

Underwood Public Schools

Defining Our Future: Underwood Schools 2020

Strategic Plan

May 2015

Underwood Strategic Plan

2015-2020

This plan has been prepared by the Strategic Planning Team of Underwood Public Schools. It represents a work commissioned by the District's school board and reflects findings and recommendations to elevate the academic and organizational foundations of the school over the next five years. The information provided in this plan is intended to provide clear communications to the various constituents of Underwood Public Schools. The community's support of this plan will strengthen the plan's compelling Mission, Beliefs and Strategies and its future implementation.

The plan was completed over two days on April 17 and 18, 2015. The planning process focused on several elements, including:

- ▶ Developing a Mission Statement.
- ▶ Developing Belief Statements.
- ▶ A Review of the District's Past.
- ▶ A Review of the Current Setting in the District.
- ▶ A Discussion of the Future of the District over the next five years.

The following strategic plan lays out strategies and action plans that may guide the district for the next five years. A key to making a document that will assist the district in reaching its desired future is to have active and constant school board and superintendent involvement in the implementation, monitoring, adjusting and the annual renewal of the plan.

The following community members and district staff participated in and helped reach common ground on setting directions for the Underwood Schools in the next five years:

- ▶ Matt Biegler
- ▶ Mark Bring
- ▶ Paul Carney
- ▶ Rebekah DeWeerd
- ▶ Vicki Evavold
- ▶ Michele Fitzgibonds
- ▶ John Hamann
- ▶ Jonathan Hartman
- ▶ Ardy Johansen
- ▶ Burt Kinzler
- ▶ Olivia Kollar
- ▶ Norm Kolstad
- ▶ Kurt Mortenson
- ▶ Jeremy Olson
- ▶ Mandy Rich
- ▶ Kellen Shebeck
- ▶ Jennifer Sletten
- ▶ Anne Stenoien

Underwood School Mission Statement:

- ▶ The Underwood School will prepare our students to contribute to and thrive in an ever-changing world through relevant and engaged learning within a supportive community

We Believe:

- ▶ All students are entitled to a physically and emotionally safe learning environment.
- ▶ In providing a relevant and rigorous learning experience.
- ▶ In creating supportive relationships among students, family, staff and community.
- ▶ In using data and other pertinent information for decision making.
- ▶ In fostering critical thinking, problem solving and inquiry to prepare our students for the future.
- ▶ It is our responsibility to inspire and challenge all students to reach their full potential.

Strategies:

- ▶ Build a System of Trust, Open Communication and Respect
- ▶ Enhance Professional Development
- ▶ Increase Student Engagement
- ▶ Prepare Students for College and Careers

Strategies with Action Steps:

Strategy 1: Build a System of Trust, Open Communication and Respect	Completion Timeline	Champion
<ul style="list-style-type: none"> ▶ Utilize Technology to Improve and Promote Open Communication <ul style="list-style-type: none"> ○ Expect Face-to-Face Communication ○ Plan for Parents and Community to Talk to a Person when Calling a School. ○ Use Website with Apps, Twitter and Facebook 		
<ul style="list-style-type: none"> ▶ Design and Implement a District Code of Conduct <ul style="list-style-type: none"> ○ Promote Coach/Advisor Respect <ul style="list-style-type: none"> ▪ No Repercussions for Student when Choosing between Two Activities. 		
<ul style="list-style-type: none"> ▶ Develop Team Building Activities <ul style="list-style-type: none"> ○ Implement New Teacher/Staff Mentor Induction Program ○ Utilize Team Building Activities 		
<ul style="list-style-type: none"> ▶ Improve Parent/Teacher Conferences <ul style="list-style-type: none"> ○ Develop Strategies for Reaching All Parents. 		

<ul style="list-style-type: none"> ▶ Develop a New Negotiations Structure <ul style="list-style-type: none"> ○ Explore Interest Based Bargaining or Other Collaborative Approaches 		
<ul style="list-style-type: none"> ▶ Institute Monthly All Staff Meetings <ul style="list-style-type: none"> ○ Share Concerns Openly ○ Comment Box for All Staff 		

Strategy 2: Enhance Professional Development	Completion Timeline	Champion
<ul style="list-style-type: none"> ▶ Increase Time and Availability for Training in the Following Areas: <ul style="list-style-type: none"> ○ Data Analysis ○ New Researched Based Information and Programs ○ Technology ○ Training on State Requirements ○ Flipped Classrooms ○ ITV/Video Conferencing ○ STEM 		
<ul style="list-style-type: none"> ▶ Increased PLC Time <ul style="list-style-type: none"> ○ Create Common Definition and Expectations ○ Increase Training on PLC Development and Implementation ○ Provide for Scheduled Time [Twice Monthly] for Collaboration <ul style="list-style-type: none"> ▪ Teachers ▪ Schools 		
<ul style="list-style-type: none"> ▶ Increase Funding for Training 		

Strategy 3: Increase Student Engagement	Completion Timeline	Champion
<ul style="list-style-type: none"> ▶ Utilize Technology to Engage Students <ul style="list-style-type: none"> ○ Promote ITV/Video Conferencing— Internally and Among Neighboring Districts. ○ Implement a 1 to 1 Initiative ○ Provide More On-line Classes for College Credit and Expanded Course Offerings <ul style="list-style-type: none"> ▪ Research Gaming Activities for Learning Purposes 		
<ul style="list-style-type: none"> ▶ Increase Academic Programming <ul style="list-style-type: none"> ○ Utilize the Community ○ Utilize Technology 		
<ul style="list-style-type: none"> ▶ Create Teacher Collaboration Time <ul style="list-style-type: none"> ○ Implement Intentional/Planned 		

<ul style="list-style-type: none"> Collaboration <ul style="list-style-type: none"> ○ Utilize Region Wide Collaboration Initiatives 		
<ul style="list-style-type: none"> ▶ Research, Train and Promote Hands on Learning Opportunities 		
<ul style="list-style-type: none"> ▶ Research, Train and Implement Research Based Instructional Design Approaches 		

Strategy 4: Prepare Students for College and Careers	Completion Timeline	Champion
<ul style="list-style-type: none"> ▶ Create Partnerships—Use the Community as a Classroom for Students and Teachers <ul style="list-style-type: none"> ○ Partner with Colleges ○ Identify Local and Regional Businesses 		
<ul style="list-style-type: none"> ▶ Increased Academic Programming <ul style="list-style-type: none"> ○ Examine Existing Course Offerings on an Annual Basis. <ul style="list-style-type: none"> ▪ Add STEM Related Courses ○ Create a New Policy for Course Additions, Deletions and Changes 		
<ul style="list-style-type: none"> ▶ Analyze Data to Improve Learning <ul style="list-style-type: none"> ○ Gather Data from Past Graduates—1 year, 5 year & 10 year ○ Review and Analyze Longitudinal Data for Trends and Setting Goals ○ Provide Training in Using Data—Assessment, MCA, ACT, STAR, etc. ○ Analyze Achievement Gap Data <ul style="list-style-type: none"> ▪ Create Action Plans to Address Gap Areas. 		
<ul style="list-style-type: none"> ▶ Increase Use of Technology <ul style="list-style-type: none"> ○ Flipped Classroom ○ STEM or Design/Build Manufacturing Opportunities. 		

Underwood Public Schools

Technology Plan

Appendix A

Technology Plan –2013-2015

ORGANIZATION INFORMATION	
District/Agency/School (legal name):	IND. SCHOOL DISTRICT 550 - UNDERWOOD
District Number:	550
Technology Plan Status	The District/Agency/School has an approved 2012 technology bridge plan: Yes X
2013-2015 Technology Plan Date of Creation:	Feb 1, 2012
IDENTIFIED OFFICIAL WITH AUTHORITY INFORMATION	
Name	DR. JEREMIAH OLSON
Title	SUPERINTENDENT
Address	100 SOUTHERN AVE. UNDERWOOD, MN 56586
Phone Number & E-mail	218-826-6101 JOLSON@UNDERWOOD.K12.MN.US
TECHNOLOGY CONTACT INFORMATION	
Name	PAUL TIFFANY
Title	TECHNOLOGY COORDINATOR
Address	100 SOUTHERN AVE. UNDERWOOD, MN 56586
Phone Number & E-mail	218-826-6101 PTIFFANY@UNDERWOOD.K12.MN.US

2013-15 Technology Plan Template

Instructions: Use the format below to complete your responses.

1. **Technology Needs Assessment:** Describe the processes(s) used to determine the technology needs for the LEA for 2013-2015 and briefly summarize the needs that have been determined. Make sure to include any technology needs that will be supported through E-rate discounts, such as telephone, telecommunications access, Internet, and other E-rate eligible services.

The evaluation of our needs is based on a combination of teacher input, age of equipment, usage graphs, usage schedules, and what we want to accomplish when looking into the future.

The following have been identified as needs.

- A. Bandwidth - based on the bandwidth usage graphs that our firewall produces, we have a need to increase our bandwidth in/out of the building.
- B. Telephone service and system - We need to continue our current outside phone service. In addition nobody knows for certain when our current phone system was installed but it is likely older than 13 years.
- C. Updated firewall and filtering devices - Our current system is not up to date and commonly interferes with what should be normal tasks.
- D. Updated network hardware - The majority of our network switches are older than 10 years old. We also have a increasing need for wireless access.
- E. Enhanced communication - We want to improve our website to include the delivery of daily classroom activity.
- F. Computer access for classes - based on the schedule for the computer labs and the library, we are in need of more access for classes, primarily for access to the Internet.
- G. Updated computers - We have nearly 75 computers that are nearly outdated and are subject to failing because of bad capacitors. New software usually isn't compatible with them.
- H. Special Education - There is a need to provide audio versions of textbooks, literary books, tests, etc. This would be accomplished primarily with Bookshare and Read & Write Gold. However, up to date computers are also needed.
- I. iPad training - The elementary teachers need continuing training on how to use the iPads effectively in their classes.
- J. Google Apps access and training - Our staff needs training in order to fully utilize the capabilities that we now have with our school Google Apps account.
- K. One-to-one - The future likely includes an electronic device for each student that will be used in each class. We need to plan for that day.

2. **Goals and Strategies:** List the specific goals and strategies for 2013-2015 that address how your LEA will use technology to deliver education and assist with school administration:

Goal	Related Strategies
Increased bandwidth	Look into the cost of increased bandwidth. If economical, add 3 Mbps each year.
Updated Phone System	Continue to buy phone access. Get quotes for a new phone system.
Updated firewall and filtering devices	Get a quote for iBoss systems.
Updated network hardware	Plan to buy new switches.
Enhanced communication	Purchase a new server, monitor, and battery backup and develop the delivery system. Train teachers when it is ready.
Greater computer access for classes	Look into buying new computers. Apply for grants.
Updated computers	Look into buying new computers to replace ones in the Elementary Computer Lab and the Media Center. Apply for grants.
Increase technology use in our Special Education classrooms	Evaluate the exact needs and make plans based on funding using only normal budget and funding that includes outside sources of money. Train teachers primarily during the summer.
iPad training	Plan summer training.
Google Apps access and training	Expand the number of students using the Google Apps service to include grades 7 - 12. Train teachers primarily during the summer but also during the school year.
One-to-one initiative planning	Plan for future network, content delivery, textbook purchases, hardware and staff development needs.

3. **Professional Development Plan:** Describe the professional development strategies you have in place for 2013-2015 to ensure LEA staff are prepared to use the technology infrastructure, software programs, and online resources provided:

Staff development training and workshops are dependent on a number of factors; teacher needs, technology and equipment, surveys, trainers/facilitator times and availability, and budgets.

There are five teacher in-service days built into the school calendar. We also provide training and collaboration time during the regular school hours. Summer training days are also scheduled for smaller sized groups, so that we have a greater impact on teacher/para learning.

Our technology coordinator uses surveys to know what training needs to be provided. We also provide collaboration time for work with iPads and student applications. Currently we plan to provide training for iPad usage, Google docs usage, and our future communications system.

Generally our Technology Coordinator provides the bulk of the training, but we also have a certified SMARTBoard trainer within the faculty who provides the initial training and follow up sessions for our new and experienced SMARTBoard users. Besides those individuals, we use our existing faculty when appropriate and bring in "experts" when needed.

4. **Evaluation:** Explain the evaluation process for your technology plan for 2013-2015, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met.

Beginning in the summer of 2012, the Technology Coordinator will do the following, summarizing the data for each trimester :

- keep a record of computer resources usage
- keep a record of network breakdowns
- keep a record of bandwidth usages
- keep a record of computer breakdowns

The Technology Coordinator will also survey staff each trimester to assess usage patterns, hopes & plans, and suggestions.

Each summer, the Technology Plan will be updated to record completed goals and add new goals.

5. **Optional Links:** Provide links to district strategic planning documents, survey instruments, policies, or other resources that were used to provide data and help prepare the technology plan.

Strategic planning has been done without publishing any documents. Similarly, surveys have been done through email and no document has been published. Our technology plan includes the plan to record and keep data as listed in section 4 above.

6. **Link to Current Technology Plan:** Provide the link on the LEA website where the technology plan will be posted and updated throughout the planning period.

http://www.underwood.k12.mn.us/school_district_info/2013_2015_Tech_Plan.pdf

Children's Internet Protection Act (CIPA)

This LEA has an Internet Safety/Acceptable Use Policy in place.

Yes

If yes, please provide a link to access the policy at the LEA website.

http://www.underwood.k12.mn.us/school_district_info/524_Policy.pdf

http://www.underwood.k12.mn.us/school_district_info/INTERNET_USE_AGREEMENT.pdf

This school district deploys an Internet filter to protect minors from material that is pornographic or otherwise harmful to them.

Yes

Underwood Public Schools
Strategic Planning Raw Data

Appendix B

I. Mission Statement

a. Purpose: Why?

- Teach responsibility
- Education, prepare for future, character, challenge to do best work, support, positive atmosphere
- Motivate
- Personally rewarding
- Prepare students for success in college, careers, community, citizenship, changing global society, relevant
- Education
- Students
- Prepare
 - Future
 - All
- Ever changing
- Community
- Good students
- Learning environment
- Engaged/good citizen
- Culturally aware
- Accountability
- Responsibility
- Life-long learner
- College Readiness
- Inspire/Educate
- Social skills
- Family living

a. Function: How?

- Technology, team atmosphere, student-focused instruction, multiple learning opportunities
- Rigorous relevant
- Learning
- Strong within a supportive community
- Engaged
- Superior learning and supportive environment
- Motivate all students to achieve their highest potential for tomorrow

- Quality curriculum
- Clear/consistent expectations/consequences
- Quality outcomes – instructional staff
- Extra-curricular opportunities
- Facilities/technology to enhance goals

II. Belief Statements

- Physical safety and emotional well-being of all students and staff
- A positive learning environment for all students
- Foundation for the development of personal character and integrity
- All students are entitled to a safe, responsive learning environment
- We recognize, respect, and support the needs of diverse family.
- Relevant, authentic learning involves critical thinking and problem solving.
- We believe in planning instruction that matches the unique needs and strengths of all students.
- We are committed to building relationships through positive interactions with students.
- We are here to support the family in the development of the child.
- Committed to safety
- Family/school relationships should be an important influence in a child’s life.
- We are dedicated to provide relevant and rigorous learning experiences.
- We believe in creating positive relationships, building teamwork, and assisting in developing problem solving skills.
- Students have unlimited potential.

III. Underwood School Timeline

1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
		New church				Remodel & add on to school expansion	Annexation	Athletic facility expansion					Increase concurrent enrollment courses	US News & World report top schools in nation		New grain handling facility		Added 2 classrooms to HS	585 students	
		Liquor store														AAA winner #5			300 open enroll	
		new infrastructure in city																		
		440 students																		

IV. Environmental Scan

- Competition:
 - Private:

- + no tuition
- – smaller class sizes
- – no standardized tests
- Open enrollment (other public)
 - + small school
 - + xc activities/opportunities
 - + smaller class sizes
- Home School
 - + curriculum development
 - – no standardized testing
- Online (?)
 - + Social skills
 - – support
- Corporate Enterprises
 - – self-paced modules
 - – packaged curriculum
 - – teachers become obsolete
- PSEO
 - – lose enrollment for course minimum
 - – college credits
 - – financial
 - – student progress
 - - \$
 - – lose kids who challenge other kids
- ALC
 - – less time commitment
 - – unconstructed
 - – flexibility
- Dropouts – Work

b. Strengths:

- Size
- Relationships
- Pride
- Geographic Location
- Focus on character development
- Recognition/honors
- Course offerings/activities
- Continuity of staff – young
- Facilities
- Staff development

- Self-analysis
- Strength of staff
- Community Support
- Success breeds success
- + Public relations
- Extra-curricular activities
 - Music
- Landscaping
- Health fund balance
- Safe
- Dedicated staff/administration

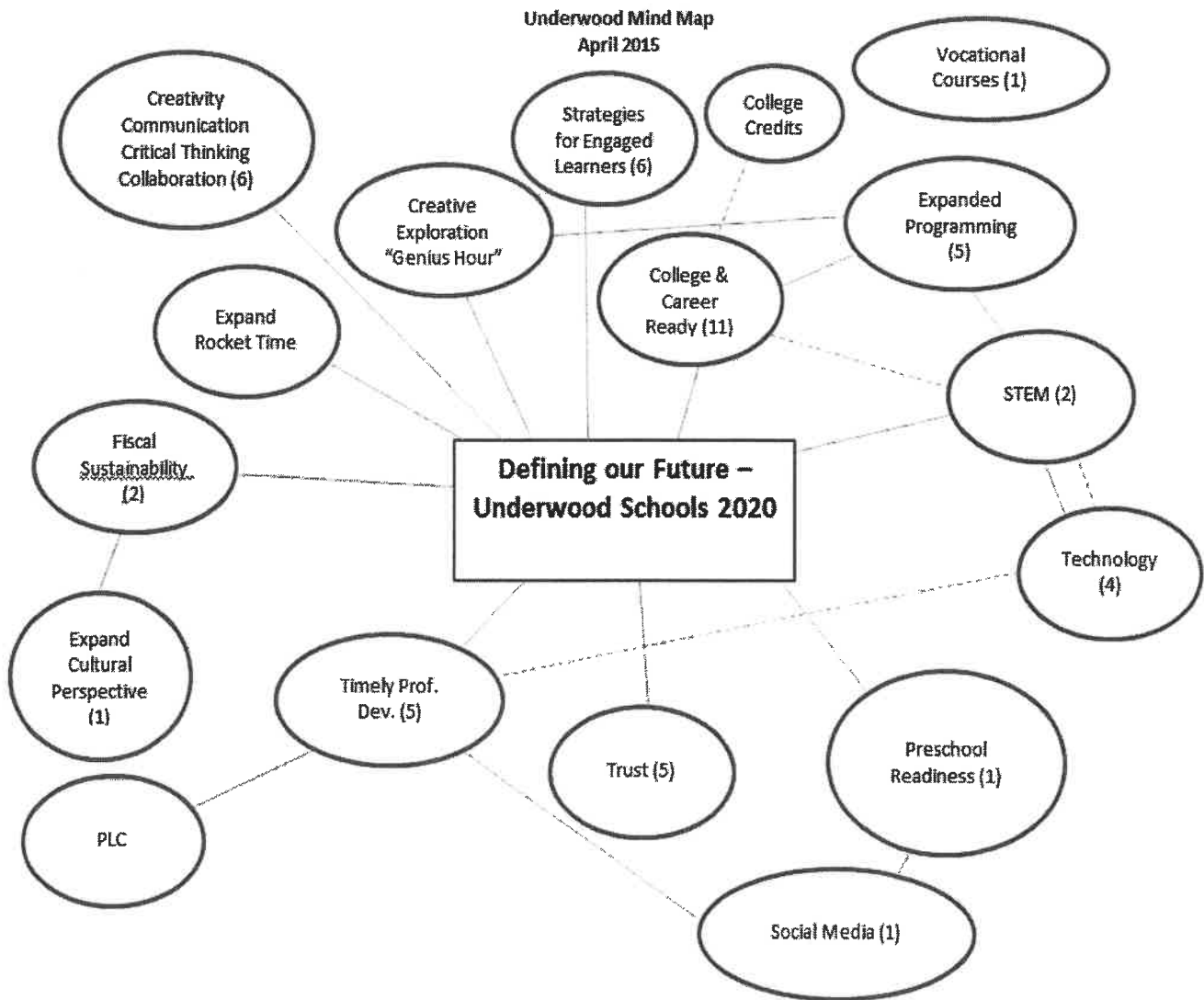
c. Weaknesses:

- Course offerings
- Little trust (parents to teachers, teachers to teachers, teachers to administrators)
- Lack of rigor/grade inflation
- Average test scores – nothing to celebrate
- Lack of diversity – Danger
- More foreign language for elementary
- Lack of bus drivers
- Class size is too big
- Poor district
- Proportion of budget necessary for special needs students

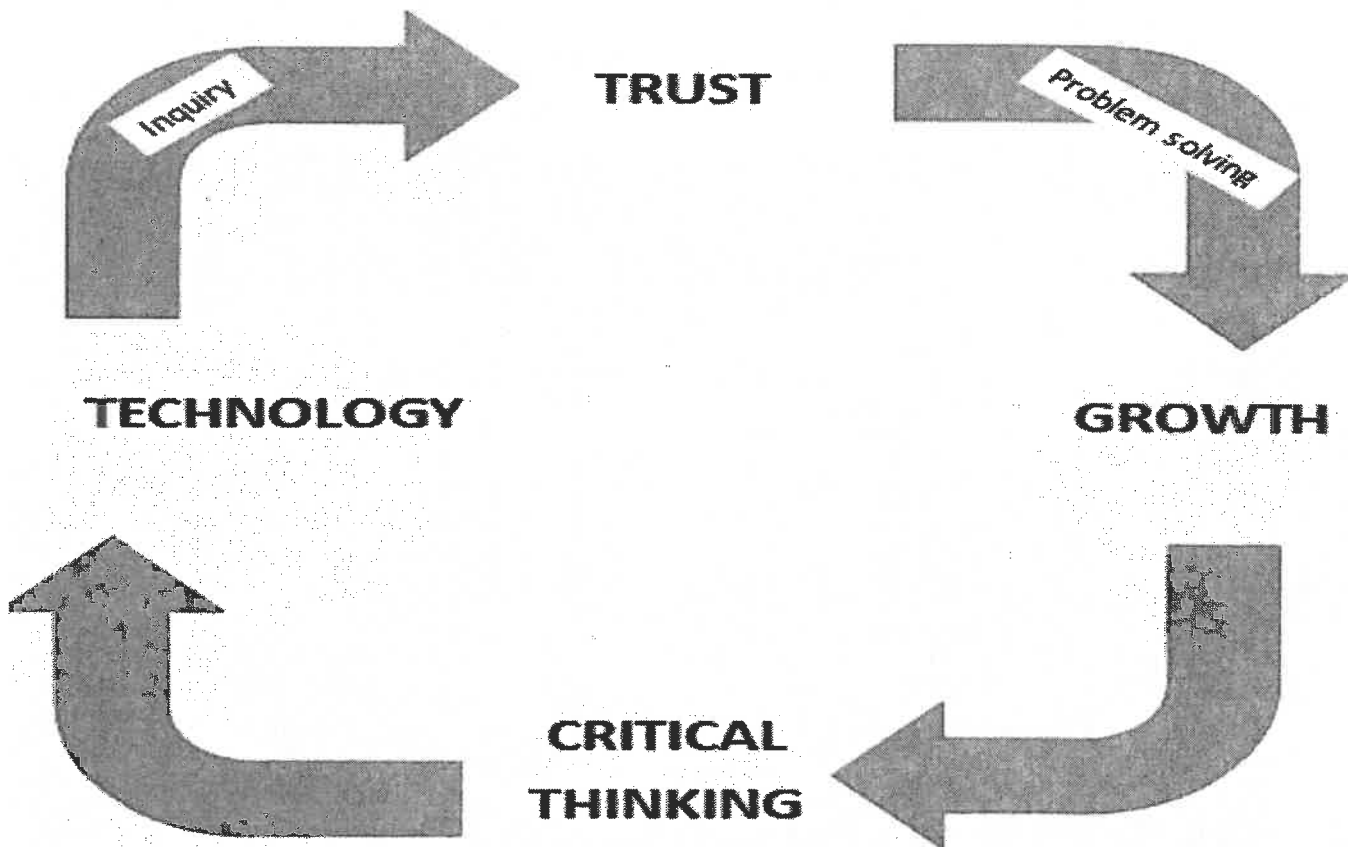
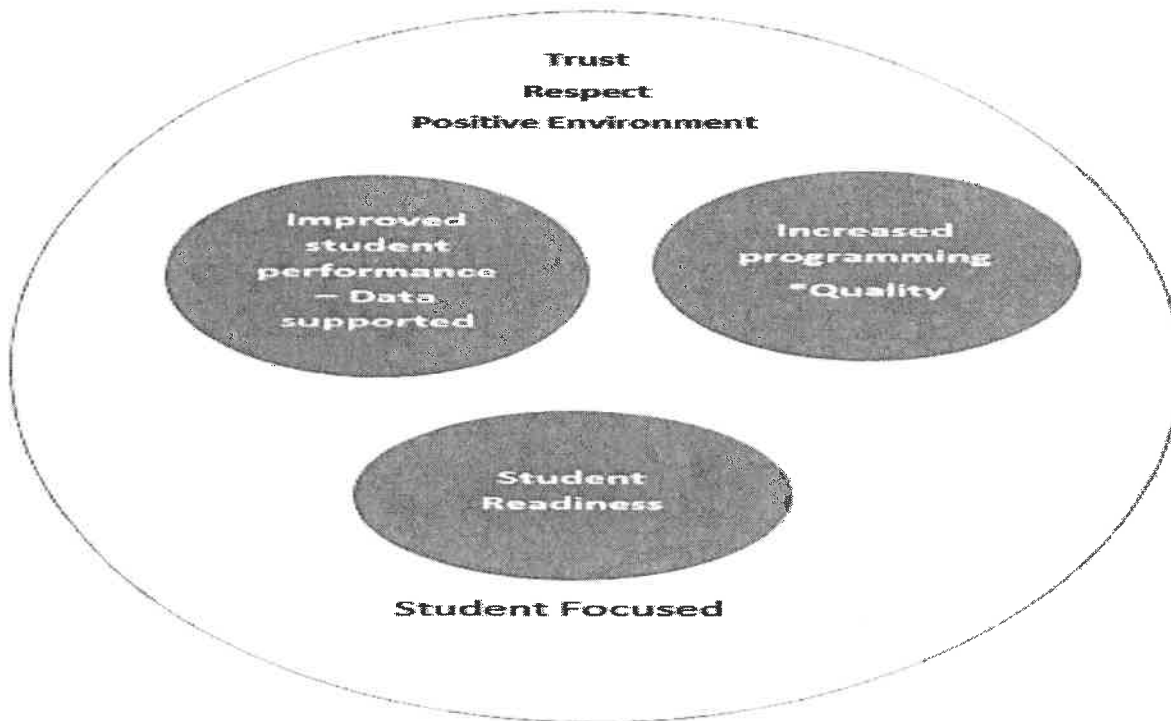
d. Opportunities:

- Teachers willing to change.... Are they?
- Teachers willing to collaborate Are they?
- To stay at full enrollment
- Expanded tech opportunities
- Positive fund balance
- AP & College classes
- Small classroom sizes
- Improve core test scores
- Academic club programs
- Engage with community institutions (internships, etc.) (partnerships)
- STEM classes increased
- Additional community service
- Vocational classes

V. Mind Map Activity



VI. Ideal Future Scenario



VII. Common Future

a. Strategies:

- Open communication with all groups (students, parents, teacher, administration)
- Staff/Professional Development
 - PLC's
 - Specific Academic
- More educational opportunities
 - Grading
 - Student Performance
 - Expanded programs
 - College & Career ready
- Student/Advisor Partnership
 - Reaching all groups (parents)
 - Businesses/occupations
 - Rocket time
- Increase engaged learning/student motivation
- Trust/respect
- Staff development
- Analyzing data/remedial testing
- Expand technology
- Increase college and career readiness for graduates
- Increase trust throughout the district
- Increase student engagement
- Continue fiscal sustainability
- Utilize community collaboration

b. Projects:

- Flipped classroom
- Find options to use ITV
- STEM or similar options
- Staff time and training for analyzing data