
Highland Hall Schoolwide Action Plan Process

Action Plan Committee Kick-Off Meeting

29Mar2011

Meeting Objectives

- Review and revise proposed process and timeline details of the project
- Define meeting schedule for committee and working teams
- Discuss the best way to engage the community throughout the process
- Define a process for issue resolution and escalation
- Review available references

Major Recommendations of Visiting Committee

1. Prioritize major recommendations into a Schoolwide Action Plan and submit to ASWNA/WASC by June 1st, 2011
2. Take active and immediate action to address feelings of mistrust, disenfranchisement and concerns about interpersonal development, and communication that exists within faculty & staff and extends to interactions with the Board of Trustees and parent community
3. Take immediate action to create an overarching management plan that builds leadership, communication, decision-making and conflict resolution structures that are representative of the mutual interest of all stakeholders and in which
 - everyone's roles and responsibilities are clearly defined and all are committed to fulfilling them
 - the Board has a written Crisis Response Plan in case an intervention in school operations is needed in the future (review of Board's actions in the past year – consistent with Carver model?)
 - there are effective institutional communication structures that promote cooperation among leadership bodies
 - there are clear function and competency-based criteria for leadership roles and an effort to represents interests of all levels: ECC, Lower School and HS
 - there are clearly defined leadership roles at each of said levels
 - all leadership roles get the resources and training they need
4. Develop a comprehensive communication plan to foster clear, consistent messaging, reporting of student information, parent education, faculty, staff and parent collaboration, thus enhancing the sense of ownership of all stakeholders in the school. This plan needs to adequately resource the development, implementation and maintenance of the plan.
5. Under the pedagogical leadership, diversify and renew the curriculum to reflect the maturation of the North American Waldorf Curriculum
6. Fully implement curricular guides and educational goals and objectives and align a variety of assessments to goals and use student results to self-reflect and assess curricular and instructional strength
7. Consistently implement the school-wide student behavior standards.

Schoolwide Action Plan Procedure

- Review and discuss the summary analyses from all sections.
- Generate a master list of the strengths and growth needs from all sections.
- Synthesize these into 4-5 major areas for change that will impact the achievement of the schoolwide student goals.
- Develop a schoolwide action plan. Include in each section of the action plan the following components:
 - Statement of area for improvement (goal)
 - Rationale for area based on self-study findings
 - One or more expected schoolwide learning results or student goals addressed
 - Ways of assessing progress, including student achievement of the learning results (and curricular standards)
 - Specific steps, including professional development
 - Timeline (month, year)
 - Person(s) responsible (designate by asterisk) and involved
 - Resources (financial, physical, human)
 - Means to monitor and report progress to all members
- Engage all stakeholders in the development and the discussion of the plan. Ensure that there is schoolwide consensus on the action plan.
- Develop an ongoing follow-up process to monitor implementation and accomplishment of the schoolwide action plan.

Schoolwide Action Plan Product

Product:

- Schoolwide action plan
- State specific strategies to be used by the staff within each subject area/support program in order to accomplish the sections of the schoolwide action plan.
- Describe the school's follow-up process.

Action Plan Template

[Recommendation #] Action Steps

Areas of Focus:					
Rationale:					
Student Goals Address and/or Expected School Wide Learning Results:					
Overall Assessment:					
Action Steps	Resources	Ways to Assess Progress	Timeline	Person(s) Responsible	Report of Progress

The major recommendations will be divided into four workstreams to draft recommendation-specific action plans

1

Communication / Organization Dynamics

(recommendations 2 & 4)

- Address feelings of mistrust, disenfranchisement, and concerns about interpersonal development
- Communication plan

2

Management/Governance

(recommendation 3)

- Governance structure / leadership roles
- Defined roles & responsibilities
- Crisis Response Plan
- Resources and training for leadership

3

Curriculum/Assessment

(recommendations 5&6)

- Diversify and renew curriculum
- Update and implement curricular guides
- Align assessments to goals

4

Student Behavior Standards









(recommendation 7)

- Implement schoolwide behavior standards

The Core Action Plan Committee is made up of the four working teams

Communication / Organizational Dynamics	Management / Governance	Curriculum / Assessment	Student Behavior Standards
<ul style="list-style-type: none"> • Bari Borksy – Chair • Jazmin Ferreccio • Brian Baroi • Mona Lewis • Mimi Devens • Robyn Samuels • Melani Gold-Friedman (PA Community Liaison) 	<ul style="list-style-type: none"> • Sarah Schulz – Chair • Christine Meyer • Liis Edwards • Shari Thierry • Jon Gardner • Pattye Olmack • Bob Chambers 	<ul style="list-style-type: none"> • Karen Grant –Chair • Angela Dukich • Judy Taylor • Jacqui Dres • Amy Unger • Launa Prince • Advisor – Vanessa Silver 	<ul style="list-style-type: none"> • Erick Bluske • Xenos Mesa • Wanda Wen • Nina Dorr • Mimi Devens • Martina Turner • Class Teacher?

Action Plan Development Process

March			April				May				Jun
Wk 1 Mar 13-19	Week 2 Mar 20-26	Week 3 Mar 27- Apr 2	Week 4 Apr 3-9	Week 5 Apr 10-16	Week 6 Apr 17-23	Week 7 Apr 24-30	Week 8 May 1-7	Week 9 May 8-14	Week 10 May 15-21	Week 11 May 22-28	Week 12 May 29- Jun 4
Process Planning / Committee Assembly					Spring Break						
 ISC Planning Meeting – 17Mar <div>Assemble Teams</div>  WS Process Update – 23Mar											
Core Action Plan Committee											
 Committee Kick-off– ~29Mar							 Draft Review 2 – ~05May  Draft Review 1 – ~03May Final Committee/ISC Review 				
Working Teams											
<div>Develop Draft Action Plans</div>							<div>Revise Plans  Distribute to WS/Board/PA Council – 11May</div> <div>Revise Plans</div>				
Review & Finalize							WS/Board/PA Council  Presentation and Review – 18 May Submit Action Plan to ASWNA/WASC - 01Jun 