

Administrative Leadership Team Meeting
Wednesday, November 19, 2014 9:30 AM
Central

Mokena Elementary School
Mokena Elementary School
11244 Willowcrest Lane
Mokena, IL 60448

- I. Welcome
 - I.A. Celebrations - Professional or Personal
 - I.B. Questions on Previous Meeting Minutes
- II. Member Items
 - II.A. Informational Items:
 - II.B. Discussion Items:
 - II.B.1. New Website vs. Skyward
 - II.B.2. PARCC
 - II.B.3. Staff Misconduct Procedures
 - II.B.4. Board Meeting and Board Goals Presentation in December
 - II.C. Action Items:
 - II.C.1. Action on Some of the Discussed Items
 - II.D. Other:
- III. Next Meeting –Next meeting TBD at meeting.
- IV. Communication Plan: Minutes - John. Minutes will be posted on BoardBooks.



Mokena School District 159 Information Report

Date: August 20, 2014

To: Board of Education

**From: Dr. Omar Castillo
Superintendent**

RE: District Goals

The Board of Education and District Leadership Team completed the annual goal setting workshop facilitated by Jeff Cohn from Brave Dialogue on Monday, July 14th. During this work session, the group collaboratively decided on four focus areas for this school year, below are the four focus areas in order of importance followed by the corresponding goal statement.

Focus Area 1: Curriculum

Goal: Provide all students with the opportunities and resources to reach their fullest potential, both academically and socially.

Focus Area 2: Finance

Goal: To provide a high quality education and well maintained facilities to promote a positive educational environment while maintaining fiscal responsibility.

Focus Area 3: Culture

Goal: Foster a culture of excellence through open communication and collaboration within the school community.

Focus Area 4: Technology

Goal: Implement technology to increase student engagement and enhance learning that promotes problem-solving and innovation.

Next steps will include, but not be limited to: as last year, the Administrative Team will write the objectives, strategies and action steps for each focus area. Once they are completed they will be presented to the Board at a future meeting.

Thank you.

Mokena SD 159 Administrator Workshop



Presented by the Administrative Leadership Team
to the Mokena SD 159 Board of Education
9/25/13

Mokena SD 159: Administrator Workshop



Two-Day Administrator Retreat

August 8 and 9, 2013

Day 1: Administrator Workshop

Facilitated by: Jeffery D. Cohn
Illinois Association of School Boards

Day 2: Team Building Activities

Mokena SD 159: Board Workshop



July 15, 2013

One-Day Board Goals Workshop

Facilitated by: Jeffery D. Cohn
Illinois Association of School Boards

Administrator Focus Areas



Student Focus

Professional Development

Financial Responsibility

- Focus 1: Communication
- Focus 2: Culture (Customer Service)
- Focus 3: Facilities
- Focus 4: Curriculum
- Focus 5: Technology

Board of Education Strategic Priorities



- **Area of Focus 1: Communication**
- **Area of Focus 2: Customer Service**
- **Area of Focus 3: Facilities**
- **Area of Focus 4: Curriculum**
- **Area of Focus 5: Technology**

Focus Area 1: Communication



- **GOAL: Develop an effective communication and marketing plan for all stakeholders to recognize student and district achievements.**

OBJECTIVE: Utilize the district website as the main source of information.

STRATEGY:

ACTION STEPS:

1. Re-evaluate the current website format.

1. Compare our website to other Lincoln Way feeder districts.

2. Provide the most up-to-date district information on the website.

2. Review current information on district and school sites and update as necessary.

3. Include interactive features on the website, e.g. videos, podcasts, etc.

3. Create district promotional video.

4. Highlight student/school achievements or work at every monthly school board meeting.

4. Have highlighted students attend school board meeting and post information on the website.

5. Work with community organizations to promote the district.

5. Meet with and provide promotional materials to community organizations; make these materials available on the website.

Focus Area 2: Customer Service



- **GOAL: Promote and maintain a culture of excellence through open communication and collaboration with all stakeholders.**

OBJECTIVE: Quarterly, use varied media and local news outlets to inform the community (external and internal stakeholders) the greatness happening throughout the district.

STRATEGY:

ACTION STEPS:

1. Administrators need to incorporate more visibility within the schools.

1a. Teachers inform administrators of classroom accomplishments, clubs, special events, extra-curricular, etc.

1b. Administrators inform District Office.

2. Create opportunities for parents, stakeholders, visitors to participate in the schools events/activities/workshops.

2a. DO Admin will direct how to contact media and which avenue to pursue

2b. Each school will conduct a minimum of 2 “Signature Events “and post “Signature Events” on website.

3. All stakeholders encourage and support classroom websites

3a. 20% of District certified staff will have a classroom website.

Focus Area 3: Facilities



- **GOAL: To provide high quality and well maintained facilities to promote a positive learning environment.**

OBJECTIVE: To improve and repair current facilities to optimum levels

STRATEGY:

Create, maintain and execute a physical needs assessment for all buildings in the district and implement the recommendations.

ACTION STEPS:

Perform an inspection and audit of the existing facilities physical condition, function and compliance status:

- Physical Condition can be considered the physical state of the asset including the weather-tightness, structural stability, integrity and security that is required.
- Functionality can be considered the way in which an asset has been designed, modified and/or developed and the extent to which it currently meets the contemporary functional needs of the occupants.
- Compliance can be considered the extent to which an asset complies with statutory design and operational requirements.

OBJECTIVE: Optimize Physical Environments to Equitably Meet Student Needs

STRATEGY:

Create, Maintain, and Execute a Strategic Master Facilities Utilization Plan: The Strategic Master Facilities Utilization Plan builds on the Master Facility Maintenance Plan by adding best and highest use and adding a “strategic” analyses of what is driving the projects and use of the buildings.

ACTION STEPS:

Conduct a curricular physical needs assessment documenting our current uses and future needs

Focus Area 4: Curriculum



- **GOAL: Provide all Mokena 159 students the opportunity and tools to reach their fullest potential through the responsible allocation of resources.**

OBJECTIVE: Improve student achievement and growth to meet the needs of all students.

STRATEGY:

1. Assess and revise curriculum strengths and weaknesses as they relate to the Common Core using external and internal data.

2. Provide professional development to staff regarding best educational practices related to instruction.

3. Research full day versus half day Kindergarten programming.

4. Assess and revise extra-curricular programs and fees to meet the needs of all students.

ACTION STEPS:

1a. Implement/Analyze common classroom assessment data through grade level data analysis (GLDA) meetings.
 1b. Utilize AIMSweb norm data to identify strengths and weaknesses of the core curriculum in reading and math.
 1c. Revise core curriculum materials where necessary to address weaknesses as identified by the assessments.

2a. Provide Common Core standards training at MIS and MJH on unpacking the standards.
 2b. Provide ongoing Journeys reading series training throughout the year at MES.
 2c. Provide enVision Math professional development at MES and MIS.

3a. Collect research on half-day versus full-day kindergarten.
 3b. Review budget differences for half-day versus full-day kindergarten.
 3c. Identify all Special Services impacted by transition from half-day to full-day kindergarten.

4a. Identify current fee schedule for all extra-curricular activities.
 4b. Develop various fee schedules and their impact on the budget.
 4c. Choose fee schedule for the 2013-14 school year.

Focus Area 5: Technology



- **GOAL: Utilize technology to increase student engagement and enhance learning that promotes problem solving and innovation as 21st Century learners.**

OBJECTIVE: Improve district network infrastructure

STRATEGY:

1. Develop network infrastructure improvement plan (must be completed before e-Rate filing deadline).

ACTION STEPS:

1. Acquire outside expertise to help formulate plan. This will initially be done by contacting the PDA. Other organizations will be contacted based on the quality of services the PDA can offer.

2. Determine implementation timeline (single year / multi-year) based on budget priorities and school year logistics.

3. Promote plan to stakeholders

OBJECTIVE: Develop 3-5 year technology plan

STRATEGY:

1. Implement Internal Technology Committee

ACTION STEPS:

1. Establish group charter/scope

2. Solicit Volunteers for committee

3. Set initial meeting date/time and agenda

Next Steps



1. Explore the use of electronic board packet
2. A 3/5 year comprehensive district plan
 1. Develop the Strategic Plan timeline by June 2014



"Where Children Are The First Priority"

THANK YOU!