

Action Plan

Communication & Operations

Priority 1: Improve operational efficiencies, including communication within the district between administration and teams of faculty and staff; with families and with the community, in order to improve shared responsibilities to meet student needs, decrease time spent on clerical tasks and management, and increase time spent on innovation and instructional leadership, including allocation of resources and reorganization of roles and responsibilities.

Established/Completed

- ❖ Received two-way radios from a police grant and developed protocols for use.
- ❖ Safety Team meetings regularly throughout the year.
- ❖ New documents created for the district: Professional Planner, Additional Paraprofessional Supports Procedures, Notes from the Whiteboard, Student Athlete Handbook, Captains Handbook
- ❖ Updated Special Services Procedure Manual
- ❖ New and revised online communication tools: Revised District/school websites; created new special services webpage for teachers and one for families; athletics scheduling website, Lunenburg Public schools facebook page, Lunenburg School Committee Facebook page, Twitter Accounts
- ❖ School Handbooks now have a common template which includes a table of contents with hyperlinks to sections
- ❖ Substitute handbook
- ❖ School Committee agendas and materials for each meeting are posted on the district website
- ❖ PACSAL and PTO meetings are posted on district website
- ❖ Knights' Roundtable provides information on schools/programs on local cable access channel; also posted on district website
- ❖ Written communications monthly from Superintendent : Blue Knights Highlights & Spotlights; from Principals via weekly emails; from AD via seasonal athletic newsletters; school articles posted in Lunenburg Ledger
- ❖ Moved fee payments to RevTrak to reduce handling of checks and cash (COVID safe practice)
- ❖ Piloted EMOTE as an Social Emotional Learning (SEL) communication tool (not adopted)
- ❖ Piloting SNAP for school clinical counseling staff; training provided
- ❖ Adopted a data archiving platform for 2021-22
- ❖ Piloted District Advisory Council
- ❖ Final Forms in use for Athletics
- ❖ Preseason athletic meetings for coaches, parents and athletes
- ❖ AD, IT Dir, Facilities Dir explored an alternative to Schooldude
- ❖ Established a new protocol for reimbursement
- ❖ Training meetings with principals, secretaries, class advisors- Protocol for Reimbursement
- ❖ Revised form for fundraising approval
- ❖ Reviewed all school schedules; made adjustments to ensure blocks of time dedicated to subject areas (K-5) and common planning time
- ❖ LMHS added another block to be frozen in the drop rotation schedule of LHS so that grade 8 students can take Algebra 1 with grade 9 students
- ❖ Implemented Docusign for warrant signatures
- ❖ Administered a communication survey to staff, students, and families and analyzed results
- ❖ Created a written chain of communication; posted on the website and in school handbooks
- ❖ Redistribution of clerical tasks and cross training at Central Office; secretary manuals completed
- ❖ Transitioned all "back-to-school" forms, transportation and registration packets to digital format; posted on website
- ❖ Coaches handbook, custodial handbook, employee handbook created or updated

Project Manager: Dir of HR/Finance

Action Item	Outputs	Responsibility	Timeline	Progress
Conduct a technology audit	Multi-year plan to address identified need	Business Manager Facilities Director IT Director	2022-2023	Preliminary information is being gathered on the systems with the hope that a new Network Administrator will be hired and develop priority spending plan The district consultant provided a first draft of the District audit, including help desk service, network security, policies and upcoming projects. The plan provided priority recommendations for the district.
Create a Schedule Committee to explore scheduling models for LMHS	Recommended changes, if any Plan for implementation of changes	LMHS Leadership and staff	2022-2023	Department Heads, admin and LMS leadership meeting and discussing master schedule. Formal committee to meet in March 2023 LMHS scheduling committee created and met on 4-10 to discuss opportunities in the master schedule. Will meet 2 more times and into the 2023-24 school year.
Implement PowerSchool Human Resource module Phase 1 (PD portion); begin preparation and planning for Phase 2	Scheduled and executed staff training in the HR module Inputs and preparation for rollout of Phase 2 of HR module completed	Superintendent's Office/Business Office staff	2022-2023	Adm team have met to discuss the specific modules which will be adopted as well as assigning tasks The Business Office staff has been working with the new module - converting "paper" data in the employee database.

Add text messaging to communication methods	Use School Messenger text message feature as an additional means of communication with staff and families Update Communication Plan (written overview of who, how, when of school and district communications) when text messaging is added; update Chain of Communication if needed	Superintendent's Office staff	2022-2023	SchoolMessenger text feature has been added to our communication platform.
Continue to communicate with and engage families to better meet students' needs	Shared individual assessment data Shared home-school connections (new Houghton Mifflin Harcourt (HMH) math and literacy curriculum) Respond to parent inquiries regarding how to support students at home (specific strategies to close gaps or enhance learning) Shared video presentations of the on-going work across the district Family nights at school (Literacy, Math, Science, etc) Important messages to the PAC bulletin School-based family Zoom forums (MCAS/iReady assessments, etc)	Teachers, administrators	2022-2023	JH: PACSAL met via Google Meets on 11/15/22, 1/10/23, 3/14/23 - posted on webpage - link to agenda: 11/15/22 1/10/23 3/14/23 AS: AS: iReady Reports sent home to all families following fall and winter benchmark. MCAS results sent home fall. Zoom drop-in meetings with assessment report presentations, results interpretations, and intro to new curriculum held for families in each building after receipt of reports. Communication provided to families regarding accessing new Into Reading and Into Math curriculum assessment data and resources for their student. STEM night hosted at Primary, math night, and literacy night being planned for THES and Primary. HMH Family Assessment and Resource Communication sent to families by email. Family curriculum letters sent home for each K-5 ELA and math module and curriculum corner updates provided to families.

				Sample family connections letter Primary Fall Assessment & Curriculum Report THES Fall Assessment & Curriculum Report LMS Fall Assessment Report LHS Fall Assessment Report STEM Night Meeting Notes STEM Night Flyer STEM Night Pictures Zoom Drop-In for MCAS results, iReady results and new curriculum held Oct. 6 (Primary), Oct. 24 (THES), Oct. 25 (LMS), and Oct. 27 (LHS) THES Zoom Drop-In Announcement Winter Zoom drop in held for Primary and THES on Feb. 15th and for LMS on Feb. 16 THES STEM Night in March Primary Literacy Night April 13 LMHS i ready results zoom drop in weekly email for both LMS and LMHS . List of students who are struggling with communication log on who has communicated home.
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				Meetings with any student/ family in danger of not graduating.
Continue to create or update written procedures/protocols	Written procedure for: • creation of clubs • payment of stipends • accident reports • request of carryover of accrued time To be incorporated in Employee Handbook and Professional Planner if appropriate Communication Plan, create and update as needed	HR staff	2022-2023	Procedures are being developed to be included in the Employee Handbook. Employee Handbook is completed and is being formatted. Communication Plan created and provided to families (Fall 2022) The Employee Handbook is complete and has been made available to staff.
Continue to transition forms for staff use from paper to digital form	Online forms posted to secure staff website	Superintendent's office	2022-2023	Staff forms will be converted to online forms in the PowerSchool HR module this summer.
Create a paraprofessional mentor model	Paraprofessional union approves of proposed mentor model	HR Office	2022-2023	Adm had first meeting with the Paraprofessional group to create a program. The paraprofessional mentorship model is nearly negotiated with the Paraprofessional Executive Board; anticipated start date for School Year 2023/204.
Implement new daily morning and weekly friday email/newsletter communications from school administration to faculty & staff	Sample communications	Building administrators	2022-2023	JH: weekly "What's Up? Wednesdays" newsletters sent to Special Ed. teachers. Here's an example. Morning messages sent out to staff by the AP daily in each school All requests for communication of community events now distributed

				from the Superintendent's Office as COMMUNITY NEWS Administration also sends out weekly staff newsletters LMHS daily communication with staff e mail for both LMS and LHS Continue with weekly e mail as well as a staff newsletter.
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