



Strategic Improvement Plan  
for  
Santa Rosa County District Schools  
August 2016

Tim Wyrosdick, Superintendent of Schools

## **Mission**

Educate students for success by providing a superior, relevant education.

## **Vision**

Our students will be productive, successful contributors to society.

## **Our Focus**

*“We are educators acting as servant leaders who demand excellence and focus our efforts on students.”*



Strategic Objective	Strategic Activity	Responsible Department	Evidence	Reporting Timeline
1. Manage fiscal practices to maintain a financial condition ratio of 5% - 7%.	<ol style="list-style-type: none"><li>1. Review current costs to evaluate cost saving opportunities in staffing plan</li><li>2. Manage resources to the classroom effectively:<ol style="list-style-type: none"><li>a. Review, revise, and manage all projects to accurately reflect our current fund balance and financial condition ratio</li><li>b. Review payroll budget amendments, revenues, and expenditures</li></ol></li></ol>	Finance/Human Resources  Superintendent/Finance  Finance	Board meeting data  Discuss at Board meetings  Discuss at Board meetings	June  June  June
2. To implement 100% direct deposit for employee pay checks	1. Convert all employee pay check data to direct deposit	Finance	Payroll records	Annual payroll report
3. To reduce amount of fold-back at year-end to General Fund.	1. Review/Evaluate projects during the year.	Finance/Superintendent/Departments	Year-end balances of projects.	June



Strategic Objective	Strategic Activity	Responsible Department	Evidence	Reporting Timeline
1. Increase teacher recruitment efforts including the recruitment of employees to reflect the ethnic diversity of our students	<ol style="list-style-type: none"><li>1. Establish a teacher recruitment committee to include a board member along with members from varied stakeholder group.</li><li>2. Create an action plan via the committee on recruitment efforts to pursue and/or engage in.</li></ol>	Director of Human Resources  Assistant Superintendent Human Resources	Communication memorandums/ minutes/ calendar dates	May
2. Increase accessibility, decrease redundancy, and provide avenues for more effective use of employee time	<ol style="list-style-type: none"><li>1. Implement paperless Temporary Duty Leave Form</li><li>2. Investigate options for electronic on-boarding for new employees</li><li>3. Update electronic New Employee Orientation</li></ol>	Professional Development Human Resources Department	Communication and examples of electronic documents  Review notes of sample products/demonstrations	May
3. Continue Leadership Development for Administrators and Managers	3. Leadership In-Services (Principal and Assistant Principal Meetings)	Human Resources Department  Professional Development Department	Meeting Agendas  List of Professional Development Needs  <del>In-Service Calendars</del>	May
4. Increase the physical & mental health of employees	4. Provide timely communication/ information to employees referencing resources and information available to them relating to health care and options available to them.	Risk management	Memos/ Communication of information distributed to employees	May



Strategic Objective	Strategic Activity	Responsible Department	Evidence	Reporting Timeline
1. Adjust curriculum and instruction through staff training to close the gap between Santa Rosa County Schools and the top performing district in the state in all state	<ol style="list-style-type: none"><li>1. Analyze state assessment data to determine focus areas for each assessment.</li><li>2. Develop and implement a plan to train teachers on the Florida Standards and specifically those reporting categories where improvement is desired.</li></ol>	<u>Assistant Superintendent,</u> <u>Instructional Division</u>  Director of Continuous Improvement	<ol style="list-style-type: none"><li>1. Annual list of identified focus areas.</li><li>2. Copy of training plan</li></ol>	Annually/December
2. Increase district performance on state assessments in order to return to a district grade of A.	<ol style="list-style-type: none"><li>1. Analyze state assessment data to determine improvement goals for each assessment.</li><li>2. Adjust curriculum and instructional design to foster improvement.</li></ol>	<u>Assistant Superintendent,</u> <u>Instructional Division</u>  Director of Continuous Improvement Grade Level Directors Curriculum Coordinators	<ol style="list-style-type: none"><li>1. A list of Improvement Goals</li><li>2. Agenda showing the presentation of the goals to school administrators.</li></ol>	Annually/August
3. Increase the number of A schools and decrease the number of C schools. No school grades of D or F.	<ol style="list-style-type: none"><li>1. Ensure School Improvement Plans are written to address improving performance o state assessments.</li><li>2. Review progress monitoring reports two times before the state assessments are administered.</li></ol>	<u>Assistant Superintendent,</u> <u>Instructional Division</u>  • Director of Continuous Improvement • Grade Level Directors • Curriculum Coordinators	<ol style="list-style-type: none"><li>1. Training logs for SIP training</li><li>2. Progress monitoring reports with review date posted.</li></ol>	Annually/November and February



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4. Develop and implement a Controlled Open Enrollment Plan as specified in Florida law.	1. Form a committee to develop a Controlled Open Enrollment Plan that conforms with state law.	<u>Assistant Superintendent,</u> <u>Instructional Division</u>  Grade Level Directors Committee members	1. List of Committee members  2. Agendas for each committee meeting  3. Board Approved Plan	April 2017



Strategic Objective	Strategic Activity	Responsible Department	Evidence	Reporting Timeline
1. Continue to focus on performing energy upgrades to school/facilities throughout the district.	1. Work with engineers and architects in developing cost effective strategies that will increase the efficiency of our facilities.	Assistant Superintendent for Administrative Services Maintenance Department	Energy consumption data Parent/Student/Site surveys.	September/Annually
2. Increase focus on safety/decreasing number of preventable accidents.	1. Safety officers continue to provide driver training. 2. Conduct monthly driver safety meetings. 3. Offer driver safety incentives.	Transportation Director Contractor Manager Safety Officers	Monthly inspection reports Quarterly Board presentations Stakeholder surveys	Monthly/Quarterly
3. Focus on becoming fully staffed, well stocked, and provide staff with up-to-date cleaning equipment.	1. Increase advertisement using signage, newspaper, and radio. 2. Increase capital budget.	Custodial Service Provider Contract Manager	Parent/student surveys Support card report Quarterly report to Board	Quarterly/Annually/May
4. Implement innovative/additional meal opportunities in food service.	1. Offer dinner-meals for eligible sites. 2. Offer meals for athletic groups or after-school activities.	Food Service provider Cafeteria Managers School/Building Leaders	Stakeholder surveys Annual Expectations meeting Quarterly board reports	Quarterly Annually





Strategic Objective	Strategic Activity	Responsible Department	Evidence	Reporting Timeline
5. Complete a new 5-year facility survey to include 1-2 new schools.	1. Open survey in first quarter of fiscal year and begin survey development.	Assistant Superintendent for Administrative Services	Board/DOE approved survey by June 30, 2017.	Annually
6. Expand current growth management tool.	1. Continue working with Building Livable Communities, Inc.. 2. Contract with DRMP Engineering to create a user-friendly GIS mapping tool, while also determining costs associated with increased student transportation needs caused by school rezoning.	Assistant Superintendent for Administrative Services	Data reports generated from the developed program Changes reflected within the District Work Plan and 5-Year Facility Survey	Annually

