

## Wallingford Public Schools 2011-2016 Strategic Plan

**Date:** December 5, 2011

**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, and 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 #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.	Continue to modify and seek feedback from users
Action Step #3 – Fully implemented e-notify and auto-dialer that can be customized for interest	E notify and auto dialer has been launched customization feature pending	Launch customization features
Action Step #4 – Create parent email directories to send pertinent information electronically	Email addresses have been collected and entered into student data base (Powerschool). Schools have begun to use mass email notifications	Continue to expand and perfect use of mass email processes
Action Step #5 – Make safe and efficient use of appropriate social media	Have begun review of all district policies, including: acceptable use policy update and new policy regarding use of social media	Edit/Write policies and present to Board of Education for approval

## Wallingford Public Schools 2011-2016 Strategic Plan

**Date:** December 5, 2011

**Strategic Plan Area:** Communication

**Update Completed by:** Jan Guarino

**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	Pilot of parent portal has taken place at middle schools and high schools in district	Survey of users to determine concerns then go live to all middle school and high school parents
Action Step #2: Provide professional development for teachers to improve understanding and practices regarding feedback on assessments and academic communication to parents.	Professional development in the use of Powergrade has been present to teachers who will communicate with parents through PowerSchool	Go live to all middle school and high school parents
Action Step #3: Provide opportunities for parents to gather information about career exploration, post-secondary education and other guidance actions.	<p>High schools are planning post high school college and career night.</p> <p>Guidance Staff , administrators and central office staff from high schools and middle schools attend CSDE information day regarding Student Success Plans and Capstone Projects</p> <p>School To Career Committee sets a new essential question which will serve as its mission: What skills do our students need to be successful in college and in their careers?</p>	<p>Event to be planned and held</p> <p>Guidance management team will create the SSP and Capstone plan for the district utilizing Naviance</p> <p>Meet with business and industry leaders from the community</p>

## Wallingford Public Schools 2011-2016 Strategic Plan

**Date:** December 5, 2011

**Strategic Plan Area:** Communication

**Update Completed by:** Jan Guarino

**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.	Continue to implement throughout the district and on all documentation.
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 o implement at all meetings.
Action Step #3: School belief statements should reflect the district level mission/vision statement.	Some schools have reformulated belief statements to reflect mission and vision	Complete revision of belief statements at all schools.

# Wallingford Public Schools 2011-2016 Strategic Plan

Date: December 5, 2011

Strategic Plan Area: Communication

Update Completed by: Jan Guarino

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.	Continue to identify appropriate interactive opportunities including a facebook site for employment opportunities.
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 process.	Continue to provide opportunities for the public to participate on significant topics as they arise.

## Wallingford Public Schools 2011-2016 Strategic Plan

Date: December 5, 2011

Strategic Plan Area: Communication

Update Completed by: Jan Guarino

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>• Central office staff attended annual townwide emergency planning meeting and received update information, spring of 2011.</li> <li>• Emergency response plan reviewed with new administrators and reviewed at administrative council meeting in spring of 2011.</li> <li>• Emergency response protocols for storm related matters implemented in August and October of 2011.</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 involved in the pilot 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> <li>• Principals have created timelines for report card dissemination so that parents across the district receive grade information about</li> </ul>	Continue to implement and expand use of Powerschool and Naviance throughout the district.

	their children simultaneously.	
--	--------------------------------	--

## Wallingford Public Schools 2011-2016 Strategic Plan

**Date:** December 5, 2011

**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 members have been made aware of a Quinnipiac Chamber of Commerce expert data base that is available to district staff. Teachers have availed themselves of this resource.	Continue to communicate the existence of the data base to school personnel and determine if a similar data base on the district's website or a link to the Quinnipiac Chamber website is appropriate.
Action Step #3: Implement capstone projects for grade 12 students	<ul style="list-style-type: none"> <li>• Curriculum for middle school and high school guidance is in draft stage. It will include student success planning and capstone projects.</li> <li>• Administrators and counselors have attended CSDE conferences about student success plans and capstone projects.</li> <li>• Naviance, implemented this year, will serve as a warehouse for student success plans and capstone project planning.</li> <li>• Naviance training for guidance counselors has taken place</li> <li>• The guidance management team has scheduled meetings to plan and implement student success plans.</li> </ul>	Student success plans will be implemented in grades6 through 12 by the end of the academic year 2011-12.

## Wallingford Public Schools 2011-2016 Strategic Plan

**Date:** December 5, 2011

**Strategic Plan Area:** Community Partnerships

**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.</li> <li>• Students have been placed on strategic planning committees</li> </ul>	Survey students to determine interest and district and town committees to determine where students could be invited to participate in processes.



## Wallingford Public Schools 2011-2016 Strategic Plan

**Date:** December 5, 2011

**Strategic Plan Area:** Community Partnerships

**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.

## Wallingford Public Schools 2011-2016 Strategic Plan

**Date:** December 5, 2011

**Strategic Plan Area:** Community Partnerships

**Update Completed by:** Jan Guarino

**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>• Administrators and guidance counselors have attended Student Success Planning training</li> <li>• The guidance management is meeting throughout the 2011-12 academic year to create student success plans for all grade 6 through 12 students</li> <li>• Naviance was implemented in both middle schools and high schools</li> <li>• Curriculum document drafts that include transition support for students have been created for middle school and high school</li> </ul>	Student success plans will be implemented for all grade 6 through 12 students by the end of the 2011-12 academic year.
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 are planning a college/career fair for the 2011 12 academic year.</li> <li>• Central office and adult education staff attended ACES/Meriden transition fair for students with special needs</li> </ul>	<p>Conduct fair</p> <p>Continue to send staff to the annual ACES fair and advertise fair to parents in the district</p>
Action Step #3: Develop district-wide career and post secondary planning process and curriculum for students with disabilities	<ul style="list-style-type: none"> <li>• Central office and adult education staff attended ACES/Meriden transition fair for students with special needs</li> <li>• The high school special education transition program continues to send students to job sites and job shadowing opportunities.</li> </ul>	Continue to send staff to the annual ACES fair and advertise the fair to parents in the district