

LUNENBURG COUNTY PUBLIC SCHOOLS COMPREHENSIVE PLAN 2018-2024



Charles M. Berkley, Jr. Superintendent

The Lunenburg County Public School Board does not discriminate in education and employment on the basis of race, color, religion, national origin, political affiliation, handicap, sex or age.

Table of Contents

School Board Members and Central Office Staff.....	3
Division Vision and Mission Statements.....	4
Division Wide Indicators of Excellence.....	5
Instruction.....	6-11
Technology.....	12-14
Behavioral Support	15-16
Personnel.....	17-19
Community & Family Engagement.....	20-21
Safe & Secure Learning Environment.....	22-23
Food Services.....	24
Finance	25
Summary.....	26

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Vision Statement

Each student is to be provided opportunities to reach his/her highest level of achievement and potential. We, as a school division, involve communities, families, and parents actively along to be dedicated to the success of each and every student.

Mission Statement

The mission of the Lunenburg County Public Schools is to ensure that all students learn in an environment which nurtures the cooperative efforts of all school personnel, students, parents and community members.

We are dedicated to enabling all students to become effective, productive, and contributing citizens in our competitive global society.

Division-Wide Indicators of Excellence

Excellence in Academics	Excellence in Behavior	Excellence in Culture
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A Academics	B Behavior	C Culture
<ul style="list-style-type: none"> • Provide a high quality education for all students • Obtain and maintain Graduation Rate of 88% or higher • Maintain Accreditation status in all SOL areas • Ensure that the academic content includes workplace skills, community and civic responsibility, and career planning • Embed new standards of the “Profile of a Virginia Graduate” • Implement Virginia Tiered Systems of Supports (VTSS) division wide 	<ul style="list-style-type: none"> • Improve student attendance • Implement Virginia Tiered Systems of Supports (VTSS) • Provide behavioral supports to students as needed 	<ul style="list-style-type: none"> • Attract, recruit, and retain quality personnel • Increase parental, community involvement, and business partnerships • Promote a positive division and school culture • Provide a safe and secure learning environment for all students • Establish a financial process which provides consistency and transparency to all stakeholders • Promote a trauma sensitive culture

INSTRUCTION

Goal: Provide a high quality education for all students

Strategy 1.1 Implement best practices and instructional opportunities to increase student achievement at the elementary and secondary levels

Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Provide evidence-based instructional strategies to meet the needs of diverse learners	Lesson Plans	2018 Ongoing	Instructional Staff
Develop and implement a tiered system of support at the elementary and secondary levels <ul style="list-style-type: none"> Participate in PD for school teams at all levels on tiered system of support Develop master schedule which allows for remediation during school day Collaborate with VTSS Coach and TTAC Participate in VTSS Exploration Grant Apply for Cohort V VTSS Grant 	Tiered Instruction Master Schedules EL Schedules Gifted Schedules Student Academic & Career Plans	2018-2024	Director of Curriculum and Instruction Director of Special Education Principals Teachers SPED Teachers Reading Specialists Math Specialists
Maintain Gifted Program <ul style="list-style-type: none"> Review current gifted plan Evaluate for effectiveness Revise programming as appropriate 	Gifted Plan	2018-2024	Director of Special Education Gifted Teachers/ Coordinator
Maintain English Learner (EL) Program at the elementary and secondary levels <ul style="list-style-type: none"> Review current programming Evaluate for effectiveness Revise programming as appropriate 	EL Plan	2018-19 Ongoing	Director of Curriculum and Instruction EL Coordinator Teachers

<p>Improve Academic Programs for students with Disabilities</p> <ul style="list-style-type: none"> • Establish and maintain inclusive practices for students with disabilities • Provide Assistive-Technology supports for students with disabilities • Provide professional development for collaborative teams at all schools • Evaluate researched based interventions and explore resources to provide needs • Collaborate with VDOE on trainings for multi-sensory approaches such as Orton Gillingham • Increase use of alternative assessments, state approved substitute assessments for SOLs, credit accommodations for students working towards a standard diploma, participation in Project Graduation and Credit Recovery • Review testing accommodations for students with Disabilities • Visit demonstration sites • Develop school based teams to develop, implement, and sustain policies and procedures and best practices for inclusion • Evaluate and update SPED Plan annually 	<p>SPED Plan Technical Assistance Plan/VDOE</p>	<p>2018-2024</p>	<p>Director of Special Education Director of Curriculum and Instruction Principals Co-Teaching Pairs</p>
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Strategy 1.2 Ensure that the academic content includes workplace skills, community and civic responsibility, and career planning that is embedded with the Virginia Profile of a Graduate

Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
<p>Ensure that career readiness is embedded in instruction to meet the requirement of the Virginia Profile of a Graduate</p> <ul style="list-style-type: none"> School counselors/CTE Coordinator will participate in Region 8 PD to ensure we are meeting requirements for exposure to career exploration Develop Career Readiness Plan K-12 Professional Development Incorporate resume building into the English 12 Curriculum Incorporate job shadowing in Economics and Personal Finance Use Major Clarity beginning in elementary school to track career planning Open Career Fair to all students at the high school Implement NCRC (National Career Readiness Certificate) to seniors Continue to implement Career Investigation course at the middle school and expand career clusters using VA Career View 	CTE Plan Career Readiness Plan	2018-2019	<p>Director of Curriculum and Instruction CTE Coordinator Principals School Counselors Teachers</p>
<p>Embed foundational skills known as the “Five C’s” into the curriculum</p> <ul style="list-style-type: none"> Critical thinking Creative thinking 	LCPS Curriculum	2018-2019	<p>Director of Curriculum and Instruction Principals</p>
<ul style="list-style-type: none"> Communication Collaboration Citizenship 			<p>Teachers Guidance Counselors</p>

Strategy 1.3 Implement new course requirements and verified credits required for graduation			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Develop a tracking system to track students course requirements and verified credits	Tracking System	2018-2019	HS Principal or Designee Guidance Counselor
Strategy 1.4 Increase graduation rate to 88%			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Explore ways to increase graduation rate <ul style="list-style-type: none"> Updated Grading Policy Updated Attendance Policy Requiring students to obtain a GED vs. releasing students 	Graduation Rate	2019-2024	School Board Central Office
Strategy 1.5 Analyze data to support academic growth			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Analyze academic, attendance, and discipline data at the division and school levels <ul style="list-style-type: none"> Division VTSS Team School Level VTSS Teams School Level Grade/Department Meetings 	Meeting Agendas	2018-2024	Director of Curriculum and Instruction Principals
Strategy 1.6 Provide quality staff development at the elementary, secondary and division level to address best practices in the areas of curriculum, instruction and assessment for all staff			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Create an annual professional development plan based off of teacher, school, and division needs <ul style="list-style-type: none"> Collaborate with TTAC for PD 	PD Plan PD Logs Conference Approval Forms Teacher Evaluations	2018-2024	Director of Curriculum and Instruction Principals

Utilize existing staff (train-the-trainer) to provide school and division-wide professional development to address: <ul style="list-style-type: none"> Aligning curriculum, instruction and assessment Performance based assessment Developing and implementing rubrics 	PD Logs Google Spreadsheet School/Division Agendas	2018-2024	Director of Curriculum and Instruction Principals
All principals will follow the Teacher Evaluation System and evaluate lesson plan alignment and instructional delivery <ul style="list-style-type: none"> Aligning the written and taught curriculum Division lesson plan checklist Formal/Informal Observations 	Teacher Evaluations LCPS Teacher Evaluation System LCPS Teacher Evaluation Spreadsheet LCPS Lesson Plan Checklist Google Docs Lesson Plan Folder	2018-2024	Director of Curriculum and Instruction Principals
Strategy 1.7 Develop division curriculum maps, pacing guides, and assessments for each content area			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Update curriculum and pacing guides based on the state's timeline and criteria: <ul style="list-style-type: none"> Math 2018-Math Process Standards English 2019-Embedding reading, writing, research, and communication to thematic units 	Curriculum Guides Pacing guides English Units of Study	2018-2019	Director of Curriculum and Instruction Reading Specialists Math Specialists
Strategy 1.8 Analyze, select, and use resources that are needed to provide a quality education			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Follow state's textbook adoption timeline <ul style="list-style-type: none"> Math/History-2018 English-2019 	Textbook Recommendations	2018-2020	Director of Curriculum and Instruction Principals Reading Specialists Math Specialists Teachers
Analyze needed resources for alignment of instruction	Resource Analysis Form	2018-2020	Director of Curriculum and Instruction Principals

Use data to select research based interventions <ul style="list-style-type: none"> • STAR Reading/Math • PALS • Benchmarks • Grades 	Data Multi-Sensory Approaches	2019-2024	Director of Curriculum and Instruction Principals
Develop a list of tiered support resources for levels of instruction/remediation <ul style="list-style-type: none"> • Tier 1, 2, and 3 Resources 	Tiered Support Resources List	2019-2020	Director of Curriculum and Instruction Principals Reading Specialists Math Specialists
Strategy 1.9 Provide a high quality pre-kindergarten program			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Provide high a quality PK program <ul style="list-style-type: none"> • Foundation Blocks Standards • High quality curriculum • PD to support teachers 	Virginia's PK Quality Indicators Preschool Curriculum Consumer Report Teacher Observation	2018-2024	Director of Curriculum and Instruction Director of Special Education
Maintain and expand inclusive practices in PK	VDOE Data Virginia's Guidelines for Early Childhood Inclusion	2018-2024	Director of Curriculum and Instruction Director of Special Education
Expand PK to all available slots awarded by the state	VPI Application/Grant	2018-2019	Director of Curriculum and Instruction
Explore ways for PK to be housed in each respective school	Project Complete	2019-2024	Director of Curriculum and Instruction

TECHNOLOGY

Goal: To provide students with technology skills to develop a deeper learning and to support content knowledge

Strategy 2.1 Conduct a technology needs assessment to analyze

Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Conduct needs assessment via survey monkey to faculty at each school to provide input: <ul style="list-style-type: none"> Collect data to establish needs Order devices to leverage current emerging technology within content area 	Survey Data	2018	Director of Student Support Services

Strategy 2.2 Create an environment conducive to personal learning pathways

Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Conduct an analysis of the number of students enrolled in advance course work, internships, mentorships, or industry certifications.	Data Collection Policy Revision	2018-2019	Guidance Staff CTE Staff Technology Department
Develop and revise existing policies to support innovative learning.	Data Collection Policy Revision	2018-2019	Guidance Staff CTE Staff Technology Department

Strategy 2.3 Expose all students to career and college readiness opportunities.

Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Provide virtual learning tools that deliver multiple pathways for learning to increase quality of education and equity for all. In the elementary schools to promote deeper learning opportunities aligned with the Virginia SOLs.	Professional Development to staff In-Service Training on emerging technologies and curriculum.	2018-2024	Principals Director of Curriculum & Instruction Technology Department CTE Department

Provide technology and computer science cross walks beginning in the elementary schools to promote deeper learning opportunities aligned with the Virginia SOL	Professional Development	2018-2024	Principals Director of Curriculum & Instruction Technology Department CTE Department
Strategy 2.4 Create cultures of change through educational leaders modeling tolerance for risk and experimentation to create trust and innovation			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Increasing the number of online professional courses and resources offered to educators.	Professional learning opportunities documented and recorded	2018-2024	Principals Central Office Staff Teachers
Create a technology usage survey to record emerging technology resources used by leaders and schools.	Survey Results	2018-2024	Principals Central Office Staff Teachers

Strategy 2.5 Evaluate technology infrastructure costs necessary for high quality and reliable access to the internet and other networks used by students and educators

Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
<p>Provide reliable and high quality internet access:</p> <ul style="list-style-type: none"> • Continual expansion of broad band capabilities. • Local participation in federal E-RATE program. • Provide regional contract opportunities for planning, acquiring and maintaining technology, including assistive technology • Insure that assistive technology services and devices are implemented in accordance with the IDEA act • Insure that assistive technology services and devices are implemented in accordance with 	<p>E-RATE portal Broad Band Contracts Participation in the SVRTC</p>	2018-2024	Central Office Staff

BEHAVIORAL SUPPORTS

Goal: Implement positive behavior strategies to support students

Strategy 3.1 Analyze attendance data

Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Streamline data entry and access for consistency across schools <ul style="list-style-type: none"> Provide PD for PowerSchool 	PD Agenda/Log	2018	Director of Curriculum and Instruction
Establish division/school wide VTSS teams to support attendance <ul style="list-style-type: none"> Monitor attendance data through monthly division/school VTSS team meetings 	Meeting Agendas	2018-2024	Director of Curriculum and Instruction Principals

Strategy 3.2 Raise attendance awareness with students, parents and community

Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Develop and implement division plan for attendance	Attendance Plan	2018-2019	Central Office
Provide information about attendance procedures and policies at school functions and in written communications <ul style="list-style-type: none"> Use Attendance Works online resources 	Meeting Agendas	2018-2024	Family Engagement Coordinator Principals
Recognize attendance	School Displays School Announcements	2018-2024	Principals
Hire truancy officer/social worker	Position Filled	2018	HR Department
Utilize truancy officer to develop student attendance plans	Attendance Plans	2018-2024	Truancy Officer

Strategy 3.3 Implement Positive Behavior Intervention Supports

Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Establish division/school wide VTSS teams to support behavior <ul style="list-style-type: none"> Provide PD for teams Involve TTAC and VTSS Coach 	VTSS Documents	2018-2019	Director of Curriculum and Instruction Principals
Use Tiered Fidelity Inventory to determine individual school needs	Tiered Fidelity Inventory	2018-2024	VTSS Teams
Implement positive behavior strategies to support students	VTSS Meeting Agendas	2018-2024	All School Staff
Update Code of Conduct to reflect appropriate disciplinary actions	Code of Conduct Book	2018-2019	School Board

Strategy 3.4 Update attendance policy			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Update attendance policy to reflect new attendance regulations and accreditation guidelines	Attendance Policy	2018-2019	School Board
Implement attendance policy	Attendance Documentation Spreadsheet PowerSchool	2018-2024	Truancy Officer School Administrators Guidance
Inform parents about policy changes	Parent Night Agendas Facebook Website Newspaper	2018-2019	Family Engagement Coordinator

PERSONNEL

Goal: Attract, recruit, and retain high quality personnel

Strategy 4.1 To hire properly licensed and endorsed personnel

Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Interview Process: <ul style="list-style-type: none"> • Post possible positions on website • Screen applications • Interview • Contact references • Recommendation made to the Superintendent 	Position Filled	2018-2024	HR Department Licensure Specialist Director of Curriculum and Instruction Principals
Strategy 4.2 Develop a high quality and realistic recruitment process			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Collaborate with surrounding colleges/universities with teacher education programs each year <ul style="list-style-type: none"> • Increase number of student-teaching opportunities with surrounding colleges/universities 	Student Teacher Data Recruitment Schedule IPAL Report	2018-2024	HR Department
Strategy 4.3 Align teacher evaluation process			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Align the teacher evaluation practices with division professional development goals	Formal/Summative Evaluations PD Logs Observation Forms	2018	Director of Curriculum & Instruction
Continue to implement the state teacher evaluation system.	Formal/Summative Evaluations Observation Forms	2018-2024	Principals Director of Curriculum and Instruction

Strategy 4.4 Continue to seek competitive salaries and benefits			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Utilize Benchmark comparisons: <ul style="list-style-type: none"> Identify divisions for benchmarking comparison Determine appropriate benchmark indicators Collect and analyze information Make appropriate recommendations to School Board 	Completion of benchmarking	2018-2024	Finance and HR Department
Strategy 4.5 Equitably and adequately distribute human and financial resources among schools to meet the Standards of Quality (SOQ)			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Collect and analyze class size information to determine staffing requirements	Data from class size analysis which indicates SOQ requirements are maintained	2018-2024	HR Department Principals Director of Curriculum and Instruction
Strategy 4.6 Establish a system for faculty to receive funding for additional coursework			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Establish system for coursework: <ul style="list-style-type: none"> Establish a needs assessment of courses needed Collect data on what areas of teacher shortages occur Develop a program to pay for current personnel to teach dual enrollment courses 	Data collected IPAL Report Official College Transcripts	2018-2024	HR Department Principals/CT E Director Director of Curriculum and Instruction Finance Director Superintendent

Strategy 4.7 Establish a system for faculty to receive funding for additional coursework			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Establish system for coursework: <ul style="list-style-type: none"> • Establish a needs assessment of courses needed • Collect data on what areas of teacher shortages occur • Develop a program to pay for current personnel to teach dual enrollment courses 	Data collected IPAL Report Official College Transcripts	2018-2024	HR Department Principals/CT E Director Director of Curriculum and Instruction Finance Director Superintendent
Strategy 4.8 Retain quality personnel			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Develop and implement an exit interview on all personnel leaving	Interview Document	2018-2024	HR Department
Strategy 4.9 Update job descriptions for all personnel			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Revise and implement job descriptions for all personnel	Job Descriptions	2018-2024	HR Department
Strategy 4.10 Establish a flow-chart for evaluation of all personnel			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Establish and implement evaluation flowchart	Flowchart	2018-2024	HR Department

COMMUNITY AND FAMILY ENGAGEMENT

Goal: Establish a responsive and caring culture where all stakeholders feel valued and supported.

Strategy 5.1 Engage families in the learning process

Action Step	Evaluation Criteria	Timeline	Person(s) Responsible
Engage families in the school system: <ul style="list-style-type: none"> • Inform families about the importance of attendance • Explore the use of Power School Parent Portal to better meet families' needs • Provide more communication through the Instant Alert System to better inform families • Offer parent meetings and workshops at the schools • Ensure good family representation on the Parent Advisory Committee • Review family engagement policies, surveys, and school/parent compact • Provide support to EL population 	Parent Portal Data/ Power School Parent Advisory Agendas Announcements Advertisements	2018-2024	Community and Family Engagement Coordinator

Strategy 5.2 Involve community members in the learning process

Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Build relationships with the community <ul style="list-style-type: none"> • Establish a Community Advisory Committee to ensure community representation and further develop the school systems with businesses and entities in the community • Partner with the public library to offer parent resource center and have families meet there • Partner with Food Lion for Math Nights for the elementary and middle school • Partner with Cooperative Extension to bring more programs to the schools • Partner with the towns to offer family events in the parks, etc. 	Advertisements Flyers Meeting Agendas	2019-2024	Community and Family Engagement Coordinator

Strategy 5.3 Encourage the use of social media and the website to support communication with our students, parents and Community			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Maintain division communication <ul style="list-style-type: none"> • Create and maintain division and school Facebook accounts • Maintain division website • Include attendance awareness information 	Facebook Division Website	2018-2024	Family Engagement Coordinator Principals

SAFE/SECURE LEARNING ENVIRONMENT

Goal: Maintain a safe and supportive environment that is conducive to learning

Strategy 6.1 Implement best safety practices

Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Implement safety practices: <ul style="list-style-type: none"> • Update crisis plans and procedures for all division facilities • Conduct annual safety audit reports • Implement Safe Schools on-line training for all staff • Conduct mock emergency events with first responders • Review status of school video monitoring • Schedule and prioritize maintenance needs 	Crisis Plans Audit Reports Safe Schools Progress Report	2018-2020	Superintendent Principals Maintenance Department

Strategy 6.2 Follow state guidelines for frequency of fire, intruder and tornado drills

Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Follow state guidelines <ul style="list-style-type: none"> • Schedule fire and tornado drills • Schools will participate in “lock-down” drills • Review proper procedures with building staff 	Safety Drill Reports	2018	Principals

Strategy 6.3 Hire additional maintenance personnel

Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Follow hiring process <ul style="list-style-type: none"> • Post position for maintenance personnel • Screen applications • Conduct Interviews • Recommendation made to the Superintendent 	Position filled	2018-2019	Superintendent Maintenance Department

Strategy 6.4 Follow Capital Improvement Plan			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Update camera systems including parking lots and grounds at the two elementary schools	Completed Projects	2019	Superintendent Maintenance Department Principals
Continue education about bullying and cyber bullying.	Completed Projects	2019	Superintendent Maintenance Department Principals
Implement the VTSS to improve behaviors and reduce suspensions at middle and high school.	Completed Projects	2019	Superintendent Maintenance Department Principals
Install panic buttons at all schools.	Completed Projects	2022	Superintendent Maintenance Department Principals
Expand roles and responsibilities of the Crisis Management Team.	Completed Projects	2018-2024	Superintendent Maintenance Department Principals
Re-key all external doors at all 4 schools and determine protocols for distribution of keys	Completed Projects	2018-2024	Superintendent Maintenance Department Principals
Educate students and parents on the definitions of bullying and cyber bullying and the part that social media plays	Completed Projects	2018-2024	Superintendent Maintenance Department Principals

Food Services

Goal: Provide nutritional meals/snacks to students

Strategy 7.1 Increase participation in school meals

Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Introduce new menu items that meet the meal pattern and are enticing to students	Lunch Count Evaluation	2018-2019	Cafeteria Managers Food Service Supervisor

Strategy 7.2 Create excitement about school meals

Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Have a contest to name each school cafeteria and decorate the cafeteria and serving lines.	Lunch Count Evaluation	2018-2019	Food Service Supervisor

Strategy 7.3 Explore opportunities for students to receive free lunch at the elementary level

Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Apply for grant	Grant Award	2018-2019	Food Service Supervisor

Strategy 7.4 Implement new technology for food service program to inform parents/administrators

Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Implement and install new program	Project Complete	2018-2019	Food Service Supervisor Asst. Supt. Of Finance

FINANCE

Goal: Establish a financial process which provides consistency and transparency to all stakeholders			
Strategy 8.1 Establish a confident and structured financial process			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Create a comprehensive finance manual for procedures and processes within the realm of finance that includes: <ul style="list-style-type: none"> • Upgrade software to include scanning • Upgrade software to include an employee portal. 	Finance Manual	2018-2020	Finance Department Central Office Staff
Strategy 8.2 Maintain and upgrade facilities			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Create a short-term minor capital upgrade priority list	Capital Improvement List	2018-2019	Maintenance Department Assistant Superintendent Superintendent
Strategy 8.3 Establish a list of future upgrades of facilities			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Create a long-term major capital upgrade priority list	Capital Improvement Plan	2018-2024	Maintenance Department Assistant Superintendent Superintendent Central Office Staff
Strategy 8.4 Maintain and upgrade transportation needs			
Action Steps	Evaluation Criteria	Timeline	Person(s) Responsible
Establish a two (2) bus annual rotation with the county.	Bus Purchase Contracts	Ongoing	Supervisor of Transportation Assistant Superintendent Superintendent

School and Community Involvement in the Development of the Comprehensive Plan

The participation and involvement of the staff and the community in developing the comprehensive plan was achieved by the following means:

- Strategic Planning Sessions were held during the month of June, 2018.
- All departments within the division advised and developed goals and action steps to support the division plan.
- The plan was disseminated and discussed at the June 29, 2018 school board meeting.
- Copies of the plan will be available in each school and the central office.
- The plan will be shared with the Parent Advisory Council for review and input.
- A copy of the plan will be posted on the school division website.

Review of Progress and Revision Schedule

The 2018-2024 Comprehensive Plan will be reviewed and updated annually. If revisions to the plan are required, revisions will be amended at the end of the fiscal year's school board meeting in June.