

Long Hill Township School District ACTION PLAN

Goal Area #1: Student Achievement

Goal Statement: Foster lifelong learning by exposing our students to an authentic learning environment that tailors education to challenge each child’s potential in an environment that ignites passion and hunger for learning and helps them excel in their educational experience.

Objective #1: Develop authentic lessons for students at all grade levels which incorporate cross curriculum and subject area collaboration.

Major Activities	Staff	Resources	Timelines	Indicators of Success
1.1.a Training of a group of volunteer teacher leaders in developing and sustaining Professional Learning Communities	<ul style="list-style-type: none"> •Administrative Team •Volunteer Teachers 	Professional Learning Communities at Work training	Summer/Early Fall 2016	Completion of training Evaluation and creation of turnkey training plan for teachers in all three schools
1.1.b Formation of Professional Learning Communities in each school	<ul style="list-style-type: none"> •Volunteer Teachers •Administrative Team 	•Materials from PLC training	2016-2017 school year	Establishment of PLCs in each school to be completed by January 2017
1.1.c PLCs work to develop a strategy to facilitate cross-curricular lessons and collaboration with special subject teachers	PLCs in each school	<ul style="list-style-type: none"> •Model curriculum available through NJDOE •Online resources •Google resources 	2017-2018 school year and ongoing	Interdisciplinary lesson plans submitted to building principals.
1.1.d PLCs facilitate the sharing of instructional activities and lesson plans that reflect hands-on authentic learning experiences in all areas of the curriculum.	PLCs in each school	<ul style="list-style-type: none"> •Model curriculum available from NJDOE •Textbook resources •Online resources •Google resources 	2017-2018 school year and ongoing	Idea bank of authentic lesson plans to be compiled and made accessible to teachers through the ‘staff only’ area of the district website.

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Objective #2: Use formative and summative data to evaluate and ensure state of the art learning practices with necessary tools.

Major Activities	Staff	Resources	Timelines	Indicators of Success
1.2.a Use PARCC data to assess the students' mastery of the Common Core State Standards	<ul style="list-style-type: none"> •Administrative Team •Teachers 	PARCC Test Scores to be received in October 2015	Initial reviews to be completed by January 31, 2016 and ongoing annually	<ul style="list-style-type: none"> •Data summary to be provided to teachers •Test score data uploaded into Genesis Student Information System to provide access to the information for teachers
1.2.b Continue blind scoring of writing samples for students in grades Kindergarten through 8	<ul style="list-style-type: none"> •Director of Curriculum •Teachers of Language Arts 	<ul style="list-style-type: none"> •New teachers to receive training in holistic scoring •Writing prompts to be developed by teachers based on PARCC parameters •Holistic scoring outcomes to be compared to PARCC assessment results when available 	Annual results to be compiled and shared with teachers	<ul style="list-style-type: none"> •Summary of 2014-2015 initial implementation of holistic scoring to be compiled by Director of Curriculum during the summer of 2015.
1.2.c Language Arts assessments administered during the year to provide formative data to teachers	Teachers	Reading Street (Language arts series) Benchmark Assessments and End of Unit Assessment	Assessments administered throughout the year	Teachers track data and utilize information to differentiate instruction for students.
1.2.d Mathematics assessments administered during the year to provide formative data to teachers	Teachers	<ul style="list-style-type: none"> •Star Math and Accelerated math programs through Renaissance Learning •K-8 end-of-unit and mid-year assessments •End-of Year summative tests 	Assessments administered throughout the year.	Teachers track data and utilize information to differentiate instruction for students.

1.2.e Science and social studies assessments administered during the year.	Teachers	<ul style="list-style-type: none"> •K-8 end-of-unit and mid-year assessments •End-of Year summative tests 	Assessments administered throughout the year.	Teachers track data and utilize information to differentiate instruction for students.
1.2.f Fundamentals of Writing Program in grades Kindergarten through 5	Teachers	For each of the six units of instruction there is a “finished product” generated by the student.	Finished products to be reviewed by the teacher and gathered into the student’s writing portfolio.	Teachers to provide feedback to the students as part of the Writer’s Workshop design of the program.
1.2.g DIBELS (Dynamic Indicators of Basic Early Literacy Skills) Screening to be administered to students in grades Kindergarten through 2	Basic Skills Teachers	DIBELS test materials DIBELS is used to screen children for dyslexia and also to identify students who are not on grade level in terms of the acquisition of literacy skills	DIBELS screenings are administered three times a year	DIBELS results charted throughout the year to identify students in need of basic skills reinforcement and to chart their progress in developing literacy skills

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Objective #3: Foster collaboration within grade levels and schools and the regional high school district to identify best practices in instruction to prepare students for high school and career readiness.

Major Activities	Staff	Resources	Timelines	Indicators of Success
1.3.a Continue to engage in grade level, departmental and cross grade level articulation meetings, including those with WHRHS	<ul style="list-style-type: none"> ●Teachers ●Administrators 	Annual schedules of articulation meetings	Ongoing	Minutes and reports from articulation meeting Development of next steps and priorities Feedback and evaluation
1.3.b Continue to explore opportunities for expanding joint professional development and curriculum development activities among the five WHRHS community districts	<ul style="list-style-type: none"> ●Superintendents ●Administrators ●teachers 	Regular planning meetings of regional superintendents and principals	Ongoing	Professional development schedules Feedback and evaluation
1.3.c Discussions of instructional best practices by PLCs and grade level teams in each building	<ul style="list-style-type: none"> ●PLCs ●Administrators 	Teachers Turnkey sessions provided by teachers based on workshops attended, coursework and other professional development activities Maximize the use of common planning time in each school	2017-2018	Minutes and reports from PLCs.

<p>1.3.d Assist in the scheduling of articulation meetings among the regional districts and post meeting summary reports in Staff meeting summary reports in Staff Only section of district website to allow all teachers to access the information</p>	<ul style="list-style-type: none"> ●Administrative Team 	<ul style="list-style-type: none"> ●District Curriculum Coordinators ●High School Department Heads/Subject Area Coordinators ●Administrative Team ●Teachers attending articulation meetings 	<p>Beginning in 2015-2016 and ongoing</p>	<p>Resource materials available for teachers on Long Hill School District website</p>
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Objective #4: Challenge each student to meet their own potential

Major Activities	Staff	Resources	Timelines	Indicators of Success
1.4.a Continuation of the Accelerated Reader program in Grades K-3 to allow students to read fiction and non-fiction works aligned with the Common Core State Standards	Teachers	Accelerated Reader Program - Students learn to read closely with built-in instructional skills practice activities that give them the opportunity to read, cite, write, and quiz. Each nonfiction article includes a highlight and tag activity and a “show you know” writing prompt. Students progress into more complex texts at their own pace.	Ongoing	Teacher review results of student progress in Accelerated Reader.
1.4.b Encourage the use of classroom activities such as “morning meetings” to enable students to build a sense of community	Teachers Principals Dean of Students	Morning Meeting facilitator guidance and support through the Dean of Students	February 2016 and ongoing	Feedback from teachers Reports to principals
1.4.c Mathematics and English Language Arts Resource materials utilized by teachers to differentiate instruction and to provide enrichment activities.	Teachers	Online resources available through the publishers of the mathematics and language arts textbook series adopted by the Board of Education	Ongoing	Lesson plans and other documentation provided by teachers

1.4.d STEM (Science, Technology, Engineering and Math) Program	STEM Teacher(s)	STEM Program materials	<ul style="list-style-type: none"> ●Program for grades 3 to 5 to continue in 2015-2016. ●Program expansion to grade 6 planned in 2015-2016 with grade 7 and 8 to follow in successive years. 	<ul style="list-style-type: none"> ●School schedules reflect program implementation. ●Materials acquired ●Teacher evaluation of program conducted annually to ensure activities are current
1.4.e Futures and QUEST Programs (Gifted and Talented)	<ul style="list-style-type: none"> ●Futures and QUEST teachers ●Building Principals 	Program materials and supplies	Ongoing	<ul style="list-style-type: none"> ●Program evaluation by Director of Curriculum and Futures/QUEST teachers
1.4.f Exploration of service learning curriculum for students	<ul style="list-style-type: none"> ●Dean of Students ●Building Principals and Superintendent 	<ul style="list-style-type: none"> ● Information accessed by Dean of Students as part of Social Emotional Learning certificate program 	Program information to be reviewed in 2016-2017 for possible implementation in future years	Program analysis, assessment and determination to be completed by the Administrative Team.

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Objective #5: Provide professional development to strengthen and support instruction. Support differentiation of instruction to help each student maximize his/her potential.

Major Activities	Staff	Resources	Timelines	Indicators of Success
1.5.a Explore online resources to provide professional development for teachers to supplement in-district and out-of-district workshops and conferences.	<ul style="list-style-type: none"> ●Administrators ●Coordinator of Instructional Technology 	Communication with other districts and vendors	Beginning during the summer of 2015 and ongoing	Teacher Professional Development Plan records
1.5.b Provide a “New Teacher Academy” consisting of a series of meetings to help acclimate new teachers to their responsibilities and to the Long Hill Township School District.	<ul style="list-style-type: none"> ●Administrative Team 	Training module to be developed on various topics such as Back to School Night, parent/teach conferences, special education issues, etc.	Beginning during the summer of 2015 and ongoing.	Participant involvement and feedback.
1.5.c Information provided to teachers through Flex Day Workshops and Faculty meetings	<ul style="list-style-type: none"> ●Administrative Team ●Teachers ●Outside presenters 	Training modules or presentations to be developed	Beginning during the 2015-2016 school year and ongoing.	Participant involvement and feedback.
1.5.d Lesson plan review	Principals	Teacher-created lesson plans accessed through the Genesis Lesson Planner Module	Beginning during the 2015-2016 school year and ongoing	Principal review and comments on lesson plans submitted.
1.5.e Explore use of online training modules to meet annual training mandates. This would free up inservice time to address instructional issues.	Administrative Team	Review training modules provided through GCN and/or other providers to address mandated training requirements	Review programs available during the 2016-2017 school year for possible implementation in 2017-2018	Analysis of available providers and recommendation to implement if deemed feasible.

Long Hill Township School District ACTION PLAN

Goal Area #2: Technology

Goal Statement: Incorporate purposeful technology into regular classroom instruction to enhance student engagement and enrich their learning experience.

Objective #1: Provide ongoing, sustainable professional development related to the integration of technology in instruction.

Major Activities	Staff	Resources	Timelines	Indicators of Success
2.1.a Hire candidate to fill Coordinator of Instructional Technology position	Administrative Team identifies candidate and Superintendent recommends appointment to BOE		Appointment to be recommended by April 30, 2015	Board appointment of candidate
2.1.b Creation of training modules for teachers on the use of Chromebooks and Google Apps for Education	Coordinator of Instructional Technology	Google web resources District developed information to be posted on district website	Summer 2015	Training scheduled developed Handouts created Documents posted on “Staff only” section of district website and made available through Google Docs
2.1.c Summer training for Teacher Leaders – voluntary summer training to be provided to those individuals who would like to serve as teacher leaders for the Chromebook initiative	Coordinator of Instructional Technology and Administrative Team	Computer Labs Chromebooks	Summer Workshops to be offered for teaching staff members to attend on a voluntary basis in July and August 2015	Training rosters Training evaluation feedback forms
2.1.d Training for all teachers on the use of Chromebooks and familiarization with Google Apps for Education	<ul style="list-style-type: none"> ●Coordinator of Instructional Technology ●Administrative Team ●Teacher Leaders 	Training modules developed by Coordinator of Instructional Technology	Inservice training will occur on September 1 and 2 and October 9 and 12, 2015	Training rosters Training evaluation feedback forms
2.1.e Flex Day Workshops to review basic skills and provide training on new applications	Coordinator of Instructional Technology, Administrative Team and/or Teacher Leaders	Training modules to be developed	Ongoing Flex Day Workshops to be scheduled after school throughout the year based on interest and need	Training rosters Training evaluation feedback forms

<p>2.1.f Teachers to become familiar with NJDOE Technology Standards and incorporate the standards into their teaching in all areas of the curriculum.</p>	<p>Coordinator of Instructional Technology</p>	<p>Training modules to be developed for each grade level The delivery of instruction via technology should specifically address:</p> <ul style="list-style-type: none"> • Creativity and innovation • Communication and collaboration • Research and information fluency • Critical thinking, problem-solving, and decision-making • Digital citizenship • Technology operations and concepts 	<p>2015-2016 and ongoing Training sessions to be held on Curriculum Mondays</p>	<p>Training rosters Training evaluation feedback forms Review progress and implementation Monitor and evaluate annually</p>
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Goal Area #2: Technology

Goal Statement: Incorporate purposeful technology into regular classroom instruction to enhance student engagement and enrich their learning experience.

Objective #2: Provide a 1:1 Chromebook initiative.

Major Activities	Staff	Resources	Timelines	Indicators of Success
2.2.a Provide training to teachers who will be engaged in piloting the use of Chromebooks during the spring of 2015 as well as the administrative team	<ul style="list-style-type: none"> ●Dean of Students 	Chromebooks Training Module created	Training Conducted February 2015	Teachers evaluation and feedback at the conclusion of the pilot period.
2.2.b Purchase 2 Chromebook carts for use by pilot teachers	<ul style="list-style-type: none"> ●Coordinator of Technology Services ●Business Administrator 	<ul style="list-style-type: none"> ●Available budget funds 	February – March 2015	Receipt of equipment Year-End assessment and feedback regarding Chromebook use in the classroom
2.2.c Purchase of Chromebooks for teacher use and additional Chromebook carts for Millington and Gillette Schools	<ul style="list-style-type: none"> ●Coordinator of Technology Services ●Business Administrator 	<ul style="list-style-type: none"> ●Available budget funds 	June – July 2015	Receipt of equipment Preparation of equipment for use by Coordinator of Instructional Technology
2.2.d Inservice training for teachers on the use of Chromebooks and Google Apps for Education	<ul style="list-style-type: none"> ●Coordinator of Instructional Technology ●Administrators ●Teachers Leaders 	<ul style="list-style-type: none"> ●Training modules developed by Coordinator of Instructional Technology 	<ul style="list-style-type: none"> ●Summer voluntary training for teacher leaders ●Inservice training for all teachers – September 1 and 2 and October 9 and 12, 2015 	Training evaluation and feedback from teachers
2.2.e Development of parent materials and parent training regarding student use of and responsibility for Chromebooks	<ul style="list-style-type: none"> ●Coordinator of Instructional Technology ●Principals 	<ul style="list-style-type: none"> ●PowerPoint presentation 	Back to School Night or separate parent meeting in September-October, 2015	Parent sign-off on Chromebook responsibility form

2.2.f Development of a budgetary strategy to fully implement the use of Chromebooks by students on a 1:1 basis in grades 5 through 8	<ul style="list-style-type: none"> •Administrative Team •Board Finance Committee •Board Technology Committee 	<ul style="list-style-type: none"> •Available budget funds 	Full 1:1 implementation expected by 2017-2018	Purchase of adequate Chromebooks to serve the full student population in grades 5 through 8
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Objective #3: Develop a catalog of apps/sites/programs for teachers and students to use regularly to support the delivery of curriculum.

Major Activities	Staff	Resources	Timelines	Indicators of Success
2.3.a Identify key applications and program listing to be categorized by subject area and grade level (as appropriate)	<ul style="list-style-type: none"> ●Teachers ●Administrators ●Coordinators of Technology 	<ul style="list-style-type: none"> ●Information received from various professional development activities, workshops and trainings ●Resources available through textbook publishers and other online educational sources, such as Discovery Education, Renaissance Learning, etc. 	<ul style="list-style-type: none"> ●Initial listing to be developed and shared to all teaching staff members by June 2016 ●Ongoing - Listing to be updated and republished on a quarterly basis 	Listing available to all staff members through the district website
2.3.b Identify the best sources for SMART Board lesson samples and resources to be categorized by subject and grade level (as appropriate)	<ul style="list-style-type: none"> ●Teachers ●Administrators ●Coordinators of Technology 	<ul style="list-style-type: none"> ●Information received from various professional development activities, workshops and trainings ●Resources available through textbook publishers and professional associations (such as the Association of Teachers of Mathematics) 	<ul style="list-style-type: none"> ●Initial listing to be developed and shared to all teaching staff members by June 2016 ●Ongoing - Listing to be updated and republished on a quarterly basis 	Listing available to all staff members through the district website
2.3.c Identify the best applications, add-ons and extensions for Chromebooks and Google Classroom	<ul style="list-style-type: none"> ●Teachers ●Administrators ●Coordinators of Technology 	<ul style="list-style-type: none"> ●Information received from various professional development activities, workshops and trainings ●Resources available through Google Apps for Education 	<ul style="list-style-type: none"> ●Initial listing to be developed and shared to all teaching staff members by June 2016 ●Ongoing - Listing to be updated and republished on a quarterly basis 	Listing available to all staff members through the district website

2.3.d Conduct an annual evaluation of programs and applications used by teachers on various devices	●Coordinator of Instructional Technology	●Google Forms Survey	Annual survey to be completed by June 30 th each year	Annual Survey results to be shared with the teaching staff members and administrators
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Long Hill Township School District ACTION PLAN

Goal Area #2: Technology

Goal Statement: Incorporate purposeful technology into regular classroom instruction to enhance student engagement and enrich their learning experience.

Objective #4: Use the Coordinator of Instructional Technology position to support all goals and objectives in the area of Technology.

Major Activities	Staff	Resources	Timelines	Indicators of Success
2.4.a Baseline survey of employee competencies	●Coordinator of Instructional Technology	Online survey to be developed and completed using Google Forms	Fall 2015	Compilation of survey data to be shared with administrative tea,
2.4.b Grade level and department meetings will be held to assist teachers in identifying ways in which available technology can be used to enhance instruction in their classrooms	●Coordinator of Instructional Technology	●Baseline survey information	Ongoing	Feedback and input from grade level and department discussions will generate topics for the development of Flex Day workshops, group of individual teacher training to be provided by the Coordinator of Instructional Technology
2.4.c Development of schedule to provide needed support to teachers in the implementation of Chromebooks and SMART Boards in their classrooms at Millington School	●Coordinator of Instructional Technology	●Training modules to be developed by Coordinator of Instructional Technology	Ongoing as SMART Boards are purchased and installed in accordance with Technology Vision	Feedback and input from teachers Teacher observation reports documenting use of technology in lessons
2.4.d One to one and smart group assistance regarding “how-to” information for the use of all technology devices used for instruction	●Coordinator of Instructional Technology	●Flex Day workshops, small group sessions before and after school and during lunch or prep periods	Beginning Fall 2015 and ongoing	Feedback and input from teachers Teacher observation reports documenting use of technology in lessons
2.4.e Voluntary summer technology “boot camp”	●Coordinator of Instructional Technology	●Training modules to be developed by Coordinator of Instructional Technology	Beginning Summer 2015 and ongoing	Feedback and input from teachers Teacher observation reports documenting use of technology in lessons

Long Hill Township School District ACTION PLAN

Goal Area #2: Technology

Goal Statement: Incorporate purposeful technology into regular classroom instruction to enhance student engagement and enrich their learning experience.

Objective #5: Create a balanced “flipped classroom” environment.

Major Activities	Staff	Resources	Timelines	Indicators of Success
<p>2.5.a Explore and pilot “flipped classroom” scenarios at the middle school level Develop evaluation tools to assess student learning using the flipped classroom model.</p>	<ul style="list-style-type: none"> ●Volunteer pilot teachers ●Coordinator of Instructional Technology ●Administrators 	<ul style="list-style-type: none"> ●Professional development for pilot teachers on using the flipped classroom model effectively. ●Available online instructional resources such as Khan Academy, Discovery Education, online textbook resources and more. 	<p>Pilot preparation to begin in 2017-2018 for implementation in 2018-2019</p>	<p>Positive outcomes on student evaluations. Teacher observation reports.</p>
<p>2.5.b If pilot “flipped classroom” is successful in 2018-2019, expand participation to other middle school teachers in 2019-2020</p>	<ul style="list-style-type: none"> ●Volunteer teachers ●Coordinator of Instructional Technology ●Administrators 	<ul style="list-style-type: none"> ●Professional development for volunteer teachers on using the flipped classroom model effectively. ●Available online instructional resources such as Khan Academy, Discovery Education, online textbook resources and more 	<p>Expansion of “flipped classroom” approach in 2019-2020 and ongoing</p>	<p>Positive outcomes on student evaluations. Teacher observation reports.</p>

Long Hill Township School District ACTION PLAN

Goal Area #2: Technology

Goal Statement: Incorporate purposeful technology into regular classroom instruction to enhance student engagement and enrich their learning experience.

Objective #6: Ensure that students develop the necessary basic skills in the use of technology and develop proficiency in the use of common applications and software.

Major Activities	Staff	Resources	Timelines	Indicators of Success
<p>2.6.a Provide professional development to teachers to solidify their knowledge of the Technology Standards for the grade level(s) they teach. General standards are:</p> <p>8.1 All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge.</p> <p>8.2 All students will develop an understanding of the nature and impact of technology, engineering, technological design, computational thinking and the designed world as they relate to the individual, global society and the environment.</p>	<ul style="list-style-type: none"> ●Coordinator of Instructional Technology ●Administrators 	<ul style="list-style-type: none"> ●NJ Core Curriculum Content Standards for Technology ●NJ Association for Educational Technology ●Google Apps for Education ●International Society for Technology in Education 	2015-2016 school year and ongoing	Survey to determine teacher knowledge of technology standards for their grade level
<p>2.6.b Development of Long Hill Technology Assessment Instrument for each grade level K-8</p>	<ul style="list-style-type: none"> ●Coordinator of Instructional Technology ●Administrators 	<ul style="list-style-type: none"> ●NJ Core Curriculum Content Standards for Technology ●Google Apps for Education 	Technology Assessment to be administered to all students beginning in 2016-2017 school year.	Assessment results to be reviewed by Administrative team and shared with teachers

<p>2.6.c Continue to evaluate software/applications that will support students in developing keyboarding proficiency.</p>	<ul style="list-style-type: none"> ●Director of Curriculum ●Teachers 	<p>Review of current software and any new products available to support the development of strong keyboarding skills in grades K-8.</p>	<p>Review of current software and other products to be conducted during the spring of 2016</p>	<p>Recommendation to be made to the Administrative Team by June 2016 as to which keyboarding programs/resources should be used at each grade level and how the instruction will be provided to the students.</p>
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Long Hill Township School District ACTION PLAN

Goal Area #3: Finance and Facilities

Goal Statement: Create fiscally responsible, safe, secure and environmentally conscious facilities for students, staff and community enabling all learners to reach full potential.

Objective #1: Maximize the full potential of our current facilities and grounds.

Major Activities	Staff	Resources	Timelines	Indicators of Success
3.1.a Allocate the necessary financial resources to provide the necessary facilities to deliver an excellent, innovative instructional program while remaining a position of fiscal responsibility with regard to the community.	<ul style="list-style-type: none"> ● School Business Administrator ● Superintendent 	Education and inform all stakeholders on the needs, benefits and costs of expenditures reflected in the budget for maintenance or any new projects.	Ongoing beginning in 2015-2016	Monitor and evaluate annually
3.1.b Solicit input from Rutgers experts with regard to soil analysis and recommendations for athletic field improvement and maintenance	<ul style="list-style-type: none"> ● School Business Administrator ● TEMCO Site Supervisor 	Rutgers Turf Field Experts	Late Spring/Summer 2015	Field Recommendations Report to be issued by the Rutgers consultant.
3.1.c Develop prioritized list of school facility improvements	Administrative Team	Input from staff, administrators, board of education members and parents	List to be formulated by November 2015 to allow for inclusion of projects in the 2016-2017 budget and beyond	Projects completed.

Long Hill Township School District ACTION PLAN

Goal Area #3: Finance and Facilities

Goal Statement: Create fiscally responsible, safe, secure and environmentally conscious facilities for students, staff and community enabling all learners to reach full potential.

Objective #2: Employ best practices of safety and security.

Major Activities	Staff	Resources	Timelines	Indicators of Success
3.2.a Utilize the Fall 2014 School Security Audit suggestions to form a plan to make modifications and upgrades to improve safety and security in all three buildings	<ul style="list-style-type: none"> ●Administrative Team ●Board Buildings and Grounds Committee 	Fall 2014 School Security Audit Report	Spring 2015 and ongoing	Development of a listing of actions and projects to be implemented and development of a budget strategy to accomplish them in priority order
3.2.b Installation of security card access system in all three schools	<ul style="list-style-type: none"> ●Business Administrator ●TEMCO Site Supervisor 	Contractor training in system administration Training for employees on use of system and its parameters	Spring 2015	Review of system operation Review of facility access logs
3.2.c Increase the number of security cameras at Millington and Central School to provide surveillance in additional areas	<ul style="list-style-type: none"> ●Principals ●Business Administrator ●TEMCO Site Supervisor ●Security Camera Vendor 	Fall 2014 School Security Audit Report	Summer 2015	Installation of cameras

Long Hill Township School District ACTION PLAN

Goal Area #3: Finance and Facilities

Goal Statement: Create fiscally responsible, safe, secure and environmentally conscious facilities for students, staff and community enabling all learners to reach full potential.

Objective #3: Budget for short and long term facility needs and upgrades.

Major Activities	Staff	Resources	Timelines	Indicators of Success
3.3.a Principals to develop a list of facility needs. Discussions to be held with Buildings and Grounds Committee to identify priorities.	<ul style="list-style-type: none"> ●Administrative Team ●Buildings and Grounds Committee 	Input from Principals, Business Administrator and Superintendent	Beginning in Spring 2015 and ongoing	Development of a prioritized list of buildings and grounds projects for the 2015-2020 time period.
3.3.b Explore possible energy conservation programs that might enable the district to reduce energy use and cost across the district.	School Business Administrator	<ul style="list-style-type: none"> ●Other school districts that have engaged outside energy conservation consultants ●NJSBA Resources 	Initial exploration in 2015-2016 and ongoing	Report to Board of Education regarding research into possible programs Implementation of an appropriate program Annual monitoring and evaluation of conservation efforts
3.3.c Explore potential needs to increase bandwidth to support implementation of Chromebooks in grades 5 through 8 including their use for state assessments	<ul style="list-style-type: none"> ●Coordinator of Technology Services ●Coordinator of Instructional Technology ●School Business Administrator 	<ul style="list-style-type: none"> ●Available information as to current utilization ●Information from other districts who have implemented testing on Chromebooks. 	Fall 2015	Report to Superintendent regarding any necessary upgrades to bandwidth

Long Hill Township School District ACTION PLAN

Goal Area #4: Culture and Climate/Communication

Goal Statement: Create a positive, open and connected school environment that promotes lifelong learning.

Objective #1: Create productive citizens through school-wide community service projects and events.

Major Activities	Staff	Resources	Timelines	Indicators of Success
<p>4.1.a Continuation of the numerous community service activities and projects that the schools are currently engaged in. These include: Community performances by CMS musical groups; communication with veterans at the Lyons VA Hospital and the annual Veteran's Day recognition program at Millington School; annual drives such as the toy and coat drives and mitten tree; special fundraisers such as the relief fund for the Haiti earthquake and the rebuilding of the Hurricane Sandy-ravaged playgrounds at the NJ Shore; Central School Green Club recycling activities.</p>	<ul style="list-style-type: none"> ●Teachers and advisors ●Administrators 	<p>Existing community service programs Cooperative events with other community groups such as PTO, PBA, etc.</p>	Ongoing	Response from service project beneficiaries
<p>4.1.b Pursue and promote additional appropriate programs that provide a positive environment and enhance the success of all students.</p>	<ul style="list-style-type: none"> ●Administrators ●Guidance Counselors ●Teachers 	<p>Research and explore opportunities for incorporating a service learning approach to instruction that engages students in meaningful service activities in the schools, community and beyond.</p>	2016-2017 school year	Implementation of service learning activities, monitoring and evaluation of activities.

Long Hill Township School District ACTION PLAN

Goal Area #4: Culture and Climate/Communication

Goal Statement: Create a positive, open and connected school environment that promotes lifelong learning.

Objective #2: Celebrate individuality through educational activities and exposure to diversity.

Major Activities	Staff	Resources	Timelines	Indicators of Success
4.2.a Utilize school assemblies and events as well as classroom based activities to increase students' general awareness of diverse cultures and personal differences with the goal of building understanding and tolerance for differences.	<ul style="list-style-type: none"> ●Principals ●Teachers ●PTO Cultural Arts Committee ●Guidance Counselors ●School Safety Team 		Ongoing	Periodic surveys of school climate
4.2.b The character education program at all three schools will be used to instill in students the six attributes of the character education program: trustworthiness, respect, responsibility, fairness, caring, and citizenship.	<ul style="list-style-type: none"> ●Principals ●Teachers ●Guidance Counselors ●School Safety Team 		Ongoing	Annual evaluation of character education program by School Improvement Committee
4.2.c Continue successful instructional units of study, such as the 006 6 th grade project, to guide students in overcoming obstacles and developing resiliency.	<ul style="list-style-type: none"> ●Teachers 		Ongoing	Review of programs by building principals and Director of Curriculum

4.2.d Utilization of Google Docs, Padlets and other means of sharing and collaboration to allow for learning activities to take place across, grade levels, schools and school districts.	<ul style="list-style-type: none"> •Teachers •Technology Coordinators 		Ongoing	Evaluation of utilization conducted by Director of Instructional Technology annually.
4.2.e Selection of curricular materials that reflect diversity.	<ul style="list-style-type: none"> •Director of Curriculum •Teachers •Principals •Board of Education 	•	Ongoing	Director of Curriculum to make recommendations to the Board's Curriculum Committee

Long Hill Township School District ACTION PLAN

Goal Area #4: Culture and Climate/Communication

Goal Statement: Create a positive, open and connected school environment that promotes lifelong learning.

Objective #3: Create an “open-door” sense of community within the schools.

Major Activities	Staff	Resources	Timelines	Indicators of Success
4.3.a Provide additional promotion/advertising of parental volunteer opportunities available through PTO, FORCE, and SPORT	<ul style="list-style-type: none"> ●Superintendent ●Principals 			Feedback from PTO, FORCE and SPORT
4.3.b Require all teachers in grades PreK through 4 to provide at least one opportunity for parents to visit the classroom during the school year for an activity such as a class play or performance, student presentation or other event.	<ul style="list-style-type: none"> ●Teachers ●Principals 		To be initiated during the 2015-2016 school year and continued.	Feedback from parents
4.3.c Host administrator’s coffees to provide an opportunity for parents to interact with district administrators	Administrators		Each administrator will host at least one parent coffee meeting each year beginning in 2015-2016 and ongoing	Feedback from parents

Long Hill Township School District ACTION PLAN

Goal Area #4: Culture and Climate/Communication

Goal Statement: Create a positive, open and connected school environment that promotes lifelong learning.

Objective #4: Increase public relations with all stakeholders.

Major Activities	Staff	Resources	Timelines	Indicators of Success
4.4.a Identify “key communicators” – one representative from the leading groups and organizations within the community. These representatives would receive periodic email updates and other pertinent information about the schools district and school events throughout the year.	<ul style="list-style-type: none"> •Superintendent •Administrators 	Township of Long Hill information Various community groups and organizations	Initial database of key communicators to be developed by October 2015 and updated annually	Database of contact information for community groups and organizations
4.4.b Create podcasts or videos that can be posted to inform parents and community members about important topics and events within the school district.	<ul style="list-style-type: none"> •Superintendent •Administrators 	<ul style="list-style-type: none"> •Applications, such as You Tube, that can be used to disseminate information 	Beginning during the 2015-2016 school year and ongoing	Website counter to measure the number of people accessing the information that is posted.
4.4.c Educate the school and community members about the district’s mission and the adopted Strategic Plan and its goals.	<ul style="list-style-type: none"> •Superintendent •Administrators 	<ul style="list-style-type: none"> • Make information available on website •Push out eblasts alerts when information is updated or important new information becomes available •Use social media to communicate with the public in a more informal way 	Beginning during the 2015-2016 school year and ongoing	Track website user activity and social media activity and numbers of followers.
4.4.d Increase use of LHTV to publicize district events and general information	<ul style="list-style-type: none"> •Superintendent •Administrators 	<ul style="list-style-type: none"> •Share information for timely broadcast on LHTV community bulletin board 	Beginning during the 2015-2016 school year and ongoing	Feedback from community residents

**Long Hill Township School District
ACTION PLAN**

Goal Area #4: Culture and Climate/Communication

Goal Statement: Create a positive, open and connected school environment that promotes lifelong learning.

Objective #5: Expand guidance counselor services/resources.

Major Activities	Staff	Resources	Timelines	Indicators of Success
4.5.a Analyze the possibility of expanding guidance services to provide for a full time guidance counselor in each school	•Administrative Team	Staffing projections which are completed for the development of the district’s annual budget	To be reviewed for inclusion in the 2017-2018 budget and annually thereafter in unable to accommodate in 2017-2018	Expansion of the guidance services to provide a full time counselor in each school building.

Long Hill Township School District ACTION PLAN

Goal Area #4: Culture and Climate/Communication

Goal Statement: Create a positive, open and connected school environment that promotes lifelong learning.

Objective #6: Increase communication regarding student progress and expand information provided through teacher websites.

Major Activities	Staff	Resources	Timelines	Indicators of Success
4.6.a Develop district parameters to provide specific expectations with regard to teacher website and the information they provide	<ul style="list-style-type: none"> •Administrative Team •Coordinator of Instructional Technology •Teachers 	The administrative team will develop parameters that will then be shared with the teachers	<ul style="list-style-type: none"> •Parameters to be developed during the summer of 2015 •Parameters to be shared with teachers during inservice meetings in September 2015 	Principal review of teacher websites to ensure compliance with new website parameters.
4.6.b Use new PARCC student reports to communicate specific information to parents regarding student progress and performance with regard to the Common Core State Standards	<ul style="list-style-type: none"> •Administrative Team •Teachers 	<ul style="list-style-type: none"> • PARCC information can be used to inform parent conferences and other communications between teachers and parents 	Beginning in the fall of 2015 with the first release of PARCC student performance reports and ongoing	Feedback from parents and teachers

Long Hill Township School District ACTION PLAN

Goal Area #4: Culture and Climate/Communication

Goal Statement: Create a positive, open and connected school environment that promotes lifelong learning.

Objective #7: Increase student participation in extracurricular activities.

Major Activities	Staff	Resources	Timelines	Indicators of Success
Explore the possible expansion of extracurricular activities at all three schools	<ul style="list-style-type: none"> •Administrative Team 	Conduct both a student and a parent survey to elicit input on what types of extracurricular activities might be added to the current offerings	Survey to be conducted during the 2015-2016 school year	Survey results
<ul style="list-style-type: none"> •Discussion with FORCE to determine feasibility of expanding FORCE class offerings to meet possible needs identified through the survey •Discussions with administrative team regarding facility availability for implementation of additional extracurricular activities and potential costs 	<ul style="list-style-type: none"> •Administrative Team •FORCE Officers 	<ul style="list-style-type: none"> •Student and parent survey results 	Discussions to be held following summarization of student and parent extracurricular survey results. 2015-2016 or 2016-2017 school years	Meeting minutes and/or action plans to expand extracurricular offerings.