

**GLENBROOK HIGH SCHOOLS
Office of the Superintendent
Glenview - Northbrook, Illinois**

To: District 225 Board of Education

From: Mike Riggle

Re: District Initiatives for 2015-2016 and Strategic Planning Process

Date: August 20, 2015

Since the 2008-2009 school year, the Board of Education and administration of District 225 have engaged in a process that results in district-wide goals or initiatives that drive improvement efforts and serve as benchmarks for administrator evaluations. In the first several years, the district goals were focused on topics developed during a strategic planning process conducted in November 2005. During the past few years, what we now call initiatives have been more thoroughly grounded in a collaborative effort between the Board of Education and the administration focusing on identified concerns and legislated change. Conceptually, an initiative is an act or strategy that is targeted to resolve a problem or address an existing or anticipated concern.

This year, the district is in a unique situation. A leadership change has occurred at the principal level at both GBN and GBS, and two director level positions have turned over in technology at the District Office. Due to the depth and scope of the impact these changes present to the district, it is necessary to review programs, policies and procedures across the district. In several areas, three-year plans or visions have already been developed through collaborative efforts, which in combination, represent a significant portion of what would be considered a strategic plan or vision for the district. After thorough discussion with the administrative team, we feel it is an opportune time to develop three-year plans or visions in the remaining areas to complete a comprehensive strategic plan of the district.

District Initiatives for 2015-2016

Business

1. Succession Planning (District and Township)

Mrs. Siena will retire from her position as the assistant superintendent for business affairs and will leave the district effective June 30, 2016. Two additional members of the business department will also retire from their positions in payroll and cash management/accounting/township treasurer. A review of job responsibilities will need to be completed and a timeline determined and executed for the replacement of these positions.

Business (continued)

2. Student Enrollment Initiative - Building Capacity and Enrollment Planning

The administration will continue to closely monitor student enrollment as we did in 2014-2015. Current enrollment will be finalized and a new enrollment forecast will be developed in collaboration with Dr. Jerome McKibben. Building projects and other needs for the GBS enrollment growth will be brought forward for Board consideration in the fall. Participation numbers and identified needs will be brought forward next May.

3. Financial Planning (development of three-year plan)

The administration will work with the Board of Education to develop a three-year plan for management of district finances. This plan will be based on estimated revenue contained in the recently approved tentative budget along with any adjustments that result from legislative actions that may occur this fall. It will also contain strategies for necessary expenditure reductions. The plan is to be implemented for FY 17.

4. Facilities Planning (development of three-year plan)

The administration will develop a three-year plan for facility projects to be reviewed and approved by the Board of Education. The plan will be presented to the Facilities Committee in September and then to the full Board for approval in November. This plan will be developed in conjunction with the financial plan.

Curriculum and Instruction

1. Civics course planning and implementation.

The Illinois legislature passed a new law requiring all students to complete a course in Civics for graduation from high school. This must be a stand alone semester course that can be part of the current two-year social studies requirement for graduation. The administration will develop a plan for this course as well as all necessary elements required in board policy for approval. This will be presented to the Board as part of the new course approval process.

2. Credit for 7th and 8th grade courses.

A new law recently passed by the Illinois legislature and signed by the Governor allows students to receive high school credits for courses taught in grade 7 or 8 if they contain the same content as high school courses taught within the high school and are taught by a high school certified teacher. The administration will work both internally and with the elementary feeder districts to determine the impact of this new law and how it will be implemented by District 225.

Curriculum and Instruction (continued)

3. Strategic Planning

Although there is work to be completed to come into compliance with new legislation, the area of Curriculum and Instruction is a targeted area for strategic planning. For the last five (5) years, the district has coordinated improvement areas under the theme of “engagement.” The theme was intended to unify the improvement efforts of the two schools, allowing them to pursue strategies determined to be appropriate for the needs of their students, while providing a common language and focus for their efforts to raise student achievement.

It is now time to reflect on the efforts made under the theme of engagement and validate the continued pursuit of methodologies targeted at raising student engagement in all areas of the student experience. At the same time, involving the school community in a conversation regarding curriculum and instruction is important and provides an opportunity for the identification of student needs and concerns. The goal of the administration is the development of a new three-year plan for Curriculum and Instruction that would be presented to the Board with other areas of the strategic plan in February.

Human Resources

1. Electronic Substitute Tracking

An important need within the district for many years has been the ability to procure and track substitutes electronically. During the 2014-2015 school year, the administration conducted a process with the staff to select a software application which would address identified needs and following board approval, proceeded to integrate it successfully with Skyward. The implementation of a substitute system was a high priority during the collective bargaining negotiations process with GESSA.

During the fall, the selected application (AESOP) will be implemented by the Human Resources Department at the staff level. This will require significant training efforts to incorporate all Glenbrook employees and will result in significant procedural changes as we move from analog to digital. The Human Resources and Business Departments will work in conjunction with technology staff members to implement this new application.

2. Benefits Transition

In June, the Board granted permission to the administration to pursue a Director of Human Resources hire to allow the transition of the primary responsibility for employee benefits from Business to Human Resources. The administration will be working with the Board to complete the hiring process for this new position and the realignment of current responsibilities and associated procedures within the organization.

Public Relations and Communications

The Public Relations and Communications Department will be working on the implementation of identified projects in the second year of the three-year plan approved by the Board in the Spring of 2014. This year, the focus will include the following initiatives:

1. Website

The current website system is hosted within the district network and contains a content management system (CMS) that is successfully used by employees throughout the district. It is the intent of the administration to move to an externally hosted website service that will allow the district to build on the current strength of our staff while addressing the identified need for flexibility in design and the evolution of services, which cannot be achieved internally by district developers. The administration will present the Board with a recommended option for a hosted solution as well as the supporting rationale and cost analysis.

2. Student Interns

The PR and Communications Department completed a process last winter to select one student from each high school to serve as an intern for the 2015-2016 school year. The internships will begin at the start of the school year. This represents the first effort of this type and a follow-up of this venture will be shared with the Board during the second semester.

Student Wellness

1. Homework Initiative (Year two)

Last year, the administration presented the results of a process to identify existing research, best practices and current area policies regarding homework. This collaborative effort involving teachers and administrators concluded that there was a need for a district policy for homework, the need to share their findings on best practices, and a need for further collection of data from the Glenbrook school community now that both schools are on the same daily schedule. The administration will continue the work outlined in the report to the Board last spring.

2. Concussion Protocol

New legislation was recently signed by the Governor that calls for further work by the district to utilize a designated committee for the development of protocols to be followed for athletes who are identified as suffering from a possible concussion. The administration will work to establish a committee that is in compliance with the law, implement the necessary protocols and work with the Board to further revise existing board policy.

Student Wellness (continued)

3. Strategic Planning

In a similar manner to Curriculum and Instruction, student wellness is an area targeted for the strategic planning process and the development of a new three-year plan.

Technology

1. Implementation of New Technology Vision

The administration will introduce the new three-year technology plan adopted by the Board last spring and will begin the process of implementation.

Glenbrooks Strategic Planning Process - Fall/Winter 2015-2016

Key Question: What is the purpose of our strategic planning process?

- Validation
- Generate new ideas
- Set priorities

Desired length of the plan - 3 years

Potential Facilitators: Jасulca/Terman (JT), Dr. Ron Barnes, Executive Cabinet

Preferred Format:

1. Announce strategic planning process and opportunity (September)
2. Collect school community feedback through online survey (September)
3. Host meetings (6:30 - 8:30 p.m.) (October 7 - December 9) (District Office)
 - a. (Wednesday, October 7): Introduction and opportunities for participation*
 - i. Communication Plan (informational)
 - ii. Technology Vision (informational)
 - iii. Financial Plan (informational)
 - iv. Facilities Plan (informational)
 1. Student Enrollment (based on November 2014)
 - b. (Wednesday, October 28): Engagement: Curriculum
 - c. (Wednesday, November 18): Engagement: Wellness
 - d. (Wednesday, December 9) Conclusion and final recommendations
4. Present recommendations and feedback to the BOE on February 22 at the scheduled regular board meeting
5. Promote the recommendations

NOTES:

- Target number of participants: 30-50
- The preferred method of input is electronic
- Selected parent, student and staff leaders will be invited to the sessions.
- General public is welcomed to attend and participate in the sessions.
 - Advertising will occur in the various district publications.
- promotes much of the input to occur in a survey format, instead of meetings.