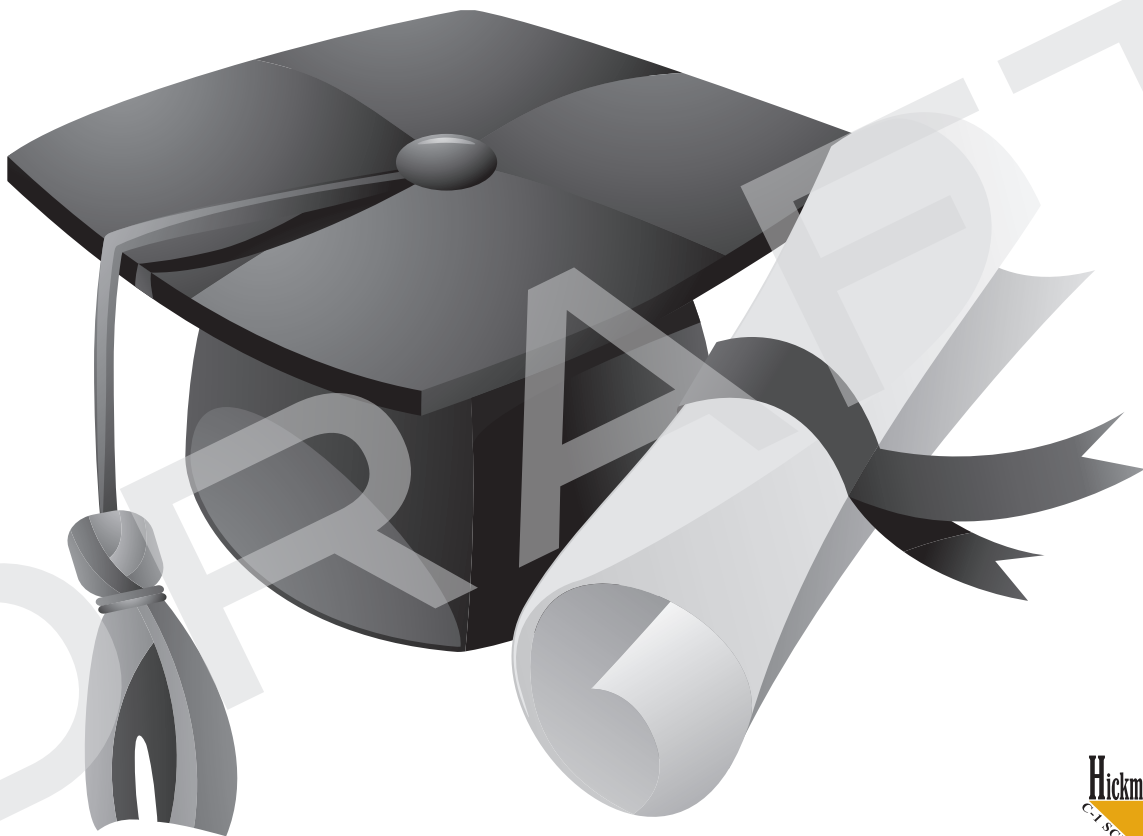


Hickman Mills C-1 School District Five-Year Plan

**COMPREHENSIVE SCHOOL  
IMPROVEMENT PLAN  
& GOALS OF THE  
BOARD OF EDUCATION**

**2012-2017**



*Educating for a Lifetime of Success*

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# MISSION STATEMENT

The mission of the Hickman Mills C-1 School District is to educate our students for a lifetime of success.

## VISION

In order to accomplish the Mission of the Hickman Mills C-1 School District, the Board of Education is committed to fostering in our students positive growth in social and emotional behaviors and attitudes essential for success in our diverse and competitive society by:

- Educating our students to achieve high levels of academic performance
- Involving schools, families, businesses, and community as partners in preparing our students for a lifetime of success
- Planning for and securing sufficient resources to provide the best educational opportunities for students
- Hiring and developing personnel who recognize and foster the unique potential of each student
- Acquiring, maintaining and utilizing district facilities and technologies to enhance the learning environment and academic achievement for our students
- Acquiring knowledge on community, legislative and educational issues to determine the best direction for our school district

## LOCAL NEEDS

The local needs were identified as:

- Curriculum is aligned to state standards and grade level expectations
- Walk through data and achievement data indicate that there is a lack of rigor in lessons and assignments
- There has been a significant increase in the number of students enrolling in Advanced courses at the High Schools
- The scores on Advanced Placement exams need to be improved
- The district did not meet APR for all grades in Math and Com Arts MAP standards
- The district did not meet on the APR in the ACT score standard
- MAP data indicates that progress is being made at all levels in Mathematics
- Communication Arts MAP data indicates that progress has been made, but the scores are not at the state AYP target
- The district has a turnover of highly qualified teachers
- Currently, a large percentage of the district's students read below grade level
- The community has been supportive
- The district has increased the number of community partnerships
- The district understands the critical need to involve parents in the educational process
- The district's graduation rate met the state standard, but the district would like to have 100% graduation rate
- The district has made progress in attendance the past four years

# LETTER FROM BOARD OF EDUCATION AND SUPERINTENDENT OF SCHOOLS

Student Performance, Finances, Community /Parent Involvement, Human Resources and Safe Facilities are key elements of a successful school district to all of us involved in education. This document, “The Comprehensive School Improvement Plan” is designed to guide us in leveraging our assets to ensure a rich educational environment for all students.

The plan was developed by key communicators; consisting of parents, students, community members, staff and the Hickman Mills Board of Education. We describe the goals, strategies, objectives and targets for each area that directly impact students who enter our educational programs of study. Outcomes are measured by success indicators, which are designed to help all students succeed.

In the pages that follow, we describe our plan for the next 5 years. Our vision statement involves enriching the lives of young people through extraordinary and diverse programming to prepare our students to be successful and engaging citizens.

This tool will be used to make the decisions that will lead us to accomplishing our mission of “Educating All Children For a Lifetime of Success”.

We take pride in showcasing some of the finest programs dedicated to embracing diversity for students, families and our community. It is through our ongoing commitment that we work together to maintain our focus where it belongs on “Student Learning”, “Together, Everyone Accomplishes More”. We are committed to being the BEST, the Brightest and the Blue Ribbon District in the city, the state and the nation.

With sincere appreciation,



Mr. Breman Anderson, Jr., President  
Hickman Mills Board of Education



Dr. Evelyn Williams, Interim Superintendent  
Hickman Mills C-1 School District

# COMPREHENSIVE SCHOOL IMPROVEMENT PLAN (CSIP) AND GOALS OF THE BOARD OF EDUCATION

## PLANNING PROCESS

For over 100 years, the community of Hickman Mills has worked together to provide quality schools for its children and youth. The current Comprehensive School Improvement Plan (CSIP) and Goals of the Board of Education are the driving force for guiding efforts to continuously improve educational opportunities for all. This document is the result of collaboration among faculty, staff, parents, students and community representatives and reflects improvement goals derived from program evaluations, faculty, staff, and patron input. The “Student Achievement” section of the Comprehensive School Improvement Plan (CSIP) was developed with the facilitation of Education Options, Ltd., and involved a core team of administrators and teachers who gained input from every faculty and staff member in the district. The Board of Education continues to give strong direction and support to all students and has, through this document, continued its focus on setting goals and strategies that will lead to the accomplishment of the District’s mission.

The development of the Comprehensive School Improvement Plan (CSIP) and Board of Education goals has involved a number of major groups who gave input into the plan’s revision.

- The Hickman Mills C-1 Board of Education
- The Superintendent of Schools and Administrative Team
- Principals, Teachers and Non-Certificated Staff Members
- Parents
- Patrons and Community Members

Following adoption by the Board of Education in Winter 2008, the Comprehensive School Improvement Plan/Board of Education Goals will become the basis for the development of School Improvement Plans by the principals, faculties and staff members of each instructional unit. Goals in those School Improvement Plans for student achievement and targets for supporting areas will be aligned directly to the goals contained in this CSIP Plan.

## **GRANT STRATEGIES**

Schools receiving special funding sources will show annual achievement increases as measured by the End of Course (EOC) exams and the Missouri Assessment Program (MAP) communication arts and math subtests.

### **STRATEGY 1**

Title I funds will be used to provide supplemental instruction and materials for eligible students in the subject areas of communication arts and/or math. Services will be provided during the regular school day and in extended learning settings utilizing a school-wide service delivery model and focused on assisting students meet adequate yearly progress and MAP standards identified by No Child Left Behind.

### **STRATEGY 2**

Title I and Title II funds will be used to enhance teacher skills by (a) increasing professional development resources in the core subject areas, (b) providing advancement initiatives, and (c) providing instructional support in communication arts and math.

### **STRATEGY 3**

Title IID funds will be used to provide professional development in the use of technology and to purchase technology materials/resources that are designed to increase academic achievement.

### **STRATEGY 4**

Title IC and Title III funds will be used to provide supplemental instructional support to migrant and English for Speakers of Other Languages (ESOL) populations and identify health/community support for students and families as needed.

### **STRATEGY 5**

Title V funds will be used to provide a centralized teacher and student research center that maximizes instructional resources (curriculum-based library, equipment, computers, teaching materials, instructional materials productions) and is available for use by staff, parents and students during and after school and on Saturday mornings.



# 1. GOAL: STUDENT ACHIEVEMENT

Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.

## 1. OBJECTIVE

By May 2013 the district will meet or exceed the state and local adjusted level of performance under 6S1 Nontraditional Participation. [Sec. 134(b)(2)]

**MSIP Standard: 6.9,7.3,9.4,9.5**

### 1. STRATEGY

Career awareness workshops.

MSIP Standard: 6.9,7.3,9.4,9.5

Persons Responsible: Counselors, Career Education Coordinator, Career Ed Teachers

Funding Source Name: Perkins Basic Grant - Secondary

Date to Implement Strategy: 08/17/2011

Date of Completion: 05/22/2014

### 1. ACTION STEP

Counselors will participate in career awareness workshops that highlight non-traditional careers, such as PLTW Counselor/Administrator Workshop. Counselors will work with Career Connection teachers, advisement teachers, and CE teachers to recruit students into non-traditional programs.

Date To Implement Action Step: 08/15/2012

Date of Completion: 05/20/2013

## 2. OBJECTIVE

By May 2013, the district will meet or exceed the State and local adjusted level of performance under 2S1 Technical Skill Attainment. (Sec. 134 (b) (2).

**MSIP Standard: 9.1,9.2**

### 1. STRATEGY

Curriculum alignment with Show-Me Standards.

MSIP Standard:

Persons Responsible: Building Principal, Career Ed. Coordinator, Career Ed Teachers

Funding Source Name:

Date to Implement Strategy: 08/17/2011

Date of Completion: 05/20/2013

### 1. ACTION STEP

Teachers will review data from the technical skills assessments and revise CE curriculum to ensure that essential skills are being taught to a mastery level. Curriculum will be reviewed by advisory committees and then forwarded to the Curriculum and Instruction department for board approval.

Date To Implement Action Step: 08/15/2012

Date of Completion: 05/20/2013



### **3. OBJECTIVE**

By May 2014, the district will meet or exceed the State and local adjusted level of performance under 1S1 Academic Attainment-Communication Arts and Mathematics. [Sec. 134(b)(2)]

**MSIP Standard: 9.2,9.4**

#### **1. STRATEGY**

Continue collaboration among academic teachers and CTE teachers

MSIP Standard:

Persons Responsible: Building Principal, Career Ed Coordinator, English Teachers, and Career Ed Teachers

Funding Source Name: Title III - LEP, TITLE II.A, TITLE III, Title I School Improvement (a), Title I

Date to Implement Strategy: 08/15/2012

Date of Completion: 05/20/2013

#### **1. ACTION STEP**

Teachers will continue to use early release time to collaborate on engaging, high DOK activities that reinforce literacy skills in career education classes and increase relevance in academic classes.

Date To Implement Action Step: 08/15/2012

Date of Completion: 05/20/2013

### **4. OBJECTIVE**

By May 2014, the district will meet or exceed the State and local adjusted level of performance under 3S1, 4S1, 5S1 Secondary School Completion [Sec. 134(b)(2)]

**MSIP Standard: 7.3,9.4**

#### **1. STRATEGY**

Guidance and Counseling

MSIP Standard: 6.9,7.3,9.4,9.5

Persons Responsible: Building principal, counselors, advisement team

Funding Source Name: Perkins Basic Grant - Secondary

Date to Implement Strategy: 08/15/2012

Date of Completion: 05/20/2013

#### **1. ACTION STEP**

Teachers will review data from the technical skills assessments and revise CE curriculum to ensure that essential skills are being taught to a mastery level. Curriculum will be reviewed by advisory committees and then forwarded to the Curriculum and Instruction department for board approval.

Date To Implement Action Step: 08/15/2012

Date of Completion: 05/20/2013

## **5. OBJECTIVE**

By May 2014, Sixty-five percent (65%) of students in grades 3-12 will be at proficient or advanced levels as measured by the MAP/EOC. (Target: 10 percentage points annually) The Map Performance Index score for 3-5 Communication Arts=752; Math=760; 6-8 Com Arts=746; Math=750; EOC-Alg.1=770; EOC-Eng.2=757.6

**MSIP Standard: 9.2**

### **1. STRATEGY**

Staff will fully and skillfully implement the districts' curriculum.

MSIP Standard: 6.1,6.4,6.5,9.2

Persons Responsible: Associate Superintendent of Curriculum, Principals, Teachers

Funding Source Name: School Improvement Grant (g) (SIG), Local Funds, Basic Formula - State Monies, Title I

Date to Implement Strategy: 08/17/2011

Date of Completion: 06/30/2013

#### **1. ACTION STEP**

Develop SMART (Specific, Measurable, Achievable, Realistic, and Time Bound) goals for all grades levels.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2013

#### **2. ACTION STEP**

Provide professional development for teachers and administrators on the implementation of the curriculum and curriculum pacing.

Date To Implement Action Step: 08/17/2011

Date of Completion: 12/31/2012

#### **3. ACTION STEP**

Use data from walk-throughs and lesson plans to determine alignment to curriculum and implementation.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2013

#### **4. ACTION STEP**

Utilize formative assessment data to monitor student progress and adjust instruction.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2013

#### **5. ACTION STEP**

Utilize common assessment data to identify students that require additional instruction.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2013

#### **6. ACTION STEP**

Continue to deploy experimental, project-based, real-life learning experiences for students throughout the grades and subjects.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2013

## **7. ACTION STEP**

The district will participate in a three year venture with the consortium to realign and revise the curriculum to the Common Core State Standards.

Date To Implement Action Step: 07/01/2012

Date of Completion: 05/31/2015

## **2. STRATEGY**

Teachers will utilize effective lessons aligned to curriculum and that meet student needs.

MSIP Standard: 6.1,9.2

Persons Responsible: Principals, Directors of Curriculum

Funding Source Name: TITLE II.A, TITLE III, Basic Formula - State Monies, Title I School Improvement (a)

Date to Implement Strategy: 08/17/2012

Date of Completion: 06/30/2013

### **1. ACTION STEP**

Using data, identify model lessons that are rigorous, use research based effective strategies, high student engagement, and differentiate instruction.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2014

### **2. ACTION STEP**

Examine and assess the rigor of student work using Professional Learning Communities protocols.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2014

### **3. ACTION STEP**

Teachers will implement SVR (Scientifically Valid Research) strategies, rigor, differentiated instruction, and engaged learning activities into daily lessons.

Date To Implement Action Step: 08/13/2010

Date of Completion: 06/30/2014

### **4. ACTION STEP**

Provide professional development on differentiated instruction, engaged learning, SVR strategies and rigorous lessons/assignments.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2013

### **5. ACTION STEP**

Display exemplary student work (with assessments) demonstrating DOK 3-4. Displays will change monthly.

Date To Implement Action Step: 09/01/2011

Date of Completion: 06/30/2013

### **6. ACTION STEP**

Utilize walk through data to monitor rigor, engagement, SVR strategies, and differentiated instruction.

Date To Implement Action Step: 09/01/2011

Date of Completion: 06/30/2014

### **7. ACTION STEP**

Provide training for teachers to more effectively address the needs of English Language Learners.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2013

### **3. STRATEGY**

Provide interventions to students scoring below grade level in reading and math.

MSIP Standard: 6.1,6.3,6.4,6.5,9.2

Persons Responsible: Associate Supt. Ed Director, ELL Director, Instru. Coaches, Rdg Specialists

Funding Source Name: Perkins Basic Grant - Secondary, Title III - LEP, TITLE III, Special Education Elem. Ach., Basic Formula - State Monies, Title I School Improvement (a)

Date to Implement Strategy: 08/17/2011

Date of Completion: 06/30/2013

#### **1. ACTION STEP**

Provide professional development in Response to Intervention (RTI) and specific intervention programs for Tier 2 and 3.

Date To Implement Action Step: 08/13/2010

Date of Completion: 06/30/2013

#### **2. ACTION STEP**

Provide professional development to all teachers on communication arts and literacy strategies in all content areas.

Date To Implement Action Step: 08/17/2011

Date of Completion: 05/22/2012

#### **3. ACTION STEP**

At the elementary level, utilize Star Progress Monitoring in reading and math to determine individualized intervention plans for students below grade level.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2013

#### **4. ACTION STEP**

At the elementary level, continue to use technology to complete frequent reading and math assessments to complete individual learning plans for students.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2014

#### **5. ACTION STEP**

Continue to provide professional development to all staff in differentiated instruction to meet the needs of all students.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2014

## **6. ACTION STEP**

Continue to develop a process to identify and evaluate key reading and mathematics programs by making data-driven decisions to continue or eliminate programs implemented to improve student achievement.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2014

## **7. ACTION STEP**

Continue to provide staff development training for both ELL and regular staff on the implementation of instructional models in Math and Communication Arts

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2013

## **4. STRATEGY**

Increase the achievement of all students in Mathematics.

MSIP Standard: 9.7

Persons Responsible: Associate Supt. ,Principals, SpEd Director, ELL Director, Teachers, I. Coaches

Funding Source Name: Special Education Elem. Ach., Local Funds, Basic Formula - State Monies, Title I

Date to Implement Strategy: 08/17/2011

Date of Completion: 06/30/2014

### **1. ACTION STEP**

Teachers will fully and skillfully teach and test the written curriculum.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2013

### **2. ACTION STEP**

Formative assessments and common assessments will be utilized by staff to determine student growth/need for interventions in mathematics.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2013

### **3. ACTION STEP**

Continue to investigate best practice interventions for mathematics.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2013

### **4. ACTION STEP**

Provide tiered levels of interventions for students below grade level in mathematics.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2013

### **5. ACTION STEP**

Provide additional time/practice on basic mathematics skills: addition, subtraction, multiplication, and division so all students grades 2-12 will be proficient.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2013

## **6. ACTION STEP**

Continue and implement a benchmarking system for student achievement in math for grades 6-9.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2013

## **5. STRATEGY**

The district will improve student achievement in reading and writing.

MSIP Standard: 9.2

Persons Responsible: Principals, teachers, Reading Specialist, Instructional Coaches

Funding Source Name: TITLE III, Title I School Improvement (a), Title I

Date to Implement Strategy: 08/17/2011

Date of Completion: 06/30/2013

### **1. ACTION STEP**

Increase the number of families served through Parents as Teachers program.

Date To Implement Action Step: 08/17/2011

Date of Completion: 05/20/2013

### **2. ACTION STEP**

Increase the number of students being served in the Early Childhood Program.

Date To Implement Action Step: 08/17/2011

Date of Completion: 05/20/2013

### **3. ACTION STEP**

Continue the 5 components of a quality, balanced reading program (Phonemic awareness, phonics, vocabulary, fluency, and comprehension) in all grades.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2014

### **4. ACTION STEP**

Utilize progress monitoring reports for students below grade level to determine individualized reading plans.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2014

### **5. ACTION STEP**

Provide instruction in the writing process for students with a focus on Common Core State Standards.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2014

### **6. ACTION STEP**

Provide instruction/practice for all students in the conventions of writing.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2014

### **7. ACTION STEP**

Use co-teaching model for ELL, Special Education and Regular Education teachers to plan together the teaching strategies needed for individual student achievement.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2014

## **8. ACTION STEP**

Continue to seek information sources regarding the successful instruction of ELL students to design and implement an intervention/Instructional plan for the district.

Date To Implement Action Step: 08/17/2011

Date of Completion: 05/20/2013

## **9. ACTION STEP**

Using data, teachers will identify ELL students to be targeted for individualized instruction to increase achievement and meet their deficiencies. Individual instruction will be provided based on the individual needs of the student.

Date To Implement Action Step: 08/17/2011

Date of Completion: 05/20/2013

## **10. ACTION STEP**

Ensure connectedness of library media specialist and classroom teachers with curriculum and instructional delivery.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2014

## **6. OBJECTIVE**

By May 2014, the HMSD average attendance rate will be 96.3% as reported to DESE. (Target: 0.7% annually)

**MSIP Standard: 6.3,6.5**

### **1. STRATEGY**

Each school designs an attendance plan to promote high student attendance.

MSIP Standard: 9.6

Persons Responsible: Principals, Grants and Special Programs Director

Funding Source Name: Title I, TITLE III, Title I.D - LEA, Basic Formula - State Monies, Title III - LEP, Title I School Improvement (a)

Date to Implement Strategy: 08/17/2011

Date of Completion: 06/30/2013

### **1. ACTION STEP**

Student attendance is tracked K-12 to determine students that have at-risk attendance behavior. (Falling below 90%)

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2014

### **2. ACTION STEP**

Good attendance is awarded at each school.

Date To Implement Action Step: 08/13/2010

Date of Completion: 06/30/2014

### **3. ACTION STEP**

Parents are contacted if students attendance is below 96%. A plan is written to correct the attendance.

Date To Implement Action Step: 08/17/2011

Date of Completion: 06/30/2014



## **7. OBJECTIVE**

By May 2014, 40% of graduating seniors will have scored at or above the national average on the ACT. (Target: 10% annual increase)

### **MSIP Standard: 9.3**

#### **1. STRATEGY**

The district will improve student performance on the ACT.

MSIP Standard: 9.3,9.4,9.5

Persons Responsible: Directors Curriculum, Principals, Special Ed Director, ELL Director,  
Funding Source Name: Title I, TITLE III, Title I.D - LEA, Basic Formula - State Monies,  
Title III - LEP, Title I School Improvement (a)

Date to Implement Strategy: 08/15/2012

Date of Completion: 05/20/2013

#### **1. ACTION STEP**

Continue quarterly exercise where students are given a mock ACT inventory and have schools chart student performance. Use assessment benchmarks as indicators so that student progress can be charted and monitored to ensure progress is made.

Date To Implement Action Step: 08/15/2012

Date of Completion: 05/20/2013

#### **2. ACTION STEP**

Continue to hold regular school site and district level assessment team meetings to discuss ACT data with site assessment teams. Develop quarterly goals and action steps based on feedback from district assessment meetings.

Date To Implement Action Step: 08/15/2012

Date of Completion: 05/20/2013

#### **3. ACTION STEP**

Continue to provide professional development on ACT content specific teaching strategies.

Date To Implement Action Step: 08/15/2012

Date of Completion: 05/20/2013

#### **4. ACTION STEP**

Counselors and administrators conduct ACT data talks with all students. Advisory teachers explain the importance of the ACT.

Date To Implement Action Step: 08/15/2012

Date of Completion: 05/20/2013

#### **5. ACTION STEP**

Increase the number of students in ACT prep courses and in ACT core classes.

Date To Implement Action Step: 08/15/2012

Date of Completion: 05/20/2013

#### **6. ACTION STEP**

Continue to utilize links within the curriculum so principals, teachers, students, and parents can easily pull up ACT readiness standards from which to drive lessons, strategies for instruction and practice.

Date To Implement Action Step: 08/15/2012

Date of Completion: 05/20/2013



## **7. ACTION STEP**

Continue to review lesson plan for rigor to ensure ACT strategies and readiness skills are being planned and taught.

Date To Implement Action Step: 08/15/2012

Date of Completion: 05/20/2013

## **2. STRATEGY**

Parents will be informed of the importance of the ACT assessment and will be asked to assist in the improvement of performance

MSIP Standard: 9.3

Persons Responsible: Principals, Counselors, Teachers

Funding Source Name: Local Funds, Basic Formula - State Monies, Title I

Date to Implement Strategy: 08/15/2012

Date of Completion: 05/20/2013

### **1. ACTION STEP**

Continue to provide college night activities with an emphasis on the ACT and its importance to academic and career goals.

Date To Implement Action Step: 08/15/2012

Date of Completion: 05/20/2013

### **2. ACTION STEP**

Involve parents in assisting schools in getting students to practice ACT skills using technology at home and in libraries.

Date To Implement Action Step: 08/15/2012

Date of Completion: 05/20/2013

### **3. ACTION STEP**

Give parents ACT home practice packages to work with students to improve performance skills.

Date To Implement Action Step: 08/15/2012

Date of Completion: 05/20/2013

### **4. ACTION STEP**

Give parents access to ACT preparational resources and make them aware of testing dates.

Date To Implement Action Step: 08/15/2012

Date of Completion: 05/20/2013

## **8. OBJECTIVE**

By May 2014, the district will increase the percent of graduates enrolled in post-secondary education and career education placement to 86% combined as reported on the Annual Performance Report (APR). (Target: 3% annual increase) - Career and College Ready.

**MSIP Standard: 9.4**

## **1. STRATEGY**

Increase the number of students in rigorous courses focused on a career pathway.

MSIP Standard: 9.4

Persons Responsible: Associate Supt. CTE Teachers, Coord. ,Principals

Funding Source Name: TITLE II.A, Local Funds, High Schools That Work, Basic Formula - State Monies

Date to Implement Strategy: 08/15/2012

Date of Completion: 05/20/2013

### **1. ACTION STEP**

Advisory teachers continue to explain the importance of rigorous course of studies to students and parents focused on a career pathway.

Date To Implement Action Step: 08/15/2012

Date of Completion: 05/20/2013

## **2. STRATEGY**

Increase the opportunities for students to attend post-secondary education (financial and academic).

MSIP Standard: 9.4

Persons Responsible: Principals, Counselors, Teacher

Funding Source Name: Perkins Basic Grant - Secondary, Perkins Basic Grant - Postsecondary, Local Funds

Date to Implement Strategy: 08/15/2012

Date of Completion: 05/20/2013

### **1. ACTION STEP**

All seniors will complete at least one college application and make the FAFSA available to all students.

Date To Implement Action Step: 08/15/2012

Date of Completion: 05/20/2013

### **2. ACTION STEP**

All 7th/9th grade students will take a field trip to college campus.

Date To Implement Action Step: 08/15/2012

Date of Completion: 05/20/2013

### **3. ACTION STEP**

Continue to increase the number of HMSD graduates who earn A+ benefits/Mo Scholars benefits.

Date To Implement Action Step: 08/15/2012

Date of Completion: 05/20/2013

## **3. STRATEGY**

Increase the number of students who enroll in post-secondary education.

MSIP Standard: 9.4

Persons Responsible: Counselors, Principals, Associate Supt. , Teachers

Funding Source Name: Title I

Date to Implement Strategy: 08/15/2012

Date of Completion: 05/20/2013

## **2. GOAL: PERSONNEL**

**Recruit, attract, develop, and retain highly qualified staff to carry out the LEA (local educational agency)/District mission, goals, and objectives.**

### **1. OBJECTIVE**

By May 2013, Hickman Mills C-1 School District will recruit, hire, develop and retain staff members who are highly qualified, effective, and appropriately certified in the areas in which they will teach.

**MSIP Standard: 2.1,3.1,3.2,4.1,4.2,4.3,5.1,8.4**

#### **1. STRATEGY**

Administrators will continue to participate in recruitment and interviewing activities to identify highly qualified and effective candidates for employment.

MSIP Standard: 5.1

Persons Responsible: Associate Superintendent HR and Administration

Funding Source Name: Prop C, Local Funds, Basic Formula - State Monies, Title I

Date to Implement Strategy: 07/01/2011

Date of Completion: 05/20/2013

#### **1. ACTION STEP**

Review candidates certifying credentials to match with assignment, along with follow-up to ensure the candidates meet state requirements of 98 -100% fully certified.

Date To Implement Action Step: 07/01/2011

Date of Completion: 05/20/2013

#### **2. ACTION STEP**

Internet resources and placement services will be used to advertise vacancies.

Date To Implement Action Step: 07/01/2010

Date of Completion: 05/20/2013

#### **3. ACTION STEP**

Maintain a competitive salary schedule within district budget constraints.

Date To Implement Action Step: 07/01/2010

Date of Completion: 05/20/2013

#### **4. ACTION STEP**

Research best practices and tools that surrounding districts are using to improve interviewing techniques.

Date To Implement Action Step: 07/01/2011

Date of Completion: 05/20/2013

#### **5. ACTION STEP**

Continue the collaborative team interviewing process.

Date To Implement Action Step: 07/10/2010

Date of Completion: 05/20/2013

#### **6. ACTION STEP**

Research and implement new ways to reward staff that will promote retention.

Date To Implement Action Step: 09/01/2011

Date of Completion: 05/20/2013

## **7. ACTION STEP**

Continue to collaborate with local universities for placement of student teachers in the Hickman Mills C-1 School District.

Date To Implement Action Step: 07/01/2011

Date of Completion: 05/20/2013

## **8. ACTION STEP**

Administrator will participate in teacher placement fairs and events.

Date To Implement Action Step: 07/01/2011

Date of Completion: 05/20/2013

## **2. STRATEGY**

In collaboration with Curriculum & Instruction, provide comprehensive research based professional development opportunities as necessary for staff to develop their skills and enhance their content knowledge so students will perform at or above grade level expectations.

MSIP Standard: 6.7

Persons Responsible: Associate Superintendent HR, Associate Supt., Building Level Administrators

Funding Source Name: Prop C, Local Funds, Basic Formula - State Monies, Title I & II

Date to Implement Strategy: 08/13/2010

Date of Completion: 05/20/2013

### **1. ACTION STEP**

Building Level administrators will work with the Professional Development Committee to provide opportunities for all staff, as needed, to develop and enhance content knowledge and teaching strategies.

Date To Implement Action Step: 05/31/2010

Date of Completion: 05/20/2013

### **2. ACTION STEP**

Buildings will identify a teaching strategy for all teachers to focus on each year.

Date To Implement Action Step: 08/13/2010

Date of Completion: 05/20/2013

### **3. ACTION STEP**

All staff will participate in professional development, including early release time for collaboration.

Date To Implement Action Step: 08/30/2010

Date of Completion: 05/20/2013

### **4. ACTION STEP**

Improve collaboration for teachers and administrators by working in PLCs to develop processes and educational strategies to enhance teaching and learning.

Date To Implement Action Step: 08/13/2010

Date of Completion: 05/20/2013

### **5. ACTION STEP**

All principals will participate in professional development targeting curriculum, instruction, and assessment.

Date To Implement Action Step: 08/13/2010

Date of Completion: 05/20/2013

### **3. STRATEGY**

The Performance Based Teacher Evaluation Process, based on DESE standards, will be used to evaluate certified staff.

MSIP Standard: 8.4

Persons Responsible: Associate Superintendent HR, Associate Supt., Building Administrators

Funding Source Name: Prop C, Local Funds, Basic Formula - State Monies

Date to Implement Strategy: 08/01/2010

Date of Completion: 05/20/2013

#### **1. ACTION STEP**

Job descriptions will outline specific performance responsibilities.

Date To Implement Action Step: 08/01/2010

Date of Completion: 05/20/2013

#### **2. ACTION STEP**

Probationary teachers will receive three to five formal observations based on placement on the non-tenured track and several walkthrough observations.

Date To Implement Action Step: 08/01/2010

Date of Completion: 05/20/2013

#### **3. ACTION STEP**

Probationary teachers will be assigned a mentor during the first two years of employment.

Date To Implement Action Step: 08/01/2010

Date of Completion: 05/20/2013

#### **4. ACTION STEP**

Tenured teachers on the evaluation cycle will receive at least two formal observations and several walkthrough observations.

Date To Implement Action Step: 08/01/2010

Date of Completion: 05/20/2013

#### **5. ACTION STEP**

Teachers on the evaluation track will develop a portfolio and or provide documentation to support meeting performance standards.

Date To Implement Action Step: 08/01/2010

Date of Completion: 05/20/2013

#### **6. ACTION STEP**

Teachers will develop a professional development plan in collaboration with a building administrator.

Date To Implement Action Step: 08/01/2010

Date of Completion: 05/20/2013

#### **7. ACTION STEP**

Certified teachers not meeting performance expectations in any area will be placed on a Professional Improvement Plan developed in collaboration with the building level administrator. Teachers placed on a performance improvement plan will be provided additional resources, coaching, and regular progress reviews.

Date To Implement Action Step: 08/01/2010

Date of Completion: 05/20/2013

#### **8. ACTION STEP**

Certified teachers not meeting performance expectations in any area will be placed on a Professional Improvement Plan developed in collaboration with the building level administrator. Teachers placed on a performance improvement plan will be provided additional resources, coaching, and regular progress reviews.

Date To Implement Action Step: 09/04/2012

Date of Completion: 05/20/2013

#### **4. STRATEGY**

Establish Processes for monthly communication with all staff and community by creating an awareness of challenges and inviting accountability by all for the success of our students.

MSIP Standard: 8.8,8.9

Persons Responsible: Associate Superintendent HR, Admin. Meet and Confer, Communication Team

Funding Source Name: Prop C, Local Funds, Basic Formula - State Monies

Date to Implement Strategy: 08/01/2010

Date of Completion: 05/20/2013

##### **1. ACTION STEP**

Conduct monthly after-board meeting agenda reviews with departmental staff.

Date To Implement Action Step: 08/01/2010

Date of Completion: 05/20/2013

##### **2. ACTION STEP**

In conjunction with the Public Information Office and building administrators, conduct community and parent involvement activities that establish a partnership toward student success.

Date To Implement Action Step: 08/10/2010

Date of Completion: 05/20/2013

##### **3. ACTION STEP**

Create a climate of good faith bargaining during Meet and Confer.

Date To Implement Action Step: 08/10/2010

Date of Completion: 05/20/2013

##### **4. ACTION STEP**

Actively demonstrate a willingness to listen and consider suggestions for district educational improvement.

Date To Implement Action Step: 08/10/2010

Date of Completion: 05/20/2013

##### **5. ACTION STEP**

Encourage employee participation in decisions that impact the labor groups.

Date To Implement Action Step: 08/10/2010

Date of Completion: 05/20/2013

# GOAL 3: FINANCIAL RESOURCES/ EDUCATIONAL FACILITIES

**Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.**

## 1. OBJECTIVE

On a daily basis, the district will continue to provide a clean and healthy learning environment for students and staff.

**MSIP Standard: 8.10,8.15**

### 1. STRATEGY

Develop an extensive long range plan to identify appropriate use of all district facilities.

MSIP Standard: 8.10,8.15

Persons Responsible: Associate Superintendent of Business, Building and Grounds Director

Funding Source Name: Prop C, Local Funds, Basic Formula - State Monies, Basic Formula - Classroom Trust Fund

Date to Implement Strategy: 01/01/2010

Date of Completion: 05/20/2013

#### 1. ACTION STEP

Clarify guidelines for public use of facilities.

Date To Implement Action Step: 01/01/2010

Date of Completion: 05/20/2013

#### 2. ACTION STEP

Communicate guidelines to the public regarding usage of facilities.

Date To Implement Action Step: 01/01/2010

Date of Completion: 05/20/2013

#### 3. ACTION STEP

Implement facility use team to review facility usage requests.

Date To Implement Action Step: 03/01/2010

Date of Completion: 05/20/2013

## 2. STRATEGY

Have consistent cleaning expectations for each building.

MSIP Standard: 8.15

Persons Responsible: Associate Superintendent of Business, Director of Buildings and Grounds

Funding Source Name: Prop C, Local Funds, Basic Formula - State Monies, Basic Formula - Classroom Trust Fund

Date to Implement Strategy: 08/01/2009

Date of Completion: 05/20/2013

### 1. ACTION STEP

Consult with experts in the field to develop standards of cleanliness and expected time allotment for cleaning

Date To Implement Action Step: 10/01/2010

Date of Completion: 05/20/2013



## **2. ACTION STEP**

Follow cleaning standards for each building including cleaning chemicals and expected time for cleaning.

Date To Implement Action Step: 01/01/2011

Date of Completion: 05/20/2013

## **3. ACTION STEP**

Communicate and train custodians of cleaning expectations at each building.

Date To Implement Action Step: 05/01/2011

Date of Completion: 05/20/2013

## **4. ACTION STEP**

Follow cleaning checklist for quarterly reviews of each building.

Date To Implement Action Step: 01/01/2011

Date of Completion: 05/20/2013

## **3. STRATEGY**

Continue and update the 10-year maintenance plan for key equipment within the district such as HVAC units, roofs, parking lots, boilers, etc.

MSIP Standard: 8.11,8.15

Persons Responsible: Associate Superintendent of Business, Director of Buildings and Grounds

Funding Source Name: Prop C, Local Funds, Basic Formula - State Monies, Basic Formula -

Classroom Trust Fund

Date to Implement Strategy: 10/01/2010

Date of Completion: 05/20/2013

### **1. ACTION STEP**

Review current condition of equipment and determine expected life.

Date To Implement Action Step: 10/01/2010

Date of Completion: 05/20/2013

### **2. ACTION STEP**

Continue and update the written maintenance and replacement plan for existing equipment.

Date To Implement Action Step: 02/01/2011

Date of Completion: 05/20/2013

## **2. OBJECTIVE**

By May 2013, develop and manage a budget to keep the district within State of Missouri financial requirements.

**MSIP Standard: 8.5,8.6**

### **1. STRATEGY**

Continually monitor expenditures and revenue projections to meet reduction objectives while minimizing the impact to the classroom.

MSIP Standard: 8.5,8.6

Persons Responsible: Assistant Superintendent of Business, Budget Analyst

Funding Source Name: Prop C, Local Funds, Basic Formula - State Monies, Basic Formula -

Classroom Trust Fund

Date to Implement Strategy: 09/01/2008

Date of Completion: 05/20/2013



#### **1. ACTION STEP**

Remain actively involved and informed with decisions from the state and DESE that will impact revenue projections

Date To Implement Action Step: 01/01/2010

Date of Completion: 05/20/2013

### **3. OBJECTIVE**

By May 2013, all financial procedures and budgeting practices shall be consistent with the laws of the State of Missouri and the policies set forth by the Hickman Mills C-1 School Districts as measured by the financial data.

**MSIP Standard: 8.5**

#### **1. STRATEGY**

The community, through the Board of Education, provides sufficient financial resources to ensure an educational program of quality.

MSIP Standard: 8.5

Persons Responsible: Associate Superintendent of Business, Budget Analyst

Funding Source Name: Basic Formula - State Monies

Date to Implement Strategy: 07/17/2011

Date of Completion: 05/20/2013

#### **1. ACTION STEP**

The Board regularly reviews the fiscal condition of the District, studies the District's long-term fiscal needs, and ensures the fiscal viability of the District.

Date To Implement Action Step: 06/01/2009

Date of Completion: 05/20/2013

#### **2. ACTION STEP**

Preparation of an annual budget, as required by law, receiving input from staff members as appropriate.

Date To Implement Action Step: 07/01/2009

Date of Completion: 05/20/2013

#### **3. ACTION STEP**

The District has an adjusted school-operating levy which meets or exceeds the requirements of Missouri law.

Date To Implement Action Step: 07/01/2009

Date of Completion: 05/20/2013

#### **4. ACTION STEP**

The District has sufficient financial resources to support effective educational programs and services.

Date To Implement Action Step: 07/01/2009

Date of Completion: 05/20/2013

## **2. STRATEGY**

Continue the use of systematic procedures to ensure efficient fiscal management and accountability.

MSIP Standard: 8.6

Persons Responsible: Associate Superintendent of Business

Funding Source Name:

Date to Implement Strategy: 07/01/2009

Date of Completion: 05/20/2013

### **1. ACTION STEP**

All financial and audit reports are prepared and submitted accurately and in a timely manner to appropriate agencies and authorities.

Date To Implement Action Step: 07/01/2009

Date of Completion: 05/20/2013

### **2. ACTION STEP**

The end-of-year balances in all funds are positive and sufficient to ensure fiscal stability for the District.

Date To Implement Action Step: 07/01/2009

Date of Completion: 05/20/2013

### **3. ACTION STEP**

The accounting and management systems of the District are maintained and audited in conformity with state and federal requirements. Professional audits are made of all financial, attendance, and transportation records annually.

Date To Implement Action Step: 07/01/2009

Date of Completion: 05/20/2013

### **4. ACTION STEP**

The accounting system provides a complete and systematic record of all funds received and expended.

Date To Implement Action Step: 07/01/2009

Date of Completion: 05/20/2013

### **5. ACTION STEP**

Continue and improve internal procedures for purchasing and inventorying supplies, materials, and equipment.

Date To Implement Action Step: 07/01/2009

Date of Completion: 05/20/2013

### **6. ACTION STEP**

The District maintains all Debt Service funds in a separate bank account.

Date To Implement Action Step: 07/01/2009

Date of Completion: 05/20/2013

### **7. ACTION STEP**

Fund transfers from the Incidental Fund to the Capital Projects Fund have been made in accordance with Department guidelines and Section 165.011, RSMo.

Date To Implement Action Step: 07/01/2009

Date of Completion: 05/20/2013

#### **8. ACTION STEP**

Attend adequate training sessions to remain current with Missouri school finance laws and regulations.

Date To Implement Action Step: 07/01/2009

Date of Completion: 05/20/2013

### **4. OBJECTIVE**

The district will continue to implement and improve a plan to improve school safety measures at all facilities and will improve on the safety status as measured by the Advanced Questionnaire survey.

**MSIP Standard: 8.11,8.14**

#### **1. STRATEGY**

Determine the reasons why students and staff do not feel safe and valued at school.

MSIP Standard: 8.10,8.11

Persons Responsible: Director of Security, Director of Pupil Services

Funding Source Name: At-Risk Program, Local Funds, Basic Formula - State Monies

Date to Implement Strategy: 08/13/2010

Date of Completion: 05/20/2013

#### **1. ACTION STEP**

Provide ongoing surveys to continue to determine school climate and perceptions of safety in district buildings.

Date To Implement Action Step: 09/01/2010

Date of Completion: 05/20/2013

#### **2. STRATEGY**

Continue to develop a safe learning community in buildings focused on student learning and collaboration.

MSIP Standard: 8.11

Persons Responsible: Asst. Supt. of Business, Director of Security, Director of Pupil Services

Funding Source Name: Local Funds

Date to Implement Strategy: 08/13/2010

Date of Completion: 05/20/2013

#### **1. ACTION STEP**

Utilize District Ad Hoc Safety Committee to steer local decisions to improve building safety.

Date To Implement Action Step: 08/13/2010

Date of Completion: 05/20/2013

#### **2. ACTION STEP**

Continue to implement Bullying and Violence Prevention programs.

Date To Implement Action Step: 08/13/2010

Date of Completion: 05/20/2013

#### **3. ACTION STEP**

Enforce district ID Badge policy.

Date To Implement Action Step: 08/13/2010

Date of Completion: 05/20/2013

### **3. STRATEGY**

There will be a consistent implementation of the discipline code of conduct in all schools.

MSIP Standard: 6.6,8.11

Persons Responsible: Director of Security, Associate Superintendents, Principals

Funding Source Name: Local Funds, Basic Formula - State Monies

Date to Implement Strategy: 08/13/2010

Date of Completion: 05/20/2013

#### **1. ACTION STEP**

Provide professional development for building administrators to establish consistency and improved communication for all disciplinary actions.

Date To Implement Action Step: 08/13/2010

Date of Completion: 05/20/2013

#### **2. ACTION STEP**

Provide frequent instruction to students, parents, teachers on the expectations of the Student Code of Conduct.

Date To Implement Action Step: 08/13/2010

Date of Completion: 05/20/2013

#### **3. ACTION STEP**

Expand the Positive Behavior Supports for all schools to enhance climate and reduce discipline referrals.

Date To Implement Action Step: 07/01/2011

Date of Completion: 05/20/2013

### **4. STRATEGY**

Improve the management of student behavior in the classroom and in buildings.

MSIP Standard: 6.6,8.11

Persons Responsible: Director of Security, Associate Superintendents, Principals

Funding Source Name: At-Risk Program, Local Funds, Basic Formula - State Monies

Date to Implement Strategy: 08/13/2010

Date of Completion: 05/20/2013

#### **1. ACTION STEP**

Implement a systematic Pyramid of Interventions for behavior that is consistently utilized.

Date To Implement Action Step: 07/01/2011

Date of Completion: 05/20/2013

#### **2. ACTION STEP**

Provide professional development for all district staff on the implementation of the Pyramid of Interventions for behavior.

Date To Implement Action Step: 08/13/2010

Date of Completion: 05/20/2013

#### **3. ACTION STEP**

Communicate regularly and effectively the behavioral expectations to students, parents, and teachers.

Date To Implement Action Step: 08/13/2010

Date of Completion: 05/20/2013

#### **4. ACTION STEP**

Improve the culture in each building to a culture of learning vs. a culture of compliance.

Date To Implement Action Step: 07/01/2011

Date of Completion: 05/20/2013

#### **5. STRATEGY**

Continue and maintain the use of metal detectors at all secondary schools.

MSIP Standard: 8.11

Persons Responsible: Associate Superintendent of Business, Director of Safety and Security

Funding Source Name: Prop C, Local Funds, Basic Formula - State Monies, Basic Formula - Classroom Trust Fund

Date to Implement Strategy: 06/01/2010

Date of Completion: 06/30/2013

##### **1. ACTION STEP**

Review available technology and update as appropriate.

Date To Implement Action Step: 08/17/2012

Date of Completion: 06/30/2013

##### **2. ACTION STEP**

Enforce protocols and procedures for students and visitors to pass through metal detectors.

Date To Implement Action Step: 06/01/2010

Date of Completion: 06/30/2013

##### **3. ACTION STEP**

Provide appropriate training to those involved with the equipment.

Date To Implement Action Step: 07/01/2010

Date of Completion: 06/30/2013

#### **6. STRATEGY**

Utilization and maintenance of new doors and controlled access at all schools.

MSIP Standard: 8.11

Persons Responsible: Associate Superintendent of Business, Director of Safety and Security

Funding Source Name: Prop C, Local Funds, Basic Formula - State Monies, Basic Formula - Classroom Trust Fund

Date to Implement Strategy: 06/01/2010

Date of Completion: 06/30/2013

##### **1. ACTION STEP**

Provide training as necessary for access control and door releases.

Date To Implement Action Step: 08/01/2010

Date of Completion: 06/30/2013

#### **7. STRATEGY**

Provide safe transportation for all students utilizing the district transportation system.

MSIP Standard: 8.14

Persons Responsible: Associate Superintendent of Business, Director of Transportation

Funding Source Name: Prop C, Transportation, Local Funds, Basic Formula - State Monies, Basic Formula - Classroom Trust Fund

Date to Implement Strategy: 07/01/2001

Date of Completion: 06/30/2013

### **1. ACTION STEP**

Provide ongoing training for bus drivers regarding disciplinary issues and interactions with students.

Date To Implement Action Step: 07/01/2011

Date of Completion: 06/30/2013

### **2. ACTION STEP**

Utilization of cameras on buses.

Date To Implement Action Step: 08/01/2010

Date of Completion: 06/30/2013

## **5. OBJECTIVE**

By May 2013, the use of Parent Portals will increase by 5%.

**MSIP Standard: 6.4**

### **1. STRATEGY**

Utilize instructional technology to provide for 21st century skills for all students.

MSIP Standard: 6.3,6.4

Persons Responsible: Director of Technology, Principals

Funding Source Name:

Date to Implement Strategy: 08/13/2010

Date of Completion: 05/20/2013

### **1. ACTION STEP**

Continue to investigate educational technology programs and equipment for improving the quality of instruction and student performance.

Date To Implement Action Step: 08/13/2010

Date of Completion: 05/20/2013

### **2. ACTION STEP**

Provide increased technology training options for all staff members.

Date To Implement Action Step: 07/01/2011

Date of Completion: 05/20/2013

## **6. OBJECTIVE**

By 2012 the district will provide ELL students ready access to technology tools and instructors to enhance learning in content areas.

**MSIP Standard: 1.1,6.4**

### **1. STRATEGY**

ELL students will utilize technology to provide for 21st century skills.

MSIP Standard: 1.1,6.7,6.8,9.2

Persons Responsible: Bldg admin; Program Coordinator

Funding Source Name: Title III - LEP

Date to Implement Strategy: 08/17/2011

Date of Completion: 05/20/2013

### **1. ACTION STEP**

Purchase computers, printers and projector screens for ELL classrooms to implement strategies.

Date To Implement Action Step: 08/17/2011

Date of Completion: 05/20/2013

# GOAL 4: COMMUNITY PARENT INVOLVEMENT

**Promote, facilitate, and enhance parent, student, and community involvement in LEA/District educational programs.**

## 1. OBJECTIVE

Maintain accurate communication with the public by posting and producing effective marketing and public relations systems; making the public aware of district's vision, goals, objectives, and performance.

**MSIP Standard: 7.5,8.8**

### 1. STRATEGY

Enhance the website by providing marketing and public relations on a district website home page.

MSIP Standard: 7.5,8.9

Persons Responsible: Public Information Office

Funding Source Name: Local Funds, Basic Formula - State Monies

Date to Implement Strategy: 08/13/2011

Date of Completion: 05/20/2013

### 2. STRATEGY

Provide district podcast, video, media capabilities and website capabilities to high school students in appropriate classrooms.

MSIP Standard: 7.5,8.9

Persons Responsible: Public Information Office

Funding Source Name: Local Funds

Date to Implement Strategy: 08/13/2011

Date of Completion: 05/20/2013

### 3. STRATEGY

Provide continuous information about the district's events and news through the use of PSA and Press Releases.

MSIP Standard: 8.9

Persons Responsible: Public Information Office

Funding Source Name: Local Funds

Date to Implement Strategy: 08/13/2011

Date of Completion: 05/20/2013

## 2. OBJECTIVE

Increase corporate and community partnerships/collaboration.

**MSIP Standard: 7.6**

### **1. STRATEGY**

Involve a diverse group of partnerships in the district (seniors, businesses, higher education groups, organizations, etc.)

MSIP Standard: 7.6

Persons Responsible: Public Information Office, Administrative Team, Board of Education, Superintendent of Schools

Funding Source Name: Local Funds

Date to Implement Strategy: 08/13/2011

Date of Completion: 05/20/2013

#### **1. ACTION STEP**

Develop partnerships with a variety of organizations.

Date To Implement Action Step: 08/13/2011

Date of Completion: 05/20/2013

### **3. OBJECTIVE**

Utilize effective methods of communicating with the public by producing effective marketing and public relations systems; making the public aware of district's vision, goals, objectives and performance.

**MSIP Standard: 7.5,8.8**

### **1. STRATEGY**

Enhance the website by providing a uniform look to individual school web pages and district website home page

MSIP Standard: 7.5,8.9

Persons Responsible: Public Information Office

Funding Source Name: Local Funds, Basic Formula - State Monies

Date to Implement Strategy: 07/01/2011

Date of Completion: 05/20/2013

#### **1. ACTION STEP**

Monitor the website tracking system that will provide information about users accessing the website including: connection speed, country, visits per day, etc.

Date To Implement Action Step: 07/01/2011

Date of Completion: 05/20/2013

### **2. STRATEGY**

Update district, community and area information on the website.

MSIP Standard: 7.5,8.9

Persons Responsible: Public Information Office

Funding Source Name: Local Funds

Date to Implement Strategy: 07/01/2011

Date of Completion: 05/20/2013

### **3. STRATEGY**

Update the interactive tool for Your School Report.

MSIP Standard: 7.5,8.9

Persons Responsible: Public Information Office

Funding Source Name: Local Funds

Date to Implement Strategy: 08/13/2011

Date of Completion: 05/20/2013



#### **4. OBJECTIVE**

Continue to monitor the number of students involved with community services and business partnerships.

**MSIP Standard: 6.9,7.3,7.6,7.8**

##### **1. STRATEGY**

Utilize students and provide student learning opportunities within the district and business community.

MSIP Standard: 6.4,6.9,7.2,7.6

Persons Responsible: Associate Superintendents, Principals, Public Information Office, Business Office

Funding Source Name: TITLE IV.A, Local Funds

Date to Implement Strategy: 08/13/2011

Date of Completion: 05/20/2013

##### **1. ACTION STEP**

Continue student participation in print shop job roles and public information job roles.

Date To Implement Action Step: 08/13/2010

Date of Completion: 05/20/2013

##### **2. ACTION STEP**

Continue business internships for students (i.e. businesses, city government).

Date To Implement Action Step: 08/13/2011

Date of Completion: 05/20/2013

##### **3. ACTION STEP**

Continue community service participation.

Date To Implement Action Step: 08/13/2011

Date of Completion: 05/20/2013

#### **5. OBJECTIVE**

Continue the increase of family/parent participation in the educational process.

**MSIP Standard: 7.5,7.6**

##### **1. STRATEGY**

Continue to create Parent/Community advisory groups for Exceptional Education, A+, Federal programs/departments to support the educational process.

MSIP Standard: 7.5,7.6

Persons Responsible: Director of Special Education, Associate Superintendents, PI Director

Funding Source Name: TITLE III, TITLE IV.A, Local Funds, Basic Formula - State Monies

Date to Implement Strategy: 07/01/2007

Date of Completion: 05/20/2013

##### **1. ACTION STEP**

Continue attendance recording and audience surveys at all events and provide reports.

Date To Implement Action Step: 07/01/2008

Date of Completion: 05/20/2013

## **2. ACTION STEP**

Encourage and provide support to all advisory and parent groups (i.e. PTSA, Curriculum Council, LINC, Booster Clubs, PTA).

Date To Implement Action Step: 08/13/2010

Date of Completion: 05/20/2013

## **2. STRATEGY**

Continue the tracking and recording of the attendance of all parents attending the parent teacher conference each year.

MSIP Standard: 7.5,7.6

Persons Responsible: Public Information Office, Building Administrators

Funding Source Name: TITLE III, TITLE IV.A, Local Funds, Basic Formula - State Monies

Date to Implement Strategy: 08/13/2011

Date of Completion: 05/20/2013

## **3. STRATEGY**

Continue to sponsor a family parent fair that provides information on District programs and services.

MSIP Standard: 7.5,7.6

Persons Responsible: Public Information Office, Building Administrators

Funding Source Name: Local Funds, Title I School Improvement (a), Title I

Date To Implement Action Step: 08/13/2011

Date of Completion: 05/20/2013

## **4. STRATEGY**

Sponsor a College and Career Night in collaboration with the Athletic Department.

MSIP Standard: 7.5,7.6

Persons Responsible: Public Information Office, Secondary Administrators

Funding Source Name: TITLE I, Local Funds, Basic Formula - State Monies, Title I School Improvement (a)

Date To Implement Action Step: 08/13/2011

Date of Completion: 05/20/2013

## **5. STRATEGY**

Continue to sponsor parent meetings for assisting parents in using teaching methods and strategies to support their children's education at home.

MSIP Standard: 7.5,7.6

Persons Responsible: Building Administrators, Teachers

Funding Source Name: TITLE I, Local Funds, Basic Formula - State Monies, Title I School Improvement (a)

Date To Implement Action Step: 08/13/2011

Date of Completion: 05/20/2013

## **6. STRATEGY**

Continue to provide training to staff to support parent involvement (i.e., Connect Ed. Phone Blast, Parent Portal, Websites).

MSIP Standard: 7.5,7.6

Persons Responsible: Public Information Office, Building Administrators, Director of Technology

Funding Source Name: Local Funds, Title I

Date To Implement Action Step: 08/01/2011

Date of Completion: 05/20/2013

## **7. STRATEGY**

Continue to define parent involvement and provide methods with tracking.

MSIP Standard: 7.5,7.6

Persons Responsible: Public Information Office, Building Administrators

Funding Source Name: Local Funds

Date To Implement Action Step: 08/01/2011

Date of Completion: 05/20/2013

## **8. STRATEGY**

The District, through its 4 times a year ELL parent night and school-home communication activities, will promote parental and community participation in instructional and English language development programs for English Language Learners.

MSIP Standard: 7.5

Persons Responsible: Associate Superintendent of Student Services

Funding Source Name: Title III - LEP, TITLE III

Date to Implement Strategy: 08/13/2010

Date of Completion: 05/20/2013

### **1. ACTION STEP**

Parents and ELL teachers will participate in a “homework help” training to assist parents with teaching methods and strategies for students.

Date To Implement Action Step: 08/13/2010

Date of Completion: 05/20/2013

## **9. STRATEGY**

Increase the number of positive parent contacts.

MSIP Standard:

Persons Responsible: Building principals, Teachers

Funding Source Name: TITLE III, Local Funds, Basic Formula - State Monies, Title I

Date to Implement Strategy: 08/13/2010

Date of Completion: 05/20/2013

## 5. GOAL: GOVERNANCE

**Govern the LEA/District in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.**

### 1. OBJECTIVE

By May 2013, in order to determine the best direction for our school district, the Board of Education will become better informed of the ongoing and consistent objectives of improving student performance.

**MSIP Standard: 8.3,8.8,8.9**

#### 1. STRATEGY

Take advantage of formal and informal opportunities to network with other Boards of Education.

MSIP Standard: 8.3

Persons Responsible: Board of Education members

Funding Source Name: Local Funds

Date to Implement Strategy: 08/01/2012

Date of Completion: 06/30/2013

#### 1. ACTION STEP

Improve external communications with other Boards of Education.

Date To Implement Action Step: 07/01/2012

Date of Completion: 06/30/2013

#### 2. ACTION STEP

Each Board of Education member will attend at least two other Board of Education meetings outside the district per school year.

Date To Implement Action Step: 07/01/2012

Date of Completion: 06/30/2013

#### 3. ACTION STEP

Participate in the Cooperating School Districts of Greater Kansas City.

Date To Implement Action Step: 08/01/2012

Date of Completion: 06/30/2013

### 2. STRATEGY

Participate in ongoing professional development programs.

MSIP Standard: 8.3

Persons Responsible: Board of Education Members

Funding Source Name: Local Funds

Date to Implement Strategy: 07/01/2012

Date of Completion: 06/30/2012

#### 1. ACTION STEP

Board members will participate in state and national conferences that focus on district needs as finances allow.

Date To Implement Action Step: 08/17/2012

Date of Completion: 06/30/2013

## **2. ACTION STEP**

Board members will continue involvement in the Missouri School Board Association and encourage 100% attendance in regional meetings and the annual state conference.

Date To Implement Action Step: 08/01/2012

Date of Completion: 06/30/2013

## **3. ACTION STEP**

Provide an in-service program for all new Board of Education members after the April election including information on Robert's Rules of Order, 610 Sunshine Law, and Board of Education Policies. The topic will be reviewed regularly by all members.

Date To Implement Action Step: 08/17/2012

Date of Completion: 06/30/2013

## **4. ACTION STEP**

Participate in annual diversity/sensitivity/cultural awareness training.

Date To Implement Action Step: 08/17/2012

Date of Completion: 06/30/2013

## **5. ACTION STEP**

The Board of Education will be involved with in-district professionals development on specific topics at regularly scheduled board workshops (i.e. CUBE, Performance pay. Extended school day/year, Great City Schools.

Date To Implement Action Step: 08/17/2012

Date of Completion: 06/30/2013

## **6. ACTION STEP**

The Board of Education will attend a workshop on Board Evaluation tools.

Date To Implement Action Step: 08/17/2012

Date of Completion: 06/30/2013

## **3. STRATEGY**

Identify and implement methods by which the community can effectively communicate with the Board of Education.

MSIP Standard: 8.8,8.9

Persons Responsible: Board of Education Members

Funding Source Name: TITLE II.A, Local Funds, Title I, TITLE V, TITLE III

Date to Implement Strategy: 08/02/2012

Date of Completion: 06/30/2013

### **1. ACTION STEP**

Host legislative forums opens to all patrons.

Date To Implement Action Step: 08/17/2012

Date of Completion: 06/30/2013

### **2. ACTION STEP**

Utilize technology to improve communications

Date To Implement Action Step: 08/17/2012

Date of Completion: 06/30/2013

### **3. ACTION STEP**

Provide the community opportunities to provide input and effective communication with the Board of Education through audience input section of the Board agenda.

Date To Implement Action Step: 08/02/2012

Date of Completion: 06/30/2013

### **4. ACTION STEP**

Inform the public and staff of the appropriate protocol for effective communication with the Board of Education (including the chain of command).

Date To Implement Action Step: 08/01/2012

Date of Completion: 06/30/2013

### **5. ACTION STEP**

Host regular community forums for all students, parents, patrons, and stakeholders with special emphasis on the superintendent search. The Board of Education will host meetings at school locations.

Date To Implement Action Step: 08/01/2012

Date of Completion: 06/30/2013

### **6. ACTION STEP**

Attend school and community activities to develop supportive partnerships with the school community.

Date To Implement Action Step: 08/17/2012

Date of Completion: 06/30/2013

## **4. STRATEGY**

Annual review of Comprehensive School Improvement Plan (CSIP) and Board of Education (BOE) goals, student achievement measures, district policies and procedures.

MSIP Standard: 7.7,8.1,8.2,8.7,8.9

Persons Responsible: Board of Education Members, Superintendent of Schools

Funding Source Name: Local Funds, Basic Formula - State Monies

Date to Implement Strategy: 08/01/2012

Date of Completion: 06/30/2013

### **1. ACTION STEP**

Use data to measure successful completion of Board Operation goals.

Date To Implement Action Step: 07/01/2012

Date of Completion: 06/30/2013

## **5. STRATEGY**

Increase involvement in legislative and economic issues impacting student achievement and district financing.

MSIP Standard: 7.6,8.4,8.5,8.6,8.8

Persons Responsible: Board of Education Members

Funding Source Name: Local Funds, Basic Formula - State Monies

Date to Implement Strategy: 08/01/2012

Date of Completion: 06/30/2013

**1. ACTION STEP**

Develop and maintain positive working relationships with elected and appointed officials and other interested parties.

Date To Implement Action Step: 08/02/2012

Date of Completion: 06/30/2013

**2. ACTION STEP**

Develop opportunities to participate in civic organizations and legislative functions: Southern Communities Coalition, legislative forums, teacher organization activities, churches and HOA, SKCCC etc.

Date To Implement Action Step: 08/01/2012

Date of Completion: 06/30/2013

**3. ACTION STEP**

Meet with state legislators in Jefferson City annually to discuss issues that impact the district.

Date To Implement Action Step: 08/02/2012

Date of Completion: 06/30/2013

# GLOSSARY

## Hickman Mills C-1 Schools CSIP Definition of Terms

<b>ABCTE</b>	American Board for Certification of Teacher Excellence: organization dedicated to recruiting, preparing, certifying and supporting teachers
<b>ACT</b>	American College Test: entrance exam used by many college and universities to determine enrollment and admission to college.
<b>APR</b>	Annual Performance Report: performance standards outlined by Missouri Department of Elementary and Secondary Education used to determine a school district's accreditation.
<b>BOE</b>	Board Of Education: the governing body to a school district.
<b>CCSS</b>	Common Core State Standards
<b>CE/CTE</b>	Career Education/Career Technical Education: combines academics and occupational skill training to prepare students of all ages.
<b>CSIP</b>	Comprehensive School Improvement Plan: goals and objectives created by school districts used to evaluate the success of student performance.
<b>CUBE</b>	Council of Urban Boards of Education: group of urban school district governing bodies with the National School Board Association.
<b>Curriculum</b>	The courses offered by a school.
<b>DOK</b>	Depth of Knowledge: four levels of instruction and assessment under the No Child Left Behind (NCLB) Act of 2001.
<b>ELL</b>	English Language Learners: students are assessed using an language proficiency exam to determine status
<b>EOC</b>	End Of Course exam: state mandated annual assessment for grades 9-12 in Algebra I, English II, Biology, American Government
<b>ESOL</b>	English for Speakers of Other Languages: term for individuals whose native language is not English.
<b>FAFSA</b>	Free Application for Federal Student Aid: federal grant and student loan application for college.
<b>LEA</b>	Local Education Agency: federal and state term for the school district and residing schools
<b>LEP</b>	Limited English Proficiency: an individual who has limited ability in speaking, reading, writing, understanding the English language, or who lives in a family/community with a dominant language other than English.
<b>LINC</b>	Local Investment Commission
<b>MAP</b>	Missouri Assessment Program: state mandated annual assessment for grades 3-8.
<b>PTA</b>	Parent Teacher Association
<b>PTSA</b>	Parent Teacher Student Association
<b>RTI</b>	Response To Intervention/Instruction: progress monitoring of student achievement using assessments aligned to curriculum
<b>SMART Goals</b>	Specific Measurable Attainable Realistic Timely goals: a method used in writing goals for education.
<b>TCO</b>	Total Cost of Ownership: the money needed to purchase, install, and maintain a product or service.
<b>TFA</b>	Technology Focus Area: the five technology focused areas within the district technology plan.



HICKMAN MILLS C-1 SCHOOL DISTRICT  
2012-2017