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Georgetown-Ridge Farm School District  
Superintendent Annual BOE Report

September 14, 2015

Presented by:  
Mrs. Neal

## **Review: 2014–2015 Georgetown–Ridge Farm CUSD #4 Board of Education Retreat and District Goals**

### Legacy:

- Leave district in better shape.
- Governed – philosophy student first.

### Overview/Expectations:

- Identify board goals – help superintendent plan.
- Short/long term goals
  - Priorities
- Create a focus

### Core Values and Beliefs Regarding Students & Learning, we believe:

- All students can learn.
- Afforded opportunity to learn.
- Process has to be flexible – adapt different ways to motivate.
- Value student relationships – care.
- Not every student will excel at the same thing.
- Relevant to their lives – motivated by different things; e.g. basketball – grades to play.
- Education builds on itself – per grade.

### Regarding Teachers & Learning, we believe... (Teachers should):

- Teaching is not static – always changing, provide continuous support, time for professional development, time for sharing with colleagues and reflection on practice.

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- Teachers should be caring, consistent and focused. This will require flexibility, adaptability and recognizing individuality of students.

Regarding School/Community Relations, we believe:

- It is vital that a healthy relationship exists between school and the community.
- It is a partnership where all perspectives are valued.
- Expectations of both parties need to be articulated.
- The school is a central part of the community.

Mission Review:

Based on our beliefs, our mission clarifies our unique purpose by trying to answer the question: “What benefits do we want to provide and to whom are we trying to provide those benefits? And at what cost?” Mission tells us why we need to make this journey.

Current Vision Statement

Success for today: through the active involvement of students, parents, educators and the community.

Preparation for tomorrow: to obtain critical thinking, reasoning, and problem solving skills to become effective, creative, and caring members of a diverse society.

Learning for a lifetime: assures well-informed, productive citizens for the future.

Current Mission Statement (GRHS):

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Our mission is to strive for success for today, through cooperative involvement of students, parents, educators, and our community. Prepare our students for tomorrow through creative technology while valuing differences in cultural backgrounds, needs, goals, and learning styles. Equip our students to be life-long learners who are well informed productive members of society.

### Current Mission Statement (Mary Miller Junior High):

To ensure successful, prepared, and lifelong learners, Mary Miller Junior High will provide a safe, supportive environment and the highest quality education that meets the students' individual needs, motivates them to excel, and allows them to become self-sufficient adults.

### Current Mission Statement (Pine Crest Elementary):

By working with students, families and our school communities, Pine Crest Elementary's mission is to make the district vision a reality for every student, every day. We will provide a safe, positive learning environment that fosters personal achievement, creates productive citizens and encourages lifelong learners.

Note: The BOE decided to keep the current staff developed vision and mission statement.

### SWOT Analysis

#### Personnel

#### Strengths

- ◆ Good relationship with union; staff – sacrifice for district; staff care about public education – buy dresses, shoes, groceries.

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- ◆ Building teacher leaders – teachers a part of changes.
- ◆ More respect for administration – teachers.
- ◆ Dedication of administration.

### Weaknesses

- ◆ Ways to recognize staff; e.g. staff member of the month.
- ◆ Favoritism towards students.
- ◆ Hire more teachers – offer classes.
- ◆ Need to attract teacher candidates who are considered to be the cream of the crop.
- ◆ Mentoring program for staff.

### Student Safety

#### Strengths

- ◆ Locked in entrances – buzzer systems.
- ◆ Video cameras.
- ◆ More lighting.
- ◆ Cameras on buses.
- ◆ Run safety drills.
- ◆ Emergency procedural manuals.
- ◆ Fire/police have access to buildings.

#### Weakness

- ◆ Updating cameras/videos.
- ◆ Update walkie-talkies.
- ◆ Safety – technologies.

## School Community

### Strengths

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- ◆ Computer classes for parents.
- ◆ Operation back-pack.
- ◆ Tax preparation.
- ◆ Collaboration with EIU Food Bank.
- ◆ Recycling – -----
- ◆ Collaboration – mayor’s office.
- ◆ Collaboration – youth organizations.
- ◆ Community usage of facilities.
- ◆ Assistance with various bills (e.g. – utility)
- Weakness
- ◆ Rumor mill.
- ◆ How to send word out – accurate information – district operations.
- ◆ Problem with social media.
- ◆ Build better relationship with Ridge Farm – (closed a building).

## Academic Achievement

### Strengths

- ◆ Progress monitoring tool – K-10.
- ◆ Structure of district improvement.
- ◆ Collaboration with DACC.
- ◆ Instructional strategies – more effective.

### Weakness

- ◆ Graduation rate.
- ◆ Meeting AYP.
- ◆ Curriculum alignment K-12 / IL Learning Standards.
- ◆ Misperception of student achievement.
- ◆ Need more advanced classes.

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- ◆ How to improve technology.
- ◆ Support system at home for students.

### District Finances

#### Strengths

- ◆ Created balanced budget in a year – with teacher assistance.
- ◆ Received grants.
- ◆ Monitoring expenditures – principal, superintendent.
- ◆ Union support.

#### Weakness

- ◆ Limit of state funds.
- ◆ Work on getting reserves.
- ◆ Need to offer raises for staff.
- ◆ Align spending to district goals.

### District Facilities

#### Strengths

- ◆ Upgrades to buildings:
  - Pine Crest – good shape
- ◆ Bond issue for life safety.
- ◆ Application for grants.
- ◆ Demolishing – old buildings.

#### Weakness

- ◆ Sell building at Ridge Farm.
- ◆ Improve parking areas.
- ◆ Overall improvements when driving on campus.
- ◆ Heating units in high school is obsolete.

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- ◆ New football bleachers.
- ◆ Needs assessment for interior/exterior.

### Pupil Services

#### Strengths

- ◆ Project Success – after school tutoring.
- ◆ District known for doing extra things for students – food programs, field trips, operation back-pack.
- ◆ Doing extra things for at-risk students.
- ◆ Athletic program – archery – offer variety.
- ◆ Teacher assistance beyond regular duties.

#### Weakness

- ◆ Improve music program.
- ◆ Address issues connected with poverty – suicide, drugs.
- ◆ More social workers and other services.
- ◆ Lack of variety on coaches.
- ◆ Lack of sponsors – how we advertise.
- ◆ Professional development for coaches – community relations.



Top Four Goals:

1. Improve curriculum by ordering and using curriculum management system and devote SIP days to completing curriculum. (Academic Achievement – 24)
2. Ensure district finances are aligned to district goals and all expenditures are in accord with the budget by monthly review. (District Finances – 18)
3. Ensure we are “staffed” to meet social/emotional needs of students/community. (Pupil Services – 12)
4. Develop a plan of action to include a needs assessment, project list, and general campus clean-up. (District Facilities – 6)

Note: These four goals are highlighted in red.

## **Goal Area – Academic Achievement**

### Vision:

- Improve graduation rate.
- Well prepared graduates.
- Students make growth.
- Curriculum is aligned, mapped.
- Share student accomplishments.

**Goal 1:** Improve curriculum by ordering and using curriculum management system and devote SIP days to completing curriculum.

### Indicator 1.1:

- ✓ The District purchased the Build Your Own Curriculum (BYOC) platform
- ✓ The Math, Reading, and Science Task Forces were established to focus on curriculum and instruction
- ✓ The District provided training to the administration and the Math and Reading Task Force on using BYOC
- ✓ The Administration and the Task Forces provided teachers with hands-on training on how to use the BYOC system
- ✓ Two SIP days per month were built into the 2014–15 and 2015–16 SY calendar
- ✓ Teachers received professional development in the New Illinois Learning Standards curriculum development utilizing the backward design model, writing a reliable and valid assessment, training on common, formative, and summative assessment, tiered vocabulary, and preparing for the new PARCC assessment system.
- ✓ At the end of the year, teachers continued to work on Unit standard alignment, unit name, concept/skills, and they identified days of instruction

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- ✓ 2015–16– Teachers will continue to write the curriculum with the goal to have K–12 math, science and, reading aligned to the New Illinois Learning Standards.

Artifact: See attached 2014–15 Professional Development Plan

Goal 2: Goal set and vision contract with students – the importance of accomplishing goals for the future.

Indicator 2.1:

- ✓ Response to Intervention (RTI) structure was designed in 2014/15 by District Multi–Tiered System of Support Team (DMTSS). The RTI Manual outlining the process was rolled out to staff on the August 20<sup>th</sup> Teachers In–service meeting. Students participate in research based interventions groups. Students in intervention groups are progress monitored and the data is shared with students. Teachers will be incorporating student goal setting this school year. The Assistant Principals will be monitoring the RTI process and will track goal setting. RTI addresses students with learning gaps.
- ✓ Next steps for expanding goal setting will be explored with the Task Forces to incorporate a more comprehensive focus on student reflection. This goal is partially met. In addition, the Assistant Principals are overseeing the RTI process. They will be supporting and monitoring the process to ensure implementation fidelity.

Artifact: See attached Response to Intervention Manual

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Goal 3: Set up data/assessment review system; differentiate instruction to meet student needs at his/her level.

### Indicator 3.1:

- ✓ District model of data assessment review is established at the grade/department, district, and Board levels.
- ✓ The newly adopted district-wide Aims web assessment is the universal screener we will be using to track student achievement progress in reading and math district-wide
- ✓ Response to Intervention (RTI) Tier I and Tier 2 student groups will be monitored at least one time per month to monitor student growth.
- ✓ The technology infrastructure was upgraded in 2013 to prepare for state testing on computers
- ✓ The new PARCC assessment system will be implemented one time per year
- ✓ Teachers are designing Student Learning Objectives (SLO's) as their student growth measures in the teacher evaluation plan. All student growth measures meet the PERA legislation requirements.

Artifacts: District Model of School Improvement and Meeting Schedule, SLO's Guidebook, and the Annual Data review scheduled for the October BOE meeting.

Goal 4: Devise a system for board/school student recognition.

### Indicator 4.1:

- ✓ Student and Staff recognition is conducted at the monthly Board of Education meetings (excluding June–September). Students are recognized at the building levels throughout the school year with behavioral incentive

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programs and at the end of the year with student awards. Staff is recognized for excellence at the building level informally and at the GREA banquet at the end of the year.

Recommendation: Develop a formalized program at the building level to recognize staff accomplishments.

### **Goal Area– District Finances**

Vision: Financial position will be improved by having reserves, being debt free including other financial obligations, maintaining a balanced budget, and reducing expenses which will allow the district to fairly compensate staff, ability to support district programs, and offer a viable curriculum while being fiscally responsible at all levels.

**Goal 5:** Ensure district finances are aligned to district goals and all expenditures are in accord with the budget by monthly review.

#### Indicator 5.1:

- ✓ District Leadership Team (DLT) establishes systemic decisions. All district resources align to the Board of Education goals and the district leadership team instructional decisions.
- ✓ Review of the accounts and budget planner are conducted monthly
- ✓ Annual amendment of the budget is conducted to ensure accurate record keeping aligned to the State of Illinois Procedures.
- ✓ ISBE rates the financial health of district with the following classification: (1) Recognition; (2) Financial Review; (3) Financial Early Warning; and

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(4) Financial Watch. In the last three years, we have moved from the Financial Watch category to the Financial Review classification.

Artifact: Please see attached three year budget comparison

Recommendation: Continue to monitor the financial health of district and align district goals with district expenditures.

Goal 6: To become fiscally smart and stable by monitoring fair compensation structure, budget, applying for grants which will assist the district in maintaining a balanced budget and increasing reserves.

Indicator 6.1:

- ✓ The BOE partnered with the District superintendent, bookkeeper, and payroll clerk during teacher contract negotiations to ensure accurate district information and neighboring district comparable.
- ✓ Federal/State grants have been applied for to increase revenue.
- ✓ The Board of Education added a Curriculum Coordinator position for the 2015–16 SY to assist with grant management and application.

Goal Area – Pupil Services

Vision: Create a district that everyone wants their children to attend by offering services or programs that meet academic as well as social/mental needs.

**Goal 7:** Ensure we are “staffed” to meet social/emotional needs of students/community.

Indicator 7.1:

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- ✓ In 2015–15, established a social/emotional task force to address social service supports.
- ✓ Social/Emotional task force studied student and family issues and identified areas needing support.
- ✓ Social/Emotional task force constructed a bullying prevention program and website communication system. The system will be launched Fall 2015.
- ✓ District added a full time School Nurse position
- ✓ Despite a shortage in school social workers, the district recruited a school counselor to fulfill the social work counseling minutes.
- ✓ The District partnered with the Mental Health Board and has provided crisis and drug and alcohol treatment supports on site at the High School.
- ✓ Next steps, the Social/Emotional task force will design a suicide prevention program and continue to assess the needs of the families and students.

Goal 8: Create extra-curricular programs that students/community can have pride in.

### Indicator 8.1:

- ✓ The BOE have approved improvements to the athletic facilities.
- ✓ The BOE entered into a Cooperative soccer agreement with Westville School District.
- ✓ The athletic directors have worked in collaboration with administration to establish coaching and student expectations
- ✓ A drug testing program was established 2014–15 for extracurricular programs.

Goal 9: Develop a plan to recruit and cultivate all staff/coaches/administration, etc.

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### Indicator 9.1:

- ✓ District administrators recruit for certified personnel
- ✓ Job openings are posted on the Illinois School Administrators state-wide job bank.
- ✓ Curriculum Coordinator conducted a new teacher/staff member orientation. The new teachers and Curriculum Coordinator will meet monthly to discuss pertinent issues to transitioning into the district.
- ✓ Professional development focus is determined by the district leadership team and aligns with board and district leadership team goals.

Artifact: See attached professional development plan.

## **Goal Area – District Facilities**

Vision: Create a state of the art facility the students, staff, and community can be proud of.

**Goal 10:** Develop a plan of action to include a needs assessment, project list, and general campus clean-up.

### Indicator 10.1:

- ✓ The BOE sold bonds to pay for Health Life Safety projects that included installing new bleachers, windows, doors, cosmetic and security upgrades.
- ✓ The BOE conducted the 10 year health life safety survey that assesses all district facilities and identifies mechanical and structural health life safety



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projects. The 10 year health life safety survey will be shared at the October 2015 BOE meeting.

- ✓ The Director of Maintenance provides the board of education with monthly updates on the projects completed and planned for the school year.
- ✓ The administration conducts an annual walk through of each building to identify improvement areas.
- ✓ The Director of Maintenance communicates building and grounds needs to the superintendent.

Artifact: The 10 year health life safety survey.

Recommendation: Establish a district-wide building and grounds committee.

### **Goal Area – School Community**

Vision: A school district that is trusted and supported by the community through good communication and collaboration.

Goal 11: Showcase the positive attributes of our students and staff through social media networks and at monthly board meetings.

Indicator 11.1:

- ✓ The district purchased a new website platform
- ✓ The district provides a teacher with a stipend to maintain the website
- ✓ Students are recognized monthly at the BOE meetings.
- ✓ One building is utilizing twitter to promote student and staff.

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- ✓ A district technology team has been established to address technology and communication planning.

Recommendation: To utilize the technology team to expand social media networks and to recognize student and staff achievements.

Goal 12: Take part in the IASB's training on school/community.

#### Indicator 12.1:

- ✓ The BOE of education has conducted at least one retreat each year to address board member needs.
- ✓ The BOE of education and administration established common understandings of roles and responsibilities of the leadership team.
- ✓ The BOE in conjunction with administration established the above listed goals.

Recommendation: To continue to partner with IASB to establish an effective district leadership team.

### **Goal Area – Personnel**

Vision: Recruit and retain staff through initiatives that promote growth, recognize efforts, and encourage collaboration.

Goal 13: Identify teacher leaders.

#### Indicator 13.1:

- ✓ The District Model of School Improvement was designed and implemented with fidelity.

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- ✓ Teacher leaders have been identified across the district by administration and peers.
- ✓ Teacher leaders and administrators serve in informal and formal leadership capacity across the district. Teachers and administrators serve on the District Leadership Team (DLT), District Multi-Tiered System of Support Team (DMTSS), Teacher Evaluation Committee, and the Reading, Math, Science, and Social-Emotional Task Forces.
- ✓ The DMTSS team designed the Response to Intervention Manual (RTI)
- ✓ The Teacher Evaluation Committee designed the new teacher evaluation plan.

Goal 14: Create system for staff recognition.

Indicator 14.1:

- ✓ The BOE recognizes staff at the monthly BOE meeting
- ✓ The buildings have informal recognition of staff members.
- ✓ At the end of the school year, staff is recognized at the county-wide Golden Ruler Banquet and an in district retirement dinner event as well as the GREA staff recognition dinner event.

Recommendation: To conduct more formalized building level staff recognition activities.

### **Goal Area – Student Safety**

Vision: Create a safe environment where students and staff can focus on education and parents feel comfortable about sending their students.

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Goal 15: Have regular assessments of all facilities, equipment, plans and training needs.

### Indicator 15.1:

- ✓ The district utilizes an online training system to conduct mandated trainings for staff members.
- ✓ The district was awarded a safety grant. The administrators conducted a needs assessment of safety equipment and identified areas needing improvements. The funds were used to purchase the needed lighting, communication tools, cameras, and crisis aps.
- ✓ The district meets annually with emergency responder personnel to review our crisis plans and discuss safety concerns and planning. The emergency providers consult on safety needs. For example, the fire department requested Knox Boxes be installed so that all responders could quickly enter the buildings. We also provide our police with easy access entry permission.
- ✓ The school buildings conduct an annual review of the building crisis plans and make necessary adjustments.
- ✓ The district sends employees on training on how to safely restrain students and on first aid.
- ✓ The district hired a full time nurse who conducts necessary health care training to staff.

Recommendations: Annual review of student needs may inform district-wide crisis planning.