

School Planning SY 18-19

Presentation for Principals, TLTs, and Interested Educators

Winter 2018



Objectives

- 1 Review school planning timeline**
- 2 Provide overview of required deliverables and available support**
- 3 Clarify decisions and participants for each component of school planning**



Deliverables

- 1 School Priorities
 - 2 Educator Working Conditions
 - 3 Student & Staff Calendars
 - 4 Budget & Staffing Plan
 - 5 Strategic Action Plan
- Phase I
- Phase II





Timeline and Key Dates

Dates	Deliverable/Task
Late January	Phase I planning documents released, including guidance and templates for: <ol style="list-style-type: none">1. School Priorities2. Educator Working Conditions (School Operational Plan)3. Student and Staff Calendar (pending release of tentative SPS Calendar)
Late February	Phase II planning documents released, including guidance and templates for: <ol style="list-style-type: none">1. Budget and Staffing Plan2. Strategic Action Plan
February 27	Phase I DRAFT documents due in Google Drive (Priorities, Educator Working Conditions, Calendars)
March 1	SPS optional service selections due in online tool
March 6	SEZP deadline to provide feedback to principals on Phase I documents
March 14	Phase I documents posted on website as “final draft pending Board approval”
March 15	Initial DRAFT budgets due in online tool for discussion in following week budget & ops meetings
March 27	Final draft budgets due in online tool
May 1	Strategic Action Plan due via Google Drive








Google Drive









Individual School Planning Folders

Name ↑	Owner
 SY17-18 Planning Docs	Christina Harbour
 SY18-19 Planning Docs	Christina Harbour

SY18-19 Planning Docs

Name ↑	Owner
 2018-19 School Planning Guidance Materials	me
 (1) SY18-19_School Priorities 	me
 (2) SY18-19_Educator Working Conditions_Chestnut A... 	me

2018-19 School Planning Guidance Materials

Name ↑	Owner
 (1) SY18-19_School Planning Overview.pdf 	me
 (2) SY18-19_ Accessing and Navigating Google Drive... 	me
 (3) SY18-19_School Priorities - Guidance & Template... 	me
 (4) SY18-19_Educator Working Conditions (School Op... 	me



School Priorities

Deliverable Description

A short document describing up to three school-wide priorities for next school year, along with the rationale for selecting these priorities

Key Dates

- ❖ Draft Due: 5pm on Tuesday, February 27, 2018
- ❖ Final Due: Monday, March 12, 2018
- ❖ Posted Online: Wednesday, March 14, before the transfer window

SEZP Supports

- ❖ Colleen Beaudoin, Co-Executive Director of SEZP
- ❖ Kelley Gangi, Chief of Instructional Improvement

Educator Working Conditions

Deliverable Description

A short document that outlines certain teacher working conditions in each school according to the SEA-SEZP collective bargaining agreement.

Key Dates

- ❖ Draft Due: 5pm on Tuesday, February 27, 2018
- ❖ Final Due: Monday, March 12, 2018
- ❖ Posted Online: Wednesday, March 14, before the transfer window

SEZP Support Person

- ❖ Nicole Christoforo, SEZP Chief of Talent



Student & Staff Calendar

Deliverable Description

Student and staff calendar templates are created in an online Excel tool, and include school start and end times, days off for students, and professional development days

Key Dates

- ❖ Draft Due: 5pm on Tuesday, February 27, 2018
- ❖ Final Due: Monday, March 12, 2018
- ❖ Posted Online: Wednesday, March 14, before the transfer window

SEZP Supports

- ❖ Technical Support: Adam Kishel, SEZP Analytics Manager
- ❖ Content Support: Tina Harbour, Executive Officer-School Support



Priorities, Working Conditions, & Calendars: Decisions & Participants

- ❖ Faculty at large should have an opportunity to review current year Phase I documents and provide feedback on what's working, what's not, and suggestions for improvement
- ❖ Faculty at large must review a final draft and have an opportunity to provide (meaningful) feedback before documents are finalized
- ❖ Principal & majority of TLT must agree on all elements of these three documents, or the decision goes to SEZP Board
- ❖ If SEZP provides feedback after draft documents are finalized that requires a change, the Principal and majority of TLT must re-vote and faculty must be updated on the changes and have an opportunity to provide feedback

Budget & Staffing Plan

Deliverable Description

Budgets will be managed this year using a new online tool that will allow principals to record salary and non-salary budget items, including SPS and third-party services, and develop a balanced budget for next school year

Key Dates

- ❖ SPS Optional Services Due: Thursday, March 1
- ❖ Budget Draft Due: Thursday, March 15
- ❖ Budget Final Due: Tuesday, March 27

SEZP Supports

- ❖ Staffing: Nicole Christoforo, SEZP Chief of Talent
- ❖ Budget: Sue Ellen Ramos, Senior Financial Analyst, SPS



Budget & Staffing Plan (Decisions & Participants)

- ❖ Principals are responsible for submitting optional service selections and a balanced budget & staffing plan to SEZP
- ❖ Principals must ensure the budget and staffing plan aligns with the school priorities and working conditions
- ❖ Principals must communicate decisions about structural stipends (Critical Needs, Department Chair, and extra ELT) to all faculty prior to the transfer window
- ❖ There is no TLT or faculty vote on the budget or staffing plan (including no votes on stipends)



Strategic Action Plan

Deliverable Description

A short document that outlines the action steps needed to bring the school's priorities to life and focuses primarily on outlining tasks that are required to successfully launch the school year

Key Dates

- ❖ Final Due: Monday, May 1, 2018, via Google Drive

SEZP Supports

- ❖ Colleen Beaudoin, Co-Executive Director of SEZP
- ❖ Kelley Gangi, Chief of Instructional Improvement

Strategic Action Plan (Decisions & Participants)

- ❖ The principal is responsible for distributing leadership over the tasks, and is the compiler and synthesizer of the final product
- ❖ The TLT and faculty participate in outlining tasks in their areas of expertise. Teams are encouraged to use the “On the Right Path” Best Practice Guide for research-based change ideas when generating action steps
- ❖ The full faculty should have an opportunity to review and provide feedback before the Strategic Action Plan is submitted
- ❖ There is no required TLT or faculty vote on the Strategic Action Plan

Thank You!

School Planning Questions ?

Contact Tina Harbour, Executive Officer for School Support

charbour@springfieldempowerment.org

