

Category / Goal	Objective	Action Steps	Progress / Status	Committee Responsible	Individual(s) Responsible	Target Date for Completion	
<b>Management and Operations</b> To ensure that FWA is effectively managed and that essential operational procedures are in place	Develop an Organizational Chart	Review existing committee structure and function, identify where there is lack of clarity in roles and make restructuring recommendations		Innovations and Development		15-Sep-13	
		Incorporate the approved organizational structure into By-Laws, Policies and Handbook as appropriate					
	Expand Families Involved in Education (FIE)	Incorporate into Parent Meeting Agenda			Jean, Susie, Deb and Anne	15-Aug-13	
		Revise parent involvement form and include in registration folders					
		Conduct monthly meetings					
		Define role of FIE					
		Conduct monthly meetings					
	Establish a relationship with a university for the purpose of ongoing provision of interns and/or student teachers	Secure a waiver for using the "Teacher Insight" and develop the replacement process			Community Partnerships	Dan, Tori, Anne, Jenni	15-Mar-14
		Develop a position description for the intern or student teacher					
		Secure intern and/or relationship with teacher training programs (i.e. Lawrence)					
Complete the Student/Parent Handbook			Needs finalizing	Innovations and Development	Dan, Greg, Jean	15-Aug-13	

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Quality Assurance To achieve and maintain a high level of excellence in FWA's program of instruction	Conduct a school-wide program assessment with external evaluator	Secure evaluator (Jan Bontz)		Curriculum	FWA Staff	15-Mar-14
		Identify focus questions to guide data gathering (i.e. use and value of Essential Skills Rubric, expanding technology access and use, improving project-based learning approach, implementation of the new Gateway (PLTW) program)				
		Gather, compile and analyze data				
		Review findings with Governance Council and target improvements				
	Conduct a curriculum review with curriculum director	Identify curriculum area of focus		Curriculum	FWA Staff	15-Mar-14
		Gather, compile and analyze data				
		Review findings with Governance Council and target improvements				
	Develop a mentoring program for new students				FWA Staff, Synergy Tech	15-Sep-13
	Ensure the monitoring of FWA graduates' transition into high school	Educate high school guidance counselors and administration re. needs of FWA alumni (i.e. course selection)		Curriculum	Jenni, Wendy Nyhard, HHS Guidance Dept Head, Steve, Cory, Julie Patri	15-Aug-13
		Develop a process/checklist to ensure monitoring				

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Growth and Sustainability To institute practices that ensure FWA's growth and sustainability	Promote FWA to the public and school community	Consider merging Community Partnerships Committee with Marketing and Public Relations Committee		Marketing and Public Relations		15-Dec-13
		Involve student leadership groups with certain projects				
		Review and revise mission/vision and collective commitments				
		Offer summer academy or camp (David Harris / August 15 2013)				
		Offer 5th grade visitation day				
	Promote best practices in the area of technology integration (STEM), project-based learning and leadership development	Participate in Polar Bear Academy (Dan & Jenni - August 15, 2013)		Marketing and Public Relations		15-Sep-13
		Share documentation of best practices				
		Develop visitation protocol				
		Audio-Visual room supported by Synergy Tech Team				
	Develop a Grant Writing Action Plan			Marketing and Public Relations	Lori, Tori, Jean	15-Dec-13

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<b>Instructional Program and Services</b> To establish and continuously improve programs and services to meet the needs of FWA students	Update language in exit protocol and handbook regarding cyclical looping of science curriculum over years; involve counterparts in exit meetings	Recommended exit steps: 1) Contact and meet with FWA staff to outline concerns, address issues and establish a timeframe for implementing identified strategies 2) Have a minimum of 2 subsequent conversations with FWA advisors to assess strategies taken 3) schedule a meeting with FWA Administrator (principal) and FWA advisors to discuss student's exit 4) arrange alternate placement for student and sign/submit required student withdrawal forms		Curriculum	Greg, Jean, Steve, Stephanie, Dan	15-Aug-13
	Provide support for students who have emotional needs	Clarify and schedule counseling services available to FWA students			Jenni, Jeff	15-Sep-13
	Provide quality professional development opportunities for teachers and council members	Assess success of professional development experiences			FWA Staff, Governance Council, Steve	September 15, 2013 (Staff) March 15, 2014 (Council)
		Identify professional development needs, budget and schedule accordingly				