

**Action Plan Document**  
**Richmond-Burton CHS D157**  
**Board of Education Goals**  
**Revised for 2019-2020**  
**(Updated May 20, 2020)**

**Curriculum, Instruction, and Program**

The Richmond-Burton Community High School District 157 Board of Education recognizes that innovative Curriculum, Instruction, and Program opportunities for students are integral to academic and social growth.

**1. Examine and develop steps to be taken for the implementation of dual credit course work**

<b><u>FY20 and FY21 Target</u></b>	<b><u>Team Members</u></b>	<b><u>STATUS</u></b>
1. Identify steps in the process of determining dual credit course offerings  2. Develop timeline for implementation	Administration, Curriculum Committee, College Personnel	1.1 Exploring with MCC  1.2 Due to COVID-19 Pandemic the timeline will be for the 2021-2022 school year

**2. Examine programming and expansion options for CTE programming**

<b><u>FY20 and FY21 Target</u></b>	<b><u>Team Members</u></b>	<b><u>STATUS</u></b>
1. Develop working relationships with local businesses and manufacturers  2. Develop internships for career advancement	Administration, Curriculum Committee, CTE staff, local businesses	2.1 Dr. Enright continues to network and stay in communication with these two groups.  2.2 Successfully place several students with internships with a local manufacturer.

**3. Examine programming and expansion options for STEAM programming**

<b><u>FY 20, FY 21, FY 22 Target</u></b>	<b><u>Team Members</u></b>	<b><u>STATUS</u></b>
1. Identify steps in the process of determining STEAM offerings  2. Develop internships for career advancement  3. Develop timeline for	Administration, Curriculum Committee, STEAM staff, local manufacturers	3.1 Dr. Enright and his team are examining which area to pursue in the STEAM expansion. This includes tours of local manufacturers and examining bio medical courses. 3.2 Completed with Scott Forge. We will continue to expand for 2020-21.

## Curriculum, Instruction, and Program (Continued)

### **4. Examine and develop academic enhancements and social /emotional programming for Freshman Seminar**

<b><u>FY 20, FY 21, FY 22 Target</u></b>	<b><u>Team Members</u></b>	<b><u>STATUS</u></b>
<ol style="list-style-type: none"> <li>1. Use the current data to analyze the status of Freshman Seminar Program</li> <li>2. Identify academic options-based data analysis</li> <li>3. Identify social/emotional options-based data analysis</li> </ol>	Administration, Counseling Staff, Freshman Seminar Staff, Curriculum Committee	<p>4.1 Building administration is currently gathering additional data to examine.</p> <p>4.2 This is being done through the building admin in conjunction with an evaluation of potential enrollment numbers.</p> <p>4.3 A survey will be sent home during the last week of May 2020 to look for feedback from students and parents regarding SEL needs.</p>

## Infrastructure: Buildings and Grounds

The Richmond-Burton Community High School District 157 Board of Education believes that a healthy, safe, and secure school environment provides the best opportunity for learning.

### **5. Review current safety practices and assess security needs**

<b><u>Ongoing Target</u></b>	<b><u>Team Members</u></b>	<b><u>STATUS</u></b>
<ol style="list-style-type: none"> <li>1. Security task force will conduct a safety and security assessment of District preparedness protocols.</li> <li>2. Continue to meet and monitor implementation of security enhancements adjusting as needed.</li> <li>3. Examine all entry points to the building, and conduct a security assessment of the main entrance and front office complex.</li> </ol>	Local First Responders, Security Committee, Superintendent, Building Admin. Team, Staff, and BOE	<p>5.1 The first phase of this is complete. The school has worked closely with local first responders on our assessments and response protocols. Training and evaluation are ongoing.</p> <p>5.2 Associate Principal Nolen is leading this.</p> <p>5.3 The initial phase of this is complete. As part of our long-term facility plan we have asked our engineers and security specialists to look at our needs.</p>

## **Infrastructure: Buildings and Grounds (continued)**

### ***6. Examine current infrastructure throughout the District and determine needs that will support optimal building efficiencies and future student programming***

<b><u>FY 20, FY21 Target</u></b>	<b><u>Team Members</u></b>	<b><u>STATUS</u></b>
<ol style="list-style-type: none"> <li>1. Work with Wold Ruck Pate to ensure facility management plan is followed</li> <li>2. Develop with district architect a schedule to replace and enhance aging infrastructure.</li> </ol>	Superintendent, District Architect, and BOE	<p>6.1 <b>Completed as of May 2020</b></p> <p>6.2 Currently being developed.</p>

### ***7. Analyze the effectiveness of facilities to support a well-rounded educational experience and opportunity for students, staff, and community***

<b><u>FY 20 Target</u></b>	<b><u>Team Members</u></b>	<b><u>STATUS</u></b>
<ol style="list-style-type: none"> <li>1. Examination of fine arts facilities, STEAM spaces, and academic learning spaces</li> </ol>	Administration, Building/Ground Committee, Wold, community, and teaching staff	7.1 <b>The Plan and cost estimates have been completed as of May 2020.</b>

## **Finance**

The Richmond-Burton Community High School District 157 Board of Education believes that fiscal responsibility results from ongoing financial review, transparency, and financial stability often dependent upon various funding uncertainties.

### ***8. Continued professional development in the area of school finance for the Board of Education***

<b><u>Ongoing Target</u></b>	<b><u>Team Members</u></b>	<b><u>STATUS</u></b>
<ol style="list-style-type: none"> <li>1. Continued participation in professional conferences and Utilize IASB resources for in-house training</li> </ol>	Superintendent, Business Manager, and BOE	8.1 The BOE has recently participated in the Triple I Board conference where Board members participated in trainings.

## **Finance (Continued)**

### ***9. Development of financial projections***

<b><u>FY 20 Target</u></b>	<b><u>Team Members</u></b>	<b><u>STATUS</u></b>
1. Develop short term and long-term financial projections that take into consideration potential legislative action that would impact school funding.	Finance Committee, Superintendent, Business Manager, and BOE	9.1 <b>Currently being developed. The finance Committee met in April to review our current financial position.</b>

### ***10. Determine long term capital projects in conjunction with cost analysis***

<b><u>FY20 and FY21 Target</u></b>	<b><u>Team Members</u></b>	<b><u>STATUS</u></b>
1. Work with district architects and engineers to determine long term capital projects.	Superintendent, District Architect, Finance Committee, Business Manager, and BOE	10.1 <b>Completed and submitted to the Board in May 2020.</b>
2. Develop cost analysis of capital projects once long-term facility plan is completed by Wold.		10.2 <b>All cost estimates are completed. The Board will begin to develop a short and long term needs assessment based on the long term facility plan.</b>

## **Shared Services**

The Richmond-Burton Community High School District 157 Board of Education will continue to assess the organizational structure of the Shared Service Model.

### ***11. Examine current structure of the Shared Services Model***

<b><u>FY20 Target</u></b>	<b><u>Team Members</u></b>	<b><u>STATUS</u></b>
<ol style="list-style-type: none"> <li>1. Conduct Shared Service Committee review of current shared service model.</li> <li>2. Examination of financial resources and services</li> <li>3. Develop an assessment report of our shared services model with recommendations for the BOE.</li> </ol>	Shared Service Committee(D157/D 2) Superintendent, Business Manager, BOE	<p>11.1 Currently taking place. Phase 1 and 2 completed in December. Phase three is being developed. Shared Service Committee is meeting again in March.</p> <p>11.2 Taking place one department at a time. Currently finishing the realignment of our tech department. District administration was completed in November.</p> <p>11.3 Developing cost analysis report for all shared service departments and personnel. District admin, district support staff, and tech are now completed.</p>

### **12. Examination of an operational model for shared services staff**

<b><u>FY20 Target</u></b>	<b><u>Team Members</u></b>	<b><u>STATUS</u></b>
<ol style="list-style-type: none"> <li>1. Investigation of pay, benefits, and organizational structures for non-certified district office staff</li> </ol>	Shared Service Committee(D157/D 2) Superintendent, Business Manager, BOE	<p>12.1 Phase 1 of restructuring the district administration and district support personnel has been completed and will be implemented starting July 1, 2020. Phase 2 included restructuring of the shared service model for the tech department and was completed in December 2019. Its implementation will take place July 1, 2020.</p>