

# Lowell School District

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45 S. Moss St. ♦ Lowell, Oregon 97452 ♦ (541) 937-2105

## **Board of Director's Study Session and Meeting**

February 9, 2015

Professional Development Center

5:30 pm—Study Session followed by Executive Session

7:00 pm—Public Session

### **AGENDA**

The Lowell School Board encourages public input. Persons wishing to address the Board on school related issues, are invited to do so, either when the item is presented on the agenda, or under the "Public Comments" section. In the interest of time and order, presentations from the public are limited to three (3) minutes per person, and the total time for individual agenda items shall not exceed twenty (20) minutes. An individual speaker's allotted time may not be increased by a donation of time from members of the public in attendance. If you wish to speak under Public Comments, please complete a Public Comment Form and turn it in to the Assistant to the Superintendent. The Board requests complaints or charges against an employee be held in Executive Session. Individuals who require disability-related accommodations or modifications to participate in the Board meeting should contact the Superintendent in writing prior to the meeting.

#### **1.0 OPENING—Professional Development Center**

1.1 Call to Order

1.2 Pledge of Allegiance

1.3 Attendance:

\_\_\_ Dennis McCallum, Chair

\_\_\_ Suzanne Kintzley, Vice-Chair

\_\_\_ Mike Galvin

\_\_\_ Leslie Brandt

\_\_\_ Jim Chapman

\_\_\_ Walt Hanline, Ed. D., Superintendent

\_\_\_ Kay Graham, Principal

\_\_\_ Marisa Owsley, Student Body Representative

\_\_\_ Michelle Stephens, Assistant to the Superintendent

1.4 Approve Lowell School Board Meeting and Study Session Agenda for February 9, 2015

MOTION: \_\_\_ 2<sup>nd</sup>: \_\_\_ AYES: \_\_\_ NOES: \_\_\_ ABSTAIN: \_\_\_

#### **2.0 STUDY SESSION—Professional Development Center**

2.1 Update on District Food Service Program and Food Service Enterprise Program—Presented by Dr. Hanline

2.2 Mid-course Strategic Plan Report—Presented by Dr. Hanline and Ms. Graham (Attachment)

#### **3.0 EXECUTIVE SESSION—Superintendent's Office Conference Room**

3.1 Pursuant to ORS 192.660(2)(i)

To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

3.1.1 Discussion of Superintendent's Annual Objectives and Evaluation Process

3.2 Pursuant to ORS 192.660 (2) (d).

To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

3.3 Pursuant to ORS 192.660 (2)(f)

To consider records exempt by law from public inspection.

3.4 Return to Public Session

**4.0 PUBLIC SESSION—Professional Development Center**

4.1 Public Session Call to Order

4.2 Pledge of Allegiance

4.3 Attendance:

\_\_\_ Dennis McCallum, Chair

\_\_\_ Suzanne Kintzley, Vice-Chair

\_\_\_ Mike Galvin

\_\_\_ Leslie Brandt

\_\_\_ Jim Chapman

\_\_\_ Walt Hanline, Ed. D., Superintendent

\_\_\_ Kay Graham, Principal

\_\_\_ Marisa Owsley, Student Body Representative

\_\_\_ Michelle Stephens, Assistant to the Superintendent

**5.0 ACTION DISCUSSION**

5.1 Approve Food Service Enterprise Program—Presented by Dr. Hanline

MOTION: \_\_\_ 2<sup>nd</sup>: \_\_\_ AYES: \_\_\_ NOES: \_\_\_ ABSTAIN: \_\_\_

5.2 Approve/authorize Dr. Hanline to sign purchase agreements for modular classrooms—

Presented by Dr. Hanline

MOTION: \_\_\_ 2<sup>nd</sup>: \_\_\_ AYES: \_\_\_ NOES: \_\_\_ ABSTAIN: \_\_\_

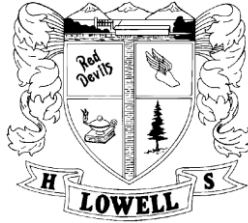
5.3 Approve the job description for the Lowell School District Youth Transition Program and Work Based Learning Coordinator—Presented by Dr. Hanline (Attachment)

MOTION: \_\_\_ 2<sup>nd</sup>: \_\_\_ AYES: \_\_\_ NOES: \_\_\_ ABSTAIN: \_\_\_

**6.0 ADJOURNMENT**

Any documents that are public records and are provided attachments to public session items on this agenda are accessible to the public on the District's Website, with the exception of documents provided at the time of the meeting. Documents that are public records, and are provided at the time of the meeting to a majority of the Board regarding a public session item, will be made available for public inspection upon request to the Superintendent's Assistant.

# **Lowell School District #71**



## **Strategic Plan**

### **Board of Directors**

**Dennis McCallum, Chair**  
**Suzanne Kintzley, Vice Chair**  
**Leslie Brandt**  
**Jim Chapman**  
**Mike Galvin**

### **Superintendent**

**Walt L. Hanline, Ed.D.**

### **Principal**

**Kay Graham**

## STRATEGIC PLAN OVERVIEW

The **Lowell School District #71** Strategic Plan, adopted by the Board of Trustees, is the management plan for the District. The following is a description of the purpose, components, definitions, process, and timeline related to the plan.

The Strategic Plan has three main purposes. First, the plan defines the District's vision, mission, and strategic goals. Second, the plan details how the District will achieve those goals. Third, the plan serves as the common tool for managing changing priorities, as indicated by the ordering of the objectives. All District decisions should reflect the priorities of the Strategic Plan.

The components of the Strategic Plan are defined below:

- **VISION**  
What the District is striving to do.
- **MISSION**  
What the District will accomplish by the end of the five-year Strategic Plan.
- **STRATEGIC GOALS**  
Actions to be completed by District and site staff.
- **OBJECTIVES**  
Actions by District and site staff to achieve the strategic goals.
- **EVALUATION CRITERIA**  
Measurement of how the school and district will assess their annual progress against the objectives.
- **ACTION PLANS and PROJECT ACTIVITIES**  
Administered by the Superintendent, Action Plans are the specific plans, which must be completed by each school to achieve the specific objectives.

The implementation of the Strategic Plan follows a yearly update cycle to ensure that the plan reflects the priorities defined by the Board of Trustees. Implementation of the Strategic Plan continues throughout the year and is evaluated, analyzed, and revised annually.

### Key Objectives:

Key objectives for the district will be measured against districts/schools with similar demographics.

**Questions regarding the Strategic Plan should be directed to the Superintendent.**

# Lowell School District #71

## Strategic Plan

### Vision Statement:

Dedicated to the educational achievement and the success of every student.

### Mission Statement:

Together with families and the community, we will provide each student a challenging, quality education, in a safe and supportive small school environment. We are committed to:

- Providing rigorous standards-based teaching and learning programs that are responsive to each student's needs
- Ensuring that each student makes measurable yearly academic progress
- Preparing all students for personal success by providing college and career opportunities and programs
- Promoting diverse opportunities, in and out of the classroom
- Maintaining our unique environment that assures participation in team sports, arts, clubs, or extra-curricular activities
- Inspiring creativity, critical thinking, leadership skills, and life-long learning
- Cultivating respectful students with a strong work ethic, grit and determination, who are self-directed, responsible community members

### Strategic Goals:

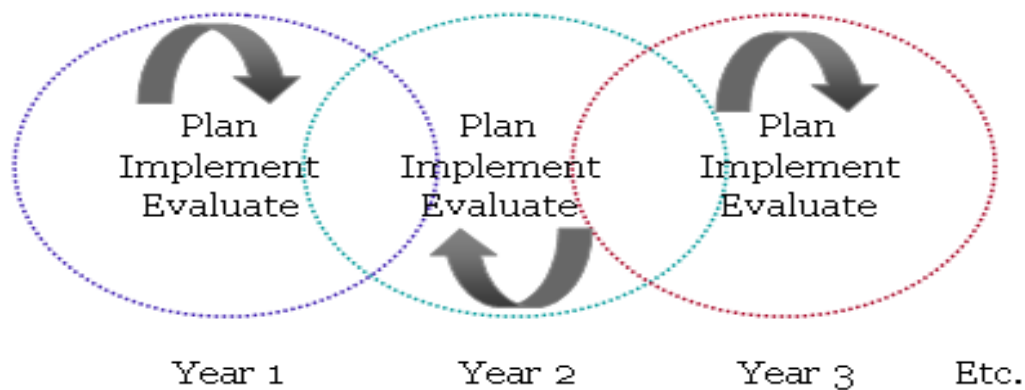
- **Curriculum and Instruction:** Continue to design, implement, evaluate, and improve instructional programs to ensure every student meets the district standards
- **Human Resources:** Recruit, select, develop, evaluate and retain the highest quality staff
- **Student Services:** Continue to design, implement, evaluate, and improve programs and services to support success for all students
- **Family and Community Partnerships:** Design, implement, evaluate, and improve partnerships that support the goals and objectives of the District
- **Facilities and Equipment:** Provide an environment that is safe, clean and attractive that promotes student learning and fosters student, staff, and community pride
- **Alternative and Optional Educational Programs and Services:** Provide for alternative and optional educational programs and services for our students, families and communities
- **Strategic and Financial Planning:** Continue to design, implement, evaluate, and improve the strategic planning process to ensure that the short-term and long-range human, financial and capital resources are efficiently and effectively allocated

# Lowell School District #71 Strategic Plan Timeline

		Strategic Plan Year 2013-2014	Strategic Plan Year 2014-2015	Strategic Plan Year 2015-2016
Planning	1. Approval by the Board of Trustees of Strategic Plan and Evaluation Criteria	Spring of 2014	Spring of 2015	Spring of 2016
	2. Initial Budget Study Session of the Board to Address Preliminary Budget Options	May	May	May
	3. Final Budget Study Session of the Board to Address Preliminary Budget Options	May	May	May
	4. District Budget Approved by Board of Trustees	June	June	June
	5. Strategic Plan Implementation	July 2014- June 2015	July 2015- June 2016	July 2016- June 2017
Evaluation	6. Quantitative Evaluation of Data - Collect and Organize Data	Implementation Year	Sept. - Oct.	Sept. - Oct.
	7. Annual Strategic Plan Report Submitted to the Board for Acceptance, Reflecting Qualitative and Quantitative Data	Implementation Year	February 2016	February 2017
	8. Superintendent and Principal's Evaluation Completed, Reflecting the Annual Strategic Plan Report Approved by the Board.	Implementation Year	Feb. - March 2016	Feb. - Mar. 2017

## Timeline

Continuous process ....



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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: **Business Services**

Site: **District Office**

STRATEGIC GOAL: Financial Planning									
<b>1.0 OBJECTIVE: FISCAL INTEGRITY AND ACCOUNTABILITY</b> Continue to design, develop, implement, and evaluate the short-term and long-range financial and human resource allocation system to ensure fiscal accountability and for the implementation of the goals and prioritized objectives of the District's strategic plan.									
EVALUATION CRITERIA FOR 2014-2015:			X = MET						
1.1	General Fund Designated Reserves ( <b>Projected Ending Balance – \$423,251</b> ) Create and maintain a reserve for economic uncertainties of 8% within the General Fund balance.(\$240,000)		X						
1.2	Create and maintain an ongoing equipment replacement fund/reserve of 3%. (\$90,000)		X						
1.3	Create and maintain an ongoing Special Education uncertainty reserve of \$75,000.		X						
1.4	Create and maintain a 3% Unrestricted General Fund contribution to routine Maintenance and Repair. (\$120,000 – This has been met through the renovation projects.)		X						
1.5	Provide funding for the implementation of the Strategic Plan priorities, as evidenced by a balanced budget approved by the Board that is not in deficit spending, not later than July 1, 2015.		X						
1.6	Contribute 1% of the annual budget to the Post Retirement Benefit Reserve.		Not Met						
1.7	The Superintendent shall ensure that Mountain View Charter School provides a monthly fiscal report to the Board, which will ensure that the Charter School is in a sound financial condition.		X						
1.8	Recognizing the need to be competitive and the requirements associated with the implementation of Oregon Core Standards, all classrooms at the K-6 level shall be grade specific classrooms (combination classrooms will not exist)		X						
1.9	Recognizing that the District is funded based upon average ADM, maintain the level of class size in each grade level as reflected below: <table><tr><td>Kindergarten – Third Grade</td><td>22 to 1</td></tr><tr><td>Fourth – Sixth Grade</td><td>26 to 1</td></tr><tr><td>Seventh – Twelfth Grade</td><td>28 to 1</td></tr></table>	Kindergarten – Third Grade	22 to 1	Fourth – Sixth Grade	26 to 1	Seventh – Twelfth Grade	28 to 1		Not Met
Kindergarten – Third Grade	22 to 1								
Fourth – Sixth Grade	26 to 1								
Seventh – Twelfth Grade	28 to 1								
1.10	To ensure the continued existence and financial integrity of Lowell School District #71, investigate the opportunity of placing a tax initiative before the voters.		Not Met						

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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: **Business Services**

Site: **District Office**

<b>STRATEGIC GOAL: FACILITIES AND EQUIPMENT</b>			
<b>2.0 OBJECTIVE: SAFE, FUNCTIONAL, ACCESSIBLE, CLEAN, AND ATTRACTIVE CLASSROOMS, FACILITIES AND GROUNDS</b>			
Continually improve staff and student performance and to foster community pride by providing for safe, functional, accessible, clean, and attractive classrooms, facilities and grounds.			
<b>EVALUATION CRITERIA FOR 2014-2015:</b>			<b>X = MET</b>
	2.1	On a Likert Scale survey, with a minimum of 100% return, staff will rate safe, clean, sustainable and attractive classrooms, facilities and grounds to establish baseline.	<b>X</b>
	2.2	Report on the updated and completed projects of the Master Facility Plan will be provided to the Board on an annual basis, not later than March of each year.	<b>X</b>
	2.3	On a Quarterly Basis, the District Site Facility Team (Composed of two Board members, Superintendent, and Principal) will be established to review and assess the status of District facilities and school sites. A rating scale will be used to establish District benchmarks.	<b>X</b>
	2.3	Monthly Site Facility Inspection Reports of each school site to be communicated to the Board.	<b>X</b>
	2.4	District administration will be trained in fall 2015 in Crisis Response (CR) Implementation. School sites will develop and implement CR plans by February, 2015; Board Report in April 2015.	<b>In Progress</b>

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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: Human Resources

Site: District Office

<b>STRATEGIC GOAL: Human Resources</b>			
<b>3.0 OBJECTIVE: RECRUITMENT, SELECTION, PROFESSIONAL DEVELOPMENT, EVALUATION AND RETENTION OF STAFF</b>			
Continue to improve the processes of recruitment, selection, professional development, evaluation and retention to provide high quality staff.			
<b>EVALUATION CRITERIA FOR 2014-2015:</b>			<b>X = MET</b>
	3.1	Evaluation of classified and certificated staff will be completed within required timelines, with appropriate recommendations and commendations.	<b>X</b>
	3.2	Provide an annual assessment of each staff member, to the Board, in February of each school year.	<b>X</b>
	3.3	Provide a report to the Board, not later than March of 2015, on the professional development needs for certificated, classified, administrative staff and the Board.	<b>X</b>

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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: **Educational Services**

Site: **District Office**

<b>STRATEGIC GOAL: Family and Community Partnerships</b>			
<b>4.0 OBJECTIVE: OUTREACH AND PARTNERSHIPS</b>			
Continue to design, develop, implement, improve, and evaluate student, family, staff and community outreach and partnerships that provide direct and indirect support to the schools and the District.			
<b>EVALUATION CRITERIA FOR 2014-2015:</b>			<b>X = MET</b>
	4.1	Review each office area in each school site and make structural changes that would provide a welcoming reception area for students and parents.	<b>IP</b>
	4.2	Review and revise the Visitor policy and procedures to ensure that parents feel welcomed to the school and classrooms.	<b>IP</b>
	4.3	Develop and Implement a marketing program that will result in the increase of students attending Lowell School District.	<b>IP</b>
	4.4	Increase student enrollment in Lowell School District to 260 students by September of 2015.	<b>X</b>
	4.5	Increase by 3% the overall government grants received by the Lowell School District #71.	<b>X</b>
	4.6	Increase by 3% the overall private grants/donations received by the Lowell School District #71.	<b>X</b>
	4.7	Increase by 3% the overall community and booster funding received by the Lowell School District #71.	<b>X</b>
	4.8	Establish a program whereby each school site has an active community business partnership.	<b>IP</b>
	4.10	Report to the Board on the degree to which families are being engaged in the academic lives of their children by qualitative and quantitative data, as well as other data points specific to the school.	<b>IP</b>
	4.10.1	Engage families in understanding and supporting District curriculum; provide a list of specific strategies to the Board.	<b>IP</b>
	4.10.2	Increase, for all families, access to specific information regarding their children's education and educational programs; provide a list of specific strategies to the Board.	<b>IP</b>
	4.10.3	Increase by 5% the number of parents and family members who volunteer at their children's schools based on 2013-2014 numbers.	<b>IP</b>
	4.10.4	Increase, by 5% over 2013-2014 parent and family attendance at parent conferences, Back to School Nights, PTA and PTSC meetings.	<b>X</b>

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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: **Business Services**

Site: **District Office**

<b>STRATEGIC GOAL: Facilities and Equipment</b>			
<b>5.0 OBJECTIVE: IMPROVE TECHNOLOGY</b> Continue to design, develop, implement, evaluate, and improve technology hardware, software, and infrastructure to meet administrative and instructional requirements.			
<b>EVALUATION CRITERIA FOR 2014-2015:</b>			<b>X = MET</b>
	5.1	By March 15, 2015 establish district technology standards that identify grade-level technological skills and appropriately rigorous expectations for student production in using technology to demonstrate critical thinking, problem-solving and creativity.	<b>IP</b>
	5.2	Develop a funding and purchasing plan that will ensure that each student has a personal electronic notebook in their possession by September of 2016.	<b>IP</b>
	5.3	On a 5-point Likert Scale Survey, with a minimum of 100% return, staff will rate satisfaction with information technology services to establish baseline.	<b>X</b>

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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: **Educational Services**

Site: **District Office**

<b>STRATEGIC GOAL: Curriculum and Instruction</b>			
<b>6.0 OBJECTIVE: READING/LANGUAGE ARTS PROGRAM</b>			
Continue to design, develop, implement, evaluate, and improve the standards-based Reading/Language Arts Program			
<b>EVALUATION CRITERIA FOR 2014-2015:</b>			<b>X = MET</b>
	6.1	Fully implement the common core state standards and instructional practices associated with K-12 Literacy: Reading/Writing/Language Development in every classroom in the District, as demonstrated by observations from Professional Peers, Principals, Vice Principals, and Educational Services Staff. Provide a report to the Board, on or before January 31, 2015, on the progress made in fully implementing the Oregon Common Core State Standards.	<b>IP</b> <b>NEARLY</b> <b>MET</b>
	6.2	Provide a report to the Board, on or before January 31, 2015, on the opportunities and programs provided to students to improve their public speaking skills.	<b>IP</b>
	6.2.1	Once the Oregon Core Standards assessment system is implemented the assessment criteria will be applied to Lowell School District.	<b>IP</b>

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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: **Educational Services**

Site: **District Office**

<b>STRATEGIC GOAL: Curriculum and Instruction</b>			
<b>7.0 OBJECTIVE: MATH PROGRAM</b> Continue to design, develop, implement, evaluate, and improve the standards-based Math Program.			
<b>EVALUATION CRITERIA FOR 2014-2015:</b>			<b>X = MET</b>
	7.1	Fully implement the common core state standards and instructional practices associated with K-12 Math Program in every classroom in the District, as demonstrated by observations from Professional Peers, Principals, Vice Principals, and Educational Services Staff. Provide a report to the Board, on or before January 31, 2015, on the progress made in fully implementing the Oregon Common Core State Standards.	<b>X</b>
	7.2	Board Report on K-12 Math Program implementation, including assessment outcomes, as follows:	<b>IP</b>
	7.2.1	Once the Oregon Core Standards assessment system is implemented the assessment criteria will be applied to Lowell School District.	<b>IP</b>

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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: **Educational Services**

Site: **District Office**

<b>STRATEGIC GOAL: Curriculum and Instruction</b>			
<b>8.0 OBJECTIVE: SCIENCE PROGRAM</b> Continue to design, develop, implement, evaluate, and improve standards-based Science Program.			
<b>EVALUATION CRITERIA FOR 2014-2015:</b>			<b>X = MET</b>
	8.1	Fully implement the common core state standards and instructional practices associated with K-12 Science Program in every classroom in the District, as demonstrated by observations from Professional Peers, Principals, Vice Principals, and Educational Services Staff. Provide a report to the Board, on or before January 31, 2015, on the progress made in fully implementing the Oregon Common Core State Standards.	<b>IP</b>
	8.2	Board Report on K-12 Science Program implementation, including assessment outcomes as follows:	<b>IP</b>
	8.2.1	Once the Oregon Core Standards assessment system is implemented the assessment criteria will be applied to Lowell School District.	<b>IP</b>

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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: Educational Services

Site: District Office

<b>STRATEGIC GOAL: Curriculum and Instruction</b>			
<b>9.0 OBJECTIVE: HISTORY/SOCIAL SCIENCE PROGRAM</b> Continue to design, develop, implement, evaluate, and improve the standards-based History/Social Science Program.			
<b>EVALUATION CRITERIA FOR 2014-2015:</b>			<b>X = MET</b>
Grades K-12:			
	9.1	Fully implement the common core state standards and instructional practices associated with K-12 History/Social Science Program in every classroom in the District, as demonstrated by observations from Professional Peers, Principals, Vice Principals, and Educational Services Staff. Provide a report to the Board, on or before January 31, 2015, on the progress made in fully implementing the Oregon Common Core State Standards.	<b>IP</b>
	9.2	Board Report on K-12 History/Social Science Program implementation, including assessment outcomes as follows:	<b>IP</b>
	9.2.1	Once the Oregon Core Standards assessment system is implemented the assessment criteria will be applied to Lowell School District.	<b>IP</b>

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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: **Educational Services**

Site: **District Office**

<b>STRATEGIC GOAL: Curriculum and Instruction</b>			
<b>10.0 OBJECTIVE: CAREER AND TECHNICAL EDUCATION</b>			
Continue to design, develop, evaluate implement, and improve the Career and Technical Education Program.			
<b>EVALUATION CRITERIA FOR 2014-2015:</b>			<b>X = MET</b>
10.1	Develop/Update the Career Technical Educational Plan by May 2015.		<b>IP</b>
10.2	Increase by 5% over 2013-2014, the number of students earning a certification.		<b>IP</b>
10.3	Increase by 5% over 2013-2014, the number of College Now offerings that are articulated through Community College, inclusive of all high school students.		<b>X</b>
10.4	Establish a CTE Advisory Committee with representation from each industry pathway offered by January 2015.		<b>IP</b>
10.5	The high school will expand the opportunities for students to participate in "post-secondary" informational events, including on and off site College and Career Fairs.		<b>X</b>
10.6	Provide a report to the Board, on or before January 31, 2015, on the progress made in fully implementing the Oregon Common Core State Standards.		<b>IP</b>

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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: Educational Services

Site: District Office

STRATEGIC GOAL: Curriculum and Instruction		
<b>11.0 OBJECTIVE: MODERN/WORLD LANGUAGE</b> Continue to design, develop, implement, evaluate, improve, and expand the standards-based Modern/World Language opportunities for all K - 12th grade students.		
EVALUATION CRITERIA FOR 2014-2015:		X = MET
11.1	Expand Modern Language opportunities for 7th and 8th grade students and ensure that at least <u>25</u> % of the students enrolled receive at least one quarter of Modern Language instruction.	IP
11.2	9-12 Modern Language curriculum and instruction will be 100% aligned with standards in grades K-8.	IP
11.4	Provide a report to the Board, on or before January 31, 2015, on the progress made in fully implementing the Oregon Common Core State Standards.	IP

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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: **Educational Services**

Site: **District Office**

<b>STRATEGIC GOAL: Student Services</b>			
<b>12.0 OBJECTIVE: EXTRA CURRICULAR ACTIVITIES</b>			
Continue to design, develop, implement, evaluate and improve extra-curricular activities.			
<b>EVALUATION CRITERIA FOR 2014-2015:</b>			<b>X = MET</b>
	12.1	During the 2014-2015 school year, establish the baseline for the number of students participating in clubs at the 7-12 level will increase by 3% in the 2015-2016 school year.	<b>X</b>
	12.2	The high school student leadership will develop and implement an annual student council training workshop for grades 4-6 and grades 7-12.	<b>IP</b>
	12.3	A Board Report will be presented by the high school leadership on the Annual Student Council Leadership Conference.	<b>IP</b>
	12.4	Develop and Implement a Coach/Parent/Student Athletic Handbook, which will include the evaluation process for coaches and eligibility criteria and process for students.	<b>IP</b>
	12.5	The number of students participating in athletic programs at the 7-12 level will increase by 2% over 2013-2014	<b>X</b>

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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: **Human Resources**

Site: **District Office**

<b>STRATEGIC GOAL: Human Resources</b>		
<b>13.0 OBJECTIVE: COMPETITIVE SALARIES AND BENEFITS</b> Provide competitive salaries and benefits for all employees as compared with districts with similar demographics.		
<b>EVALUATION CRITERIA FOR 2014-2015:</b>		<b>X = MET</b>
	13.1 Gather salary and benefit data for each group from comparable Lowell School District #71 within and outside the recruiting area and provide a recommendation to the Board and Associations for districts to be used in comparison data collection. Provide a report to the Board, not later than April of 2015	<b>X</b>

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Lowell School District #71

**STRATEGIC PLAN**

**2014-2015**

Site/Division: **Educational Services**

Site: **District Office**

<b>STRATEGIC GOAL: Curriculum and Instruction</b>			
<b>14.0 OBJECTIVE: PHYSICAL EDUCATION PROGRAM</b> Continue to design, develop, implement, evaluate, and improve the standards-based Physical Education Program.			
<b>EVALUATION CRITERIA FOR 2014-2015:</b>			<b>X = MET</b>
14.1	K-12 Physical Education Program curriculum will be 100% aligned with state frameworks, as evidenced by District audit.		<b>IP</b>
14.2	100% of students in grades 7-9 will pass the Presidential Fitness Challenge.		<b>X</b>
14.3	With transition to the Fitness Gram, 95% of students in grades 7-9 will pass the five Fitness Gram components as established by district and state requirements beginning in April 2015.		<b>IP</b>
14.4	Provide a report to the Board, on or before January 31, 2015, on the progress made in fully implementing the Oregon Common Core State Standards.		<b>IP</b>

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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: **Educational Services**

Site: **District Office**

<b>STRATEGIC GOAL: Curriculum and Instruction</b>			
<b>15.0 OBJECTIVE: VISUAL AND PERFORMING ARTS</b> Continue to design, develop, implement, evaluate, and improve the standards-based Visual and Performing Arts Program.			
<b>EVALUATION CRITERIA FOR 2014-2015:</b>			<b>X = MET</b>
15.1	Board Report on a plan of action to increase opportunities and participation in Visual and Performing Arts.		
	15.1.1	100% of 4th grade elementary students will participate in choral and instrumental instruction.	<b>X</b>
	15.1.2	Establish a baseline in 2014-2015; then in 2015-2016 increase the number of students participating in band instruction by 5%.	<b>X</b>
	15.1.3	District will assess the performing arts current offerings within the K-12 program.	<b>IP</b>
15.2	Provide a report to the Board, on or before January 31, 2015, on the progress made in fully implementing the Oregon Common Core State Standards.		

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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: Educational Services

Site: District Office

Alternative and Optional Educational Programs and Services:			
<b>16.0 OBJECTIVE: ALTERNATIVE AND EDUCATIONAL OPTIONS</b> Continue to design, develop, implement, evaluate, and improve alternative and optional educational services and programs for students, parents, and the community.			
<b>EVALUATION CRITERIA FOR 2014-2015:</b>			<b>X = MET</b>
	16.1	On or before April of 2015, review each of the educational options presently provided by the District and present a report to the Board reflecting areas for improvement and/or expansion.	<b>X</b>

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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: **Business Services**

Site: **District Office**

<b>STRATEGIC GOAL: Facilities and Equipment</b>			
<b>17.0 OBJECTIVE: NEW AND MODERNIZED EQUIPMENT</b> Continue to design, develop, and implement a plan to maximize resources to provide new and modernized equipment that improve services to students and staff efficiency.			
<b>EVALUATION CRITERIA FOR 2014-2015:</b>			<b>X = MET</b>
	17.1	Develop and maintain a list of equipment replacement needs, as reflected within the Master Equipment Plan approved by the Board, on or before December of 2014.	<b>IP</b>

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Lowell School District #71  
**STRATEGIC PLAN**  
**2013-2014**

Site/Division: **Educational Services**

Site: **District Office**

<b>STRATEGIC GOAL: Student Services</b>		
<b>18.0 OBJECTIVE: DECISION-MAKING AND BEHAVIOR</b> Continue to design, develop, implement, evaluate, and improve services that promote self-confidence, positive decision making, community pride, and the skills necessary to be a respectful, self-directed, productive citizen.		
<b>EVALUATION CRITERIA FOR 2014-2015:</b>		
		<b>X = MET</b>
18.1	Present a report to the Board, by June of 2015, of the services, activities, projects, and programs that promote positive student decision-making.	<b>IP</b>
18.2	Revise District, school-wide, and classroom management and discipline plans and present said plans to the Superintendent for approval, on or before September 1, 2014.	<b>X</b>
18.3	Develop graduation ceremony participation criteria that reflect that a student is a balanced and well prepared to be a positive contributing member of our community and society. (The criteria shall address academic performance, leadership demonstration, community involvement and school involvement)	<b>X</b>

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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: **Educational Services**

Site: **District Office**

<b>STRATEGIC GOAL: Student Services</b>			
<b>19.0 OBJECTIVE: PHYSICAL, MENTAL SOCIAL/EMOTIONAL HEALTH</b>			
Continue to design, develop, implement, evaluate, and improve services that promote physical, mental and social/emotional health.			
<b>EVALUATION CRITERIA FOR 2014-2015:</b>			<b>X = MET</b>
	19.1	Increase by 5% over 2013-2014, the number of students participating in the Child Nutrition program.	<b>X</b>
	19.2	100% of the students targeted as having health problems through mandatory screenings and assessments (i.e. vision, hearing, and scoliosis, nutritional or other medical conditions) will receive the necessary follow up regarding medical or health services.	<b>X</b>
	19.3	In partnership with Lane ESD, implement an "Intern" program with local universities in the areas of mental, physical and emotional health. The program will focus on providing support services to students and families.	<b>IP</b>

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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: **Human Resources**

Site: **District Office**

<b>STRATEGIC GOAL: Human Resources</b>			
<b>20.0 OBJECTIVE: STANDARDS AND REVIEW PROCEDURES</b> To ensure that each employee is paid in an equitable and fair manner, consistent with their job description.			
<b>EVALUATION CRITERIA FOR 2014-2015:</b>			<b>X = MET</b>
	20.1	Review and/or update all job descriptions of the district, ensuring that each job description is up to date on the legal issues related to the position and that each individual is paid consistent with the expectations reflected in each job description.	<b>IP</b>
	20.2	On a Likert scale of 1-5, staff will rate training effectiveness as a tool to improve their job performance with an average score of 3 or higher.	<b>IP</b>
	20.3	Ensure a 100% completion rate for all personnel that are scheduled for evaluations each year.	<b>X</b>

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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: **Educational Services**

Site: **District Office**

<b>STRATEGIC GOAL: Student Services</b>			
<b>21.0 OBJECTIVE: STUDENT TRANSITIONS</b>			
Continue to design, develop, implement, evaluate, and improve services that ensure smooth transitions within the district.			
<b>EVALUATION CRITERIA FOR 2014-2015:</b>			<b>X = MET</b>
21.1	Board Report on the evaluation results of the transition activities provided for each grade level, including the following:		
	21.1.1	70% of incoming kindergarten students and their parents will have successfully participated in Kindergarten "Round Up" activities.	<b>IP</b>
	21.1.2	By the end of grade 8, 100% of students and their parents will have met with guidance counselors to develop their four-year and postgraduate plans.	<b>X</b>
	2.1.3	95% of students enrolled in grade 6 will participate in elementary to junior high school transition activities.	<b>X</b>
	21.1.5	95% of parents of enrolled 6 <sup>th</sup> and 7 <sup>th</sup> grade students will participate in transition activities for families.	<b>X</b>
	21.1.6	Develop and provide to the Board a specific list of activities to facilitate successful transitions from 6 <sup>th</sup> to 7 <sup>th</sup> and from 8 <sup>th</sup> to 9 <sup>th</sup> grades.	<b>IP</b>
	21.1.7	Increase by 5% the percent of parents and senior students participating in post-secondary education planning activities.	<b>X</b>
21.3	Increase by 5% over 2013-2014, the number of students going to four year universities directly from high school.		<b>IP</b>
21.4	Establish a Four-Year Educational Plan that is an integral part of the Ninth Grade Counseling program offered at the high school.		<b>X</b>
21.5	Increase by 5% over 2013-2014, the number of students going to community college and career trade school directly from high school.		<b>X</b>

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Lowell School District #71  
**STRATEGIC PLAN**  
**2014-2015**

Site/Division: **Business Services**

Site: **District Office**

<b>STRATEGIC GOAL: Facilities and Equipment</b>			
<b>22.0 OBJECTIVE: NEW AND MODERNIZED FACILITIES</b> Continue to design, develop, and implement a plan to maximize resources to provide new and modernized facilities to improve the functionality, appearance, and conditions of present facilities.			
<b>EVALUATION CRITERIA FOR 2014-2015:</b>			<b>X = MET</b>
	22.1	Ensure that all timelines for the completion of new construction and modernization projects are met.	<b>X</b>

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## **Job Description**

### **Job Title**

Lowell School District Youth Transition Program and Work Based Learning Coordinator

### **Job Description**

Reporting to the Principal, The Youth Transition Specialist program coordinator is responsible for the management and coordination of the high school Youth Transition Program (YTP) School Work Based Learning program. This program is a collaborative effort between the school district and Oregon Vocational Rehabilitation Division.

The program coordinator will follow a person-centered, outcomes-based model to ensure that students in the program are appropriately placed and provided individualized, high quality learning experiences. The coordinator will work under the general supervision of the Principal. The Youth Transition coordinator will work with high school students, instructional staff, and employers in the community to provide opportunities for students to connect classroom instruction to the world of work and future career opportunities.

### **Essential Duties**

- Maintain YTP client files.
- Participate in YTP regional and state meetings.
- Attend training seminars offered with the University of Oregon regarding YTP practices and procedures.
- Work effectively with VR Counselors and other staff members to find solutions to problems.
- Demonstrate or develop knowledge base related to working with students with disabilities and related life skills supports.
- Work with Special Education Teachers and staff to collaborate on development of Student IEPs in the area of Transition goals beyond High School.
- Report back to school, district and school board on program progress and highlights.
- Coordinate and collaborate with, Special Education instructors, Career & Technical Education (CTE) instructors and counselors to identify potential YTP clients.
- Develop partnerships with the business community and post secondary institutions (primarily Lane Community College).
- Communicate with Vocational Rehabilitation Counselor and work place supervisors regularly to ensure program quality and skill development.
- Participate in activities related to the recruitment of potential clients.
- Provide the following transition services: getting or arranging for the YTP client to get to appointments, arranging for work experiences, job site coaching and job development.
- Identify worksites and monitor student placements.
- Analyze work sites and match clients for work experiences or long term placements that are consistent with students' vocational goals.
- Provide follow-up to students on work sites and in post secondary training.
- Document YTP client information in the OVRs data base
- Maintain and update a system for tracking active and inactive employers.
- Provide follow-up to students on work sites and in post secondary training.
- Collect data as necessary to document students' progress on the job or in a post secondary activity.

- Demonstrate positive behavior management skills.
- Effectively use technology to for organization, communication, and documentation.
- Other duties as assigned

#### **Qualifications**

- Knowledge/experience with Individual Education Plan (IEP) (and the Individual Plan of Employment (IPE) the processes and activities.
- Ability to deliver and document services related to accomplishment of IEP and IPE goals.
- Experience with Vocational Rehabilitation eligibility and procedures and on the job training.
- Ability to manage student behavior problems and model appropriate behavior for work setting.
- Excellent oral and written communication skills.
- Excellent interpersonal skills and the ability to work well with a variety of stakeholders and patrons, i.e. parents, teachers, students, administrators and local businesses.
- Basic computer skills as well as Microsoft Word and Excel. Ability to record and track data is highly desired.
- A basic appreciation of Special Education law and student privacy issues.
- Must possess a valid Oregon Driver's License

#### **Salary Level**

Contract pay will be determined by the terms of current negotiated agreement between the individual, YTP Contract and the Lowell School District 71.

Revised 8-27-12

Revised February 9, 2015