Oak Park Elementary School District 97 Board of Education Meeting Pillar 4 Update April 30, 2019

Our five-year <u>Vision97 4ALL</u> plan offers a roadmap for creating a positive learning environment for **all students that is** equitable, inclusive and focused on the whole child.

You'll recall that the plan includes **four aspirational goals** for student learning, as well as four pillars (professional practices and targeted strategies) that will help ensure that every D97 student witnesses, achieves or begins experiencing what it means to be:

- A known, nurtured and celebrated LEARNER.
- An empowered and passionate SCHOLAR.
- A confident and persistent ACHIEVER.
- A creative CRITICAL THINKER AND GLOBAL CITIZEN.

This year, our regularly scheduled board of education meetings will include updates on topics from our <u>SY19 District</u> <u>Action Plan</u> that are related to our four pillars. Our four pillars are the building blocks of the work we do on behalf of our students. They also define the capabilities the staff must develop on a continuous basis in order to nurture effective instruction and a mission-focused, empowering organizational infrastructure (see page seven of the vision plan).

<u>Pages six through nineteen of this document feature an update on the work we are doing in conjunction with Pillar 4.</u> If you have questions, want to offer feedback, or would like to share suggestions after reading any of these updates, we encourage you to do so via the <u>Let's Talk button</u> on our website (<u>www.op97.org</u>).

#### **Our Vision**

To create a positive learning environment for all District 97 students that is equitable, inclusive, and focused on the whole child.



Every students is...

.... a known, nurtured, and celebrated learner
... an empowered and passionate scholar
... a confident and persistent achiever
... a creative critical thinker and global citizen



### SY19 District-Level Priorities (Collective Action Plan)

Following our end-of-year review of student learning data, extensive conversation at the district level, and ongoing consultation with our building principals, staff, and community, we identified the following Five Priorities as our collective focus areas for the 2018-2019 school year. These five priorities are deemed most supportive of the needs of our schools <u>and</u> most relevant at this time for moving our whole organization towards higher levels of effectiveness, efficiency, and readiness in years to come. The five priorities were also selected on the basis of what our organization is fiscally able to handle at this time. The intent of this focus is to:

- Increase the percentage of students who feel a sense of "belonging" while at school
- Increase the percentage of students who are reading at or above grade level
- Increase the percentage of middle-schoolers who are projected to be college-ready upon graduation from D97

Over the course of the upcoming school year, we intend to monitor our actions continuously. Additionally, we plan to host Superintendent Equity Learning Network sessions on the following dates, where we will report out the status of our progress to our employees, Board of Education, parents and community. In doing so, we hope to strengthen our stakeholders' trust in and commitment to our school district:

- Tuesday, October 30th (Staff) and Tuesday, November 27th (Parents and Community)
- Tuesday, March 5th (Staff)
- Tuesday, May 28<sup>th</sup> (Parents and Community)

Vision Plan - Four Pillars	2018-2019 District Priorities Title & Description	2018-2019 District Priorities Rationale
Pillar 1: Equitable access to rigorous, responsive instruction  We will ensure that all students have access to challenging, engaging instruction, which reflects prior knowledge, learning styles and cultural background.  BOE Agenda Scheduled Updates on:  September 4 January 15	<b>Strongthon Literacy Instruction</b> We will strengthen K-5 literacy instruction through a balanced literacy approach that addresses student learning styles, incorporating student voice and promoting instruction responsive to student needs.	We all know how important strong foundational literacy skills are in terms of future learning. Beginning this year, we are fully implementing writing and reading units of study in our K-5 classrooms and are piloting a word study curriculum. Additionally, we have hired three additional MTSS Interventionists so our larger elementary schools (Holmes, Longfellow, and Lincoln) will each have an additional teacher to better support our Tier 2 and Tier 3 students.
	Strongthon Middlo School Instruction We will revise International Baccalaureate units for cognitively demanding student- centered experiences in grades 6-8.	Our middle schools are preparing for IB reauthorization (2020). With reauthorization, we must support Brooks and Julian staff with development of unit plans that will ensure the successful accomplishment of our goals.
	Co-toaching Expansion (Inclusive Teaching Practices)  We will broaden implementation of inclusive practices that support that support meaningful access to general education learning environments, curricula and experiences for students with disabilities	D97 teachers identified the need for providing more inclusive service delivery modes to support students with disabilities. We designed pilot programs at both of our middle schools in 2013; and last year, we piloted co-teaching in two of our elementary schools (Whittier and Irving). Last spring, the board of education approved hiring four additional special education teachers in order to expand the coteaching pilot fully at Whittier and Irving. We have also been able to add an additional co-taught kindergarten classroom at a Julian feeder school (Beye).
Pillar 2: Strong Relationships with Families and Communities We recognize that "schools can't do it alone." Therefore, we will nurture trust among home-school- community through shared responsibility for student success, proactive communication and meaningful stakeholder voice.	* Physical Intogration  * Monthly Communications Mootings  * Student and Staff Profiles	

#### BOE Agenda Scheduled Updates on:

- September 25
- February 12

# Pillar 3: Effective Teachers, Leaders, and Staff for Every Student, for Every School

We will invest in people. We will ensure that our principals and school leadership teams articulate a clear school vision (big picture, and are actively involved in planning, guiding and assessing instruction and student learning. Furthermore, our teachers, leader and staff will receive timely, focused support and intervention (e.g., coaching, mentoring, peer support, targeted training).

#### BOF Agenda Scheduled Undates on:

- October 23
- March 1

## **Piliar 4: Data-Informed Continuous Improvement**

We will "manage the whole." Our schools will have well-established organizational procedures and will develop a culture of evidence-based, collaborative inquiry to facilitate continuous improvement of teaching, learning, and leadership.

#### BOE Agenda Scheduled Updates on:

- November 27
- April 30

#### **Social-Emotional Supports**

We will refine and expand targeted socialemotional supports that address all aspects of a student's development through caring and respective relationships. Last spring, the board of education approved hiring four additional social workers and one additional psychologist for our team. Now, both middle schools have one social worker per grade level and Longfellow, Holmes, Irving and Lincoln each have 1.5 social workers. Each middle school also has one full-time psychologist.

These additional positions will enable the district to more effectively support students who are in crisis, who may need short-term therapy, or who receive services per the provision of an IEP.

# Middle School Behavior: Tier 1 PBIS and Culture/Climate Supports

We will build collective understanding and the capacity of school culture/climate teams to lead and monitor implementation of Tier I Positive Behavior Intervention Supports (PBIS).

We selected this priority because improving Middle School Tier 1 PBIS/Culture & Climate supports were identified as a need by our staff, students and families. We added a PBIS coach for our middle schools last year. We also began piloting HERO (a tool to recognize, reward and reinforce behavior). This year, we want to continue to strengthen Tier 1 and our PBIS system by developing a reliable data system that will be used with fidelity regarding student referrals and positive behavior tracking in order to support data-based decision making in our schools.

# SY19 Departmental Priorities (Targeted Strategies and Objective or TSO)

Pilla r	Administrator Team Assignments	2018-2019 Departmental Priorities (Targeted Strategies and Objective or TSO)
Pilla r 1	Tawanda Lawrence, Carrie Kamm, Donna Middleton, Lauren Olson, Kristin Imberger	<ul> <li>MTSS-Behavior (TSO 1)</li> <li>Math Differentiation (TSO 2)</li> </ul>
Pilla r 2	Eboney Lofton, Amanda Siegfried, Chris Jasculca, Carol Kelley, Megan Stewart	<ul> <li>Increased Access for Students with Disabilities (TSO 4)</li> <li>Monthly Communication Meetings (TSO 5)</li> <li>Staff and Student Profiles (TSO 6)</li> <li>Family Engagement Committee (TSO 5)</li> </ul>
Pilla r 3	Emily Fenske, Felicia Starks-Turner, Laurie Campbell, Tulicia Edwards, Siania Obidi	<ul> <li>Effective Student Behavior Handbook and Behavior Matrix Field Test (TSO 7)</li> <li>Building Capacity to Support Instructional Excellence (TSO 8)</li> <li>Increasing Diversity within our Workforce (TSO 8)</li> <li>Professional Learning Communities and Teacher Teams (TSO 9)</li> </ul>
Pilla r 4	Jeanne Keane, Amy Warke, Michael Arensdorff, Liz Battaglia, Will Brackett, Cathy Hamilton, Carla Ellis	<ul> <li>TieNet 504 Electronic Case Management Module (TSO ??)</li> <li>BLTs, School Improvement Planning (TSO 10)</li> <li>Data Surety-Student Data ID Processes (TSO 10)</li> <li>User-Friendly Student Tracking System (TSO 10)</li> <li>Substitute Solution (TSO 11)</li> <li>Systems and Processes for HR (TSO 12)</li> <li>Infrastructure Maintenance and Improvement (TSO 12)</li> <li>Improve Student/Staff Experiences with Instructional Tech and IT Services (TSO 12)</li> <li>Network and Data Security (TSO 12)</li> <li>Cleaning Standards (TSO 12)</li> <li>Maintenance/Facilities Efficiencies (TSO 12)</li> </ul>

## Pillar 4 - Data-Informed Continuous Improvement

Our schools will carry out well-established organizational procedures and will develop a culture of evidence-based, collaborative inquiry to support continuous improvement of teaching, learning and leadership.

Pillar and Targeted Strategy/ Objective (TSO)	SY19 Priority	SY19 Sub-Priority and Key Tasks	Status	Next Steps
4.10 Data- supported Decision-making and Accountability	Middle School Behavior: Tier 1 PBIS and Culture/Climate Supports We will build collective understanding and the capacity of school culture/climate teams to lead and monitor implementation of Tier I Positive Behavior Intervention Supports (PBIS).	District Culture & Climate Framework Draft D97 Culture & Climate Handbook and then present to Ed Council and Ad Leadership for feedback  Two half-day professional learning sessions for Ad Leadership on alignment of SEL, PBIS, Restorative Practices, and Trauma-Informed Care  3. 2 Tier 1 Readiness & Professional Learning Determine professional learning plan and calendar for Middle School Culture & Climate teams for SY18-19  Middle School Culture & Climate Teams Professional Learning Sessions (1 full day learning session per trimester). Focus areas:  • Overview of PBIS/Multi-Tiered	IN PROGRESS  COMPLETE  COMPLETE	Needed more time for cycles of feedback from stakeholders; also wanted to be sure this handbook is aligned to our revised effective student behavior handbook.

System of Support  Tier 1 Components & Critical Features Facilitation & Coaching 101 SWIS & TIPS Fidelity Tools & Data Collection  3.3 Tier 1 Systems Determine Tier 1 data that will be collected (student data, data collection system, success criteria, staff expectations, communication plan, progress monitoring plan)  Determine with principals and Middle	COMPLETE	
School Culture & Climate Coach how and when Tier 1 data will be reported to school staff.	COMPLETE	
3. 4 Tier 1 Implementation & Monitoring School Site Visits-Tier 1 Baseline Assessment	COMPLETE	
School Site Visits-Tier 1 Implementation Monitoring  Administrator Interview  Tier 1: School-based fidelity check (TFI status report, SWIS data review  Midwest PBIS: School tour/TFI	COMPLETE	

		walkthrough; staff & student interviews Classroom practice observations  School Site Visit-Tier 1 Year End Assessment	IN PROGRESS	
4.10 Data- supported Decision-making and Accountability	TieNiet 504 Electronic Case Management Module** We will transfer our current paper process to a web- based platform, enabling our district to seamlessly manage our entire Section 504 process, including: pre- referral, eligibility 504 development, accommodations documentation and reporting to parents via a secured Internet site. Additionally, data can be mass exported for reporting or analysis.	Purchase TieNet's Case Management module Identify funding Finalize Data Sharing Agreement Finalize Purchase Implement Rollout  Design Custom Reports SY20 Draft output for key reports for team Work with assigned TieNet resource on development Identify any needed ongoing development  Train Users Identify TieNet resources needed for professional learning Train staff on TieNet  Evaluate Usage	COMPLETE	

		Evaluate system usage to identify additional needs	IN PROGRESS	
4.10 Data- supported Decision-making and Accountability	BLT School improvement Planning Support Principals in implementing Building Leadership Team (BLT) structure in service of achievement of school improvement (SIP) goals. Support principals in providing professional learning and time for data- informed collegial collaboration about	SY19 SIP Development  Professional learning on developing a quality plan  Staff work time to write plans Feedback on draft plans Finalization and communication of plans  BLT Set-Up  Define and communicate BLT expectations to principals Provide support in creating BLT schedules and agendas	COMPLETE	
	strategies for improving student achievement.	Grade Level Action Plans  ■ Define and communicate BLT	Trimester 1 & 2: COMPLETE	
		SIP-Focused BLT Visits  ■ Ongoing visits to SIP focused BLT meetings for critical friend feedback and support (monthly)	IN PROGRESS (ongoing)	
		<ul> <li>SIP Monitoring</li> <li>Utilize red/yellow/green monitoring tool at SIP-focused BLT visits (monthly)</li> <li>SIP monitoring check-in sessions at Ad Leadership (3x/year)</li> </ul>	IN PROGRESS (ongoing)	

		<ul> <li>Data Dives</li> <li>Design and facilitate professional learning after benchmark assessments for Ad Leadership &amp; BLTs</li> <li>Support principals in implementing school-based data dives</li> </ul>	Fall & Winter: COMPLETE Spring: NOT STARTED	Spring Data Dive (district-level) will take place on May 24.
		SY20 SIP Development Reflection on SY19 plans & successes; staff work time to write plans	IN PROGRESS	Reflection meetings began on April 15 & April 16; these will continue through mid May; on June 7, teams will come together to finalize plans.
4.10 Data- supported Decision-making and Accountability	Data Surety-Student Data ID Processes In order for the district to make data-driven decisions, the data itself must be reliable. The 2018-19 school year will focus on providing guidance and support on data practices. Additionally, we will investigate whether there are other	Identify Objectives per Data Group/Building Identify key stakeholders Identify data points  Create Communication Plan Share AA Best Practices Meet with each principal and assistant principals  Research Implementation Options Research the version of InfoSnap	COMPLETE	

	implementations for integrating our registration software with our student information system. The goal is to streamline the process for getting registration data into PowerSchool and increasing the reliability of this data by catching data errors and inconsistencies before they are delivered to PowerSchool.	Outline cost/benefits Provide recommendation	COMPLETE	
4.10 Data- supported Decision-making and Accountability	User-Friendly Student Tracking System With the district's commitment to making data-informed decisions for learning, we will increase the accessibility, timeliness, and ease of use in accessing relevant data and combining disparate student data sources for district and school leadership over a multi-year process.	Identify User Requirements Identify stakeholders Identify end-user attendance dashboard needs  Select Software Solution Create implementation team Purchase software  Implementation Build dashboard Pilot 1 elementary and 1 middle school Gather feedback Create district-wide SY20 implementation plan  Assess System Usage	IN PROGRESS  NOT STARTED	We selected a solution, however, they would not agree to our Data Sharing agreement which delayed our search process. Thus, we are still in the process of selecting another solution.

		Assess system usage Assess additional needs	NOT STARTED	
4.11 Needs- based Allocation of Resources	Substitute Solution The Human Resources Department will continue to recruit, hire, and train new substitute teachers in an effort to increase the daily (average) fill rate. The Human Resources Department will continue to explore other solutions that will address the substitute teacher shortage.	Increasing the pool of substitute teachers Advertise/recruit sub candidates via D97 website. D97 community newsletters, PTO executive meetings, Twitter, Facebook Universities/Colleges  Increase the substitute teacher pay rate Gather substitute pay rates from school districts comparable to D97 Gather historical data on D97 substitute teacher pay increases Present pay data to the BOE, requesting increase in sub pay	IN PROGRESS  COMPLETE	Updated flyers were created and distributed at local job fair and at Board meeting. HR teamed up with Communications Department to develop a substitute recruiting video. The need for substitute teachers and substitute teaching assistants has been publicized on the District's social media platforms.

		Opportunities to improve substitute fill rates  Monitor fill rates for sick, personal, and professional development/release time Analyze average weekday needs for substitute teachers/teaching assistants Provide monthly updates to administrative team on fill rates	IN PROGRESS	A recommendation, along with supporting data, to increase the daily rate for substitute teachers was approved by the Board of Education at the October 23rd Meeting.
				Data has been collected, shared, and analyzed by Cabinet and administrative team on multiple occasions since the start of the school year. District administrators are working with principals to improve fill rates using a variety of strategies including limiting release time, recruiting and hiring additional substitutes, increasing the daily rate to market rate, and leveraging technology to select and onboard new substitutes in a thorough yet efficient manner.
4.12 Sound Stewardship of Public Funds	Systems and Processes for Human Resources District 97 has purchased several systems that have	Key HR Processes for Mapping Identify key processes within Human Resources Conduct focus group with administrators, school admin assistants,	COMPLETE	HR has identified and prioritized key processes to map for the upcoming school year based on focus group feedback.

e to c c s f	the potential to provide efficiency via the use of sechnology. We will continue our work on creating and implementing systems for key HR functions using technology to streamline the work wherever possible.	and/or other departments to determine key processes from the "user" perspective Finalize list of processes to be mapped Prioritize the processes to map based on feedback  Mapping the Human Resources Processes Map the processes that have been identified as a priority Share draft process maps with HR Department and ask for feedback Share draft process maps with end users and ask for feedback Revise processes based on feedback Publish/organize/share processes in shared location so users can access	IN PROGRESS	One process has been mapped and implemented.
		Utilize Technology Resources to Create Efficiencies with Processes Explore Google Apps, AppliTrack, and Alio for tools to streamline processes Build workflow or document using the technology tool(s)	IN PROGRESS	A first draft of electronic recommendation to hire process has been developed using forms within Applicant Tracking.

4.12 Sound Stewardship of Public Funds	Infrastructure Maintenance and Improvement We will execute the technology plan through eRate and joint partnership with the Village of Oak Park.	Collaboration with Village on joint fiber project  Develop RFP outside of erate process  Work with vendors to get fiscally responsible bid  Award and manage build  Refresh of 270 wireless access points	IN PROGRESS	RFP released on November 7th, 2018. Collaboration with vendors and seeking to receive proposals on December 14, 2018.
		Identify all rooms that need AP replacement Upgrade controllers to manage new APs Inventory and install New APs	COMPLETE	
		Align Informacast and BrightArrow  Work with new Security and Student Safety Coord on needs of BrightArrow and Informacast Develop proactive communication instructions within mass notification situation Configure, test and train staff Communicate the new integration to all impacted stakeholders	COMPLETE	Collaborate with communications department as part of an upcoming monthly communication meetings.

4.12 Sound Stewardship of Public Funds	Improve Student/Staff Experiences with Instructional Tech and IT Services We will focus on enhancing the user experience.	Staff Training (Develop virtual and inperson professional learning schedules for staff by trimester) Complete BrightBytes survey and review results Collaborate with Teaching and Learning to identify opportunities for collaboration and priorities Schedule professional learning for the year with Teaching and Learning	COMPLETE	
		Website documentation (monthly blogging by department staff for students, parents, and staff) Identify topics based on ongoing feedback from staff, parents, and students Create schedule for blogging for the year Write five monthly blogs or collect them from guest writers Post and tweet out the blogs monthly or more often	IN PROGRESS	Continue to organize and plan communications to staff on a weekly basis.
		Refresh of learning spaces' Apple TVs (450) Communicate to staff Brainstorm refresh process to develop action plans Inventory and configure devices Deploy to all district locations (collect	COMPLETE	

		Expand Access to internet for all students Present to BOE for approval to rollout and expand program for SY19 school year Collect data from SY18 deployment Analyze data from SY18 deployment Develop public service announcement Communicate to families for SY19 for new program  Refresh of staff Macbook airs (650) & iPads (500) Collect feedback from staff Communicate to staff about change Brainstorm refresh process to develop action plans Inventory and configure devices Create schedule for staff registration slots Communicate plan and details to district staff Deploy to all district locations	IN PROGRESS	Ongoing promotion of Internet For All program; processing of applications and distributing devices to families. Currently we have 19 families registered in the program.
4.12 Sound Stewardship of Public Funds	Network and Data Security We will implement security practices following the audit that was complete winter 2016. We will carry	Expand functionality of NED to cross-department support  Meet with other departments and understand their needs  Use connected devices or add new devices to the system to meet needs	IN PROGRESS	Complete the final steps of notifications to core services (power to buildings) for crossdepartment collaboration with Buildings and Grounds.

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out plans to secure email,network and a district, building, individual level.	<u> </u>		
	Department and building trainings on		
	data and network security practices		Part of the trainings took place
	Determine training goals for the year	IN	as part of the process to
	Develop training sessions to meet the	PROGRESS	refresh of new staff devices.
	goals from task 1		Additional
	Provide training in a multi-tiered format		information/professional
	Trovide training in a mater tiered format		learning opportunities will take
	Cloud DR migration		place through various avenues,
	Develop a multi phase plan to add Cloud		(emails, virtual screencasts, in-
	DR		person conversations/trainings,
	Develop the architectural network		cyber security poster
	design with Cloud DR		campaign).
	Break up the design to the mult phase		
	plan	IN	
	Start Phase 1 deployment	PROGRESS	
		FROGRESS	Department is in progress to
	Enhance password criteria (8+		refine and update our plans
	character)		with a January 7, 2019
	Communicate this change		completion of initial phase
	Complete the change during device		(preparation to enact plan).
	distribution		The technology department
			will then begin to enact
	Execute phase 2 of three-year plan		planning and testing from
	Complete action planning for the year	COMPLETE	January 2019-June 2019. Part
	based on phase two plan	CONTRETE	of this work will include
	Plan out cybersecurity team schedule		planning with all departments.
	and agendas		
	Execute action plans throughout the		
	year		
		l	

		Apply for badging solution to recognize district for data security	IN PROGRESS	
4.12 Sound Stewardship of Public Funds	Cleaning Standards We will improve our learning environment through our facilities.	Employee Training Create training programs and revise custodial schedules to increase employee efficiency.  Equipment Upgrades Consolidate old equipment, repair if possible. Invest in functional and time saving equipment.  Culture of Service Excellence Create training programs and revise custodial schedules to increase employee efficiency.	IN PROGRESS  IN PROGRESS	We are going through floor plans to make cleaning process run more efficiently.  We are putting out a survey to principals which will be administered next week.
4.12 Sound Stewardship of Public Funds	Maintenance/Facilities Efficiencies We will improve our learning environment through our facilities.	HVAC Repairs Build equipment inventory, tag assets, establish an outside contractor to complete preventive maintenance two times a year to reduce deferred maintenance on equipment. Utilize contractor to show engineers the way to maintain the equipment in house and for training programs.  Energy Management Controls Ease of temperature control and	IN PROGRESS	

utilization of an effective BAS system. Convert lighting to LED.  Recycling/Zero Waste Incorporate one to one recycling programs for bulbs, batteries and scrap to reduce waste. Relaunch the zero waste initiatives with Carla, Seven Generations and the Green Teams assistance.	IN PROGRESS IN PROGRESS	We have completed the one to one recycling programs for batteries and bulbs. However, we are in the process of locating another hauler for our scrap and milk carton recycling. We have re-launched zero waste and all of the schools received new signage to post at a high level in their cafeterias (on the actual bins).
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