

QSAC District Improvement Plan (DIP)

District: Hasbrouck Heights

Submission Date: July 24, 2014

Submitted by (name and title): Dr. Mary A. Kildow, Superintendent of Schools

| Step 1: Indicators (DPR or SOA) | Step 2: Issue/Actions/Strategies/Intervention and Budgeted Resources | Step 3: Person Responsible | Step 4: Evidence of Completion/Impact |
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| <p>DPR Gov 1</p> | <p>The issue noted in the QSAC review states that Board Policies are substantively outdated. While readopted every year, they do not reflect current standards. The policy does not follow generally accepted organizational standards and are difficult to locate.</p> <p>Critical policies, such as staff evaluation, were not updated prior to October 2013.</p> <p>The action taken is that the HHBOE has entered into a contract with Strauss-Esmay to revise the policy book.</p> <p>The strategies are:</p> <ol style="list-style-type: none"> 1. A draft policy book will be reviewed by district personnel and BOE members. 2. The HHBOE will approve the revised policy book during the Fall 2014. <p>Intervention - Strauss-Esmay provides policy updates on a regular basis. These updates will be reviewed by the policy committee and approved by the BOE.</p> <p>Budgeted Resources - The HHBOE has already entered into a contract with Strauss-Esmay and paid for their services in FY 2014.</p> | <p>Superintendent/Asst. Supt.</p> <p>Board of Education</p> | <p>Contract with Strauss-Esmay</p> <p>Board minutes reflecting adoption of revised policies.</p> |

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| <p>DPR Gov. 3a and 3b (same issue and comment noted by the County QSAC Review Team)</p> | <p>The issue noted in the QSAC review states that the district's policies are outdated regarding the Business Administrator's responsibilities. They have not been updated to reflect the change in election responsibilities.</p> <p>The district does not have a K-12 board approved curriculum that includes the elements outlined in N.J.A.C.6A:8-3.1 and is aligned to appropriate standards.</p> <p>Based on the QSAC document review and interviews with key district personnel, it was determined that gaps exist in all content areas. Specifically, there is no content area that has aligned curriculum from grades K-12. For example, in Social Studies, some aligned units were written at the middle school level. However, a standards aligned, sequential program of study has not been written and implemented in ANY area. The action taken is that the HHBOE has entered into a contract with Strauss-Esmay to revise the policy book which will update the Business Administrator's responsibilities and reflect changes in election responsibilities. The district administration has also met with staff to realign and revise curricula during Summer 2014.</p> <p>The strategies are:</p> <ol style="list-style-type: none">1. A draft policy book will be reviewed by district personnel and BOE members.2. The HHBOE will approve a revised Policy Book during the Fall 2014. | <p>Superintendent/Asst. Supt.</p> |
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3. 47 teachers will work during the Summer 2014 to realign and revise curriculum guides.

4. Staff will review curriculum guides as part of professional development at the beginning of the school year.

5. HHBOE will approve revised curriculum guides during the Fall 2014 Interventions - Strauss-Esmay provides policy updates on a regular basis. These updates will be reviewed by the policy committee and approved by the HHBOE. Staff members will review the realigned and revised curriculum guides and provide ongoing feedback and revisions, as needed. Benchmark assessments will be added and revised on a continual basis. Budgeted Resources - The HHBOE has already entered into a contract with Strauss-Esmay and paid for their services in FY 2014. Stipends will be paid to teachers in FY 2015, to revise and realign curriculum guides.

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| <p>DPR Gov. 5a Gov SOA 7 (5a and SOA 7 are related)</p> | <p>The issue noted in the QSAC review states that the district did not submit the contract for the Assistant Superintendent to the Executive County Superintendent for approval. The action, strategy, and intervention is that all future</p> | <p>Superintendent/Asst. Supt.</p> | <p>County approval for Assistant Superintendent, as well as Superintendent and Business Administrator contracts.</p> |
| <p>Personnel SOA 1</p> | <p>The issue noted by the QSAC review team states that the district has certification issues including non-timely acquisition of provisional certification. In addition, the district lacks some job descriptions entirely and has others that have not been properly updated to reflect current district assignments.</p> <p>Action - The district will reassign the responsibility for provisional certification and monitoring to the Superintendent's Administrative Assistant. Job descriptions will be reviewed .</p> <p>Strategies - The Superintendent's Administrative Assistant will keep a log of all provisional teachers beginning with those hired for the 2014-2015 SY. Job descriptions will be reviewed and updated, reflecting current assignments and responsibilities, during the Fall 2014.</p> <p>The Intervention is that the log of provisional teachers and their mentoring requirements will be reviewed periodically by the Superintendent. Revised job descriptions will be submitted to the Board for approval, as they are re-written.</p> <p>Budgeted Resources - Funds have been budgeted in FY 2015 for professional development and substitute teachers, so that the mentoring requirements for provisional teachers are met. No additional resources need to be budgeted for revised job descriptions.</p> | | |
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| Personnel | <p>The issue noted by the QSAC review team states that district personnel did provide staff with updates, PD and new instructions relative to staff evaluation by October 1st. However, they did so in the absence of correct updated policy. In addition, the district did not execute its chosen Danielson Model with fidelity. It ignored certain domain indicators, and in at least one instance, gave automatic scores of four in an otherwise non- observed area.</p> | Superintendent/Asst. Supt. | Contract with Strauss-Esmay |
| SOA 4 | <p>Action - The HHBOE has entered into a contract with Strauss-Esmay to update policies. The Danielson Model will be used in the 2014-2015 school year, and will include all domain indicators.</p> | | Board minutes reflecting adoption of revised policies. |
| | <p>Strategies - A draft policy will be reviewed and adopted by the HHBOE. Administrators will review the Danielson domain indicators with staff, prior to conducting observations, so that all teachers are aware of the indicators used in observations.</p> | | Board minutes reflecting adoption of revised policies. |
| | <p>Interventions - Strauss-Esmay will provide policy updates on a regular basis, and will be approved by the HHBOE. Additional support will be provided by the NJDOE on Achieve NJ.</p> | | Teacher observations, using the Danielson Model, which include all domain indicators. |
| | <p>Ongoing professional development will also be provided in the Danielson Framework.</p> | | |
| | <p>The SCiP will review implementation of the teacher evaluation model in each school.</p> | | |
| | <p>Budgeted Resources - The district has already committed resources to Strauss-Esmay for policy revision in FY14. Professional development funds have been budgeted for training in the teacher evaluation model for FY15.</p> | | |
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| <p>Personnel SOA 5</p> | <p>The issue noted by the QSAC review team states that the district also does not meet attainment in SOA #5 reflective of evidencing multiple data analysis in crafting and updating an effective professional development plan for staff.</p> <p>Action - the SCiP/DEAC Committee met to develop a professional development plan for 2014-2015.</p> <p>Strategies - The Professional Development Plan reflects the use of data through surveys, teacher observation and student achievement results.</p> <p>Interventions - The Professional Development Plan reflects training in the use of questioning techniques for teachers, an area that was scored lowest in the Danielson Framework.</p> <p>Training will be provided during 2014-2015 and teachers will address areas noted in their PDP's as well.</p> <p>Budgeted Resources - Professional development funds have been budgeted for training in FY15.</p> | <p>Superintendent/Asst. Supt. SCiP</p> | <p>A Professional Development Plan reflecting use of multiple data analysis.</p> |
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