

## **2019-2020 Fort Frye Local Schools**

Excellent school districts focus on a limited number of goals. While goals may remain consistent from year to year, the action steps that align to the district goals are adjusted annually. Goals and subsequent action steps will be developed by the administration and Board of Education based on school data, survey results, student needs, community and staff input and/or in conjunction with the District Leadership Team plan. Each goal has a detailed plan identifying the work that is necessary to achieve the goal, needed resources, persons responsible, and timelines for implementation. The district goals for Fort Frye Local Schools are:

- Goal #1     Improve the academic performance of the students of Fort Frye Local Schools**
- Goal #2     Improve collaboration and communication skills among staff, administrators, Board of Education, and the local community**
- Goal #3     Strengthen the positive and safe school culture with an emphasis on healthy minds, healthy bodies, and healthy relationships promoted by wrap-around services**
- Goal #4     Implement transparent fiscal practices that inspire community confidence in Fort Frye Local Schools operations**



**FORT FYE LOCAL SCHOOLS WORK PLAN FOR 2019-2020:**

**Goal #1 Improve the academic performance of the students of Fort Frye Local Schools**

ACTION STEPS	PERSON(S) RESPONSIBLE	TARGETED COMPLETION	CAPACITY CONSIDERATIONS	MONITORING PROCESS	EVALUATION CRITERIA
1. Continue to fully implement the Ohio Learning Standards to levels that require greater Depth of Knowledge, including the use of consistent district pacing guides that are uploaded to the designated Google Drive	Administrative Team Teachers TBT Leaders	June 2020	professional learning time for staff to update and upload pacing guides and training related to rigor and differentiation	minutes from teacher based team meetings, review of guides to ensure alignment to classroom activities as documented in walkthroughs and evaluations	updated pacing guides for all courses/grades uploaded to Google Drive
2. Continue providing training on effective assessment practices and using high quality data to inform instruction to 100% of our teaching staff to ensure that high quality common assessments are utilized and uploaded to the designated Google Drive or iReady software, and data analyses of these assessments (as well as AIR results) are used to inform instruction at both the district and building level.	Administrative Team Teachers TBT Leaders	June 2020	professional learning time for assessment work; creation of item analysis tools/folders; support from the consultant at the ESC	minutes from teacher based team, building leadership team, and district leadership team meetings, inservice attendance sheets, evaluation process	all summative assessments K-12; minutes from item analysis of AIR data (documents); TBT and individual teacher meeting notes
3. Implementation of effective and motivating grading practices recommended by the District Leadership Team book study <u>A Repair Kit for Grading: 15 Fixes For Broken Grades</u> and other related research, including <u>Power of ICU</u> by Danny Hill.	Administrative Team Teachers	June 2020	communication to families; Infinite Campus grading setup, extra help sessions; professional learning with Danny Hill	minutes from teacher based teams, BLT, and DLT, grade books, evaluation process, Cadet Communicator	lesson plans, TBT minutes, grade books, attendance at extra help sessions
4. Use specific strategies of co-teaching, extra help periods, and the K-2 Orton-Gillingham reading program targeting at-risk students to reduce the achievement gap between economically disadvantaged/students with disabilities and the overall student body in math and reading	Administrative Team Teachers	June 2020	professional development on team teaching, differentiation, and Orton Gillingham; master schedule that	minutes from teacher based team, building leadership team, and district leadership team meetings; agenda and meetings from	annual measurable objective and value added for district and buildings on the state report card

			allows for extra help period	professional learning; evaluation process	
5. Develop and implement a technology plan to increase student/teacher capacity to use technology to personalize and increase student learning in the classroom, such as iReady, Study Island grades 3-6, online components of newly adopted curriculum series, Google Docs/Sheets/Classroom, and PEAK learning as well as incorporate revised technology standards in grades K-6.	Administrative Team, Technology Director, Technology Committee, Teachers	June 2020	funding to purchase additional devices, internet capabilities, technology committee, upgrade infrastructure	ratio of devices to students, principal walkthrough data	evidence of use in walkthroughs, lesson plans, survey data, and # of student devices, written technology plan, improved online assessment scores
6. Design graduation seals and options to meet the new graduation requirements.	Administrative Team Guidance Office Board of Education	June 2020	criteria, staffing	graduation option documents	
7. Revision and implementation of the Grades 6-12 Career Learning Plan, JH nine-week course rotations, 7 <sup>th</sup> grade mentoring, high school internships, 10 <sup>th</sup> grade shadowing, Seniors in the Job Market and partnership with Building Bridges to Careers (BB2C) that also includes graduation pathway options and monitoring.	Administrative Team Teachers BB2C	June 2020	development of success plans for at-risk students, career advising, CTE course offerings, graduation committee; BB2C career education liaison	Partnership agreement with BB2C, representation at Chamber of Commerce meetings, data from evaluative process, master schedule, minutes from quarterly mentor check-in meetings, and career tech plan	career advising embedded in course offerings, course offering; # of internships and mentorships
8. Implement the OTES 2.0 Pilot framework that focuses on the teacher professional growth plan and targeted observations along with the use of high quality student data to inform instruction.	Administrative Team Teachers OTES Pilot Committee	June 2020	Ohio Teacher Evaluation System Pilot requirements, high quality student data	OTES Pilot Committee meetings, professional growth plan meetings,	completed evaluations and participation in professional learning related to individual growth or improvement goals;

				walkthroughs, co-teaching meetings	completed co-teaching checklist
9. Provide 60 clock hours of professional learning focused on meeting the learning needs of Gifted students in the regular classroom for untrained staff.	Administrative Team Ohio Valley ESC Teachers	June 2020	Review of staff training and new hires	professional development time devoted to training	certificate of completion for contact hours or course transcript
10. Increase student engagement in effective literacy instruction across the curriculum, including Write Tools training	Administrative Team Literacy Team Teachers	June 2020		TBT/BLT/DLT meeting minutes, evaluation process	common literacy expectations, increased literacy engagement in classrooms, improved AIR results

**Goal #2 Improve collaboration and communication skills among students, staff, administrators, Board of Education, and the local community**

<b>ACTION STEPS</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>TARGETED COMPLETION</b>	<b>CAPACITY CONSIDERATIONS</b>	<b>MONITORING PROCESS</b>	<b>EVALUATION CRITERIA</b>
1. Continue to distribute at least monthly building newsletters/emails to each school community containing curriculum and/or instruction information and upcoming events	Administrative Team	June 2020	email distribution lists	administrative monthly checklist with submission of samples, robo calls	newsletters/emails
2. Continue to maintain building/district websites with updated calendar, current links, and administrative greeting updated monthly	Administrative Team Technology Coordinator	June 2020	calendar software	review of websites	evidence on websites
3. Continue consistent communication to staff members from the Superintendent's monthly and Principals' weekly memos	Administrative Team	June 2020		administrative monthly checklist with submission of samples	memos/emails/newsletters
4. Continue weekly communications to Board of Education from the Superintendent and Treasurer	Superintendent	June 2020		conversations with Board of Education members	evidence of emails/calls

5. Continue quarterly district-wide student newsletter in the Cadet Communicator	Administrative Team	June 2020	review of communication systems	submissions from departments by deadline	copies of newsletter
6. Maintain teacher-based, building leadership, and district leadership teams that use the revised 5 step Ohio Improvement process, including High Schools That Work Focus Teams at FFHS (Academic Support, What I Need (WIN) Intervention and Enrichment sessions, Literacy Across the Curriculum, Trauma/Guidance, and Grading Practices)	Administrative Team Teachers	June 2020	plans for building and district leadership teams, teacher-leader training	team agendas and minutes on curriculum drive	evidence of completion of action steps
8. Maintain a district Facebook and Twitter account	Superintendent	June 2020	staff must send communications to share with Superintendent	posts and tweets	views, shares, comments
9. Build the capacity of teacher-based team leaders to facilitate continuous improvement efforts	Administrative Team TBT Leaders	June 2020	staff interest, funds to pay TBT leaders	training, check-in with TBT leaders, teachers lead ad-hoc committees and professional learning	minutes from TBT meetings; ad-hoc committees and professional learning being led by teachers
10. Successful negotiate the renewal of the OAPSE and FFTA labor contracts so that high quality employees are retained and recruited and management practices are effective and efficient.	Board Administrative Team Teachers	June 2020	follow contractual process	contractual process	contract ratified by both parties
11. Implement an online ticketing system for technology and maintenance requests through Public School Works	Admin Team Staff	Technology November 2019 Maintenance February 2020	training for all staff; setup of system; Public School Works access	ticketing process provides monitoring system	online records in ticketing system
12. Implement an online system for facility drill and inspection notices, monitoring, and completion	Admin Team Custodians Maintenance	January 2020	Training for staff, setup of system, Public School Works and Navigate Prepared access	completion monitored by software system	online records in systems

**Goal #3 Strengthen the positive and safe school culture with an emphasis on healthy minds, healthy bodies, and healthy relationships promoted by wrap-around services**

ACTION STEPS	PERSON(S) RESPONSIBLE	TARGETED COMPLETION	CAPACITY CONSIDERATIONS	MONITORING PROCESS	EVALUATION CRITERIA
1. Continue to implement Positive Behavior Intervention Support (PBIS) and PAX programs to ensure a positive, safe, bully-free culture.	Administrative Team Teachers PAX Partners Health Department Wellness Team Bus Drivers TBS workers	June 2020	maintenance of wellness committee and funds/volunteers to support activities ; PAX training for new teachers and partners, training by ESC to meet ODE requirements by 2021 TBS workers	recognition/discipline data resulting from PBIS, PAX data, TBS referral and progress tracking system	positive Behavior Intervention System documents and artifacts, PAX data and training logs
2. Continue to implement consistent building crisis management response plans, including CPI and safety trainings focused on reunification and use of Navigate Prepared	Administrative Team Board of Education Staff	June 2020	staffing to review plan, consultation with Sheriff department, transfer of data/plan to online safety system; Navigate Prepared system	information transferred to system, safety drills	end of the year safety records and Navigate Prepared virtual documents/data
3. Conduct safety audit at each elementary school site via the Washington County Sheriff's Department	Administrative Team Board of Education Staff Washington County Sheriff Audit	June 2020	availability of sheriff's office personnel	site visits	final written reports and/or meeting minutes
4. Implement a district-wide wellness plan that focuses on creating healthy minds, healthy bodies, and healthy relationships through wrap-around	Administrative Team Wellness Committee Staff	June 2020	funding for special programming, community partners, L and P staff	minutes from admin team meeting, TBS referral and progress tracking records, wellness meeting minutes	# of wellness events, wrap-around support services available to students, discipline and attendance

<p>services and includes the following components:                  *Drug and alcohol prevention and treatment                  *Suicide prevention (Signs of Suicide)                  *Lessons on healthy decision-making (Great Body Shop K-6 and Health Courses Grades 7-12 focused on wellness themes)                  *After-school/summer special programming focused on healthy life activities                  *Medical services via nursing staff                  *Nutrition                  *Exercise                  *Family/Community programming                  *Access to mental health supports                  *Immunizations                  *Dental health</p>	<p>Board of Education                  county agencies                  L and P staff</p>				<p>data, wellness plan, lesson plans</p>
<p>5. Implement a student substance testing program for grades 9-12 students involved in athletics, marching band, glee club, flag corp, or that park vehicles on school property</p>	<p>Board                  Admin Team                  School nurse                  Athletic Director                  Coaches                  Advisors</p>	<p>June 2020</p>	<p>Funding to contract with medical testing facility</p>	<p>Confidential student files</p>	<p>Confidential student files and summary reports</p>
<p>6. Implement Sandy Hook Promise Programs See It, Say It, Stop It, Start With Hello, Students Against Violence Everywhere (SAVE), Teen Institute</p>	<p>Admin Team                  Staff                  Sandy Hook Promise partners                  Washington County Board of Behavioral Health</p>	<p>June 2020</p>	<p>volunteers to advise SAVE group; county stipend for Teen Institute advisor</p>	<p>Specific activities planned by the nine-week grading period</p>	<p>SAVE and Teen Institute membership roster, schedule of events</p>
<p>7. Provide all new staff training on trauma informed classrooms; teachers, administrators, and paraprofessionals on resetting resiliency; and classified staff on teamwork</p>	<p>L and P Services                  Administration                  Staff</p>	<p>January 2020</p>	<p>funding from county/state</p>	<p>attendance to training</p>	<p>agenda and sign-in sheets, walk-through data, IAT meetings</p>

8. Contract with L and P Services for two full-time on site mental health therapists and three therapeutic behavior supports specialists; allow Hopewell access to facilities to see clients during school day	L and P Services Hopewell Administration	June 2020	funding, billing	client referral	caseload data, IAT and discipline data
9. Administrators trained in Collaborative Problem-Solving	L and P Services Administration	June 2020	Funding for training		certification
10. Implement chemical hygiene and hazard communication plans that incorporates online resources for product safety sheets through Public School Works,	Administrators Staff	January 2020	Access to Public School Works		Online records
11. Implement an employee illness and injury prevention plan that includes an online system through Public School Works for reporting and investigating employee accidents	Administrators Staff	January 2020	Access to Public School Works		Online records

**Goal #4 Implement transparent fiscal practices that inspire community confidence in Fort Frye Local Schools operations**

<b>ACTION STEPS</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>TARGETED COMPLETION</b>	<b>CAPACITY CONSIDERATIONS</b>	<b>MONITORING PROCESS</b>	<b>EVALUATION CRITERIA</b>
1. Maintain a Finance Committee that meets at least bi-monthly to monitor the fiscal operations of the district	Treasurer Superintendent Board of Education	June 2020	advertisement of meetings	schedule of meetings	committee agendas/minutes
2. Review the 5 year forecast bi-annually with the Board of Education, public, and all staff and post on the district website	Treasurer Board of Education Superintendent	June 2020		meeting notices; update in May and November	meeting minutes and website
3. Maintain an Insurance Committee that meets quarterly to analyze health plan usage and future planning					
4. Include fiscal updates in district communication	Treasurer Superintendent classified and	June 2020	consultation with agent	attendance at meetings	committee agendas/minutes



	certified staff unions				
5. Seek and implement more efficient and affordable management routines and resources such as online forms and ticketing system	Administration Staff	June 2020	License for software	training, staff communication	use of new system by staff
6. Carry out master facility planning process in partnership with OHM Advisors, making final recommendation to Board and then final Board approved plan	Administration Team Board of Education	June 2020	funds to procure resources, committee participants	committee meeting agenda,	
7. Continue to transfer funds to the Permanent Improvement Account in an effort to build a cash balance for building renovation and/or construction.	Administration Board of Education	June 2020	master planning team, partnership with OHM	notes from meetings	committee meetings, public forums, presentations to the Board (agenda)
8. Invest district funds in short term investments to yield additional revenue as the cash balance allows	Administration Board of Education	June 2020	review of tax abstracts in January 2020		transfer amounts and PI balance
9. Update student activities handbooks so that it is accurate, efficient, and regularly used	Administration Board of Education Treasurer's Office	June 2020	collaboration with various departments	planning meetings	approval of revised activities handbook