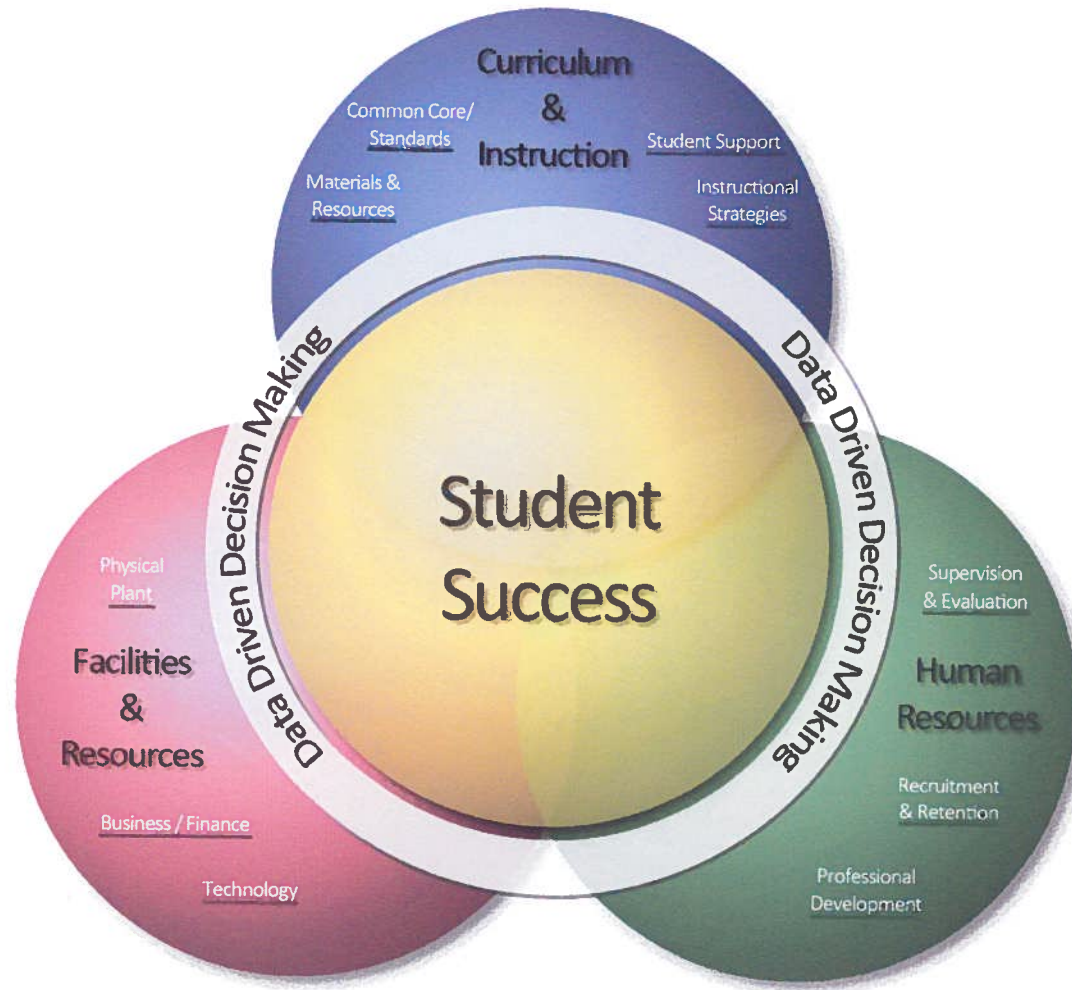


# ***MONROE PUBLIC SCHOOLS GOALS AND ACTION PLANS 2012-2015***



# ***Monroe Public Schools Belief Statements and Goals 2012-2015***

*Drafted: February 20, 2012  
Approved: September 18, 2012*

## **I. Curriculum and Instruction**

### ***Belief Statements:***

1. We believe research-based curriculum and quality instruction are the foundation of student achievement and learning.
2. We believe that the curriculum and its delivery must meet the needs of all students.
3. We believe engaging instructional strategies are essential to student learning.

### ***Goal:***

The Monroe Public Schools will provide challenging, engaging, and accessible curriculum to meet the needs of all students.

### ***Objectives:***

1. Implement Common Core State Standards, K - 12.
2. Implement a Curriculum Development and Review Process.
3. Implement Student Success Plans, 6 – 12.
4. Implement a revised and consistent SRBI Plan, Pre-K – 12.
5. Implement engaging instructional strategies in all classrooms, Pre-K - 12.
6. Implement District/School Climate Plans.

## **II. Human Resources**

### ***Belief Statements:***

1. We believe that quality supervision and evaluation requires rigorous performance standards and continuous feedback.
2. We believe that recruitment and retention of highly qualified employees with determination and drive, creates a positive and effective 21st Century learning environment for our students.
3. We believe a district thrives when it fosters growth through quality professional development, collaboration and communication.

### ***Goal:***

Monroe Public Schools' staff will exemplify excellence in all endeavors to achieve the mission of the district.

### ***Objectives:***

1. Implement a Teacher/Administrator Evaluation Plan, in accordance with the CSDE guidelines.
2. Implement a systemic process for planned professional development, in all grade levels and disciplines.
3. Implement processes and procedures for hiring and maintaining high-quality staff.

### **III. Facilities and Resources**

#### ***Belief Statements:***

1. We believe that students will learn in state-of-the-art facilities that support the educational process.
2. We believe that when a community supports and invests in education it realizes a return on its investment.
3. We believe all students require access to evolving technology that supports and is integrated into the learning process.

#### ***Goal:***

The Monroe Public Schools, with the community's support, will provide state-of-the-art technologies and infrastructure, at each of our facilities, which support the ever changing needs and goals of our students.

#### ***Objectives:***

1. Develop and implement a Buildings and Grounds Maintenance Improvement Plan.
2. Implement procedures and processes for securing the district's essential records.
3. Implement a review process of the Education Technology Plan.
4. Develop and implement a communication plan that incorporates the results from the spring 2012 Communication Survey.
5. Implement an Ad Hoc Committee to study enrollment trends and available facilities to advise the Board of Education on future needs.

## **IV. Data Driven Decision Making**

### ***Belief Statements:***

1. We believe evolving technology enables us to more effectively facilitate the collection/analysis of data.
2. We believe that data purposefully analyzed drives and informs effective instruction and staff development.
3. We believe that staff utilizing Data Driven Decision Making will improve student learning.

### ***Goal:***

The Monroe School District will utilize data to determine the direction for curriculum, instruction, professional development and facilities.

### ***Objectives:***

1. Train all staff to utilize data when making decisions.
2. Implement common assessments in all disciplines and in all grades.

# *Monroe Public Schools*

## *Action Plan*

Goal #: I Objective #: 1
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District Goal: Curriculum and Instruction

The Monroe Public Schools will provide challenging, engaging, and accessible curriculum to meet the needs of all students.

**Belief Statements:**

1. We believe research-based curriculum and quality instruction are the foundation of student achievement and learning.
2. We believe that the curriculum and its delivery must meet the needs of all students.
3. We believe engaging instructional strategies are essential to student learning.

**Objective:**

1. Implement Common Core State Standards, K - 12.

Action Steps	Person Responsible	Assessment/Product	Resources Needed	Timeline	Completed
Attended various introductory workshops on the CCSS	All administration	Intro knowledge of the CCSS	Workshops fees, books, webinars, etc.	2010-2011 2011-2012	X
Attended State of Connecticut CCSS Kick-Off meeting	Administrators, Coordinators, Teachers	Gained state perspective	Free	Fall 2011	X
Attended various subject specific workshops and information sessions	Administrators, Coordinators, Teachers	Knowledge building	Various workshop fees	2010-2012	X
Developed a summary action plan for the MPS, including a presentation to the BOE and Teachers	Assistant Superintendent, Director of Instruction	PowerPoint, Q&A	None	Fall 2011 to Winter 2012	X
CCSS Task Force created (K-5 & 6-12 Coord, Director of Instruction, Assistant Superintendent, Principals)	Assistant Superintendent, Dir of Instruction	Bi-monthly meetings to update implementation	Time/space	2011-2012 On-going	X
K-12 - CCSS English/Language Arts meetings to review the CCSS standards and create units of study	Coordinators, Department Chairs	Units of Study Resource materials	Resource materials to supplement the units	2011-2015	X

			of study		
K-12 - CCSS Mathematics meetings to review the CCSS standards and create units of study for each standard.	Coordinators, Department Chairs	Units of Study Resource materials	Resource materials to supplement the units of study	2011-2015	X
9-12 – Developing units of study to reflect the changes in CCSS for each course.	Department Chairs	Units of Study Resource materials	Resource materials to supplement the units of study	2011-2012 On-going	X
6-12 history/social studies teachers & coordinator working to incorporate the non-fiction reading selections for social studies from CCSS/ELA	Department Chair, teachers	Units of Study Resource materials	Resource materials to supplement the units of study	2011-2012 On-going	X
K- 12 Science teachers & coordinators incorporating curriculum appropriate non-fiction reading selections and questions in support of ELA of CCSS.	K - 12 Science coordinators and teachers	Units of Study Resource materials	Resource materials to supplement the units of study	Fall 2012 - On - going	X
Text Complexity Workshops attended and information shared with staff	K-12 ELA Coordinators	Handouts	Free	Spring 2012	X
SWC Department Chair Meetings and CES LA / Math Curriculum Council Meetings about CCSS - sharing ideas with colleagues	Dir of Instruction, K-5/ 6-12 ELA/Math Coordinators	Handouts	Free	2011-2012	X
Close Reading Workshop with David Pook in Stratford Public Schools	Dir of Instruction, K-5/ 6-12 ELA coordinators	Handouts	Free/Release time	Summer 2012	X
Summer curriculum writing to continue the implementation of CCSS in the units of studies in ELA and mathematics.	Dir of Instruction, K-5/ 6-12 coordinators.	Units of Study Resource materials	Resource materials to supplement the units of study	Summer 2012	X
Special Education Staff trained in CCSS during August PD	D K-5/6-12 ELA/Math Coordinators	Units of Study	None	Summer 2012	X
PreK-12 non-math/non-ELA teachers will review the math/ELA standards during the 2012-2013 school year	Dept. Chairs/ Coordinators	CCSS ELA/Math Standards	None	2012-2013	X

Develop formative/ summative common assessment for reading, writing, and mathematics.	Administrators, coordinators, and teachers	Assessments	Release time	2012-2015	On-going
Ensure that all technology is ready for the adaptive computer assessments for 2015 implementation	Director of Technology	Infrastructure and Hardware	Budget Implications	2012-2015	On-going
Writing Program Pilot K-5 with two teachers at each grade and two grade levels at each school testing a program aligned to the CCSS.	K-5 ELA Coordinator, teachers	Pilot	Materials	2012-2013	X
ELA Department Chair to meet with all disciplines regarding CCSS ELA	6-12 ELA Coordinator/ Dept Chair	Handouts	Time	2012-2013	X
Elementary Report Card Committee established to create updated elementary report cards to align to CCSS in ELA and math	Director of Instruction, Elementary Principals, teachers	New Standards Based Elementary Report Card	Cost of printing, consultant time from Pearson to build report card into PowerSchool	2012-2014	X
Develop a "PR" plan for the Monroe community regarding the CCSS and implications to students and families.	Director of Instruction, Administration	Newsletters, Other Organization Information, Publications, Presentations, etc.	Various supplies and publications	Winter 2013	X
Implementation Plan CCSS	Director of Instruction, Administration, K-5/6-12 Coordinators, Dept Chairs, teachers	Curriculum Units/lessons	Time - Classroom time, release time, PD time, before/after school meeting time	2012-2015	X
Implementation Plan Next Generation Science Standards (pending issuance of state adoption)	K-5, 6-12 Science Coordinators, Teachers	Curriculum units/lessons	TBD	2013-2015	On-going



# *Monroe Public Schools*

## *Action Plan*

Goal #: I Objective #: 2
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District Goal: Curriculum and Instruction

The Monroe Public Schools will provide challenging, engaging, and accessible curriculum to meet the needs of all students.

**Belief Statements:**

1. We believe research-based curriculum and quality instruction are the foundation of student achievement and learning.
2. We believe that the curriculum and its delivery must meet the needs of all students.
3. We believe engaging instructional strategies are essential to student learning.

**Objective:**

2. Implement a Curriculum Development and Review Process.

Action Steps	Person Responsible	Assessment/Product	Resources Needed	Timeline	Completed
Create a subcommittee of the Curriculum Council Committee to examine other Curriculum Development Plans and discuss the MPS needs	Director of Instruction & subcommittee	Outline/draft plan	Plans from other districts	Fall 2011	X
Create a draft Curriculum Review, Evaluation, and Revision Plan for the Curriculum Council to review	Asst. Superintendent, Director of Instruction & subcommittee	Outline/draft plan	Plans from other districts	Fall 2011/ Winter 2012	X
Disseminate the MPS Curriculum Review, Evaluation, and Revision Plan	Asst. Superintendent, Director of Instruction & subcommittee	Revised Plan	Plan	Fall 2012	X
Implement new Curriculum Review, Evaluation, and Revision Plan	Administrative staff	Plan	Forms for new or revised curriculum	Fall 2012	X

Examine the cost benefit analysis of AP versus UCONN Co-op courses	Masuk Administration Department chairs	Analysis results	Time, Naviance, College Admissions offices, PowerSchool, College Board	2012-2013	X
Evaluate and revise the Curriculum Review, Evaluation, and Revision Plan as necessary	Director of Instruction & subcommittee	Plan	Plan changes as needed	2012-2015	On-going

# *Monroe Public Schools*

## *Action Plan*

Goal #: I  
Objective #: 3

District Goal: Curriculum and Instruction

The Monroe Public Schools will provide challenging, engaging, and accessible curriculum to meet the needs of all students.

**Belief Statements:**

1. We believe research-based curriculum and quality instruction are the foundation of student achievement and learning.
2. We believe that the curriculum and its delivery must meet the needs of all students.
3. We believe engaging instructional strategies are essential to student learning.

**Objective:**

3. Implement Student Success Plans, 6 – 12.

<b>Action Steps</b>	<b>Person Responsible</b>	<b>Assessment/Product</b>	<b>Resources Needed</b>	<b>Timeline</b>	<b>Completed</b>
Guidance and Administration from JHS and MHS met to review requirements of legislation of Student Success Plans (SSPs)	Principals, Guidance Counselors	Naviance	Purchase of Naviance software for JHS	2010-2011	X
MHS Guidance Counselors, Transition Counselor, and Administration attended state sponsored SSP training seminars/college readiness seminar	MHS Guidance, Transition Counselor, Administration	Looked at model plans around the state	PD Funds	Fall/Winter 2011-2012	X
Attend state-sponsored professional development on implementation of SSPs	Principals	Exemplars of model SSPs	PD Funds	Winter 2011	X
Implementation of grade level activities	Guidance Counselors, Transition Counselor, SSP Team	Grade level work - grades 6-12	Naviance	2012-2013	X

Create a template to formally organize SSP	SSP Team	Formalized Plan	SSP Document Electronic Format	Winter 2013	X
Follow up with students through SSP	SSP Team	Naviance	Naviance	2012-2013	X
Identify funding sources for SSP activities	SSP Team	Funding needs and source list	Time	2012-2013	X
Evaluate and revise as needed	Administration SSP Team	Plan	Time	2013-2015	On-going

# *Monroe Public Schools*

## *Action Plan*

Goal #: I  
Objective #: 4

District Goal: Curriculum and Instruction

The Monroe Public Schools will provide challenging, engaging, and accessible curriculum to meet the needs of all students.

**Belief Statements:**

1. We believe research-based curriculum and quality instruction are the foundation of student achievement and learning.
2. We believe that the curriculum and its delivery must meet the needs of all students.
3. We believe engaging instructional strategies are essential to student learning.

**Objective:**

4. Implement a revised and consistent SRBI Plan, Pre-K – 12.

<b>Action Steps</b>	<b>Person Responsible</b>	<b>Assessment/Product</b>	<b>Resources Needed</b>	<b>Timeline</b>	<b>Completed</b>
Attended workshops to learn more about Scientifically Researched Based Intervention (SRBI) or Response to Intervention (RTI)	Coordinators, teachers, administrators	Handouts	Cost of workshops	2008-2009	X
Created grade level Universal Screening, Intervention Tools, and Progress Monitoring for ELA and Math K-4, 5-6, 7-8, & 9-12	Administrators, Coordinator, Reading Consultants, Math Coaches, Teachers	Grade level grids	Time to meet	2008-2009	X
Meetings to discuss how the schools were implementing RTI/SRBI in the schools	Administration	Notes	Time to meet	2009-2010	X
School Tours - Meetings with CO Administration and School Based RTI Teams	Administration/school based teams	School Based Forms	Time to meet	2010-2011	X

Review/revise process, forms, materials, progress monitoring at each level	Staff	Handbook	Time to meet, materials if needed	2012-2013	X
Develop behavior intervention plan for each level	Staff	Behavior model	Meeting time Training Materials	On-going	On-going
Revise SRBI Handbook Revise SRBI procedures Revise SRBI forms	Staff	Handbook	Cost of Materials Meeting time	On-going	On-going
Implement a daily flex time for support and enrichment	Administrators	Flex Period	Time	2012-2015	On-going

# *Monroe Public Schools*

## *Action Plan*

Goal #: I  
Objective #: 5

District Goal: Curriculum and Instruction

The Monroe Public Schools will provide challenging, engaging, and accessible curriculum to meet the needs of all students.

**Belief Statements:**

1. We believe research-based curriculum and quality instruction are the foundation of student achievement and learning.
2. We believe that the curriculum and its delivery must meet the needs of all students.
3. We believe engaging instructional strategies are essential to student learning.

**Objective:**

5. Implement engaging instructional strategies in all classrooms, Pre-K - 12.

Action Steps	Person Responsible	Assessment/Product	Resources Needed	Timeline	Completed
Administration and group of volunteer teachers worked with Robert Marzano on Engaging Instructional Strategies	Administration	Notes for Workshop Marzano books	Cost of presentation/books	Summer 2008	X
Administration worked with David Livingston on Classroom Walk Throughs	Administration	Notes for Workshop	Cost of presentation	Fall 2008	X
Administration and group of volunteer teachers worked with John Antonetti on Engaging Instructional Strategies	Assistant Superintendent, Administrators	Notes for Workshop	Cost of presentation	Summer 2008 thru 2010	X
Administrators doing Classroom Walk Throughs at all grade levels as an administrative unit	Administrators	Walk through data	None	2010-2011	X

Research STEM program with incorporation of Inquiry Instruction	JH Administration, K-5/6-12 Science Coordinators	Template of STEM program to be offered to the Monroe school community	Site visits Professional Development on exemplar STEM programs	Fall 2010 - Spring 2011	X
Communication with parents on Inquiry Instruction for 2011 - 2012 school year	JH Administration, K-5 Science Coordinators	Parent feedback following evening presentation	Auditorium PowerPoint Presentation School Messenger	Spring/ Summer 2011	X
Professional Development in Inquiry Instruction /BYOT for STEM Teachers	JH Administration	Teacher evaluation following Professional Development	Professional Development/Presenters BYOT/Inquiry Institute	Summer 2011	X
Purchase of laptop carts to provide devices for students to enhance inquiry learning	Director of Technology, IT Dept	Laptop carts Laptops	Funding for purchase of carts and laptops	Summer 2011	X
Scaled implementation of Inquiry Instruction at STEM Academy	JH Administration, K-5 Science Coordinators, teachers	Student projects utilizing inquiry strategies	Wireless Network, Laptops, Teacher-developed inquiry lessons	2011-12	X
Workshops/faculty meetings to review engaging instructional strategies	Administrators, teachers	Meeting agendas Handouts	None	on-going	X
Discussion with Board of Education to implement Inquiry Instruction in grades 6 - 12	Superintendent, JH Administration, Board of Education	Discussion	Evaluation of BYOT at STEM	Winter 2012	X
Presentation to parents on Inquiry implementation for 2012 - 13 school year	Superintendent, Assistant Superintendent, MHS/JH Principals	Parent feedback/concerns	Parent Survey	Spring 2012	X
Improve wireless infrastructure at Jockey Hollow School to facilitate Inquiry instruction	Director of Technology, IT Dept	Wireless installation and improvements throughout building	Wireless capability products	Spring/Summer 2012	X



Professional Development in BYOT for Jockey Hollow (grade 6) and Masuk (grade 9) teachers	Assistant Superintendent, Director of Instruction, MHS/JH Principals	Teacher evaluation following Professional Development	PD/ Presenters BYOT/Inquiry Institute	Summer 2012	X
Professional Development in Inquiry Instruction for Jockey Hollow (grade 6, 7, 8) and Masuk (grade 9) teachers	Assistant Superintendent, Director of Instruction, MHS/JH Principals	Teacher evaluation following Professional Development	Professional Development/Presenters BYOT/Inquiry Institute	Summer 2012	X
Professional Development in BYOT/Inquiry for all staff- August and November PD offerings	PD Committee	Teacher evaluation following Professional Development	Professional Development BYOT Presenters	Summer/Fall 2012	X
Implementation of BYOT/Inquiry Instruction at Jockey Hollow School and Masuk High School	Staff	Observation Faculty feedback	Wireless capabilities at JH, laptops, laptop carts, lesson plans reflecting the implementation of inquiry strategies	School Year 2012 -13	X
Evaluation and revisions	District and building administration, teachers	Changes in curriculum	Time, money for materials	On-going - 2015	On-going

# *Monroe Public Schools*

## *Action Plan*

Goal #: I  
Objective #: 6

District Goal: Curriculum and Instruction

The Monroe Public Schools will provide challenging, engaging, and accessible curriculum to meet the needs of all students.

**Belief Statements:**

1. We believe research-based curriculum and quality instruction are the foundation of student achievement and learning.
2. We believe that the curriculum and its delivery must meet the needs of all students.
3. We believe engaging instructional strategies are essential to student learning.

**Objective:**

6. Implement District/School Climate Plans.

<b>Action Steps</b>	<b>Person Responsible</b>	<b>Assessment/Product</b>	<b>Resources Needed</b>	<b>Timeline</b>	<b>Completed</b>
Attendance at State Conference School Climate and Bullying	Administrators	Initial understanding of SB 1138	Follow up meetings with school personnel at all schools	Fall 2011	X
Staff meetings to review Connecticut Senate Bill 1138	Principals	Development of a School Climate Team	Establish members of school team Formulate written School Climate plan	Fall 2011	X
School Climate Workshop by Tom Mooney at C.E. S.	Administrator	Formulation of written Safe School Climate Plan	Meet with District Team and write/edit plan	Fall 2011	X
District meeting at CO to make final edits of Safe School Climate Plan	Assistant Superintendent	Final draft of School Climate Plan	Document to be sent to the BOE for approval	Winter 2012	X

Presentation of Safe School Climate Plan	Assistant Superintendent, District Technology Coordinators	Publication of SSCP on website and electronic students handbooks	Distribution of written plan throughout the district	Winter 2013	X
Appointment of Positions for District Climate Committee: District Safe School Climate Coordinator School Based Safe School Climate Specialist School Based Safe School Climate Committee	Assistant Superintendent, Principals	Committee Members	None	Summer 2012	X
Development of Student, Staff and Parent Assessments - coming from the CT State Department of Education	CAS	Survey	None	Fall 2012/ Winter 2013	X
Distribution and completion of assessments - District Level	Climate Specialists	Survey results	None	2012/2013	X
Professional development ~ Attend workshops coordinated through C.E.S. - Team attendance at School Climate Training	Principals/Climate Specialists, School Based Teams	Handouts from Workshop	Cost of workshops, time out of district	2012-2015	X
Implementation and evaluation as needed based on survey results	Administration	Survey	Survey results	2012-2015	On-going

# *Monroe Public Schools*

## *Action Plan*

Goal #: II  
Objective #: 1

District Goal: Human Resources

Monroe Public Schools' staff will exemplify excellence in all endeavors to achieve the mission of the district.

**Belief Statements:**

1. We believe that quality supervision and evaluation requires rigorous performance standards and continuous feedback.
2. We believe that recruitment and retention of highly qualified employees with determination and drive, create a positive and effective 21<sup>st</sup> Century learning environment for our students.
3. We believe a district thrives when it fosters growth through quality professional development, collaboration, and communication.

**Objective:**

1. Implement a Teacher/Administrator Evaluation Plan, in accordance with the CSDE guidelines.

Action Steps	Person Responsible	Assessment/Product	Resources Needed	Timeline	Completed
Attended Teacher/Administrator Evaluation Series Workshops at CAS – The Law, Curriculum Alignment, Marshall Walk through Model, and Danielson Model	Administrators	Knowledge Building	Cost of Workshops	Winter 2012	X
Attend CAPPs workshop on State of CT Evaluation Guidelines at Education Connections	Superintendent Assistant Superintendent	Review Material	None	Spring 2012	X
Purchased <i>Enhancing Professional Practice</i> , by Charlotte Danielson, for administration Book talk	Administrators	Information	Cost of Books	Summer 2012	X
Administration Summer Institute	Administrators	Information	None	Summer 2012	X
Re-convene the District Evaluation Committee	Administrators, teachers	Monroe's Teacher Evaluation Plan	Time	2012-2013	X

Mini observations pilot	Administrators	Mini Observations	Time	2012-2013	X
Professional Development for all evaluators in district	Administrators	New Monroe Evaluation Plan	PD Funds, time	2013-2014	X
Create a professional learning community focusing on teaching and learning as it relates to the Danielson framework	Administrators	PLC activities	Reading material	2012-2013 2013-2014	X
Developing an implementation plan for all major stakeholders	Administrators, teachers	Implementation Plan	Time	2012-2013	X
Implementation of Evaluation Plan	Administrators, teachers	The Plan	Time	Anticipated 2013-2015	On-going

# *Monroe Public Schools*

## *Action Plan*

Goal #: II  
Objective #: 2

District Goal: Human Resources

Monroe Public Schools' staff will exemplify excellence in all endeavors to achieve the mission of the district.

**Belief Statements:**

1. We believe that quality supervision and evaluation requires rigorous performance standards and continuous feedback.
2. We believe that recruitment and retention of highly qualified employees with determination and drive, create a positive and effective 21<sup>st</sup> Century learning environment for our students.
3. We believe a district thrives when it fosters growth through quality professional development, collaboration, and communication.

**Objective:**

2. Implement a systemic process for Planned Professional Development, in all grade levels and disciplines.

Action Steps	Person Responsible	Assessment/Product	Resources Needed	Timeline	Completed
Re-convene a professional development committee	Asst. Superintendent, Dir of Instruction, Several volunteers from each school, administration, BOE member	Written and Published Professional Development Committee Guidelines	None	Spring 2012	X
Surveyed Staff, through the Professional Development Committee representatives, on professional development needs	Committee Assistant Superintendent, Director of Instruction	Survey Results	None	Spring 2012	X
Developed professional development offerings for Aug. 2012, Nov. 2012, and April 2013.	Committee	Tentative Schedule of PD offerings	None	Spring 2012	X
Survey teachers on PD offerings using ProTraxx to gather data about the workshops	Director of Instruction, Staff	Survey results	Survey/evaluations from ProTraxx	2012-2015	On-going
Professional Development Committee will meet to review evaluation data	PD Committee	Survey results	Survey/evaluations from ProTraxx	2012-2015	On-going

Building-based PD Sub-Committees will meet to plan after school workshops based on staff needs	Administrators, Building-based PD committee	Schedule of PD offerings	None	2012-2015	On-going
Develop professional development offerings for successive years in the previous spring	Committee	Tentative Schedule of PD offerings	None	Spring of previous year	On-going

# *Monroe Public Schools*

## *Action Plan*

Goal #: II  
Objective #: 3

District Goal: Human Resources

Monroe Public Schools' staff will exemplify excellence in all endeavors to achieve the mission of the district.

**Belief Statements:**

1. We believe that quality supervision and evaluation requires rigorous performance standards and continuous feedback.
2. We believe that recruitment and retention of highly qualified employees with determination and drive, create a positive and effective 21<sup>st</sup> Century learning environment for our students.
3. We believe a district thrives when it fosters growth through quality professional development, collaboration, and communication.

**Objective:**

3. Implement processes and procedures for hiring and maintaining high-quality staff.

<b>Action Steps</b>	<b>Person Responsible</b>	<b>Assessment/Product</b>	<b>Resources Needed</b>	<b>Timeline</b>	<b>Completed</b>
Developed a Hiring Guide	Assistant Superintendent	The Hiring Guide	None	Winter 2012	X
Collaborated with Applitrack to move to on-line forms for hiring.	Assistant Superintendent	Guidelines for Applitrack Use	None	Winter 2012	X
Established posting guidelines that include district website, CT REAP, and CAS.	HR	Guidelines	None	Winter 2012	X
HR Newsletter	HR Dept.	HR Newsletter	Publishing Software	On-going	On-going
Meeting with all new hires	HR Dept	Hiring Packets	Various	On-going	On-going
New Teacher Orientation	Administration	Orientation	Various	Each Summer	On-going
Plan for Recruitment of new staff	Assistant Superintendent	Plan	To be determined	Annually Fall	On-going
Use of the TEVAL/ PD Plan to retain quality staff	All administrators	Highly Qualified Staff	Time, PD funds	2012-2015	On-going



# *Monroe Public Schools*

## *Action Plan*

Goal #: III Objective #: 1
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District Goal: Facilities and Resources

The Monroe Public Schools with the community's support will provide state-of -the-art technologies and infrastructure, at each of our facilities, which support the ever changing needs and goals of our students.

**Belief Statements:**

1. We believe that students will learn in state of the art facilities that support the educational process.
2. We believe that when a community supports and invests in education, it realizes a return on its investment.
3. We believe all students require access to evolving technology that supports and is integrated into the learning process.

**Objective:**

1. Develop and implement a Buildings and Grounds Maintenance Improvement Plan.

Action Steps	Person Responsible	Assessment/Product	Resources Needed	Timeline	Completed
Cont to update the 5 yr capital improvement plan	Director of Facilities	Completed document	input from staff	On-going	On-going
Participate in the town's CIFAP comm. to ensure communication of needs with Town Officials	Dir of Facilities, Superintendent, BOE Chair	Attendance	NA	2012-2013	X
Manager of Buildings and Grounds will monitor progress of plan and prioritize next steps	Operations	Plan	Depending on line item requests	2012 On-going	On-going
Energy Survey being completed by Honeywell for efficiency of buildings	Honeywell staff	Report	Cost of Honeywell services	Spring 2012 - Summer 2012	X
Prioritized summer work; work has commenced	Operations	Work in progress	Cost of line-items	Summer 2012	X
Routine summer cleaning and building maintenance is being done at all the buildings	Operations	Work in progress	Cost of custodial services	Summer Annually	On-going
Review/update maintenance priority plan of	Operations	Plan	Depending on line item requests	Fall 2012-2015	On-going

action for each of our buildings					
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## *Monroe Public Schools Action Plan*

Goal #: III  
Objective #: 2

District Goal: Facilities and Resources

The Monroe Public Schools, with the community's support, will provide state-of-the-art technologies and infrastructure, at each of our facilities, which support the ever changing needs and goals of our students.

Belief Statements:

1. We believe that students will learn in state of the art facilities that support the educational process.
2. We believe that when a community supports and invests in education, it realizes a return on its investment.
3. We believe all students require access to evolving technology that supports and is integrated into the learning process.

Objective:

2. Implement procedures and processes for securing the district's essential records.

Action Steps	Person Responsible	Assessment/Product	Resources Needed	Timeline	Completed
Annually review record retention statutes with staff	Student Support Services	Current Law	Time, notification	2012-2015	On-going
Utilize space at Central Office better by putting "old" paper records into electronic form	Assistant Superintendent	Filing cabinet space	Temporary services to do work	2012-2013	X
Hire a temp to scan records for better retention	Assistant Superintendent	Electronic records	Temporary services to do work	2012-2013	X
Payroll records sent out for electronic storage	Assistant Superintendent	Electronic records	Outside Company costs	2012-2013	X

# *Monroe Public Schools*

## *Action Plan*

Goal #: III  
Objective #: 3

District Goal: Facilities and Resources

The Monroe Public Schools, with the community's support, will provide state-of-the-art technologies and infrastructure, at each of our facilities, which support the ever changing needs and goals of our students.

**Belief Statements:**

1. We believe that students will learn in state of the art facilities that support the educational process.
2. We believe that when a community supports and invests in education, it realizes a return on its investment.
3. We believe all students require access to evolving technology that supports and is integrated into the learning process.

**Objective:**

3. Implement an Education Technology Plan and review process.

Action Steps	Person Responsible	Assessment/Product	Resources Needed	Timeline	Completed
Convene the Technology Committee to craft a draft Technology Plan	Director of Technology & subcommittee	Outline/draft plan	Plans from other districts	2011-2012	X
Disseminate the MPS Technology Plan	Director of Technology & subcommittee	Revised Plan	Plan	Spring 2012	X
Implement new Technology Plan	Director of Technology, District/Building Administration, teachers	Plan	Time allotted to plan	Fall 2012 going forward	On-going
Evaluate and revise the Technology Plan as necessary	Director of Technology & subcommittee	Plan	Plan changes as needed	2012-2015	On-going

# *Monroe Public Schools*

## *Action Plan*

Goal #: III  
Objective #: 4

District Goal: Facilities and Resources

The Monroe Public Schools, with the community's support, will provide state-of-the-art technologies and infrastructure, at each of our facilities, which support the ever changing needs and goals of our students.

Belief Statements:

1. We believe that students will learn in state of the art facilities that support the educational process.
2. We believe that when a community supports and invests in education, it realizes a return on its investment.
3. We believe all students require access to evolving technology that supports and is integrated into the learning process.

Objective:

4. Develop and implement a communication plan that incorporates the results from the spring 2012 Communication Survey.

Action Steps	Person Responsible	Assessment/Product	Resources Needed	Timeline	Completed
Identify and utilize the most effective means of communication from the data	Board of Education Communication Sub-Committee Director of Technology	Survey Results Press Release Communication Guidelines	N/A	Summer 2012 Spring 2013	X
Redesign the district website eliminating ineffective communication vehicles	Director of Technology IT Staff	New Webpage	Cost of Webpage	Spring 2013	X
Implement Google webpage as district teacher webpage providing guidelines for use (revised to include new district site - Edline)	Director of Technology ET/IT Staff	Teacher Webpage District Guidelines	PD costs	2012 On-going	On-going
Increase and improve press releases to the local media	District Administration	Press releases	n/a	2012-2015	On-going

# *Monroe Public Schools*

## *Action Plan*

Goal #: III  
Objective #: 5

District Goal: Facilities and Resources

The Monroe Public Schools, with the community's support, will provide state-of-the-art technologies and infrastructure, at each of our facilities, which support the ever changing needs and goals of our students.

**Belief Statements:**

1. We believe that students will learn in state of the art facilities that support the educational process.
2. We believe that when a community supports and invests in education, it realizes a return on its investment.
3. We believe all students require access to evolving technology that supports and is integrated into the learning process.

**Objective:**

5. Implement an Ad Hoc Committee to study enrollment trends and available facilities to advise the Board of Education on future needs.

Action Steps	Person Responsible	Assessment/Product	Resources Needed	Timeline	Completed
Define the mission and membership of the Ad Hoc Committee	Superintendent, Director of Operations		BOE Support	October 2012	X
Convene Meetings	Superintendent, Director of Operations		Agendas	October 2012 - October 2013	On-going
Conduct Studies	Committee	Reports	Consultants, enrollment projections	Oct. 2012 - Oct. 2013	In process
Make recommendations to the Board of Education	Committee	Report of Committee	Report of Committee	2013-2014	In process

# *Monroe Public Schools*

## *Action Plan*

Goal #: IV  
Objective #: 1

District Goal: Data Driven Decision Making

The Monroe School District will utilize data to determine the direction for curriculum, instruction, professional development, and facilities.

**Belief Statements:**

1. We believe evolving technology enables us to more effectively facilitate the collection/analysis of data.
2. We believe that data purposefully analyzed drives/informs effective instruction and staff development.
3. We believe that staff utilizing Data Driven Decision Making will improve student learning.

**Objective:**

1. Train all staff to utilize data when making decisions.

Action Steps	Person Responsible	Assessment/Product	Resources Needed	Timeline	Completed
"Inform" training for teachers and administrators	Administrators, Teachers	Inform data	Inform software	2008 to present	X
Department, faculty, and grade level meetings with teachers to review data to make decisions about intervention, etc.	Administrators, Teachers	Data	Data (spreadsheets, Inform, etc.)	2009 to present	X
Jessica Goldstein presented to administrators and teachers about how to utilize data to make decisions	Administrators, Teachers	Reports provided by Jessica Goldstein	Handouts, cost of consultant	2009-2010 2010-2011	X
Data warehouse training for administrators and teachers	Data Technician, Director of Instruction, Director of Technology	Data Warehouse training	Data Warehouse software	2012-2015	On-going

# *Monroe Public Schools*

## *Action Plan*

Goal #: IV Objective #: 2
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District Goal: Data Driven Decision Making

The Monroe School District will utilize data to determine the direction for curriculum, instruction, professional development, and facilities.

### Belief Statements:

1. We believe evolving technology enables us to more effectively facilitate the collection/analysis of data.
2. We believe that data purposefully analyzed drives/informs effective instruction and staff development.
3. We believe that staff, utilizing Data Driven Decision Making, will improve student learning.

### Objective:

2. Implement common assessments in all disciplines, in all grades.

Action Steps	Person Responsible	Assessment/Product	Resources Needed	Timeline	Completed
Department chairs and coordinators worked with teachers to create common formative assessments	Department Chairs, Coordinators, Administrators, Teachers	Assessments	Remark scanning sheets/software	Began 2007 On-going	On-going
Assessment calendars were created to provide teachers with a schedule for all assessments in all disciplines in all grades	Department Chairs, Coordinators, Administrators, Teachers	Assessment Calendar	Time to plan assessments	Began 2007 On-going	On-going
Align assessments with CCSS	Department Chairs, Coordinators, Administrators, Teachers	Revised assessments	Time to re-write assessments	2012-2015 on-going	On-going
Implement electronic assessments	Department Chairs, Coordinators, Administrators, Teachers, Data Technicians	On-line assessments	Schoolnet/ Blue Ribbon	2012-2015	On-going