

LUNENBURG COUNTY
PUBLIC SCHOOLS
COMPREHENSIVE PLAN
2018-2024



Charles M. Berkley, Jr. Superintendent

The Lunenburg County Public School Board does not discriminate in education and employment on the basis of race, color, religion, national origin, political affiliation, handicap, sex or age.

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Vision Statement

Each student is to be provided opportunities to reach his/her highest level of achievement and potential. We as a school division involve communities, families, and parents actively along to be dedicated to the success of each and every student.

Mission Statement

The mission of the Lunenburg County Public Schools is to insure that all students learn in an environment which nurtures the cooperative efforts of all school personnel, students, parents and community members.

We are dedicated to enabling all students to become effective, productive, and contributing citizens in our competitive global society.

Division-Wide Indicators of Excellence

| | | |
|-------------------------|------------------------|-----------------------|
| Excellence in Academics | Excellence in Behavior | Excellence in Culture |
|-------------------------|------------------------|-----------------------|

| A Academics | B Behavior | C Culture |
|--|---|---|
| <ul style="list-style-type: none"> • Provide a high quality education for all students • Obtain and maintain Graduation Rate of 88% or higher • Maintain Accreditation status in all SOL areas • Ensure that the academic content includes workplace skills, community and civic responsibility, and career planning • Embed new standards of the “Profile of a Virginia Graduate” • Implement Virginia Tiered System of Supports (VTSS) division wide | <ul style="list-style-type: none"> • Improve student attendance • Implement Virginia Tiered System of Supports (VTSS) to decrease office referrals • Provide behavioral supports to students as needed | <ul style="list-style-type: none"> • Attract, recruit, and retain quality personnel • Increase parental, community involvement, and business partnerships • Promote a positive division and school culture • Provide a safe and secure learning environment for all students • Establish a financial process which provides consistency and transparency to all stakeholders |

INSTRUCTION

Goal: Provide a high quality education for all students

Strategy 1.1 Implement best practices and instructional opportunities to increase student achievement at the elementary and secondary levels

| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
|--|---|--------------------|---|
| Provide evidence-based instructional strategies to meet the needs of diverse learners | Lesson Plans | 2018 Ongoing | Instructional Staff |
| Develop and implement a tiered system of support at the elementary and secondary levels <ul style="list-style-type: none"> Participate in PD for school teams at all levels on tiered system of support Develop master schedule which allows for remediation during school day Collaborate with VTSS Coach and TTAC Participate in VTSS Exploration Grant Apply for Cohort V VTSS Grant | Tiered Instruction Master Schedules EL Schedules Gifted Schedules Student Academic & Career Plans | 2018-2024 | Director of Curriculum and Instruction Director of Special Education Principals Teachers SPED Teachers Reading Specialists Math Specialists |
| Maintain Gifted Program <ul style="list-style-type: none"> Review current gifted plan Evaluate for effectiveness Revise programming as appropriate | Gifted Plan | 2018-2024 | Director of Special Education Gifted Teachers/ Coordinator |
| Maintain English Learner (EL) Program at the elementary and secondary levels <ul style="list-style-type: none"> Review current programming Evaluate for effectiveness Revise programming as appropriate | EL Plan | 2018-19 Ongoing | Director of Curriculum and Instruction EL Coordinator Teachers |

| | | | |
|--|---|------------------|--|
| <p>Improve Academic Programs for students with Disabilities</p> <ul style="list-style-type: none"> • Establish and maintain inclusive practices for students with disabilities • Provide Assistive-Technology supports for students with disabilities • Provide professional development for collaborative teams at all schools • Evaluate researched based interventions and explore resources to provide needs • Collaborate with VDOE on trainings for multi-sensory approaches such as Orton Gillingham • Increase use of alternative assessments, state approved substitute assessments for SOLs, credit accommodations for students working towards a standard diploma, participation in Project Graduation and Credit Recovery • Review testing accommodations for students with Disabilities • Visit demonstration sites • Develop school based teams to develop, implement, and sustain policies and procedures and best practices for inclusion • Evaluate and update SPED Plan annually | <p>SPED Plan Technical Assistance Plan/VDOE</p> | <p>2018-2024</p> | <p>Director of Special Education Director of Curriculum and Instruction Principals Co-Teaching Pairs</p> |
|--|---|------------------|--|

Strategy 1.2 Ensure that the academic content includes workplace skills, community and civic responsibility, and career planning that is embedded with the Virginia Profile of a Graduate

| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
|---|---|------------------|---|
| <p>Ensure that career readiness is embedded in instruction to meet the requirement of the Virginia Profile of a Graduate</p> <ul style="list-style-type: none"> • School counselors/CTE Coordinator will participate in Region 8 PD to ensure we are meeting requirements for exposure to career exploration • Develop Career Readiness Plan K-12 • Professional Development • Incorporate resume building into the English 12 Curriculum • Incorporate job shadowing in Economics and Personal Finance • Use Major Clarity beginning in elementary school to track career planning • Open Career Fair to all students at the high school • Implement NCRC (National Career Readiness Certificate) to seniors • Continue to implement Career Investigation course at the middle school and expand career clusters using VA Career View | <p>CTE Plan Career Readiness Plan</p> | <p>2018-2019</p> | <p>Director of Curriculum and Instruction CTE Coordinator Principals School Counselors Teachers</p> |
| <p>Embed foundational skills known as the “Five C’s” into the curriculum</p> <ul style="list-style-type: none"> • Critical thinking • Creative thinking | <p>LCPS Curriculum</p> | <p>2018-2019</p> | <p>Director of Curriculum and Instruction Principals</p> |
| <ul style="list-style-type: none"> • Communication • Collaboration • Citizenship | | | <p>Teachers Guidance Counselors</p> |

| Strategy 1.3 Implement new course requirements and verified credits required for graduation | | | |
|---|--|-----------------|--|
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Develop a tracking system to track students course requirements and verified credits | Tracking System | 2018-2019 | HS Principal or Designee Guidance Counselor |
| Strategy 1.4 Increase graduation rate to 88% | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Explore ways to increase graduation rate <ul style="list-style-type: none"> • Updated Grading Policy • Updated Attendance Policy • Requiring students to obtain a GED vs. releasing students | Graduation Rate | 2019-2024 | School Board Central Office |
| Strategy 1.5 Analyze data to support academic growth | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Analyze academic, attendance, and discipline data at the division and school levels <ul style="list-style-type: none"> • Division VTSS Team • School Level VTSS Teams • School Level Grade/Department Meetings | Meeting Agendas | 2018-2024 | Director of Curriculum and Instruction Principals |
| Strategy 1.6 Provide quality staff development at the elementary, secondary and division level to address best practices in the areas of curriculum, instruction and assessment for all staff | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Create an annual professional development plan based off of teacher, school, and division needs <ul style="list-style-type: none"> • Collaborate with TTAC for PD | PD Plan PD Logs Conference Approval Forms Teacher Evaluations | 2018-2024 | Director of Curriculum and Instruction Principals |

| | | | |
|--|--|-----------------|---|
| Utilize existing staff (train-the-trainer) to provide school and division-wide professional development to address: <ul style="list-style-type: none"> Aligning curriculum, instruction and assessment Performance based assessment Developing and implementing rubrics | PD Logs Google Spreadsheet School/Division Agendas | 2018-2024 | Director of Curriculum and Instruction Principals |
| All principals will follow the Teacher Evaluation System and evaluate lesson plan alignment and instructional delivery <ul style="list-style-type: none"> Aligning the written and taught curriculum Division lesson plan checklist Formal/Informal Observations | Teacher Evaluations LCPS Teacher Evaluation System LCPS Teacher Evaluation Spreadsheet LCPS Lesson Plan Checklist Google Docs Lesson Plan Folder | 2018-2024 | Director of Curriculum and Instruction Principals |
| Strategy 1.7 Develop division curriculum maps, pacing guides, and assessments for each content area | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Update curriculum and pacing guides based on the state’s timeline and criteria: <ul style="list-style-type: none"> Math 2018-Math Process Standards English 2019-Embedding reading, writing, research, and communication to thematic units | Curriculum Guides Pacing guides English Units of Study | 2018-2019 | Director of Curriculum and Instruction Reading Specialists Math Specialists |
| Strategy 1.8 Analyze, select, and use resources that are needed to provide a quality education | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Follow state’s textbook adoption timeline <ul style="list-style-type: none"> Math/History-2018 English-2019 | Textbook Recommendations | 2018-2020 | Director of Curriculum and Instruction Principals Reading Specialists Math Specialists Teachers |
| Analyze needed resources for alignment of instruction | Resource Analysis Form | 2018-2020 | Director of Curriculum and Instruction Principals |

| | | | |
|--|--|-----------------|---|
| Use data to select research based interventions <ul style="list-style-type: none"> • STAR Reading/Math • PALS • Benchmarks • Grades | Data Multi-Sensory Approaches | 2019-2024 | Director of Curriculum and Instruction Principals |
| Develop a list of tiered support resources for levels of instruction/remediation <ul style="list-style-type: none"> • Tier 1, 2, and 3 Resources | Tiered Support Resources List | 2019-2020 | Director of Curriculum and Instruction Principals Reading Specialists Math Specialists |
| Strategy 1.9 Provide a high quality pre-kindergarten program | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Provide high a quality PK program <ul style="list-style-type: none"> • Foundation Blocks Standards • High quality curriculum • PD to support teachers | Virginia’s PK Quality Indicators Preschool Curriculum Consumer Report Teacher Observation | 2018-2024 | Director of Curriculum and Instruction Director of Special Education |
| Maintain and expand inclusive practices in PK | VDOE Data Virginia’s Guidelines for Early Childhood Inclusion | 2018-2024 | Director of Curriculum and Instruction Director of Special Education |
| Expand PK to all available slots awarded by the state | VPI Application/Grant | 2018-2019 | Director of Curriculum and Instruction |
| Explore ways for PK to be housed in each respective school | Project Complete | 2019-2024 | Director of Curriculum and Instruction |

TECHNOLOGY

Goal: To provide students with technology skills to develop a deeper learning and to support content knowledge

Strategy 2.1 Conduct a technology needs assessment to analyze

| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
|---|---------------------|----------|--------------------------------------|
| Conduct needs assessment via survey monkey to faculty at each school to provide input: <ul style="list-style-type: none"> Collect data to establish needs Order devices to leverage current emerging technology within content area | Survey Data | 2018 | Director of Student Support Services |

Strategy 2.2 Create an environment conducive to personal learning pathways

| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
|--|------------------------------------|-----------|--|
| Conduct an analysis of the number of students enrolled in advance course work, internships, mentorships, or industry certifications. | Data Collection Policy Revision | 2018-2019 | Guidance Staff CTE Staff Technology Department |
| Develop and revise existing policies to support innovative learning. | Data Collection Policy Revision | 2018-2019 | Guidance Staff CTE Staff Technology Department |

Strategy 2.3 Expose all students to career and college readiness opportunities.

| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
|---|---|-----------|---|
| Provide virtual learning tools that deliver multiple pathways for learning to increase quality of education and equity for all. In the elementary schools to promote deeper learning opportunities aligned with the Virginia SOLs. | Professional Development to staff In-Service Training on emerging technologies and curriculum. | 2018-2024 | Principals Director of Curriculum & Instruction Technology Department CTE Department |

| | | | |
|--|---|-----------------|---|
| Provide technology and computer science cross walks beginning in the elementary schools to promote deeper learning opportunities aligned with the Virginia SOL | Professional Development | 2018-2024 | Principals Director of Curriculum & Instruction Technology Department CTE Department |
| Strategy 2.4 Create cultures of change through educational leaders modeling tolerance for risk and experimentation to create trust and innovation | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Increasing the number of online professional courses and resources offered to educators. | Professional learning opportunities documented and recorded | 2018-2024 | Principals Central Office Staff Teachers |
| Create a technology usage survey to record emerging technology resources used by leaders and schools. | Survey Results | 2018-2024 | Principals Central Office Staff Teachers |

Strategy 2.5 Evaluate technology infrastructure costs necessary for high quality and reliable access to the internet and other networks used by students and educators

| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
|---|---|-----------|-----------------------|
| Provide reliable and high quality internet access: <ul style="list-style-type: none"> • Continual expansion of broad band capabilities. • Local participation in federal E-RATE program. • Provide regional contract opportunities for planning, acquiring and maintaining technology, including assistive technology • Insure that assistive technology services and devices are implemented in accordance with the IDEA act • Insure that assistive technology services and devices are implemented in accordance with | E-RATE portal Broad Band Contracts Participation in the SVRTC | 2018-2024 | Central Office Staff |

BEHAVIORAL SUPPORTS

| Goal: Implement positive behavior strategies to support students | | | |
|--|---|-----------------|--|
| Strategy 3.1 Analyze attendance data | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Streamline data entry and access for consistency across schools <ul style="list-style-type: none"> Provide PD for PowerSchool | PD Agenda/Log | 2018 | Director of Curriculum and Instruction |
| Establish division/school wide VTSS teams to support attendance <ul style="list-style-type: none"> Monitor attendance data through monthly division/school VTSS team meetings | Meeting Agendas | 2018-2024 | Director of Curriculum and Instruction Principals |
| Strategy 3.2 Raise attendance awareness with students, parents and community | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Develop and implement division plan for attendance | Attendance Plan | 2018-2019 | Central Office |
| Provide information about attendance procedures and policies at school functions and in written communications <ul style="list-style-type: none"> Use Attendance Works online resources | Meeting Agendas | 2018-2024 | Family Engagement Coordinator Principals |
| Recognize attendance | School Displays School Announcements | 2018-2024 | Principals |
| Hire truancy officer/social worker | Position Filled | 2018 | HR Department |
| Utilize truancy officer to develop student attendance plans | Attendance Plans | 2018-2024 | Truancy Officer |
| Strategy 3.3 Implement Positive Behavior Intervention Supports | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Establish division/school wide VTSS teams to support behavior <ul style="list-style-type: none"> Provide PD for teams Involve TTAC and VTSS Coach | VTSS Documents | 2018-2019 | Director of Curriculum and Instruction Principals |
| Use Tiered Fidelity Inventory to determine individual school needs | Tiered Fidelity Inventory | 2018-2024 | VTSS Teams |
| Implement positive behavior strategies to support students | VTSS Meeting Agendas | 2018-2024 | All School Staff |
| Update Code of Conduct to reflect appropriate disciplinary actions | Code of Conduct Book | 2018-2019 | School Board |

| Strategy 3.4 Update attendance policy | | | |
|---|--|-----------------|--|
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Update attendance policy to reflect new attendance regulations and accreditation guidelines | Attendance Policy | 2018-2019 | School Board |
| Implement attendance policy | Attendance Documentation Spreadsheet PowerSchool | 2018-2024 | Truancy Officer School Administrators Guidance |
| Inform parents about policy changes | Parent Night Agendas Facebook Website Newspaper | 2018-2019 | Family Engagement Coordinator |

PERSONNEL

| Goal: Attract, recruit, and retain high quality personnel | | | |
|--|---|-----------------|--|
| Strategy 4.1 To hire properly licensed and endorsed personnel | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Interview Process: <ul style="list-style-type: none"> • Post possible positions on website • Screen applications • Interview • Contact references • Recommendation made to the Superintendent | Position Filled | 2018-2024 | HR Department Licensure Specialist Director of Curriculum and Instruction Principals |
| Strategy 4.2 Develop a high quality and realistic recruitment process | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Collaborate with surrounding colleges/universities with teacher education programs each year <ul style="list-style-type: none"> • Increase number of student-teaching opportunities with surrounding colleges/universities | Student Teacher Data Recruitment Schedule IPAL Report | 2018-2024 | HR Department |
| Strategy 4.3 Align teacher evaluation process | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Align the teacher evaluation practices with division professional development goals | Formal/Summative Evaluations PD Logs Observation Forms | 2018 | Director of Curriculum & Instruction |
| Continue to implement the state teacher evaluation system. | Formal/Summative Evaluations Observation Forms | 2018-2024 | Principals Director of Curriculum and Instruction |

| Strategy 4.4 Continue to seek competitive salaries and benefits | | | |
|---|---|-----------------|--|
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Utilize Benchmark comparisons: <ul style="list-style-type: none"> • Identify divisions for benchmarking comparison • Determine appropriate benchmark indicators • Collect and analyze information • Make appropriate recommendations to School Board | Completion of benchmarking | 2018-2024 | Finance and HR Department |
| Strategy 4.5 Equitably and adequately distribute human and financial resources among schools to meet the Standards of Quality (SOQ) | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Collect and analyze class size information to determine staffing requirements | Data from class size analysis which indicates SOQ requirements are maintained | 2018-2024 | HR Department Principals Director of Curriculum and Instruction |
| Strategy 4.6 Establish a system for faculty to receive funding for additional coursework | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Establish system for coursework: <ul style="list-style-type: none"> • Establish a needs assessment of courses needed • Collect data on what areas of teacher shortages occur • Develop a program to pay for current personnel to teach dual enrollment courses | Data collected IPAL Report Official College Transcripts | 2018-2024 | HR Department Principals/CT E Director Director of Curriculum and Instruction Finance Director Superintendent |

| Strategy 4.7 Establish a system for faculty to receive funding for additional coursework | | | |
|---|---|-----------------|---|
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Establish system for coursework: <ul style="list-style-type: none"> • Establish a needs assessment of courses needed • Collect data on what areas of teacher shortages occur • Develop a program to pay for current personnel to teach dual enrollment courses | Data collected IPAL Report Official College Transcripts | 2018-2024 | HR Department Principals/CT E Director Director of Curriculum and Instruction Finance Director Superintendent |
| Strategy 4.8 Retain quality personnel | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Develop and implement an exit interview on all personnel leaving | Interview Document | 2018-2024 | HR Department |
| Strategy 4.9 Update job descriptions for all personnel | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Revise and implement job descriptions for all personnel | Job Descriptions | 2018-2024 | HR Department |
| Strategy 4.10 Establish a flow-chart for evaluation of all personnel | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Establish and implement evaluation flowchart | Flowchart | 2018-2024 | HR Department |

COMMUNITY AND FAMILY ENGAGEMENT

Goal: Establish a responsive and caring culture where all stakeholders feel valued and supported.

Strategy 5.1 Engage families in the learning process

| Action Step | Evaluation Criteria | Timeline | Person(s) Responsible |
|--|--|-----------|---|
| Engage families in the school system: <ul style="list-style-type: none"> • Inform families about the importance of attendance • Explore the use of Power School Parent Portal to better meet families' needs • Provide more communication through the Instant Alert System to better inform families • Offer parent meetings and workshops at the schools • Ensure good family representation on the Parent Advisory Committee • Review family engagement policies, surveys, and school/parent compact • Provide support to EL population | Parent Portal Data/ Power School Parent Advisory Agendas Announcements Advertisements | 2018-2024 | Community and Family Engagement Coordinator |

Strategy 5.2 Involve community members in the learning process

| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
|--|---|-----------|---|
| Build relationships with the community <ul style="list-style-type: none"> • Establish a Community Advisory Committee to ensure community representation and further develop the school systems with businesses and entities in the community • Partner with the public library to offer parent resource center and have families meet there • Partner with Food Lion for Math Nights for the elementary and middle school • Partner with Cooperative Extension to bring more programs to the schools • Partner with the towns to offer family events in the parks, etc. | Advertisements Flyers Meeting Agendas | 2019-2024 | Community and Family Engagement Coordinator |

| Strategy 5.3 Encourage the use of social media and the website to support communication with our students, parents and community | | | |
|--|------------------------------|-----------------|---|
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Maintain division communication <ul style="list-style-type: none"> • Create and maintain division and school Facebook accounts • Maintain division website • Include attendance awareness information | Facebook Division Website | 2018-2024 | Family Engagement Coordinator Principals |

SAFE/SECURE LEARNING ENVIRONMENT

| Goal: Maintain a safe and supportive environment that is conducive to learning | | | |
|--|--|-----------------|--|
| Strategy 6.1 Implement best safety practices | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Implement safety practices: <ul style="list-style-type: none"> • Update crisis plans and procedures for all division facilities • Conduct annual safety audit reports • Implement Safe Schools on-line training for all staff • Conduct mock emergency events with first responders • Review status of school video monitoring • Schedule and prioritize maintenance needs | Crisis Plans Audit Reports Safe Schools Progress Report | 2018-2020 | Superintendent Principals Maintenance Department |
| Strategy 6.2 Follow state guidelines for frequency of fire, intruder and tornado drills | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Follow state guidelines <ul style="list-style-type: none"> • Schedule fire and tornado drills • Schools will participate in “lock-down” drills • Review proper procedures with building staff | Safety Drill Reports | 2018 | Principals |
| Strategy 6.3 Hire additional maintenance personnel | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Follow hiring process <ul style="list-style-type: none"> • Post position for maintenance personnel • Screen applications • Conduct Interviews • Recommendation made to the Superintendent | Position filled | 2018-2019 | Superintendent Maintenance Department |

| Strategy 6.4 Follow Capital Improvement Plan | | | |
|---|----------------------------|-----------------|---|
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Update camera systems including parking lots and grounds at the two elementary schools | Completed Projects | 2019 | Superintendent Maintenance Department Principals |
| Continue education about bullying and cyber bullying. | Completed Projects | 2019 | Superintendent Maintenance Department Principals |
| Implement the VTSS to improve behaviors and reduce suspensions at middle and high school. | Completed Projects | 2019 | Superintendent Maintenance Department Principals |
| Install panic buttons at all schools. | Completed Projects | 2022 | Superintendent Maintenance Department Principals |
| Expand roles and responsibilities of the Crisis Management Team. | Completed Projects | 2018-2024 | Superintendent Maintenance Department Principals |
| Re-key all external doors at all 4 schools and determine protocols for distribution of keys | Completed Projects | 2018-2024 | Superintendent Maintenance Department Principals |
| Educate students and parents on the definitions of bullying and cyber bullying and the part that social media plays | Completed Projects | 2018-2024 | Superintendent Maintenance Department Principals |

Food Services

| Goal: Provide nutritional meals/snacks to students | | | |
|--|----------------------------|-----------------|--|
| Strategy 7.1 Increase participation in school meals | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Introduce new menu items that meet the meal pattern and are enticing to students | Lunch Count Evaluation | 2018-2019 | Cafeteria Managers Food Service Supervisor |
| Strategy 7.2 Create excitement about school meals | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Have a contest to name each school cafeteria and decorate the cafeteria and serving lines. | Lunch Count Evaluation | 2018-2019 | Food Service Supervisor |
| Strategy 7.3 Explore opportunities for students to receive free lunch at the elementary level | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Apply for grant | Grant Award | 2018-2019 | Food Service Supervisor |
| Strategy 7.4 Implement new technology for food service program to inform parents/administrators | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Implement and install new program | Project Complete | 2018-2019 | Food Service Supervisor Asst. Supt. Of Finance |

FINANCE

| Goal: Establish a financial process which provides consistency and transparency to all stakeholders | | | |
|---|----------------------------|-----------------|--|
| Strategy 8.1 Establish a confident and structured financial process | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Create a comprehensive finance manual for procedures and processes within the realm of finance that includes: <ul style="list-style-type: none"> • Upgrade software to include scanning • Upgrade software to include an employee portal. | Finance Manual | 2018-2020 | Finance Department Central Office Staff |
| Strategy 8.2 Maintain and upgrade facilities | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Create a short-term minor capital upgrade priority list | Capital Improvement List | 2018-2019 | Maintenance Department Assistant Superintendent Superintendent |
| Strategy 8.3 Establish a list of future upgrades of facilities | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Create a long-term major capital upgrade priority list | Capital Improvement Plan | 2018-2024 | Maintenance Department Assistant Superintendent Superintendent Central Office Staff |
| Strategy 8.4 Maintain and upgrade transportation needs | | | |
| Action Steps | Evaluation Criteria | Timeline | Person(s) Responsible |
| Establish a two (2) bus annual rotation with the county. | Bus Purchase Contracts | Ongoing | Supervisor of Transportation Assistant Superintendent Superintendent |

School and Community Involvement in the Development of the Comprehensive Plan

The participation and involvement of the staff and the community in developing the comprehensive plan was achieved by the following means:

- Strategic Planning Sessions were held during the month of June, 2018.
- All departments within the division advised and developed goals and action steps to support the division plan.
- The plan was disseminated and discussed at the June 29, 2018 school board meeting.
- Copies of the plan will be available in each school and the central office.
- The plan will be shared with the Parent Advisory Council for review and input.
- A copy of the plan will be posted on the school division website.

Review of Progress and Revision Schedule

The 2018-2024 Comprehensive Plan will be reviewed and updated annually. If revisions to the plan are required, revisions will be amended at the end of the fiscal year's school board meeting in June.