

2016 – 2018 Operational Plan

Okemos Public Schools

Okemos, MI

**OKEMOS PUBLIC SCHOOLS
Okemos, Michigan
2016-18 OPERATIONAL PLAN**

Goal 1: Develop programs beyond the core that make (Okemos) unique and competitive.		Strategy A: Continue to offer and explore world language, fine arts, and extra-curricular opportunities throughout the K-12 environment.			
Objective:	16-17	17-18	Responsibility	Resources	Status
A.1 Implement K-4 world language enrichment pilot program, partnering with MSU Teacher Education Program and Center for Teaching Language Advancement; evaluate, reflect and revise.	X	X	Assistant Supt. Instruction; Comm. Ed. Services Coord.; Elementary principals	MSU, Community Education, World Language Committee Recommendation, funding	
A.2 Increase world language opportunities in grades 5-12 utilizing both on-line and local resources.	X	X	Principals, World Language teachers	Michigan Virtual School; funding, World Language Committee Recommendation	
A.3 Evaluate, revise the “criteria” utilized to identify gifted and talented vs. high achieving students; utilize equity lens; educate stakeholders.	X	X	Gifted & Talented consultants	Parent Group mtgs., SOAR, staff meetings, Newsletters, Equity Plan – Operational Plan	
A.4 Evaluate “who” is invited to academic, extra-curricular programs; utilize equity lens	X	X	Asst. Supt. Instruction; Principals; Staff	Staff; Equity Plan – Operational Plan	
A.5 Evaluate and strengthen current programming and opportunities utilizing technology, differentiation, project-based learning, etc. (Provide coordinated professional learning for teachers); include equity/diversity lens	X	X	Principals, teachers, MTSS coaches, tech. coaches; Gifted and Talented consultants	Time, Professional conferences, Student Data Profiles; Equity Plan – Operational Plan	

**Curriculum &
Instruction**

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Goal 1: Develop programs beyond the core that make (Okemos) unique and competitive.		Strategy B. Utilize and integrate technology to enhance instruction and 21 st century skills.			
Objective:	16-17	17-18	Responsibility	Resources	Status
B.1 Provide professional development focused on 21 st century skills and integrating technology into K-12 classrooms.	X	X	Asst. Supt; Instructional Tech. Coordinators; Building tech reps; building principals	Instructional Tech. Coordinators, PLC, Teacher leaders, MACUL	
B.2 Explore and implement K-12 innovative instructional tools and programming (e.g., 1:1 classroom, flipping classrooms, On-line testing)	X	X	Technology leadership teams, Tech. coordinators, Building tech reps.;	PLC, Staff meetings	

Curriculum & Instruction

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Goal 2: Align a local curriculum and develop programs to target the Common Core State Standards.		Strategy A: Develop a comprehensive scope and sequence across and between grades (K-12) that aligns with the Common Core State Standards. Strategy B: Enhance instructional strategies to support the needs of students of all ability levels.			
Objective:	16-17	17-18	Responsibility	Resources	Status
A.1 Establish K-12 curriculum committees to align current curriculum to Common Core State Standards. <ul style="list-style-type: none"> ✓ Math, Science ✓ Social Studies ✓ ELA 	X TBD	X TBD	Department chairs; Select staff, Asst. Superintendent	MDE, ISD, Release time, PLC	
A.2 Develop and/or utilize common assessments.	X	X	All staff, building principals	PLC	
B.1 Continue MTSS efforts to support all underperforming (specific demographics: economically disadvantaged, students with disabilities, English language learners, African American males etc...)	X	X	SIP teams, all staff, principals, coaches	PLC, Staff mtgs., MSTEP/MME data, data mtgs; Equity Plan –operational plan	
B.2 Analyze student achievement data to close performance gaps and develop systems to share data across buildings and levels. (Examples: instructional, student support information)	X	X	SIP teams, all staff, building principals, MTSS coaches counselors, Asst. Supt.	PLC, Staff mtgs., MEAP/MME data, data mtgs, MTSS coaches, Illuminate Ed. Equity Plan – operational plan	
B.3 Provide PD to teachers on effective instruction (TLTs, visible learning, differentiation, cultural competence, ELL etc. . .)	X	X	SIP teams, all staff, principals, coaches	PLC, PD, Staff mtgs., ISD; Equity Plan – Operational Plan	

Curriculum & Instruction

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Goal 2: Align a local curriculum and develop programs to target the Common Core State Standards.		Strategy C: Develop comprehensive systems of support to address the needs of all learners.			
Objective:	16-17	17-18	Responsibility	Resources	Status
C.1 Discuss/develop curriculum program priorities to inform budget discussions and decisions	X	X	Asst. Supt., Supt., Finance Director, Board of Ed	Needs assessment; text book adoption cycle	
C.2 Develop and/or utilize “systems” to make data-driven decisions within and across buildings (early warning signs, AIMSWeb/FastBridge, College Readiness, etc.); demographic data	X	X	Building principals, Asst. Superintendent, MTSS coaches, all staff	PLC	
C.3 Implement research-based interventions (further develop strategies for intervention – strengthen the core, add to the tier 2 & 3).	X	X	Building principals, Asst. Superintendent, MTSS coaches, all staff	PLC; Equity Plan – Operational Plan	
C.4 Focus on math achievement, including but not limited to demographic groups (special education; African American; economically disadvantaged)	X	X	Building principals, Asst. Superintendent, MTSS coaches, all staff	PLC; Equity plan – Operational plan	

Diversity

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Goal 3: Establish the district as a leader within the community for promoting and establishing a positive direction toward inclusive diversity.		Strategy A: Develop appropriate policies/practices to uphold inclusive diversity.			
Objective:	16-17	17-18	Responsibility	Resources	Status
A.1 Review current policies to determine revisions or additional needs.	X	X	Board Policy Committee	Equity Plan- Operational plan	
A.2 Establish work sessions or community meetings on specific topics as appropriate;	X	X	Board President, Superintendent, Board of Ed	Equity Plan- Operational plan	
A.3 Utilize the Equity Plan; Operational plan to guide this work.	X	X	Board of Education, Administration, Staff, Students, Parents/Guardians	Equity Plan- Operational plan	

Diversity

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Goal 4: Create a school environment where students, staff and community recognize and appreciate the diverse attributes and identities of each other.		Strategy A: Identify and promote a respect and understanding of diversity.			
Objective:	16-17	17-18	Responsibility	Resources	Status
A.1 Utilize the Superintendent’s Cultural Diversity Advisory Committee to inform decisions and action: <ul style="list-style-type: none"> Identify patterns, trends, needs of changing demographics in OPS. Examine current practices and look for gaps Explore needs/values of the diverse groups in our district. 	X	X	Superintendent, representative administrators, staff, students and parents/guardians, community members	Time, MDE, MSU, Equity Plan-Operational Plan, community members, Parents/Guardians	
A.2 Continue to communicate clear expectations that diversity will be respected.	X	X	OPS community		
A.3 Utilize the Equity Plan; Operational plan to guide this work.	X	X	Board of Education, Administration, Staff, Students, Parents/Guardians	Equity Plan-Operational plan	

Facilities/Transportation

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Goal 5: To efficiently maintain attractive, safe, functional and high-quality facilities and grounds.		Strategy A. Develop short and long term plans to maintain or improve facilities and grounds.			
Objective:	16-17	17-18	Responsibility	Resources	Status
A.1 Evaluate current condition of facilities (including athletics) and grounds and bus fleet. Study for the bond/bldg. site sinking fund		X	Directors of Operations, Transportation and Athletics	Consultant(s); Administration; Staff; Transportation	
A.2 Develop a short range plan for repair and replacement of current facilities and grounds and bus fleet.	X	X	Directors of Operations and Transportation	Administration; MSBO; Mich. Assoc. of Pupil Trans.(MAPT) Other Districts; Staff	
A.3 Develop and implement a comprehensive five year facilities and fleet repair and replacement plan including maintenance of grounds (weeds, shrubs, groundcover, etc.)	X	X	Directors of Operations and Transportation	Consultant(s); Administration; Staff; Other Districts	
A.4 Analyze effective use of facilities as K-12 population changes; increased student enrollments; building capacities;	X	X	Superintendent, Principals, Directors of Operations and Transportation; Principals	Consultant(s); Administration; Staff; Other District	

Finances

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Goal 6: Manage financial resources to support instruction and services that sustain a quality educational experience.		Strategy A: Maximize access to additional revenue sources.			
Objective:	16-17	17-18	Responsibility	Resources	Status
A.1 Determine feasibility/practicality of obtaining the following: <ul style="list-style-type: none"> • Technology/transportation bond/ capital outlay (band instruments, athletic equipment, desks, lockers etc.) • Energy savings grants/donations • Building and Site Sinking fund – increase mileage ?; ask voters to allow technology on current mileage? • Rebates (USF, Energy) • EPA Grants (Bus Purchases) • Fundraising organizations (OEF, Music Patrons, Athletic Boosters etc. . .) 	X	X	Department Leaders; Superintendent	Administration; MSBO, Staff	
		X			
	X	X			
		X			
	X	X			
	X	X			
A.2 Identify priorities through an inclusive process		X	Superintendent, Department Leaders	Stakeholders	

Finances

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Goal 6: Manage financial resources to support instruction and services that sustain a quality educational experience.			Strategy B: Identify systematic efficiencies to maximize use of financial resources.		
Objective:	16-17	17-18	Responsibility	Resources	Status
B.1 Identify and educate key elected officials about issues regarding funding of public education.	x	x	Superintendent	Board; Professional Organizations Staff; Community; Other Districts	
B.2 Identify and educate elected officials concerning the importance of “local” control.	x	x	Superintendent	Board; Professional Organizations Staff; Community; Other Districts	
B.3 Explore and develop collaborative partnerships to improve efficient use of funds.	x	x	Director of Finance	Asst. Supt; Administration; Other Districts; Local government	
B.4 Research and implement programs to control costs and enhance cost efficiency.	x	x	Director of Finance	Administration; Other Districts; MASB	
B.5 Monitor, assess, adjust in the area of food service and community education to maximize revenue and manage expenses.	x	x	Director of Food Service; Community Ed., Director of Finance	MSBO; Other Districts; Private Sector Consultants	
B.6 Share services with other districts/entities	x	x	Superintendent; Directors	Board; Professional Organizations Staff; Community; Other Districts	

Organizational Capacity

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Goal 7: Collaboratively develop efficient and effective systems to deliver the educational program.		Strategy A: Provide professional development opportunities for all staff to benefit student learning.			
		Strategy B: Develop leadership capacity within all levels of the organization.			
Objective:	16-17	17-18	Responsibility	Resources	Status
A.1 Develop a PD plan that supports all areas of the Strategic Plan (i.e. Diversity, Social Issues, Technology, etc.) utilizing effective methods of delivery (i.e. staff meetings, release time, after school or conference time, etc.). <i>NOTE: includes student social/emotional needs (Examples: trauma, substance abuse, anxiety, mental illness etc. .)</i>	X	X	Superintendent Asst. Superintendent Principals Teacher Leaders	PLC, Staff Meetings, Committee input, Staff surveys; Equity Plan – Operational Plan; OSAP Strategic Plan	
B.1 Evaluate current practices to develop leadership capacity and identify strengths and weaknesses within the system.	X	X	Asst. Supts Principals Teacher Leaders	Time, Planning, Input from staff	
B.2 Develop new initiatives/practices to promote leadership in all levels of the organization (e.g. job shadowing, mentoring program etc.)	X	X	Superintendent Bldg and District Administrators Teacher Leaders Board of Ed	Time, Planning, Input from staff	

Organizational Capacity

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Goal 7: Collaboratively develop efficient and effective systems to deliver the educational program.		Strategy C: Assess efficiency and effectiveness of organization's systems.			
Objective:	16-17	17-18	Responsibility	Resources	Status
C.1 Examine processes and systems across district and update/ improve systems for using student achievement data.	X	X	Tech Director Principals Supt/Asst. Supt Special Ed Dir	PLC, Committees, Staff mtgs, Illuminate Ed.	
C.2 Develop systems of data collection for various departments to improve efficiency (Illuminate Ed, electronic registration, report cards, green attendance, ADA website compliance/upgrade etc. . .)	X	X	Tech Director Principals Supt/Asst. Supts Special Ed Dir	PLC, Committees, Staff mtgs	
C.3: Continue to evaluate program schedules to determine effective ways to improve instructional quality (e.g. 5/6 schedule, elementary specials, secondary schedules/ programs); Equity lens	X	X	Administrators Teacher Leaders	PLC, Committees, Staff mtgs; Equity Plan – Operational plan	

Organizational Capacity

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Goal 8: Communicate effectively with the public and within the district.		<p>Strategy A: Develop systems to regularly monitor the communication between each building and the building at next level up or down.</p> <p>Strategy B: Maintain and establish a variety of methods for two way communication with parents and community regarding critical issues.</p>			
Objective:	16-17	17-18	Responsibility	Resources	Status
A.1 Create intentional opportunities for staff learning, sharing, and communication about school environment, behavioral and academic expectations, programming across grade levels, and departments (i.e. K-12 curriculum committees, cross-level PD, etc.). horizontal and vertical	X	X	Asst. Supt, Teacher Leaders, Principals, Dept. Chairs, instructional staff	Staff input, Time, Committee Work	
B.1 Explore and monitor effective district level communication systems (e.g. School Messenger, PTO, Parent/Teacher conferences, etc.)	X	X	Superintendent, District and Building Administrators	Surveys, Dialogue, Meetings; Equity Plan – Operational Plan	
B.2 Develop and administer a survey to evaluate community interest in Board established Community conversations.	X		Superintendent, Board of Education	Survey Monkey	

Organizational Capacity

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Goal 9: Continue to develop community involvement in and support for the district.		<p>Strategy A: Strengthen and develop partnerships with community organizations that support the district and student learning.</p> <p>Strategy B: Maintain and strengthen parental involvement in school community.</p> <p>Strategy C: Connect with non-school community members to become invested in the district.</p>			
Objective:	16-17	17-18	Responsibility	Resources	Status
A.1 Identify and recruit community liaisons to develop partnerships for the district and school buildings.	X	X	Supt, Asst. Supts., Principals, Comm Ed, Parent Groups, Board	Meetings, Dialogue, System of Recruitment; Equity Plan- Operational Plan; World Language Committee Report; OSAP Strategic Plan	
B.1 Provide educational opportunities, training for parents and future parents on pertinent topics.	X	X	Supt, Principals, Spec Ed Dir, Parent Councils	Dialogue, meeting time; Equity Plan- Operational Plan; OSAP Strategic Plan	
C.1 Utilize professional experts from the community to supplement classroom instruction.	X	X	Principals, Classroom teachers	MSU, LCC, Parent Groups; Equity Plan- Operational Plan; World Language Committee Report; OSAP Strategic Plan	

Social Issues

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Goal 10: To ensure a safe educational environment for all students to maximize learning.		Strategy A: Identify and promote healthy and safe life choices. Strategy B: Develop consistent policies and practices to address appropriate social interactions and expectations.			
Objective:	16-17	17-18	Responsibility	Resources	Status
A.1 Continue substance abuse committee at district level.	X	X	Superintendent; OHS and CMS principal	OSAP Strategic Plan	
A.2 Continue to develop and implement Positive Behavioral Interventions and Supports (PBIS), Restorative practices	X	X	Principals, teacher leaders, classroom teachers		
A.3 Provide training for parents, faculty, students and community on pertinent topics related to healthy and safe life choices (bullying, illegal substances, sexuality, peer pressure, etc.)	X	X	Principals, teacher leaders, classroom teachers, OSAP, PHASE Board	OSAP Strategic Plan	
A.4 Examine curriculum in health and other subject areas and provide educational opportunities for students using a variety of strategies/activities to enhance learning (e.g. experiential, etc.) on pertinent topics related to bullying, illegal substances, sexuality, and peer pressure.	X	X	Principals, teacher leaders, classroom teachers, OSAP, PHASE Board, Asst. Supt.	OSAP Strategic Plan	
B.1 Establish board of education work sessions or community meetings related to pertinent topics	X	X	Board President, Superintendent, Board of Ed	Policies and regulations; Equity Plan – Operational Plan	

Technology

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Goal 11: Provide effective technology to enhance teaching and learning.		Strategy A: Enhance technology utilization by district staff members and students.			
Objective:	16-17	17-18	Responsibility	Resources	Status
A.1 Facilitate learning outside the school day/ building utilizing on-line and/or self-paced curricula	X	X	Director of Tech; District PD Coordinator (DPD)	Tech Staff; Teacher Leaders; Principals; Admin; Finances; Students	
A.2 Allocate resources (time and funding) for professional development related to integration of technology.	X	X	Director of Technology; Tech coaches, Asst. Supt.	Tech Staff; Teacher Leaders; Principals; Admin; Finances; Students	
A.3 Expand use of technology to incorporate multiple learning approaches for students	X	X	Director of Technology; DPD	Technology Staff; Teacher Leaders; Principals; Admin; Finances; Students; Equity Plan- Operational Plan	
A.4 Create a culture that supports technology as a critical component of developing 21 st Century skills.	X	X	Director of Technology; Tech coaches, Asst. Supt.	Technology Staff; Teacher Leaders; Principals; Time; Finances; Students	
A.5 Deliver timely PD that is relevant to content area and grade level.	X	X	Director of Technology; Tech coaches, Asst. Supt	Technology Staff; Teacher Leaders; Principals; Time; Finances; Admins; Students	

Technology

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Goal 12: Support the overall operations of the district through technology.			Strategy A: Identify and implement emerging technologies that promote district operations.		
Objective:	16-17	17-18	Responsibility	Resources	Status
A.1 Develop a financial plan that will enable the district to achieve its technology goals (i.e., bond, building and site sinking fund).	X	X	Director of Finance, Supt., Director of Technology	Finances, Technology Staff; Administration	
A.2 Establish public/ private partnerships for access to technology and group purchasing.	X	X	Director of Technology; Director of Finance	Finances, Technology Staff; Administration	
A.3 Maintain a well-developed infrastructure for current and future video, data and wireless technology needs.	X	X	Director of Technology	Finances, Technology Staff; Administration	