

2011

Northgate High School Strategic Plan



Northgate High School Strategic Plan

Objective I. Rigorous Curriculum

Offer all students a rigorous, relevant standards-based curriculum with a breadth and depth of learning experiences:

Objective I. Rigorous Curriculum

Docs	Action Step	Activity/Task	Priority	Who	Target Dates	Funding Sources	Evidence of Success
	Action Plan 1: Each department will develop and implement know/do lists for every course and grade level identifying what students should know and be able to do.	1.1 Every department will develop know/do lists for every class and ensure courses are rigorous at every grade level.	1	Departments FOL Curriculum Committee Common Subject Teams (CSTs)	2011		
		1.2. Each department will develop an action plan for students who are not learning.	1	Departments FOL Curriculum Committee CSTs	2011		

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Objective I. Rigorous Curriculum

Docs	Action Step	Activity/Task	Priority	Who	Target Dates	Fundin g Sources	Evidence of Success
		1.3 Evaluate the breadth and depth of our course offerings and curriculum in relation to similar high performing schools.	2	FOL Departments Curriculum Committee	2011		
		1.4 Identify measurable benchmarks to assess our rigorous standards.	2	Departments Curriculum Committee	Fall 2011		
		1.5 Evaluate quality and quantity of AP and elective offerings.	2	Departments AP Task Force Curriculum Committee	Fall 2010		

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Docs	Action Step	Activity/Task	Priority	Who	Target Dates	Fundin g Sources	Evidence of Success
	Action Plan 2: Each department will develop assessments to measure student progress towards achieving the standards.	2.1 Each department will establish common rubrics for final tasks that measure the success of students in mastering standards.	1	Departments FOL Curriculum Committee	Spring 2011		
	Action Plan 3: To improve the overall quality of writing at the school.	3.1 A common rubric will be developed and implemented for writing at each grade level.	1	English Dept	Fall 2011	PFC Site Council	
	Action Plan 4: Develop a Technology Curriculum Plan.	4.1 Develop a school-wide technology curriculum plan that addresses the use of technology to enhance the curriculum.	1	Technology Committee	Spring 2012		
		4.2 Develop a technology know/do list for each department.	2	Department CSTs	Fall 2012		

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Objective I. Rigorous Curriculum

Docs	Action Step	Activity/Task	Priority	Who	Target Dates	Fundin g Sources	Evidence of Success
		4.3 Investigate Blackboard online learning and new technology sources.	3	Tech Committee	Spring 2011		
	Action Plan 5: Offer Learning Pathways for students.	5.1 Implement pathways in Engineering, Art and Sports Medicine.	2	Pathways Committee	Spring 2011	Perkins Grants PFC Bus. Ptnr	
		5.2 Discuss impact of implementation of learning pathways on the Master Schedule.	2	Curriculum Council Linda Hayes	Jan 2010		
		5.3 Evaluate possibility of additional pathways.	3	Pathways Committee	ongoing		

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Docs	Action Step	Activity/Task	Priority	Who	Target Dates	Fundin g Sources	Evidence of Success
	Action Plan 6: Develop an annual student survey to gather input from students related to their academic success.	6.1 Annual survey will be administered to help departments evaluate the instructional core at the end of each school year.	2	WASC Team	Spring 2011		
	Action Plan 7: Problem based learning will be used in each department to make learning relevant. These problems should be linked with specific issues challenging the Northgate community.	7.1 Interdisciplinary curriculum committee meet by the end of 2011 to exam feasibility of culminating activity/Global Outlook Conference at end of 2010-11 school year.	2	Admin Curriculum Committee	Spring 2011		

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Objective I. Rigorous Curriculum

Docs	Action Step	Activity/Task	Priority	Who	Target Dates	Funding Sources	Evidence of Success
		7.2 Ensure adequate training is provided for teachers.	2	Admin Curriculum Committee			
	Action Plan 8: Research and develop a student e-portfolio system for assessment.	8.1 Introduce student e-portfolio as key artifact for end of year projects/Senior Experience/Global Outlook Conference.	3	Admin Curriculum Committee	Fall 2011		
	Action Plan 9: Develop a structured and well defined articulation process with Foothill Middle School and post secondary institutions.	9.1 Identify frequency of meetings and key department chairs from both schools to meet and discuss curriculum needs and expectations and ensure a smooth transition.	1	McMorris Hutcherson FOL Dept Chairs College and Career Center Foothill and Post-Secondary Schools	Fall 2011		

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Objective II: Positive Culture for Learning

Develop a positive culture for learning where everyone feels safe, included and pride in their school. Provide comprehensive student support services to address the academic, emotional, and social needs of all students.

Objective II. Positive Culture for Learning

Docs	Action Step	Activity/Task	Priority	Who	Target Dates	Funding Sources	Evidence of Success
	Action Plan 1: Provide academic counseling for every student.	1.1 Provide academic counseling for each student during annual course selection process.	1	Administrative Team	Fall 2010		
		1.2 Each student will have an annual academic plan on file.	1	Administration College and Career Center Team FOL	Fall 2011		
		1.3 Hire one additional academic counselor.	2	Administrative Team College and Career Center	Spring 2010		

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Objective II. Positive Culture for Learning

Docs	Action Step	Activity/Task	Priority	Who	Target Dates	Funding Sources	Evidence of Success
		1.4 Hire 2 Career Center Interns each year.	2	Administrative Team College and Career Center	Fall 2011		
		1.5 Use Naviance -College and Career Guidance Program with all grade levels.	2	College and Career Team Administration	Fall 2011		

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Objective II. Positive Culture for Learning

Docs	Action Step	Activity/Task	Priority	Who	Target Dates	Funding Sources	Evidence of Success
	Action Plan 2: Provide emotional and social support for all students	2.1. School wide program to address stress in high school.	1	Crisis Counselors Leadership 9 th grade teachers	Fall 2011		

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Objective II. Positive Culture for Learning

Docs	Action Step	Activity/Task	Priority	Who	Target Dates	Funding Sources	Evidence of Success
		2.2 Explore a freshman induction program to possibly include: a. Expanded Freshman Orientation week in summer. b. Freshman cross-curricular program that would include study skills, career and college counseling, healthy lifestyle, etc. c. Freshman mentoring program	2	Crisis Counselors Leadership 9 th grade teachers	Fall 2011		

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Objective II. Positive Culture for Learning

Docs	Action Step	Activity/Task	Priority	Who	Target Dates	Funding Sources	Evidence of Success
		2.3 Develop further student support groups, targeted student study sessions, and parent education nights to address issues of diversity, bullying, academic stress, etc.	2	Crisis Counselors Leadership 9 th grade teachers	Spring 2011		
	Action Plan 3: Each department will develop a Response to Intervention for all students.	3.1 Develop a cultural competency program for staff and students.	2	Administration Departments FOL	Fall 2011		
		3.2 Develop a communication plan supporting RTI (including enlisting parent support in improving student learning).	1	Administration RTI Departments FOL	Fall 2011		

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Objective II. Positive Culture for Learning

Docs	Action Step	Activity/Task	Priority	Who	Target Dates	Funding Sources	Evidence of Success
		3.3 Investigate progressive disciplinary interventions to improve student behavior.	1	Administration FOL Common Subject Teams	Fall 2011		
		3.4 Investigate drug and alcohol abuse on campus and research better strategies to address these issues and educate the students	2	Crisis Counselors Admin Team	Fall 2011		

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Objective II. Positive Culture for Learning

Docs	Action Step	Activity/Task	Priority	Who	Target Dates	Funding Sources	Evidence of Success
		3.5 Investigate interventions to reduce truancy and tardiness.	1	Administrative Crisis Counselors	Fall 2011		
		3.6 Investigate ways to improve student motivation and engagement.	2	All	Ongoing		
	Action Plan 4: Continue to enhance and strengthen our extra-curricular and co-/curricular activities.	4.1. In coordination with the Athletic Director, Boosters and Northgate Pride, develop a written plan to strengthen the athletics programs at Northgate. Plan to address resources, quality of coaching, training, facilities, communication, and coach feedback.	2	Athletic Director Boosters Pride Administration	Fall 2011	Boosters	

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Objective II. Positive Culture for Learning

Docs	Action Step	Activity/Task	Priority	Who	Target Dates	Funding Sources	Evidence of Success
		4.2 Develop written improvement plans for the Music and Theatre Arts Programs, similar to 4.1.	2	Music Boosters Instrumental and Vocal Music Drama	Fall 2011		
		4.3 Evaluate the quality and quantity of academic competition programs.	2	Leadership Committee	Fall 2011		
		4.4 Evaluate the quality and quantity of Clubs and process of joining.	2	Leadership Committee	Fall 2011		

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Objective II. Positive Culture for Learning

Docs	Action Step	Activity/Task	Priority	Who	Target Dates	Funding Sources	Evidence of Success
	Action Plan 5: Maintain High School Spirit.	5.1 Explore ways that the Leadership program can improve school spirit. Use data collected from annual student survey to identify areas of strength and areas of growth.	2	Leadership Teacher Leadership Steering Committee	Fall 2011		
		5.2 Coordinate a Leadership Steering Committee (student, teacher, parents) to support the Leadership Program. Working with the PFC, get two parents per grade level to assist with the program.	2	Leadership Teacher Leadership Steering Committee PFC	Spring 2011		

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Objective II. Positive Culture for Learning

Docs	Action Step	Activity/Task	Priority	Who	Target Dates	Funding Sources	Evidence of Success
		5.3 Improve PR and communication with all stakeholders to increase support and attendance at sporting, music and other school events.	2	School Communication Team President's Council	Ongoing		
	Action Plan 6: Increase teacher involvement in school-wide activities.	6.1 Offer incentives for teachers who serve on committees.	3	Administration FOL	Ongoing		
	Action Plan 7: Develop a communication plan to highlight and celebrate the successes of students and staff	7.1 Coordinate a Communication Team (teachers, parents and students) that will identify ways of using Leadership, Video Production, Yearbook and Journalism to highlight student and staff successes.	3	Admin Video Production Leadership Yearbook Journalism PFC Staff Senate Recognition Committee	Fall 2011		

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	Action Plan 8: Academic Mentoring programs for all students	8.1 ACE	2	College and Career Center Admin	2012		
		8.2 Girls Inc.	2	College and Career Center Admin	2012		
		8.3 Careers in Teaching Class.	2	College and Career Center Admin	2012		
	Action Plan 9: Establish Service Learning Project	9.1 Research the possibility of having all students be required to do community service hours for graduation.	3	Administration Crisis Counselors Teachers	2012		
	Action Plan 10: Document and communicate the governance plan.	10.1 Identify and share key decision making committees and their responsibilities with all stakeholders.	3	Administration Strategic Planning	Fall 2011		

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		10.2 Identify new committees that need to be formed to improve governance structure.	3	Administration FOL Strategic Planning Site Council	Fall 2011		
		10.3 Encourage all stakeholders to join various decision making groups to encourage inclusion and foster buy-in.	3	Administration Leadership Teachers	Fall 2011		
		10.4 Use Site Council to gather and analyze data.	3	Principal Administration Site Council	Ongoing		

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III. Objective: Instruction

To develop a school-wide staff development plan to support high quality instruction.

Objective III. Instruction

Docs	Action Step	Activity/Task	Timeline	Who	Target Dates	Funding Sources	Evidence of Success
	Action Plan 1: Continue to focus on Staff Development	1.1 Focus on Learning Team to continue with Instructional Rounds.	1	Administration Curriculum Committee FOL	Ongoing		
		1.2 Provide time for collaboration between and across departments to share best practices.	1	Administration Curriculum Committee FOL	Fall 2011		
		1.3 Develop new Models for teacher mentoring.	2	Administration Curriculum Committee FOL	2012		

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Objective III. Instruction

Docs	Action Step	Activity/Task	Timeline	Who	Target Dates	Funding Sources	Evidence of Success
		1.4 Develop relationships with local colleges and universities.	3	Administration Curriculum Committee FOL	Ongoing		
		1.5 Develop common language related to instructional practices.	3	FOL Curriculum Committee	Fall 2011		
		1.6 Provide time to visit similar schools. Invite peer teachers from other schools to visit NHS to share best practices.	3	Administration Curriculum Committee FOL	Fall 2011		

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Objective III. Instruction

Docs	Action Step	Activity/Task	Timeline	Who	Target Dates	Funding Sources	Evidence of Success
		1.7 Invite other community leaders from outside education to visit the classrooms and provide feedback.	3	Administration PFC President's Council FOL	Fall 2011		
	Action Plan 2: Provide rigorous and relevant professional development training, activities, and resources.	2.1 Identify a staff member to be the Staff Professional Development Coordinator to coordinate resources and opportunities for the faculty.	1	Administration Curriculum Committee FOL	Fall 2011		

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Objective III. Instruction

Docs	Action Step	Activity/Task	Timeline	Who	Target Dates	Funding Sources	Evidence of Success
		2.2 Each department will use observations of problems of practice to develop a professional development plan.	2	Administration Curriculum Committee FOL	Fall 2011		
		2.3 Continue with Professional Learning Communities using and sharing best practices.	3	Administration Curriculum Committee FOL	2012		
		2.4 Design master schedule to optimize staff development time.	3	Administration Curriculum Committee FOL	2012		

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Objective III. Instruction

Docs	Action Step	Activity/Task	Timeline	Who	Target Dates	Funding Sources	Evidence of Success
	Action Plan 3: Every department will differentiate instruction so all students are learning at high levels.	3.1 Each department will develop an RTI plan to close the achievement gap.	2	Department Chairs Curriculum Committee FOL	Fall 2011		
		3.2 Study session and SSR will be evaluated and enhanced to support student learning..	2	FOL CSTS Department Chairs Study Session Committee	Spring 2011		
		3.2.a Develop a system to better identify students who need additional support during study sessions.	1	FOL CSTS Department Chairs	Fall 2011		

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Objective III. Instruction

Docs	Action Step	Activity/Task	Timeline	Who	Target Dates	Funding Sources	Evidence of Success
		3.3 Department tutorials will be implemented to close the achievement gap.	2	CSTS FOL Dept Chairs	Fall 2011		
	Action Plan 4: Develop a communication policy to ensure parent/teacher/student communication continues to be strengthened and improved.	4.1 Establish minimum standards for upgrading teacher website information, grades and other important parent/teacher communications.	1	Admin FOL Strategic Planning	Fall 2011		
		4.2 Research and develop an early warning system to contact parents early when student performance is deteriorating.	1	FOL Academic Counseling Admin Homelink Training	Fall 2011		

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	Action Plan 5: Improve Student Study Skills	5.1 Develop and implement a plan to teach study skills to students across the curriculum.	2	FOL Common Subject Teams	Fall 2011		
	Action Plan 6: Develop a Homework Policy Committee	6.1 Initiate a process to develop a school-wide homework policy in accordance with District policy and guidance.	3	Administration FOL Department Chairs	Fall 2011		

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IV. Objective: Develop Resources

Develop, coordinate and maintain resources to support the overall Strategic Plan.

Objective IV. Develop Resources

Docs	Action Step	Activity/Task	Timeline	Who	Target Dates	Funding Sources	Evidence of Success
	Action Plan 1: Coordinate transparent Financial Management Process.	1.1 Establish a Budget Advisory Committee.	2	Principal Administration NHS Treasurer PFC Treasurer SC Coordinator	Fall 2011		
		1.2 Establish a monthly reporting and review process to coordinate and monitor all key financial reports in the school.	2	Principal Administration NHS Treasurer PFC Treasurer SC Coordinator	Fall 2011		
		1.3 Develop an annual plan and budget to support strategic initiatives and priorities.	2	Principal Administration NHS Treasurer PFC Treasurer SC Coordinator	Fall 2011		

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Objective IV. Develop Resources

Docs	Action Step	Activity/Task	Timeline	Who	Target Dates	Funding Sources	Evidence of Success
		1.4 Work with internal and external groups to leverage all possible resources.	2	Strategic Planning Administration FOL Department Chairs	Ongoing		
	Action Plan 2: Nurture community relationships.	2.1 Continue with Monthly President's Council.	2	Principal Administration President's Council (PFC, Principal, Athletic and Music Boosters, Northgate Pride, PEAK, etc.	Ongoing		
		2.2 Provide more opportunities to get parents and businesses involved in the school.	2	PFC Strategic Planning Administration Pride All School Grps	Ongoing		

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Objective IV. Develop Resources

Docs	Action Step	Activity/Task	Timeline	Who	Target Dates	Funding Sources	Evidence of Success
		2.3 Continue to improve communication via Enews, Connect Ed, Contra Costa Times, Marquis, social networking sites.	2	Communication Team PFC Strategic Planning Administration	Ongoing		
		2.4 Incorporate PEAK (Feeder pattern Education Fund) and the Education Chamber of Commerce more into what we do.	3	Administration PFC Strategic Planning	Ongoing		

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Objective IV. Develop Resources

Docs	Action Step	Activity/Task	Timeline	Who	Target Dates	Funding Sources	Evidence of Success
		2.5 Continue to promote team building through all school events such as Holiday Party, Spring Fling, Campus Cleanup, Challenge Days, etc).	3	President's Council	Ongoing		
		2.6 Enhance PR and Marketing to highlight positive events at NHS.	2	Communication Team	Ongoing		
	Action Plan 3: Establish a Technology Resource Plan	3.1 Develop a computer inventory and replacement plan.	2	Technology Committee	Fall 2011		

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Objective IV. Develop Resources

Docs	Action Step	Activity/Task	Timeline	Who	Target Dates	Funding Sources	Evidence of Success
	Action Plan 4: Identify new and creative sources of funding.	4.1 Share strategic plan with all stakeholders and specify needs and dollar amounts.	3	Principal Administration PFC Budget Committee District Office	May 2011		
		4.2 Explore additional fundraisers through PFC and other school and community groups.	3	PFC Strategic Planning Administration	Ongoing		
		4.3 Explore other sources such as grants and local bond and parcel tax measures.	3	District Walnut Creek City Council	Ongoing		

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Objective IV. Develop Resources

Docs	Action Step	Activity/Task	Timeline	Who	Target Dates	Funding Sources	Evidence of Success
	Action Plan 5: Continue to evaluate and enhance school facilities and needed capital improvements.	5.1 Transform Auto Shop to new Engineering Pathway Facility.	1	District Facilities Pride VP of Facilities Math and Art Dept. Chairs	Fall 2011	Grants Measure C Business Partnerships	
		5.2 Build new classroom wing and facilities for Sports Medicine and to increase capacity for other departments.	1	District Facilities Pride VP of Facilities Strategic Planning Glen Barker	Fall 2011	Grants Measure C Business Partnerships	
		5.2b Build second classroom wing to further address capacity issues.	2				
		5.3 Upgrade bathrooms.	1	District Facilities VP of Facilities	Fall 2011	Measure C	

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Objective IV. Develop Resources

Docs	Action Step	Activity/Task	Timeline	Who	Target Dates	Funding Sources	Evidence of Success
		5.4 Women's Locker Room.	1	District Facilities VP of Facilities	Fall 2011	Measure C	
		5.5 Bleachers.	1	Northgate Pride	Fall 2011	Measure C Northgate Pride PFC	
		5.6 Replace Stolen Computers	1	Administration Department Monies PFC	Fall 2011	Measure C Northgate Pride PFC	