to positively impact student achievement.

**SPECIFIC RESULT:** Establish a comprehensive system to collect data, analyze results and implement instructional practices for improved student performance.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date			
1.	Utilize a comprehensive Student Information System (SIS) for all data analysis K-12.	Dorothy Katauskas-Assistant to the Superintendent for Curriculum, Instruction and Professional Development in coordination with Scott Radaszkiewicz, principals and staff	9/2007	9/2010	9/2010			
2.	Provide data analysis models within the SIS system that allow for administrator and teacher queries on multiple forms of data.							
3.	Utilize the SIS system to analyze data from classroom and standardized assessments to improve classroom instruction.							
4.	Utilize the multiple measures of data model. Include demographics, perceptions, student learning and school processes data to predict actions/processes/programs that best meet the learning needs of all students. * see Bernhardt, V. model: <i>Multiple Measures of Data</i>							
5.	Conduct school climate survey for all stakeholders to identify areas of improvement.							
6.	Utilize a uniform model of problem-solving at the school level. * see Bernhardt, V. chart: <i>Multiple Measures of Data</i>							
7.	Provide professional development for staff to use data for improved teaching and learning.							
8.	Implement an electronic portfolio system for K-12 to document and monitor student growth using specified criteria.					Dependent on research and availability		Gradual progression through grade levels
9.	Promote parent-teacher communication using multiple measures of data.							
10.	Allocate staff resources and time to manage, coordinate and disseminate data.							

# COST-BENEFIT ANALYSIS

CURRICULUM STRATEGY NUMBER: 2

**CURRICULUM, INSTRUCTION AND ASSESSMENT**

**STRATEGY:** We will utilize multiple measures of data to positively impact student achievement.

**SPECIFIC RESULT:** Establish a comprehensive system to collect data, analyze results and implement instructional practices for improved student performance.

*Realistic Cost Projections:* SIS system needs to be maintained yearly. Professional development time will be needed to write Cognos reports and build query analysis. Approximately \$5000 will be needed yearly to support the electronic portfolio system. Therefore, it is recommended that professional development be increased at a yearly rate of 3% for completion of strategy 1 action plan.

***COSTS***

***BENEFITS***

<b><i>Tangible</i></b>	<b><i>Tangible</i></b>
<p>Maintenance (hardware) of Current Budget for SIS system as well as upgrades to meet other action plans.</p> <p>Funds (software) to support Cognos reporting extracts.</p> <p>Professional Development (Personnel) Costs to support administrative and teacher understanding of database.</p> <p>Funds to purchase and maintain electronic portfolio system K-12 (software web-based) as well as Professional Development to utilize system.</p> <p>Funds to support collaborative teamwork K-12 to develop portfolio protocols and capture methods (e.g., voice, video, PDF, scanned, SMART Board technology ?)</p> <p>Funds (outside firm) to conduct school climate survey.</p> <p>Funds (personnel) to support staff needed to import existing and future data into SIS.</p> <p>Provide possible additional teacher release time to work in teams to analyze data. This could be accomplished by monthly late openings during the first and second year of the strategic plan.</p>	<p>Access to all student and district data for multiple stakeholders.</p> <p>Teachers gain instant access to SIS data to improve classroom instruction and differentiation.</p> <p>District and School Climate surveys will serve to identify strengths and weakness of the school learning environment and minimize risks for all stakeholders of the district.</p> <p>Enhances access to student data for Parent/Caregiver to improve school and home partnership.</p>
<b><i>Intangible:</i></b>	<b><i>Intangible</i></b>
<p>Challenge to existing practices and more time and professional development required for staff.</p> <p>Transition from current data collection and reporting methods to digital collection and analysis.</p>	<p>Electronic portfolios will capture student progress from year to year and monitor results.</p> <p>Teachers' access to SIS information during possible release time to analyze data exponentially improves teaching and learning.</p> <p>Potential higher test scores/student achievement may result in improved community relations, property values and recognition.</p>

# ACTION PLAN

**CURRICULUM STRATEGY NUMBER: 2**

**PLAN NUMBER: 2**

**DATE: 5/07**

## **CURRICULUM, INSTRUCTION AND ASSESSMENT**

***STRATEGY:*** We will proactively utilize best practices in teaching and learning to maximize student learning experience.

***SPECIFIC RESULT:*** All students will maximize their potential as independent learners.

#	<i><b>ACTION STEP</b></i>	<i>Assigned to</i>	<i>Starting Date</i>	<i>Due Date</i>	<i>Completed Date</i>
1.	Ensure that educational research continues to be the foundation of teaching and learning initiatives.	Dorothy Katauskas, Assistant to the Superintendent for Curriculum, Instruction and Professional Development in coordination with principals and staff	Ongoing, needs depth and sustainability		9/2013
2.	Ensure that educational research continues to support best practices among and between grade levels and disciplines.				
3.	Integrate models of active learning to engage and motivate students.				
4.	Utilize best practices to address the instruction needs of different learners including special education, gifted, gender and ESL.				
5.	Utilize the knowledge of learning styles and multiple intelligences to meet the needs of different learners.				
6.	Utilize technology.				
7.	Allocate financial and time resources to implement best practices in curriculum instruction and assessment.				
8.	Provide opportunities for teachers to share strategies of best practices among and between grade levels and disciplines.				
9.	Analyze trend data in curriculum, instructional strategies and assessment to ensure accountability.	Dorothy Katauskas, Assistant to the Superintendent for Curriculum, Instruction and Professional Development in coordination with Scott Radaszkiewicz, principals and staff			
10.	Communicate and partner with parents to share best practices in teaching and learning.				

**CURRICULUM STRATEGY NUMBER: 2**

# COST-BENEFIT ANALYSIS

PLAN NUMBER: 2

DATE: 5/07

## CURRICULUM, INSTRUCTION AND ASSESSMENT

**STRATEGY:** We will proactively utilize best practices in teaching and learning to maximize student learning experience.

**SPECIFIC RESULT:** All students will maximize their potential as independent learners.

**Realistic Cost Projections:** It is recommended that the curriculum and professional development budget be increased at a yearly rate of 3% for completion of strategy 2 action plan. This will be necessary due to increased staff and turnover, as well as new possible mandates.

### ***COSTS***

### ***BENEFITS***

<b><i>Tangible</i></b>	<b><i>Tangible</i></b>
<p>Fiscal support for the professional development of administration and staff to:</p> <ul style="list-style-type: none"> <li>• Attend workshops, conferences and episodic training events in order to develop a clear understanding of strategies that lead to student success.</li> <li>• Research and learn best practices to meet the needs of diverse learners.</li> <li>• Research and learn best practices in the integration of curriculum and technology to meet the needs of a new age of “digital” students.</li> <li>• Employ educational research consultants when appropriate.</li> </ul> <p><b><i>In summary, fiscal support should be ongoing and sustained for organizational change.</i></b></p>	<p>Improved student achievement as evidenced in multiple forms of assessment, both qualitative and quantitative.</p>
<b><i>Intangible:</i></b>	<b><i>Intangible</i></b>
<p>Internal personnel support to provide the extensions of training in best practices to:</p> <ul style="list-style-type: none"> <li>• Allow time for collegial sharing of research on teaching learning for implementation at the classroom level through grade levels, disciplines, in both vertical and horizontal implementation models.</li> <li>• Allow time for collegial sharing of trend data as an indicator of teaching and learning practices in need of research to improve student learning.</li> <li>• Communicate and partner with parents to share best practices.</li> </ul>	<p>Both teachers and students engaged in a classroom atmospheres aimed at getting results. Students feel and are successful and teachers are affirmed in their new strategies for teaching and learning.</p> <p>Parents will become more aware of new best practices in teaching and learning in order to understand how to support their children at home.</p>

# ACTION PLAN

CURRICULUM STRATEGY NUMBER: 2

**CURRICULUM, INSTRUCTION AND ASSESSMENT**

**STRATEGY:** We will engage in an ongoing process of K-12 curriculum review and revision to maximize students' depth of understanding.

**SPECIFIC RESULT:** The K-12 spiraling curriculum will serve as a framework for instruction and student learning advancement.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	Engage in a continuous process of curriculum review and revision to ensure that the curricula are evidence-based and in keeping with best practices in teaching and learning.	Dorothy Katauskas, Assistant to the Superintendent for Curriculum, Instruction and Professional Development in coordination with principals and staff	9/2007		9/2010
2.	All K-12 curricula will maximize interdisciplinary connections and connections to real world applications, to facilitate students' depth of understanding.				
3.	Maintain a curriculum revision cycle to ensure continuous curriculum renewal that is manageable for students and staff.				
4.	Establish a timeline for implementation of new curriculum or for orienting staff new to the curriculum for refinement and development of best practices.				
5.	Develop clear district benchmarks and standards related to curriculum so that there is consistency from teacher to teacher.				
6.	Establish common assessments for consistency in data collection.				
7.	Establish system for determining validity of assessments and alignment with curriculum.				
8.	Monitor the curriculum for evidence of differentiation to meet individual student needs.				
9.	Provide ongoing staff development to those already trained, as well as those new to district for consistency in delivery of curriculum.				
10.	Provide ongoing opportunities for staff to collaborate so that curriculum implementation is consistent and differentiation strategies are shared.				
11.	Provide staff with cross grade level collaboration opportunities so that the spiral nature of the curriculum is adhered to and understood.				
12.	Ensure that administrators are trained so that evaluation of curriculum is appropriate and consistent.				

# COST-BENEFIT ANALYSIS

**PLAN NUMBER: 3**

**DATE: 5/07**

## CURRICULUM, INSTRUCTION AND ASSESSMENT

**STRATEGY:** We will engage in an ongoing process of K-12 curriculum review and revision to maximize students' depth of understanding.

**SPECIFIC RESULT:** The K-12 spiraling curriculum will serve as a framework for instruction and student learning advancement.

**Realistic Cost Projections:** It is recommended that the curriculum and professional development budget be increased at a yearly rate of 3% for completion of strategy 3.

In addition, the Board of School Directors should anticipate yearly funding of new curriculum as results of curriculum revisions. This can vary from between \$15,000 to \$75,000 a year dependent upon the recommended new initiatives.

### ***COSTS***

### ***BENEFITS***

<p style="text-align: center;"><b><i>Tangible</i></b></p> <p>Fiscal support and allocation of time and resources for curriculum revision using a cyclical model is necessary in order to maintain curricula that are evidence-based and meet the needs of all students.</p> <p>This will include funds and time for:</p> <ul style="list-style-type: none"> <li>• Research</li> <li>• Curriculum Committees</li> <li>• Curriculum Materials that may include text or e-books and the technology to support implementation.</li> <li>• Staff time for development of district benchmarks and standards.</li> <li>• Staff time for development of common and valid assessments to determine if students have met district benchmarks and standards.</li> <li>• Staff time for learning support, gifted and regular classroom teachers to meet to address the needs of all students. Principals will oversee and facilitate differentiation of instruction in their buildings.</li> <li>• Professional Development may include workshops, conferences, teacher collaborations, consultations, trainers, and district staff training personalized to meet the needs of NHSD educators.</li> </ul>	<p style="text-align: center;"><b><i>Tangible</i></b></p> <p>Improved teaching and learning.</p> <p>A common and consistent district curriculum model (K-12) will serve as a resource. It will be accessible and readily available to multiple stakeholders with clear expectation of student performance.</p>
<p style="text-align: center;"><b><i>Intangible:</i></b></p>	<p style="text-align: center;"><b><i>Intangible</i></b></p> <p>Collaboration is paramount to curriculum revision, implementation and increase in student achievement</p>

# ACTION PLAN

HUMAN RELATIONSHIPS STRATEGY NUMBER: 3

PLAN NUMBER: 1

DATE: 5/07

## HUMAN RELATIONSHIPS CIVILITY

**STRATEGY:** We will develop and implement programs and procedures to promote civility among all members of the New Hope-Solebury School District.

**SPECIFIC RESULT:** To implement and establish a model of civility and professionalism that is consistent district-wide.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	<p>Develop a district wide program that exposes all employees and students to a variety of civility training in the following areas:</p> <p>Employees:</p> <ul style="list-style-type: none"> <li>f) Mediation skills</li> <li>g) Leadership skills.</li> <li>h) Communication skills.</li> <li>i) Politeness/mutual respect.</li> <li>j) Dealing with difficult people.</li> <li>k) Email and phone etiquette</li> </ul> <p>Students:</p> <ul style="list-style-type: none"> <li>l) Bullying</li> <li>m) Name-calling</li> <li>n) Politeness and mutual respect.</li> </ul>				
2.	<p>Develop a program for parents that includes them in their child's learning regarding civility and establish a program for parents that covers the following areas:</p> <ul style="list-style-type: none"> <li>d) Politeness and respect in relationships with other parents and school employees.</li> <li>e) Politeness in the home that reinforces the child's learning of civility at school.</li> </ul>				
3.	<p>Develop a district wide Code of Ethics for adherence on all levels – School Board of Directors, Administration, Teachers, Support Staff, Students and Parents, involving all stakeholders.</p>				
4.	<p>Develop and utilize employee surveys to improve operations, monitor functionality and efficiency of district offices and schools.</p>				
5.	<p>Increase awareness of the roles and responsibilities of district staff for parents.</p>				
6.	<p>Institute monthly meetings in all school buildings among professional staff and support staff and building administration to increase communication.</p>				
7.	<p>Establish guidelines for School Board of Directors meetings to insure that structure and professional decorum are maintained.</p>				

# COST-BENEFIT ANALYSIS

HUMAN RELATIONSHIPS STRATEGY NUMBER: 3

PLAN NUMBER: 1

DATE: 5/07

## HUMAN RELATIONSHIPS CIVILITY

**STRATEGY:** We will develop and implement programs and procedures to promote civility among all members of the New Hope-Solebury School District.

**SPECIFIC RESULT:** To implement and establish a model of civility and professionalism that is consistent district-wide.

### **COSTS**

#### **Tangible**

Civility Training-employees:

- Cost of training.
- Cost of trainers.
- Cost of program materials.

Civility Training – students:

- Cost of training
- Cost to train teachers to present materials.
- Cost of program materials.

Inclusion of parents in civility training program:

- Cost of training.
- Cost of trainers.
- Cost of program materials.

Development and distribution of employee surveys:

- Cost of survey development.

Increase awareness of roles and responsibilities of district offices and schools:

- Printed materials.

### **BENEFITS**

#### **Tangible**

Civility Training-employees:

- Improved relationships among all levels of employees.
- Improvement of professional skills-meditation, leadership, communication, etiquette.

Civility Training – students:

- Improved relationships among students and improvement of student life.
- Improvement of life skills for students.

Inclusion of parents in civility training program:

- Continuation of school learning in the home.

Development of district wide Code of Ethics:

- A tangible and objective guide for professional etiquette.
- Enhancement of professional relationships K-12.

Development and distribution of employee surveys:

- Information regarding the success of programs, services, and the general climate of the district.
- Data to inform choices and motivate effective and positive change.

Increase awareness of roles and responsibilities of district offices and schools:

- Clear and accurate dissemination of information allowing a transparent operation.

Monthly meetings of stakeholders:

- Increased communication among employee groups K-12.
- Greater awareness of programs, events and activities K-12.

Guidelines for Board of School Directors meetings:

- A tangible and objective guide for professional etiquette.
- Clear and accurate guidelines for participation.

## ***COSTS***

### ***Intangible:***

#### Civility Training-employees:

- Time to coordinate and schedule trainings.
- Cost of program materials.
- Cost of refreshments for staff.

#### Civility Training – students:

- Time to coordinate and schedule lessons.
- Cost of program materials.
- Cost of refreshments for staff.

#### Inclusion of parents in civility training program:

- Time to coordinate and schedule parental involvement.
- Cost of program materials.
- Cost of refreshments for staff.

#### Development of district wide Code of Ethics:

- Time to coordinate and schedule meetings.

#### Development and distribution of employee surveys:

- Time to distribute and collect survey materials
- Time to collect data, analyze data and distribute results.

#### Increase awareness of roles and responsibilities of district offices and schools:

- Time to prepare information and post to website.
- Time to prepare information and assemble printed materials.

#### Monthly meetings of stakeholders:

- Time to coordinate and schedule meetings.

#### Guidelines for Board of School Directors meetings:

- Time to coordinate and schedule meetings.
- Time to prepare information and assemble printed materials.
- Time to prepare information and post to website.

## ***BENEFITS***

### ***Intangible***

#### Civility Training-employees:

- Greater cohesiveness among employee groups
- Improvement of total operation through the development of civility skills.

#### Civility Training – students:

- Improved student life through the promotion of mutual respect.

#### Inclusion of parents in civility training program:

- Improved relationships among parents.
- Enhancement of parental involvement.

#### Development of district wide Code of Ethics:

- Greater cohesiveness among members of the organization.
- Improvement in total operation resulting from decreased interpersonal issues.

#### Development and distribution of employee surveys:

- Employee involvement in the improvement of operations and services.

#### Increase awareness of roles and responsibilities of district offices and schools:

- Increased communication, less confusion and decreased frustration in obtaining services.

#### Monthly meetings of stakeholders:

- Increased cohesiveness among employee groups.
- Development and supporting a K-12 environment.

#### Guidelines for Board of School Directors meetings:

- Increased effectiveness of meetings.
- The creation of a safe environment for participation and feedback.

# ACTION PLAN

HUMAN RELATIONSHIPS STRATEGY NUMBER: 3

PLAN NUMBER: 2

DATE: 5/07

## HUMAN RELATIONSHIPS STUDENT LIFE

**STRATEGY:** We will solicit and value student input in order to enhance and improve student life...

**SPECIFIC RESULT:** To enhance and improve student life.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	Convene a committee that includes students from each school to facilitate new ideas, new programs and new clubs to enhance and improve student life.				
2.	School counselors and teachers will continue to work closely with students to develop programs, activities and support systems to maintain a high level of participation and growth as students become active members of the community.				

# COST-BENEFIT ANALYSIS

HUMAN RELATIONSHIPS STRATEGY NUMBER: 3

**HUMAN RELATIONSHIPS STUDENT LIFE**

**STRATEGY:** We will solicit and value student input in order to enhance and improve student life...

**SPECIFIC RESULT:** To enhance and improve student life.

<b><i>COSTS</i></b>	<b><i>BENEFITS</i></b>
<p><b><i>Tangible</i></b></p> <p>Cost of new programs, activities and clubs.</p>	<p><b><i>Tangible</i></b></p> <p>Increase in communication between students K-12.</p> <p>Increase in communication between students and professionals K-12.</p> <p>Enhancement of activities currently offered for students.</p>
<p><b><i>Intangible:</i></b></p> <p>Time to coordinate and schedule programs.</p>	<p><b><i>Intangible</i></b></p> <p>Improved student life and greater cohesiveness among students K-12.</p>

**HUMAN RELATIONSHIPS PROFESSIONAL DEVELOPMENT**

**STRATEGY:** We will further develop the district's professional development program.

**SPECIFIC RESULT:** To improve and enhance the district's professional development program to include all cross sections of the employee base.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	Maintain and refine professional development program already in place which includes workshops, conferences, and extensive summer program and cultivation of teacher leaders.				
2.	Increase on-line professional development opportunities for professional employees.				
3.	Explore opportunities for virtual teaching				
4.	Respond to increasing need for technological training for professional staff, administration, and support staff personnel.				
5.	Develop and increase professional development opportunities for instructional assistants, administrative assistants, and operations personnel.				

**COST-BENEFIT ANALYSIS**

**HUMAN RELATIONSHIPS PROFESSIONAL DEVELOPMENT**

**STRATEGY:** We will further develop the district's professional development program.

**SPECIFIC RESULT:** To improve and enhance the district's professional development program to include all cross sections of the employee base.

<b>COSTS</b>	<b>BENEFITS</b>
<p><b><i>Tangible</i></b></p> <p>Program costs.</p> <p>Trainer costs.</p>	<p><b><i>Tangible</i></b></p> <p>Increase in professional knowledge skill thus increasing student learning and student success.</p> <p>Increase in technological knowledge, skill thus increasing efficiency, student learning and student success.</p> <p>Increase in professional knowledge, skill thus increasing the efficiency and quality of the operation.</p>
<p><b><i>Intangible:</i></b></p> <p>Time to coordinate and schedule programs, workshops.</p> <p>Preparation of all materials</p> <p>Possible substitute coverage costs.</p>	<p><b><i>Intangible</i></b></p> <p>Increased awareness of best practices, current practices, and development of a staff excellence thus leading to student success.</p> <p>Increased and immediate access to training via the internet.</p> <p>Development of skills, increased awareness of current practices and development of a staff excellence thus leading to student success.</p> <p>Development of skills, increased awareness of current practices and development of a staff excellence.</p>

**ACTION PLAN**

**HUMAN RELATIONSHIPS SCHOOL BOARD TRAINING**

**STRATEGY:** We will implement and establish a training program in a collaborative fashion with the School Board that allows the Directors to enhance their knowledge of the district.

**SPECIFIC RESULT:** To develop and implement, with collaboration from School Board members, training programs that provide greater insight into the many aspects of the district and programs that promote and enhance cohesiveness among members of the Board.

#	<b>ACTION STEP</b>	<i>Assigned to</i>	<i>Starting Date</i>	<i>Due Date</i>	<i>Completed Date</i>
1.	Collaborative work between district administration and the School Board of Directors to establish the types of training the members of the board would be interested in receiving in order to gain a deeper knowledge of district operations.				
2.	Collaborative work between district administration and the School Board of Directors to establish the types of training the members of the board would be interested in receiving in order to continue building cohesiveness among members.				

# COST-BENEFIT ANALYSIS

HUMAN RELATIONSHIPS STRATEGY NUMBER: 3

PLAN NUMBER: 4

DATE: 5/07

## HUMAN RELATIONSHIPS SCHOOL BOARD TRAINING

**STRATEGY:** We will implement and establish a training program in a collaborative fashion with the School Board that allows the Directors to enhance their knowledge of the district.

**SPECIFIC RESULT:** To develop and implement, with collaboration from School Board members, training programs that provide greater insight into the many aspects of the district and programs that promote and enhance cohesiveness among members of the Board.

### **COSTS**

### **BENEFITS**

<b>Tangible</b>	<b>Tangible</b>
<p>Cost of training.</p> <p>Cost of trainers.</p> <p>Program materials.</p> <p>Refreshments.</p>	<p>Increase knowledge of district operations, schools in the district, roles and responsibilities of leadership team, and current trends and best practices.</p> <p>Enhanced cohesiveness among the members of the Board of School Directors.</p>
<p><b>Intangible:</b></p> <p>Time to coordinate and schedule meetings and programs.</p>	<p><b>Intangible</b></p> <p>Increase in information through the acquisition of knowledge which empowers decision making.</p> <p>Increase partnerships with other board members and district staff.</p>

# ACTION PLAN

HUMAN RELATIONSHIPS STRATEGY NUMBER: 3

PLAN NUMBER: 5

DATE: 5/07

## HUMAN RELATIONSHIPS DIVERSITY

**STRATEGY:** We will review and revise our recruitment strategies for diversity.

**SPECIFIC RESULT:** By increasing the diversity of our staff, we can gain diverse work perspectives, encourage the collaboration of cultures, ideas and different perspectives to bring forth greater creativity and innovation to improve organizational performance.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	Continue to develop and refine diversity recruiting targets and ensure that the recruiting strategy achieves diversity targets.				
2.	Review recruiting and hiring practices to ensure that they support diversity goals.				
3.	Identify and work with organizations familiar with diversity.				
4.	Establish metrics to evaluate progress.				
5.	Ensure senior management accountability.				
6.	Include Diversity Task Force in these discussions.				

# COST-BENEFIT ANALYSIS

HUMAN RELATIONSHIPS STRATEGY NUMBER: 3

PLAN NUMBER: 5

DATE: 5/07

## HUMAN RELATIONSHIPS DIVERSITY

**STRATEGY:** We will review and revise our recruitment strategies for diversity.

**SPECIFIC RESULT:** By increasing the diversity of our staff, we can gain diverse work perspectives, encourage the collaboration of cultures, ideas and different perspectives to bring forth greater creativity and innovation to improve organizational performance.

<b>COSTS</b>	<b>BENEFITS</b>
<p><i>Tangible</i></p>	<p><i>Tangible</i></p> <p>Increased diversity in the district encourages diverse work perspectives, encourages collaboration of cultures, ideas and different perspectives to bring forth greater creativity and innovation.</p> <p>Legal, sound and consistent hiring and recruiting strategies that are endorsed by all stakeholders.</p> <p>Increase in applications from diverse candidates.</p> <p>Increased knowledge of diversity practices in other organizations.</p> <p>Acquisition of knowledge regarding proven diversity initiatives.</p> <p>Objective and measurable results of diversity initiatives.</p> <p>Top-down support necessary for success of initiatives.</p>
<p><i>Intangible:</i></p> <p>Time to research current trends and best practices in both public and non-public organizations</p> <p>Time to coordinate and schedule meetings with outside groups.</p> <p>Cost of possible travel to other locations.</p> <p>Time to perform research, develop technological systems to gather and support data and time to compile, analyze and publicize results.</p>	<p><i>Intangible</i></p> <p>Increasing diversity can add the value of unique experiences, perspectives, and talents which is especially important in an educational organization.</p> <p>Measurable positive steps taken to achieve greater diversity in the district.</p>

# ACTION PLAN

OPERATIONS STRATEGY NUMBER: 4

**OPERATIONS**

**STRATEGY:** We will review and revise the district's 5-year internal building maintenance plan.

**SPECIFIC RESULT:** Implement a cost effective preventative maintenance program district-wide.

<u>#</u>	<b><i>ACTION STEP</i></b>	<i>Assigned to</i>	<i>Starting Date</i>	<i>Due Date</i>	<i>Completed Date</i>
	<p>Assess conditions of the equipment and structures throughout all buildings.</p> <ul style="list-style-type: none"> <li>a. Assemble a team of internal and external professionals to assess conditions of all equipment and structures.</li> <li>b. Estimate cost to repair or replace equipment or structures.</li> <li>c. Present 5-year plan to the Facility Committee for review and/or approval.</li> <li>d. Present 5-year plan to administration for inclusion into operating budget.</li> </ul>				

# COST-BENEFIT ANALYSIS

OPERATIONS STRATEGY NUMBER: 4

PLAN NUMBER: 1

DATE: 5/07

**STRATEGY:** We will review and revise the district's 5-year internal building maintenance plan.

**SPECIFIC RESULT:** Implement a cost effective preventative maintenance program district-wide.

<b><i>COSTS</i></b>	<b><i>BENEFITS</i></b>
<p data-bbox="186 529 308 562"><b><i>Tangible</i></b></p> <p data-bbox="138 600 560 634">Money allocated into the budget.</p> <p data-bbox="138 672 535 705">Architect and engineering fees.</p>	<p data-bbox="852 529 974 562"><b><i>Tangible</i></b></p> <p data-bbox="820 600 1437 667">Increase in amount of preventative maintenance work orders.</p>
<p data-bbox="186 1197 332 1230"><b><i>Intangible:</i></b></p> <p data-bbox="138 1268 568 1302">Time involved to perform survey.</p>	<p data-bbox="852 1197 990 1230"><b><i>Intangible</i></b></p> <p data-bbox="820 1268 1453 1335">Confidence by staff and students that environmental conditions will function correctly.</p>

# ACTION PLAN

OPERATIONS STRATEGY NUMBER: 4

PLAN NUMBER: 2

DATE: 5/07

## OPERATIONS

**STRATEGY:** We will review and revise the district's 5-year grounds maintenance plan.

**SPECIFIC RESULT:** The Facilities Committee will implement a comprehensive 5-year grounds maintenance plan to include recommendations for upgrading areas that are identified as a concern.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	<p>The Facilities Committee will assemble a document with input from all stakeholders that will list all initial areas to consider for a grounds improvement program.</p> <ol style="list-style-type: none"> <li>Convene a sub-committee of the facility committee that will put together a comprehensive list of potential projects.</li> <li>The sub committee will tour the grounds to see the current conditions.</li> <li>The sub committee will gather input from different stakeholders on their recommendations for future projects.</li> <li>The preliminary 5-year plan will be reduced to spreadsheet format covering the next 5 years.</li> <li>The preliminary 5-year plan will be back to the facility committee for consideration.</li> </ol>				
2.	<p>The Facilities Committee will discuss and prioritize the 5-year plan before adding a dollar value to each individual component.</p> <ol style="list-style-type: none"> <li>The 5-year plan will become an agenda item to discuss at the facility committee meeting.</li> <li>The individual components of the 5-year plan will be evaluated and prioritized in order of importance and according to the greatest need for the students, athletes and community.</li> </ol>				
3.	<p>The individual components of the 5-year plan will be assigned dollar values according to the year that the items fall into.</p> <ol style="list-style-type: none"> <li>Architects and Engineers may be used to determine the best cost estimates for the individual items.</li> <li>Community members or persons with expertise may be used to provide cost estimates.</li> </ol>				
4.	<p>Assemble the final 5-year plan and review it with all the stakeholders.</p> <ol style="list-style-type: none"> <li>The facility committee will call a meeting with all stakeholders to discuss the final draft of the document.</li> <li>The document will be reviewed and revised as necessary.</li> </ol>				
5.	<p>The 5-year plan will be sent to the Board of School Directors for consideration.</p> <ol style="list-style-type: none"> <li>The chairman of the Facilities Committee will introduce the 5-year plan to the sub committee.</li> <li>It will be a recommendation to the school board that the 5-year plan be adopted and financed over the life of the plan.</li> </ol>				

# COST-BENEFIT ANALYSIS

OPERATIONS STRATEGY NUMBER: 4

PLAN NUMBER: 2

DATE: 5/07

**STRATEGY:** We will review and revise the district's 5-year grounds maintenance plan.

**SPECIFIC RESULT:** The Facilities Committee will implement a comprehensive 5-year grounds maintenance plan to include recommendations for upgrading areas that are identified as a concern.

<b>COSTS</b>	<b>BENEFITS</b>
<p><b><i>Tangible</i></b></p> <p>Time for committee meetings. Copying costs.</p> <p>Time for sub-committee meetings. Copying costs.</p> <p>Facility Committee review. Possible A&amp;E fees.</p> <p>Board review. None.</p>	<p><b><i>Tangible</i></b></p> <p>Project starts.</p> <p>A comprehensive plan.</p> <p>Fewer errors in projected costs.</p> <p>Acceptance of the final plan.</p>
<p><b><i>Intangible:</i></b></p> <p>Deadline constraints.</p> <p>Scheduling meeting times &amp; dates.</p> <p>Accurate estimated costs.</p> <p>Getting on the agenda.</p>	<p><b><i>Intangible</i></b></p> <p>Stakeholder participation.</p> <p>A clear plan to follow.</p> <p>Fewer errors in projected costs.</p> <p>Greater level of comfort with professional estimates.</p> <p>Student and public support.</p>

# ACTION PLAN

OPERATIONS STRATEGY NUMBER: 4

PLAN NUMBER: 3

DATE: 5/07

## OPERATIONS

**STRATEGY:** We will review and revise building security procedures.

**SPECIFIC RESULT:** Review current building security and make recommendations to improve building security for the safety of the students, staff and community members.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
	<p>Establish a district-wide and school level crisis response team and/or safety committee.</p> <ul style="list-style-type: none"><li>a. The Director of Operations will meet with the school principals and inform them of the goals and mission of a safety committee and the crisis response procedures.</li><li>b. The safety committees should consist of building principal, staff members and community members.</li><li>c. The committee should meet at least once a month.</li></ul>				

# COST-BENEFIT ANALYSIS

OPERATIONS STRATEGY NUMBER: 4

PLAN NUMBER: 3

DATE: 5/07

**STRATEGY:** We will review and revise building security procedures.

**SPECIFIC RESULT:** Review current building security and make recommendations to improve building security for the safety of the students, staff and community members.

<b>COSTS</b>	<b>BENEFITS</b>
<p><b><i>Tangible</i></b></p> <p>Time for meetings.</p> <p>Cost to produce building level safety manuals.</p>	<p><b><i>Tangible</i></b></p> <p>Procedure manual distributed to all staff outlining duties for staff.</p>
<p><b><i>Intangible:</i></b></p> <p>Time of staff and community members to participate in meetings.</p>	<p><b><i>Intangible</i></b></p> <p>Higher security comfort level for staff.</p>

# ACTION PLAN

OPERATIONS STRATEGY NUMBER: 4

PLAN NUMBER: 4

DATE: 5/07

## OPERATIONS

**STRATEGY:** We will review and revise the internal building security.

**SPECIFIC RESULT:** Review current internal building security and establish that all current measures are up to School Code and protect the welfare and safety of all students, staff and community members.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	Establish School Board policy to require all staff members and students to wear ID badges and carry swipe cards. Ask the Policy Committee to review and discuss the feasibility of establishing this policy. If the committee decides this is a viable policy, have them write the policy and ask for school board approval.				
2.	Review building accessibility to staff, students and community. The Director of Operations and the school principals will meet to discuss and review the hours staff, students and community members should have access to the school buildings.				
3.	Establish one point of entry for evening activities. Man this area with a uniformed security guard. The Director of Operations and the HS and MS principals will meet and discuss the feasibility and practicality of establishing one point of entry.				
4.	Study the necessity of additional swipe card systems to all schools. Meet with school principals and discuss the need to install additional swipe card systems in areas that currently do not have a system in place.				
5.	Review the internal door security at the HS and MS. The Director of Operations will meet with the HS and MS principals to discuss the procedures to follow in the event of an intruder in the building or any other type of situation where internal doors need to be secured.				

# COST-BENEFIT ANALYSIS

OPERATIONS STRATEGY NUMBER: 4

PLAN NUMBER: 4

DATE: 5/07

**STRATEGY:** We will review and revise the internal building security.

**SPECIFIC RESULT:** Review current internal building security and establish that all current measures are up to School Code and protect the welfare and safety of all students, staff and community members.

<b>COSTS</b>	<b>BENEFITS</b>
<p><b><i>Tangible</i></b></p> <p>Name badges.</p> <p>Swipe cards.</p> <p>Printer supplies.</p> <p>Salary for uniformed officer.</p> <p>Reception station.</p>	<p><b><i>Tangible</i></b></p> <p>Every student and staff member must wear an ID badge and carry a swipe card.</p> <p>Comprehensible security system in place.</p>
<p><b><i>Intangible:</i></b></p> <p>Deadline constraints.</p> <p>Staff time to set up and administrator program.</p>	<p><b><i>Intangible</i></b></p> <p>Sense of security for students and staff members.</p>

# ACTION PLAN

OPERATIONS STRATEGY NUMBER: 4

PLAN NUMBER: 5

DATE: 5/07

## OPERATIONS

**STRATEGY:** We will review and revise external building security.

**SPECIFIC RESULT:** Review external building security measures currently in place and recommend any changes that would enhance the safety of the students, staff and property of the district.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	Enclose the walk way between the high school and middle school. a. The Director of Operations should meet with Architects and have them draw up plans to enclose this walk way and get preliminary costs of this project. b. Take this information to the school board for approval.				
2.	Improve lighting in parking lots and at entrance areas. The Director of Operations should meet with electricians to determine the feasibility of improving the lighting throughout the district's grounds.				
3.	Study the feasibility of adding additional security measures to the outside buildings including the parking lots. The Director of Operations will meet with the building principals to discuss the need for a security camera system to be installed outside of the school buildings.				

# COST-BENEFIT ANALYSIS

OPERATIONS STRATEGY NUMBER: 4

PLAN NUMBER: 5

DATE: 5/07

**STRATEGY:** We will review and revise external building security.

**SPECIFIC RESULT:** Review external building security measures currently in place and recommend any changes that would enhance the safety of the students, staff and property of the district.

<b>COSTS</b>	<b>BENEFITS</b>
<p><b><i>Tangible</i></b></p> <p>Architects and engineering fees.</p> <p>Equipment costs.</p> <p>Contractor costs.</p> <p>Custodians time to clean area.</p>	<p><b><i>Tangible</i></b></p>
<p><b><i>Intangible:</i></b></p> <p>Staff time to review and catalog tapes from security camera.</p>	<p><b><i>Intangible</i></b></p> <p>Safer environment for students and staff to walk safely to and from the HS/MS.</p>

# ACTION PLAN

OPERATIONS STRATEGY NUMBER: 4

PLAN NUMBER: 6

DATE: 5/07

## OPERATIONS

**STRATEGY:** We will revise and develop new technology uses for the Operations Department.

**SPECIFIC RESULT:** Review the present technology used in the department and investigate additional systems that would enhance and increase the overall operations of the department.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
	<p>Create a plant operations committee that will investigate what technology is available to improve the functions of the department.</p> <ul style="list-style-type: none"><li>a. Convene a subcommittee to study what the technology needs are for the department.</li><li>b. The subcommittee will determine what new technology is needed or warranted.</li><li>c. The subcommittee will report to the Facility Committee its findings and submit a 5-year plan which will include financial obligations.</li></ul>				

# COST-BENEFIT ANALYSIS

OPERATIONS STRATEGY NUMBER: 4

PLAN NUMBER: 6

DATE: 5/07

**STRATEGY:** We will revise and develop new technology uses for the Operations Department.

**SPECIFIC RESULT:** Review the present technology used in the department and investigate additional systems that would enhance and increase the overall operations of the department.

<b>COSTS</b>	<b>BENEFITS</b>
<p><b><i>Tangible</i></b></p> <p>Additional computer.</p> <p>Hardware and software.</p>	<p><b><i>Tangible</i></b></p> <p>Library of buildings on CD that could be used for emergencies.</p>
<p><b><i>Intangible:</i></b></p> <p>Subcommittee member's time.</p>	<p><b><i>Intangible</i></b></p> <p>Increased productivity of the Operations Department.</p>

# ACTION PLAN

PUPIL SERVICES STRATEGY NUMBER: 5

PLAN NUMBER: 1

DATE: 5/07

## PUPIL SERVICES

**STRATEGY:** We will review our current practices.

**SPECIFIC RESULT:** Implement a process of defined post-secondary transition activities for parents and students from 8 - 12.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	Identify critical transition steps at each grade level.	8 <sup>th</sup> – 12 <sup>th</sup> Grade Learning Support Teachers	Sept. 2007	Nov., 2007	
2.	Identify resources at each level that could be used to deliver transition services or implement transition activities.	8 <sup>th</sup> – 12 <sup>th</sup> Grade Learning Support Teachers and Pupil Services Director	Nov. 2007	Dec. 2007	
3.	Create a checklist of these critical activities designed to follow the student from grade to grade.	Transition Coordinator	Feb. 2008	Mar. 2008	
4.	Provide workshop opportunities to parents to help them understand the transition process	Pupil Services Director and Transition Coordinator	Mar. 2008	May 2008	
5.	Designate personnel to administer transition services for post-secondary bound students and work study and/or employment opportunities for students who plan to enter the workforce upon completion of their high school program.	Pupil Services Director	Nov. 2007	June 2008	

# COST-BENEFIT ANALYSIS

PUPIL SERVICES STRATEGY NUMBER: 5

PLAN NUMBER: 1

DATE: 4/1/07

**STRATEGY:** We will review our current practices.

**SPECIFIC RESULT:** Implement a process of defined post-secondary transition activities for parents and students from 8 - 12.

<b>COSTS</b>	<b>BENEFITS</b>
<p><b><i>Tangible</i></b></p> <p>Staff development time for teachers and transition coordinator to complete steps 1, 2 and 3. (This could be Day 192, 193, or 194 time) or summer staff development time if necessary: (5 teachers x 2 days x \$150 per day = \$1500)</p> <p>Step 5: Creation of a position for transition involves salary and benefits. (Greg Hogg would need to provide the costs for this Action Step.)</p>	<p><b><i>Tangible</i></b></p> <p>Improved compliance with IDEA transition requirements for students 16 years of age or older.</p> <p>Students will be better prepared for success in their post secondary education or employment outcomes.</p>
<p><b><i>Intangible:</i></b></p> <p>Pressure to coordinate transition service at each grade level in addition to current duties and responsibilities.</p> <p>Time devoted to the fulfillment of this action plan in terms of planning and implementation takes away from academic instructional time.</p>	<p><b><i>Intangible</i></b></p> <p>Less chance that a student will slip through the cracks in relation to transition services.</p> <p>Education becomes increasingly individualized when student's interests and post-secondary aspirations are a relevant part of their educational program.</p>

# ACTION PLAN

PUPIL SERVICES STRATEGY NUMBER: 5

PLAN NUMBER: 2

DATE: 5/07

## PUPIL SERVICES

**STRATEGY:** We will review our current practices.

**SPECIFIC RESULT:** Implement a process of defined grade to grade transition activities for students with disabilities, gifted needs and other special needs along with their parents.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	Hold meetings between teachers of successive grade levels in order to share important information about students prior to the beginning of a school year.	All Learning Support Teachers	April, 2008	June, 2008	
2.	Create a process by which special education and gifted teachers would be able to attend the IEP conferences of the students about to be placed on their caseloads for the upcoming year.	Pupil Services Director	May 2008	June, 2008	
3.	Meet with Act 48 Committee to ensure that time for planning and holding “meet and greet” events as describes in Action Step #4 could be used to meet requirements for contractual professional development days.	Pupil Services Director	April 2008	May, 2008	
4.	Plan and hold “meet and greet” session between special education and gifted teachers and parents at each grade level. Each building would determine the format of these meetings	Pupil Services Director & Learning Support teachers	May. 2009	June. 2009	
5.	Continue to ensure that all special education and gifted students participate in general transition activities planned and held for all students in each building.	Pupil Services Director	Mar. 2008	Apr. 2009	

# COST-BENEFIT ANALYSIS

PUPIL SERVICES STRATEGY NUMBER: 5

PLAN NUMBER: 2

DATE: 5/07

**STRATEGY:** We will review our current practices.

**SPECIFIC RESULT:** Implement a process of defined grade to grade transition activities for students with disabilities, gifted needs and other special needs along with their parents.

<b><i>COSTS</i></b>	<b><i>BENEFITS</i></b>
<p><b><i>Tangible</i></b></p> <p>Professional development time for teachers and transition coordinator to complete steps 1, 2 and 3. (This could be Day 192, 193, or 194 time)</p> <p>Substitute Teachers to cover classes when teachers are engaged in activities related to Action Steps 1 and 2. (20 coverage's per year @ app. \$100/ coverage = \$2000)</p>	<p><b><i>Tangible</i></b></p> <p>Receiving teacher will have a better idea of the learning profiles of students entering his/her class, thus allowing for more efficient instruction.</p> <p>Improved communication with parents concerning expectation at each grade levels will allow areas of concern to be identified and addressed immediately. More time is spent on planning and providing instruction as opposed to dealing with "communication issues".</p>
<p><b><i>Intangible:</i></b></p> <p>Time spent out of the classroom while meeting with other teachers negatively impacts instruction for students.</p> <p>High level of IEP meetings which occur each year makes it difficult for teachers to attend all meetings of incoming students.</p>	<p><b><i>Intangible</i></b></p> <p>Parents are our best allies. If we can make a connection with them early in the year, the needs of students are better met.</p> <p>Clearly understanding the learning profile of incoming students reduces the amount of time spent early in the year trying to "get to know" the student. Meaningful instruction is able to occur sooner.</p>

# ACTION PLAN

PUPIL SERVICES STRATEGY NUMBER: 5

PLAN NUMBER: 3

DATE: 5/07

## PUPIL SERVICES

**STRATEGY:** We will remain in compliance with current regulations.

**SPECIFIC RESULT:** Implement procedures to ensure that 504 plans comply to regulations and that the details of these plans are communicated all appropriate staff.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	Identify individuals at each building who will be responsible for the management of 504 plans.	Principals	Sept. 2008	Nov. 2008	
2.	Implement a process by which information concerning 504 plans is efficiently shared when a student transitions from one building to the next.	Principals and Guidance Counselors	Jan, 2008	June, 2008	
3.	Identify a process at each building that ensures that all procedural safeguards related to Section 504 of the Americans With Disabilities Act are in place.	Principals and Pupil Services Director	Sept. 2009	June, 2010	
4.	Train all 504 managers in the use of the 504 component of the Directions software program	Pupil Services Director	Summer, 2010	Summer, 2010	

# COST-BENEFIT ANALYSIS

PUPIL SERVICES STRATEGY NUMBER: 5

PLAN NUMBER: 3

DATE: 5/07

**STRATEGY:** We will remain in compliance with current regulations.

**SPECIFIC RESULT:** Implement procedures to ensure that 504 plans comply to regulations and that the details of these plans are communicated all appropriate staff.

<b><i>COSTS</i></b>	<b><i>BENEFITS</i></b>
<p><b><i>Tangible</i></b></p> <p>Professional development time required to train individuals to use the Directions program.</p> <p>Professional development time to build pull-down menus for 504 plans into the Directions program.</p> <p>(6 people x 2 days x \$200 per day = \$2400) This assumes that guidance counselors would be the ones receiving training.</p>	<p><b><i>Tangible</i></b></p> <p>504 procedures become standardized across the district, resulting in less chance for compliance problems.</p> <p>Clearer procedures from building to building will ensure that there is no lapse in service for students with 504 plans.</p>
<p><b><i>Intangible:</i></b></p> <p>A district-wide procedure for 504 plans would reduce each building's flexibility to address 504 needs of individual students.</p>	<p><b><i>Intangible</i></b></p> <p>A district-wide procedure would ensure that information about students with 504 needs would be provided to all who have a need to know, such as guidance counselors, nurses, and social worker.</p>

# ACTION PLAN

PUPIL SERVICES STRATEGY NUMBER: 5

PLAN NUMBER: 4

DATE: 5/07

**STRATEGY:** We will research processes and procedures to support various advocacy groups.

**SPECIFIC RESULT:** Identify areas related to special education that are of importance to school and community members and develop a system to disseminate practical information related to these areas to interested school and community members.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	Review the NHSD website to identify areas currently on the website which describe the processes and procedures for identification and placement of students in need of special education or gifted services.	Pupil Service Director	Sept. 2007	Dec. 2007	
2.	Review Pupil Services Web Pages to determine if additional information which could aid communication between the District and parents could be incorporated into the site (i.e. Intermediate Unit Supervisor's names and phone numbers).	Pupil Service Director	Oct. 2007	Mar. 2008	
3.	Create a listserv as a means to disseminate information relevant to the parents and teachers of students with disabilities. Establish a process in which the listserv is managed and routinely updated with relevant information.	Technology Director and Pupil Services Director	Sept. 2007	Dec. 2007	
4.	Establish a series of informational sessions between the Director of Pupil Services and representatives from the Home and School Association, Parent-Teacher Group and Parent Teacher Forum.	Pupil Service Director	Feb. 2008	June 2008	

# COST-BENEFIT ANALYSIS

PUPIL SERVICES STRATEGY NUMBER: 5

PLAN NUMBER: 4

DATE: 5/07

**STRATEGY:** We will research processes and procedures to support various advocacy groups.

**SPECIFIC RESULT:** Identify areas related to special education that are of importance to school and community members and develop a system to disseminate practical information related to these areas to interested school and community members.

<b>COSTS</b>	<b>BENEFITS</b>
<p><b><i>Tangible</i></b></p> <p>Guest Speaker(s) for information on relevant topics related to special and/or gifted education: \$1500 per year.</p> <p>Postage: \$400 per year for mailings to elicit feedback from parents concerning their satisfaction with the IEP process.</p>	<p><b><i>Tangible</i></b></p> <p>Improved communication and information access will result in improved understanding of issues related to special education.</p>
<p><b><i>Intangible:</i></b></p> <p>Time is required to complete each Action Step. Placing these responsibilities on current staff will require the reduction of duties in other areas.</p>	<p><b><i>Intangible</i></b></p> <p>Opportunities to openly express views and share information throughout the special education process should reinforce the fact that the District and parents as partners in this process, not adversaries.</p>

# ACTION PLAN

TECHNOLOGY STRATEGY NUMBER: 6

PLAN NUMBER: 1

DATE: 5/07

## TECHNOLOGY

**STRATEGY:** We will provide on-going, technology-related professional development and training to all district staff.

**SPECIFIC RESULT:** Teachers, support staff, and administrators will be prepared in accessing, utilizing, and teaching with the technologies which are being used in the district.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	Training will be made available during the summer and throughout the school year at various times. A schedule of training will be determined based on the time available and time needed for technology professional development.				
2.	<p>The content of the professional development will be based on the following: curriculum updates that integrate technology into existing curriculum; the needs of staff; the direction of technology; and the technological tools which are being used by the district.</p> <ul style="list-style-type: none"> <li>Technology professional development will be developed through the use of surveys that evaluate teachers' wants and needs.</li> </ul>				
3.	The staff will be given opportunities to further develop and continue their training through follow-up mini-sessions and will have access to professional development opportunities outside of the district.				
4.	Peer-to-peer workshops will be made available thereby giving teachers opportunities to share their ideas and knowledge of using technology.				
5.	New teachers will be provided with training to help them to utilize existing district technology.				

# COST-BENEFIT ANALYSIS

TECHNOLOGY STRATEGY NUMBER: 6

PLAN NUMBER: 1

DATE: 5/07

**STRATEGY:** We will provide on-going, technology-related professional development and training to all district staff.

**SPECIFIC RESULT:** Teachers, support staff, and administrators will be prepared in accessing, utilizing, and teaching with the technologies which are being used in the district.

<b>COSTS</b>	<b>BENEFITS</b>
<p><b><i>Tangible</i></b></p> <p>Training costs for staff.</p> <p>\$150/day for teachers.</p> <p>Produce training materials - \$1000.</p>	<p><b><i>Tangible</i></b></p> <p>Lessen the need for outside consultants for daily operations (\$5,000).</p>
<p><b><i>Intangible:</i></b></p> <p>Staff time away to train.</p> <p>Facilities to train staff.</p>	<p><b><i>Intangible</i></b></p> <p>More highly trained and effective staff.</p> <p>More productive staff; less time seeking help.</p> <p>Effective use and understanding of technology.</p>

# ACTION PLAN

TECHNOLOGY STRATEGY NUMBER: 6

PLAN NUMBER: 2

DATE: 5/07

## TECHNOLOGY

**STRATEGY:** We will review and revise technology in daily district operations.

**SPECIFIC RESULT:** To increase efficiency and productivity as well as save money in the daily operations of the school district.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	Create a paperless office. i.e. board packets, requisitions, timecards, leave requests, etc., utilizing systems currently in place.	Business Office, I.T., H.R., Supt's Office	July, 2008	June, 2009	
2.	Provide access to network resources for employees from anywhere, i.e. access from home or work	I.T.	July, 2008	June, 2009	
3.	Investigate taking electronic payments. i.e. food service, field trips	Business Office, Food Service, Athletic Director, I.T.	July, 2008	June 2009	
4.	Create an electronic bulletin or message board. i.e. a chat room for messages	Leadership Team, I.T.	January, 2009	January, 2010	

# COST-BENEFIT ANALYSIS

TECHNOLOGY STRATEGY NUMBER: 6

PLAN NUMBER: 2

DATE: 5/07

**STRATEGY:** We will review and revise technology in daily district operations.

**SPECIFIC RESULT:** To increase efficiency and productivity as well as save money in the daily operations of the school district.

<b>COSTS</b>	<b>BENEFITS</b>
<p><b><i>Tangible</i></b></p> <p>Equipment and software needed      \$30,000</p> <p>Modifications to existing system      \$18,000</p> <p>Bank or Credit Card fees                  \$ 5,000</p> <p>Cost of creating and maintaining message board      \$ 5,000</p>	<p><b><i>Tangible</i></b></p> <p>Savings from paper usage                  \$ 5,000</p> <p>Savings from per copy charge on contract \$10,000</p> <p>Interest earned on funds collected faster as a result of electronic payments      \$ 7,500</p>
<p><b><i>Intangible:</i></b></p> <p>Time used by employees to create systems and/or work with vendors.</p> <p>Time spent by employees on message board during work time.</p>	<p><b><i>Intangible</i></b></p> <p>Time saved by employees by not having to make or read copies.</p> <p>Increased efficiency in spending less time creating paper documents.</p>

# ACTION PLAN

TECHNOLOGY STRATEGY NUMBER: 6

PLAN NUMBER: 3

DATE: 5/07

**STRATEGY:** We will review and revise technology in district communications.

**SPECIFIC RESULT:** Improve use of technology in communications between students, parents, and staff.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	Training for parents in use of parent portal.				
2.	Research and determine feasibility of a building/grade-level website to allow enhanced visibility of curricular materials.				
3.	Revise back-pack mail with focus on e-delivery vs. hardcopy. <ul style="list-style-type: none"> <li>• Conduct parental surveys to insure access.</li> <li>• Provide mechanisms for periodic updates of electronic addresses.</li> </ul>				
4.	Research and implement use of e-delivery of student report cards and progress reports. Increase frequency of feedback to parents.				
5.	Establish minimum requirements for building/grade level websites (i.e. teacher e-mail access links from page).				
6.	Research/implement use of electronic planners vs. paper planning books for students.				

# COST-BENEFIT ANALYSIS

TECHNOLOGY STRATEGY NUMBER: 6

PLAN NUMBER: 3

DATE: 5/07

**STRATEGY:** We will review and revise technology in district communications.

**SPECIFIC RESULT:** Improve use of technology in communications between students, parents, and staff.

<b><i>COSTS</i></b>	<b><i>BENEFITS</i></b>
<p><b><i>Tangible</i></b></p> <p>Software - \$3000.</p> <p>Hardware - \$10,000.</p> <p>Training of staff - \$5,000.</p>	<p><b><i>Tangible</i></b></p> <p>Savings from paper usage.</p> <p>Savings from postage.</p>
<p><b><i>Intangible:</i></b></p> <p>Training of community on use of new communication.</p> <p>Time of staff to generate communications.</p>	<p><b><i>Intangible</i></b></p> <p>Speed of dissemination of communication.</p> <p>Increased communication.</p>

# ACTION PLAN

TECHNOLOGY STRATEGY NUMBER: 6

PLAN NUMBER: 4

DATE: 5/07

## TECHNOLOGY

**STRATEGY:** We will review and revise technology in curriculum, instruction and assessment.

**SPECIFIC RESULT:** Create a classroom environment that seamlessly integrates curriculum and technology.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	Create an effective relationship between key technology teachers and the New Hope-Solebury technology and curriculum departments.				
2.	Plan and hold frequent meetings between key technology teachers, technology department and curriculum department.				
3.	Ensure that teachers are given the opportunity to investigate new technology that can be incorporated into the classroom.				
4.	Provide key technology teachers the time to interact with building teachers to discuss new technologies.				
5.	Provide professional development in technologies that are implemented into the curriculum.				
6.	Ensure continued support and professional development for those technologies that are in place.				

# COST-BENEFIT ANALYSIS

TECHNOLOGY STRATEGY NUMBER: 6

PLAN NUMBER: 4

DATE: 5/07

**STRATEGY:** We will review and revise technology in curriculum, instruction and assessment.

**SPECIFIC RESULT:** Create a classroom environment that seamlessly integrates curriculum and technology.

<b><i>COSTS</i></b>	<b><i>BENEFITS</i></b>
<p><b><i>Tangible</i></b></p> <p>Professional development - \$150/day</p> <p>Training of key teachers - \$3000.</p>	<p><b><i>Tangible</i></b></p> <p>In-house training decreases need for outside consultants (\$5000).</p>
<p><b><i>Intangible:</i></b></p> <p>Time for meeting.</p> <p>Teacher time for interaction with peers.</p>	<p><b><i>Intangible</i></b></p> <p>More highly trained staff.</p> <p>Increased quality in education of the children.</p>

# ACTION PLAN

TECHNOLOGY STRATEGY NUMBER: 6

PLAN NUMBER: 5

DATE: 5/07

**STRATEGY:** We will provide community education in technology.

**SPECIFIC RESULT:** The community will become more aware of the technology used within the district.

#	ACTION STEP	Assigned to	Starting Date	Due Date	Completed Date
1.	Create a district newsletter that spotlights technology and how it is being used in the district.				
2.	Update all forms of electronic communications regularly.				
3.	Produce a district commercial that highlights what we do in the district.				
4.	Broadcast district events on all electronic media.				
5.	Develop and use the student information system parent portal.				
6.	Advertise what means are available for community members to get information.				

# COST-BENEFIT ANALYSIS

TECHNOLOGY STRATEGY NUMBER: 6

PLAN NUMBER: 5

DATE: 5/07

**STRATEGY:** We will provide community education in technology.

**SPECIFIC RESULT:** The community will become more aware of the technology used within the district.

<b><i>COSTS</i></b>	<b><i>BENEFITS</i></b>
<b><i>Tangible</i></b>  Cost to develop newsletters - \$2000.  Train staff - \$3,000.	<b><i>Tangible</i></b>
<b><i>Intangible:</i></b>  Staff time for training.  Time spent gathering information	<b><i>Intangible</i></b>  More efficient communication.  Educated community members.