



Learn.Share.Innovate.Inspire.

DISTRICT OPERATIONAL PLAN

2019-2020

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 the 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 2019-2020 - Innovation: Taking Us Forward

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.

BOARD PRIORITY # 1: FACILITIES

Background: 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
2. 2026-2027 – Consider an addition to BHS; BMS and BIS become near capacity
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 the Finance and Facilities Committee (FFC) to develop the desired results and design for facility expansions at multiple sites 2. Explore potential referendum options	1. Develop and share facility package ideas to the Board 2. If considered, survey community to gather feedback	1. July - August 2019 2. August - September - October 2019

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BOARD PRIORITY # 2: Profile of A Graduate

Background: Apply system wide practices that set learners as active participants in setting goals, planning learning paths, tracking progress and determining how learning will be demonstrated.

Oversight: Page, School Board

Why: Our strategic priorities define the work:

- 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

Key Achievement Targets	Deliverables	Timeline
1. Summarize progress and implementation of standardized work of the Profile of A Graduate (POG)	1. Examine, determine and evaluate the progress of POG	1. 2019-2020

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BYRON PRIMARY SCHOOL

Personalize learning for all students in pursuit of their academic excellence		
Oversight: Durnen, Denter		
Key Achievement Targets	Deliverables	Timeline
1. Utilize aReading and aMath assessments for grades 1 and 2	1. Provide training and monitor implementation of FAST aReading and aMath	1. 2019-2020
2. Analyze student data to develop personalized reading intervention plans K-2 with PRESS	2. Provide training and and monitor implementation of PRESS for all staff	2. August 19 & 20
3. Organize and enhance our guided reading leveled library	3. Identify current Guided Reading resources in all K-2 classrooms and grade level reading needs for enhancement	3. 2019-2020

Inspire students and staff to develop their character, share their talents, and apply their learning		
Oversight: Durnen		
Key Achievement Targets	Deliverables	Timeline
1. Establish a 2019-2020 Triple P Committee	1. Plan three Triple P Days throughout the year that relate with the 6 C's of the POG	1. September 30
2. Demonstrate POG in all K-2 Grade levels	2. Create a grade level matrix for the 6 C's of the POG	2. May 2020

Maintain excellence in resource management		
Oversight: Durnen, Netzke		
Key Achievement Targets	Deliverables	Timeline
1. Maintain a fiscally responsible budget of current programming and future growth	1. Monitor monthly finance reports 2. Monitor student enrollment	1. Monthly 2. 2019-2020

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BYRON INTERMEDIATE SCHOOL

Personalize learning for all students in pursuit of their academic excellence Oversight: Rodemeyer		
Key Achievement Targets	Deliverables	Timeline
1. Synthesize learning around classroom instructional pedagogy to deepen the learner experience	1. Staff will incorporate higher levels of Marzano taxonomy through questioning, targets and assessments a. Ongoing training & monitoring by site team 2. Develop a consistent, systematic method and procedure for staff and student and possibly parent reflection. a. Ongoing training & monitoring by site team 3. Weekly PLC focus: a. How will the team respond when students don't learn? b. How will the team respond if students already know material?	1. 2019-2020 2. 2019-2020 3. 2019-2020

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Maintain excellence in resource management Oversight: Rodemeyer		
Key Achievement Targets	Deliverables	Timeline
1. Organize school/work day to ensure purposeful, meaningful moments with our students & colleagues	1. Establish and enhance partnerships with parents & community 2. Review, enhance & establish schedules & structures (Lunch/Recess, band, Specials, STARS) within our instructional day 3. Identify specific interdisciplinary opportunities within grade level & departments along with procedures to begin implementing	1. 2019-2020 2. 2019-2020 3. 2019-2020

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BYRON MIDDLE SCHOOL

Personalize learning for all students in pursuit of their academic excellence Oversight: Swanson		
Key Achievement Targets	Deliverables	Timeline
1. Implement cross curricular pedagogy that showcases the Profile of a Graduate	1. Site Team designs clear direction for teams 2. Create shared understanding through further training in Design Thinking and Project Design 3. Improve ePortfolio Clarity 4. Create two authentic audience showcases per grade level 5. Examine ELO and Assessment Alignment Review 6. Improve SBG practice with Level 4 focus	1. May 2019 2. May 2020 3. November 2019 4. 2019-2020 5. 2019-2020 6. 2019-2020

Inspire students and staff to develop their character, share their talents, and apply their learning Oversight: Swanson		
Key Achievement Targets	Deliverables	Timeline
1. Develop a Strengths-Based educational environment	1. Identify the top 5 individual strengths of staff members according to their StrengthsFinder results 2. Apply learning from Strengths-Based workshops to create a positive and strengths-based approach to organizational operations	1. May 2019 2. 2019-2020

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Maintain excellence in resource management		
Oversight: Swanson, Netzke		
Key Achievement Targets	Deliverables	Timeline
1. Create plan for sustainable POG programming	1. Develop connections to outside resources-staffing, monetary, authentic audience and support 2. Create and/or acquire the resources needed to achieve the POG	1. 2019-2020 2. 2019-2020

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BYRON HIGH SCHOOL

Personalize learning for all students in pursuit of their academic excellence		
Oversight: Schroeder, Burton, Denter, Hegna		
Key Achievement Targets	Deliverables	Timeline
1. Facilitate communication of the Profile of a Graduate and Pathways for all stakeholders	1. Compile and design key communication strategies for POG and Pathways	1. May 2019 - June 2020
2. Implement the Profile of a Graduate	2. Develop and share the 2020-2021 Registration Guide	2. December 2019
	3. Articulate 9th grade programming of the Profile of a Graduate to all stakeholders	3. August 2019
	4. Site team will create; and building administration will evaluate application of strategies of authentic learning	4. Monthly
	5. Develop and communicate 10th grade plan for 2020-2021	5. February 2020

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Inspire students and staff to develop their character, share their talents, and apply their learning Oversight: Schroeder, Burton, Denter, Hegna		
Key Achievement Targets	Deliverables	Timeline
1. Staff will implement strategies which model, teach, assess, and recommend feedback that supports students' success	1. Examine and determine strategies required to support the Profile of a Graduate 2. Support professional development which outlines, applies, and analyzes Authentic Learning experiences for students	1. August 2019 - June 2020 2. April 2019-June 2020

Maintain excellence in resource management Oversight: Schroeder, Netzke		
Key Achievement Targets	Deliverables	Timeline
1. Improve flexible spaces to support personalization	1. Prioritize flexible learning spaces with staff and student input	1. September 2019

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ATHLETICS AND ACTIVITIES

Personalize learning for all students in pursuit of their academic excellence		
Oversight: Schroeder		
Key Achievement Targets	Deliverables	Timeline
1. Enhance student showcases of work/ talents/ accomplishments/ passions throughout our building	1. Develop a student and staff committee where we brainstorm and create displays around our building of student work/ talents/ accomplishments/ passions - Highlight student excellence around the high school building that displays print and digital materials - Set up a rotation schedule for new information/ displays to be updated	1. June 2020

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Inspire students and staff to develop their character, share their talents, and apply their learning Oversight: Schroeder		
Key Achievement Targets	Deliverables	Timeline
1. Increase and advertise opportunities for students to be involved in activities	1. Research and advertise the volunteer program with the Mayo Clinic 2. Analyze the implementation of an Intramural program	1. June 2020 2. June 2020

Maintain excellence in resource management Oversight: Schroeder, Netzke		
Key Achievement Targets	Deliverables	Timeline
1. Continue to be fiscally responsible with the Activities/Athletics budget	1. Examine budget status with Business Manager	1. Quarterly

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BUSINESS AND OPERATIONS

Maintain excellence in resource management		
Oversight: Netze, Page		
Key Achievement Targets	Deliverables	Timeline
1. Support all buildings and programs in the budget development and monitoring process	1. Analyze and evaluate impact of finance and operations with building and department leaders	1. Monthly or as requested
2. Develop informational finance and staffing scenarios for Board and FFC as requested	2. Inspect and compare financial planning documents for FFC and Board as needed	2. Monthly or as requested
3. Maintain 5 Year Financial Planning Model (FPM)	3. Analyze and recommend changes to FPM	3. Monthly or as requested

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COMMUNITY EDUCATION

Personalize learning for all students in pursuit of their academic excellence Oversight: Dole		
Key Achievement Targets	Deliverables	Timeline
1. Provide learning opportunities for all community members in Byron based on data from consumers	1. Analyze 2019 community survey results and identify potential classes with new options as 10% 2. Identify and recruit quality instructors to teach classes. a. Develop brochures	1. June and July 2019 2. July 2019 and November 2019

Inspire students and staff to develop their character, share their talents, and apply their learning Oversight: Dole		
Key Achievement Targets	Deliverables	Timeline
1. Inspire staff, using appropriate performance goals focused on their strengths, to work more effectively with students	1. Each staff member will develop a SMART goal, focused around working more effectively with students a. Coordinators/ Director will complete two observations of all their staff using appropriate evaluation tool: ECFE, SR, SACC and CE	1. September 2019 - February 2020

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2. Develop a 5 year vision plan for ECCE	2. Select a small group of key ECCE staff to participate in the program's vision work	2. May 2019 - July 2020
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Maintain excellence in resource management		
Oversight: Dole, Netzke		
Key Achievement Targets	Deliverables	Timeline
1. Maintain responsible program budgets with the help of program coordinators 2. Maintain board policy fund balance that aligns to future expenses for all district programs 3. Develop leadership capacity within the Early Childhood Screening program	1. Schedule a recurring meeting with Business Manager and coordinators 2. Develop a long term plan for creating a reserve to help for future growth in all programs 3. Mentor Coordinators with new leadership roles a. Transition program to the DACS Building, accessing the needs of students, staff and parents	1. Monthly 2. July 2020 3. 2019-2020

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CURRICULUM, INSTRUCTION, & ASSESSMENT

Personalize learning for all students in pursuit of their academic excellence		
Oversight: Denter, Hegna, Willman, Swanson, Rodemeyer & Durnen		
Key Achievement Targets	Deliverables	Timeline
1. Educate all staff about rigor & relevance as related to courses and the importance of relationship building with students and staff 2. Implement Profile of a Graduate K-12 3. Facilitate transition to FASTbridge assessments as district screener and progress monitoring tool for all buildings. 4. Organize High School Advisory On-To-College ACT/SAT prep curriculum	1. Pathways clearly laid out and aligned in High School 2020-21 Registration guide 2. Communicate with all stakeholders the Pathways, registration guide and Profile of a Graduate plan 3. Creating, sustaining and growing Business partnerships 4. Support and increase knowledge of ePortfolio system for Middle and High school staff 5. Increase understanding of interdisciplinary work for Middle School staff & support successful student showcase exhibits 6. Enhance literacy instruction K-5 as related to the Profile of a Graduate and interdisciplinary work 7. Train principals, instructional coaches and staff in K-8 buildings on	1. November 2019 2. August 2019-June 2020 3. August 2019-June 2020 4. August 2019-June 2020 5. August 2019-June 2020 6. August 2019-June 2020 7. August 2019-June 2020

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	how to best use data to enhance instructional decision making 8. Measure On To College program at high school level for its overall effectiveness by evaluating ACT/SAT results and gathering student feedback	8. November 2019-June 2020
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Inspire students and staff to develop their character, share their talents, and apply their learning Oversight: Denter		
Key Achievement Targets	Deliverables	Timeline
1. Communicate and implement Staff Development Policy 2. Enhance Professional Learning Community efficiency district-wide 3. Provide and facilitate various Professional Development Opportunities	1. Work with each building Site or PLC leadership team to communicate staff development policy and manage SD budget 2. Work with each building Site or PLC leadership team, instructional coaches and principal, as needed, to develop leadership traits, skills and strategies for all building leaders 3. Provide ongoing relevant, professional development embedded throughout the year	1. August 2019-June 2020 2. August 2019-June 2020 3. August 2019-June 2020

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Maintain excellence in resource management		
Oversight: Denter, Netzke, Page		
Key Achievement Targets	Deliverables	Timeline
1. Maintain and oversee Curriculum and Instruction, Staff Development and Achievement and Integration Budgets to ensure fiscal responsibility within our district	1. Work with Business Manager through monthly meetings to ensure we are on budget with each of these areas	1. August 2019-June 2020

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SPECIAL EDUCATION

Personalize learning for all students in pursuit of their academic excellence		
Oversight: Eddie		
Key Achievement Targets	Deliverables	Timeline
1. Track data for progress monitoring using aReading and aMath and Individual Education Program goals/objectives 2. Research and Analyze Transitional Programs for 18-21 age 3. Develop a System of Strategic Research-Based Intervention (SRBI) plan for Middle School	1. Align Primary and Intermediate Schools and Curriculum for language arts/math assessments for progress monitoring for grades K - 12 a. Implement LLI for grades K - 8 for reading supplement to close the achievement gap 2. Apply learning and develop programming for 18-21 year old students 3. Implement the SRBI plan at the Middle School to track interventions and provide guidance for student support at the Middle School	1. Quarterly 2. Weekly PLC meetings 3. Planning 2019-2020, implementation 2021-2022.

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Inspire students and staff to develop their character, share their talents, and apply their learning Oversight: Eddie		
Key Achievement Targets	Deliverables	Timeline
1. Analyze special educational processes with all staff to maintain compliance with Minnesota Department of Education	1. Implement Professional Learning Communities (PLC) Due Process sessions for District special education department 2. Conduct periodic student file self-review 3. Engage, Discuss, Plan, Implement plans for students through Student Support Teams 4. Attend Professional Learning Communities (PLC) meetings for questions and support	1. 2019-2020: weekly, monthly, quarterly 2. 2019-2020: weekly, monthly, quarterly 3. 2019-2020: weekly, monthly, quarterly 4. 2019-2020: weekly, monthly, quarterly

Maintain excellence in resource management Oversight: Eddie, Netzke		
Key Achievement Targets	Deliverables	Timeline
1. Ensure a fiscally sound and responsible budget through the use of: a. Medical Assistance b. Foundation Aid	1. Ongoing billing for allowable services and add Nursing a. Report/tracking of billing process b. Examine financial standing with Business Manager	1. 2019-2020 a. Monthly b. Monthly

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c. State categorical budgets d. SEDRA coding of staff	c. Design a spreadsheet to analyze and report accurately in MDE reporting system d. Design a spreadsheet to analyze and report accurately for staff development (Federal dollars) and code budgets (State dollars)	c. August 2019 d. August 2019
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TECHNOLOGY

Personalize learning for all students in pursuit of their academic excellence		
Oversight: Hegna, Denter		
Key Achievement Targets	Deliverables	Timeline
1. Leverage technology to support the implementation of the Profile of a Graduate	1. Investigate and propose a system to assesses and provide feedback to our students' attainment of global competencies from the students' achievement in the content areas.	1. December 2019
	2. Collect/showcase model lessons and student experiences that demonstrate how the POG competencies could be integrated into content areas at each school level	2. 2019-2020
	3. Collect/showcase student artifacts that demonstrate exemplary examples of learning objectives and POG competencies at each school level	3. 2019-2020
	4. Foster opportunities to develop High School students' positive digital footprint and professional network (PHSP)	4. November 2019
	5. Revisit and refine ePortfolio's 6-12, provide training, and make standard practice	5. November 2019

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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. Leverage technology to improve communications, enhance transparency, and increase community engagement 2. Increase the technology skill set of all teachers to support the strategic plan and profile of a graduate	1. Communications a. Updates district webpage: b. Evaluate current web hosting provider to determine if the website is meeting district communication goals and needs c. Create and implement a communications plan 2. Technology skillset of Teachers a. Create a set of basic competencies and tools that educators can refer to in order to determine readiness. b. Create and communicate a repository of technologies that can support the mastery of our POG C's c. Model, provide PD and showcase how leveraging technology and digital resources can immerse	1. Communications a. June 2019 b. March 2020 c. 2019-2020 2. Teacher SkillSet a. August 2019 b. September 2019 c. 2019-2020

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3. Create a basic technology competency assessment tool for all support staff employees to ensure employee success within Byron Public Schools	students in rich, authentic, personalized and relevant learning experiences to deepen learning while developing and demonstrating POG competencies d. Measurement: Assess artifacts and student tech use using district scales e. Measurement: Develop POG Survey to measure learner experience and seek feedback from students annually. 3. Curate and develop a basic tech competency assessment tool to be used with ALL staff and the onboarding of new staff	d. October 2019 and March 2020 e. May 2020 3. July 2019 - June 2020
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Maintain excellence in resource management		
Oversight: Hegna, Netzke		
Key Achievement Targets	Deliverables	Timeline
1. Formalize the review and replacement of all technologies in a cycle that is timely, proactive, economically, and environmentally responsible and build into annual maintenance and operations budgets	1. Organize the Technology Replacement Plan 2. Schedule and examine finances of technology budget with Business Manager	1. July 2019 2. 2019-2020

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