

## Wallingford Public Schools 2011-2016 Strategic Plan

**Date:** June 5, 2013

**Strategic Plan Area:** Communication

**Update Completed by:** Jan Guarino

**Goal # 1 :** Students, parents, families and the community will have access to pertinent information about our schools, 24 hours per day, 7 days per week.

**Objective:** Optimize available technologies and identify potential additional resources

<b>Actions: (found in the strategic plan)</b>	<b>Update: (Steps Taken since last update)</b>	<b>Proposed Changes or Next Steps</b>
Action Step #1 – Develop a communications/technology committee	Technology Management Team formed – Serves as clearing house for technology issues and is created Acceptable Use Policy, regulations and procedures	completed
Action step #2 – Develop and fully implement a fully function user-friendly website that is updated regularly	A new district website was launched in August of 2011. It was designed to be more user friendly and to highlight the district’s many programs and successes.	Completed
Action Step #3 – Fully implemented e-notify and auto-dialer that can be customized for interest	E notify and auto dialer are in use	Completed
Action Step #4 – Create parent email directories to send pertinent information electronically	Schools are using mass email notifications	Completed for 2013
Action Step #5 – Make safe and efficient use of appropriate social media	Reviewed district policies, including: acceptable use policy update and new policy regarding use of social media	Completed

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**Goal # 2: Students and parents will be able to access information about student progress on a regular basis.**

**Objective:** Make information on individual student progress more informative, consistent and accessible

<b>Actions: (found in the strategic plan)</b>	<b>Update: (Steps Taken since last update)</b>	<b>Proposed Changes or Next Steps</b>
Action Step # 1: Implement PowerSchool Parent portal	Parent portal is in use at middle schools and high schools in district	Completed
Action Step #2: Provide professional development for teachers to improve understanding and practices regarding feedback on assessments and academic communication to parents.		To occur along with SEED implementation
Action Step #3: Provide opportunities for parents to gather information about career exploration, post-secondary education and other guidance actions.	High schools planned and executed post high school college and career nights  Guidance Staff ( all grades) has been trained in SSP implementation and has written an implementation plan  School To Career staff has been budgeted for both high schools – part time in 2014-15	Completed  SSP presentation to the Board of Education in June of 2013  Hiring of school to career staff

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**Goal # 3: All stakeholders will have a better understanding of the vision, mission, operations and needs of the school district.**

**Objective:** Embed the vision and mission within all aspects of the culture of the Wallingford School District

<b>Actions: (found in the strategic plan)</b>	<b>Update: (Steps Taken since last update)</b>	<b>Proposed Changes or Next Steps</b>
Action Step # 1 Post vision, mission, goals and objectives on website and all district publications	Vision, mission, goals and objectives are posted on the website. Mission, vision goals and objectives are posted in the new teacher evaluation document. Mission and vision statements are posted in many school offices and rooms and on some stationary and letterhead.	Ongoing
Action Step #2: Read the mission and vision at the start of all district level/Board of Education meetings.	The mission and vision have been read at some meetings	Continue to implement at all meetings.
Action Step #3: School belief statements should reflect the district level mission/vision statement.	Schools have reformulated belief statements to reflect district's mission and vision	Completed

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Goal # 4: All stakeholders will have opportunities to provide feedback and suggestions.

Objective: Develop venues that allow stakeholders opportunities to provide feedback and suggestions.

<b>Actions: (found in the strategic plan)</b>	<b>Update: (Steps Taken since last update)</b>	<b>Proposed Changes or Next Steps</b>
Action Step #1: Develop an interactive website that allows users to comment on or question district practices	A user friendly website has been created and launched. Opportunities to view meeting minutes and agendas are available. Email addresses of all district personnel are listed. QPR codes are available to access the website from handheld devices. Employment applications are completed online. The district has a facebook site.	Completed but updates will be ongoing
Action Step #2: Provide public forums for significant district initiatives. .	Forums have been held to provide opportunities for the public to provide input on the budget. Additional members of the public have been invited to participate in the strategic planning n process.	Continue to provide opportunities for the public to participate on significant topics as they arise.

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Goal # 5 : Maintain consistent communication practices among all schools.

Objective: Establish district-wide communication protocols used by all schools.

<b>Actions: (found in the strategic plan)</b>	<b>Update: (Steps Taken since last update)</b>	<b>Proposed Changes or Next Steps</b>
Action Step #2: Maintain, review, update, communicate and practice emergency response plan. Implement as needed.	<ul style="list-style-type: none"> <li>• Emergency response plan reviewed with new administrators and reviewed at administrative council meetings at various times throughout the 2013-14 year.</li> <li>• Emergency response protocols reviewed and updated throughout the 2013-14 year.</li> <li>• NIMS training occurred for all administrators and at for all school emergency response teams</li> </ul>	Continue to update emergency protocols in conjunction with town emergency planning services.
Action Step #3: Develop a clearing house protocol for roll out of new initiatives or programs.	Roll out of all new initiatives are planned and reviewed at administrative grade level, administrative council meetings. Collaborative decisions about how best to structure roll out and communicate new initiatives are planned through those venues.	Reconsider the need for a clearing house (management team) for this purpose. Communication is taking place efficiently through current standing committees and administrative meetings.
Action Step #4: Establish guidelines for communication to parents regarding student concerns	<ul style="list-style-type: none"> <li>• Teachers are using Powerschool to communicate student performance and to post completed class activities.</li> <li>• Naviance has been implemented in middle schools and high schools. Naviance will serve as a mechanism for collection of information and a means for counselors, teachers and students to store and share student information regarding career planning, work completion and student success.</li> </ul>	Continue to implement and expand use of Powerschool and Naviance throughout the district.

# Wallingford Public Schools 2011-2016 Strategic Plan

# UPDATE

Date: June 5, 2013

Strategic Plan Area: Community Partnerships

Update Completed by: Jan Guarino

Goal # 1: To graduate student who are ready to meet the challenges that await them after they leave Wallingford Public Schools.

Objective: Students will have increased opportunities through collaborative and cooperative efforts of school and community.

<b>Actions: (found in the strategic plan)</b>	<b>Update: (Steps Taken since last update)</b>	<b>Proposed Changes or Next Steps</b>
Action Step #2: Create expert data based of community members to serve as mentors/guest speakers/etc/	The committee has created a survey to be given to current employees. This will help the committee identify individuals with skills and talents that lend themselves to CAPSTONE projects.	Survey to be launched
Action Step #3: Implement capstone projects for grade 12 students	<ul style="list-style-type: none"><li>• SSP Guidelines and implementation plan were completed</li><li>• Guidance Counselors have received training in SSP from ACES. Administrators and counselors have attended CSDE conferences about student success plans and capstone projects.</li></ul>	Student success plans will be implemented in grades 6 through 12 in accordance with the state's timeline.

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**Update Completed by:** Jan Guarino

**Goal # 2 :** Students will benefit from the work of older students, alumni, senior citizens and town officials.

**Objective:** Students will have opportunities to explore and practice leadership.

<b>Actions: (found in the strategic plan)</b>	<b>Update: (Steps Taken since last update)</b>	<b>Proposed Changes or Next Steps</b>
Action step #1 – Provide leadership opportunities within the district/community – Have students sit on standing committees councils and boards	<ul style="list-style-type: none"> <li>• Student placement as non-voting members of the Board of Education has been discussed.</li> <li>• Student leaders attended CABE/CAPSS conference in November of 2011 and 2012.</li> </ul>	Survey students to determine interest and district and town committees to determine where students could be invited to participate in processes.

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**Update Completed by:** Jan Guarino

**Goal # 1 :** Students will benefit from input, support and involvement of parents and family groups

**Objective:** Committee work, goal drive exchanges and volunteerism will enhance student experiences.

<b>Actions: (found in the strategic plan)</b>	<b>Update: (Steps Taken since last update)</b>	<b>Proposed Changes or Next Steps</b>
Action Step #1: Define roles that can be filled by parents and families within the schools.	New mission/vision and/or action steps have been created for the following groups: System-wide PTAC, School to Career Committee, "Think Tank Committee" and school level PTAC committees.	Continue to focus the existing parent groups through review of the district's initiatives outlined in the strategic plan
Action Step #2 – Recruit parents to participate in identified roles	Parent recruitment to take part in building and district level committees is ongoing	Continue to identify roles for parents on school and district level committees with the goal of being as inclusive as possible.



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**Goal # 5 :** Students will benefit from reciprocal relationships with colleges, universities and other post-secondary institutions

**Objective:** Students and families will receive ongoing and recurring assistance in the transition to post-secondary opportunities.

<b>Actions: (found in the strategic plan)</b>	<b>Update: (Steps Taken since last update)</b>	<b>Proposed Changes or Next Steps</b>
Action step #1 – Provide district transition support beginning in grade 6 for post secondary planning	<ul style="list-style-type: none"> <li>Guidance counselors have trained in Student Success Planning and have written plan for implementation</li> <li>The guidance management continued to meet throughout the 2012-13 academic year to create student success plans for all grade 6 through 12 students</li> </ul>	Student success plans will be implemented for all grade 6 through 12 students, in accordance with the state’s guidelines.
Action Step #2 – Provide district “transition fair” for all students to provide information on career, post-secondary education, etc.	<ul style="list-style-type: none"> <li>Both high schools planned and implemented a college/career fair evening in 2012-13</li> </ul>	Completed  Continue to send staff to the annual ACES transition fair and advertise fair to parents in the district