

## PCCS CURRICULUM-STAFFING TASK FORCE

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| Education / Curriculum Goals | Cynthia McGovern, Sharon Gaughan, Katy Fields, Eric Hebert, Mark Biersdorf<br>Cheryl Pytlarz, Amanda Vaughn |
| Staffing Goals               | Kim Vander Yacht, Marcelo Chiodi, Caryn Meyer, Suzanne Coonan   |

### Assignment:

- Review the summary comments and ideas from the work session (included in this document). Feel free to review the entire notes from the work session for ideas and to ensure that you are capturing the intent of the group.
- Complete the attached worksheets *for your assigned topic*:
  1. Review the draft examples of long-term goals - how will you measure whether you are successful in this area? Draft any additional long-term goals you think are needed.
  2. Do you agree with the draft short-term objectives statements (column on the left)? If not, create a statement that describes a short-term objective for the brainstormed tactical list from the session (listed in the column on the right).
  3. Are there any other *high priority* short-term objectives that need to be included? If so, write down your thoughts and bring them to the meeting. (blank lines at the bottom of the worksheet)
  4. Craft at least ONE MEASURE for each of the sort-term objectives (middle column) -- how would you know if this objectives has been achieved? Some draft examples are provided that can be used as a starting point.
- You will share your ideas with the rest of the task force - **bring copies**
- Remember - *work alone* until the workshop. If you have any question you may contact the facilitator, Susan Parks at [sparks@parkscg.com](mailto:sparks@parkscg.com) or 708-383-1051.

## Education / Curriculum Worksheet

The following worksheet is based on the list of brainstormed ideas from the group workshop on May 31.

### DRAFT Long-term goals (examples):

- Student performance assessments (both standardized and PCCS assessment tools) meet expectations (ex: surpass state and local averages)
- Staff (teachers and administration) satisfaction is high
- PCCS's Integrated curriculum is a model for other environmental charter schools

| DRAFT Short-term (1 - 3 years) Objective   | Measures of success/completion   | DRAFT Potential strategies and tactics for achieving the objective:<br>(brainstormed ideas from the workshop)   |
|--|--|---|
| <p>Review the curriculum, strengthen the integration and ensure that it supports the mission and values and results in excellence for all students</p> | <p><i>Example:</i><br/> <i>There is a published curriculum that: 1) clearly defines the goals and objectives for each grade level, 2) indicates how the use of the outdoors and local ecology will be used 3) demonstrates the integration of subjects and between grade levels, and 4) shows examples of student differentiation strategies for each area</i></p> <p><i>There is a transition plan in place to upgrade textbooks and materials to reflect the integrated curriculum and mission-focus</i></p> | <ul style="list-style-type: none"> <li>• Implement Education Excellence Committee</li> <li>• Re-evaluate curriculum to ensure that it starts with the environment and ensure it meets charter and mission</li> <li>• Allocate funds and hire a curriculum specialist</li> <li>• Form a committee to include curriculum specialist, environmental specialist, farm educators and a teacher from each grade band.</li> <li>• Ensure curriculum builds each year and becomes progressively advanced</li> <li>• Develop interventions for all spectrum of learners (advanced and challenged)</li> <li>• Ensure documentation of curriculum</li> <li>• More integration of special education and regular education</li> <li>• Standardize the curriculum's scope and sequence</li> <li>• Develop scope and sequence for vertical articulation</li> </ul> |
| <p>Ensure that staff is equipped to execute the curriculum in consistent ways</p>  | <p><i>Examples:</i></p> <p><i>Staff satisfaction is high</i></p> <p><i>There is a professional development plan in place for each staff. Administration is measured on the execution of these plans.</i></p>   | <ul style="list-style-type: none"> <li>• Make sure teachers in the same grade band are teaching consistently, yet also allow for some teacher freedom/flexibility within the grade band</li> <li>• Professional development for teachers, especially in environmental components</li> <li>• Mentoring for new teachers (also mentioned in Staffing goal)</li> <li>• Professional development in areas of our uniqueness and evaluate on whether they are using it</li> </ul>  |
| <p>Create a transition path for 8<sup>th</sup> graders</p>   | <p><i>Examples:</i></p> <p><i>There is a clear articulation plan for graduating 8<sup>th</sup> graders</i></p>   | <ul style="list-style-type: none"> <li>• Ensure transition plan is in place for 8<sup>th</sup> graders; collaborate with schools that graduating 8<sup>th</sup> graders will attend to encourage them to continue to utilize and</li> </ul>   |

| DRAFT Short-term (1 - 3 years) Objective                          | Measures of success/completion   | DRAFT Potential strategies and tactics for achieving the objective:<br>(brainstormed ideas from the workshop expand their environmental skills)   |
|---|--|---|
|   | <i>8<sup>th</sup> grade graduate/parent satisfaction</i>   |   |
| <b>Leverage school and community resources to the full extent</b> | <i>Examples:<br/>xx number of community partners participates in _____ in each grade.</i>            | <ul style="list-style-type: none"> <li>• Ensure we fully utilize human and community resources</li> <li>• Integrate the Learning Farm more deeply into the curriculum</li> <li>• Ensure that we are making the best use of the environmental resource at our disposal</li> <li>• Invite schools from other schools - partner/ exchange with other schools</li> <li>• Create relationships with local colleges for teacher preparedness</li> </ul> |
| <b>Measure our results</b>  | <i>Examples:<br/>Assessment tools are in place and data is collected and communicated every year</i> | <ul style="list-style-type: none"> <li>• Evaluate current assessment procedures and ensure consistency and fidelity</li> <li>• Track student performance, post graduation</li> </ul>  |
| <b>Utilize technology and integrate it with the curriculum</b>    | <i>Examples:<br/>Use of technology is part of the integrated curriculum (above)</i>                  | <ul style="list-style-type: none"> <li>• Include technology component to the curriculum</li> </ul>  |
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## Staffing Worksheet

The following is the list of brainstormed ideas the workshop on May 31.

### DRAFT Long-term goals (examples):

- *Staff performance appraisals are high; teacher teams are considered the best in the (county? State?)*
- *Parent satisfaction of teachers is high*
- *Teacher and admin staff job satisfaction is high*
- *Teamwork is evident during the school year, resulting in collaboration, higher productivity, improved communication, and teach=parent satisfaction*

| DRAFT Short-term (1 - 3 years) Objective  | Measures of success/completion  | DRAFT Potential strategies and tactics for achieving the objective:<br>(brainstormed ideas from the workshop)  |
|---|---|--|
| <p><b>Hire, train, and mentor staff to be able to fulfill the environmental education mission</b></p> | <p><i>Examples:</i></p> <p><i>New teachers and staff are each assigned a mentor for their first 2 years</i></p> <p><i>Unique recruiting tools to attract and hire environmentally-trained teachers and staff are in place and PCCS has relationships with sources for teachers with this talents.</i></p> | <ul style="list-style-type: none"> <li>• Hire those with a passion for the mission</li> <li>• Use best practices in recruitment and compensation</li> <li>• Mentorship program for new teachers</li> <li>• Formal professional staffing plans in place</li> <li>• Awards and recognition for teachers who demonstrate mission/passion</li> <li>• Mentoring program needs to be established/developed/implemented</li> <li>• Support staff for mentoring</li> <li>• “Staff” topic should include all staff - teachers, teacher assistants and administration</li> <li>• Need professional development for all staff on technology that we have, how to develop web pages, work on the web page</li> </ul> |
| <p><b>Ensure standards and expectations are being met</b></p>   | <p><i>Examples:</i></p> <p><i>Staff performance appraisal tools are in place for each teacher and they include a component about mission execution</i></p> <p><i>A formal feedback tool is in place for all teachers</i></p>  | <ul style="list-style-type: none"> <li>• Effective performance evaluations with remediation plans</li> <li>• Define teacher and student expectations</li> <li>• Staff-parent relations</li> </ul>  |
| <p><b>Implement practices and policies to retain staff</b></p>  | <p><i>Examples:</i></p> <p><i>The staff sense of team and morale is high, as measured by interviews and surveys</i></p>   | <ul style="list-style-type: none"> <li>• Gather and report on exit interview data</li> <li>• Individualized retention plans (flex work schedule, additional professional development)</li> <li>• Foster collaboration and moral</li> <li>• Conduct annual staff engagement survey</li> <li>• Maintain good teachers (teacher retention)</li> </ul>   |

| <b>DRAFT Short-term (1 - 3 years) Objective</b> | <b>Measures of success/completion</b> | <b>DRAFT Potential strategies and tactics for achieving the objective:<br/>(brainstormed ideas from the workshop)</b> |
|---|---------------------------------------|---|
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The following are *drafts* developed by the mission/values task force

### ***Draft Mission Statement***

Prairie Crossing Charter School is a public school that transforms our children through academic discovery and interaction with our unique natural, ecological and community resources.

### ***Draft Values Statements***

*Note: there will be Design Principles associated with each value statement to demonstrate how the value will be realized.*

#### **We Care about the Earth**

##### **Environmental Stewardship**

We love and appreciate the Earth and the outdoor environment.

#### **We Teach from the Land**

##### **Ecological Understanding**

We believe the outdoor natural environment provides a fertile ground for creativity, wonder, inquiry and integrated learning across academic disciplines.

#### **We Foster Academic Rigor and Innovation**

##### **Excellence in Education**

We expect our students to succeed. We are committed to high student achievement through a rigorous, focused curriculum.

#### **We Partner with Parents**

##### **Family Involvement**

Parents are our children's first teachers and their support and involvement strengthens our school.

#### **We Develop Character**

##### **A Disciplined Life**

Our small school fosters an academic community where students, staff and parents are compassionate, just, caring and healthy individuals.

# Complete list of DRAFT Short-Term Objectives from Work Session

## *Education/ Curriculum*

- Review the curriculum, strengthen the integration and ensure that it supports the mission and values and results in excellence for all students
- Ensure that staff is equipped to execute the curriculum in consistent ways
- Create a transition path for 8<sup>th</sup> graders
- Leverage school and community resources to the full extent
- Measure our results
- Utilize technology and integrate it with the curriculum

## *Staffing*

- Hire, train, and mentor staff to be able to fulfill the environmental education mission
- Ensure standards and expectations are being met
- Implement practices and policies to retain staff

## *Physical Plant / Campus Operations*

- Complete the landscape plan and maintain the grounds
- Highlight and use the campus (grounds and building) as a teaching and outreach opportunity
- Develop and implement a strategic technology plan
- Improve the campus infrastructure
- Outsource some functions that others can perform more cost effectively than PCCS
- *Facilitator note: should there be an objective category about maintaining the overall sustainability plan for the campus? Air/energy? Waste reduction/recycling? Water? Green building?*

## *Finances / Fundraising*

- Dedicate resources to fundraising
- Develop a fundraising plan and targets
- Diversify and maximize funding/revenue sources
- Institute best practices to manage finances and budgeting process, including financial transparency

## *Communications / External Relations*

- Create more opportunities to engage and involve stakeholders
- Develop and implement protocols for effective communication
- Implement a public relations strategy
- Use public relations and marketing to raise awareness of PCCS “brand” to gain attention of donors
- Create effective vehicles for internal communication
- Develop vehicles to keep external partners/stakeholders informed

## *Governance*

- Document and enforce policies to comply with our charter and increase transparency
- Clearly define governance and leadership roles and responsibilities
- Transition board members to a sustainable governing body