

Putnam Strategic Plan

Mission Statement

- The mission of the Putnam Public Schools, in partnership with the community, is to empower all individuals and inspire them to become lifelong learners and engaged citizens by providing a diverse and meaningful educational experience.

**Putnam Strategic Plan
21st Century Skills
Action Plan**

Goal: We will integrate in all environments 21st century skills which motivate and challenge students to promote authentic and innovative learning.

Desired Outcomes	Activities/Tasks	Persons Responsible	Resources Required	Timeline	Benchmarks and Status	Evaluation of Success (What does success look like?)
Update district technology plan	Review, revise and survey staff	Technology committee, community partners – every third year with state submission	Current plan	Full revision every three years, yearly review	Plan completion	Technology plan reviewed annually
	Technology budget by October 1	District technology committee	Grants and district budget	Yearly	Budget funded, grant fulfilled	Budget submitted and approved by Board
Board of Education review of policy manual	Review and update all policies related to technology	Board of Education Policy committee	Current policies CABE sample policies	September 1, 2015	Review and complete updated policies	Policies approved by the full Board of Education

Desired Outcomes	Activities/Tasks	Persons Responsible	Resources Required	Timeline	Benchmarks and Status	Evaluation of Success <i>(What does success look like?)</i>
<p>21st Century Skills in all classrooms (communication, creativity, collaboration and critical thinking)</p>	<p>Embed 21st Century Skills in all curricula documents</p>	<p>Curriculum Director</p>	<p>District budget for curriculum writing and professional development</p>	<p>Embed skills in curriculum 2017</p>	<p>Embedded with ongoing curricula revision by 2016 – Language Arts, Math, PK-12; 2017 Science, Social Studies; 2018 all others</p>	<p>Included in the curricula and approved by the Board of Education</p>
	<p>Provide differentiated professional development for 21st Century Skills</p>	<p>Professional Development committee</p>	<p>Funding of Professional Development</p>	<p>Professional Development 2015/2016</p>	<p>Professional development provide that is differentiated by the end of the 2014/15 school year</p>	<p>Differentiated professional development that is provided to the faculty</p>

Desired Outcomes	Activities/Tasks	Persons Responsible	Resources Required	Timeline	Benchmarks and Status	Evaluation of Success <i>(What does success look like?)</i>
Parent education concerning: technological literacy, Common Core and assessments	Parent information sessions of technology updates and upgrades	Administrators, teachers, district personnel		Ongoing	Inform parents and community of technology upgrades in appropriate manners	Various information sessions at least five contacts to parents by the end of the 2014/15 school year
	Newsletters and other outreach activities to educate community	School Governance Councils				
	Website Updates					

**Putnam Strategic Plan
Curriculum, Instruction and Assessment
Action Plan**

Goal: We will increase the achievement of all students through innovative teaching strategies, vertically aligned curricula and assessments which meet the individual learning styles and diverse needs of all students.

Desired Outcomes	Activities/Tasks	Persons Responsible	Resources Required	Timeline	Benchmarks and Status	Evaluation of Success <i>(What does success look like?)</i>
<i>A coordinated framework of assessments that is aligned with grade level subject areas</i>	Develop a standardized format to communicate data, collected from assessments	Administrator/ Curriculum Director/ District Data Team	Data Teams	Research data needed Decide on the tools needed to obtain needed data	August 2015 August 2015	Effective communication of data reporting Effective use of data to drive instruction
	Develop multiple and varied formative and summative assessments aligned to the standards	Administrator/ Teacher	Professional Development Opportunities Time/PLC	Implement the tool district wide Completed by June 2017	September 2016	
	Provide necessary training designed to enhance educators' skills to effectively analyze data to improve instruction	Professional Development Committee	Professional Development opportunities, time, money, staff meetings	2017	Data used at PLC's and in Lesson Plans	25% of assessments completed 50% of assessments completed 100% of assessments completed Effective use of data to inform instruction

<p>Fully implement curricula across all grade levels and/or subject areas</p>	<p>Enhance the curriculum by developing 21st century skills in the areas of learning and innovation (critical thinking and problem solving, creativity and innovation, collaboration, communication), informational literacy (digital literacy, media literacy information and communication technology literacy) and career and life (flexibility and adaptability, initiative and self-direction, social and cross-cultural interaction, productivity and accountability, leadership and responsibility)</p>	<p>Administrator/ Teacher/ Curriculum Director</p>	<p>Time/money, Instructional Materials, Technology, Professional Development Opportunities, grade level and content specific</p>	<p>Year 1: Curriculum is drafted for PK- 12 Year 2: PK-12 curriculum is approved and adopted by the Putnam BOE Year 3: PK-12 curriculum is fully implemented</p>	<p>Aligned with Curriculum Director timeline</p>	<p>Draft Completed Curriculum Adopted Curriculum Fully Implemented</p>
<p>Increase student achievement through the effective use of differentiated instruction to meet the needs of all learners</p>	<p>Continue the implementation of the SRBI process</p>	<p>Administrator/ Teacher</p>	<p>Time, Professional Development Opportunity</p>	<p>Research appropriate and effective training Attend trainings and bring information back to PD in district Implement strategies district wide</p>	<p>Implement strategies district wide</p>	<p>Increased student achievement</p>

<p><i>Increase student achievement through the effective use of differentiated instruction to meet the needs of all learners (continued)</i></p>	<p>Provide structures, training and resources that support educators as they facilitate problem solving, critical thinking and collaborative skills</p>	<p>Professional Development Committee</p>	<p>PD Opportunity, time, money</p>	<p>Research appropriate and effective training Attend trainings and bring information back to PD in district Implement strategies district wide</p>	<p>June 2016</p>	<p>Increased student achievement</p>
	<p>Use student data to provide differentiated professional training to meet the needs of educators and identify innovative teachers and leaders</p>	<p>Administrator/ Teacher</p>	<p>PLC/time</p>	<p>Research appropriate and effective training Attend trainings and bring information back to PD in district Implement strategies district wide</p>	<p>June 2017</p>	<p>Increased student achievement</p>

**Putnam Strategic Plan
Health and Safety
Action Plan**

Goal: We will provide, coordinate and expand programs which support overall wellness

Desired Outcomes	Activities/Tasks	Persons Responsible	Resources Required	Timeline	Benchmarks and Status	Evaluation of Success <i>(What does success look like?)</i>
Improved student behavior	Teacher training on behavioral science management strategies to create a pool of staff to act as trainers and support	School staff Administrators	Funding for Trainers	2017	SWIS Data SRBI Minutes Discipline Data (ED-166)	Decreased Behavioral Referrals Have a 50% increase in trainers
	Expand Tier 2 & 3 services ABA services and clinical support	School Staff, Clinical staff, Administrators, Trainers	Consultants and funding for professional development	2017	Behavior Support Plans and classroom level behavioral data	Increase time for special education student with nondisabled peers Decrease in Prevalence rate of behavior based and 504 special education referrals

	Increase Parent Education on Behavior	Administrators, Trainers, Clinical Staff	Funding of Parental Training	2017	SWIS Data SRBI Minutes Discipline Data (ED-166)	Decrease student participation in Tier II and III interventions Increase outreach to parents, at least one parent training in 2017
	Continue and maintain Positive Behavior Interventions and Supports (PBIS)	School Staff Administrators Parents Professional Development Committee	Professional Development expand ABA program/staffing	Ongoing	SWIS Data SRBI Minutes Discipline Data (ED-166)	Decrease student participation in Tier II and III interventions Increase outreach to parents, at least one parent training in 2017
Increased student engagement	Professional development in Effective Teaching Strategies	Administrators, Teachers	Consultants/ Trainers	2017	Teacher Evaluation (formal/informal observations)	Improved student performance
	Additional teacher training – Universal Design for Learning (UDL) educational technical training	Administrators, Teachers	Funding for professional development	2017	PLC minutes	Teacher-directed professional development and committee work on UDL
	Increase teacher collaboration	Administrators, Teachers	Funding for PLC Retraining	2017	Increase collaboration in PLC feedback forms	Teacher surveys showing increase teacher collaboration
	Research curriculum and assessments for school climate	Administrators, Teachers	Funding for Release time and resources	2017	Assessment and curriculum writing	Increase in SBAC sources

<i>Student sense of physical and emotional safety</i>	Improve bullying documentation; increase communication with students to create safer school climate	Administrators, Teachers, Families, Students	Policy Professional development	2016	School climate surveys Bullying reports	More positive student survey results Fewer documented incidents of bullying and mean behaviors
	Student training on bullying	Administrators, Teachers, Staff, Families, Students	Funding for training	2016	Students trained	Decrease in reported bullying
	Teach students self regulation strategies (e.g. mindfulness training, executive functioning support, behavioral self assessment)	Administrators, Teachers, Clinical Staff	Funding for Programs	2017	Training	Decrease in behavioral referrals
<i>Increased awareness about proper nutrition and physical wellness</i>	Increase in student's physical movement in school day	Administrators, Teachers, School Staff, Board of Education	Board policy, District website (avenue to share information), Nutrition seminars OT/PT consults	2017	Physical fitness test, SNAP data, Policy Update	Improvement on physical fitness test, Decreased BMI's,
	Incorporate nutrition in physical education curriculum	Administrators, Teachers, School Staff, Board of Education	Board policy, District website (avenue to share information), Nutrition seminars OT/PT consults	2017	Improved results in physical fitness test, SNAP data, Policy Update	Improvement on physical fitness test, Decreased BMI's

	Collaborate with district committees to update policy	Food services staff, Administrators, Parents, Students	N/A	2017	Revised Policy	Decrease in unnecessary nurse visits
	Offer nutrition workshops for parents	Food services staff, Administrators, Parents, Students	Funding for Workshops and Training	2017	Workshops Offered	Improve Health Data/SNAP Decrease in unnecessary nurse visits
	Create an adolescent health program at the elementary level	Food services staff, Administrators, Parents, Students	Funding for Workshops, Training and Programs	2017	Health Program & Curriculum	Improve Health Data/SNAP Decrease in unnecessary nurse visits

Putnam Strategic Plan
Parent and Community Involvement
Action Plan

Goal: We will advocate for and collaborate with families and community stakeholders to enhance communication, increase involvement, foster relationships, and strengthen partnerships.						
Desired Outcomes	Activities/Tasks	Persons Responsible	Resources Required	Timeline	Benchmarks and Status	Evaluation of Success (What does success look like?)
Promote intraschool enrichment opportunities	Share arts, cultural, and/or educational initiatives between schools	School administrators and faculty	Access to facilities, transportation, publicity of events	Initiate during the 14/15 school year and increase during subsequent school years	The district will sponsor one intraschool event during the 14/15 school year and then sponsor at least two events in subsequent years	Increase participation in activities Increase in percentage of students attending Putnam High School
	Identify opportunities for intraschool collaboration and volunteerism	School administrators, faculty, and other stakeholders	Planning time, outreach resources as identified for each activity, possibly transportation	Explore during the 14/15 school year and begin implementation during the 15/16 school year	List created of meaningful potential intraschool opportunities	School staff are able to identify and implement intraschool activities to foster collaboration across schools within our district
	Promoting school events throughout the community	School administrators, Superintendent, BOE, faculty, parents, community stakeholders	Advertising budget, sponsorships, Website, local papers	Initiate during 14/15 school year, continue through 15/16 school year	Based on funding, advertising on weekly or monthly basis	Increase public attendance at school events

Desired Outcomes	Activities/Tasks	Persons Responsible	Resources Required	Timeline	Benchmarks and Status	Evaluation of Success <i>(What does success look like?)</i>
<p align="center">Promote intraschool enrichment opportunities (continued)</p>	Identify opportunities to bring student work into the community	School administrators, parents, faculty	Student work, time for community outreach, promotion of activities	Initiate during the 14/15 school year; increase during subsequent school years	Each school will participate in at least two opportunities to bring student work into the community by the 15/16 school year	Increase student involvement in community
	Promote Artsonia (online art gallery) throughout our district's schools	Art teachers, school administrators	Information and consent forms, website	2015/16	PMS Art teacher to present information to PES & PHS Art teachers, PES & PHS Art teachers, in collaboration with school administrators, determine participation level	At least 80% of Art students will be enrolled in Artsonia by the end of the 15/16 school year

Desired Outcomes	Activities/Tasks	Persons Responsible	Resources Required	Timeline	Benchmarks and Status	Evaluation of Success <i>(What does success look like?)</i>
<p>Support families by providing tools to foster student ownership of the learning process</p>	Identify preferred communication methods for each family	School administrators, secretaries	Registration documents, survey	Complete by September 1, 2015	All families will have an identified preferred means of communication	Telephone, email, text, and/or written correspondence groups will be created based upon each family's preference
	Publicize the features of district's website to families, students, staff, and the community	School administrators, Board of Education, staff	Mailings, Rediker blais, signage in offices and public locations (i.e., library, town hall, housing authority)	ASAP, but completed by September 1, 2015	Notifications completed	Increased use of website by personnel to access school information
Identify topics pertinent to strengthening parent participation in the educational process	Parents, community members, school personnel, Board of Education	Professional development for staff, mailings, press releases, presentations	Begin during the Summer 2015 and complete by January 31, 2016 for future planning	Email blast; mailing to families without email; creation of interest topic list	Developed topics list to create and provide resources for parent participation	

Desired Outcomes	Activities/Tasks	Persons Responsible	Resources Required	Timeline	Benchmarks and Status	Evaluation of Success <i>(What does success look like?)</i>
<p align="center">Identify, promote, and enhance community partnerships</p>	<p>Create a database of current community partnerships, personnel connected to each agency/business, and description of the existing partnership</p>	<p>Central Office personnel, building level staff, Board of Education, community members</p>	<p>Time to review existing partnerships and create database, community outreach</p>	<p>Complete by August 1, 2016</p>	<p>Database established</p>	<p>Database utilized to strengthen existing partnerships and as a means to identify potential partnerships</p>
	<p>Promote "Spotlight Partnership" on district website</p>	<p>Central Office personnel, building level staff, Board of Education, community members</p>	<p>Identify 4 potential "spotlight partnerships" for the year. Written summary of "spotlight partnership" for website</p>	<p>Complete by August 15, 2016 for website posting at the start of the 2016/17 school year</p>	<p>Posting of "spotlight partnerships" posted on website and recognized at Board of Education meeting quarterly</p>	<p>Increase partnership relationship</p>
<p>Increase School-Based Health Center enrollment for PES & PMS and extend to PHS</p>	<p>Central Office personnel, building level administrators, school nurses & staff, Board of Education, Generations personnel</p>	<p>Continued grant funding of SBHC, continued space at PMS for SBHC, Identify potential PHS space. Consultation time between school & SBHC staff, any policy implications. Explore expansion to PHS</p>	<p>Ongoing...to be determined</p>	<p>Enrollment in SBHC meets targets as established by the SBHC Advisory Board (which includes district personnel)</p>	<p>Enrollment #s, surveys</p>	