



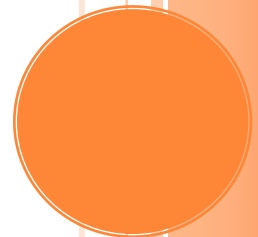
# POLICY AND PLANNING COMMITTEE

*Strategic Plan for 2015 - 2018*

Objective: Deliver a strategic plan built for school operational sustainability and financial solvency. This plan provides community support to an enduring Nashville institution, applies enhancement to past PPE plans and enhances future success through the voices of our parents, teachers and community.

Triennial Planning

5/1/2015



# Policy and Planning Committee

*Strategic Plan for 2015 - 2018*

## **PPE STRATEGIC PLANNING REPORT AND RECOMMENDATIONS**

### **I. STRATEGIC PLANNING PROCESS**

The Percy Priest Elementary Parent-Teacher Organization embarked upon a strategic planning process beginning in November of 2014, working with Head of School and management. This draft was conceived through a series of discussions, meetings and planning and by various methods by an outside strategy partner. This plan should act as plan guidance for the PTO board and along with the Policy and Planning Committee, be revised from time to time.

The strategic planning process used the following methods by which to collect the information used by the Policy and Planning Committee to develop the strategic focus areas:

- Initial diligence of previous plans
- Announcement of plan development launch to PTO board
- Execution of current parent, exiting parent and teacher surveys
- School hosted Town Hall Meeting inviting community solutions post survey
- Post mortem meetings regarding community and teacher desired outcomes and direction
- Policy and Planning approval of draft strategic plan
- PTO Board review and approval of strategic plan
- Presentation to the PPE Board for approval
- Plan to be posted for public review

### **II. OVERVIEW OF THE STRATEGIC PLANNING COMMITTEE'S DISCUSSIONS**

The Policy and Planning Committee convened at 2:45 pm on April 19<sup>th</sup> and, with the assistance of Facilitator, Marcus Williamson, reviewed and discussed the various opinions, comments and suggestions on information reflecting the comprehensive input that had resulted from our planning process. Among the topics, factors, issues and concerns the Committee discussed were:

- The process steps to final plan and the delivery of the draft plan to all PTO board members
- To be reminded of this board's charge. There will be budget items (i.e.; technology and interventionist) which may already be covered within the board's budgets.
- Final deliverables to the board – number of review documents and time allocated for review
- Additional changes to volunteer committee structure, backgrounds and experiences of future committee members

- We learned through our survey process, parents are asking for more social and networking opportunities with the PTO. The Town Hall format was adjusted to accommodate more interaction. Round tables were set to encourage conversation, expansion of comments, and opportunities for committee chairs to understand survey comments.

After discussing the information gleaned from the strategic planning process thus far, the Committee began crystallizing the specific strategic focus areas it felt PPE's community input had identified as priorities for the PTO to pursue over the next three plus years. The Facilitator had the Committee review the PTO's 2012 Strategic Plan and reminded the group that new focus areas do not replace a prior strategic plan but serve as an overlay to an existing strategic plan. New strategic focus areas provide the organization with a fresh and renewed perspective on pre-existing goals while establishing a new vision with newly articulated priorities.

The following page captures the 2015 Strategic Focus Areas for the PTO as developed by the Policy and Planning Committee.

### **1<sup>st</sup> YEAR; 2015 - 2016 PTO GOVERNANCE SUGGESTED CHANGES**

The Strategic Planning Committee determined that in order for the PTO to remain relevant in support of parent/teacher functions and improvements, the committee must periodically examine its structure and priorities. Having done so, the Committee recommends to the PTO Board of Directors the following Strategic Focus Areas as priorities for the PTO over the next three years.

- 1. The re-categorization of committee leadership, roles and representation**
- 2. Committee member descriptions and responsibilities**
- 3. The use of a Board Member Profile**
- 4. Adjustments to future P & L's, income statements and explanations of financials**

The Committee underscored the necessity of making adjustments to this year's structure and to financial statements. The Committee is open to suggestions on these topics, creating greater opportunities for the best outcomes.

## LEADING PRIORITY FOCUS AREAS

### 1. Personnel

There was a clear message on behalf of our parents that more interventionists in specific areas would help benefit their child's experience as well as help teachers focus on further classroom stewardship, planning and student pacing. While certain areas within the PPE budget allocate funding for interventionist, the PTO would like to devote additional dollars to this area, where a need is identified. Further needs for changes were identified in the Science Lab. The adjustments will call for assistance from volunteer parents under the leadership of the classroom teacher in order to more effectively and efficiently execute lab functions

- Improved student classroom ratios
- Additional assessments of student needs earlier in the year
- Earlier deployment of special needs through student curricula
- Introduction of interventionists at the kindergarten level for earlier assistance and planning
- Transition in the management of Science Lab

### 2. Facilities

While several items within the Facilities Committee arena are largely lead by MNPS project maintenance, a few of the parent's and teacher's suggestions could be made internal projects. These include improvements in increased frequency, eliciting volunteer assistance and small labor items the committee could execute. The plan doesn't include large sums of capital but focuses on minor, visual and aesthetic value in and on the campus of the school.

- Develop a Working Group to begin identifying and actively developing a listing of improvement areas for discussion, approval and execution.

### 3. Future Technology and Maintenance

Improvements to future communication can be achieved through the development and deployment of our own application (app). This app can be placed on any electronic device, Mac or PC to deliver updates, urgent messages and parent/teacher information based on individual logins and password protected entry. Parents and teachers both spoke loudly to the need to maintain the level and quality of technology used within the school today. "Maintaining" the current level must include both software oversight and hardware maintenance. As PTO-supported laptops and pads need upgrades and updates, the Technology Committee will assess needs, research best options and request monetary support for this maintenance.

- A PPE-formatted application for utilization on smart-devices, Macs and PCs
- PTO-Supported laptops and Pads, outside school-budgeted maintenance
- Expert support of teacher development and training on applications
- Best utilization (*and more advanced - 2.0*) of Smart Boards to help enhance curriculum deployment
- Potential needs for additional Pads, outside school-budgeted purchases

#### 4. Public Relations

Public Relations is a board requested addition to current PTO committees within the strategic plan. PPE needs a consistent, collective and structured voice from the families and teachers directly to the desks of MNPS. Advocacy is strongly needed for areas that are within Metro's purview, handled in a professional manner. The consistent tone of this committee's work will be to accurately assess (1) How urgent is our need? (2) What projects are in the Metro's pipeline? (3) What are the needs to move forward (paper, voices, votes)? (4) What is the most advantageous school-community method to drive message?

- Advocacy through MNPS for the safety and well-being of our children
- Advocacy for maintenance and repairs of leaks
- Recruitment of Forrest Hills and Oak Hill community members for board and/or committee participation – assists with advocacy
- Consistent opportunities for family/community to assist and/or interact, at appropriate times to maintain the levels of quality and performance of our teachers and staff
- Transparency through the PTO removes misunderstandings of school management responsibilities – A clear delineation of PPE-responsible targets for improvement and MNPS-responsible targets for improvement

## Overall Diligence Recommendations

### Leadership & Operations – Parent/Teacher comments and Town Hall responses

<p><b>Communications</b></p>	<ul style="list-style-type: none"> <li>• Increased information regarding assessments</li> <li>• Pilot a video update format including 4<sup>th</sup> grade students</li> <li>• Utilize a PPE mobile app – Allow parents to choose their desired communication (twitter, text, Instagram – bus delays, picture day, announcements) -</li> <li>• Formalize “On-Boarding” for new PPE parents – A mentor family</li> <li>• An additional parent/teacher conference day specifically for “On-Boarding” parents</li> <li>• Teacher work day should be changed to Parent/Teacher conference day</li> </ul>
<p><b>Technology</b></p>	<ul style="list-style-type: none"> <li>• A few issues with current I-Pads – need a maintenance contract for them</li> <li>• Increase the number of I-Pads by 50%</li> <li>• Utilize technology to supplement lesson/homework at home and over the weekends via teacher videos of the lesson</li> <li>• Incorporate a technology coach to provide technological development for teachers as well as dedicate dollars for additional Smart Board training to implement in classroom/lesson plans</li> </ul>
<p><b>Facilities</b></p>	<ul style="list-style-type: none"> <li>• Elicit volunteer assistance for custodial services – increase frequency of cleaning; bathrooms, café – Possibly a PTO paid position</li> <li>• Elicit a volunteer parents into work in lunch room monitor roles</li> <li>• Repair the leaking roof</li> <li>• Increase education/compliance of drop-off/pick-up rules</li> <li>• Increase shade, tables and possibly, flexible furniture</li> <li>• Replace damaged/non-functioning windows</li> <li>• Repair stairs to playground</li> <li>• Improve exterior lighting</li> <li>• Stewardship of the drop-off line before 7:30 am</li> <li>• Repave potholes in driveway</li> <li>• Partitions in boys bathrooms</li> <li>• New drop-off area for buses</li> </ul>
<p><b>Personnel</b></p>	<ul style="list-style-type: none"> <li>• Hire additional interventionist beyond school budgeted teachers</li> <li>• Grandparent volunteers to shelve books and help in café</li> <li>• Utilize a parent-volunteer for science lab</li> <li>• Tutoring for volunteers helpers; through/by current teachers</li> <li>• Volunteer coordinator to work with teachers</li> <li>• A specific math interventionist for K – 2<sup>nd</sup> grade</li> <li>• Revisit Student/Teacher program for Kindergarten classes</li> </ul>

<b>Teachers &amp; Curricula</b>	<ul style="list-style-type: none"> <li>• Utilize interventionist earlier in the student's career; kindergarten assistance with challenged students</li> <li>• More developed Spanish program</li> <li>• Reduce paperwork in the parent/teacher process</li> </ul>
<b>Public Relations</b>	<ul style="list-style-type: none"> <li>• Parent/Teacher/Community advocacy for change at the MNPS level</li> <li>• A more robust community connection with Oak Hill and Forrest Hill residents and students</li> <li>• Diplomacy and advocacy with challenged growth campaigns</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• A separate committee focused on ad-hoc or urgent budgetary needs throughout the year; and during triennial PTO budget creation</li> </ul>

## Planned Utilization of PTO Funds

*NOTE: Our diligence brought forward items information regarding PTO funding allocations. Each committee has reached approval and submits budgeted allocation needs for each category.*

COMMITTEE	DESCRIPTION	% of Total Funds
<b>Communications</b>	The Communications Committee and its funds will continue to serve the needs of connecting with both parents and teacher for scheduling, room-parent e-mails, the PPE website, volunteer opportunities, Eblasts, community invitations to new PPE family as well as the coordination of new family “On-Boarding” connections with school and PTO resources.	0%
<b>Technology</b>	The Technologies Committee and its funds will continue to serve the needs of additional purchases beyond school-budgeted assets including I-Pads, Smart Boards and future technologies best befitting interactive learning.	5%
<b>Facilities</b>	The Facilities Committee and its funds will continue to serve the facility needs of the school related to physical plant, landscaping, signage, school cleanliness, safety, damage prevention efforts and enhanced ADA modifications where necessary. These funds will also be deployed where needed, beyond school budgeted or MNPS provided assistance.	1%
<b>Personnel</b>	The Personnel Committee and its funds will continue to fund personnel-related areas within the school, add additional interventionists beyond school-budgeted personnel as well as assist with the identification of skilled classroom and café volunteers, training of volunteers prior to service in concert with Teacher and administration.	39%
<b>Teachers &amp; Curricula</b>	The Teachers and Curricula Committee and its funds will continue to serve the needs of additional training and development, beyond school-budgeted assets as well as a professional coach to assist in the learning of best practices with Smart Boards and Pad applications tied to our current curriculum	24%
<b>Public Relations</b>	The Public Relations Committee and its funds will help to develop a platform for the schools branding, community connection and academic success, Provide frequent introductions via media to public school needs and the early role of education in successful careers. The committee will connect contiguous communities within the Hillsboro cluster in order to compile valuable insight into what needs are important.	23%
<b>Finance</b>	No “Funds” allocated for this committee thus far	4%
<i>Ad Hoc Fund</i>	PTO Admin Fund	3%
<i>Ad Hoc Fund</i>	Principal’s Admin Fund	2%
<b>SUBTOTAL</b>		<b>100%</b>
<b>Tiger Fund Pool</b>		Unknown to date
<b>TOTAL BUDGET ALLOCATIONS:</b>		<b>100%</b>