

Study Session
Monday, July 18, 2022 5:00 PM

SPCC-Traverse des Sioux Room #102
600 S. 5th St.
Saint Peter, MN 56082

Agenda

- I. **Call Meeting to Order**
- II. **2022-2023 Strategic Direction Overview**
- III. **2022-2023 Strategic Direction Action Plan**
- IV. **Upcoming Meetings of the School Board** Study Session-Longview Education
Monday, August 8, 2022
6:30PM
SPMS-Media Center
- V. **Education Committee**
Tuesday, August 9, 2022
1:00PM
SPMS-Conference Room A/B
- VI. **Business Committee**
Wednesday, August 10, 2022
4:00PM
SPMS-Conference Room A/B
- VII. **Regular Board Meeting**
Monday, August 15, 2022
6:30PM
SPCC-Governor's Room
- VIII. **Adjournment**



ADDENDUM

STUDY SESSION

Monday, July 18, 2022

SPCC-Traverse des Sioux Room #102

5:00PM

II. 2022-2027 Strategic Direction 5 Year Overview

1. AGENDA ITEM #1

Subject: 2022-2027 Strategic Direction 5 Year Overview

Background: With input from stakeholders inside and outside the school district, a 5 Year Strategic Direction Plan has been created. The plan has three focus areas including High Achievement for All, Safe & Welcoming Environments, and Effective & Efficient Systems. Goals have been developed for each focus area for the next 5 years. The document being presented tonight provides an overview of the action steps for each goal area. A detailed Action Plan will be developed in the Spring of each year for the following year.

Presentation: Superintendent of Schools
Administrative Team



**2022-2027 Strategic Direction
5 Year Overview**

Strategic Direction Goals 2022-2027



Equity, Inclusion, Cultural Responsiveness in all that we do		
<p>High Achievement for All Goal 1: Ensure guaranteed, culturally relevant curriculum, instruction, and assessment.</p> <p>Goal 2: Improve delivery of Interventions through an enhanced multi-tiered system of support.</p> <p>Goal 3: Align and enhance the delivery of Special Education Services.</p>	<p>Safe & Welcoming Environment Goal 1: Implement a system of support that addresses the social-emotional needs of students.</p> <p>Goal 2: Continue to cultivate and support an educational environment that reflects the diversity of the Saint Peter Schools community.</p> <p>Goal 3: Provide facilities that foster safe and welcoming learning environments and enhance community partnerships.</p>	<p>Efficient & Effective Systems Goal 1: Develop, implement, and support an effective communication plan for all stakeholders.</p> <p>Goal 2: Ensure staffing and support services meet the educational needs of the district.</p> <p>Goal 3: Retain and recruit high quality staff while increasing diversity.</p>

Year 1			
	High Achievement	Safe & Welcoming	Effective & Efficient
Goal 1:	<p>Guaranteed Curriculum:</p> <ul style="list-style-type: none"> ● Gather exemplars for potential curricular review changes ● Review PLC Process - Summer Work ● Get that process to BLTs - Fall Retreat (What do you know about the document and process?) <p>Culturally relevant:</p> <ul style="list-style-type: none"> ● ID tools to ID needs. ● Develop PD plan ● Resurrect the PD framework 	<ul style="list-style-type: none"> ● Identify an SEL Curriculum/Screeners ● Train Staff ● Begin Implementation ● Conduct a needs assessment and review data to determine the level of professional support that is needed at all sites 	<ul style="list-style-type: none"> ● Website- assign roles, rollout, implementation ● Consistent Communication - define roles/team, review platforms and minimize. Review data to streamline based on needs assessment ● Crisis Communication - Review CRISIS GO utilization for possibility to expand. Utilize current team ● Welcome Environment: Set expectations for entry staff ● Create plan for staff to communicate with families ● Set up Coffee Talk meetings with community and Superintendent and School Board leadership
Goal 2:	<p>MTSS Process:</p> <ul style="list-style-type: none"> ● Identify admin leaders ● Define the process ● Building rep collaboration ● Gather Data of what works and doesn't ● Define a format for P-12 data collection <p>Differentiated instruction</p> <ul style="list-style-type: none"> ● ID training needs and options 	<ul style="list-style-type: none"> ● Conduct annual Equity Walk ● Collect perception data ● Develop an action plan based upon the data 	<ul style="list-style-type: none"> ● Determine team of decision-makers to dissect needs assessment
Goal 3:	<p>SPED</p> <ul style="list-style-type: none"> ● Continue to identify curriculum and programming district wide ● Ongoing SPED programming meetings <p>MVED Structure</p> <ul style="list-style-type: none"> ● MVED leadership discussion ● Plans, leadership roles, communication, and programming 	<ul style="list-style-type: none"> ● Evaluate the process for community use of facilities ● Conduct site walkthroughs with a focus on representation of students, community groups, clean and safe environment and welcoming exteriors. 	<ul style="list-style-type: none"> ● Determine different plan/team for Retain and Recruit (2 separate teams) ● Review demographic data ● Determine % goal for diversity ● HR - Create a Job Fair Team and research all job fairs to attend

Year 2			
	High Achievement	Safe & Welcoming	Effective & Efficient
Goal 1	Curriculum <ul style="list-style-type: none"> Review/rate exemplars and write changes into the curricular review process PLC training/Reimplement PLC handbook Culturally Relevant <ul style="list-style-type: none"> Begin Professional development 	<ul style="list-style-type: none"> Develop and carry out the action plan based upon the needs assessment and data review. 	<ul style="list-style-type: none"> Website - perception survey, review data Consistent Communication - research systems and data Crisis Communication - Parent Survey Welcoming communication into all buildings (branding)
Goal 2:	MTSS Process <ul style="list-style-type: none"> Implement agreed upon process district wide Continue to collect data Conduct needs assessment Differentiated Instruction <ul style="list-style-type: none"> Train trainers in differentiation (PLC process) 	<ul style="list-style-type: none"> Conduct Equity Walk Implement the action plan from year 1 Communicate opportunities for participation in community/student groups. 	<ul style="list-style-type: none"> Create needs assessment to determine staffing needs for year-to-year Make consistent plan to make staffing decisions
Goal 3	SPED: <ul style="list-style-type: none"> Consider curricular and programming requests 	<ul style="list-style-type: none"> Promote public use of facilities Conduct survey of users after each use Review capital outlay plans for sites and identify funding needs Develop plans based upon needs and resources 	<ul style="list-style-type: none"> Awareness Capacity - Determine criteria, evaluations/reviews with principals Recruitment Team: Develop plan for diversity recruitment Retain Team: Create retention goals to create partnerships and increase loyalty

Year 3			
	High Achievement	Safe & Welcoming	Effective & Efficient
Goal 1	<ul style="list-style-type: none"> Implement new curriculum review process Monitor and adjust <ul style="list-style-type: none"> Common standards, common assessments, begin to identify common best practices (grade level or department) Train staff on differentiated instruction 	<ul style="list-style-type: none"> Evaluate and adjust the Student Support action plan based upon data. Evaluate the impact of the SEL Curriculum and Screener 	<ul style="list-style-type: none"> Website - review data, update Consistent Communication - determine plan, funding Welcoming Communication - form team, determine problem areas, culture hashtag, set expectations, onboarding reviews and evaluations
Goal 2	<p>MTSS</p> <ul style="list-style-type: none"> Share findings from needs assessment Adjust and reflect <p>Differentiation</p> <ul style="list-style-type: none"> Identify look-fors for walk-through process 	<ul style="list-style-type: none"> Conduct Equity Walk Evaluate participation in community/student groups 	<ul style="list-style-type: none"> Continue to use the needs assessment
Goal 3	<ul style="list-style-type: none"> Purchase/implement/provide training for newly purchased/implemented curriculum/programming 	<ul style="list-style-type: none"> Monitor community use and feedback. Adjust practices and policies as needed. 	<ul style="list-style-type: none"> Mentorship program - expand current program to reach all new staff, review retention data, new teacher surveys, exit interviews, define expectations, include culturally specific training Mentorship program - Expand current program for new teachers to all staff.
Year 4			
	High Achievement	Safe & Welcoming	Effective & Efficient
Goal 1	<ul style="list-style-type: none"> Revisit Curriculum review process for any adjustments Continue to follow State timeline for Standards alignment 	<ul style="list-style-type: none"> Evaluate and adjust the Student Support action plan based upon data. Evaluate the impact of the SEL Curriculum and Screener 	<ul style="list-style-type: none"> Website - annual review Consistent Communication - implement systems Crisis Communication Review and update Welcoming Communication - review progress

Goal 2	<ul style="list-style-type: none"> Continue to monitor MTSS implementation 	<ul style="list-style-type: none"> Conduct Equity Walk Collection perception data Evaluate participation in community/student groups. 	<ul style="list-style-type: none"> Reassess the needs assessment tool
Goal 3	<ul style="list-style-type: none"> Continue curriculum/ programming implementation and training 	<ul style="list-style-type: none"> Implement plans for improvement. Monitor and adjust 	<ul style="list-style-type: none"> Review HR resources (free) utilize internal resources, define point people (postings)
Year 5			
	High Achievement	Safe & Welcoming	Effective & Efficient
Goal 1	<ul style="list-style-type: none"> Follow State timeline for curriculum review process and Standard implementation 	<ul style="list-style-type: none"> Evaluate and adjust the Students Support action plan based upon data. Evaluate the impact of the SEL Curriculum and Screener 	<ul style="list-style-type: none"> Website - annual review Consistent Communication - review progress Crisis Communication- Review and update Welcoming Communication - review progress
Goal 2	<ul style="list-style-type: none"> Review MTSS process for possible adjustments based on data 	<ul style="list-style-type: none"> Evaluate all areas 	<ul style="list-style-type: none"> Review the data on needs for year to year and any major adjustments
Goal 3	<ul style="list-style-type: none"> Begin a new program review process for Special Education Services 	<ul style="list-style-type: none"> Implement plans for improvement. Monitor and adjust 	<ul style="list-style-type: none"> Enhance and develop diverse community partnerships to create a master resource list for new families Does our staff reflect the make-up of our students (review data/diversity %)



ADDENDUM

STUDY SESSION

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III. 2022-2023 Strategic Direction Action Plan

1. AGENDA ITEM #1

Subject: 2022-2023 Strategic Direction Action Plan

Background: The 2022-2027 Strategic Direction Plan includes goals in three areas: High Achievement for All, Safe & Welcoming Environments, and Effective & Efficient Systems. This Action Plan provides details of action steps planned for the 2022-2023 school year. The Administrative Team developed these plans based on the input provided by staff, parents, the School Board, and community members. The team will be presenting the 2022-2023 Action Plan.

Presentation: Superintendent of Schools
Administrative Team



2022-2023 Strategic Goal Action Plan

Saints Strong & Everyone Belongs

Strategic Direction Goals 2022-2027



Equity, Inclusion, Cultural Responsiveness in all that we do		
<p>High Achievement for All Goal 1: Ensure guaranteed, culturally relevant curriculum, instruction, and assessment.</p> <p>Goal 2: Improve delivery of Interventions through an enhanced multi-tiered system of support.</p> <p>Goal 3: Align and enhance the delivery of Special Education Services.</p>	<p>Safe & Welcoming Environment Goal 1: Implement a system of support that addresses the social-emotional needs of students.</p> <p>Goal 2: Continue to cultivate and support an educational environment that reflects the diversity of the Saint Peter Schools community.</p> <p>Goal 3: Provide facilities that foster safe and welcoming learning environments and enhance community partnerships.</p>	<p>Efficient & Effective Systems Goal 1: Develop, implement, and support an effective communication plan for all stakeholders.</p> <p>Goal 2: Ensure staffing and support services meet the educational needs of the district.</p> <p>Goal 3: Retain and recruit high quality staff while increasing diversity.</p>

Action Step	Details of action to be taken	Resources Needed (funding, materials, time, staffing)	Lead	Implementation team members	Assessment/ measurement	Timing/ completion date
High Achievement For All						
Goal 1: Ensure guaranteed culturally relevant curriculum, instruction, and assessment.						
Gather exemplars for potential curricular review changes	<ol style="list-style-type: none"> 1. Identify exemplar districts 2. Sends requests to exemplar districts 3. Search for conferences on the topic 4. Search for information on implementation science 	Regional Centers of Excellence	Doreen Oelke	Curriculum Council	Materials will be gathered and summarized via Google slides	April 2023
Refocus PLC Process	<ol style="list-style-type: none"> 1. Review current handbook 2. Develop 2022-2023 PLC timeline 3. Make adjustments to current handbook 4. Review with BLTs 5. Review with PLC leaders 	<ol style="list-style-type: none"> 1. PLC handbook 2. Continuing PD for admin team 	Jon Graff	Curriculum Council	Completion of timeline and revised handbook	Timeline developed by workshop week 2022-2023 Handbook will be reviewed at fall BLT meetings Handbook adjustments by June 2023.
Historically accurate/Culturally relevant:	<ol style="list-style-type: none"> 1. Resurrect/review the PD framework 2. Stakeholder surveys/focus groups 3. Identify PD opportunities for Ayan 4. Develop PD plan 	Trainings Time	Ayan Musse	Curriculum Council and teacher reps Stakeholder input	Completed Professional Development Plan	June 2023

Goal 2: Improve delivery of interventions through an enhanced multi-tiered system of support						
Review current MTSS practices and implement best practices.	<p>MTSS Process:</p> <ol style="list-style-type: none"> 1. Define the MTSS and problem solving process 2. Implement Problem solving lead collaboration meetings 3. Gather Data of what works and what doesn't. 4. Define an MTSS/problem solving team data collection format for P-12 data collection <p>Differentiated instruction</p> <ol style="list-style-type: none"> 1. Identify training needs and options 	<p>MVED MTSS training materials</p> <p>Viewpoint data</p> <p>Available MTSS data</p>	Darin Doherty	Curriculum Council and Instructional Coaches	<p>Timeline for meetings</p> <p>Defined MTSS/Process/ data collection process</p>	<p>August 2022</p> <p>June 2023</p>
Goal 3: Align and enhance the delivery of Special Education Services						
Complete Special Education Program Review	<p>SPED Process</p> <p>Continue to identify and align SPED curriculum and programming district wide</p> <ol style="list-style-type: none"> 1. Identify timeline for ongoing SPED programming meetings 2. Implement ongoing SPED programming meetings 	MVED Program review process	Sara McMonagle	Principals, Case facilitators, and SPED staff	SPED action plan	May 2023
Improve communication between MVED and the district.	<p>Discuss MVED Structure</p> <ol style="list-style-type: none"> 1. MVED leadership discussion 2. Plans, leadership roles, communication, and programming 	Time	Bill Gronseth	MVED Leadership	Reports of improved communication	May 2023

Safe & Welcoming Environment

Goal 1: Implement a system of support that addresses the social emotional needs of students.

Identify an SEL Curriculum/Screener	1. Identify district needs and clarify tiered approach 2. Research and review SEL curriculum and screeners 3. Make a recommendation for adoption	Staff time Funding curriculum/screener Training	Principal Rep	Student Support Services staff	SEL curriculum/screener adopted and staff trained.	June 2023
Conduct a needs assessment and review data to determine the level of professional support that is needed at all sites	1. Create a time-study document/method/process/plan and do a time study of counselors, social workers, support services staff to determine time allocation 2. Utilize MySaebars data to identify and define student needs (behavior, academic, social, emotional) 3. Review caseloads at similar districts and schools 4. Develop flow-chart and clarify roles for student services staff and liaisons	MySaebars Time study document - resource from MVED? Data from other districts Time for staff	PLC lead Principal Rep	Student Support Services staff	Recommendations made for providing professional support at all sites	January 2023

Goal 2: Continue to cultivate and support an educational environment that reflects the diversity of the Saint Peter Public Schools community.

Conduct annual Equity Walk	1. Create an equity walkthrough rubric. 2. Identify site teams to conduct walkthroughs. community members. 3. Train the walkthrough team on the rubric 4. Conduct the walk throughs 5. Debrief and identify areas of strength and areas for improvement 6. Develop a short term action plan to address areas for improvement	1. Rubric 2. Walk-through schedule (1-2 times per year) 3. Time for walk-throughs and debriefing	Ayan Muse	Liaisons, teachers, administrators, principal reps, superintendent, community members, students	Completion of site walkthrough and presentation of findings	May 2023
Collect perception data	1. Develop and distribute perception surveys 2. Analyze data 3. Make recommendations based on findings/data 4. Develop a short term action plan to address areas for improvement	1. Time to develop survey 2. Survey samples 3. Staff to distribute and collect survey data	Ayan Muse	Liaisons, teachers, admin, principals, supt., comm. members, students	Data analyzed and recommendations developed.	May 2023

Goal 3: Provide facilities that foster safe and welcoming learning environments and enhance community partnerships.						
Evaluate the process for community use of facilities.	<ol style="list-style-type: none"> 1. Gather information regarding current practice for facilities use. 2. Gather feedback from previous users through a survey 3. Gather examples of other school district policies and practices 4. Review current practice and feedback. 5. Make recommendations for new facility use practice/procedures/policy. 6. Implementation of the updated Facilities Use Policy and Procedure plan. 	<ol style="list-style-type: none"> 1. Identified time for team members to meet. 2. User Survey 	Superintendent & Operations and Maintenance Supervisor	Activities Director Facilities Coordinator Principal Rep. Community Ed Director School Board Policy Committee	Updated Facility Use Policy and procedure in place.	Fall 2022
Conduct site walkthroughs focused on clean, safe environments and welcoming exteriors.	<ol style="list-style-type: none"> 1. Create a walkthrough rubric. 2. Identify one district team consisting of administrators, teachers, coaches, custodial staff 3. Train the walkthrough team on the rubric 4. Conduct the walk through 5. Debrief and identify areas of strength and areas for improvement 6. Develop a short term action plan to address areas for improvement 	<ol style="list-style-type: none"> 1. Rubric 2. Walk-through schedule (1-2 times per year) 3. Time for walk-throughs and debriefing 	Operations and Maintenance Supervisor	Head Custodians Administrative Team members	Completion of site walkthrough and presentation of findings	May 2023
Effective & Efficient Systems						
Goal 1: Develop, implement, and support an effective communication plan for all stakeholders						
Website	<ul style="list-style-type: none"> - Assign Roles Rollout Implementation Building Site and App Marketing Plan	Time for training Information for pages Create slogan	Heather Dehayes & Gus Sorbo	Building Champions, Admin Team	Daily community input Checking traffic	Website live by July 15. App by Sept. 1 Training around Aug. 1 Marketing & rollout to community by Sept. 1
Consistent Communication	Technology - Review what is being used Expectations of what is being sent to families Streamline what we have	Website List of software/subscriptions	Heather Dehayes & Gus Sorbo	Communication - Heather Dehayes Technology - Gus Sorbo	Review data, where is it coming from, what is used, etc.	By June 1 to determine next steps

Welcome Environment	Culture Hashtag Set expectations for office staff	Time & marketing materials	Heather Dehayes	Ask for survey/contest		
Coffee Talk	Set meetings to invite public to chat with board and Superintendent to voice opinions (Determine what followup)	Time and reservation of location	Bill Gronseth Sarah Janovsky		What are we measuring? Follow up feedback survey?	Start Sep 1, 2022 Run monthly throughout school year
Goal 2: Ensure staffing and support services meet the educational needs of the district						
Determine team of decision-makers to create needs assessment	Determine team and ask for participation	Team will determine	Bill Gronseth	Admin team	(main goal is 100% staffed)	Team - formed and research started by June 2023
Goal 3: Retain and recruit high quality staff while increasing diversity						
Determine different plan/team for Retaining and Recruiting	Create team	Find staff interested in retaining and/or recruiting staff	Ytive Prafke	Ayan Muse Ytive Prafke New Teacher Workshop team	Retention rate Diversity rate	Jan 1 2023
Review Demographic data	Students data Staff data	Data from I.C.	Gus Sorbo	Admin team		Jan 1 2023
Create Job Fair Crew	Staff from multiple buildings to join	List of job fairs to attend	Heather Dehayes	Any interested staff	Attended job fairs	June 1 2023