

**Wayne Community Schools  
Board of Education Retreat Minutes  
July 13, 2017**

The regular meeting of the Wayne Board of Education was held at 611 West 7th Street, Wayne, NE, 68787, on Monday, July 13, 2017 at 5:00 PM. Notice of the meeting and place of agenda was posted at Wayne Community Schools, posted in The Wayne Herald, and online: wayneschools.org. A copy of the Nebraska Open Meetings Act was displayed for the public to read.

Mrs. Wendy Consoli: Present  
Mr. Scott Hammer: Present  
Mr. Lynn Junck: Present  
Dr. Carolyn Linster: Present  
Mrs. Jaime Manz: Present  
Dr. Jeryl Nelson: Present

I. Call the Meeting to Order/Dinner

The Retreat was called to order at 5:00 p.m.

I.a. Pledge of Allegiance

I.b. Announce Open Meeting Act Posting and Location - Wayne Community Schools, Wayne Public Library, Wayne Post Office, and online: [www.wayneschools.org](http://www.wayneschools.org)

I.c. Action on Absence and Roll Call

I.d. Approval of Agenda

II. Work Session

II.a. Board Goal 1 - Student Achievement Discussion

The Board discussed the importance of providing a safe and inclusive environment for all students and staff and considering several new staff and students. The Board also discussed the importance of challenging students academically and maintaining a balance with extra-curricular activities.

II.b. Board Goal 2 - Facilities and Finance Discussion

Discussions occurred regarding the continuation of the lease for the Early Learning Center, which expires at the end of the 2017-2018 school year. Budget expenditure

numbers and projected revenue for the 2017-2018 budget, along with a budget timeline, was presented to the Board.

#### II.c. Board Goal 3 - Communication Discussion

The Board provided preliminary input on Superintendent Goals for 2017-2018.

#### III. Adjournment

The Retreat was adjourned at 7:34 p.m. The next regular Board Meeting will be Monday, August 14, 2017, at 7:00 p.m., in the Jr/Sr High School Library, following the Open House.

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Deb Daum, Secretary

# Wayne Community Schools

Goals and Priorities

Established: November, 2014

**Goal One: The WCS Board of Education will actively support the efforts of the superintendent, district staff, and families to ensure continuous academic achievement and character development for all learners.**

**Indicator A) – Student Achievement Goals (Est 12/2013)**

**Timeline: Evaluated annually when NDE State of Schools Report is released**

**Ind. A1) Grade level and District MAP and NeSA scale scores and growth at or above state and national average.**

(School Improvement Review - Opportunity for Improvement 3.2) Analyze the curriculum, instruction, and assessments being utilized to create a system-wide instructional plan that is monitored and adjusted systematically in response to data from multiple assessments of student learning, as well as an analysis of results from professional practice evaluations.

a. The timeline for evaluation of performance on statewide assessments is annual and is based on information from NePAS/AQUESST

b. The goal is realistic and reflects high expectations and considerations for all students at Wayne.

i. Prior to NeSA assessments, review sessions to prepare students to take the NeSA will be held, which may include an adjustment in class schedules.

ii. C4L and various instructional strategies and interventions will be used by teaching staff and incorporated into daily lesson plans.

iii. Regular review of curriculum will occur to ensure alignment with state and national standards.

iv. Staff and administration will consider motivational techniques to help students understand the importance of these assessments.

v. School administrative team and staff will conduct annual data retreats and inform the board of the results of these retreats. Data to be analyzed will be from Statewide standards and assessments NeSA, ACT scores, MAPS, AIMSWEB, RTI process, and other local assessments used throughout the course of the year.

**Ind. A2) Composite ACT scores at or above state average.**

- a. To be measured when annual ACT scores are released to school districts.
- b. This is a high expectation that is achievable. We do not require all students to take ACT, but typically have a large majority of the students, and most college bound students involved.
- c. The goal is reachable as the district will continue to hold the ACT prep courses each semester for students. The district will continue to monitor the rigor of academic courses that prepare students for college.
- d. The timeline for this goal is on-going. ACT prep courses will be offered each semester prior to the October and April ACT test date. Schedules will be adjusted to allow students to miss part of 8<sup>th</sup> period, reading period, and part of their after school activities to accommodate their attendance at the ACT prep course.

**Ind. A3) Students will demonstrate grade level reading ability by the end of their second grade year in school.**

- a. This will be measured by each individual students RIT score on their spring MAP.
- b. This goal is achievable, however in evaluating progress toward this goal, we will consider students who have qualified for special programs such as SPED, ESL, and Title and look for improvement in all students RIT scores.
- c. Considering exceptions outlined above this goal is reachable and manageable within our K-2<sup>nd</sup> grade curriculum.

**Ind. A4) Devise and formalize a process for the utilization of the results of the staff evaluation system to monitor professional practices as they relate to improving student learning and professional practice (required action 2.6).**

- a. All instructional staff are trained using the APL model of instruction. New teachers attend the 5 day workshop at ESU 1 and all staff attended an APL refresher course prior to the start of the 2014-15 school year.
- b. 10:00 late start in-services will be conducted each month during the school year for school improvement, analyzing data, and professional learning communities.
- c. All staff will be surveyed to determine effective practices that should be seen on a regular basis in all classrooms. The results will be used to help develop an evaluation tool that reflects APL instructional strategies.
- d. Staff will work in professional learning communities to study, "The Art and Science of Teaching and Learning" by Marzano during the spring of 2015.
- e. Committees of teachers and administrators will be formed at all levels to review information to develop recommendations which outline effective teaching practices at Wayne Community Schools.
- f. Using the recommendations, APL strategies, and the Marzano framework; staff and administrators will develop a formal teaching evaluation process by May of 2016.

**Indicator B: Character Development (Est Jan. 2015)**

**Ind. B1) The district will enhance current character development programs to develop a systematic k-12 character education program that is comprehensive and inclusive.**

8 to Great (7-9)

K-6 has guidance time 2x per month - developmental assets curriculum

WEB - where every student belongs (7-8)

K-6 bucket fillers/living above the line assemblies

Motivational/character ed speakers 1x per semester

Digital citizenship/social media

10-12th grade leadership opportunities

The system designs and evaluates structures in all schools whereby each student is well known by at least one adult advocate in the student's school who supports that student's educational experience. (School Improvement Indicator 3.9)

- i. K-6 students are well known and supported by their homeroom teacher.
- ii. 7-12th grade advisor/reading period
- iii. TeamMates program

**Indicator C)** Construct and upgrade the system's technology infrastructures to more effectively serve the identified needs of the instructional program and provide aligned professional training and technical support. (School Improvement Required Action 4.6)

**Ind. C1)** The district will develop a technology committee who will work closely with the Technology Director and the school administration on issues relevant to implementing technology to improve teacher effectiveness and student achievement.

**Ind C2)** The committee will research the expansion of technology in our district including the consideration of mobile carts and one-to-one initiatives. The district technology committee will define a technology plan to meet short and long-term needs and goals.

**Ind. C3)** Consideration for budgetary needs to support the district technology plan will be given annually as the budget is prepared. Equipment needs and software needs will be requested by the Technology Director with input from the technology committee and staff.

## **Goal No. 2: Facilities and Finance**

**Objective:** The Wayne Community Schools will provide a safe and inclusive climate across the district by providing quality facilities and demonstrating fiscal accountability.

**Strategy 1:** The board, administration, and appropriate experts will work cooperatively to identify a maintenance and replacement plan to address upkeep and needs of the district and enhance the facilities to ensure student achievement.

**Activity 1A:** Continue progress on the school district long-range facility plan.

**Begin Date:** Fall, 2015

**End Date:** Spring 2018

**Resource assigned:** TBA

**Source of Funding:** District Funds

**Staff Responsible:** Board, administration, staff, community members

**Description:**

- Finalize development of plan with Architects including spaces for gymnasium, performing arts, and pre-school.
- Develop a community facility committee to provide input and direction for future facility plans.
- Present results to school board in fall of 2015.
- Consider plans for pre-school facility upon completion of the three year lease at Sunnyview facility in spring of 2018.

**Activity 1B:** Continue on-going, day-to-day, and annual maintenance and facility planning through the school board facility committee.

**Begin Date:** October 12, 2015

**End Date:** On-going

**Resource assigned:** N/A

**Source of Funding:** N/A

**Staff Responsible:** Board, administration, staff

**Description:**

- Conduct semi-annual facility committee meetings in fall and spring to discuss facilities, transportation, and safety issues.
- Conduct a walk through of all educational facilities annually with the school board.

**Strategy 2:** The board and administration will monitor district finances ensuring appropriate expenditures are utilized to efficiently operate the district budget, and consider finances for cash reserve and long range planning.

**Activity 2A:** School board budget sessions will occur in the fall and spring of each school year with the school board to consider efficient and effective uses of district finances to support teaching and learning and the effective operation of the school district.

**Begin Date:** Fall, 2015

**End Date:** On-going/annual

**Resource assigned:** N/A

**Source of Funding:** N/A

**Staff Responsible:** Board, administration, business manager, staff

**Description:**

- Balances in the following funds will be maintained;
  - A) General fund reserves – 2-3 months of expenditures will remain in reserves.  
At an average of \$800,000 per month this equates to \$1.6-\$2.4 million.  
Allowable reserves are 35% of budget
  - B) Building fund – balance of \$250,000 in Sept. of each budget year.
  - C) Depreciation fund – balance of \$250,000 in Sept. of each budget year.
- Review of remaining district funds such as; general fund, employee benefit fund, contingency fund, activities fund, school lunch fund, Qualified Capital Purpose Undertaking Fund (Q-CPUF), Cooperative Fund, Student Fee Fund.
- Consider and review annual tax request, levy, and land valuation.
- Consider salaries for district administrative staff, director's, and non-certified/hourly staff.
- Provide information to the board on staffing, student-to-teacher ration, enrollment trends, and low enrollment classes.

**Activity 2B:** Consideration for financing future facility needs will be in following areas;

**Begin Date:** Fall 2015

**End Date:** Spring 2016

**Resource assigned:** N/A

**Source of Funding:** N/A

**Staff Responsible:** Board, administration, business manager, staff

**Description:**

- Special Building Fund
  - Appropriate funds secured in building fund by spring 2018 to construct pre-school facility if necessary
- Depreciation Fund
  - Use for depreciable items, including transportation
- Bond Fund
  - Consideration from facility committee recommendations.

**Strategy 3:** The board and administration will work cooperatively with the community/organizations to promote the school district and identify opportunities for learning.

**Activity 3A:** District administrators and staff will work closely with community groups, local organizations, fundraising groups, and Wayne St. College to promote Wayne Community Schools in a positive manner and enhance community visibility.

**Begin Date:** Fall, 2015

**End Date:** On-going/annual

**Resource assigned:** TBA

**Source of Funding:**

**Staff Responsible:** Board, administration, staff

**Description:**

- District administrators will serve on one community service organization each such as; Kiwanis, Rotary, Optimist Club.
- Opportunities to work cooperatively with Wayne St. College will continue, along with seeking new ways to work collaboratively with the college to enhance student learning opportunities.
- Ensure fundraising organizations are being conducted “at an arm’s length” from the district and are following proper procedures regarding their organizational structures and finances.
- Utilize the school foundation’s 501C tax exempt to provide the opportunity for fundraising groups to function under the umbrella, namely;
  - Wayne High Athletic Boosters
  - Wayne High Music Boosters
  - Wayne Elementary Boosters (WEB)

**Strategy 4:** The board and administration will oversee and monitor school district safety and emergency response plans.

**Activity 4A:** Current and updated emergency plans, policies, Rule 10, and accreditation procedures will be monitored and updated.

**Begin Date:** Fall, 2015

**End Date:** On-going/annual

**Resource assigned:** TBA

**Source of Funding:** District Funds

**Staff Responsible:** Board, administration, staff

**Description:**

- A review of the current district safety program will be conducted annually with staff, along with annual Rule 10 safety inspections.
- A review of the current district emergency response plan will occur with revisions made based on the most recent practice. These plans will be shared with local agencies as necessary (police, fire, etc..)
- Staff will attend training sessions that provide the most up-to-date information in emergency responses.

# Wayne Community Schools

# Communication

# Plan

## Introduction

The Wayne Community Schools will ensure effective communication and promote involvement throughout the district by maintaining open and ongoing two-way communication with its community and stakeholders.

## Communication Goals

- A. Develop and engage strong relationships with parents and stakeholders to support student success and the mission of Wayne Community Schools.
- B. Identify and promote clear channels to encourage two-way communication between and among Wayne Community Schools and our parents and stakeholders.
- C. Establish a consistent brand for written and electronic communications.
- D. Utilize various media channels to maximize awareness and support for Wayne Community School district's goals, objectives, and programs.
- E. Coordinate a plan for effective internal communication between school board, administrators, faculty, and staff.



# “Learning for Life”



## *Working in Partnership*

- ✓ Contribute to society by becoming productive, respectful, successful, and engaged global citizens
- ✓ Demonstrate positive cooperation and problem-solving skills



## *Commitment to Excellence*

- ✓ Demonstrate responsibility and ownership for learning by developing positive goals and working to achieve them
- ✓ Take pride in accomplishments and have the resilience to learn from both successes and failures
- ✓ Acquire a well-rounded and exceptional educational experience that incorporates critical thinking skills in all academic areas



## *Success in Life*

- ✓ Develop an appreciation of diversity and a respect for self, others, and the environment
- ✓ Utilize technology in a responsible, effective manner to access, evaluate, and use information to solve problems and communicate ideas

**Wayne Community Schools**



# Mission Statement

*The mission of Wayne Community Schools, working in partnership with the families and communities it serves, is to develop well-educated life-long learners. Wayne Community Schools promotes academic excellence, creativity, and a love of learning, within a caring and secure environment. Utilizing a variety of instructional strategies, Wayne Community Schools is committed to the success of all students.*

## External Audiences

Parents  
Alumni  
Parents of Alumni  
Wayne State College  
Parent Organizations  
Blue Devil Booster Club  
Music Boosters  
WEB  
Wayne Community Schools Foundation  
Northeast Community College  
Local Businesses  
Wayne Area Economic Development  
Local Media  
Civic Leaders  
Local Church Leaders/Ministerial Association  
Local Early Childhood Organizations  
Senior Citizens  
Wayne Residents and Supporters

## Internal Audiences

Faculty and Support Staff  
Administrators and Department Heads  
Students  
School Board





## Communication Strategies

### **A. Develop and engage strong relationships with parents and stakeholders to support student success and the mission of Wayne Community Schools.**

1. Strategic Plan for Implementation
  - a) School Board Honor Coffee
  - b) Annual "State of Schools" meetings
  - c) Pre-season Booster Club kick-off events
  - d) Wayne Community School Foundation events
  - e) Alumni gatherings
  - f) Donor Appreciation Nights
  - g) State tournament post-game gatherings
  - h) Fall Tailgate Party
  - i) Chicken Days Alumni reunions

### **B. Identify and promote clear channels for to encourage two-way communication between Wayne Community Schools and our parents and stakeholders.**

1. Strategic Plan for Implementation
  - a) Host quarterly community luncheons
  - b) Attend community organization gatherings
  - c) Community organization luncheons
  - d) City Council meetings
  - e) Business community meetings
  - f) Wayne State College meetings
  - g) Regular communication with families using Blackboard Connect communication management system

## Communication Strategies continued...

### C. Establish a consistent brand for written and electronic communications.

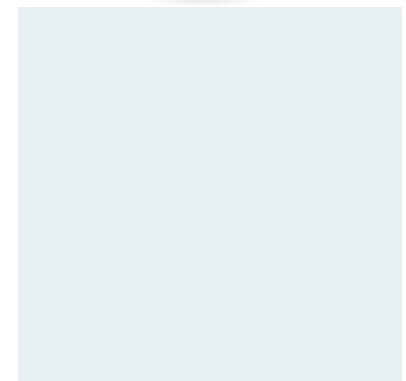
1. Strategic Plan for Implementation
  - a) Letterhead
  - b) District newsletter

### D. Utilize various media channels to maximize awareness and support of Wayne Community School district's goals, objectives, and programs.

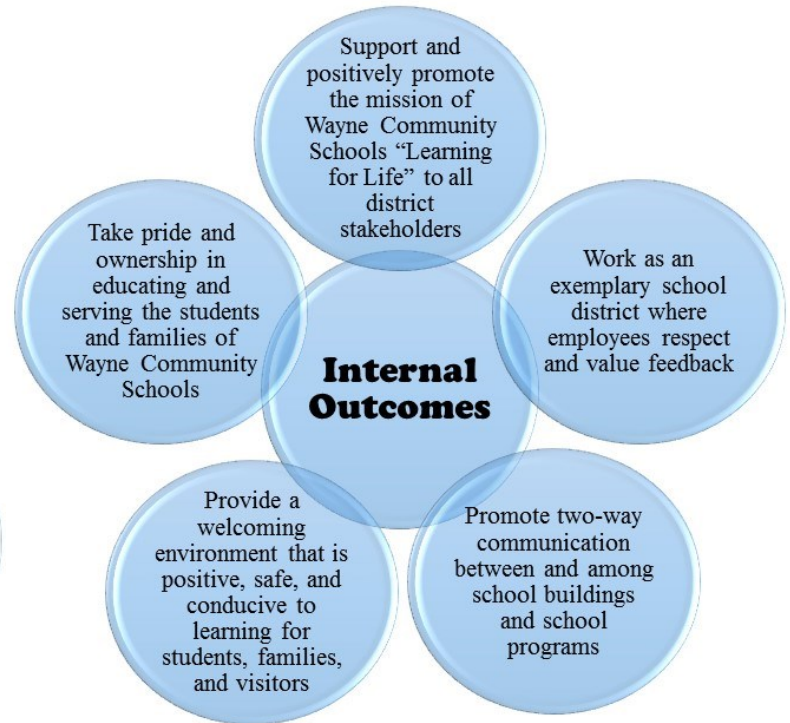
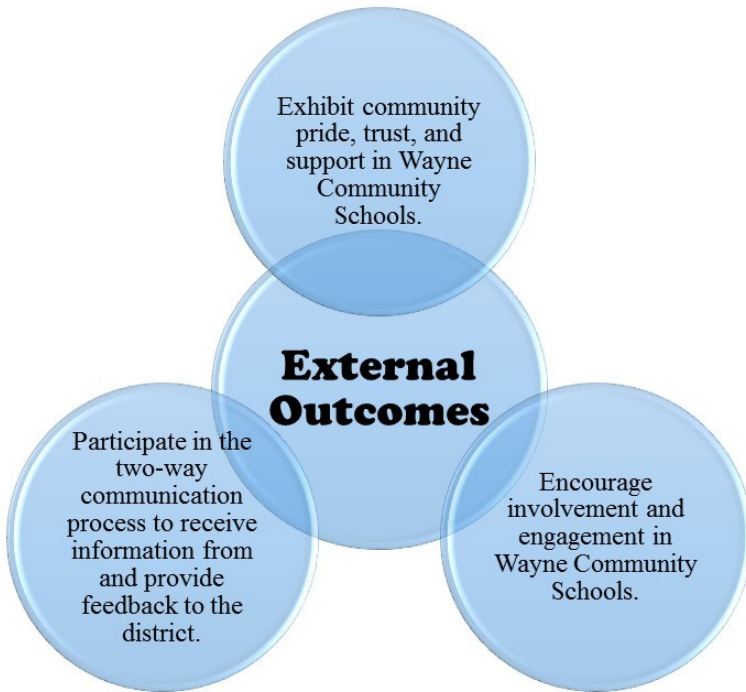
1. Strategic Plan for Implementation
  - a) Monthly KTCH Radio interview on "The View"
  - b) Newspaper coverage of school board meetings and district events
  - c) District Website: [www.wayneschools.org](http://www.wayneschools.org)
  - d) District and Foundation Facebook
  - e) Twitter; @WayneSchools
  - f) School board online e-meeting public access

### E. Coordinate a plan for effective internal communication between school board, administrators, faculty, and staff.

1. Strategic Plan for Implementation
  - a) Superintendent, faculty, and staff school board debriefings
  - b) Superintendent staff newsletter
  - c) Superintendent advisory committee
  - d) Monthly faculty in-service
  - e) Monthly department head meetings
  - f) Weekly administrator meetings
  - g) School board and staff interaction



## Desired Outcomes



## Methods of Communication

### Printed Materials

- District Newsletter
- Student Handbooks
- Program and Department Publications

### Online Materials

- Websites
- Facebook/Twitter
- School Board Online E-Meeting Service and Board Policy
- Email

### Local Media

- The Wayne Herald
- KTCH/KTCY Radio

### Other

- Electronic Sign
- Blackboard Connect Phone Communication System

