

Lowell School District #71

Superintendent Action Plan

Pillar 1 – Board of Trustees

Area of Focus	Action Plan	Involved Groups/ Individuals	Timeline/Product
Team Building (Getting to know one another more and creating a deeper team building roots)	Present 3 hour workshop: <i>How to Effectively Lead: Understanding Your Own Leadership Style and Its Impact on Those You Lead</i> The workshop provides each leader with a deeper understanding of their own leadership tendencies and the why and how their fellow team members lead and react.	Board Members and Ms. Graham	August 17, 2014 No product developed (Team Building – Step 1 Workshop in the a.m., with Governance Standards in the pm.)
Governance Standards – (Formalize the governance roles, relationships, and process; to ensure that we understand our governance roles and relationships, within the definitions provided by the Board)	Present 4 hour workshop: <i>Board Governance: Developing Board Protocols that Ensure Success</i> The workshop is highly participatory and will result in approval of protocols to be included within a governance handbook.	Board Members and Ms. Graham	August 17, 2014 Product - Board Governance Handbook (Team Building – Workshop in the a.m., with Governance Standards in the pm.)
Creation of the District's Strategic Plan – With the focus on the Board prioritizing the objectives that will drive how we expend district financial and human resources to accomplish the goals and objectives of the Board	<i>Strategic Plan Revision</i> I will facilitate the development of a document that prioritizes the expenditure of funds to drive the vision of the board into the practices of the district.	Board Members and Stakeholders	Product - District Strategic Plan
Collective Bargaining	Present collective bargaining workshop – Focus on developing a long-term collective bargaining strategy and understanding.	Board Members/District Negotiation Team Members	No product developed

Pillar 2 – Curriculum and Instruction

Area of Focus	Action Plan	Involved Groups/Individuals	Timeline/Product
Improve Academic Performance Results	Support the work of Ms. Graham, as she provides the educational leadership necessary to make Lowell School District the best small school district in the State of Oregon.	Ms. Graham and staff	Report to the Board on “what is” and recommended strategic course adjustments.
Research and review the present charter schools within the district and recommend strategies to return the students to the District.	Assess the pros and cons of each charter.	Charter School leaders and parents	Report to the Board

Pillar 3 – Human Resources

Area of Focus	Action Plan	Involved Groups/Individuals	Timeline/Product
Assess and develop the leadership capacity of Ms. Graham and support her development as the, day to day, leader of the District.	Discuss with the Board the strengths and areas for growth in Ms. Graham and provide a professional growth plan for Ms. Graham.	Mr. Graham	Closed Session Personnel Report provided to the Board
Hiring and Retention Practices	Assess the recruitment/evaluation/retention/hiring practices (Without great people, the district can't make great progress.)	Superintendent, Ms. Graham and Ms. McNamara	Action Plan Report to the Board to improve processes
Review of Human Resource Systems	Assess evaluation process and personnel data (e.g. absenteeism rates, workman's comp injuries, etc.)	Superintendent, Ms. Graham and Ms. McNamara	Report to the Board areas for improvement.
Review the organizational staffing and organizational structure	Assess the present organizational and staffing structures, in light of the financial condition of the District	Superintendent, Mr. Standridge, Ms. Graham	Report to the Board
Review each union contract, side letters and MOU's to determine if the language best serves the district, both financially and in serving students.	Negotiate revisions to the contract to address this area of focus	Board, Ms. Graham and Attorney	October, 2013
Ensure that each staff member is meaningfully evaluated on an annual basis	Work, in concert, with Ms. Graham to evaluate each staff member. Each evaluation completed will include meaningful recommendations for growth and improvement	Board, Ms. Graham	May, 2014

Pillar 4 – Finance

Area of Focus	Action Plan	Involved Groups/Individuals	Timeline/Product
Assess the overall financial standing of the district, including the review of each fund.	With the assistance of Mr. Standridge, provide for a report on the financial condition of the district. From the report, provide recommendations that would adjust the system/budget to better serve students and to ensure for the long-term financial integrity of the District.	Mr. Standridge, Ms. McNamara	Report to the Board and Presentation
Assess the condition of the district facilities	The Superintendent and Ms. Graham will provide a quarterly report on the condition of the school sites	Ms. Graham and Mr. Doon	Facility Reports provided to the Board on the Quarterly basis
Maintenance and Facility Master Plan	Create the Maintenance and Facility Master Plan	Superintendent and Mr. Hansen	Five Year Maintenance and Facility Master Plan for Board Approval in May of 2014
Assess the advantages and disadvantages of transporting students	Assess and develop appropriate strategies to provide the necessary information to the Board to enable the Board to make the best long-term financial and educational decision in providing transportation services to the students	Superintendent and Mr. Ellisson	January, 2014

Pillar 5 – Stakeholders

Area of Focus	Action Plan	Involved Groups/Individuals	Timeline/Product
Support of staff and community members into the future of the district	Host quarterly Stakeholder Meetings with 3 groups of individuals: Group 1 – Teachers Group 2 – Classified Staff Group 3 – Parents/Community members representing each school.	Superintendent	Provide summary of each meeting to the Board.
Support of Elected Officials	Meet with, individually, elected officials (Commissioner, Mayor, Fire Chief, ESD Superintendent, State and Federal Legislators), on a regular basis, to keep them informed on the progress of the district and to solicit their input and support	Elected/Appointed Officials	Provide summary of each meeting in the Superintendent Notes sent to the Board.

The screen to all decision making must be **what is best for kids!**