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# District 86 Vision and Strategic Planning Initiatives Fourth Quarter Goals Report

*Meeting of the Board of Education  
June 21, 2010*

## MISSION STATEMENT

Hinsdale Township High School District 86 is a community of learners committed to education in an environment that promotes excellence, respect, and responsibility. We believe . . . .

- *Learning is a lifelong process*
- *All students are capable of learning*
- *Respect for diversity is an integral part of education*
- *Students learn best in a safe and supportive environment*
- *Education is a shared responsibility among students, parents, the school, and the community*



*Focus Area: Student Centered*

**Improve overall satisfaction of all students and graduates with their educational experience in District 86.**



**Focus Area: Facilities/Sustainability**

**Create an environment within each school that is modern, environmentally friendly (green initiatives, energy conservation), clean and secure, recognizes the unique needs of a diverse population of students, and promotes optimal learning for all students.**



**Focus Area: Facilities/Master Facilities Plan**

**Conduct a comprehensive facilities renovation study to ascertain the needs of the District to bring facilities up-to-date. The facilities study should address the facility needs of the curriculum and instructional programs, as well as extracurricular programming.**

*Focus Area: Faculty/Staff*

**The Board of Education should develop protocols and procedures to improve faculty/board relations and communication.**





# FOURTH QUARTER REPORT

## *Focus Area: Student Centered*

### Actions taken during the 2009-10 school year to support this Focus Area:

- Hiring for the 2010-2011 school year is virtually complete. Human Resources worked with General ASP's Applitrack to reconfigure the system to facilitate quicker and more accurate screening of candidate pools.
- District-sponsored professional development included an Administrator Academy on the topic of "Essentials for Collaborative Leadership," the annual co-teaching workshop, and a two-day technology-focused Hinsdale Academy.
- Summer curriculum work will focus on professional development preparation for the rollout of the new SharePoint 2007 upgrade, orientation to the new supervision and evaluation handbook, and planning for the Induction program.
- Meetings with feeder district parents to discuss transition of special education students from middle school to high school.
- Planning meeting for Illinois Experiential Autism training.
- Planning meeting for education opportunities for parents of special education students for the 2010-2011 school year.

***Focus Area: Student Centered (continued)***

**Actions taken during the 2009-10 school year to support this Focus Area:**

- Special Education Professional Development highlights include:
  - LADSE Workshop on RtI procedures for learning disability eligibility
  - Social Emotional Learning Standards Seminar
  - Council for Exceptional Children Annual Conference
  - Scariano, Himes and Petrarca Annual Administrators' Workshop
  - Batsche Implementation of RtI Workshop
- District Administrators provided a special education update to the Board of Education at its June Committee of the Whole meeting.
- District Administration requested an ISBE presentation to the Board of Education regarding special education. ISBE responded that they do not do presentations of that nature.
- Superintendent Wahl informed the LADSE Board of Directors that, in light of District 181 leaving the cooperative, District 86 is requesting a change in the flow of IDEA dollars by the 2011-2012 school year.

## ***Focus Area: Facilities/Sustainability***

### **Actions taken during the 2009-10 school year to support this Focus Area:**

- The electronic facility scheduling system (School Dude) will be fully implemented with the start of the 2010-2011 school year.
- The first year with Aesop (the substitute placement system) has been successful. System upgrades during the summer months will allow us to further streamline the system.
- The District's Energy Education Specialist provided a report to the Board of Education related to the reduction in expenditures for utilities. Data indicate that, in the first seven months of the Energy Education Program, the District has saved approximately \$73,488 in energy costs.
- District Administrators worked with the Energy Education Specialist in preparing the FY 2011 budget with regard to future consumption of utilities. Several areas of concern regarding energy loss and mechanical systems design were investigated. District Administration also met with District Energy Group to review summer shutdown procedures and summer guidelines.
- The Board of Education accepted bids for the 2010 summer projects.

***Focus Area: Facilities/Master Facilities Plan***

**Actions taken during the 2009-10 school year to support this Focus Area:**

- The Master Facilities Planning Steering Committee held two meetings to review the campus options that Perkins+Will developed as a result of input from the Master Facilities Planning Committee's three workshops this spring.
- The Master Facilities Planning Committee presented options to the Board of Education at its May 3<sup>rd</sup> Committee of the Whole Meeting. A follow-up meeting was held on May 17<sup>th</sup> for Board questions and input.
- A final Master Facilities Planning Steering Committee was held on May 25<sup>th</sup> to review the Perkins+Will updates reflecting the Board's suggestions. Perkins+Will will present final options to the Board at the June 21<sup>st</sup> Board meeting.
- Efforts to identify a location for a District Transition Center continued. Plans for next year have been communicated to parents.

## ***Focus Area: Faculty/Staff***

### **Actions taken during the 2009-10 school year to support this Focus Area:**

- The articulation and communication structure between District Administration and the Hinsdale High School Teachers' Association (HHSTA) will continue during the 2010-2011 school year.
- The process of updating job descriptions has begun using the new online Human Resource system (Prospera).
- The LADSE Needs Assessment Survey was completed by staff. Results will be reviewed when available.
- Board of Education approved appointment of a new Assistant Superintendent for Instruction and transition has begun.
- Collective Bargaining began to formalize a new teacher contract.



# THIRD QUARTER REPORT

## *Focus Area: Student Centered*

### Actions taken during the 2009-10 school year to support this Focus Area:

- Special Education professional development included workshops and training on:
  - Social Skills for Students with Autism
  - Go Solutions/Open Lab training on data entry for Medicare reimbursement
  - Role of the Paraprofessional, Learning Styles, and Behavior Intervention Plans
  - Q and A for Staff regarding Illinois Technical Assistance Project Training for Autism
- AP Psychology RISE (an AP-level course for non-traditional honor students) enrollment for next year is 24 students. Summer curriculum hours will be allocated to allow teachers to prepare for this new course.
- District Administration has worked with the Energy Education Specialist in reviewing building data with regard to energy usage and potential areas for savings. Data have been entered into Energy Education's software to study potential trends which may need to be investigated.

***Focus Area: Student Centered (continued)***

**Actions taken during the 2009-10 school year to support this Focus Area:**

- Forty-five District Administrators and teachers participated in the Northwest Personnel Administration Job Fair, which was attended by more than 2,000 potential candidates. District Administrators also attended NIU, ISU, and U of I job fairs at the beginning of March. Top job fair candidates were considered for District positions.
- All Induction programs and debriefing sessions for the current school year have been completed. The data from the debriefing sessions were summarized and used to determine teacher leaders, calendar, and content for all Induction sessions for the 2010-2011 school year.
- The Hinsdale Academy completed two cohorts and plans for the June Hinsdale Academy are underway at this time. The County Institute Day workshops sponsored by our District were attended by approximately 50 teachers.

***Focus Area: Facilities/Sustainability***

**Actions taken during the 2009-10 school year to support this Focus Area:**

- South's HVAC maintenance continued into the 3<sup>rd</sup> quarter with further exhaust work being completed. In addition, the Building and Grounds (B&G) Department has taken a new customer-service oriented direction with the new Director of B&G.
- Determination was made that the scheduling system should go live with the beginning of the 2010-2011 school year which gives the summer to reconcile event schedules.
- The District's online substitute teacher system, Aesop, has reduced the amount of paper consumption through online employee login and consolidated payroll reports.

***Focus Area: Facilities/Master Facilities Plan***

**Actions taken during the 2009-10 school year to support this Focus Area:**

- The Master Facilities Planning (MFP) Steering Committee held three meetings (January 20, February 3, and March 3, 2010) in preparation for upcoming MFP Workshops. Perkins+Will facilitated three MFP Workshops at the Hinsdale Community House on January 27, February 17, and March 17, 2010. A final meeting of the Steering Committee is planned to review the final options that will be presented to the Board of Education in May 2010.
- Plans for implementation of a 2010-2011 Transition Program included further exploration of an off-site location, a parent meeting for information on the future program, a visit to a Transition Center for the Deaf and Hard of Hearing Program, and building discussions for staffing needs for the Transition Program for 2010-2011.

## ***Focus Area: Faculty/Staff***

### **Actions taken during the 2009-10 school year to support this Focus Area:**

- The following programs were coordinated to assist Special Education staff in understanding procedures and protocols: instruction for appropriate goal writing, compliance for Indicator 13 and RtI, and the identification of specific learning disabilities.
- An online Human Resource system, Prospera, was purchased in February. This product contains a full suite of job descriptions that includes process descriptors and ADA compliance guidelines. Additionally, it provides notification of changes in current laws relating to HR and a forum for HR-related discussions.
- This quarter the data from the Developmental Assets Survey were received by the district. The data have been provided to the building principals for study, analysis, and synthesis.
- Monthly meetings continue between the Association (HHSTA) leadership and administration to foster communication and a positive rapport.

***Focus Area: Faculty and Staff (continued)***

**Actions taken during the 2009-10 school year to support this Focus Area:**

- Quarterly District Round Table meetings continue between the Board, Administration, and the Association, which have resulted in positive communication and improved the ongoing relationship.



# **SECOND QUARTER REPORT**

## *Focus Area: Student Centered*

### Actions taken during the 2009-10 school year to support this Focus Area:

- The following Professional Development Opportunities were held for staff:
  - An autism overview for para-professionals was conducted by LADSE staff.
  - Special education staff members heard a presentation on “Methodologies for Students with Autism,” by a clinical psychologist who specializes in autism.
  - District legal counsel and the Director of Student Services co-presented on “Legally Defensible IEP’s and Goal Writing” to all special education staff.
  - Easy IEP consultants presented Easy IEP Training to Special Education Department Chairs and Director of Student Services.
  - “Wilson Reading Interventions” were presented to special education staff by a Wilson Reading Specialist.
  - School psychologists and social workers heard a presentation by LADSE staff on “Writing Functional Behavioral Analysis and Behavior Intervention Plans.”

***Focus Area: Student Centered (continued)***

**Actions taken during the 2009-10 school year to support this Focus Area:**

- Professional Development Opportunities (continued):
  - All induction programs neared completion and will be completed by the second week in February.
  - One Hinsdale Academy Cohort on ExamView was conducted. Eight teachers earned one hour of credit toward advancement on the salary schedule and several other teachers earned professional development credit for participation.
  - In December, District 86 partnered with Peters and Associates to sponsor a Technology Showcase for over 60 administrators from other districts. Sessions focused on ways to better utilize technology both in the classroom and for administrative functions.
- Hinsdale South developed two new programs for 2010-11 to encourage student participation in the Advanced Placement Program. The programs are RISE (Social Studies) and Summer Bridge (English).

***Focus Area: Student Centered (continued)***

**Actions taken during the 2009-10 school year to support this Focus Area:**

- Job fairs were identified and scheduled. District 86 attended a small college job fair in Detroit looking for minority candidates; other job fairs to address minority needs are being explored.

## ***Focus Area: Facilities/Sustainability***

### **Actions taken during the 2009-10 school year to support this Focus Area:**

- HVAC maintenance and improvements continued at Hinsdale Central and Hinsdale South.
- A final candidate was selected for the Director of Buildings and Grounds position at Hinsdale South.
- PSI Inc. completed the second quarter Indoor Air Quality (IAQ) tests and reported the results to the District Team and Board of Education. They reported that “the data collected to-date shows no signs of any emerging or existing problems with regard to indoor air quality.”
- SharePoint was leveraged as a paperless tool for communication and sharing of information.
- Building data were reviewed with the Energy Education Specialist regarding energy usage. Suggestions for building procedural changes were made to help implement the Energy Education program.



***Focus Area: Facilities/Sustainability (continued)***

**Actions taken during the 2009-10 school year to support this Focus Area:**

- Schools began implementation of the SchoolDude.com facility scheduling platform.
- An increasing number of reports and processes have been addressed electronically to reduce printed forms.

***Focus Area: Facilities/Master Facilities Plan***

**Actions taken during the 2009-10 school year to support this Focus Area:**

- Work on the Master Facility Plan (MFP) included establishment of a community workshop schedule, campus tours with prospective steering committee members, and finalization of the MFP Steering Committee membership. The Committee met for the first time in December.
- Work on Transition Programming included team review and planning and continued exploration for a new program site.

## ***Focus Area: Faculty/Staff***

### **Actions taken during the 2009-10 school year to support this Focus Area:**

- There is an ongoing commitment to forge a strong relationship between the HHSTA Executive Board, District Leadership Teams, and Board of Education through District Round Table discussions and meetings.
- The person selected for the newly-created position of Community Liaison at Hinsdale South was approved by the Board.
- In light of the upcoming retirement of Dr. Geocaris, the Assistant Superintendent for Instruction position has been posted and screening has begun on qualified candidates.
- Transition planning for the next Assistant Superintendent has included file organization, advanced training of administrative assistant, and establishment of teacher leadership to ensure continuity of professional development programs.
- An online Human Resources management system that builds job descriptions, evaluates classifications, and exports to Word and/or Excel has been identified for purchase.



# FIRST QUARTER REPORT

***Focus Area: Student Centered***

**Actions to be taken during the 2009-10 school year to support this Focus Area:**

- Organize, oversee, and provide support for professional development opportunities for teachers, as part of the Induction Program, the Hinsdale Academy, leadership training, and RtI training.
- Assistant Superintendent for Instruction and Director of Students Services will work together to plan training in the area of Special Education, including teachers, related service providers, and para-professionals.
- Coordinate Student Services activities with outside consultants to enhance programming and service delivery.
- Where appropriate, delegate planning and presenting of in-house workshops to teacher leaders.
- Leverage all fiscal resources to maximize professional development opportunities.
- Hinsdale South will implement the RISE (Recruit and Identify, Support, and Educate) Program, beginning with the Class of 2013, to identify non-traditional honors students for enrollment in reading intensive AP-level courses and to provide the support needed for success.

***Focus Area: Student Centered (continued)***

**Actions to be taken during the 2009-10 school year to support this Focus Area:**

- Identify and select highly qualified personnel who reflect the District's diversity for positions needing to be filled for the 2010-11 school year. This will be accomplished by participating in key Job Fairs. Special attention will be given to finding candidates with a student centered attitude and focus.
- Identify and communicate with vendor regarding on-line application system enhancements needed in order to improve new employee selection and streamline functions.
- Work with teachers who have release time for technology integration to make the best use of existing resources and help them plan for future technology.
- Hire a Community Liaison who will oversee one or two parents who will facilitate open lines of communication with families living in low-income areas within Hinsdale South attendance boundaries.

***Focus Area: Facilities/Sustainability***

**Actions to be taken during the 2009-10 school year to support this Focus Area:**

- Minimize use of paper and maximize use of technology by seamlessly integrating it into processes and procedures.
- Refocus the Hinsdale South Buildings and Grounds Department in order to increase the quality of services provided to staff and students.
- Business Manager will work with Energy Education Specialist in program implementation, by providing relevant monthly billing information for input into computer software program for analysis, and reviewing current HVAC/Electrical/Water systems with building staff to gain a better understanding of how buildings operate.
- Review current facility rental process and explore vendor options for an online scheduling tool.
- Continue reviewing forms used by District employees in order to move to a paperless system for the submission of all requests from both campuses.

***Focus Area: Facilities/Sustainability (continued)***

**Actions to be taken during the 2009-10 school year to support this Focus Area:**

- Evaluate implementation of the new on-line substitute placement system, Aesop, to eliminate physical paper flow for absences.
- Explore the possibility of connecting Aesop into an Human Resources/Business System to automate the input of staff absences and payroll for substitutes.
- Implement technology that reduces the number of servers.
- Work with Energy Education Specialist to reduce power used by existing computers.

## ***Focus Area: Facilities/Master Facilities Plan***

### **Actions to be taken during the 2009-10 school year to support this Focus Area:**

- Work with District Architects, Perkins+Will, to create a comprehensive Master Facility Plan, which involves participation and input from District stakeholders (i.e., Board members, administration, faculty, staff, students, parents, and the community).
- Coordinate process for the proposal of a Community-Based Program for Transition Students (ages 18-22<sup>nd</sup> birthday), including identifying property and budgetary needs. Collaborate with parents of students to identify needs for the program.
- Review and assist in the technological aspects of the Master Facility Plan. This includes, but is not limited to, technology needs for computer labs, core subject computer applications, classroom computer/video instruction, science labs, instructional television support, computer networking, media center technology, business education technology, vocational program, and adult continuing education.

## ***Focus Area: Faculty/Staff***

### **Actions to be taken during the 2009-10 school year to support this Focus Area:**

- Administer the Developmental Assets Survey and review the resulting data summary.
- Administration and HHSTA Executive Board will meet frequently in order to improve communication and build positive working relationships.
- Assess employee satisfaction with a survey distributed to special education staff.
- Investigate and recommend a new comprehensive Human Resources/Business System to replace current antiquated system. Outline an implementation schedule for the software transition process.
- Investigate feature of Aesop substitute call system for implementation in 2010-11.
- Participate in Collective Bargaining.
- Continue quarterly meetings of the District Round Table, District Insurance Committee, and ESP Round Table.
- Conduct staff development for special education staff on goal writing and the use of “Easy IEP.”
- Review and evaluate existing Job Descriptions and rewrite as necessary.

