DISTRICT OPERATIONAL PLAN

2018-2019

This District Operational Plan is organized around the areas of our strategic plan. The District Operational Plan will help the district to systematically implement our key priorities relating to strategic plan in a phased manner to cover the entire district.

Mission

Learn. Share. Innovate. Inspire.

Vision

Byron Public Schools: A community of learners committed to making the world a better place.

Priorities

1) Personalize learning in pursuit of academic excellence
2) Inspire students and staff to develop their character, share their talents, and apply their learning
3) Maintain excellence in resource management



District Theme for 2018-2019: People - Processes - Performance

People: The focus on the people actively involved in accomplishing our district's mission and those we serve that creates action, feedback, and ongoing district success.

Processes: These are the methods used to accomplish our work.

Performance: These will include all areas of performance to our district, the External view (How do our students, parents, other stakeholders view us?), the Internal view (How efficient and effective are our operations?), and the Future view (Is our district learning and growing?).

BOARD PRIORITY KEY ACHIEVEMENT TARGETS AND DELIVERABLES:

The Byron Public Schools District Operational Plan (DOP) identifies the strategic initiatives and improvement projects being implemented or under study to facilitate improvement and innovation across the district. The projects included in the DOP are directly or indirectly connected to the district's communicating information, strengthening our educational programs, supporting district policy and goals, and enhancing collaboration and partnerships.

BROAD PRIORITY # 1: STRATEGIC PLANNING

Strategic Planning: Affirm articulation of our organizational priorities and stakeholder values for the next 3-5 years. **Oversight:** School Board, Superintendent		
Why: In 2018, the current strategic plan will have reached its planned service date. Continuing our strategic planning will provide clarity, direction, and focus for Byron Public Schools. The primary purpose of strategic planning is to connect our mission and vision by addressing these three questions: ● What is our purpose? (Mission) ● What do we want to achieve? (Vision) ● How are we going to get there? (Plan)		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Strategic Plan	1. Will encompass objectives encompass four areas: learners, finance and operations, staff, and community and will identify the strategic	1. July 16, 2018

	priorities needed to achieve our vision (Profile of a Graduate).	

BOARD PRIORITY # 2: FACILITIES

Facilities: Continue Implementation of the facilities plan with beginning discussions of new and renovation of existing facilities.
Oversight: Page, Netzke, Haskin

Why: The community approved a bond referendum in March of 2014 for a new PreK-2 building. In March of 2017, an enrollment and facility report was provided to the District which included the most recent enrollment projection study. The recommendation scenarios included:

1. 2021-2022 – Consider an addition to BHS

2026-2027 – Consider an addition to BHS; BMS and BIS become near capacity

2.
3. 2021-2022 – Must attend to overcrowding at BHS with the addition of 6-8 new classrooms.

2026-2027 – Must attend to overcrowding at BHS (8 new classrooms) and BMS (4-6 new classrooms). BIS will be at 100% capacity

4. 2021-2022 – Must attend to overcrowding at BHS (6-8 classrooms)

2026-2027 – Must attend to overcrowding at BHS (8-10 classrooms)

- Additional gym space/locker space
- Must attend to overcrowding at BMS (4-6 classrooms)
- Must attend to overcrowding at BIS (2-4 classrooms)
- BPS at near 100% capacity
- Consider new elementary school to divide evenly (3 (Pre) K-5 Elementary Schools at about 420 students each)

Key Achievement Targets	Deliverables	Timeline
1. Utilize Finance and Facilities Committee (FFC) to develop the desired results and design 2. Establish a guiding change, identifying design parameters 3. Establish design for each respective	1. Facilitates provided on general information of this years work. 2. Guiding change document developed 3. Design parameters developed for respective sites	1. August 2018 2. October 2018 3. October 2018 - 2019

project, utilizing decision-making process to ensure input and understanding of design throughout the system		

STRATEGIC PRIORITY: PROFILE OF A GRADUATE

Develop district wide practices and choices that set learners as active participants in setting goals, planning learning paths, tracking progress and determining how learning will be demonstrated.

Strategic Priorities

1) Personalize learning in pursuit of academic excellence
2) Inspire students and staff to develop their character, share their talents, and apply their learning
3) Maintain excellence in resource management

BYRON PRIMARY SCHOOL

Personalize learning for all students in pursuit of their academic excellence **Oversight:** Durnen, Denter		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Research and begin developing student-centered learning environments 2. Implement SEL curriculum with all K-2 students	1. Research and explore Learner Profiles 2. Research and Implement best content delivery methods 3. Implement weekly SEL instruction with all first and second grade classes	1. 2018-2019 2. 2018-2019 3. 2018-2019

Inspire students and staff to develop their character, share their talents, and apply their learning **Oversight:** Durnen		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Develop a Strengths-Based educational environment	1. Participate in Strengths-Based workshops with Flourish Consulting during the 2018-2019 school year. 2. Identify the top 5 individual strengths of staff members according to their StrengthsFinder results. 3. Work with Flourish Consulting to create a positive and strengths-based approach to organizational operations.	1. 2018-2019 2. 2018-2019

Maintain excellence in resource management **Oversight:** Durnen, Page, Netzke		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Work within budgetary means proactively and accurately 2. Reduce the percent of substitute needs at the Primary School from the 2017-2018 School Year	1. Review building budget monthly with District Business Manager 2. Decide how grade levels will assess students with the elimination of substitutes for testing days in the 2018-2019 school year 3. Monitor Teachers on Call and identify strands in substitute call history	1. 2018-2019 2. August-September 2018 3. Monthly

18-19 GOALS - BYRON INTERMEDIATE SCHOOL

Personalize learning for all students in pursuit of their academic excellence **Oversight:** Rodemeyer		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Enhance learner experiences utilizing the highest level of Marzano's Taxonomy	1. Time to work on and understand how a level 4 works within our formative & summative scales and report card. 2. Consistent understanding of Marzano's Taxonomy and where our instructional practice is currently and how to move up within it. 3. Provide time to understand/comprehend the new focused Marzano evaluation model to facilitate the transition from basic foundational instructional strategies to more complex instructional strategies.	1. Weekly PLC meetings, monthly staff meetings, quarterly staff development days 2. August, September, October staff & site meetings 3. August 22, 2018, September staff meeting, ongoing check-ins with grade level teams

Inspire students and staff to develop their character, share their talents, and apply their learning **Oversight:** Rodemeyer		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Promote student and staff voice and choice	1. Empowering site & advisory & student council in decision making and accountability	1. 2018-2019 2. 2018-2019

	2. Strategic, focused staff meetings that are staff led 3. School-wide consistency in implementing 7 Mindsets to Increase school-wide empathy to decrease school-wide negative behavior	3. 2018-2019

Maintain excellence in resource management **Oversight:** Rodemeyer		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Maximize instructional minutes within the school day.	1. Greater cross content, interdisciplinary instruction 2. Identify efficiencies within our instructional day to maximize learning opportunities	1. 2018-2019 2. 2018-2019

BYRON MIDDLE SCHOOL

Personalize learning for all students in pursuit of their academic excellence **Oversight:** Swanson, Denter, Hegna		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Implementation of Standards Based Grading System	1. IC System Complete: a. Ensure system is ready for all stakeholders 2. Staff Training Follow Up: a. Staff meetings for consistent implementation b. PLC Effectiveness 3. Stakeholder Clarity a. Parent/Student meeting during Walk The Halls 4. Consistent Message a. Staff - Friday PD (3X) Parents - Newsletters Students - Town Halls	1. August 2018 2. 2018-2019 3. August 21, 2018 4. 2018-2019

Inspire students and staff to develop their character, share their talents, and apply their learning **Oversight:** Swanson, Denter, Hegna		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Plan, Prototype and Share Understanding of Design Thinking Learning Model	1. Active Learning Staff Training - Intellectually, Socially and Physically Active Classrooms	1. 2017-2018 2. 2018-2019 3. 2018-2019

	2. Grow Staff Efficacy a. Team Time & Friday PD b. PLC Effectiveness 3. Enhance the Learner Experience a. 7th Grade Team - Cross Curricular Efforts / National History Day / Science Fair Model b. Grade Level Teams Learning the Design Thinking Framework	

Maintain excellence in resource management **Oversight:** Swanson, Denter, Hegna, Netzke		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Develop Phase 2 of Bush Grant	1. Application Submitted 2. Administration Plan Proposal	1. October 15, 2018 2. 2018-2019

BYRON HIGH SCHOOL

Personalize learning for all students in pursuit of their academic excellence **Oversight:** Willman, Schroeder, Denter, Hegna		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Complete implementation of the first 6 fixes for grades: separating grades and behavior	1. Administration and Coach - Provide support for the staff in IC, syllabus development, MTSS and universal systems of support.	1. 2018-2019

Inspire students and staff to develop their character, share their talents, and apply their learning **Oversight:** Willman, Schroeder, Denter, Hegna		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Profile of a Graduate-ePortfolio/capstone requirement for students entering 9th grade in 2019.	1. Site team - examine the Profile of a Graduate and determine the next steps and plan for future students to meet the competencies of the Profile of a Graduate through the e-portfolio or a capstone. 2. Introduce the Byron Profile of a Graduate requirement to full staff. Request	1. August 2018 2. September 2018

	feedback on Site Team prototype. 3. Finalize profile of a graduate requirement for Board	3. December 2018

Maintain excellence in resource management **Oversight:** Willman, Netzke		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Effectively manage budgets	1. Create and implement the substitute alternative plan. 2. Monthly monitor and adjust numbers of substitutes saved and effectiveness of prototype plan. Change practice if needed.	1. August 2018 2. 2018-2019
2. Stay on Budget	1. Meet monthly with Business Manager. to review budget targets and actual progress	1. 2018-2019

ATHLETICS AND ACTIVITIES

Personalize learning for all students in pursuit of their academic excellence **Oversight:** Schroeder, Hegna		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Research number of students that are academically ineligible after intervention week.	1. Data provided by AD secretary and Educlimber, on the number of intervention students and number of consequence students a. Totals at the end of the school year.	1. 3rd and 8th week of each quarter

Inspire students and staff to develop their character, share their talents, and apply their learning **Oversight:** Schroeder		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Increase opportunities to promote-honor student-athletes in their activities to show their talents and promote ongoing personal growth	1. School Board Recognition calendar of groups to attend board meetings 2. Twitter 3. Program (inserts) 4. Awards/Ceremony 5. Banquets - coaches showcase their end of season banquets in the newspaper. 6. Connections w/younger students 7. Student-athlete exit interviews/recap	1. August 20, 2018 2. 2018-2019 3. 2018-2019 4. Fall 2018/Senior awards night 2019. 5. August 21, 2018 6. October 2018 7. End of each sports season

	(how did our coaching staff help you grow as a student-athlete?)	

Maintain excellence in resource management **Oversight:** Schroeder, Netzke		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Maximize staff time and resources for each program	1. Monthly meeting with Business Manager	1. 2018-2019

BUSINESS AND OPERATIONS

Maintain excellence in resource management **Oversight:** Netze, Page		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Develop and implement new financial awareness practices	1. Introduce new purchasing process 2. Monthly finance reports for Board and administration 3. Share Research Series Reports with Board, administration and FCC 4. Develop and share 5 Year Financial Model	1. September 2018 2. 2018-2019 3. 2018-2019 4. November 2018

COMMUNITY EDUCATION

Personalize learning for all students in pursuit of their academic excellence **Oversight:** Dole		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Project Kids will work with Byron Primary and Byron Intermediate to identify student extended learning opportunities	1. Project Kids will have quarterly meetings to identify areas of student growth.	1. August 2018, November 2018, January 2019, and March 2019 2. 2018-2019
2. Develop an internal/external evaluation tool to allow staff to grow and keep program operating effectively	2. Develop an evaluation tool for CE staff to use.	
3. Communication to families	3. Quarterly Program Newsletters	3. March, June, September, December
4. Survey Parents	4. Create a survey to identify class topics to help plan for 2019-2020	4. November 2018

Inspire students and staff to develop their character, share their talents, and apply their learning **Oversight:** Dole		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Study and offer a variety multigenerational group classes	1. Using survey data to identify and create three multigenerational opportunities for the community.	1. 2018-2019

Maintain excellence in resource management **Oversight:** Dole, Netzke

Key Achievement Targets	Deliverables	Timeline
1. Improve Website 2. Facility Planning a. Best way to ensure community needs are met b. Support and provide evidence for more learning spaces 3. Finance monitoring	1. Research websites and update information. Program Coordinators will be responsible for updates. 2. Create videos to educate community members on how to request spaces. 3. Monthly meeting between Business Manager to review budget.	1. November 2018 2. November 2018 3. Monthly

CURRICULUM, INSTRUCTION, & ASSESSMENT

Personalize learning for all students in pursuit of their academic excellence **Oversight:** Denter		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Provide personalized coaching for Professional Development 2. New Teacher orientation	1. Develop courses with coaches to provide personalized PD allowing teachers to choose direction of PD on Staff Development days. 2. New Teacher Orientation/Mentorship focus on learning about their Strengthsfinder 2.o 3. Create Google Classrooms for each PD session. 4. Google Forms will be collected for feedback from staff after each PD offering.	1. 2018-2019 2. August 2018-June 2019 3. 2018-2019 4. One week after PD offering

Inspire students and staff to develop their character, share their talents, and apply their learning **Oversight:** Denter		
Key Achievement Targets	**Deliverables**	**Timeline**
1. To understand the protocol and proficiency of the Marzano evaluation model 2. Showcase for Staff and Student Excellence 3. Highlight staff and student excellence	1. Enhance the understanding of the new focused Marzano evaluation model through Professional Development to facilitate the transition from	1. Monthly

in developing their character, their talents and learning. 4. Complete coaching professional development training	basic foundational instructional strategies to more complex instructional strategies. 2. Implement showcases monthly in classrooms and or at board meetings. 3. Director of CIA and or coaches conduct monthly board reports that will highlight staff and student excellence. 4. Coaches attend Southeast Service Coop Training and additional training specific to duty (i.e. equity)	2. November 2018, March 2019, May 2019 3. Monthly 4. 2018-2019

Maintain excellence in resource management **Oversight:** Denter, Netzke		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Develop and communicate instructional/equity coaches schedule 2. Maintain effective budget practices	1. Communicate coaching schedule, determine needs and wants for coaching staff 2. Develop a process for tracking and ordering 3. Meet with building principals to discuss ordering 4. Meet monthly with Todd Netzke to overview budget 5. Review/Edit/Maintain Vision Card	1.Monthly 2. February-March 2019 3. Monthly 4. Monthly

SPECIAL EDUCATION

Personalize learning for all students in pursuit of their academic excellence **Oversight:** Eddie		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Compliance & Monitoring 2. Closing Achievement Gap	1. Due Process Sessions 2. Personalized Learning goals and objectives for students-progress monitoring 3. Learning environments - school to work 4. Early Intervention	1. 2018-2019 2. 2018-2019 3. 2018-2019 4. 2018-2019 (weekly,quarterly or monthly)

Inspire students and staff to develop their character, share their talents, and apply their learning **Oversight:** Eddie		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Compliance & Monitoring 2. Standards Based Grading	1. Due Process Sessions 2. Progress Monitoring 3. Student Support Teams 4. PLC - special education teams, grade level teams	1. Quarterly throughout 2018-2019 2. Quarterly throughout 2018-2019 3. Bimonthly 4. Weekly grade levels

Maintain excellence in resource management **Oversight:** Eddie, Netzke		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Fiscal Audit Process with MDE 2. Medical Assistance (MA) into district	1. Ordering Process 2. Reports/tracking 3. Report 4. Reports/tracking	1. 2018-2019 2. 2018-2019 3. 2018-2019 4. 2018-2019

3. Foundation Aid 4. State budgets 5. Preschool Resources 6. EDRS - New System 7. ECSE/SR Collaboration	5. Communication with Director of Community Ed and staff meetings 6. Reports/tracking 7. Monday-Thursday & Friday AM/PM Co-Taught a. Collaboration - Friday i. Meeting Structure ii. Planning iii. Problem-Solving iv. Home visits and assessments v. Calendar vi. Conferences	5. 2018-2019 6. 2018-2019 7. 2018-2019 (weekly,quarterly or monthly)

TECHNOLOGY

Personalize learning for all students in pursuit of their academic excellence **Oversight:** Hegna, Denter		
Key Achievement Targets	**Deliverables**	**Timeline**
Review both formative and summative data to identify the trends and needs of our students to better personalize learning.	1. Integrate Educlimber into Byron Public schools. a. Training Admin b. Training Coaches c. Training Teachers 2. Implement Infinite Campus Progress Monitoring. a. By October 1, all K-8 staff have working understandin g of the tool	1. 2018-2019 2. October 2018

Inspire students and staff to develop their character, share their talents, and apply their learning **Oversight:** Hegna, Denter, Technology staff		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Support the district's implementation of the profile of a graduate 2. Implement Byron Student Innovation Team pilot at BHS	1. Communication plan a. Design of profile of a graduate documentatio n b. Stakeholder awareness c. Communicate and share stories of implementatio	1. 2018-2019 a. August 2018 b. August - November 2018 c. December 2018 2. 2018-2019

	n of the profile of a graduate 2. Develop plan for a team of Byron High School student innovators charged with creating meaningful solutions to problems they observe in their community using the Human Centered Design.	

Maintain excellence in resource management **Oversight:** Hegna, Netzke		
Key Achievement Targets	**Deliverables**	**Timeline**
1. Provides short and long range technology planning to improve instruction and district operations.	1. Develop and monitor monitor Print Reduction Plan 2. Technology department helpdesk analysis 3. Website guidelines 4. Technology plan 2018-2023	1. August 2018 2. 2018-2019 3. Fall 2018 4. Board approval - May 2019