



**Hamilton
Community
Schools**

STRATEGY & SCHOOL IMPROVEMENT

ENTRY PLAN FOR:
*STRATEGY & SCHOOL
IMPROVEMENT COORDINATOR*

PREPARED BY APRIL YATES



STATEMENT OF PURPOSE

Throughout the past three years, I have been fortunate enough to have had the opportunity to be a part of Hamilton Community Schools, and the wonderful community that surrounds it. Growing up in small towns my entire life, I couldn't help but feel at home and fall in love with the community of Hamilton.

Hamilton is a special place to live and work due to the community that surrounds it. Our community is our story, our community is our strength, and our community holds the keys to unlocking our greatest potential.

As a passionate and dedicated member of the Hamilton Community Schools team, I am driven to fulfill the vision and promise of the Board of Education to our community that "Each Will Thrive". The work that I have created in the past years, months, and weeks speaks to the passion I feel for this promise.

The work that is contained within this entry plan is

a representation of what could be for our district. It is a symbol of my hopes, drive, and dedication to a promise that our students, staff, community members, and all stakeholders deserve to experience.

I hope that within these pages you have the chance to dream about the future of our community, and that you discover the exciting potential of our next chapter. Together, as a community, we can provide all stakeholders with the opportunities necessary so that each will thrive.

April Yates

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STRATEGIC GOALS

- Cultivate positive relationships with all school stakeholders including: teachers, staff, parents/guardians, community partners, and administration. Serve as an intentional bridge between stakeholder groups.
- Develop a model of the current state of the district through the perspective of students, staff, administration, school board, parents, and the community.
- Gain an informed understanding of student, staff, administration, school board, parent, and community's vision and goals for the district.
- Analyze gathered data to identify the district's strengths and opportunities for growth in a variety of areas (curriculum and instruction, parental and community involvement, school culture and climate, blended learning, etc.).
- Collaboratively build a 6 year plan to provide a framework for the growth and development of the district based on all stakeholder input.
- Facilitate a climate of continuous improvement that can be effectively maintained and nurtured.



STRATEGY IS ABOUT SET-
TING YOURSELF APART
FROM THE COMPETITION.

IT'S NOT A MATTER OF BEING BETTER AT
WHAT YOU DO - IT'S A MATTER OF BEING DIF-
FERENT AT WHAT YOU DO.

- MICHAEL PORTER

TIMELINE

1

JULY

Develop intentional relationships. Assemble Strategy & School Improvement Action Team.



2

AUGUST

Develop marketing campaign and materials necessary to gather data. Host Each Will Thrive PD.



3

SEPTEMBER

Release marketing campaign to public, and distribute initial stakeholder surveys.

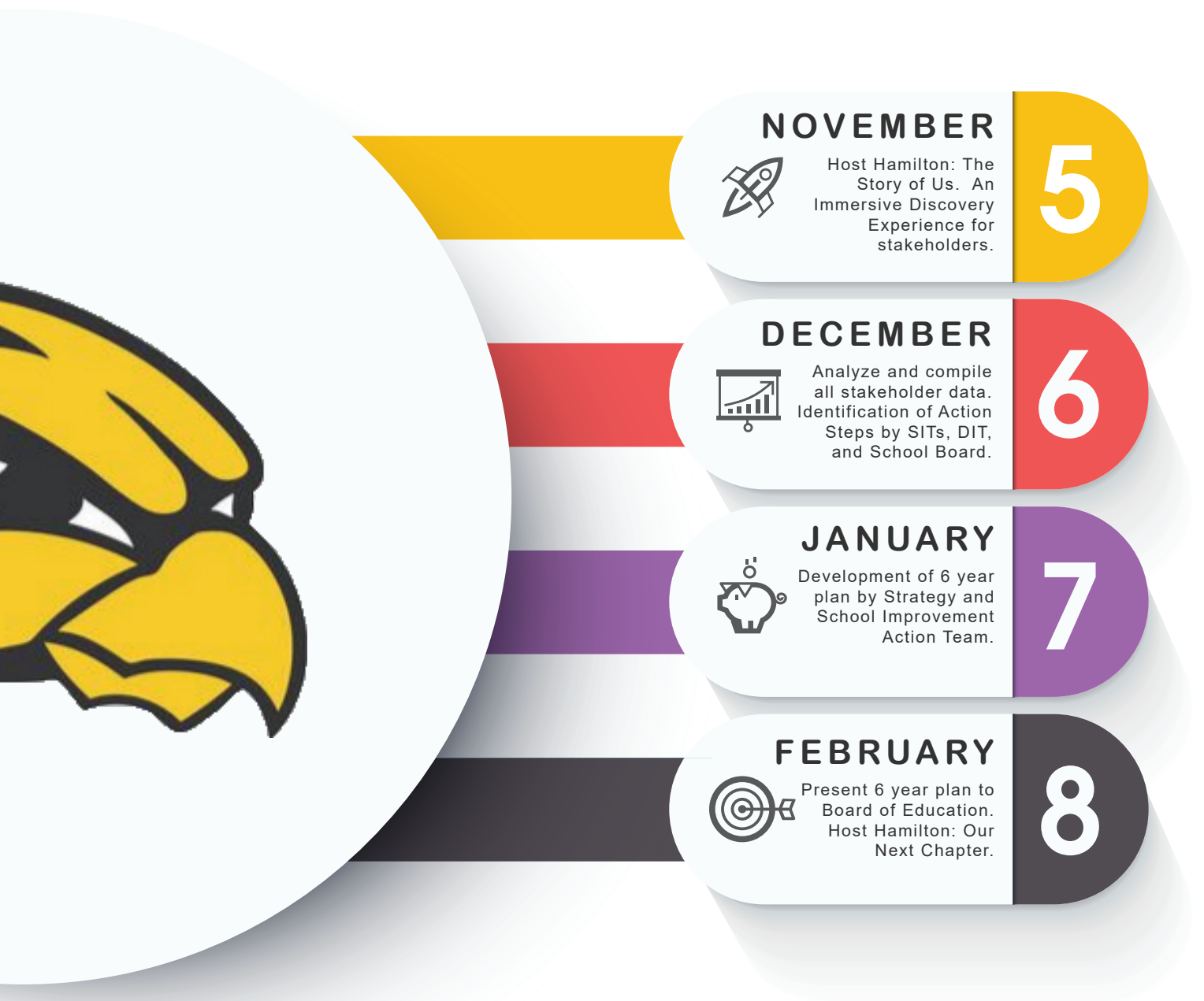


4

OCTOBER

Hold focus groups and individual interviews with stakeholders. Prepare for Hamilton: The Story of Us.





RELATIONSHIPS

DEVELOPMENT OF INTENTIONAL RELATIONSHIPS WILL BE ESSENTIAL DURING BEGINNING WEEKS.

One goal of the role of Strategy and School Improvement Coordinator is to cultivate positive relationships with all school stakeholders including: teachers, staff, parents/guardians, community partners, and administration. In essence the Strategy and School Improvement Coordinator should serve as an intentional bridge between stakeholder groups.

In order to cultivate intentional and genuine relationships with all stakeholder groups, the Strategy and School Improvement Coordinator will need to create intentional opportunities in which to begin developing such relationships.

“Coffee Chats” to Build Connection

In the initial weeks, Coffee Chats would be used to promote relationship building with stakeholders inside of central administration. Coffee Chats would be utilized to create a base foundation upon which genuine relationships would be formed and nurtured.

Coffee Chats would center on learning about each individual on both personal and professional levels. During each Coffee Chat, the following questions would be asked:

- What is going well/What are you proud of?
- What do you think could be improved?
- How can I help you reach your goals?





+ CONNECTION

+ COMMUNICATION

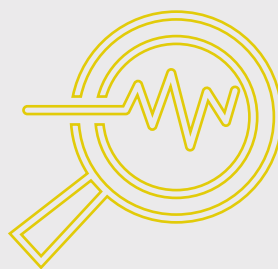
+ TEAM WORK

Strategy & School Improvement Action Team - Development

Through collaboration with the Director of Teaching and Learning, and other essential stakeholders, develop a Strategy & School Improvement Action Team to manage marketing, data collection, and plan development efforts in the coming months.

The Strategy & School Improvement Action Team will begin meeting in August to determine goals for and develop the marketing campaign to pursue the collection of genuine stakeholder feedback.

The team will also manage the development of key events and release dates throughout the six month process to develop and release the six year plan to the Hamilton Community Schools Board of Education, as well as, internal and external publics.



In order to gain a comprehensive understanding of the current state and vision of the district, *Up to Speed* meetings would be scheduled with key stakeholders in all district level departments including, but not limited to the following:

- Athletics
- Curriculum
- Finance
- Maintenance
- Nutritional Services
- Special Education
- Student Services
- Technology
- Transportation
- Wellness

MARKETING CAMPAIGN



Develop Marketing Campaign Designed to Increase Stakeholder Input & Feedback

One of the initial priorities of the Strategy & School Improvement Action Team will be to develop an intentional marketing campaign designed to increase stakeholder input and feedback across the district. Collaboration with the Director of Communications, Jeremy Gonsior, will be essential to bring the campaign to the public.



CAMPAIGN TIMELINE

➤ AUGUST 2-6

An outline of the marketing campaign is developed by the Strategy & School Improvement Team. Goals and schedule for the campaign are developed by the team.

➤ AUGUST 9-31

The Strategy & School Improvement Coordinator works directly with the Director of Communications to develop materials necessary to meet the goals of the marketing campaign.

➤ SEPTEMBER 2021

The marketing campaign is released to the public via multiple outlets and channels. Shortly following the campaign release, initial surveys will be released to stakeholders across the district and community.



CAMPAIGN GOALS

+ VALUE

Stakeholders feel appreciated and know that their input is valued by the district.

+ ENHANCE

The sense of community is enhanced through common connection and goals.

+ DATA

Pertinent data regarding the current state of the district and stakeholders' vision for the district is collected and analyzed.

STAKEHOLDER SURVEYS

DEVELOPING STAKEHOLDER SURVEYS

Initial surveys for all stakeholder groups would be developed by the Strategy and School Improvement Action Team. The intent of the initial surveys would be to provide baseline data regarding the input of all stakeholder groups. The data provided by the surveys would be utilized as a part of the data story collected for the six year plan, and would be utilized to create more intentional question sets for both focus groups and individual interviews. By creating more intentional question sets for focus groups and interviews, the data collected will provide a more comprehensive view of the perspectives of all stakeholders.

INITIAL SURVEYS

After releasing the marketing campaign to the public initial survey would be sent out to individual stakeholder groups. The intent of the surveys would be to gather initial baseline data regarding the current state of the district, and stakeholder feedback for the future of the district. The following stakeholder groups would be addressed in the surveys:

- Students (3rd - 5th)
- Students (6th - 12th)
- Teachers
- Administrators
- Support Staff
- Parents
- School Board
- Community Members



SURVEY DESIGN

DESIGNING STAKEHOLDER SURVEYS

The Strategy & School Improvement Action Team would collaboratively work to construct a series of stakeholder surveys to be distributed to the public in September following the release of the marketing campaign. Initial surveys would be designed to provide insight into the state of the district, and have categorical questions based upon the thirteen goals of the district as identified by the Board of Education during the strategic planning process in 2017. Question categories would include a focus on the following topics:

Teaching & Learning:

- Dynamic Teaching and Learning Environment
- Individualized Instruction
- Social-Emotional Support Systems
- Academic Skills for Life-Long Success
- Career & Life Skills for Life-Long Success
- Flexible Calendar & Schedule

Finance & Operations:

- Maintain a Balanced Budget
- Long-Term Facility Plan & Budget Plan

Community Relations:

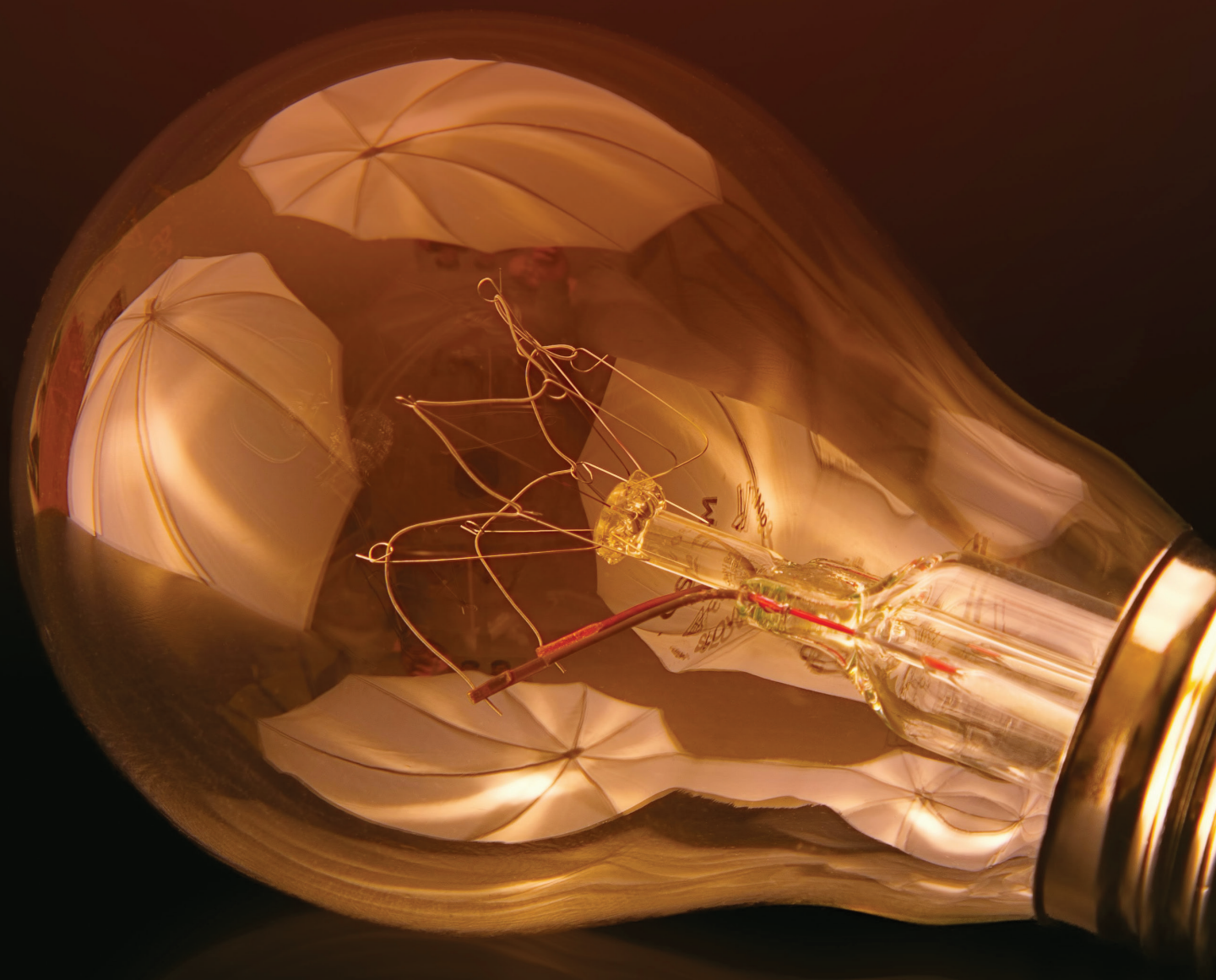
- Comprehensive Communication Plan
- Business Partnerships
- Community Needs & Support Systems
- Provide Feedback

Other:

- Build Mutual Trust



AUGUST 2021



EACH WILL THRIVE

Professional Development Summit

Hamilton Community Schools

EACH WILL THRIVE

HOST STAFF-LED & DRIVEN CONFERENCE

Introduce the 2021-2022 school year with a conference based summit that is led and driven by staff needs, wants, and passions. Utilize the conference to introduce the marketing campaign and work being completed by the Strategy and School Improvement Action Team. Staff presenters will construct presentations around the theme of “Thrive”. A variety of topics and presentations such as staff and student wellness, personalization within Canvas, and learning plans will provide staff members with choice and voice in their learning. During the conference staff members will have the opportunity to celebrate their accomplishments, reconnect with colleagues, learn from each other, and learn from professionals within the community.

INTERACTIVE DISPLAYS

During the conference all staff members will have an opportunity to take the initial district survey to make participation in surveys simple. Throughout the conference, there will also be a series of interactive displays meant to provide an interactive visual and graphic representation of staff input.

Staff members will be encouraged throughout the day of the conference to respond to the questions and prompts on the interactive displays. Questions promoted throughout the interactive displays will coordinate with the initial surveys distributed to stakeholders, and will serve to gather additional data and input.



SEPTEMBER 2021

CAMPAIGN LAUNCH



Hamilton Community Schools

Our Community. Our School. Our Story.

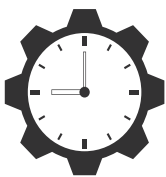
**Help us write our future.
Help us write their future.**

DATA COLLECTION & RELATIONSHIPS



RELEASE MARKETING CAMPAIGN TO ALL DISTRICT STAKEHOLDERS

Early September the marketing campaign will be released to the public and all essential district stakeholders to ensure stakeholder understanding of the intent of the district prior to requests for feedback begins to take place.



DISTRIBUTE SURVEYS TO EACH GROUP OF STAKEHOLDERS

Individual stakeholder surveys will be distributed via multiple outlets. Stakeholder surveys will be available to the public to complete for at minimum of three weeks.



SCHEDULE “MEET AND TREAT” SESSIONS WITH STAKEHOLDERS

Continue building positive relationships with stakeholders by scheduling “Meet and Treat” or “Coffee Chat” sessions. Seek to develop genuine relationships with stakeholders by learning about each individual both personally and professionally.



PLAN AND SCHEDULE FOCUS GROUPS AND INDIVIDUAL INTERVIEWS

Following “Meet and Treat” sessions, begin scheduling focus groups and individual interviews to create a more comprehensive understanding of the current state and future vision for the district.

FOCUS GROUPS & INTERVIEWS

In addition to initial surveys, focus groups would be utilized to gain greater insight into selected stakeholder perspectives and experiences with the district. Focus groups may be centered upon specific grade levels, subject matters, buildings, etc. To gain an increased understanding of stakeholder perspectives, focus groups and questions will be determined based upon findings from initial stakeholder surveys.

Individual interviews would be utilized in conjunction with focus groups in order to gain a more complete understanding of essential stakeholder view points and perspectives. Individual interviews would also serve to reinforce stakeholder feelings that their input is both sought and valued. Data from individual interviews would be coded as a part of final data collection.



NOVEMBER 2021

Hamilton: The Story of Us

An Immersive Discovery Experience

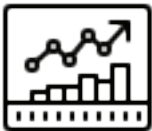
Hamilton: The Story of Us will be an immersive discovery experience in which community members can gather together to view student projects demonstrating the memories, traditions, and people who make up our community. Interactive displays will be a part of the experience in which stakeholders are encouraged to provide feedback regarding the current state of the district and the future vision of the district.



DATA ANALYSIS

ANALYSIS AND COMPILATION OF GATHERED DATA WILL OCCUR, AND ACTION STEPS WILL BE GENERATED.

All of the information gathered from initial surveys, focus groups, individual interviews, and events will be analyzed and compiled to collectively create a data story for stakeholders. The data story will be shared individually with each School Improvement Team (SIT), the District Improvement Team (DIT), and the School Board. Each group will review the data story and identify potential action steps and goals.



Data from the initial surveys, focus groups, individual interviews, and events will be analyzed and compiled to create a collective data story. The data story will be presented to each School Improvement Team (SIT), the District Improvement Team (DIT), and the School Board. The data story will be available to all stakeholders.



After reviewing the data story, each School Improvement Team (SIT), the District Improvement Team, and the School Board will each recommend a series of possible action steps and goals for the district. The action steps and goals identified by each group will be utilized to begin creation of the six year plan.



With recommendations from the School Improvement Team, the District Improvement Team, and the School Board, the Strategy and School Improvement Action Team would work to synthesize all recommendations in alignment with the data story. From the synthesis an outline for the six year plan would be constructed.



IMAGINE OUR COMMU- NITY

The six year plan constructed by the Strategy and School Improvement Action Team will serve as a framework for the continued growth and development of Hamilton Community Schools. The six year plan will be collaboratively built and will be founded on the information and essential input provided by stakeholders throughout the process. The plan will include the following:

- Intentional themes by year to provide a guiding direction and intent for all stakeholders.
- A purpose statement to provide a concise outline of the intention for each year of the plan.
- Alignment to the Strategic Plan and Instructional Model as outlined by the Board of Education.
- Direct and concise action steps outlining the work for each year of the plan.
- Success metrics identified for each stakeholder for each year of the plan.
- Success metrics clearly aligned and identified by the Board of Education's District Goals.

SIX YEAR PLAN

PRESENTATION TO THE BOARD OF EDUCATION

On February 14, 2022 the Strategy and School Improvement Action Team will present the six year plan to the Hamilton Community Schools Board of Education. The presentation will include a detailed overview of the data collection, data story, and creation process. The Strategy and School Improvement Action Team will seek additional feedback and input on the plan from the School Board. Upon approval from the Board of Education, the Strategy and School Improvement Action Team will share the six year plan with all stakeholders.

HAMILTON: OUR NEXT CHAPTER

With approval from the Board of Education the Strategy and School Improvement Team will plan and implement a Hamilton: Our Next Chapter which will serve as an immersive discovery experience for all stakeholders. Stakeholders will have the opportunity to explore the data collection process, the data story, and the creation process while providing feedback on the final version of the six year plan.

PLAN IMPLEMENTATION

After providing all stakeholders with the opportunity to explore and provide final feedback on the plan, the Strategy and School Improvement Action Team would begin planning for implementation of the action steps as outlined in the first year. The Strategy and School Improvement Action Team would also develop analytic tools to measure and report on the success metrics by stakeholder as outline within the first year of the plan.



A person is sitting on a tall stack of books. They are wearing blue jeans with the cuffs rolled up. They are holding a book in their hands. The background is a plain, light color.

FEBRUARY 2022

Hamilton: Our Next Chapter

An Immersive Discovery Experience

