

Island Trees Union Free School District “Excellence and Success For All Students”

OBJECTIVES	Action Plan for Goal One – Student Achievement and Quality of Instruction			
<p><i>Enhance Student Achievement and Quality of Instruction</i></p> <p>Continue to develop and implement the concept of Professional Learning Communities.</p>	TASKS	RESPONSIBILITY/ RESOURCES	OUTCOME MEASURES	TIMELINE
	Develop and enhance the concept of Professional Learning Communities in Island Trees.	District and school administrators	End of the year report to Board of Education on progress.	On-going throughout the year.
	Create Professional Learning Communities teams in each school.	Principals and district administrators	End of the year report to Board of Education on progress.	On-going throughout the year.
	Add common or benchmark assessments in each subject area.	Teaching Staff, chairs, principals and district administrators	New grade/department benchmark assessments.	On-going throughout the year.
	Develop new evaluation tools for professional staff (also, page 7).	Collaborative effort of teachers and administrators	New teacher evaluation report.	To be completed by June 2011.
Seek alternatives to formal evaluations, for example, peer coaching model or classroom walk-throughs.	Collaborative work of teachers and administrators	Final Annual Professional Performance Review (APPR) document.	To be completed by June 2011.	

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Continue to develop and implement the concept of Professional Learning Communities.	Place a greater emphasis on staff recognition and highlighting their successes. Work with building and district administrators to find staff members who go above and beyond their “typical” responsibilities. Praise and recognize the staff for these efforts.	District and building administrators	End of the year report to Board of Education on progress.	On-going throughout the year.

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Develop strategic improvement plans. Ensure plans have measurable goals and high standards to quantify and narrow the achievement gap among students.	Engage each school in a comprehensive planning process that results in individual academic school improvement plans with specific goals and improvement objectives: in particular, with a major focus in the areas of English Language Arts and Mathematics.	Principals	Develop a school improvement document from each school that reflects data analysis, improvement objectives, and measurable action plans.	To be completed by June 2011.

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<p><i>Enhance Student Achievement and Quality of Instruction</i></p> <p>Use assessment and comprehensive data analysis for instructional decision-making and targeting assistance.</p>	Provide the professional staff with user friendly data.	Director of Curriculum and Instruction	End of the year report to Board of Education on progress.	On-going throughout the year.
	Provide training for administrators and teachers in analyzing data to drive instructional decisions and target assistance for students, teachers, and schools.	Director of Curriculum and Instruction	End of the year report to Board of Education on progress.	On-going throughout the year.
	Establish a database system to provide administrators and teacher the information necessary to measure the achievement gap and support better instructional decision-making.	Director of Curriculum and Instruction	End of the year report to Board of Education on progress.	On-going throughout the year.
	Provide district-wide and building data information to the Superintendent and Board of Education.	Director of Curriculum and Instruction	End of the year report to Board of Education on progress.	On-going throughout the year.

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<p><i>Enhance Student Achievement and Quality of Instruction</i></p> <p>Use assessment and comprehensive data analysis for instructional decision-making and targeting assistance.</p>	<p>Develop district and building data team to analyze results as well as to provide support and guidance to schools.</p> <p>Building data teams will analyze building strengths and deficits.</p> <p>Assess new programs and initiatives, for example Advanced Placement, Special Education Collaborative, in order to determine the effect upon student achievement. Review data, curriculum, instruction, and instructional materials.</p>	<p>Director of Curriculum and Instruction</p> <p>Building Principals Director of Curriculum and Instruction</p> <p>Administrators Chairpeople Teaching staff</p>	<p>End of the year report to Board of Education on progress.</p> <p>End of the year report to Board of Education on progress.</p> <p>End of the year report to Board of Education on progress.</p>	<p>On-going throughout the year.</p> <p>On-going throughout the year.</p> <p>On-going throughout the year.</p>

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<p>Improve upon the delivery of service to students with disabilities in response to changes in federal and state law.</p>	<p>Continue to implement and refine the two year plan for Special Education Services.</p>	<p>Assistant Superintendent for Special Education</p>	<p>Ensure Special Education plan is updated.</p>	<p>On-going throughout the year.</p>
	<p>Provide focus and consistent professional development opportunities that are in line with Response to Intervention regulations.</p>	<p>Assistant Superintendent for Special Education Director of Curriculum and Instruction</p>	<p>End of the year report to Superintendent of Schools.</p>	<p>On-going throughout the year.</p>
	<p>Redefine the departmental meetings to be more instructionally and professionally practice based.</p>	<p>Assistant Superintendent for Special Education Assistant Coordinator for Special Education Special Education Chair</p>	<p>End of the year report to Superintendent of Schools.</p>	<p>On-going throughout the year.</p>
	<p>Review building teams and delivery of services through the refinement of Instructional Support Teams (IST).</p>	<p>Assistant Coordinator for Special Education Special Education Chair Special Education Staff</p>	<p>End of the year report to Superintendent of Schools.</p>	<p>On-going throughout the year.</p>
	<p>Continue to create and train Instructional Support Teams (IST) and 504 teams district-wide.</p>	<p>Assistant Superintendent for Special Education</p>	<p>End of the year report to Superintendent of Schools.</p>	<p>On-going throughout the year.</p>
	<p>Guest Speakers and Professional Developers.</p>	<p>Assistant Superintendent for Special Education Director of Curriculum and Instruction</p>	<p>End of the year report to Superintendent of Schools.</p>	<p>On-going throughout the year.</p>

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<p><i>Enhance Student Achievement and Quality of Instruction</i></p> <p>Implement a new processes and evaluation reports for the evaluation of professional staff.</p>	Develop a new Annual Professional Performance (APPR) policy.	Professional Staff	Final Annual Professional Performance Review (APPR) document.	To be completed by June 2011.
	Develop new teacher evaluation report to improve instructional practices and accountability, as well as meet the new State Education Department requirements.	Collaborative effort of teachers and administrators	New teacher evaluation report.	To be completed by June 2011.
	Develop new administrator evaluation instruments that focus on school improvement and accountability in order to meet new State Education Department requirements.	Collaborative effort of school and district administrators	New administrator evaluation report.	To be completed by June 2011.
	Develop an instrument to evaluate district chairpersons.	Professional Staff	New chairperson evaluation report.	To be completed by June 2011.
	Provide administrators with training in the teacher evaluation process.	Collaborate with administrators in this endeavor	Part of a larger end of the year report to the Board of Education.	On-going process throughout the year.

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<p><i>Enhance Student Achievement and Quality of Instruction</i></p> <p>Improve the process of hiring professional staff.</p>	<p>Establish more structured protocols for reviewing, interviewing, and recommending candidates.</p>	<p>Administrators, chairpeople, and teaching staff.</p>	<p>Final protocols for hiring staff.</p>	<p>To be completed by June 2011.</p>
	<p>Increase building and community participation in hiring professional staff.</p>	<p>Administrators, chairpeople, and teaching staff.</p>	<p>Final protocols for hiring staff.</p>	<p>To be completed by June 2011.</p>

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Provide professional development and in-service courses on specific instructional strategies	Form building level committees, to review data, set goals, and plan for professional development for the 2010-11 school year and beyond.	Collaboration between the professional staff and the stakeholders	Calendar/list of professional development.	On-going process throughout the year.

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<b>OBJECTIVES</b>	<b>Action Plan for Goal Two – Stakeholder Communication</b>			
<i>Stakeholder Communication</i>	<b>TASKS</b>	<b>RESPONSIBILITY/ RESOURCES</b>	<b>OUTCOME MEASURES</b>	<b>TIMELINE</b>
Enhance Internal Communication for Staff.	Develop a calendar of visitations for each school.	Superintendent of Schools	Provide of copy of the calendar to the Board of Education.	On-going throughout the year.
Facilitate greater communication within the school district.	Establish a mini-staff newsletter which will go out to all instructional and non-instructional staff members.	Superintendent of Schools Administrators	Copies of newsletter to Board of Education.	On-going throughout the year.
	Participate at secondary chair meetings.	Superintendent of Schools	Meeting minutes and/or progress report for Board of Education.	On-going throughout the year.
	Visit district faculty meetings.	Superintendent of Schools	Meeting minutes and/or progress report for Board of Education.	On-going throughout the year.
	Continue to foster the labor/management relationship.	Superintendent of Schools	Meeting minutes and/or progress report for Board of Education.	On-going throughout the year.

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OBJECTIVES	Action Plan for Goal Two – Stakeholder Communication			
	TASKS	RESPONSIBILITY/ RESOURCES	OUTCOME MEASURES	TIMELINE
<p><i>Stakeholder Communication</i></p> <p>Continue to improve how the district and community work together to achieve district goals.</p>	Expand the channels of communication with the community.	Superintendent of Schools	Report on the collective efforts.	On-going throughout the year.
	<ul style="list-style-type: none"> <li>-Meet with PTA’s and PTA Council monthly</li> <li>-Meet with Building Leadership Teams monthly</li> <li>-Enhance website</li> <li>-Increased visibility</li> </ul>	Superintendent of Schools	Report back to the Board of Education on the meetings.	On-going throughout the year, September to June.
	Establish a more comprehensive school district public relation program involving the media.	Superintendent of Schools	Share news and media information with Board.	On-going throughout the year.
	Schedule a series of Town Meeting for community input.	Superintendent of Schools	Review and report back to the Board of Education on the meeting.	January 2011 & May 2011
	Continue communication efforts with IT-gram email blasts.	Superintendent of Schools collaborating with staff	Messages logged and archived for public.	On-going throughout the year.

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<b>OBJECTIVES</b>	<b>Action Plan for Goal Three– Financial Responsibility</b>			
<i>Financial Responsibility</i>	<b>TASKS</b>	<b>RESPONSIBILITY/ RESOURCES</b>	<b>OUTCOME MEASURES</b>	<b>TIMELINE</b>
Continue to improve the district’s operating and financial efficiency.	Elicit community input for the school budget- Develop a Citizens’ Budget Advisory Community.	Superintendent of Schools Assistant Superintendent for Business	Input shared with the Board of Education.	On-going during the budgeting process.
	Implement a communication plan to share district financial information with the community.	Superintendent of Schools	Report back to Board of Education.	On-going throughout the year.
	Establish clear negotiation strategies and parameters for the negotiations teams for all collective bargaining sessions.	Board of Education Superintendent of Schools	Final Contract Settlements.	To be determined by the negotiations process,
	Continue to work with Board Audit committee to safeguard community investment in our schools.	Board of Education Superintendent of Schools Assistant Superintendent for Business	Internal, External and Claims Audit Reports to Board.	On-going throughout the year.

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<i>Financial Responsibility</i>	TASKS	RESPONSIBILITY/ RESOURCES	OUTCOME MEASURES	TIMELINE
Continue to improve the district’s operating and financial efficiency.	Review and assess the district’s facilities and physical plant.	Director of Facilities	<i>5 Year Plan to the Board.</i>	To be completed by June 2011.
	Create a Community Capital Projects Committee to evaluate and prioritize the findings from the <i>5 Year Plan</i> .	Superintendent of Schools Director of Facilities	Share minutes with Board of Education. Report back to Board.	On-going throughout the year.
	Develop a budget to meet the needs of the school and school community.	Superintendent of Schools Assistant Superintendent of Business	Fully developed budget.	To be completed by May 2011.

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<b>OBJECTIVES</b>	<b>Action Plan for Goal Four – Safe Schools</b>			
<b>Safe Schools</b>	<b>TASKS</b>	<b>RESPONSIBILITY/ RESOURCES</b>	<b>OUTCOME MEASURES</b>	<b>TIMELINE</b>
Ensure a safe learning environment for students	Identify areas in need of improvement to ensure a safe school environment for children. Develop a plan to address findings.	Building Principals Superintendent of Schools	Add to building and district-wide safety plans.	On-going throughout the year.
	Continue to improve upon district-wide security to protect our facilities and assets.	Superintendent of Schools Director of Facilities	Update security plans for each school.	On-going throughout the year.
	Continue to review and refine building security and emergency plans.	School Principals School Safety Committee	Add to building and district-wide safety plans.	On-going throughout the year.
	Evaluate and assess our drug/alcohol prevention programs and curriculum.	Director of Curriculum and Instruction Guidance Chair Drug Free Advisory Committee	Report back to Board.	On-going throughout the year.