



SUNSET RIDGE SCHOOL DISTRICT 29

525 Sunset Ridge Road • Northfield, Illinois • 60093

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Cultivating a learning community that engages the hearts and minds of students, one child at a time

Strategic Plan

2008-2009

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Our Mission...

Cultivating a learning community that engages the hearts and minds of students, one child at a time

We believe...

- *Commitment to excellence drives continuous improvement*
- *Student growth and learning thrive in communities that embrace collaboration, common understanding and mutual respect*
- *Each child deserves an education tailored to his or her unique abilities, learning style and emotional needs*
- *The child is at the heart of all decisions*

Themes	2008-2009	2009-2010	2010-2011
Academic Growth through an Engaging Curriculum	-Implement MAP testing program and analyze results to strengthen curriculum and instruction	-Continue utilization of the MAP testing program and its diagnostic capabilities -Evaluate the district writing program and develop recommendations for improvement	-Implement recommended improvements to the writing program
Meeting the Unique Needs of Learners	-Develop recommendations for immediate and long-term improvements regarding workload and homework as students transition through grades 4-8 -Develop a long-range plan for staff development in the area of engagement in student learning	-Continue to implement recommendations from the student workload and transition study -Implement year one of the staff development plan for engagement in student learning -Research further opportunities to differentiate student offerings and enrichment for children who are gifted, "average" or have special needs	-Implement year two of the staff development plan for engagement in student learning -Implement recommended improvements from the study of differentiated student offerings and enrichment for all students
Developing the Whole Child	-Research and analyze all options related to the band program and make recommendations	-Implement recommendations from the band program study -Gather data about the affective needs of students, including but not limited to: stress; emotional/social/physical wellness; and bullying	-Implement recommended improvements from the student affective needs study
Connecting with the Global Community	-Integrate technology to enhance student learning and communication -Conduct preliminary data-gathering for the study of foreign language options and enhancements	-Assess the effectiveness of technology integration and make revisions or improvements, if necessary -Research and analyze foreign language options and enhancements	-Further identify and implement the skills needed for students to participate in the global community -Implement recommended options and enhancements from the foreign language study
Communication and Collaboration	- Develop recommendations for immediate and long-term improvements regarding communication issues including but not limited to: student performance feedback procedures; reporting/grading protocols; and parent conferences	-Continue to implement recommendations from Year 1 -Assess the effectiveness of new/revised communication vehicles, such as the district website, group emails, etc. and develop recommendations for improvement	-Develop a comprehensive district communication plan
Building a Legacy	-Make a final decision regarding installation of air-conditioning in district schools -Study facility needs including, but not limited to, the effective use of space and safety issues -Maintain fiscal responsibility and monitor school funding issues -Attract, engage and retain premier quality education professionals	-Work with the Sunset Ridge Foundation to establish its role in the school community -Begin implementing selected facility upgrades -Maintain fiscal responsibility and monitor school funding issues -Attract, hire and retain the highest quality staff	-Continue implementing selected facility upgrades -Maintain fiscal responsibility and monitor school funding issues -Attract, hire and retain the highest quality staff

GOAL 1- MAP Implement the Measures of Academic Progress student achievement testing system and analyze the results to strengthen curriculum and instruction.

2008-09

STEPS	PARTICIPANTS	TIMELINE	MEASURABLE OUTCOMES
<p>Establish purposes/goals of the group.</p> <p>Identify testing schedule, proctor assignments.</p> <p>Conduct proctor training</p> <p>Configure testing environment & conduct mock assessments.</p> <p>Provide parent training to understand MAP testing.</p> <p>Implement testing</p> <p>Provide staff training/literature in understanding & utilizing data</p> <p>Provide parent training/literature in understanding & utilizing data</p>	<p>Director of Student Services</p> <p>Director of Technology</p> <p>Technology Lab Staff</p> <p>One staff member per grades 2-8</p>	<p><i>Summer</i> Establish goals & logistics</p> <p><i>August-September</i> Conduct proctor training. Configure testing environment, and conduct mock testing</p> <p><i>September 16</i> Conduct parent presentation</p> <p><i>September 18-26</i> Conduct Fall Testing</p> <p><i>October/November</i> Conduct staff and parent training</p> <p><i>November 11</i> Status Report to the Education Committee</p> <p><i>April</i> Conduct proctor training. Configure testing environment. Conduct mock testing.</p> <p><i>May 6-15</i> Conduct Spring Testing</p> <p><i>May- June</i> Review Testing Data. Solicit Staff & Parent Feedback. Identify Needs & Goals for FY10.</p> <p><i>Summer</i> Conduct Staff Training, Curr. Projects.</p>	<p>The committee will:</p> <ol style="list-style-type: none"> 1. Document a strategic implementation plan 2. Participate in proctor training 3. Configure the testing environment 4. Conduct parent training in advance of actual student testing. 5. Oversee test administrations (Fall/Spring) 6. Facilitate results dissemination to, and data utilization by staff & parents 7. Solicit & summarize staff & parent feedback 8. Document & report on implementation progress and student data

GOAL 2- WORKLOAD Develop recommendations for immediate and long-term improvements regarding workload and homework as students transition through grades 4-8

2008-09

STEPS	PARTICIPANTS	TIMELINE	MEASURABLE OUTCOME
<p>Establish the goals of the action plan</p> <p>Analyze current practices:</p> <ul style="list-style-type: none"> • Workload (amount, difficulty, and frequency) of homework, projects, quizzes, tests • Transition of workload through gr. 4-8 • Communication of workload expectations to parents <p>Research best practices:</p> <ul style="list-style-type: none"> • Workload (amount, difficulty, and frequency) of homework, projects, quizzes, tests • Transition of workload through gr. 4-8 • Communication of workload expectations to parents <p>Establish workload guidelines and parent communication procedures</p> <p>Develop a process plan to coordinate and communicate workload within grade level teams</p> <p>Make recommendations and prepare report for Board of Education</p> <p>Inform parents of revised workload guidelines and homework communication procedures</p>	<p>One member from each grade level 4th -8th</p> <p>One student services representative from 4th/5th and 6th/7th/8th:</p>	<p><i>September-November</i> Research teams working</p> <p><i>December</i> Report back on progress</p> <p>Plan additional activities as needed</p> <p><i>January</i> Assess and evaluate possible changes</p> <p>Make decisions on possible changes</p> <p><i>January</i> Create, coordinate and communicate team level plans</p> <p>Write plans for workloads and transitions</p> <p><i>Spring</i> Communicate plans to stakeholders for changes effective fall 09</p>	<p>The committee will create, coordinate and publish internally a plan to document the procedures for workload coordination.</p> <p>The committee will establish workload guidelines.</p> <p>The plan will include procedures describing how homework and workload will be communicated on a daily, weekly, and long-term basis.</p>

GOAL 3- STUDENT ENGAGEMENT**Develop a long-range plan for staff development
in the area of engagement in student learning**

2008-09

STEPS	PARTICIPANTS	TIMELINE	MEASURABLE OUTCOME
<p>Develop a working definition for the term “student engagement” as it refers to student learning.</p> <p>Research student and teacher perceptions regarding the effectiveness and gaps within our current curriculum and instructional practices, in light of our working definition of “ student engagement.”</p> <p>Identify and prioritize specific areas for improvement.</p> <p>Investigate and make recommendations for curricular and/or professional development activities that promote greater student engagement in learning.</p> <p>Create a two-year plan for implementation.</p>	<p>Minimum of one teacher representative from the following grade level groupings: K-3; 4-5; and 6-8, as well as staff representing Fine Arts, P.E., and student services.</p>	<p><i>September-November</i> Develop working definition for “student engagement.”</p> <p><i>December-March</i> Assess staff and student beliefs about student engagement in D29. Identify areas for improvement. Research curricular and instructional models that promote student engagement in learning.</p> <p><i>April</i> Develop prioritized list of possible staff development options for 2009-2010 and 2010-2011. Present report to Board of Education at April 21 meeting Prepare summer work agenda to complete the two-year plan.</p>	<p>Detailed description of the characteristics of “student engagement” as it refers to student learning.</p> <p>Assessment report: How we currently measure up to our working definition.</p> <p>Two-year plan for staff development in the areas of curriculum and instructional practices to increase student engagement.</p>

GOAL 4- INSTRUMENTAL MUSIC Research and analyze all options related the band program and make recommendations

2008-09

STEPS	PARTICIPANTS	TIMELINE	MEASURABLE OUTCOME
<p>Obtain historical and trend data regarding student participation in the Sunset Ridge Instrumental Music program</p> <p>Conduct research regarding best practice in instrumental music programs and instruction in grades 4-8</p> <p>Survey other districts to learn about their practices and instrumental music programs</p> <p>Survey District 29 students and parents regarding their perceptions of the instrumental program</p> <p>Establish relative importance of various aspects of the instrumental music program</p> <p>Identify and prioritize specific areas for improvement</p> <p>Make recommendations for possible revision of the instrumental music program</p>	<p>Instrumental Music teacher, Superintendent, Sunset Ridge Principal, other Sunset Ridge staff representatives as appropriate, parent representatives</p>	<p>September-November Conduct research and surveys</p> <p>December-February Establish relative importance of various aspects of the instrumental music program</p> <p>Identify and prioritize specific areas for improvement</p> <p>March/April Make recommendations for possible revision of the instrumental music program</p> <p>Prepare for Board report and presentation</p> <p>Present Board report at Education Meeting on April 21, 2009</p>	<p>Analysis of data regarding student participation</p> <p>Written report regarding best practice in instrumental music programs and instruction in grades 4-8</p> <p>Written report regarding practices and programs in other districts</p> <p>Survey Report regarding parent and student perceptions of instrumental music program</p> <p>Recommendations for possible revision based on prioritized areas for improvement</p>

GOAL 5- TECHNOLOGY INTEGRATION Integrate technology to enhance student learning and communication

2008-09

STEPS	PARTICIPANTS	TIMELINE	MEASURABLE OUTCOME
<p>Establish a plan for laptop storage at grades 6-8</p> <p>Monitor implementation of laptop rollout in grades 3-8 through use of staff survey, observation, and focus groups</p> <p>Make a decision and create a plan regarding laptops taken home by students in grades 7-8, and possibly grade 6</p> <p>Establish rules regarding usage, liability, and care of laptops which are taken home by students</p> <p>Communicate with parents regarding the use of laptops at home. Conduct parents meetings to provide information regarding procedures and rules as well as workshops pertaining to internet safety and cyber bullying</p> <p>Monitor use of Promethean boards in classrooms; conduct surveys and focus groups</p> <p>Provide for additional training and support in Promethean board use as necessary</p> <p>Review progress of Year 3 of rollout plan and establish next steps</p>	<p>Minimum of one teacher representative from the following grade level groupings: K-3; 4-5; and 6-8, as well Director of Technology, Teacher Technology Facilitator, Board representative, Director of Enrichment and Technology Integration, Sunset Ridge Principal, and Superintendent</p>	<p><i>August</i> Establish laptop storage plan</p> <p><i>September-March</i> Monitor implementation of laptop rollout</p> <p><i>September</i> Make decision regarding laptops taken home</p> <p><i>September</i> Establish rules</p> <p><i>October/January/March</i> Conduct parent meetings/workshops</p> <p><i>December-March</i> Conduct surveys and focus groups regarding Promethean usage</p> <p>Ongoing, as needed</p> <p><i>March</i> Present report and next steps to Finance Facilities Committee/Board of Education</p>	<p>Plan in place by first week of school</p> <p>Survey results and analysis</p> <p>Plan in place by September 30</p> <p>Written document, including modified AUP for taking laptops home</p> <p>A minimum of 3 parent meetings/workshops held</p> <p>Survey results and analysis; areas of need or additional training noted and addressed</p> <p>Additional training held as appropriate</p> <p>Written report and presentation to Board at March 31, 2008 Education Committee meeting</p>

GOAL 6- FOREIGN LANGUAGE**Conduct preliminary data-gathering for the study of foreign language options and enhancements**

2008-09

STEPS	PARTICIPANTS	TIMELINE	MEASURABLE OUTCOMES
<p>Conduct research regarding best practice in foreign language instruction in grades K-8. Research factors related to:</p> <ul style="list-style-type: none">• retention of information• developmental appropriateness• various types of programs• different languages <p>Survey other districts to learn about their practices and foreign language programs</p> <p>Survey District 29 parents and staff regarding their perceptions of foreign language program offerings</p>	<p>Superintendent, Asst. Superintendent for Curriculum, foreign language teachers, 4th grade teacher representative, MF teacher representative parent/Board representative,</p>	<p>January Conduct research</p> <p>March Write and conduct survey of other districts</p> <p><i>February</i> Write and conduct survey of staff and parents</p>	<p>Written research report has been prepared</p> <p>Written report containing survey results and analysis</p> <p>Written report containing survey results and analysis</p>

GOAL 7- COMMUNICATION

Develop recommendations for immediate and long-term improvements regarding communication issues including but not limited to: student performance feedback procedures; reporting/grading protocols; and parent conferences

2008-09

STEPS	PARTICIPANTS	TIMELINE	MEASURABLE OUTCOME
<p>Document scope of current student reporting system (district/school levels).</p> <p>Evaluate in light of survey feedback (parent, community, staff). Identify and prioritize areas needing improvement, including but not limited to:</p> <ul style="list-style-type: none"> • Progress reports • Report cards • Grading systems • Parent/teacher conferences • Informal communications • Student Services reports • Standardized Assessment Report • Student Handbooks • Mass e-mail • Connect Ed • SRS hotline • Web page • Other <p>Establish subgroups and research best practices.</p> <p>Recommend changes to the current reporting system.</p>	<p>One member from each grade level, K-8.</p> <p>One student services representative each from grade level groups K-3, 4-5, 6-8.</p> <p>Middlefork Principal, Sunset Ridge Principal, Director of Student Support Services</p>	<p><i>September</i> Define concept of “reporting system” and document current reporting systems (district/schools).</p> <p><i>October-January</i></p> <ol style="list-style-type: none"> 1) Evaluate components of current systems in light of district survey data. Collect additional parent feedback, where necessary. 2) Collect information on other practices in student feedback reporting. <p><i>February-April</i> Synthesize data collected by subgroups and generate recommendations for revisions to the current reporting system.</p> <p><i>May</i> Report findings and plan to Board, including summer work agenda</p>	<p>Description of detailed reporting system, including a timeline for parents.</p> <p>Recommendations and timeline for present and future revisions in the reporting system.</p>

GOAL 8- AIR CONDITIONING**Make a final decision regarding installation of air conditioning in district schools**

2008-09

STEPS	PARTICIPANTS	TIMELINE	MEASURABLE OUTCOME
<p>AC Committee answers the questions</p> <ul style="list-style-type: none"> • Should we install AC? • How? • When? <p>If so,</p> <p>*Engage facilities consultant to make recommendations on installing AC in buildings</p> <p>*Prepare plans & specifications</p> <p>*Bid out work</p> <p>*Pre-purchase equipment</p> <p>*Award contract</p> <p>*Install AC</p>	<p>AC Committee members, all BOE members, administration, Mike Arnold, PTO representative, SREA Rep/Teacher</p>	<p><i>June 24</i> Discussion at AC Subcommittee Meeting on next steps</p> <p>Make recommendation to Fin/Fac Committee and BOE meeting in July</p> <p><i>July-November</i> Hire consultant, prepare plans and specifications, bid project</p> <p><i>December</i> BOE decides whether to award contracts for project or not.</p> <p><i>January- August</i> If so, pre-purchase equipment and install AC</p>	<p>Install or do not install AC</p>

GOAL 9- FACILITY STUDY**Study facility needs including, but not limited to, the effective use of space and safety issues**

2008-09

STEPS	PARTICIPANTS	TIMELINE	MEASURABLE OUTCOME
<p>Hire consultant for facilities planning, interviews to be scheduled in August</p> <p>Consultant makes recommendations</p> <p>Fin/Fac and BOE decides what if any construction projects will be done in the near future</p>	<p>Fin/Fac Committee members, administration, Mike Arnold, all BOE members</p>	<p><i>June 24</i> Discussion at Fin/Fac Meeting on next steps</p> <p>Make recommendation to BOE in July</p> <p><i>July-November</i> Hire consultants, study future needs, space utilization options, and safety options.t</p> <p><i>December- June</i> Recommendations, if any, made to BOE on 2009 building projects, develop plans and specs, bid work.</p> <p><i>June- December</i> Possible construction</p>	<p>Long-Range (3-5years) Facilities Plan is updated</p>

GOAL 10- FINANCES**Maintain fiscal responsibility and monitor school funding issues**

2008-09

STEPS	PARTICIPANTS	TIMELINE	MEASURABLE OUTCOME
Secure financial resources to cover possible facilities plans and teacher contract negotiations Intervene on PTAB protests, as appropriate Monitor trends and proposed legislation related to school finance and respond appropriately	Fin/Fac Committee members, administration, Mike Arnold, all BOE members	<i>July-June</i>	Maintain Financial Recognition status

GOAL 11- QUALITY STAFF**Attract, engage and retain premier quality education professionals**

2008-09

STEPS	PARTICIPANTS	TIMELINE	MEASURABLE OUTCOMES
<p>Track recruiting, hiring, and retention data from past several years</p> <p>Utilize principles of <u>Good to Great</u> when evaluating non-tenured staff for contract renewal</p> <p>Begin monitoring enrollment and staffing needs beginning in January in order to be proactive in hiring new staff</p> <p>Explore other options for candidate recruitment</p> <p>Utilize principles of <u>Good to Great</u> when recruiting new faculty</p>	<p>All members of the Administrative Team</p>	<p><i>August- October</i> Track data</p> <p><i>February-March</i> Evaluate non-tenured staff</p> <p><i>January</i> Start monitoring enrollment and staffing needs</p> <p><i>January</i> Explore other recruitment options</p> <p><i>February- July</i> Establish and follow criteria for each position</p>	<p>An analysis of longitudinal data regarding recruiting, hiring and retention data</p> <p>A thorough evaluation of each non-tenured employee is conducted before renewal decision is made</p> <p>Enrollment and staffing plan charts are developed and tracking from January through August</p> <p>A list of alternative recruitment options is created and utilized</p> <p>Desired criteria for each position being filled has been established and is followed</p>