

Chevelon Butte Elementary School District #5 2017-2020 Strategic Plan

Update 1.14.20 Second Quarter Report

(includes First quarter information)

The mission of the District is to contract with cooperating school districts for the provision of comprehensive, success-oriented learning activities for young people who reside in the District, and to provide safe and efficient transportation of the students to the cooperating schools in which they are enrolled.

Item	2017-2018	2018-2019	2019-2020
Enrollment	14	13	18 (40 th report); end of first semester 16
Miles Traveled	77,852	56,458	39560
Salaries/consultants (people)	2-consultants 7-personnel	3-consultants 7-personnel	2-consultants 4-personnel IGA for FL transport (3) 1 contractor with 3 contracts 1 RFP for Phase 1 Remodel (bid received and work completed) 1 RFP for Phase 11 Remodel (2 bids received and under consideration)

Direction, Governance, Procedures and Leadership: (Target: 85% positive)

1. By October 2020 update selected District Policies and align procedures in the newly developed Master Operational Manual
 - Policies updated per ASBA recommendations; New Emergency Response Plan in process
 - MOM detailed and being used as administrative internal audit in progress
 - Administrative Team Meeting on Mondays; Management Team on Thursdays; Logs and summaries produced
 - Administrative Management Operation Internal Audit
 - Authorized Phase 1 and 11 property updates implemented using stakeholders' input
2. By May 2019 establish and carryout consistent monthly activities as listed on Governing Board Yearly Calendar
 - Held retreat and three Study Sessions to continue Work of The Board per recommended actions from board evaluation using ASBA form
 - Added Board Report to Board Meeting Agenda
 - Using this year new CBESD Governing Board Manuel to guide action
3. By January 2020 renew the mission, values and direction as evidenced by Stakeholders' validation
 - Held three study sessions to discuss and draft renewed document
 - District Logo contest launched; District colors selected: Red and Silver

- Three members and Superintendent attended ASBA Law Conference and Annual Conference
 - Will consider extending the deadline to renew mission and etc. at January 2020 meeting
4. By November 2020 analyze benefit of consulting superintendent as evidenced by three years of successful performance evaluations
- Standardized evaluation form created in 2018
 - Governing Board Handbook/Manuel drafted and being implemented and embedded
 - Evaluation of Superintendent moved to January of each year
 - January 2020 Board Meeting will culminate three years of result data
5. By June 30th of every year improve the quality of the Governing Board operation as evidenced by a minimum of 8 hours of training for each board member and the results of a self-board assessment
- Board Training includes: Board Retreat, ASBA Law Conference, ASBA Annual Conference for 2019-2020 to date
 - Four Board members have 8 hours or more of training
 - Board Self-Assessment to be determined for 2019-2020 school year (ASBA or ???)

Operation and use of resources (human and non-human): (Target 80%positive)

1. By June 30, 2020 improve communication (each year) in and among all stakeholders as evidence by yearly survey data
- 7 Intergovernmental Agreements in place to provide services
 - First quarterly newsletter published; website documents updated; continuous Dispatcher communication with parents and partner districts;
 - Four students recognized who paid it forward to five adults; District office rental partners traffic gradually slowing with fall and winter season
 - Property Phase 1 completed generating responses from the public
 - Two bids received for Property Phase 11 now under consideration
 - Handbook editing session with Dr. Hawke held at Strawberry/Pine School
 - Holiday greetings and tokens of appreciation out to employees and students
 - Internal audit of administrative operations in progress
 - Bus repair issues taken to bus companies executives; service improved
 - Added new bus driver in BR and H-O
 - Snow season here
2. By June 30, 2020 improve recruitment, training and in-service for all employees as evidence by training, evaluations and requirements met as well as employees' feedback
- Two Safety Meeting – a third to be completed individual basis
 - Buses all in good condition
 - Buses completed certification
 - Letter sent to RWC concerning many issues-they will respond in detail shortly
 - 2Bus Evacuations
 - Recommended 1 new bus driver to Board; daily and weekly Dispatcher logs;
 - Management Team reviewing Field Trip transportation;
 - 2 attended county meeting; 1 attended The Trust conference
 - Superintendent and AOM attended ASBA Pre Conference to Annual Meeting

3. By June 30, 2020 improve District facility and bus quality as evidence of the completion of specific targeted plans

- This is the first and second quarterly report for 2019-2020
- Consolidated Financial report presented at October and January Board Meeting
- District's Property person monitoring Phase 1 and 11 remodels
- Management Team dedicating last meeting of each month to monitor and adjust plus formalize all reports and processes
- All buses current with certification; all bus drivers current with certification

Transparency and community relationships: (Target 80% positive)

1. By June 30, 2018 secures an external auditor to examine the total operation as evidenced by a nationally approved standards rating

- Board approved in 2018-2019 three-year plan of administrative operations
- Year 1: Internal consultant completing an internal audit of administrative operations
Work to date available at January 2020 Board Meeting
- Moving toward systematic monthly, quarterly and yearly reporting of all major Operations (MOM: District Purpose, Governance, Administration, Operation, Stakeholders, Educational Services, Personnel, Transportation, Resources, Quality Control and Accountability)

2. By June 30, 2020 improve the worth of the district as evidenced by a community assessment

- Full Board no need for fall elections
- Beginning "Work of the Board" to renew vision, mission and goals in 2020 for next five years of strategic planning
- Dispatcher consistent communication with parents/families
- Dispatcher to update all contact information January 2020
- Renewing mission, and supportive information
- District colors and possible logo generated through students' input
- District property being significantly updated through Board Committee
- District Emergency Response Plan in process through Board Committee
- Expanding District Assessment to discover a boarder community voice

3. By June 30, 2020 confirm capacity of total operation to fulfill the mission as evidenced by internal and external ratings

- Three major indexes used to gage the worth of the total operation:
 - a. Financial and operational such as Strategic Plan Annual Report to Public...
 - b. Annual parent and community survey (this coming June 2020 use a different format as compared to the phone survey used the past three years)
 - c. Governing Board Self-assessment

The purpose of a strategic process is to systematically plan to effectively meet all the legal requirements, mission, policies, public wishes, and needs of all school age children living within the District given limited governance capacities.

Note: The Strategic Plan is reviewed and updated quarterly with an annual yearly report. Every three-five years the mission is aligned with public input and results of accomplishments. Surveys and Annual Reports establishes a baseline and progress.