

Northwestern Lehigh Strategic Planning Process



2005-2006



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Strategic Planning Purpose

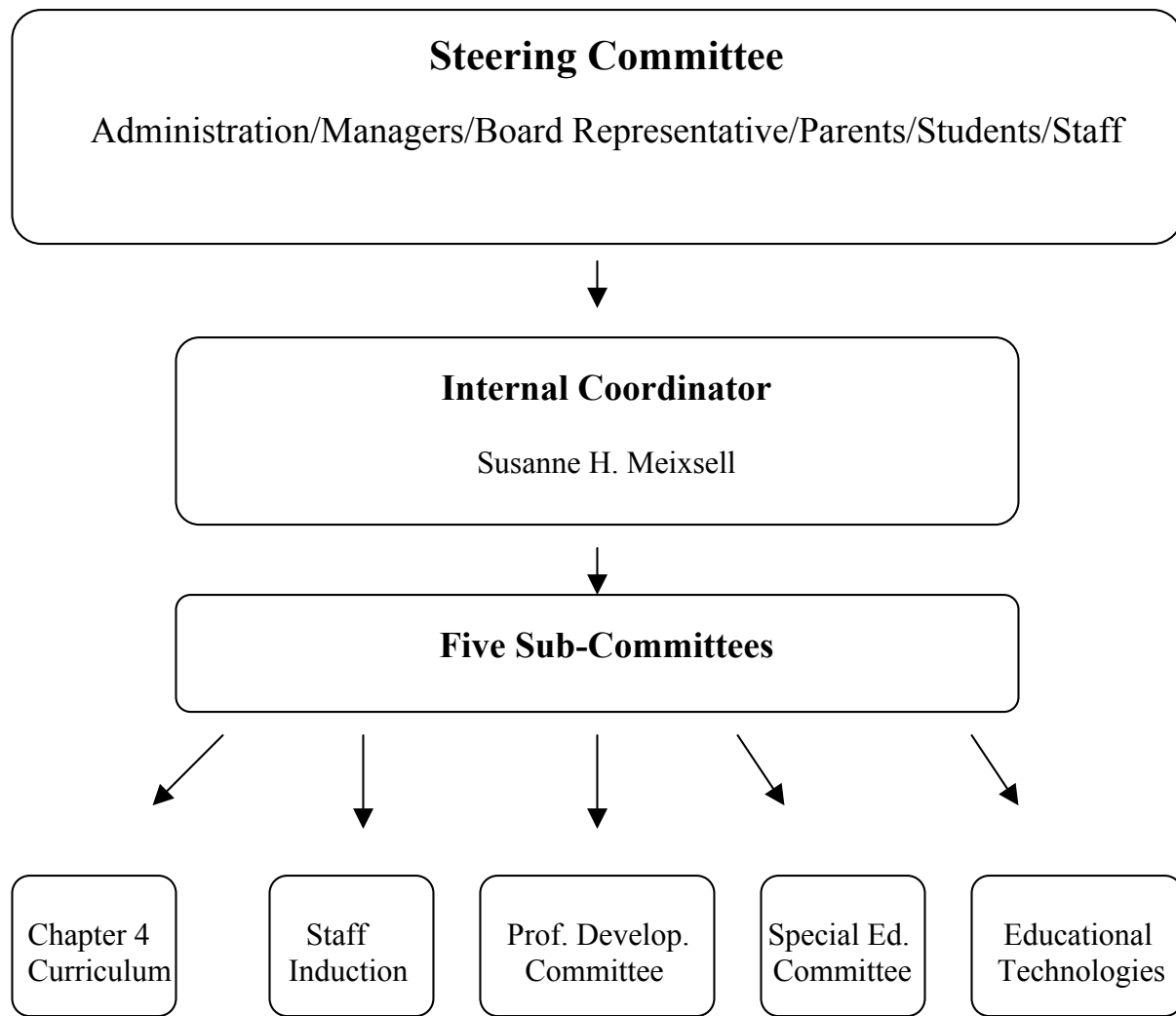
The purpose of the Strategic Plan is to set and achieve specific goals in order to continue transforming the organization to provide the highest quality learning opportunities for our students as well as strive for an environment in which all employees can be successful.

Critical to the planning process is facilitating a shared purpose or alignment. Alignment is the process of reaching mutual understanding about common goals. It gives shared meaning to the work of the school district, thereby enabling successful accomplishment of the goals of the organization.

The steps of the process are to review our mission statement, develop a vision for the future of the district, define our values, and set measurable goals to achieve the mission, vision, and practice the values.

The final product will be a roadmap of the next six (6) years for Northwestern Lehigh. Since the PA Department of Education has now developed an electronic strategic planning tool, we will have much greater flexibility in revising our plan based on future needs as well as truly maintaining our plan as a living document which guides our work.

Strategic Planning Structure



LeAnn Stitzel *	LuAnn Matika *	Kathleen Kelley *	Ed McLaughlin *	Leah Christman *
Brad Hart *	Ken Fisher *	Renée Cartier *	Laurie Hoppes *	Dennis Nemes *
Department Chairs and Curriculum Contacts	Induction Council Members	Act 48 Committee Members	Special Education Task Force Members	Technology Council Members

* denotes co-chairs

The Carbon Lehigh Intermediate Unit #21 (CLIU #21) has been mandated by the Department of Education to assist all member districts with the Strategic Planning process.

Timeline

Complete	Date	Action	Person(s) Responsible
Yes ✓	January 24, 2006 at 10:00am	Review Strategic Planning Process	Administrative Team
Yes ✓	January 25 – Feb 3, 2006	Individual Meetings with Co-chairs	Susanne Meixsell and co-chairs
Yes ✓	February 7, 2006 at 10:00am	Internal Coordination Meeting	John Gould Susanne Meixsell
Yes ✓	February 16, 2006 in HS Cafeteria 4:00p.m. – 6:00p.m.	Kick-Off Steering Committee Meeting	Susanne Meixsell
Yes ✓	February 28, 2006 in HS Library 4:00p.m. – 6:00p.m. Also rooms 119, 125, 127, & 129	Sub-Committee Meetings	Committee Co-chairs Sub-Committee Members
Yes ✓	March 7, 2006 at 10:00am	Internal Coordination Meeting	John Gould Susanne Meixsell
Yes ✓	March 20, 2006 in HS Library 4:00p.m. – 6:00p.m. Also rooms 119, 125, 127, & 129	Sub-Committee Meetings	Committee Co-chairs Sub-Committee Members
Yes ✓	April 4, 2006 at 10:00am	Internal Coordination Meeting	John Gould Susanne Meixsell
Yes ✓	April 10, 2006 in HS Library 4:00p.m. – 6:00p.m. Also rooms 119, 125, 127, & 129	Sub-Committee Meetings	Committee Co-chairs Sub-Committee Members
Yes ✓	May 2, 2006 at 10:00am	Internal Coordination Meeting	John Gould Susanne Meixsell
Yes ✓	May 8, 2006 in HS Library 4:00p.m. – 6:00p.m. Also rooms 119, 125, 127, & 129	Sub-Committee Meetings	Committee Co-chairs Sub-Committee Members
Yes ✓	June 21, 2006 at 5:00pm with dinner in HS Cafeteria	Steering Committee Meeting	John Gould Susanne Meixsell Committee Co-chairs
Yes ✓	August 1, 2006 at 10:00am	Internal Coordinator Meeting	John Gould Susanne Meixsell
Yes ✓	August 21, 2006	Vision Development – First Staff Day	John Gould Susanne Meixsell Committee Co-chairs
Yes ✓	September 2006	Steering Committee Meeting (If needed)	John Gould Susanne Meixsell
Yes ✓	October/November 2006	Share Plan with all district staff and community	John Gould Susanne Meixsell Committee Co-chairs

Steering Committee Membership

The Steering Committee serves the purpose of guiding the entire Strategic Plan to insure all the pieces are in alignment with the Mission and Vision of the District. The Steering Committee will serve in an advisory capacity to review the recommendations from the sub-committees and district administration. The Steering Committee is comprised of students, Board members, district staff, community members, parents, and business partners. **The following is the list of those who are being invited to participate in the Steering Committee.**

Member Name	Role	Member Name	Role
Alicia Anzivine	Student	Laurie Hoppes	MS Asst. Principal
Patty Jo Anzivine	Parent	Debra Keba	Parent
		Logan Keba	Student
Justine Bachman	Parent	Kathleen Kelley	MS Principal
Robert Billig	Music Teacher	Shannon Kistler	MS Teacher
Jackie Billy	Special Education Teacher	Mike Krause	Phys. Ed. Teacher
Renée Cartier	WEIS Principal	Luann Matika	Director of Human Resources
		Ed McLaughlin	Director of Special Education
Leah Christman	Coordinator of Data & Technology	Susanne Meixsell	Assistant Superintendent
Cheryl Deutsch	Parent	Greg Mikols	Parent
Kathy Fiedler	Librarian	Fred Brazina	Community Member
Ken Fisher	HS Asst. Principal	Dennis Nemes	HS Principal
Drew Goss	Parent	Darryl Schaffer	Board Member
Ethan Goss	Student	Donna Shay	Elem. Teacher
John Gould	Superintendent	LeAnn Stitzel	HS Asst. Principal
Jenne Harlin	HS Teacher	Kristin Stuby	Parent
Brad Hart	NWE Principal	Scott Stuby	Student
Judy Henry	Parent	Joell Vennera	Parent
Michael Sylvester	Guidance Counselor	Lynne Walters	Parent
Jayson Boushell	Community/Business Owner		

Sub-Committee Membership

The sub-committees serve the purpose of developing each of the five (5) sections of the Strategic Plan. Each committee will analyze district data, write goals, and action plans to carry out the Mission and Vision of the district. Sub-committee membership is comprised of those district staff that currently hold positions on the existing district committees related to the Strategic Plan. **The following is the list of those who are being invited to participate in the five (5) sub-committees.**

* denotes co-chairs

Chapter 4 - Curriculum	Staff Induction – Induction Council	Professional Development – Act 48 Committee	Special Education Task Force	Technology Council
LeAnn Stitzel *	LuAnn Matika *	Kathleen Kelley *	Ed McLaughlin *	Leah Christman *
Brad Hart *	Ken Fisher *	Renée Cartier *	Laurie Hoppes *	Dennis Nemes *
Anne Bender	Cathy Venusto	Brenda Wertman	Patrice Tritt	Marisa Bartholomew
Anita Yurko	Tari Carnahan	Rebecca Fritzinger	Kim Erkingen	Pam Lach
Anna Gilgoff	Jillian Gasper	Helen McCauley	Regina Mohr	Georgine Gilligan
Steve Weiss	Trish Brinley	Liz Gates	Karen Rex	Gary Gaenzle
John Schmoyer	Jeremy Smoyer	Marci Piescienski	Angela Graver	Paul Mazzuco
Terri Lundberg		Andrea Foucek	Tara McKeon	Ray Hoving
Cathy McCullough		Christina Thrash	Mary Knolle	Nancy Huber
Larry Talotta		Deborah Bleam	Jean Machamer	Dave Suter
Ruth Richman		Mark Richman	Pam Tonkay	Gary Phillips
Trudie Dellicker			Mark Scott	Pam Miers
Johanna Reisteter				
John Hough				
Alicia Anzvine				
Kristine Dangelo				
Roxanne Davis				
Mollie Deans				
Ali Nass-Yepsen				
Marsha Johnston				
Amy Kelly				

Communication Structure

Essential to the Strategic Planning process is clear and consistent communication with all stakeholders in the process and plan. In order to facilitate communication, there will be a page on the Northwestern Lehigh School District website which will contain all the updated information relevant to Strategic Planning.

From this site the following information can be accessed once it is developed:

- Strategic Planning Guidelines
- Timeline
- Steering Committee Agendas and Minutes
- Sub-Committee Agendas and Minutes

Members of the Steering Committee and sub-committees will receive meeting notices, agenda, and minutes via email or ordinary mail.

The School Board will receive updates on the Strategic Plan at the second Board meeting of each month.

To access updates on the website, go to www.nwlehighsd.org and click on Strategic Planning on the menu bar.

**NORTHWESTERN LEHIGH SCHOOL DISTRICT
MEMORANDUM**

Office of the Assistant Superintendent

TO: All District Employees

FR: Susanne H. Meixsell

DT: January 24, 2006

RE: Strategic Planning



The District is about to develop a new six-year Strategic Plan. The purpose of the Strategic Plan is to set and achieve specific goals in order to continue transforming the organization to provide the highest quality learning opportunities for our students as well as strive for an environment in which all employees can be successful.

The steps of the process are to review our mission statement, develop a vision for the future of the district, define our values, and set measurable goals to achieve the mission, vision, and practice the values.

Many employees as well as parents, students, and members of our community will be involved in this process. The purpose of this memo is to inform you that we are starting this process and expect to have a solidly developed plan by September of 2006.

All employees are invited to the initial kick-off meeting on **Thursday, February 16, 2006 from 4:00pm – 6:00pm** in the High School cafeteria. Light refreshments will be served. During this meeting, Dr. Gould and I will share the Strategic Planning process and begin reviewing our Mission Statement with all those in attendance. If you can attend this meeting, please call Karen Lapos at ext. 1264 so we have an accurate count for refreshments.

Your input as an employee is extremely valuable to this process, so I welcome your attendance and suggestions. Staff who are involved in the Act 48 Committee, Induction Council, Technology Council, Special Education Advisory Group, and who serve as Department Chairs or Subject Area contacts will receive another letter of invitation to participate in a more involved manner to assist in establishing goals for the district.

Prior to the February 16th meeting a special section of our website will be established to maintain all information about the Strategic Planning process. You will be able to access this information at any time to read about the process and be continually updated as to the development of the plan.

Please do not hesitate to contact Dr. Gould or myself if you have questions. Thanks so much!

February 1, 2006

Dear «First_Name»,

The purpose of this letter is to invite you to participate in the Northwestern Lehigh School District Strategic Planning process as a member of the Steering Committee. The Steering Committee serves the purpose of guiding the Strategic Plan to insure all the pieces are in alignment with the Mission and Vision of the District. The Steering Committee will serve in an advisory capacity to review the recommendations from the sub-committees and district administration. The Steering Committee is comprised of students, Board members, district staff, community members, parents, and business partners.

There are five (5) major components to the Strategic Plan:

1. Curriculum Development (Department Chairs and Curriculum Contacts)
2. Staff Induction (Induction Council)
3. Professional Development (Act 48 Committee)
4. Special Education (Special Education Advisory Committee)
5. Educational Technologies (Technology Council)

As a member of the Steering Committee you will be a vital part of the strategic planning process. Attached to this letter of invitation is a packet of information detailing the Strategic Planning structure, process, and timeline. The Steering Committee will meet for a kick-off meeting on Thursday, February 16, 2006 from 4:00pm- 6:00pm and then again on Wednesday, June 21, 2006 at 5:00pm with dinner to review the progress.

Please review this packet and feel free to call or email if you have any questions. This is an invitation, but knowing the importance of this process and the planning we will do for our future, I sincerely hope you can commit to participating.

Please call or email my secretary, Karen Lapos, and inform her of your ability to participate. She can be reached at ext. 1264 or laposk@nwlehighsd.org

I am really looking forward to this work and your ideas!

Sincerely,

Susanne H. Meixsell
Assistant Superintendent

January 31, 2006

Dear «First_Name»,

The purpose of this letter is to invite you to participate in the Northwestern Lehigh School District Strategic Planning process as a member of the «Subcommittee» committee. There are five (5) major components to the Strategic Plan:

6. Curriculum Development (Department Chairs and Curriculum Contacts)
7. Staff Induction (Induction Council)
8. Professional Development (Act 48 Committee)
9. Special Education (Special Education Advisory Committee)
10. Educational Technologies (Technology Council)

As a member of the «Subcommittee» committee you will be a vital part of the strategic planning process. Attached to this letter of invitation is a packet of information detailing the Strategic Planning structure, process, and timeline.

Please review this packet and feel free to call or email if you have any questions. This is an invitation, but knowing the importance of this process and the planning we will do for our future, I sincerely hope you can commit to participating. I have tried to streamline the process as much as possible so our work is focused, meaningful, and still allows us to have balance in our lives.

Please call or email my secretary, Karen Lapos, and inform her of your ability to participate. She can be reached at ext. 1264 or laposk@nwlehighsd.org

I am really looking forward to this work and your ideas!

Sincerely,

Susanne H. Meixsell
Assistant Superintendent



STEERING COMMITTEE AGENDA

Thursday, February 16, 2006

4:00p.m. – 6:00p.m. High School Cafeteria

- **Welcome and Introductions – Dr. Gould**
- **What is Strategic Planning? – Mrs. Meixsell**
- **Strategic Planning Process – Mrs. Meixsell**
- **Mission/Vision Statement Dialogue – Small Group Discussion**
- **Communication Structures – Mrs. Meixsell**
- **Next Steps – Mrs. Meixsell**

Thank You!



**CURRICULUM DEVELOPMENT
SUB-COMMITTEE MEETING AGENDA**

**Tuesday, February 28, 2006
4:00p.m. – 6:00p.m.**

- Welcome and Introductions
- Explanation of Sub-Committee Role
- Components of Curriculum Development Plan
- Review/Critique of Current Curriculum Development Plan, i.e. Curriculum Cycle
- Discussion on Goals of Plan
- Next Step

Next Meeting – March 20, 2006 4:00 – 6:00pm HS Library



**STAFF INDUCTION
SUB-COMMITTEE MEETING AGENDA**

**Tuesday, February 28, 2006
4:00p.m. – 6:00p.m.**

- Welcome and Introductions
- Explanation of Sub-Committee Role
- Components of Induction Plan
- Review/Critique of Current Plan
- Discussion of Goals and Competencies
- Next Step

Next Meeting – March 20, 2006 4:00 – 6:00pm HS Library



**PROFESSIONAL DEVELOPMENT
SUB-COMMITTEE MEETING AGENDA**

**Tuesday, February 28, 2006
4:00p.m. – 6:00p.m.**

- Welcome and Introductions
- Explanation of Sub-Committee Role
- Components of Professional Development Plan
- Review/Critique of Current Plan
- Discussion of Focused Goals
- Next Step

Next Meeting – March 20, 2006 4:00 – 6:00pm HS Library



**SPECIAL EDUCATION
SUB-COMMITTEE MEETING AGENDA**

Tuesday, February 28, 2006

4:00p.m. – 6:00p.m.

- Welcome and Introductions

- Explanation of Sub-Committee Role

- Components of Special Education Plan

- Review/Critique of Current Plan

- Begin Plan Development

- Next Step

Next Meeting – March 20, 2006 4:00 – 6:00pm HS Library

EDUCATIONAL TECHNOLOGIES SUB-COMMITTEE MEETING AGENDA

Tuesday, February 28, 2006

4:00p.m. – 6:00p.m.

- Welcome and Introductions
- Explanation of Sub-Committee Role
- Components of Educational Technologies Plan
- Review/Critique of Current Plan
- Goal Discussion
- Next Step

Next Meeting – March 20, 2006 4:00 – 6:00pm HS Library

Northwestern Lehigh Strategic Planning

CURRICULUM DEVELOPMENT SUB-COMMITTEE MEETING MINUTES

Tuesday, February 28, 2006

4pm-6pm

Attendants: Anne Bender, Anita Yurko, Anna Gilgoff, Steve Weiss, Larry Talotta, Trudie Dellicker, Johanna Reisteter, Marsha Johnston, Kristine Dangelo, Roxanne Davis, Ruth Richman, Alicia Anzivine, LeAnn Stitzel and Brad Hart

Explanation of Sub-Committee Role

Explained that the role of the sub-committee is to analyze district data and create measurable goals and action plans to carry out the Overview of Chapter 4 (Questions/ Answers) and the Chapter 4 PDE format.

Components of Curriculum Development Plan

The committee reviewed each section within our sub-committee (Achievement, Gifted Education, ESL, Standards, Assessment, Remediation and Data).

Review/Critique of Current Curriculum Development Plan, i.e. Curriculum Cycle

The sub-committee members were split into groups to analyze the existing Strategic Plan sections. (see above, under “components of curriculum development plan”) Groups were asked to identify strengths of the existing plan, as well as possible needs and changes that should be looked at when creating the new plan. Each group took a turn sharing what they found, and discussions ensued about each section. (See attached “Analysis of Components”)

Discussion on Goals of Plan

The group discussed the possibility of creating 2-3 overall goals which could encompass many different sections which were examined during today’s meetings.

- Revision of the Curriculum Cycle Process
- Revision of Achievement & Data goals related to PSSA results

The group would like to see samples of goals.

Next Step

- Review sections in more detail
- Begin to write objectives (goals)

Next meeting is March 20, 2006 from 4pm-6pm in the HS Library.

CURRICULUM DEVELOPMENT

SUB-COMMITTEE MEETING MINUTES

GROUP ANALYSIS OF COMPONENTS

Student Achievement Needs/Concerns:

- Remediating students to meet proficiency (PSSA scores come too late for proper analysis and placement of students)
- Terra Nova no longer used – no preparation for PSSA in 3rd grade (these were also used to help ID gifted students)
- Math Action and Language Arts Action Teams have been disbanded
- Data needs interpretation – inservice needs and TIME
- AYP goals need to be written
- Test-taking strategies should be taught to students prior to testing

Assessment Plan Needs/Concerns:

- Testing Policy 715 needs revision
- Letter sent to parents (p. 149) needs revision
- Terra Nova tests are mentioned throughout this section – revision needed to change the focus to PSSA tests
- HS Project needs revision (more specificity). Maybe this should be moved to a different section (it is currently under the portfolio action plan).
- Writing Portfolio guidelines need to be more specific
- Grading Practices section needs revision (the current plan states “this section is under review”) – this should follow the grading policy adopted in 2003

Academic Standards Needs/Concerns:

- The starting point needs to be the current anchors
- Text/materials should be separated from the written curriculum. References to these should not be mentioned in the curriculum.
- There is a need to fairly compensate curriculum contacts within the Middle School and Elementary Schools.
- There are too many years in between curricular revisions. There is a need to change the current plan to smaller, more manageable, and more frequent revision of curricula.
- This section references the CLIU Performance Assessment Consortium. The group was unsure if this actually exists (p. 7 - #3)

ESL Needs/Concerns:

- The goals for the school program are stated in this section, as well as the state goals (there is too much repetition with both stated)
- All staff does not receive a listing of PHLOTE students (as stated in this section)
- The current plan states that students must be tested within 5 days after results of Home Language Survey – is this done?
- Concern about time allotted to provide ESL students instruction in English (80 min. per day) – this currently is not happening.

- Unclear as to how the complaint resolution process applies to ESL students
- Staff development is needed for ALL staff in this area (staff is unaware of procedures in place)
- 7 year review cycle is too long of a time period
- There is a need to investigate programs available/local resources for translators

Data Needs/Concerns:

- Action Teams no longer exist – communication flow chart needs to be analyzed
- Data Improvement Plans for the elementary schools ONLY focus on Terra Nova Testing. These need to be changed to focus on PSSA scores.
- Portions of the Data Improvement Plans for the Middle School and High School should be eliminated due to their focus on Terra Nova tests.

Remediation: This needs to be analyzed at our next meeting with a diverse group (Elem, MS & HS)

Gifted Education: This needs to be analyzed at our next meeting

2.28.06
4:00pm- 6:00pm

Present: Gary Phillips; Pam Lach; Davis Suter; Gig Gilligan; Dennis Nemes; Leah Christman

Explanation of Sub-Committee Role

We discussed the ‘process’ of strategic planning. PA Dept. of Education combined five plans into one. The other plans include Professional Education, Chapter 4- Curriculum, Special Education, and Teacher Induction.. Our former Technology Council and 3-Year Tech plan have become part of this. We are in year two of our 3-year approved plan. We will now need to set goals and vision out an additional five more years beyond the current plan, with the opportunity to make adjustments mid way. The process is very similar with our need to identify goals, objectives, action plans, and resources needed. The mission and vision will be uniform for the entire district and all committees. The Steering Committee met last week and began working on the mission statement. We are asked to think about our ‘vision’ as we work. Our committee already has written a vision.

Components of the Educational Technology Plan

Review of Current Plan

Leah shared that today’s meeting will provide an overview of where we are and the process we will be following. Progress to date on the current plan was shared with committee members. All information is available on our district website at <http://www.myteacherpages.com/webpages/tech/> Committee members agreed to review the action plans before the next meeting. Leah noted that almost all objectives have been accomplished through the third year of the plan but that many are identified in the plan to be maintained.

Leah highlighted many initiatives that have occurred this year and more that are coming for next year. Again, all of these are posted at the website under Technology News.

We discussed our recent network analysis and plans to upgrade servers and network software. Dave attended the latest meeting, last Friday, as a committee representative. Dave explained that the plan is pretty straight-forward and agreed that the upgrade is positive move.

Gig commented on how beneficial the new Technology Assistants have been in each building, noting that the new structure allows for almost immediate support. She felt that the addition of the positions along with the new computers in all classrooms, has allowed technology integration to a greater extent this year.

Goal Discussion

Pam noted that we need a marketing plan to share all that we are doing with our community. While a great deal of information is on the website, many are unaware. Pam suggested we figure out ways to communicate with parents face to face, possibly during open houses or parent/teacher meetings. Leah suggested possibly we could begin with our PTO’s/ PTA’s. Pam also suggested using focus groups to get a pulse on how technology is viewed in the district. Leah explained the various electronic surveys that have been taken and used in the past. Dennis discussed the Middle States Plan and the high school goals related to technology. Focus groups may be an objective we add to our plan for improved communications.

Pam asked if we had developed any performance matrixes for technology. Leah explained that we are not there yet, but have been working hard to establish operational /management procedures. We

also discussed data that we are collecting and analyzing from various software programs we have purchased. This is something we may want to include as an objective.

Pam also asked about somehow opening school libraries (library) to community members. This is something that has been discussed in various committees within the district. This was also one goal in our three-year plan that has not been met. Gig cautioned that there is a difference between a school library and a community/public library. We may want to revisit this as an object in our plan.

Dave asked about a district-organized opportunity for families to purchase computers or laptops for students. Leah suggested several vendors who already give educational discounts, but will explore the idea. Pam suggested possibly organizing a technology fair.

Leah mentioned wireless environments, i-pods, blogging, wikis, and the variety small hand-held devices that are emerging technologies and a need to consider how they may fit into our plan. Pam added cell-phones quickly becoming 'connected' to the net and to consider educational uses with them as well.

Leah noted, that we need to be sure to continue to include any e-Rated issues in our plan. These include all telecommunication, web-hosting, on-line grading programs, etc.

Our task for future meetings will be to begin to 'dream' and set goals and objectives. Leah Thanks to all for coming and agreeing to continue with our work.

Next Step

Our next meeting is set for Monday, March 20 in the HS Library at 4:00pm- 6:00pm.

Please check the website for related documents and technology news.

Northwestern Lehigh Strategic Planning

PROFESSIONAL DEVELOPMENT SUB-COMMITTEE MEETING MINUTES

Tuesday, February 28, 2006

4pm-6pm

Attendants: Liz Gates, Becky Fritzinger, Ali Nass-Yepsen, Helen McCauley, Andrea Foucek, Marci Piescienski, Christina Thrash, Kathleen Kelley and Renée Cartier

Explanation of Sub-Committee Role:

An overview of Professional Development was provided. We compared and contrasted prior experiences.

Components of Professional Development Plan:

The committee reviewed the current Professional Development Plan. Committee members explained historical content, background to Act 48 Committee. We compared the current Professional Development Plan to IV Professional Education Planning Committee template.

Review/ Critique of Current Plan:

- Need to include TA training for those TA's involved in Special Education
- Training in autism, special education technology
- Awareness of vocational schools, college preparedness
- Included ESL, Gifted
- Overlap with Induction – re: resources available for OT, learning disabilities
- Need time for collaboration

Discussion of Focused Goals:

- Presented perspectives on what the breadth and scope of the goals should be (i.e., pg. 190 of the current plan). Action plans need to be developed to support the identified goal; time for reflection – promote reflective practice.
- Include in language of goals – language that specifies the need to have time to collaborate
- Include Act 80 days as an efficient means to ensure consistent gains in Professional Development

Next Step:

Discussion centered on the need to focus on key goals and to limit goals rather than maintain a broad focus. We wondered if the questions on pg. 185 of the current Professional Development Plan were accurate and if there any changes?

Next Meeting is March 20, 2006 from 4pm-6pm in the HS Library.

Northwestern Lehigh Strategic Planning

SPECIAL EDUCATION SUB-COMMITTEE MEETING MINUTES

Tuesday, February 28, 2006
4pm-6pm

Attendants: Mary Knolle, Angela Graver, Regina Mohr, Dr. Mark Scott, Tara McKeon, Patrice Tritt, Ed McLaughlin and Laurie Hoppes

Explanation of Sub-Committee Role:

Ed M. explained the role of the committee and the goals of the state. The Special Education plan must be submitted by May 30, 2006 to the state. Our deadline to take this to the Board is May 8, 2006.

Components of Special Education Plan:

Ed M. distributed the current plan and went through each section providing an explanation. We must respond to the state on any areas of disproportionality (20%).

NWLSD – Components of the Special Education Plan:

Program Evaluation-

- Highlights of the special education program (pg 2)
- Enrollments – “Disproportionality” (pg 2)
- Total special education – OK
 - Emotional Support +20%
 - Mental Retardation – 35/40%
 - Multiple Disabilities +150%
 - Speech & Language – 40%
- Ethnicity – OK (pg 3)
- Graduation / Dropout – OK (pg 3)
- Staff Development – Linked to NCLB Goals (pgs 6-10)
- Reading & Math
 - Assistive Technology
 - Low Incidence
 - Para-educators – paraprofessionals- refers to teacher aides
 - Behavior Support
 - Transition

- LRE (pg 13) = Least Restrictive Environment

Review/ Critique of Current Plan

Ed M. distributed a copy of the current plan for the committee to review.

Begin Plan Development

- Create survey questions to identify strengths of the program
- Laurie H. will work on creating Zoomerang survey
- Email questions and ideas to Laurie Hoppes at hoppesl@nwlehighsd.org

Next Step

- Go to your colleagues for input on questions
- Email ideas to Laurie Hoppes by March 13th, 2006
- Review Current Plan

Next meeting date is March 20, 2006 from 4:00pm- 6:00pm in the HS Librar

Northwestern Lehigh Strategic Planning

NWLSD Strategic Planning 2006

Staff Induction Sub-Committee Meeting February 28, 2006

Committee Members

Ken Fisher, Co-chair	Present
Luann Matika, Co-chair	Present
Trish Brinley	
Tari Carnahan	Present
Jillian Gasper	
Jeremy Smoyer	Present
Cathy Venusto	Present

Minutes

1. Ken provided the following handouts to the committee
 - NWLSD New Staff Induction Plan 2000-2006
 - Sub-Committee Agenda-Feb 28, 2006
 - Individual Plans/Sections-Teacher Induction Plan
2. Tari, Jeremy and Cathy shared their views and experiences from their induction in August 2005. Their feedback is summarized below.

Positive Areas

- The current induction plan works well
- Mentors are very valuable because they answer specific questions, are very supportive and understand procedures
- Good information is provided
- Meet other new employees; don't feel alone
- Get to know the classroom/building before students and most staff arrive
- Needs assessment check off list is good tool

Areas Needing Improvement/Re-Structuring

- Classroom and office supplies were very confusing
- ID badge did not work
- Include web page training
- Accessibility and time to talk with mentor after the school year starts is a challenge
- Mentor should be in a closer vicinity to new teacher; ability to walk down the hall and get questions answered
- Common prep time with mentor would be helpful
- Meeting with mentor should have structure through out the first year; set number of times or pre-determined dates

- Knowing the “Donna has everything/supplies” would be helpful
- Understand the expectations of the curriculum. Set benchmarks for the curriculum for a new teacher; make sure it is a planning tool and works with the plan book.
- Make sure the teacher has “teacher time in the classroom” before the school year starts
- Include an information session/tour of the Guidance Office and the Career Area as well as other student services. Provide an explanation what the staff does for students and how the teachers could encourage student to use these services.
- Use the Needs Assessment Form differently; identify basic needs first, then increase needs and evaluate again in the second or third week of school because of additional experiences.
- “Chuck-down” the Induction Plan into logical pieces.

The committee reviewed pages 2-9 of the New Staff Induction Plan. It was suggested to prioritize the topics on day #1 into sections including Business/Personnel Topics, Curriculum Topics and Building Topics. Covering these topics is reassuring to new employees.

Business/Personnel Topics: union contract, email, health benefits/insurance, payroll issues.

Curriculum Topics: goals of curriculum goals, planning, grading

Building Topics: department chairs, faculty room, lunch, parking

- It was suggested to start all new teachers in August, not in June or July. This would ensure that all new staff receive the support that they need.
- Inform the Curriculum Sub-Committee to identify benchmarks for curriculum goals. Make sure the curriculum is used as a planning tool. The curriculum should work with the plan book and make sure it meets the needs of the teacher.

The sub-committee meeting will continue to review the New Staff Induction Plan at the next meeting.

Next Meeting: March 20, 2006

Location: High School Library

Time: 4-6 p.m.

CURRICULUM DEVELOPMENT SUB-COMMITTEE MEETING AGENDA

Monday, March 20, 2006

4:00p.m. – 6:00p.m.

- Review of Needs/Concerns for:
 - Gifted Education
 - Remediation
- Review Sample Goals & Action Plans
- Discussion on Possible Goals of Plan/ Begin to Write Goals
- Action Planning
- Next Step

Next Meeting – April 10, 2006 4:00 – 6:00pm HS Library

Northwestern Lehigh Strategic Planning

EDUCATIONAL TECHNOLOGIES SUB-COMMITTEE MEETING AGENDA

Monday, March 20, 2006

4:00p.m. – 6:00p.m.

- Welcome
- Review of Plan components
 - Needs Assessment
 - Goals
 - Staff Development
 - Budget
 - Monitoring
 - Evaluation
- Review data we have collected
- Identify concerns and direction
 - What additional information is needed?
 - Do we need/want survey (Who/ what?)
- Brainstorm /Set goals
- Begin Plan Formation
- Other items for discussion

Next meeting date is April 10, 2006 in the HS Library from 4pm-6pm

Northwestern Lehigh Strategic Planning

**PROFESSIONAL DEVELOPMENT
SUB-COMMITTEE MEETING AGENDA**

**Monday, March 20, 2006
4:00p.m. – 6:00p.m.**

- Review minutes from prior meeting
- Review PDE Form on Act 48
- Establish goals
- Identify District and Level Initiatives
- Other
- Next Step

Next Meeting – April 10, 2006 4:00 – 6:00pm HS Library

**SPECIAL EDUCATION
SUB-COMMITTEE MEETING AGENDA**

**Monday, March 20, 2006
4:00p.m. – 6:00p.m.**

- Review of current work on the plan:
 - Explanations of Disproportionality
 - Interagency Collaboration
 - Least Restrictive Environment
 - Program Profile

- Program Highlights

- Review questionnaire and complete survey

- Review/Critique of Current Plan

- Next Step

Next Meeting – April 10, 2006 4:00 – 6:00pm HS Library

Northwestern Lehigh Strategic Planning

**STAFF INDUCTION
SUB-COMMITTEE MEETING AGENDA**

**Monday, March 20, 2006
4:00p.m. – 6:00p.m.**

- Continue to review the current Induction Plan
- Recommendations for Induction Plan
- Next Step

Next Meeting – April 10, 2006 4:00 – 6:00pm HS Library

Northwestern Lehigh Strategic Planning

EDUCATIONAL TECHNOLOGIES SUB-COMMITTEE MEETING MINUTES

Monday, March 20, 2006
4pm-6pm

Attendants: Gary Phillips; Gary Genzle; Ray Hoving; Paul M.; Pam Miers; Dennis Nemes; Leah Christman

- We reviewed the components required for the Plan including:
 - Needs Assessment
 - Goals
 - Staff Development
 - Budget
 - Monitoring
 - Evaluation
- Leah shared hard copies of data we have collected from the NETDAY (national) surveys. All Northwestern data can be accessed at http://www.netday.org/speakup_your_data.htm - committee members can click on the survey and year requested, type in Northwestern Lehigh SD- secret password is **tigers**. The committee discussed some findings. Leah asked that all members review the data before the next meeting and consider if we need additional data that needs to be collected.
- We discussed concerns and direction – Ray shared that the district has continually provided the technology infrastructure and his belief that we should focus on improved integration of the technology in the classroom and to measure how this improves learning/achievement. We discussed the need for accountability and performance measures that are clearly defined for growth. Various models of staff development that are currently in place and others that are planned were discussed. Paul suggested a mentoring program with business members. We discussed the need to focus on this for our plan, while still being responsible in our infrastructure upkeep and introduction of new technologies that are emerging. Gary G. inquired about a student mentoring program, and Leah explained a planned teacher (peer-to-peer) mentoring program. Pam noted that she feels that technology integration has greatly improved with the fall computer replacement project and with purchasing TV/Monitors that connect to the PC's.
- A few additional items that were raised by members included:
 - The need to teach HS students how to use available electronic library research resources to a greater extent.
 - Educational uses for pod-casting- see this school as an example:
<http://www.pennmanor.net/podcast/>

Next Steps:

1. Please review the website <http://www.myteacherpages.com/webpages/tech/> for all documents including:
 - a. Mission/ Vision

- b. Current Tech Plan**
 - c. Action Plan summaries**
 - d. Minutes from our current committee meetings**
 - e. Technology News- for many initiatives completed this year or “in the works”**
- 2. Please review the Net Day surveys and come to the next meeting prepared to identify any additional information that may need to be gathered.**
- 3. Specifically, review the current plan’s Goals and Objectives to determine which we should continue, any you feel we need to add, and any we can discard.**

Our next meeting will be determined after feedback from the committee members.

**SPECIAL EDUCATION
SUB-COMMITTEE MEETING MINUTES
Monday, March 20, 2006
4pm-6pm**

Attendants: Ed McLaughlin, Laurie Hoppes, Patrice Tritt, Regi Mohr, Mark Scott, Jean Machamer, Angela Graver, Kim Erkinge and Karen Rex

Review of current work on plan (Explanation of Disproportionality):

Ed M. could not access the online program at this time. Therefore, this could not be addressed.

Review of current work on plan (Interagency Collaboration):

Ed M. distributed copies of questions and solicited feedback.

Review of current work on plan (Least Restrictive Environment):

Ed M. distributed copies of listing of facilities and services accessed.

Review of current work on plan (Program Profile):

Ed M. distributed list of staff profile. Edits were made to this list.

Program Highlights:

- MS Emotional Support classroom enhancements (i.e., therapeutic case manager)
- Level of inclusion
- Staff knowledge and training
- Collaboration

Review questionnaire and complete survey:

The group edited the draft of the survey. The survey will be sent to the committee by March 24th. Please return edits to Laurie H. by March 29th. We plan to send to staff by April 1, 2006.

Next Step:

- Review survey data on April 10th
- Kim and Angela will work on High School survey

Next meeting date is April 10, 2006 from 4:00pm- 6:00pm in the HS Library.

Northwestern Lehigh Strategic Planning

CURRICULUM DEVELOPMENT SUB-COMMITTEE MEETING MINUTES

Monday, March 20, 2006

4pm-6pm

Attendants: Anne Bender, Anita Yurko, Anna Gilgoff, John Schmoyer, Terri Lundberg, Cathy McCullough, Larry Talotta, Johanna Reisteter, Marsha Johnston, Roxanne Davis, Mollie Deans, Ruth Richman, Alicia Anzivine, LeAnn Stitzel and Brad Hart

Review Needs/ concerns for Gifted Education and Remediation

Gifted Education:

- Dates, course offerings, names, and forms need to be revised
- The mission statement on p. 79 should be reviewed
- The Program Overview on p. 83 (including time allotment) should be revised to reflect current practice
- Regular Education Teacher involvement to enhance GIEP needs to be shared with staff, and requires training
- Roles/Regulations for Regular Ed. Teachers of gifted students need to be shared with staff
- Activities included in packet should be reviewed/revised
- Screening/identifying methods are no longer used (Terra Nova, CAT)
- The document references a Child Study Team – what is this?
- There is an overall need to update the materials used and identified in the document
- Is the listing of class offerings necessary (the classes listed are not exclusively for gifted students)?
- How do the forms included in the document apply?
- There needs to be some identification of the use of homogeneous grouping for gifted students in the High School (Gifted Advisor Rooms)
- How does the recent work done by the Gifted Task Force compare to this document?

Remediation:

K-4 Instruction Opportunity Plan:

- The duties of teacher assistants should be looked at to include remediation of students
- Should the IST include remediation for ESL students?
- Summer School for Language Arts and Math should be looked at
- There is inconsistency between the 2 elementary schools with the use of Paired Reading and Parent Volunteers
- Retention does not occur for the most part

5-8 Instruction Opportunity Plan:

- There is a need for full time remedial assistants (1 per grade)
- Teacher/reteaching does not happen outside of the regular class time
- There are no after school study groups in place
- “IST” needs to be changed to “SSP/SAP”
- Peer tutoring is not utilized (not enough difference in ages – students did not stay on task)
- Adult tutoring does not occur
- Teacher Assistants are only used for Special Education students

- There is no collaboration with private providers

Review Sample Goals and Action Plans

The group looked at sample goals/ Action plans from the last Strategic Plan and from this year's Middle States committee work to serve as a guide to write new goals.

Discussion on Possible Goals of Plan/ Begin to Write Goals

Goal #1: Curriculum

- develop consistency among grading practices
- revise/update grading guidelines
- look to revise the timeline of curriculum cycle process
- develop consistent curriculum delivery
- need for teaming opportunities, both vertically, horizontally, and between buildings and grade levels

Goal #2: Student Achievement

- Include specific goals for PSSA
- Include Remediation plan
- Include Gifted Education and ESL
- More options are needed for student opportunities
- Develop/ensure consistency in grading practices

Next Step

- Finalizing Goals
- Writing Action Plans

Next meeting is April 10, 2006 from 4pm-6pm in the HS Library.

Northwestern Lehigh Strategic Planning

PROFESSIONAL DEVELOPMENT SUB-COMMITTEE MEETING MINUTES

Monday, March 20, 2006

4pm-6pm

Attendants: Liz Gates, Ali Nass-Yepsen, Helen McCauley, Brenda Wertman
Christina Thrash, and Renée Cartier

The committee reviewed the minutes from our last meeting.

Establish goals:

- Weave in wellness topics/ family topics/ addiction/ mandated reporting – refreshers and recommend as part of induction, safety and security topics, ethics, legal issues, in classroom and with technology, Gifted Learning and Gifted Screening.
- Technology (i.e. Sapphire) and refreshers for proficiency required for all teachers. A technology proficiency assessment needed for new teachers. Should a refresher be required for all staff over a certain number of years? Technology group assessing teachers – their skill levels and determine how to raise/expand capacity. Require for all or new teachers only?
- Concern over sedentary lifestyles and childhood obesity driving discussion on how to integrate more Physical Education in classroom. Discussion centered also on providing more health options for in-service days – (Wellness Day, Nutrition, Vitamins, Preventative Measures, Aging, Mental Health, Physical Health).
- Make Differentiated Instruction a requirement for new teachers and consider making it a requirement for all teachers.
- Continue with Tiger's Den where each participant receives 1 book for 06-07 (maximum 40 participants).

Comments from Susanne:

- Pupil Personnel staff will receive 6-8 additional options which will be expensive, but available to these populations.
- Cyberbullying will be available to all staff.
- Reading Apprenticeship and Academic Literacy – the focus for in-service days in 06-07 will be Reading Apprenticeship. Will also focus on how to involve Related Arts with Differentiated Instruction.

ESL and Multi-cultural Programs

- Need training on cultural differences with exchange students, multicultural workshops – open to all staff.

CPR Training:

- Discussion focused on the need to require that each staff member to have training or refresher at least once every three years. Also need a mechanism to notify staff of need to re-certify.

Other:

- Need to have an accountability piece in the professional development programs. Identify who is responsible for ensuring that teachers meet professional development requirements, etc.

A draft of a Pyramid of Levels of Requirements for In-service Trainings was developed:

Required by all teachers –	Technology CPR, AED and regular refreshers
Required of new teachers-	Differentiated Instruction Reading Apprenticeship ESL, Gifted, Inclusion
Choice for all teachers-	Tiger's Den, Wellness and Safety topics, Department/ Grade level Initiatives, Assessment Anchors, Pupil Services, Grant Writing, Brain Research, Drug and Alcohol Awareness, Technology Choice

Consider at next meeting: Review the levels and determine if Reading Apprenticeship and Differentiated Instruction should be mandated for all teachers.

Other Next Steps:

Review PDE form on Act 48

- Are we in compliance
- Professional Ed Planning- does it deal only with Act 48
- Act 48 Plan needs to be updated
- Shouldn't the Act 48 committee meet before the plan is completed?

Needs Assessment:

- Curriculum and Task forces
- Review prior 5 years initiatives
- Consider Middle School
- Consider Technology/ special Ed surveys

Next meeting is April 10, 2006 in the HS Library from 4pm-6pm.

Northwestern Lehigh Strategic Planning

Staff Induction Sub-Committee Meeting March 20, 2006

Committee members present:

Trish Brinley

Jeremy Smoyer

Ken Fisher, co-chair

Jillian Gaspar

Cathy Venusto

Luann Matika, co-chair

Minutes:

Discussion on the need to include the following variable in the Induction Program:

- Structure inductee/mentor times bases on the needs of the new staff member.
- Develop an induction plan based new teacher & new to NWLSD or experienced teacher & new to NWLSD.
- Building level meetings with all new employees. Lunch meetings work well.
- New instructional staff hired “late” (after July) need additional time and opportunity to catch-up with expectations. Consider make-up meetings for new staff.
- Include “classroom time” into the second week schedule for new teachers.
- Conduct payroll/health benefits meetings in the AM; not in the PM after a long day.
- For non-instructional staff: re-group with all new employees 4-6 weeks after their start. Make the first meeting mandatory and the second meeting voluntary.
- Develop a “welcome packet” for new employees and send/present it to new employees when hired. Include: Teacher Handbook, health benefits information, outline of curriculum and information about NWLSD and their building assignment/map.
- Kenny made the following summary about the current Induction Plan:
 1. The committee positively endorses the current Induction Plan
 2. The strategic plan sub-committee supports the philosophy, purpose and goals of the current plan.
 3. There is a need for a prescriptive needs assessment and compliance monitoring.
 4. Positively endorses the concept of the Induction Council and the monitoring process.
 5. There is value in grouping/chunking the information for employees in timely and organized manner. (i.e.: personnel/business office, building specific topics, curriculum, etc.)

6. Recommend that the Induction Council analyze the structure/schedule of the topics covered in the plan. Priority should be given to the 1st day operational and functionality needs. (i.e.: building tour, employee id tag, email access, etc.)
7. More prescriptive time frames for the mentor and the inductee for Q&A and appropriate feedback.
8. Induction Council should consider holding building level meetings for building specific topics. (i.e.: on-line grading, tour of library and meet the librarian, tour of guidance/career services and meet the guidance counselors, IST, health services, etc.)

Recommendations for current forms:

Self Assessment Checklist –Recommendations:

1. Continue to use the form.
2. Identify first and second marking period topics and check lists.
3. Teacher web page info
4. On line attendance
5. Referral to district services (SAP, detention, discipline)
6. Training of the Exposure Control Plan
7. Training on Crisis Response Flip Chart

Activity Log-Recommendations:

1. In theory the form works; but it needs to be functional.
2. It is difficult trying to go back and recreate when and how long the meetings occurred.
3. Is it a payroll document or is the purpose to document the process for the Induction Certificate?
4. Expand the document to work as a planning tool and incorporate technology to track the details. Shared folder? Email document?
5. The expanded check list may help track the time.

Points to Consider:

1. In the first day of Orientation, include an employee who “experienced” their first year of teaching during the previous school year. Let them share their experiences and knowledge.
2. Merge the Self Assessment Checklist and the Activity Log to cover the topics and track the time covering the topics.
3. Put the Self Assessment Checklist online for new employees to complete before their first day. The Principal, Asst. Sup. and the mentor can review the data and plan accordingly.

4. Develop a needs assessment list for all non-instructional staff.
5. Include District Goals in the Strategic Plan.

Strategic Planning – Staff Induction Committee Action Plan – April 2006

Teacher Induction Plan

1. Teacher Induction Planning Participants

- *The name of the induction coordinator and a description of who developed the plan and how they were selected*
 - a. *Completed by Mrs. Meixsell*

2. Goals and Competencies

- *A list of goals and competencies for the induction program*
 - *All new staff grades 6 to 12 will participate in training on differentiated instruction and writing skills in order to help build student academic performance and comprehension.*
 - *All new staff grades K to 5 will participate in training on academic literacy and reading apprenticeship in order to help build student academic performance and comprehension.*
 - *All new staff grades K to 12 will participate in technology training topics related to integrating technology into classroom instruction and for district and parent communication purposes.*
 - *All new staff grades K to 12 will complete the district induction plan that includes the district philosophy, building procedures, employee information and benefits*
- *Recommendations to the Induction Committee*

3. Assessment Processes

- *A description of how the needs of the inductees will be met*
 - *The individual needs of all new staff K – 12 will be assessed through the following*
 - *Pre employment self needs assessment form from the induction plan*
 - *Information from employment interview by the Building Principal*
 - *Self selection of inservice training programs*
- *Recommendations to the Induction Committee*

4. Mentor Selection

- *A description of how the mentors were selected*
 - *Mentor teachers will be selected by the Building Principal from volunteer staff who meet the following suggested guidelines*
 - *Demonstrates qualities that are considered essential to the task*
 - *Subject matter / grade level compatibility*
 - *Tenure*
 - *Certified in area*
 - *Two years in present building*
 - *Classroom location*
- *Recommendations to the Induction Committee*

5. *Activities and Topics*

- *A timeline of Activities and topics, including the Code of Conduct , to be addresses*
 - *See chart on the next two pages*
- *Recommendations to the Induction Committee*

Northwestern Lehigh Strategic Planning

STAFF INDUCTION SUB-COMMITTEE MEETING AGENDA

**Monday, April 10, 2006
4:00p.m. – 5:00p.m.**

- Continue to review the current Induction Plan
- Review draft of action plan document
- Discussion for next step

Next Meeting – Monday, May 8, 2006 4:00 – 6:00pm HS Library

Northwestern Lehigh Strategic Planning

SPECIAL EDUCATION SUB-COMMITTEE MEETING AGENDA

**Monday, April 10, 2006
4:00p.m. – 6:00p.m.**

- Analysis of Survey Results

Next Meeting – May 8, 2006 4:00 – 6:00pm HS Library



**CURRICULUM DEVELOPMENT
SUB-COMMITTEE MEETING AGENDA**

**Monday, April 10, 2006
4:00p.m. – 6:00p.m.**

- Review Proposed Goals
- Discussion on Proposed Goals and Continue to Write Goals
- Action Planning
- Next Step

Next Meeting – May 8, 2006 4:00 – 6:00pm HS Library

Northwestern Lehigh Strategic Planning

PROFESSIONAL DEVELOPMENT SUB-COMMITTEE MEETING AGENDA

Monday, April 10, 2006

4:00p.m. – 6:00p.m.

- Prioritize the items on the Act 48 pyramid
- Write the Act 48 goals
- Complete the PDE form
- Other
- Other
- Next Step

Next Meeting – May 8, 2006 4:00 – 6:00pm HS Library



**EDUCATIONAL TECHNOLOGIES
SUB-COMMITTEE MEETING AGENDA**

**Wednesday April 12, 2006
6:30-8:30 p.m.**

- Welcome
- Brainstorm /Set goals
- Review Critical Success Factors
- Review Goals and Objectives
- Begin Plan Formation
- Other items for discussion

Northwestern Lehigh Strategic Planning

CURRICULUM DEVELOPMENT SUB-COMMITTEE MEETING MINUTES

Monday, April 10, 2006
4pm-6pm

Attendants: Steve Weiss, Kristine Dangelo, Ruth Richman, Marsha Johnston, Johanna Reisteter, Anita Yurko, Mollie Deans, Trudie Dellicker, Terri Lundberg, Larry Talotta and Brad Hart

Review Proposed Goals:

Goal #1 – To create a prescribed process of curriculum development.

Action Steps	Timeline
Curriculum cycle will be completed in 4 years with yearly revisions as needed.	4 year cycle
Determine curriculum based on anchors and standards, grades K-12	August 2008
Present consistent curriculum within grade levels.	August 2008
Provide opportunities for lateral and vertical learning between buildings.	ASAP

Goal #2 – To develop consistent grading guidelines and practices.

Action Steps	Timeline
Recreate a grading committee <ul style="list-style-type: none">• Review current grading policies• Review consistency within and between buildings• Add grading policy to mentor packets and mentor process• Revise a master district document which describes our K-12 grading – place in all professional handbooks.• Look at K-12 progression, including progression of grade types (ex., can we begin giving numerical percentages beginning in 5th grade?)• Review class participation philosophy• Review homework policy• Review late policy• Consider keeping grades in 5th grade regardless if they are moved to elementary	

Goal #3 – To maximize student achievement:

Action Steps	Timeline
Set measurable performance goals at each building to address student achievement relevant to annual yearly progress (AYP) <ul style="list-style-type: none">• Each September• Assistant Superintendent, Coordinator of Data and Technology	
Analyze the results of standardized testing (i.e., PSSA) to monitor student performance <ul style="list-style-type: none">• Assistant Superintendent, Building Principals, Coordinator of Data and Technology, Grade Level teams	
Create a remediation plan based using available data such as: <ul style="list-style-type: none">• Standardized Testing (i.e., PSSA)• Classroom Performance• Teacher Observation	
Develop increased educational opportunities to maximize student growth (implement new, elective, remedial and gifted classes)	

At our next meeting, we will:

- Review Goals and Action Plans
- Revise Language
- Compare against the list to insure that we covered all areas of responsibility for our sub-committee.

Next meeting is May 8, 2006 from 4pm-6pm in the HS Library.

Northwestern Lehigh Strategic Planning

EDUCATIONAL TECHNOLOGIES SUB-COMMITTEE MEETING MINUTES

Wednesday April 12, 2006

6:30-8:30 p.m.

- Leah welcomed members- Ray Hoving, Gary Gen and Marissa Bartholomew, and shared additional documents including- the School Board's District Goals for 05-06; National Educational Technology Standards for Students and Teachers; and the Critical Success Factors and current goals and objectives. (previously e-mailed to all members)
- We reviewed the current 3 broad based goals and determined that they are still applicable to our mission/vision and should remain our focus. Leah shared what the other committees are accomplishing – many overlapping with technology that supports our goals. She explained that the sub-committee chairs will assemble in June to review outcomes of each committee and identify overlap so that we may submit one unified plan.
- We reviewed the Critical Success Factors and Ray discussed the change process that organizations typically experience.
- We discussed the objectives and identified many area for which we can easily collect data and set performance goals.
- Plan Formation- Based upon input and discussion, Leah agreed to compile measurable performance objectives and e-mail to members before our next meeting. She will request baseline data from the Technology Team to help with this process.
- The next meeting is scheduled for Monday, May 8 at 4:00 – 6:00 in the High School Library

Northwestern Lehigh Strategic Planning

Staff Induction Sub-Committee Meeting April 10, 2006

Committee members present: Luann Matika, Ken Fisher, Trish Brinley, Jeremy Smoyer, Jillian Gasper and Cathy Venusto

Continue to review Current Induction Plan:

Kenny confirmed that all information will be submitted into the PDE in an electronic manner. Review of the “Plan” and “Sections” and what has been completed.

Review draft of action plan document:

The committee discussed the “Needs Assessment” form and the time frames for discussing/ covering each topic. (i.e., Welcome Packet- August, September or November)

The list of topics on the “Needs Assessment” form were reviewed and revised.

The committee began identifying a time for each topic on the Needs Assessment form / grid. Kenny will reuse the form/grid and forward via email to all committee members. The committee members are to complete the grid and return to Kenny by **April 26**. Kenny will then put a composite together for the next committee meeting on May 8, 2006.

Discussion for Next Step:

- List what specific questions we have for the Induction Council.
- List the specific recommendations/directives this committee will be giving to the Induction Council.

Next Meeting – Monday, May 8, 2006 4pm-6pm HS Library

Reminder of Dinner Meeting- June 21, 2006

Northwestern Lehigh Strategic Planning

PROFESSIONAL DEVELOPMENT SUB-COMMITTEE MEETING MINUTES

Monday, April 10, 2006

4pm-6pm

Attendants: Liz Gates, Helen McCauley, Brenda Wertman
Kathleen Kelley, and Renée Cartier

The committee reviewed the minutes from our last meeting.

Act 48 Pyramid:

- Discussed the need to place Differentiated Instruction, Academic Literacy, and Technology on the top tier of the pyramid. Staff would be required to participate in training in these areas. The group stated their belief that this requirement and training support from the district would create a successful professional development initiative over the six-year time span of the Strategic Plan.
- The Writing goal will look different at the different levels. The Elementary schools will continue to work on Writer's Workshop while the Middle and High School may focus on developmentally appropriate and research based writing strategies and programs.
- A baseline technology skills assessment of all staff members is needed in order to efficiently plan for technology staff development programs. The Act 48 Committee will work with the Technology Committee on this component. A training model of training the district secretaries who in turn will lead the technology sessions will be recommended in order to promote buy in from the staff.
- An increase in funding for staff development over the six-year plan will also be included in our recommendation. The staff development budget will need to be increased to support additional materials and resources to support the trainings.
- Two full day Act 80 days per year will be recommended in order to ensure adequate training and follow up to support our goals.
- A recommendation will also be made to include a daytime meeting structure for the Act 48 committee to convene to review the effectiveness of the staff training programs and academies. Two to three benchmarks are needed to facilitate this review.
- The need for formalizing the accountability of staff in regards to the training and subsequent implementation of newly acquired skills and learning was discussed. The committee recommends that building principals incorporate the goal areas into the

professional goals for their staff and make these goals part of their staff supervision program.

The Six Year Act 48 Staff Development Plan may look as follows:

- 1st Two Years: New staff are required to be trained in Gifted Education, ESL, CPR, AED and existing staff may elect to take refresher classes in these areas through summer academy offerings.
All staff would be required to participate in Differentiated Instruction training.
- 2nd Two Years: All staff would participate in Technology training.
- 3rd Two Years: All staff would participate in Academic Literacy training.

Next Step:

Complete writing of Act 48 Staff Development component of the Strategic Plan.

Next meeting is May 8, 2006 in the HS Library from 4pm-6pm.



**CURRICULUM DEVELOPMENT
SUB-COMMITTEE MEETING AGENDA**

**Monday, May 8, 2006
4:00p.m. – 6:00p.m.**

- Review Goals and Action Plans
- Revise Language
- Compare against the list to insure that we covered all areas that our sub-committee is responsible for (BH and LS)
- Next Step

Northwestern Lehigh Strategic Planning

EDUCATIONAL TECHNOLOGIES SUB-COMMITTEE MEETING AGENDA

**Monday, May 8, 2006
4:00p.m. – 6:00p.m.**

- Welcome
- Review Goals and Objectives
- Measurable Objectives and Action Plans Discussion
- Other Items for Discussion

Northwestern Lehigh Strategic Planning

STAFF INDUCTION SUB-COMMITTEE MEETING AGENDA

**Monday, May 8, 2006
4:00p.m. – 6:00p.m.**

- Continue to review the current Induction Plan
- Finalize draft action plan document
- Conclusion of Committee Work

Northwestern Lehigh Strategic Planning

SPECIAL EDUCATION SUB-COMMITTEE MEETING AGENDA

**Monday, May 8, 2006
4:00p.m. – 6:00p.m.**

- Review first draft of Special Education Plan



**PROFESSIONAL DEVELOPMENT
SUB-COMMITTEE MEETING AGENDA**

Monday, May 8, 2006

4:00p.m. – 6:00p.m.

- Review minutes from the last meeting
- Review and discuss the plan work completed to date
- Enhance, revise, and complete the Professional Education Plan

Northwestern Lehigh Strategic Planning

SPECIAL EDUCATION SUB-COMMITTEE MEETING MINUTES

Monday, May 8, 2006

4pm-6pm

Attendants: Ed McLaughlin, Laurie Hoppes, Karen Rex, Mark Scott, Mary Knolle, Tara McKeon, and Pam Tonkay

Review first draft of Special Education Plan:

The committee reviewed the plan as drafted by Ed M. The committee then made edits and discussed additional program highlights. (ex: increased inclusion at the elementary; special ed. Advisors at the High School)

Ed M. will make changes to Anticipated Training at the Middle School. Ed shared his hope to train tech assistants on assistive technology.

Concerns were raised regarding teacher assistant training and compensation.

Senior Survey Results:

Pam T. presented information on the Senior Survey results.

- Contact decreased from grades 9-12
- Focus on personal connections rather than academics
- Kids expect a relationship with teacher
- Most students felt prepared with math and reading skills

Northwestern Lehigh Strategic Planning

STAFF INDUCTION SUB-COMMITTEE MEETING MINUTES

May 8, 2006

4:00pm – 6:00pm

- **Attendants**

Jeremy Smoyer, Luann Matika
Jillian Gasper, Ken Fisher
Tari Carnahan

- **Continue to review the current Induction Plan:**

Changes to the Self Needs Assessment Survey were suggested and made accordingly; changing who and when specific topic were explained.
It was suggested that Self Needs Assessment Survey be repeated in November.
“August” was defined as before the students arrive.
“September” was defined as anytime after students arrive.
Capitalize Self Needs Assessment Survey and Activity Grid in the Induction Plan. Maintain consistent terms throughout the Induction Plan.
The Activity Grid will easily convert to an electronic format.
Changed “peer reviewed” to peer support.

- **Finalize draft Action Plan document:**

The final draft has been completed.

- **Conclusion of Committee Work:**

Northwestern Lehigh Strategic Planning

PROFESSIONAL DEVELOPMENT SUB-COMMITTEE MEETING MINUTES

Monday, May 8, 2006

4pm-6pm

Attendants: Liz Gates, Helen McCauley, Kathleen Kelley, and Renée Cartier

The committee reviewed the minutes from our last meeting. The group read through and discussed the draft of the Professional Education Plan that Kathleen and Renée drafted. Several enhancements/ revisions were made to the plan:

Revisions/ Enhancements:

- The Differentiated Instruction Goal was identified as the first goal to be addressed. The Differentiated Instruction goal will be a priority for the first two years of the Strategic Plan timeline. The need to design strands of training, support and instruction for staff based upon the different levels of knowledge and experience with DI was discussed.
- The Academic Literacy Goal was targeted for the second segment (second two years) of the Strategic Plan and the Technology Goal was placed in the third segment (third two years) of the Strategic Plan.

Next Steps:

- Kathleen and Renée will meet with Susanne Meixsell to review the Professional Education Plan Draft.

Northwestern Lehigh Strategic Planning

CURRICULUM DEVELOPMENT SUB-COMMITTEE MEETING MINUTES

Monday, May 8, 2006

4pm-6pm

Attendants: Steve Weiss, Kristine Dangelo, Ruth Richman, Marsha Johnston, Johanna Reisteter, Anita Yurko, Anna Gilgoff, Mollie Deans, Terri Lundberg, Larry Talotta, Roxanne Davis, Cathy McCullough, Amy Kelly and Brad Hart

Review Goals and Action Plans:

Goal #1 – Create a prescribed process of curriculum development.

Action Steps	Timeline
Curriculum: <ul style="list-style-type: none">• Cycle will be completed in 4 years with yearly revisions as needed (purchase of new textbooks/materials will take place every other curriculum cycle)• Will be based on anchors and standards, grades K-12• Implement consistent curriculum within grade levels	- 4 year cycle once revision of curricula is complete - August 2008 - August 2008
Articulate continuing opportunities for lateral and vertical teaming between buildings and grade levels.	Beginning 2006-2007 school year
Analyze existing curriculum and/or develop new curriculum to increase educational opportunities <ul style="list-style-type: none">• Implement new, elective, remedial, and gifted classes• Create increased opportunities for dual enrollment, distance learning, and on-line courses• Align courses to standards and assessment anchors• Continue to measure the performance levels of students enrolled in these classes	2008-2009 school year

Goal #2 – Develop consistent grading guidelines and practices.

Action Steps	Timeline
Recreate a grading committee to: <ul style="list-style-type: none">• Review current grading policies• Review consistency within and between buildings• Add grading policy to mentor packets and mentor process• Revise a master district document which describes our K-12 grading – place in all professional handbooks.• Analyze K-12 progression, including transition of grade types (Can we begin giving numerical percentages beginning in 5th grade? Consider keeping grades in 5th grade regardless if they are moved to elementary)• Review class participation philosophy• Review homework policy• Review late assignment policy	Creation of committee to take place by Dec. 2006

Goal #3 – Maximize student achievement:

Action Steps	Timeline
Set measurable performance goals at each building to address student achievement relevant to assessment anchors and standards <ul style="list-style-type: none">• Principals will coordinate the transfer of information from the Assistant Superintendent/Coordinator of Data and Technology to the teaching staff• Building Principals and/or Grade Level teams, Coordinator of Data and Technology	Beginning September 2006 & each September thereafter
Analyze the results of classroom assessments (including standardized tests, benchmark tests, chapter tests) to monitor student performance <ul style="list-style-type: none">• Assistant Superintendent, Building Principals, Coordinator of Data and Technology, Grade Level teams	Yearly (on-going)
Develop and implement remediation plans based on available data, including but not limited to: <ul style="list-style-type: none">• Standardized Testing (i.e., PSSA)• Classroom Performance• Teacher Observation• Building Principals, Grade Level teams	Finalize plan in 2006-2007 school year with on-going review



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