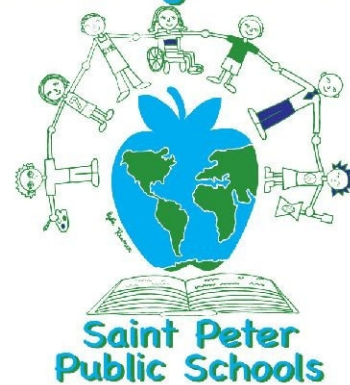


June 2008

**North Central Accreditation
Recommendations
Action Plan
District 508 St. Peter Public Schools**

Learning Matters



2007-2009

June 2008

Recommendation #1: Establish a district improvement plan (strategic plan) as the driving force throughout the district. Improvement plans at the site and systems levels should align with the district improvement plan, with PLC plans supporting each school's improvement goals. Multiple key measures to verify progress need to be selected at the district-level in order to assess whether or not goals have been accomplished.

Action/Evidence	Who Is Responsible	Target Date	Completed
Create a Strategic Plan that aligns all sites and systems with the district improvement plan.	Board of Education Superintendent Administrative Team	7/08	√ √

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Recommendation #2: Develop district-wide processes that are repeatable and can be refined in the areas of special education services and placement, ELL identification and services, technology purchases and renewal and communication with all stakeholders.

Action/Evidence	Who Is Responsible	Target Date	Completed √
Special Education services and placement			
Develop a stream-lined system for due-process procedures.	Superintendent Administrative Team Special Ed. Coordinator	9/08	
Complete Special Education program study.	Special Ed. Coordinator Special Education Review Team	9/08	
Complete Early Childhood Special Education program study.	Special Programs Coordinator EC Special Education Review Team	9/08	√
Implement Early Childhood Special Education Kindergarten program.	Superintendent ELC Principal	9/08	
Establish district-wide protocols for pre-referral of students to Special Education.	Superintendent Administrative Team Special Ed. Coordinator	9/09	
ELL identification and services			
Conduct ELL program study. -Establish criteria, programming and evaluation	Superintendent Administrative Team ELL Program Review Team	9/09	
Technology purchase and renewal			
Create a district-wide Total Technology Management Plan. -Identify clear goals under each area of the Total Technology Management Plan.	Superintendent Administrative Team Technology Coordinator Technology Committee	9/09	
Establish standard operating procedures for technology department functions.	Superintendent Administrative Team Technology Coordinator Technology Committee	9/09	
Create and maintain a 3-year technology purchase and renewal plan.	Superintendent Administrative Team Technology Coordinator Technology Committee Finance Director	9/09	
Communication with all stakeholders			
Create and launch new district-wide website.	Superintendent Administrative Team Technology Coordinator Technology Department Technology Committee	9/08	
Develop a consistent process for communication with all staff. -Maintain an active Superintendent's Advisory Committee. -Reframe the MEEP team process. -Revise and implement the Leadership Responsibility Framework at each site. -Ensure there is an active staff council at each site.	Superintendent Administrative Team Building Leadership Teams	9/08	
Review current practices and review/revise as appropriate.			

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Recommendation #3: Develop curriculum, curriculum mapping, formative assessments, and horizontal and vertical alignment. In addition, periodically verify teacher implementation of the curriculum and corresponding student achievement.

Action/Evidence	Who Is Responsible	Target Date	Completed
Revise curriculum review process to include a 5 year minor-10 year major study.	Superintendent Principals Curriculum Council Curriculum Review Team	3/08	√ √
Revisit Curriculum Implementation manuals on a regular basis to monitor implementation and practices.	Superintendent Principals Curriculum Council Curriculum Review Team	ongoing	
Analyze data to determine successful interventions in curricular areas.	Superintendent Principals Curriculum Committee Curriculum Review Teams Data Coaches PLCs	ongoing	
Consider alternatives in place of weekly lesson plans.	Superintendent Principals Building Leadership Teams Grade level/Department Chairs	9/08-6/09	
Continue to include formative assessments as part of the Professional Learning Communities process.	Superintendent Principals Curriculum Committee Curriculum Review Teams Data Coaches PLCs	ongoing	
Implement a Balanced Scorecard system at the district and building levels.	Board of Education Superintendent Administrative Team	9/09	

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Recommendation #4: Hold the line on new initiatives; allow time for full implementation, training and knowledge growth among staff.

Action/Evidence	Who Is Responsible	Target Date	Completed
Extend the curriculum cycle to 5 year minor-10 year major study.	Superintendent Curriculum Council	6/08	√ √
Continue implementation of Professional Learning Communities.	Superintendent Administrative Team	ongoing	
Streamline the current portfolio process and include incentives for participants.	Superintendent Administrative Team	2/08	√
Continue refining roles and training of District Data Coaches.	Superintendent Administrative Team District Data Director	ongoing	
Identify district/site practices that may be negotiable. -Revise and reduce practices identified as negotiable.	Superintendent Administrative Team	9/09	

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Recommendation #5: Develop short and long-range plans to determine the services needed and how to best serve the growing ELL population. Design a pre-K-12 plan, aligned at all levels and addressing cultural diversity to assure the needs of LEP students are met.

Action/Evidence	Who Is Responsible	Target Date	Completed
Complete the ELL program study. -Investigate the implementation of a New Comers program at the Intermediate and Middle/High school levels. -Investigate the possibility of additional ELL services.	Superintendent Principals ELL Program Review Team	9/09	√

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Recommendation #6: Work toward "Leader-proofing" the process, planning for succession, and making systematic and systemic operations the culture of the district.

Action/Evidence	Who Is Responsible	Target Date	Completed
Develop and formally adopt a strategic plan that illustrates "leader-proofing" in the district.	Board of Education Superintendent Administrative Team	7/08 ongoing	√ √
Continue integrated team meetings (Principal, Administrative and Curriculum Council).	Superintendent District Leadership Team	9/08 ongoing	√
Create an Administration Flow Chart outlining responsibilities.	Board of Education Superintendent Administrative Team	3/08	√
Review and update Curriculum Phase Manual.	Superintendent Administrative Team Curriculum Council	8/08	
Identify a model flowchart for possible consideration as support and funding becomes available.	Board of Education Superintendent Administrative Team	7/08	

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Recommendation #7: Increase communication at all levels and with all stakeholders, particularly at the internal level and the underserved populations.

Action/Evidence	Who Is Responsible	Target Date	Completed √
Establish and facilitate a Meet and Confer Committee.	Board of Education Superintendent Meet and Confer staff representatives	ongoing	
Initiate and implement a Key Communicators program.	Superintendent	1/08 ongoing	
Gather information from perception surveys on a yearly basis. -NSSE Survey	Superintendent Administrative Team	9/08	
Create and put into operation a community liaison outreach position in the district. -ELL /Early Learner population	Board of Education Superintendent Liaison Program Supervisor	1/08	√
Hold regular scheduled meetings with certified and non-certified staff.	Superintendent Administrative Team	ongoing	
Use technology to increase communication with all stakeholders. -Create and launch new district-wide website -Implement parent notification system	Superintendent Administrative Team Technology Coordinator Technology Department Technology Committee	9/08	
Develop a consistent process for communication with all staff. -Maintain an active Superintendent's Advisory Committee -Reframe the MEEP team process -Clarify and implement the Leadership Responsibility Framework at each site -Ensure there is an active staff council at each site	Superintendent Administrative Team Building Leadership Teams	9/08	

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Recommendation #8: Data collection and utilization should be enhanced in three areas:

Stakeholder satisfaction (on an annual basis)

Student learning results from multiple sources (with disaggregation).

Effectiveness of the District in support areas (custodial, finance, human resources, staff development, and technology)

Using multiple methods of assessment, answer these questions:

Are we improving?

Are we educating all students?

Are we meeting the needs of our stakeholders?

Are we satisfied with all systems?

Are we making the best decisions possible?

Action/Evidence	Who Is Responsible	Target Date	Completed √
Use PLCs and Data Coaches to facilitate the use of data-driven instruction.	Superintendent Administrative Team Data Coaches PLCs	ongoing	
Create a Balanced Scorecard to evaluate various aspects of the district and to provide a comparison to other districts.	Board of Education Superintendent Administrative Team	9/09	
Improve data collection in areas of program, perception data, demographics and achievement at district and site levels.	Board of Education Superintendent Administrative Team Data Coaches Building Leadership Teams	9/08 ongoing	
Administer NSSE Surveys and Environmental Scans on a regular basis.	Superintendent Administrative Team	9/08 ongoing	

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Recommendation #9: Analyzed student achievement for all students, student groups and for longitudinal learning. Benchmark student achievement against other schools in the state, against similar districts, and against "the best".

Action/Evidence	Who Is Responsible	Target Date	Completed √
Fully implement Viewpoint data system.	Superintendent Administrative Team Technology Staff District Data Director Data Coaches PLCs	6/09 ongoing	
Use PLCs and Data Coaches to facilitate the use of data-driven instruction.	Superintendent Administrative Team District Data Director	ongoing	
Create a Balanced Scorecard to evaluate various aspects of the district and to provide a comparison to other districts.	Board of Education Superintendent Administrative Team Superintendent's Advisory Comm.	3/08-6/09	
Facilitate a data-certification course through Minnesota State University-Mankato at a site within the district.	Board of Education Superintendent Administrative Team	2/4/08	√
Create a "Best in Class" comparison to comparable school districts (include regional, state, national and international components).	Board of Education Superintendent Administrative Team District Data Director Data Coaches	9/08-6/09	