

ACTION PLAN

Frontenac USD 249 - Spring 2022 Goals

Goal 1: To prepare a child from birth to primary school with the foundational skills to be life long learner.

RATIONALE/PURPOSE: _To create an Early Childhood center to support the community need for childcare and preschool.

WHAT? <i>(Specific Action Steps to achieve goal)</i>	WHO? <i>(Primary Responsibility Others involved.)</i>	RESOURCES NEEDED	ASSESSMENT/EVIDENCE <i>(How will we measure our progress?)</i>	COMPLETION DATE
1 Establish partnerships within the community to assist with resources.	Superintendent, Elementary Principal, Early childhood teacher	Time, Opportunities to communicate with community leaders,	Identification of willing partners. Minutes/notes from meetings.	Sept. 1, 2022
2. Perform a needs assessment and create a business plan for operations.	Superintendent, Elementary Principal, Early childhood teacher	Time, Research	Presentation of needs assessment and business plan to Board of Education and stakeholders	May 1, 2022
3 Identify and procure a facility to house the program	Superintendent, Principal, Community partners, Board of Education	Financial resources, facility location, Time	Aquiring a facility and funding.	July 1, 2023
4 Create an plan for staffing and operations of the facility.	Superintendent, Elementary Principal, Early childhood teacher, School Board, Childcare staff/administration	Financial resources, Time, License for facility operations,	Identify funding, hiring staff, procuring a license, Operations handbook/policies	May 30, 2023
5 Identify and purchase curriculum, equipment and instructional materials needed for the program.	Superintendent, Elementary Principal, Early childhood faculty, School Board, Childcare staff/administration	Financial resources, Time, Training, Professional Development	Professional development and training completed and documented. Facility is prepared to open.	July 1, 2023

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Goal 2: Enhance the social and emotional support provided to students and staff.

RATIONALE/PURPOSE: Students and staff need to develop the skills to be socially and emotionally healthy.

WHAT? <i>(Specific Action Steps to achieve goal)</i>	WHO? <i>(Primary Responsibility Others involved.)</i>	RESOURCES NEEDED	ASSESSMENT/EVIDENCE <i>(How will we measure our progress?)</i>	COMPLETION DATE
1. Perform a needs assessment to determine the target areas of social emotional needs.	Counselors, Building Leadership Teams, Principals, Curriculum Director	Time, Financial Resources	Completion of assessment	Multiple assessments yearly
2. Select, purchase and implement an evidence based curriculum	Counselors, Building Leadership Team, Principals, Curriculum Director, Board of Education, Superintendent	Time, Financial Resources, Curriculum selections process	Timeline, Evidence based curriculum purchased and implemented	June 1, 2022
3. Provide professional development to train staff on implementation of the curriculum..	Curriculum Director, Counselors, Principals Building Leadership Teams, All Faculty	Time, Financial Resources	Documentation of professional deelopment.	Sept. 30, 2022
4. Communicate with parents the social and emotional learning plan.	Curriculum Director, Principals, Counselors, Public Information Director Faculty, Superintendent	Tine, Financial Resources	Documentation of meetings and other forms of communication with parents	Ongoing with semi-annual reports
5. Continue and grow partnerships with community based programs	Superintendent, Counselors, Community based partners	Time, Financial Resources	List of resources and partnerships	Ongoing

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Goal 3: Maintain a positive learning environment for students by providing appropriate staff and curriculum opportunities

RATIONALE/PURPOSE: Students should have reasonable class size and a selection of course offerings which meet needs and interests.

WHAT? <i>(Specific Action Steps to achieve goal)</i>	WHO? <i>(Primary Responsibility Others involved.)</i>	RESOURCES NEEDED	ASSESSMENT/EVIDENCE <i>(How will we measure our progress?)</i>	COMPLETION DATE
Review acceptable class size guidelines.	Superintendent, Board of Education, Principals, Building Leadership Teams	Time, Enrollment Projections, Facilities	Guidelines reviewed and presented to School Board for consideration.	May 1, 2023
Hire or reassign staff as needed to conform with the guidelines.	Superintendent, Board of Education, Principals	Time, Financial Resources, Facilities	Employment and/or reassignment of staff to maintain the guidelines.	Annually by Aug. 1
Continue to evaluate student interest in classes through the pre-enrollment process.	Principal, Counselor, Building Leadership Team, Faculty	Time	Completion of pre-enrollment process to gather student interests.	Annually during spring semester
Continue community partnerships and pursue other partnerships to ensure a variety of student learning opportunities.	Superintendent, Principal, Counselor, Building Leadership Team, Faculty Representatives	Time, Financial Resources,	Annual documentation of partnerships and meetings with partners.	Ongoing
Communicate available courses to parents.	Principal, Counselor, Faculty, Curriculum Director, Public Information Director	Time	Documentation of communication.	Annually during spring semester