

Sussex Wantage Regional School District
Strategic Planning
2017-2018 School Year

January 25, 2018

Curriculum

Goal #1 - To foster a first-rate curriculum that promotes the success of all learners, from the earliest years through graduation from the District.

Objective #1: Enhance active and pervasive community outreach to promote enrollment of students to our Pre-K program.

<u>Activity</u>	<u>Time Frame</u>	<u>Resources</u>	<u>Evaluations</u>
Reach out to families through municipal offices, local churches and local newspapers	April 2018 - May 2018	Interim Superintendent, Building Administrators	<ul style="list-style-type: none"> • Documentation of correspondence • Participation rates
Participate in Wantage Day by having a well organized Pre-K program table with promotional materials and activities for children	May 2018	Interim Superintendent, Pre-K Staff	<ul style="list-style-type: none"> • Participation in event • Participation rates
Promote Pre-K program through Honeywell messages and newsletter articles	April 2018 - May 2018	Pre-K Staff, Board Office Staff	<ul style="list-style-type: none"> • Copies of messages and articles • Participation rates

Objective #2: Identify, initiate and promote optimum strategies for all students beginning the in the early years.

<u>Activity</u>	<u>Time Frame</u>	<u>Resources</u>	<u>Evaluations</u>
Conduct Kindergarten assessments during the summer and early Fall of Kindergarten school year	August 2018 - Sept 2018	CEL Staff, CEL Principal	<ul style="list-style-type: none"> • Results of assessments and placement decisions
Begin MAPS testing in the Fall of all primary grades	Sept 2018	CEL Staff, CEL Principal	<ul style="list-style-type: none"> • Data from MAPS
Schedule Transitional Kindergarten and 1st Grade Programs	August 2018 - Sept 2018	CEL Principal	<ul style="list-style-type: none"> • Class lists of Transitional Kindergarten and Transitional 1st Grade

**Sussex Wantage Regional School District
Strategic Planning
2017-2018 School Year**

January 25, 2018

Expand Basic Skills Program in Mathematics to Kindergarten and 1st Grade	Sept 2017	BSI Math Staff	<ul style="list-style-type: none"> Placement of students in BSI Math classes
Introduce Reading Intervention strategies at all three schools with Orton-Gillingham trained staff	Fall of 2017	Reading Intervention Specialist	<ul style="list-style-type: none"> Student schedules include Reading Intervention activities

Objective #3: Instill a lifelong love of learning in Sussex-Wantage students, manifested by a top-rate curricular program.

<u>Activity</u>	<u>Time Frame</u>	<u>Resources</u>	<u>Evaluations</u>
Enhance co-teaching/inclusion training for content area teachers and Special Education Teachers	Jan 2018 - Oct 2018	PLCs and Seminars	<ul style="list-style-type: none"> Minutes of PLC Records of attendance at Inclusion Seminars
Focus on data driven instruction based on MAPS testing, DRA, IXL, and PARCC Assessments	Jan 2018 - June 2019	Principals, Staff, Director of Curriculum	<ul style="list-style-type: none"> Dashboard from OTIS Software
Enhance differentiated instruction in all grades and in all subject areas	Jan 2018 - June 2019	Principals, Staff, Director of Curriculum	<ul style="list-style-type: none"> Lesson plans Classroom design/centers
Introduce Standards Based report cards in grades K-5	Sept 2018	Principals, Staff, Director of Curriculum	<ul style="list-style-type: none"> New Standards-based report cards K-5
Introduce new District-wide Mathematics program to enhance student achievement	Sept 2018	Principals, Staff, Director of Curriculum, vendors	<ul style="list-style-type: none"> Board approval for new Math series

**Sussex Wantage Regional School District
Strategic Planning
2017-2018 School Year**

January 25, 2018

Objective #4: Investigate the feasibility of adding hands-on practical course offerings, especially for the middle school years, in a fiscally responsible manner.

Activity	Time Frame	Resources	Evaluations
Focus on Project Based Learning activities to enhance hands-on experiences	Sept 2018	Tri State Project Based Learning Summit	<ul style="list-style-type: none"> ● Attendance at Summit ● Project based classroom activities
Promote a "Do Science" rather than "Take Science " approach	Sept 2018	Science Staff	<ul style="list-style-type: none"> ● Lesson Plans ● Attendance at Seminars
Financial Literacy activities K-8	Sept 2019	Instructional Staff	<ul style="list-style-type: none"> ● Embedded Financial Literacy activities
Offer Computer Science activities K-8	Sept 2019	Instructional Staff	<ul style="list-style-type: none"> ● Embedded Computer Science activities
Promote the concept that STEM and STEAM have replaced traditional hands on courses in the Middle School	Sept 2018	Articles in newsletter	<ul style="list-style-type: none"> ● Copies of correspondence from newsletters

Sussex Wantage Regional School District
Strategic Planning
2017-2018 School Year

January 25, 2018

Community

Goal #2 - To ensure the schools of the Sussex-Wantage Regional School District shall be the authentic, vital, secure heart of the local community.

Objective #1: Create opportunities for greater community engagement in and with the schools of Sussex-Wantage.

<u>Activity</u>	<u>Time Frame</u>	<u>Resources</u>	<u>Evaluations</u>
Continue to communicate to the parents and community through Honeywell messages, emails, school level newsletters and District level newsletters	Jan. 1, 2018 - June 30, 2018	Administrators and office staff from the 3 schools and Board office	<ul style="list-style-type: none"> • Documentation of all communication initiatives
Continue to prepare Board Committee Meeting minutes and Board meeting minutes in a timely fashion	Sept. 2017 - June 2018	Central Office Administration and Staff	<ul style="list-style-type: none"> • Copies of minutes
Revise and upgrade Spring Survey to increase participation and focus on important data collection topics	Oct 2017 - May 2018	Community Outreach Committee of the Board of Education	<ul style="list-style-type: none"> • Meeting minutes from the Community Outreach Committee and copy of revised survey
Allow for "24/7" contact for parents and residents through Interim Superintendent's cell phone	July 1, 2017 - June 30, 2018	Interim Superintendent, parents, and residents	<ul style="list-style-type: none"> • Log of calls received

Objective #2: Enhance public service activities in the schools.

<u>Activity</u>	<u>Time Frame</u>	<u>Resources</u>	<u>Evaluations</u>
Encourage participation in PTO activities by providing child care whenever possible	Oct 2017 - May 2018	PTO and student volunteers	<ul style="list-style-type: none"> • Number of student volunteer participants and number of children supervised

**Sussex Wantage Regional School District
Strategic Planning
2017-2018 School Year**

January 25, 2018

Encourage participation in Parent Academies by seamlessly blending with monthly PTO meetings	Oct 2017 - June 2018	PTO meetings, Director of Curriculum and guest presenters	<ul style="list-style-type: none"> • Copies of PowerPoint and other presentation materials • Sign-in sheets
Conduct sign language public service activity for parents, staff and students	Feb. 2018 - May 2018	Sign language instructor, parents, staff and student participants	<ul style="list-style-type: none"> • Sign-in sheets • End of course evaluation documents

Objective #3: Provide and maintain the highest standards of safety and security.

<u>Activity</u>	<u>Time Frame</u>	<u>Resources</u>	<u>Evaluations</u>
Conduct Community Safety and Security meetings with Police, Fire Department, OEM, District Administration, Board of Education and parents at least twice annually	Nov 2017 - May 2018	School Security Specialist, OEM members, Police officers, Fire Department members, BOE, Administrators and staff	<ul style="list-style-type: none"> • Agenda and minutes of meetings • Sign-in sheets • Documentation of action taken
Add stickers to every telephone indicating "In Case of Emergency dial 9+911"	Dec. 2017	School Security Specialist, Office Staff, Emergency Stickers	<ul style="list-style-type: none"> • Placement of emergency stickers on all telephones in the District
Remove fire alarm pull boxes from the "man trap" area to just inside the building interior	Jan 2018	Supervisor of B&G	<ul style="list-style-type: none"> • Documentation that fire alarm boxes were moved to the interior of the building
Formally identify a School Administrator as School Safety Specialist	Jan 2018	January 31, 2018 agenda for public Board meeting	<ul style="list-style-type: none"> • Minutes from the January 31, 2018 BOE meeting.

Sussex Wantage Regional School District
Strategic Planning
2017-2018 School Year

January 25, 2018

Culture and Climate

Goal #3 - To consistently create, maintain, and promote the joy of learning in a positive atmosphere throughout the Sussex-Wantage Regional School District.

Objective #1: Cultivate steadfast allegiance and commitment of our families to the Sussex-Wantage Regional School District.

<u>Activity</u>	<u>Time Frame</u>	<u>Resources</u>	<u>Evaluations</u>
Conduct universal screening for students entering the School District	Summer of 2017 - Sept 2017	CEL Instructional Staff and Assessment tools	<ul style="list-style-type: none"> Data derived from academic screening and assessment
Share selected assessment scores with parents	Aug 2017 - June 2018	Report Cards, parent conferences, progress reports, Assessment scores, PARCC scores	<ul style="list-style-type: none"> Documentation supporting student placement district-wide
Enhance communication to parents of classified students through the Special Education Parent Advisory Group (SEPAG)	Sept 2017 - June 2018	SEPAG meetings	<ul style="list-style-type: none"> Agenda and minutes of meetings List of attendees for SEPAG meetings
Involve parents and staff in the interview process for key building level and district level Administrative positions	Nov - Dec 2017	Screening Committee for the Director of Special Services, Selection Committee for the Dir of Special Services	<ul style="list-style-type: none"> List of staff and parent participants in the screening and selection process

**Sussex Wantage Regional School District
Strategic Planning
2017-2018 School Year**

January 25, 2018

Return parent calls and inquiries within a 24 hour period	July 2017 - June 2018	District Administrators and office personnel	<ul style="list-style-type: none"> Available documentation regarding when calls were returned
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Objective #2: Sustain and enhance an environment that encourages the long-term professional growth and commitment of our educational professionals.

<u>Activity</u>	<u>Time Frame</u>	<u>Resources</u>	<u>Evaluations</u>
Conduct new staff orientation in August followed by at least two new staff meetings in the Winter and Spring respectively	Aug 2017 - May 2018	Director of Curriculum, Building Level Administrators, new staff	<ul style="list-style-type: none"> PowerPoint and agenda for new staff meetings Sign-in sheets
Include staff members in the professional staff selection process in all three buildings	July 2017 - June 2018	Building Administrators and professional staff	<ul style="list-style-type: none"> Documentation of staff participation for certified positions such as instructor, nurse, Child Study Team members
Conduct CPI training for Special Education staff, Teacher Assistants and Administration consistent with the anticipated revised restraint laws	Sept 2017 - June 2018	Formal CPI initial and refresher training	<ul style="list-style-type: none"> Schedule and agenda for formal CPI initial and refresher training Sign-in sheets
Encourage Professional Development activities through opening of school program, full and half-day in-service activities, PLCs and Team meetings and grade level meetings	Sept 2017 - June 2018	Opening of School meeting, in-service activities, PLCs, Team meetings and grade level meetings	<ul style="list-style-type: none"> Agenda and sign-in sheets for all in-house professional development activities

**Sussex Wantage Regional School District
Strategic Planning
2017-2018 School Year**

January 25, 2018

Encourage staff to participate in the tuition reimbursement program and properly designed out of district professional development opportunities	July 2017 - June 2018	Graduate level courses and professional seminars and meetings	<ul style="list-style-type: none"> • List of graduate courses taken • Participation in out of district PD opportunities
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Objective #3: Identify, maintain and support best practices for student discipline, rooted in a culture of respect for all.

Activity	Time Frame	Resources	Evaluations
Encourage staff professional development in the area of classroom management	Aug 2017 - June 2018	Outside Professional Development activities, staff orientation, PLCs, faculty meetings, team and grade level meetings	<ul style="list-style-type: none"> • Documentation from out of district seminars • Agenda and minutes from PLC, Team and grade level meetings
Continue to train staff, parents and students on the Harassment, Intimidation and Bullying guidelines and procedures	Sept - Dec 2017	Opening of school staff meeting, Parent Academy, student assemblies	<ul style="list-style-type: none"> • Schedules and documentation of all meetings
Continue to support staff interaction with the District's Behaviorist	Sept 2017 - June 2018	Staff, Interim Director of Special Services, District Behaviorist	<ul style="list-style-type: none"> • Documentation from Behaviorist to classroom teachers regarding student social interaction and behavior

Sussex Wantage Regional School District
Strategic Planning
2017-2018 School Year

January 25, 2018

Objective #4: Investigate strategies to promote increased parental involvement in all school programs and activities.

<u>Activity</u>	<u>Time Frame</u>	<u>Resources</u>	<u>Evaluations</u>
Through meetings with staff and discussions with the community Outreach Committee of the Board of Education investigate the most timely and efficient strategies to communicate effectively with the parents. Strategies to be reviewed include: weekly Honeywell announcements, emails, newsletters and notifications about school emergencies	Sept 2017 - June 2018	Honeywell announcements, emails, district and school level newsletters, social media	<ul style="list-style-type: none"> • Copies of: Honeywell announcements; emails; District and Building Newsletters; social media posts
Work to enhance activities during the school day which include parent and grandparent participation such as: grandparent days, heritage days, parent luncheons and barbeques, musical performances, Bridge Ceremony	Sept 2017 - June 2018	Honeywell announcements, emails, district and school level newsletters, social media	<ul style="list-style-type: none"> • List of participants in all parent/grandparent in school activities

Sussex Wantage Regional School District
Strategic Planning
2017-2018 School Year

January 25, 2018

Technology

Goal #4 - To enhance existing instructional technology and programs for students and teachers to optimize instruction and learning.

Objective #1: Create a committee to focus on technology improvement and efficiencies.

<u>Activity</u>	<u>Time Frame</u>	<u>Resources</u>	<u>Evaluations</u>
Conduct school-wide Technology Committee meetings with staff at each building	Oct 2017 - June 2018	Director of Information Technology, Administrators, Building level staff	<ul style="list-style-type: none"> Budgetary requests associated with IT i.e. Chromebooks, Ipads, Smartboards and instructional software, hardware, etc.
Conduct district-wide Technology Committee meeting to discuss subjects such as infrastructure, hardware, networking and operational software	Oct 2017 - June 2018	Director of Information Technology, Administrators, Building level staff	<ul style="list-style-type: none"> Budgetary requests associated with IT i.e. software, hardware, networking, etc.
Reflect input from Technology Committees in budget preparation and design	Nov 2017 - March 2018	Director of Information Technology, BA and Interim Superintendent	<ul style="list-style-type: none"> Technology related requests on the 2018-2019 budget

**Sussex Wantage Regional School District
Strategic Planning
2017-2018 School Year**

January 25, 2018

Objective #2: Update programs and facility infrastructure.

<u>Activity</u>	<u>Time Frame</u>	<u>Resources</u>	<u>Evaluations</u>
Attend Future Ready Schools Summit	February 22, 2018	Director of Curriculum and PD and Interim Superintendent	<ul style="list-style-type: none"> Confirmed attendance at the meeting
Attend Digital Learning Day	February 22, 2018	Director of Curriculum and PD and Interim Superintendent	<ul style="list-style-type: none"> Confirmed attendance at the meeting
Prepare for anticipated legislative requirement for computer science training K-8	TBD	Director of Curriculum and PD, Building Administrators, Media Specialists, Instructional Staff	<ul style="list-style-type: none"> Revised Curriculum documents
Continue to budget for upgrades for infrastructure, hardware, software and digital assessment tools	Nov 2017 - March 2018	Director of IT, BA, Interim Superintendent and Board of Education	<ul style="list-style-type: none"> Technology related requests on the 2018-2019 budget in the areas of hardware, software and digital assessment tools

**Sussex Wantage Regional School District
Strategic Planning
2017-2018 School Year**

January 25, 2018

Objective #3: Research, collect data, and collaborate with local districts to develop best practices.

<u>Activity</u>	<u>Time Frame</u>	<u>Resources</u>	<u>Evaluations</u>
Discuss Technology initiatives at the Regional Superintendent meetings as well as County Roundtable sessions	Oct 2017 - June 2018	Regional Superintendent's Meeting and County Roundtable Sessions	<ul style="list-style-type: none"> Agendas and minutes from Regional Superintendent's Meeting and County Roundtable Sessions
Attend Regional Director of Curriculum meetings	Nov 2017 - June 2018	Director of Curriculum	<ul style="list-style-type: none"> Agenda from Regional Director of Curriculum meetings
Visit neighboring districts especially High Point Regional to review Technology Initiatives and student preparation	Jan 2018 - June 2018	Administrative staff, instructional staff	<ul style="list-style-type: none"> Documentation of Professional Development visits
Attend Technology Seminars such as Techspo and the NJASA Spring Conference	Sept 2018 - June 2019	Superintendent of Schools, Director of IT, Director of Curriculum and Technology Instructors	<ul style="list-style-type: none"> Confirmed attendance at Technology seminars and conferences

**Sussex Wantage Regional School District
Strategic Planning
2017-2018 School Year**

January 25, 2018

Objective #4: Find ways to best utilize current technology.

<u>Activity</u>	<u>Time Frame</u>	<u>Resources</u>	<u>Evaluations</u>
Discuss technology utilization at individual and small group staff meetings, Administrative Council, Board Curriculum Committee, school-wide and district-wide Technology Committees	Sept 2017 - June 2018	Individual and small group staff meetings, Administrative Council, Board Curriculum Committee, school-wide and district-wide Technology Committees	<ul style="list-style-type: none"> • Minutes of meetings • New and innovative Technology related initiatives including software and assessment tools
Consider input from all committee sessions in preparation for the Technology needs in the district-wide budget	Nov 2017 - March 2018	Individual and small group staff meetings, Administrative Council, Board Curriculum Committee, school-wide and district-wide Technology Committees, Board of Education Finance Committee	<ul style="list-style-type: none"> • Finalized Technology Budget for 2018 - 2019 school year

**Sussex Wantage Regional School District
Strategic Planning
2017-2018 School Year**

January 25, 2018

Objective #5: Increase opportunities with local businesses and communities.

<u>Activity</u>	<u>Time Frame</u>	<u>Resources</u>	<u>Evaluations</u>
Attend seminars such as Digital Learning Day to keep current with Technology innovation	Feb 22, 2018	Director of Curriculum, Interim Superintendent	<ul style="list-style-type: none"> Confirmation of attendance at seminars and workshops
Attend Future Ready School Summit and apply to become a Future Ready School	Feb 22, 2018	Director of Curriculum, Interim Superintendent	<ul style="list-style-type: none"> Confirmed attendance and application as Future Ready Schools
Visit and conduct school field trips to local businesses such as Sussex Rural Electric Cooperative and Verizon	Sept 2017 - June 2018	School transportation, instructional staff	<ul style="list-style-type: none"> Confirm visits and meeting with local businesses
Actively participate in Chamber of Commerce programs such as local Sussex/Wantage meeting, County-wide Education Committee and Annual Gala	Sept 2017 - June 2018	Local monthly Chamber of Commerce meetings at Friendly's, County-wide Chamber of Commerce Education Committee Meetings, Annual Chamber of Commerce Gala	<ul style="list-style-type: none"> Attendance and participation at local monthly Chamber of Commerce meetings at Friendly's, County-wide Chamber of Commerce Education Committee meetings, and Annual Chamber of Commerce Gala

Sussex Wantage Regional School District
Strategic Planning
2017-2018 School Year

January 25, 2018

Finance and Budgeting

Goal #5 - To provide the best education possible for our students within the constraints and fiscal reality of our resources.

Objective #1: Reflect declining enrollment in formulating budgets, facilities and staffing levels.

<u>Activity</u>	<u>Time Frame</u>	<u>Resources</u>	<u>Evaluations</u>
Beginning in the Fall, review class sizes and projections for potential staff reductions	Sept 2017 - March 2018	Realttime, Building level and Central Office Administrators	<ul style="list-style-type: none"> Staffing need projection for 2018-2019
Review budgetary allotments focusing on impact of declining enrollments	Sept 2017 - March 2018	Building level Administrators, BA, Interim Superintendent, BOE Finance Committee and BOE	<ul style="list-style-type: none"> Approved 2018-2109 School budget

Objective #2: Examine additional revenue-producing uses for our facilities.

<u>Activity</u>	<u>Time Frame</u>	<u>Resources</u>	<u>Evaluations</u>
Review fee schedule during annual budget preparation activities	Jan 2018 - March 2018	Facility Revenue for 2017 - 2018, Administrative Assistant to the BA, BA, Interim Superintendent	<ul style="list-style-type: none"> 2018-2019 School Budget including anticipated revenue for Facility use

**Sussex Wantage Regional School District
Strategic Planning
2017-2018 School Year**

January 25, 2018

Review the facility usage fee income during the annual budget preparation process	Jan 2018 - March 2018	Facility Revenue for 2017 - 2018, Administrative Assistant to the BA, BA, Interim Superintendent, Finance Committee of the Board of Education and the BOE	<ul style="list-style-type: none"> 2018-2019 School Budget including anticipated revenue for Facility use
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Objective #3: Seek additional opportunities for mutually beneficial shared services relationships.

Activity	Time Frame	Resources	Evaluations
As part of the budget preparation process list existing shared services the District has with Hlgh Point and Borough of Sussex and Township of Wantage	Feb 2018 - March 2018	BA, Supervisor of B&G, Interim Superintendent	<ul style="list-style-type: none"> Shared services statement to be included in 2018-2019 budget submission
Meet with Municipal officials from Sussex and Wantage to discuss additional shared services and cooperative ventures	Jan 2018 - March 2018	Interim Superintendent, Municipal Business Administrators from Boro of Sussex and Township of Wantage	<ul style="list-style-type: none"> List of additional shared services for the 2018-2019 school year
Meet with Regional Superintendents to discuss additional shared services and cooperative ventures	Oct 2017 - June 2018	Regional Superintendent's meetings	<ul style="list-style-type: none"> Additional shared services with local school districts

**Sussex Wantage Regional School District
Strategic Planning
2017-2018 School Year**

January 25, 2018

Objective #4: Enhance the search process for grant monies.

<u>Activity</u>	<u>Time Frame</u>	<u>Resources</u>	<u>Evaluations</u>
Investigate the feasibility of grants from the State government, the Federal government or industry	Jan 2018 - June 2018	Director of Curriculum, Interim Director of Special Services, Interim Superintendent	<ul style="list-style-type: none"> ● Applications for entitlement and competitive State, Federal and private grants
Apply for competitive grants with the State of New Jersey whenever applicable and feasible	Jan 2018 - June 2018	Available State grants such as the one to increase engagement of parents of students with disabilities in their children's education and schools	<ul style="list-style-type: none"> ● Completed application for competitive State grants
Carefully review all entitlement grants from the State and/or Federal government to ensure maximum use of available funding	Jan 2018 - June 2019	Director of Curriculum, Director of Special Services and BA	<ul style="list-style-type: none"> ● IDEA grant, ESSA grant and Extraordinary Aid

**Sussex Wantage Regional School District
Strategic Planning
2017-2018 School Year**

January 25, 2018

Objective #5: Advance an ongoing dialogue among municipalities served and the District to share ideas and concerns mutually affecting our children and our communities.

Activity	Time Frame	Resources	Evaluations
Schedule meetings between the Superintendent and the Business Administrators of Borough of Sussex and Township of Wantage to review existing shared services as well as potential new shared service opportunities	Jan 2018 - March 2018	Interim Superintendent, Municipal Business Administrators from Boro of Sussex and Township of Wantage	<ul style="list-style-type: none"> ● List of additional shared services for the 2018-2019 school year
Meet with representatives from the Municipal Recreation Departments to ensure clear communication and efficient use of District and Municipal facilities	Jan 2018 - June 2019	Recreation departments of Boro of Sussex and Township of Wantage	<ul style="list-style-type: none"> ● Confirmation of meetings ● Adjustments to Facility usage at District schools
Attend Municipal Council meetings to review Board approved annual budget	March 2018 - April 2018	Sussex Boro Council meeting, Wantage Township Council meeting	<ul style="list-style-type: none"> ● PowerPoint presentation ● Minutes of Boro and Township Council meetings