



2015-2020 STRATEGIC PLAN

ABOUT OUR DISTRICT

The Zachary Community School District was carved out of the East Baton Rouge Parish School System by the approval of the state legislature and a statewide election. In 2003-2004, the district began its first school year of operation. The Zachary Community School District extends to the East Baton Rouge Parish line in the North, the Mississippi River in the West, the Comite River in the East, and the city of Baker to the South. The Zachary Community School District has maintained high standards of excellence in the areas of academics, athletics, community service and extracurricular activities. Our Journey to College and Career Program has allowed our students to think beyond the boundaries of Zachary, maximizing the potential of each individual student. In the Zachary Community School District, every decision is guided by a student-centered philosophy and by our core values. The partnership between the community, parents and the school district has resulted in unprecedented student achievement. Zachary Schools maximize the potential of each student by supporting an academic atmosphere and quality educators. A rigorous curriculum challenges students to develop critical thinking skills. The Zachary Community School District has been in operation since 2003, and has been recognized as the #1 district for 10 years in a row. The Zachary Community School District is comprised of seven schools which are arranged using the grade cluster approach:

Zachary Early Learning Center (Pre-K)

Northwestern Elementary School (Kindergarten)

Rollins Place Elementary School (1st & 2nd Grades)

Zachary Elementary School (3rd & 4th Grades)

Copper Mill Elementary School (5th & 6th Grades)

Northwestern Middle School (7th & 8th Grades)

Zachary High School/Zachary Career and Technical Center (9th -12th Grades)

Message from the Superintendent

Dear Parents, Staff and Community,

On behalf of the Zachary Community School District, I am proud to present the Zachary Community Schools 2015-2020 Strategic Plan. The ideas, goals and activities presented in the following pages will serve as a roadmap to help guide our district for the next five years. The final document is a culmination of the collaboration between board members, teachers, administrators, staff, and community members.

The Zachary Community Schools 2015-2020 Strategic Plan defines the district's goals as we move forward. These goals will be the driving force in guiding our use of resources as we focus on the present and the future. United as a team, we will give our students the skills they need to be successful and to be college and career ready.

I am grateful to the 2015-2020 Strategic Plan Committee members who gave their valuable time, energy and creativity in developing our district's new strategic plan. Also, I appreciate the Zachary community members for sharing their thoughts and insights. We are a leading school district in the state because we have involvement from parents, staff and community members.

We look forward to your participation and support as we travel this path together for our students.

Thank You,

Scott Devillier
Superintendent of Schools



Zachary Community School Board



Board Members

Hubie Owen, President, District 5

Beth Kimmel, Vice President, District 7

Gaynell Young, District 1

Marty Hughes, District 3

Gwen Fusselier, District 2

Donna Grice, District 4

Heidi Vessel, District 6

Ann Watkins, District 8

David Dayton, District 9

Zachary Community School District 2015-2020
Model of Excellence

Strategic Planning Process

Planning Process:

The 7 Strategic Plan area committees, comprised of board members; Zachary Community School Board staff members; members of the community; and parents, met to develop goals and action plans for each area of focus. A draft of the plan summary and committee findings were submitted to the board for final approval. Each committee developed a strategic plan for its assigned area, consisting of the following elements:

Mission: What do we want to accomplish?	
Vision: What do we envision for the district?	
Where We Are: Where do we currently stand?	
Goals: Where do we want to be?	
Action Plan: What will we do to get to where we want to be?	

Strategic Planning Committees

We appreciate all the stakeholders who have contributed to the strategic planning process. In addition to the committee members, throughout this year, we are thankful for all the feedback from the Zachary Community School District, including: faculty, staff, administrators, parents, and community members. Thank you for sharing with us what you love about our school district and what you envision for the Zachary Community School District's future. This feedback has proven to be invaluable in the planning process.

A special thanks to the Advisory Community Members listed below. Thanks for your time and dedication in the planning process.

Advisory Community Members	Strategic Planning Committee Area
Amanda Ackman	Academics, Extracurricular & Accountability
Michelle Boutte	Academics, Extracurricular & Accountability
Melissa Leblanc	Academics, Extracurricular & Accountability
Roosevelt L. Wilson	Academics, Extracurricular & Accountability
Maree Funk	Technology
Karen Alsander	Parental & Community Involvement
Cynthia Bentley	Parental & Community Involvement
Joyce Green Graham	Parental & Community Involvement
Gigi T Robertson	Parental & Community Involvement
Laura Ladnier	Policy & Governance
Mrs. Janile Parks	Policy & Governance
Maurie Pomeroy	Policy & Governance
William L. "Billy" Kline	Policy & Governance
Dr. Katara A. Williams	Policy & Governance
Chris Hilton	Operations
Chip Troth	Operations
Onslow Hall	Human Resources
Sharon Turner	Human Resources
Oletha Anthony	Finance
Tonya L. Cola	Finance
Brent Fuselier	Finance
David Lorfing	Finance
Melissa Moore	Finance

Zachary Community School District: Guiding Principles

Principle 1:

Provide a high-quality, well-rounded educational experience for all students that is rigorous, diverse, and engaging.

Principle 2:

Prepare students for post-secondary educational opportunities, careers and participation in a globally competitive society.

Principle 3:

Strengthen productive partnerships for education.

Principle 4:

Provide employees and students with safe, efficient and functional environments.

Principle 5:

Maximize organizational efficiency and productivity of the in pursuit of the district's mission.

Zachary Community School District

Vision Statement

Zachary Community School System is recognized as a **model of excellence** serving all citizens.

Mission Statement

The mission of the Zachary Community School Board is to assist every student in reaching his or her maximum potential through **high-quality instruction** and **good stewardship of community resources**.

Core Values

Children First

Honesty

Integrity

Teamwork

Strong Moral Foundation

Community and Family Involvement

Accountability

No Political Agendas

Safety

Excellence

Zachary Community School District



Academics, Extracurricular, and Accountability

VISION STATEMENT

The Zachary Community School District will provide every student with the opportunity to achieve academic excellence through high-quality, challenging, and inquiry-based instruction as well as broad and enriching extracurricular activities.

MISSION STATEMENT

The Zachary Community School District, through the Academics, Extracurricular, and Accountability Departments, will address the needs of the whole child through positive learning environments that stimulate students to become life-long learners.

Academics, Extracurricular and Accountability: Goals

GOALS

- A. Implement a district-wide Pre-K through 12th grade curriculum founded on best practices and scientifically based research that ensure every student achieves the following goals:
 - 1. Students enter Kindergarten ready to learn.
 - 2. Students become literate by 3rd grade.
 - 3. Students enter 4th grade on time.
 - 4. Students perform at or above grade level in ELA and math by 8th grade.
 - 5. Students graduate on time.
 - 6. Students enroll in post-secondary education or graduate work-force ready.
 - 7. Students successfully complete at least one year of post-secondary education.
- B. Achieve #1 ranking in the State in the District Performance Score.
- C. Maintain or exceed the school performance score growth target in all schools.
- D. Increase the percent of students scoring proficient or above on statewide assessments.
- E. Increase the ACT average composite score annually.
- F. Increase attendance rate for all schools.
- G. Strive to meet the qualification criteria for Newsweek's America's Best High Schools.
- H. Maintain District AdvancEd accreditation.
- I. Increase the number of students taking AP Exams and the district's average AP score.
- J. Increase the number of students earning Dual Enrollment credits.
- K. Maintain or increase the number of extracurricular experiences/activities offered.
- L. Increase the number of students participating in extracurricular opportunities.

Academics, Extracurricular and Accountability: Where are we?

Elementary Curriculum (Pre-K- 5)	<ul style="list-style-type: none"> • Annually revising the ZCSD curriculum to ensure alignment to the Common Core State Standards. • Using a team teaching approach in 2nd through 5th grades. • Using cross class grouping in 1st grade. • Providing Accelerated Curriculum Early (PACE) classes in grades K-4. • Providing math acceleration program for grades 5-12. • Supporting reading and mathematics with interventionists for grades K-5. • Utilizing multiple assessments in grades Pre-K – 2 (Teacher-made common assessments, Brigance, DRA2, DIBELS, STAR, ZEOC, Destination Math). • Providing a variety of professional development opportunities for teachers. • Using Accelerated Reader (AR) program. • Implementing the Zachary Early Childhood Network (ZECN). • Implementing Writer’s Workshop for grades K-5 and Reader’s Workshop for grades 1-2.
Secondary Curriculum (6-12)	<ul style="list-style-type: none"> • Annually revising the ZCSD Curriculum to ensure alignment to the Common Core. • Targeting State Standards (6-8) and college and career readiness (9-12). • Continuing to incorporate literacy strategies into core subject areas. • Implementing the ZCSD JumpStart Program. • Expanding career and technical education course offerings for grades 9-12. • Expanding dual enrollment course offerings for grades 9-12. • Implementing a 9T program at Zachary High School. • Implementing a blended learning-based high school summer school program. • Using Accelerated Reader (AR) for grades 6-12. • Expanding Advanced Placement (AP) course offerings at Zachary High School (ZHS). • Adding Journey to College and Careers course. • Providing science acceleration program for grades 9-12. • Providing math acceleration program for grades 6-12.

Accountability Overview	<p>Achieved the #1 District Performance Score (DPS) in the state of Louisiana for 10 years in a row</p> <p>Fall 2014 DPS = 114.4 ("A" Rating)</p> <p>Fall 2014 Baseline School Performance Scores (SPS)</p> <ul style="list-style-type: none"> Northwestern Elementary = 109.0 ("A" Rating) Rollins Place Elementary = 109.0 ("A" Rating) Zachary Elementary = 109.0 ("A" Rating) Copper Mill Elementary = 110.6 ("A" Rating) Northwestern Middle = 112.9 ("A" Rating) Zachary High = 107.1 ("A" Rating) <p>District Accreditation by the AdvancEd corporation</p>																		
Attendance Rates	<table> <tr> <th>School</th><th>2013-2014</th></tr> <tr> <td>Zachary Early Learning Center</td><td>96%</td></tr> <tr> <td>Northwestern Elementary</td><td>97%</td></tr> <tr> <td>Zachary Elementary</td><td>98%</td></tr> <tr> <td>Rollins Place Elementary</td><td>97%</td></tr> <tr> <td>Copper Mill Elementary</td><td>98%</td></tr> <tr> <td>Northwestern Middle</td><td>97%</td></tr> <tr> <td>Zachary High</td><td>97%</td></tr> <tr> <td>District</td><td>97%</td></tr> </table>	School	2013-2014	Zachary Early Learning Center	96%	Northwestern Elementary	97%	Zachary Elementary	98%	Rollins Place Elementary	97%	Copper Mill Elementary	98%	Northwestern Middle	97%	Zachary High	97%	District	97%
School	2013-2014																		
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Zachary High	97%																		
District	97%																		
Cohort Graduation Rate	<p>2012-13 = 89.7%</p> <p>2013-14 = 88.5%</p>																		

LEAP/iLEAP Test	<p>% of students in the district currently score Proficient (Basic or above)</p> <p>(Spring 2014)</p> <ul style="list-style-type: none">• Grade 3 – ELA 69%, Math 73%, Science 64%, Social Studies 67%• Grade 4 – ELA 93%, Math 94%, Science 85%, Social Studies 90%• Grade 5 – ELA 70%, Math 71%, Science 68%, Social Studies 70%• Grade 6 – ELA 70%, Math 70%, Science 66%, Social Studies 68%• Grade 7 – ELA 70%, Math 73%, Science 67%, Social Studies 69%• Grade 8 – ELA 87%, Math 85%, Science 81%, Social Studies 90% <p>(Spring 2015)</p> <ul style="list-style-type: none">• Grade 3 –Science 87%, Social Studies 89%• Grade 4 –Science 87%, Social Studies 90%• Grade 5 –Science 78%, Social Studies 87%• Grade 6 –Science 89%, Social Studies 95%• Grade 7 –Science 85%, Social Studies 92%• Grade 8 –Science 77%, Social Studies 85%																					
EOC Exams	<p>% of students in the district currently score Proficient (Good or Excellent)</p> <table><tr><th></th><th>2014</th><th>2015</th></tr><tr><td>English II</td><td>84%</td><td>84%</td></tr><tr><td>English III</td><td>77%</td><td>76%</td></tr><tr><td>Algebra I</td><td>77%</td><td>73%</td></tr><tr><td>Geometry</td><td>67%</td><td>76%</td></tr><tr><td>Biology</td><td>84%</td><td>79%</td></tr><tr><td>US History</td><td>81%</td><td>83%</td></tr></table>		2014	2015	English II	84%	84%	English III	77%	76%	Algebra I	77%	73%	Geometry	67%	76%	Biology	84%	79%	US History	81%	83%
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US History	81%	83%																				

ACT Composite	2014 = 20.2 2015 = 20.7
Advanced Placement	<ul style="list-style-type: none"> • From 2014 to 2015, the percent of students scoring 3+ on their College Board AP exams increased from 64.2 to 76.4. • Zachary High School currently offers 15 AP courses. • ZCSD students performed higher than the state and nation in more than 50% of the subjects tested in 2015.

Academics, Extracurricular and Accountability: Action Plan

	Activities	Person(s) Responsible	Timeframe	Evaluation
Professional Development	Provide opportunities for teachers and staff to collaborate through vertical articulation, grade level and content meetings that focus on student centered, research-based and data-driven instruction. (A)	District Academic Team Teacher Leaders School Administration	Ongoing Quarterly	Meeting Dates Agendas Notes/Minutes
	Utilize campus-based, content specific teacher leaders to assist in facilitating professional development using a train the trainer model. (A) Participate in the state teacher leader program: <ul style="list-style-type: none"> • Annual Teacher Leader Summit • Summer Content Institutes: content-specific support • Teacher Leader Collaboration Events: ongoing resources and professional development. • Virtual support 	District Academic Team Principals	Ongoing	Meeting Dates Agendas PL Forms Meeting Materials
	Train educators to implement and utilize appropriate formative and summative assessments. In addition, train educators to use the resulting data to drive instruction and provide remediation. (A) Use grade level meetings to analyze data and plan differentiated instructional strategies/interventions. (A)	Content Supervisors Principals	Ongoing	Data Reports

	Activities	Person(s) Responsible	Timeframe	Evaluation
Professional Development	Provide professional development opportunities in the implementation of best practices in Science, Technology, Engineering, Arts, Math (STEAM) and the Humanities. (A)	High School Supervisor Special Programs Supervisor	Ongoing	Agendas Sign-in sheets PD Artifacts
	Provide ACT, PSAT and Work Keys preparation training for high school teachers. (G)	School and District Administrators ACT and PSAT Training Consultants	Ongoing	Agendas Sign-in Sheets PD Artifacts Assessment Data
	Provide administrators, teachers and staff content specific professional development focused on meeting the needs of all students, students with disabilities, students on free and reduced lunch program, etc. (C)	Content Supervisors Director of Student Support Services SASSY Instructional Specialist	Ongoing	Agendas Sign-in Sheets PD Artifacts
	Develop school data teams to assist their peers in interpreting test scores. (A)	Supervisor of Accountability	Ongoing	Agendas Sign-in Sheets PD Artifacts SPS Data

	Activities	Person(s) Responsible	Timeframe	Evaluation
Curriculum Implementation	Continue to implement a district wide curriculum founded on best practices and scientifically researched based programs along with supplemental initiatives that are aligned with LDOE expectations and assessment requirements. (A)	School and District Administrators Instructional Staff & Teachers	Ongoing	District Curriculum Academic Audits
	Review and revise the district's curriculum plan in response to student achievement results, needs assessment data, staff recommendations and LDOE updates. (A)	District Academic Team School and District Administrators Instructional Staff & Teachers	Annually Spring & Summer	Curriculum Revisions
	Increase the rigor and relevance in all courses. (A) Continue to focus on aspects of the Common Core standards that demonstrate needed clarification based on data. (A) Assist new teachers with a deeper understanding of the standards. (A)	Content Supervisors School Administrators Teacher Leaders	Ongoing	Observations Compass Results Academic Performance Data Agendas Sign-in Sheets PD Artifacts
	Complete formal and informal observations to ensure implementation of district curriculum and appropriateness of learning environments. (B)	School and District Administrators	Ongoing	Observations Compass Results Academic Audit

	Activities	Person(s) Responsible	Timeframe	Evaluation
General Academics	Assist schools with writing School Improvement Plans that address identified needs. (C)	Main Office DAT representatives	Annually	School Improvement Plans
	Implement district's Journey to College and Career (JTCC) Program Pre-K- 12th grade.	School and District Administrators School Counselors	Ongoing	Copy of Plan Annual Reports
Writing	Continue to implement writing programs in all schools to address new assessment methods K-12 (Writer's Workshop). (A)	Supervisor of ELA School Administration and Teachers	Ongoing	Assessment Data Samples of Student Work
Enrichment & Remediation	Continue to implement RTI programs in all schools to address individual student needs. (M)	Director of Student Support Services School Administration Interventionist	Ongoing	Annual RTI reports School Level RTI binders and schedules
	Provide enrichment opportunities for ALL students such as, but not limited to: academic related field experiences embedded in curriculum, art program expansions, guest speakers, visiting artists, collaborations with local universities and summer enrichment opportunities. (M)	Principals, Teachers & Supervisor of Special Programs	Ongoing	Photographs, News articles, student products, & school board presentations
	Provide summer remediation and extended time in reading and math through in-school and after school tutoring. (M, F)	District Academic Team	Annually	Extended Records Academic Data

	Activities	Person(s) Responsible	Timeframe	Evaluation
Early Childhood	<p>Continue the collaboration with other child care providers to improve student preparation for kindergarten. (A)</p> <p>Conduct Monthly collaborative meetings with Zachary Early Childhood Network. (A)</p>	Director of Early Childhood Education	Ongoing	<p>DSC Reports</p> <p>TS Gold Reports</p> <p>NWEA Assessment Reports</p> <p>Agendas</p> <p>Sign-in Sheets</p>
	<p>Conduct annual provider Pre-K Round-Up with other child care providers. (A)</p> <p>Continue pre-K classes to provide developmentally appropriate activities. (A)</p>	Director of Early Childhood Education	Annually-Spring	<p>Enrollment Records</p> <p>Application Flyers</p> <p>DSC Reports</p> <p>TS Gold Reports</p> <p>NWEA Assessment Reports</p>

	Activities	Person(s) Responsible	Timeframe	Evaluation
Elementary Programs	Train teachers on Reading and Writing Workshop curriculum and Implement reading and writing workshop curriculum in grades 1-3 (Columbia University). (A)	Supervisor of ELA	2017-2018	PL Forms PD Summaries Training Materials
	Integrate phonics, spelling and handwriting instruction in grades K-4. (A)	Supervisor of ELA School Administration Teachers	2016-2017	Curriculum
	Implement a research-based K-6 th science program which ensures all ZCSD elementary students the opportunity to develop an appreciation for the wonder of science, gain scientific knowledge and engage in hands-on learning opportunities experiencing the nature of science. (A)	Supervisor of Special Programs School Administration	2015-2015	Science Program
Middle School Programs	Continue implementation of accelerated mathematics programs (5 th - 8 th grade). (D)	Supervisor of Mathematics Supervisor of Special Programs	Ongoing	School schedules Data Reports
	Continue to explore viable high school credits that can be offered at the middle school level. (J)	District Academic Team Middle School Administration	Ongoing	School schedules Data Reports

	Activities	Person(s) Responsible	Timeframe	Evaluation
High School Programs	Provide identified students an opportunity for course completion and credit recovery. (A)	Supervisor of High School High School Administration and Counselors	Ongoing	Credit Recovery Listing Cohort Data
	Provide college experiences for students through university visits and on-campus college fairs. (A)	Supervisor of High Schools Supervisor of Special Programs High School Administration and Counselors	Ongoing	Calendars of Events Photos Field Trip Forms
	Develop and implement a plan to further expand dual enrollment, CLEP, Advanced Placement, Jumpstart and honor course opportunities. (J) Increase enrollment/student participation. (J)	School and District Administrators Instructional Staff & Teachers	Ongoing	Plan High school master schedule
	Continue PSAT and ACT preparation courses for ZCS students. (E)	School and District Administrators	Ongoing	Summary report of numbers of students taking courses, ACT & PSAT test results and evidence of materials used

	Activities	Person(s) Responsible	Timeframe	Evaluation
High School Programs	Maintain AP Scholars Incentive Program and Expand Academic Incentive Programs for other areas (i.e., CLEP, Dual Enrollment, JumpStart, etc.). (I)	Supervisor of High Schools Supervisor of Special Programs	Annually – Late Summer	Newspaper Articles Invitations Budget
	Review CTE programs/JumpStart pathway offerings and identify areas of potential growth. (A)	Supervisor of High Schools High School Administration	Ongoing	Listing of Program offered
	Expand post-secondary partnerships. (A)	Supervisor of High Schools Supervisor of Special Programs	Ongoing	Partnership Agreements
Accountability & Assessment	Analyze achievement data to identify strengths and limitations to determine district curriculum needs and recommendations. (A)	District Academic Team Principals, Instructional Staff & Teachers	Annually Spring/ Summer	School and District Data Notebooks Presentations
	Compute and compare school/district assessment scores including, but not limited to percent proficient (i.e., growth, etc.). (C)	Supervisor of Academic Accountability	Annually	MS Excel Data Tables, Charts, and Graphs Assessment Reports School and District Data Notebooks

	Activities	Person(s) Responsible	Timeframe	Evaluation
Accountability & Assessment	Implement and monitor benchmark assessments, provide training sessions on district selected assessments, provide training on SLT writing. (A)	School and District Administrators Instructional Staff & Teachers	Ongoing	Benchmark assessment Data Reports
	Utilize EAGLE (Enhanced Assessment of Grade Level Expectations) as an “Assessment for Learning” tool that drives preparation for assessment, while informing school administrators as well as the classroom teachers of instructional gaps. (D)	School and District Administrators Instructional Staff & Teachers	Ongoing	EAGLE Results
	Initiate district-wide testing incentive program. (D)	Supervisor of Accountability School Administrators Communications Team	Ongoing	District pep rally and school spirit winner Documentation of pep rally
	Implement attendance incentive and/or competition programs at all schools. Post daily attendance rate at all schools. (F)	School Administrators Supervisor of School and Home Relations	Ongoing	Attendance Reports Perfect/meritorious attendance certificates awarded at school awards ceremonies Daily attendance posting

	Activities	Person(s) Responsible	Timeframe	Evaluation
The Arts	Provide opportunities for students to showcase their talents in the areas of fine arts by participating in programs and contests. (K)	School Administration Supervisor of Special Programs	Ongoing	Student Artifacts Recognitions
Extracurricular Activities	Assess and analyze extracurricular offerings. (K)	Supervisor of Home and School Relations	January 2016	Listing of Offerings
	Provide a high quality program listing of co-curricular and extra-curricular offerings at each school site on the district's webpage. (K)	Supervisor of Home and School Relations Athletic Director School Administrations	Ongoing	Listing of Offerings

Technology

VISION STATEMENT

The Zachary Community School District will provide an environment where students and employees are technologically literate and are able to demonstrate the effective use of technology in a global society.

MISSION STATEMENT

The Zachary Community School Board, through the Technology Department, will provide the equipment, infrastructure, professional development opportunities, and other resources to enhance student achievement and district performance.

Technology: Goals

GOALS

- A. Integrate technology into instruction and facilitate the participation of information sharing, collaboration, and user-centered design throughout the curriculum and content areas to improve student achievement.
- B. All students, Pre-K through 12, Educators and staff will learn, use, and take advantage of instructional technologies as powerful and concrete instruments for utilization in teaching critical thinking and problem solving skills in preparation for post-secondary education or to enter into the workforce.
- C. Zachary Community School District students will have meaningful technology-enabled learning opportunities based on research and best practices.
- D. Zachary Community School District instructional staff will have technology competencies to enable the transformation of teaching and learning to improve student achievement across the curriculum.
- E. Pursue alternative funding for technology to bridge the “digital divide” and provide student resources to enhance learning beyond the traditional school day.

Technology: Where Are We?

Infrastructure	<ul style="list-style-type: none"> • District centralized data center located at Zachary High School • Full wireless coverage at all schools with one access point per classroom • Technical support structure which provides a continuity of services while providing student interns with workforce training • School level technology support in each school location through technology facilitators • Work order system tracks issues and provides accountability
Hardware	<p>Dell E3330 and E3340 laptops in mobile carts of 30 units allocated as follows:</p> <ul style="list-style-type: none"> • Zachary Elementary – 11 carts • Copper Mill Elementary – 9 carts • Northwestern Middle – 9 carts • Zachary High School – 12 carts and 264 units not assigned to carts <p>Stationery desktop labs by campus allocated as follows:</p> <ul style="list-style-type: none"> • Zachary Early Learning Center – 1 lab • Northwestern Elementary -1 lab • Rollins Place Elementary -3 labs • Zachary Elementary – 2 labs • Copper Mill Elementary – 2 labs • Northwestern Middle – 2 labs • Zachary High School – 11 labs <p>Rollins Place Elementary – 19 netbook carts</p>

Multimedia Display (Classrooms are outfitted with)	<ul style="list-style-type: none"> • Zachary Early Learning Center – Projector and touch board • Northwestern Elementary - Projector and touch board • Rollins Place Elementary - Projector, touch board and Apple TV iPad combo • Zachary Elementary – Projector and Apple TV/iPad • Copper Mill Elementary – Projector and interactive EM panel • Northwestern Middle – Projector and interactive EM panel • Zachary High School – Projector and interactive EM panel
Software/Integration	<ul style="list-style-type: none"> • Student email through Gaggles at Zachary High School • Typing Program, Accelerated Reader, STAR Math and STAR Reading Programs • Utilization of JPAMS Parent Command Center • Professional Development through Moodle Course • DIVE summer technology challenge • Frequently updated school district website and school sites for each school • Moodle utilized at 3rd- 12th grade • Teacher Web utilized at Pre-K- 2nd grade

Technology: Action Plan

	Activities	Person(s) Responsible	Timeframe	Evaluation
Technology	Adopt and implement a district-wide plan to ensure that ALL PreK-12 th grade students have the opportunity to participate in Educational Technology learning experiences driven by the National Educational Technology Standards and the Louisiana Adopted Content Standards. Integrate technology into curriculum. (A)	Supervisor of Technology Content Supervisors Technology Education Curriculum Committee (TECC) School and District Administrators	Summer 2016	Agendas of Meetings Revised Curriculum Finalized Curriculum with technology integration Lesson plans Formal & informal observations
	Identify ZCSD educators who have demonstrated exemplary practices in Technology Education to serve on the Technology Education Curriculum Committee. (D)	Supervisor of Technology School and district administrators	2015 - 2016 School Year	List of committee members Meeting Agendas
	Expand professional development opportunities on the integration of technology into curriculum. (A)	Supervisor of Technology Consultants Technology Education Curriculum Committee	Ongoing	Agendas Sign in Sheets PD materials CLU database

	Activities	Person(s) Responsible	Timeframe	Evaluation
Technology	Consistently monitor effective use of technology in instruction as defined in adopted plan. (B)	ZCSD Main Office Academic Team Supervisor of Technology Principals	Ongoing	Peer Review Local Evaluation Academic Audit Observations
	Design a skills-based assessment tool for students. (C)	Supervisor of Technology SYSOPS Principals Technology Education Curriculum Committee (TECC)	2015 - 2016 School Year	ZCSD K-12 Technology Skills Scope and Sequence
	Assess teachers' technology proficiency and create curriculum tracks for teachers based on their assessed level of technology proficiency. (D)	Supervisor of Technology Principals	Annually	Reports Technology Course Completion data
	Continue online technology professional development modules. (A)	Supervisor of Technology	Annually	Website link to registration database of offerings (Google forms)
	Continue to expand wireless access at all locations. (A)	Supervisor of Technology Consultants	Ongoing	Wireless availability

	Activities	Person(s) Responsible	Timeframe	Evaluation
Technology	Maintain multi-media classrooms district wide. (B)	Supervisor of Technology Technology Education Curriculum Committee (TECC) Consultants	Ongoing	Classroom equipment checklist (to be created)
	Develop a reasonable and economically feasible replacement plan for existing computers. (E)	Supervisor of Technology Consultants	January 2016 Ongoing	Purchase orders Financial records Property control inventory
	Provide additional computer access to students outside of normal school hours. (E)	Supervisor of Technology Consultants	2016-2017 Ongoing	Usage Reports Sign-in sheets Community Partnership Agreements Lab Hours
	Create partnerships (corporate and not for profit) to provide community-based technology centers. (C)	Supervisor of Technology External stakeholders Superintendent	2016-2017 Ongoing	Usage Reports Sign-in sheets Community Partnership agreements
	Review school websites and Moodle pages to ensure information is timely and appropriate. (A)	School Assigned District Administrators Communication Team	Ongoing	Website Checklist

Policy and Governance

VISION STATEMENT

The Zachary Community School Board will operate under governance and leadership that promotes and supports students' performances and effectiveness.

MISSION STATEMENT

The Zachary Community School Board will establish policies to be followed by all employees and students. These policies will be continually monitored for adherence and effectiveness.

Policy and Governance: Goals

GOALS

- A. Review legislative changes that will affect the district.
- B. Conduct policy review at the district level.
- C. Conduct review of individual school handbooks.
- D. Inform families of important policy changes.
- E. Make policies easily accessible.
- F. Establish procedures to change, add or delete policies.
- G. Maintain compliance with the policies.

Policy and Governance: Where are we?

- All district policies are available online via Computer Assisted Policy Service.
- School Board works directly with Forethought Consulting in drafting all Board Policies.
- Human Resources uses TalentEd to notify employees of location of policies annually and highlights new policies .
- Staff attends legal updates annually to ensure compliance.
- All policies are approved by the Zachary Community School Board through defined process.

Policy and Governance: Action Plan

	Activities	Person(s) Responsible	Timeframe	Evaluation
Policy and Governance	Review legislative changes that will affect the district. (A)	Policy Chairperson Board Attorney Superintendent	Timely	Policy Updates Board Agendas
	Conduct policy review at the district level and recommend revisions. (B)	Policy Chairperson Appropriate district personnel	By July 1st Annually	Committee Notes Agendas Meeting Minutes
	Conduct review of individual school handbooks. (C)	School Committee Teams Supervisor of School and Home Relations	By Jun 16th Annually	Handbook Checklists Revised Handbooks
	Inform families of all applicable policy changes. (D)	School Staff	Ongoing	Parent Surveys Notice of Changes Newsletters Parent Notices
	Continue to make policies easily accessible. (E)	Superintendent Principal or Designee District/School Webmaster	Upon Adoption Ongoing	District Survey Website
	Maintain procedures to change, add or delete policies. (F)	Superintendent Board Attorney Policy Committee & Board	Ongoing	Superintendent School Board Members
	Maintain compliance consistently with all policies. (G)	District Leadership Principals	Ongoing	School Audits Complaint Logs
	Administrative staff attend legal trainings and conferences. (G)	Superintendent District Leadership Principals	Ongoing	Professional Leave Legal Resources

Operations

VISION STATEMENT

The Zachary Community School District will provide an environment that is conducive to learning and that will allow all students to achieve their full potential.

MISSION STATEMENT

The Zachary Community School District, through the Operations Department, will provide a safe, disciplined environment in state-of-the-art learning spaces, while being good stewards of the community's resources.

Operations: Goals

GOALS

- A. Transportation: To conduct transportation operations in a safe, efficient, and effective manner.
- B. Child Nutrition: To provide healthy nutrition choices that are appetizing, affordable and available to all students.
- C. Athletics: To provide opportunities, facilities and equipment for all students to participate in a variety of competitive sports.
- D. Energy Management: To reduce energy consumption in all buildings.
- E. Safety & Risk Management: To reduce or eliminate the risk of intentional and unintentional threats to personal and environmental safety.
- F. To provide a safe, disciplined learning and working environment that supports high student performance.

Operations: Where are we?

Capital Improvements	<ul style="list-style-type: none"> • In March 2004, voters approved a \$39 million bond issue to fund the construction of a new elementary school at Copper Mill Elementary; renovations and additions at Zachary Elementary School; renovations and additions at Northwestern Elementary; replacement of Northwestern Middle School on site; renovations and additions at Zachary High School and the highest priority improvements from analysis of the condition of facilities. • In 2006, voters approved a second bond issue to fund several projects including a performing arts auditorium, competition gymnasium, ZHS athletic field house, agriculture center at Zachary High and Northwestern elementary kitchen additions and renovations. After Hurricane Katrina, there was an unexpected rise in construction costs. Second bond issue goals also included several new items including ZHS field and track resurfacing, a 1000 seat addition to the Zachary High gymnasium and the renovation of the Northwestern Middle School auditorium. • A third bond issue of \$25 million was approved by voters, in March of 2008, to fund a classroom addition at Copper Mill Elementary and the construction of a 24 classroom 9th Grade Academy at Zachary High School. • The ZCSB voted to utilize approximately \$5.5 million from General Fund in May 2015 to complete the building plan.
Transportation	<ul style="list-style-type: none"> • All new air conditioned buses for regular and special education routes as of 5/1/2015. • District utilizes a three tier regular route system.
Child Nutrition	<ul style="list-style-type: none"> • District is in compliance with the Healthy Hungry Free Act. • Meal Price aligns with surrounding district
Safety & Risk Management	<ul style="list-style-type: none"> • Security cameras in every school • District and school level Crisis Management Plans • Collaboration with the City of Zachary, Zachary Police Department , Zachary Fire and Rescue Department, Lane Regional Medical Center and State and Local Emergency Preparedness Office

Completed Building Plan Projects By Site

Site	Projects	Site Total
Zachary Early Learning Center	New Early Learning Center	\$7,600,315.84
Northwestern Elementary School	Early Learning Center New Classroom Buildings Restroom Renovations Parking Improvements Fire Alarm and Intercom Kitchen Renovations Classroom Lighting T-Building Infrastructure Remodel- SASSY Building	\$5,128,732.11
Zachary Elementary School	Kitchen Renovations Re-Roof Existing Buildings Classroom Lighting Drainage Improvements Replace Fire Alarm and Intercom New Classroom Buildings Kitchen Hood Replacement Restroom Renovations ZES New Buildings	\$13,863,660.37
Rollins Place Elementary School	New School	\$17,655,050.90
Copper Mill Elementary	New School Classroom Addition Roof Replacement Gymnasium and Classroom Addition	\$17,857,731.97
Northwestern Middle School	New School Auditorium Renovations Gymnasium Renovations New Maintenance Building	\$20,321,633.51

Site	Projects	Site Total
Zachary High School	New Classroom Buildings New Performing Arts New Gymnasium Complex New Agriculture Center New Athletic Training Center Re-Roof Main Building Upgrade Electrical Service Replace Intercom Multi-Media Field Stadium Addition Computer Room Foundation Hall Freezer And Cooler Drainage Utility Relocation Bathroom/Concession Driveway Demolition of Old Gym Asbestos Abatement Ada Street Renovations Cafeteria Resurface Field and Track	\$45,689,055.48
Zachary Career and Technical Center	Additional Building Parking Lot	\$2,073,393.75
Main Office	New School Board Office	3,925,887.88
Total		\$134,115,461.81

Operations: Action Plan

	Activities	Person(s) Responsible	Timeframe	Evaluation
Capital Improvements	Monitor Enrollment Trends. (F)	Director of Operations Director of Data Management	Annually	PEP Data JPAMS Data Demographer Report
	Conduct and identify necessary capital improvements. (F)	Director of Operations	Ongoing	Operations Committee Meetings School Level Meetings
	Continue to implement efficient/effective operational procedures. (F)	Director of Operations Manager	Ongoing	Custodial Records Maintenance Logs/Reports
	Review individual school capital improvement needs. (F)	Director of Operations Principals Operations Manager Custodians	Annually- Ongoing	Checklist/Meeting Notes Operations Committee Minutes
Safety	Develop and implement a comprehensive safety plan, update site based crisis management plans. (E)	Director of Operations Operation Manager School and Home Relations Consultants	January 2016	Copy of Plans

	Activities	Person(s) Responsible	Timeframe	Evaluation
Safety	Develop and train identified instructional staff and administration on classroom/lab specific safety (science, art, CTE, etc...). (E)	Safety Committee Supervisor of Special Programs, Science and Art	February 2016	Copy of plan Agenda Sign in Sheets
	District safety committee will meet quarterly to review accident reports. (E)	Director of Operations Director of Human Resources	Annually- Ongoing	Meeting Agendas and Signin sheets Quarterly Accident Reports Review of WC payouts
	Maintain parent/employee notification system (Blackboard Connect). (E)	Communication Team	Ongoing	Blackboard Contact List
	Practice and assess crisis management procedures periodically. (E)	Supervisor of School and Home Relations Principals	Ongoing	Drill Notifications
	Maintain appropriate supervision to monitor students, school climate to ensure a safe learning environment. (E)	Principals	Ongoing	Duty Schedules Suspensions/Expulsions Safety Audit Reports
	Security Cameras in appropriate locations. Use of School Resource Officers. (E)	Superintendent Director of Operations	Ongoing	Annual Security assessments

	Activities	Person(s) Responsible	Timeframe	Evaluation
Professional Development	Identify areas of trainings that are needed for custodial/maintenance staff. (E)	Director of Operations Director of Human Resources	Ongoing	Review of Report Summaries
	Provide training in CPR/First Aid for all school staff and administrators as needed. (E)	Director of Student Support Services Nurses	Annually	List of Those Trained Sign in Sheets
	Activities	Person(s) Responsible	Timeframe	Evaluation
Energy Management	Update Energy Management Plan to include full implementation of school based management teams and incentive program. (D)	Director of Operations Director of Special Programs Principals	2015-2016	Copy of Plan Documentation of Completion Comparison of Energy Savings
	Train all district staff on Energy Management Plan. (D)	Director of Operations	Ongoing	Agendas and Sign in Sheet
	Conduct Monthly Energy Assessments. (D)	Director of Operations	Ongoing/ Monthly	Energy Management Checklist

	Activities	Person(s) Responsible	Timeframe	Evaluation
Transportation	Review incident and accident reports and address any area identified. (A)	Supervisor of School and Home Relations	Ongoing	Incidents/Accident Reports Corrective action plan
	Ensure timely maintenance of buses. (A)	Supervisor of School and Home Relations First Student Manager	Ongoing	Maintenance Logs
	Review transportation plans for following school year and make appropriate adjustments. (A)	Superintendent Supervisor of School and Home Relations	February-March Annually	Meeting Notes
	Activities	Person(s) Responsible	Timeframe	Evaluation
Child Nutrition	Review menus to ensure that all meals meet required nutritional requirements. (B)	Child Nutrition Supervisor	Ongoing	Menus
	Survey students on meal choices and level of satisfaction. (B)	Child Nutrition Managers	Annually	Survey Results
	Review cost analysis and determine ways to minimize general fund supplement of funding. (B)			Cost Analysis and Plan

Parent & Community Involvement

VISION STATEMENT

The Zachary Community School District will maintain a welcoming atmosphere by fostering a strong partnership with parents and community members that promotes transparency, encourages the open sharing of ideas, and helps propel the school system to higher levels of engagement and achievement.

MISSION STATEMENT

The Zachary Community School District, through all departments and schools, will promote parent and community involvement through active participation in school-based activities and will encourage parents and community members to be classroom resources by volunteering their time and talent with respect to their area(s) of expertise.

Parent & Community Involvement: Goals

GOALS

- A. Create a welcoming atmosphere in schools and offices that facilitates business and community involvement.
- B. Keep all stakeholders apprised of school and district activities and achievements.
- C. Encourage parental support, district pride and community partnerships through a variety of activities.
- D. Continue to use media to provide information and promote opportunities for involvement in school and district activities.
- E. Continue the use of a web-based reporting system to keep parents apprised of student progress and assignments.

Parent & Community Involvement: Where are we?

- All schools conduct parental involvement activities throughout the year (ex. Literacy Night, Math Night, Family Science Night, Family Arts Night, Standardized Testing Night, Scholarship Night, etc.)
- Every school maintains a website and Facebook page, with calendar of events, to communicate important dates to parents and community.
- Zachary Community School District maintains a close working relationship with the Zachary Chamber of Commerce and works to host coordinated events.
- Parents utilize JCampus Parent Communication Center and Moodle to keep apprised of student progress.
- Blackboard Connect emergency notification system is in place to alert parents and students of important information.
- Students participate in volunteer activities through various clubs and organizations throughout the community.
- Zachary Connected initiative encourages community-wide kindness and compassion.
- ZAF supports the athletic programs for the district.
- ZEPTO, NMS PTO, and ZHS PTO provide support to the schools in the district.
- FAZE supports all of the district schools.

Parent & Community Involvement: Action Plan

	Activities	Person(s) Responsible	Timeframe	Evaluation
Community Involvement	Maintain status on the procurement of major partnerships by the schools and the school board. (C)	Communications Team Superintendent Principals	Ongoing	Listing of Partnerships Recognitions
	Maintain active role in area civic organizations and Chamber of Commerce. (C)	Superintendent Principals	Ongoing	Membership Listing
	Increase communication through partnering with businesses and local publications. (D)	Superintendent Communications Team	Ongoing	Partnership Listing Activities Listing Recognitions
	Initiate the formation of a Zachary High School and Northwestern High School Alumni Association. (C)	Community Volunteers 1967, 1968, etc. graduates	Ongoing	Alumni listing Alumni Recognition
	Coordinate calendar of annual events to be provided to community and publicized. (B)	Principals Athletic Director Communications Team	Ongoing	District Calendar
	Work with civic leaders on partnerships between city and schools. (C)	Superintendent Communications Team	Ongoing	Partnership Listing Activities Listing Recognitions Superintendent Board Meeting Updates
	Continue to host school events in which the community is invited to participate. (B)	School Administration Communication Team	Ongoing	Invites Media Notices
	Encourage/Invite community and civic organizations to hold meetings/events in school facilities. (B)	Superintendent School Administration	Ongoing	Invites Facilities use agreements

	Activities	Person(s) Responsible	Timeframe	Evaluation
Parental Involvement	Maintain parent resource for access and use of student information systems through print and other media. (E)	Communications Team	Ongoing	
	Continue to utilize JCampus Parent Communication Center and Moodle to keep apprised of student progress. (E)	School Administration Teachers	Ongoing	Systems
	Develop parental tutorials to access student information systems. (E)	District Webmaster Communications Team	June 2016	Information Pamphlet
	Keep all websites and Social Media Sites updates. Maintain calendar of events, to communicate important dates to parents and community. (D)	School Webmasters District Webmasters Communication Team	Ongoing	Websites Social Media Sites District Calendar School Calendar
	Conduct parental involvement activities throughout the year (ex. Literacy Night, Math Night, Family Night). (C)	School Administration Director of NCLB Federal Programs	Ongoing	Sign in Sheets Flyers Calendar of Events

	Continue to provide customer service training for district level employees to create a welcoming atmosphere in school and office settings. (A)	School Superintendent	Ongoing-Annually	Agenda Sign-in Sheets
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Human Resources

VISION STATEMENT

The Zachary Community School District's Human Resources Department, shall be recognized as a preferred employer and provider of quality service to all stakeholders while providing a culture where all employees thrive and excel in the learning environment.

MISSION STATEMENT

The mission of Zachary Community School District's Department of Human Resources is to provide an environment that supports and develops all district staff through:

- leadership, direction and planning for organizational development;
- fostering an environment of diversity;
- effective orientation and professional growth opportunities that promote success;
- a safe and orderly working environment;
- inspiration and encouragement for a high level of employee morale;
- competitive salary and benefits administration; and
- policies and procedures that ensure compliance with federal and state laws.

Human Resources: Goals

GOALS

- A. To recruit, employ and retain a sufficient number of the best qualified professional and support staff to fulfill their roles and responsibilities and support the purpose and direction of the system, individual schools and educational programs as evidenced by academic, staffing and evaluation data.
- B. To provide a staff compensation and benefits program sufficient to recruit and retain qualified employees as evidenced by staffing and recruitment data and compensation rankings.
- C. To provide high quality professional development for employees based on academic results, professional growth plans, and district initiatives, while creating opportunities for career development.
- D. To develop quality relationships to obtain maximum staff performance and high degree of job satisfaction, which creates a culture that promotes a sense of belonging and team work, as evidenced by employee satisfaction surveys.
- E. To ensure the ZCSD provides a support system to meet the physical, social and emotional needs of the student population being served as evidenced by staffing data.

Human Resources: Where are we?

- 100% of Teachers Hold a valid Louisiana Teaching Certificate
- 100% of Paraprofessionals meet the definition of Highly Qualified (HQ)
- 100% of Core Content Teachers meet the definition of HQ in 1 or more areas
- 99% of Core Courses taught by a Teacher deemed HQ
- 36% of Educators Hold Advanced Degrees
- 100% of Speech Pathologists are Nationally Certified
- 29 National Board Certified Teachers (NBCT)
- 1 National Board Certified Counselor (NBCC)
- Compass Evaluation Data 2014
 - Less than 1% Ineffective (2% statewide)
 - Less than 1% Effective Emerging (6% statewide)
 - 28% Effective Proficient (49% statewide)
 - 71% Highly Effective (43% statewide)

School	Administration (Principals, Asst. Principals, TIS, Deans, Coordinators)	Administration Support (Secretary, Clerks)	Support (CAT, TOR, DC)	Counselors	Librarians
Zachary Early Learning Center (Pre K)	1	2	1 PT CAT	.5	.5
Northwestern Elementary (K)	2	2	1	.5	.5
Rollins Place Elementary (1st- 2nd)	2	2	1	1	1
Zachary Elementary (3rd- 4th)	2	2	1	1	1
Copper Mill Elementary (5th- 6th)	3	2	1	1	1
Northwestern Middle (7th - 8th)	3	3	1	1	1
Zachary High School-Main (9th - 12th)	5	4	3	4	2
Zachary High School-ZCTC	1	1	1	Share with Main Campus	Share with Main Campus

School	Regular Ed. (Core Teachers & Intervention)	Paras (Regular Ed & Intervention)	Ancillary & Elective	Special Ed Teachers (Gifted & Disabled)	Paras (Special Ed- Disabled)	Speech Therapist
Zachary Early Learning Center (Pre K)	11 Core	11 Core	.5 Music	5 Disabled	6	1
Northwestern Elementary (K)	17 Core 1 Intervention	1 Lab	2 PE , .5 Music, .5 Art	3.5 Disabled	2.5	1.5
Rollins Place Elementary (1st-2nd)	34 Core 3 Intervention	1 Lab 1 Intervention	4 PE, 1 Music, 1 Art	5.5 Disabled 2 Gifted	5	2
Zachary Elementary (3rd- 4th)	31 Core 2 Intervention	1 Lab 1 Intervention	4 PE, 1.5 Music, 1 Art, 1 Spanish	6 Disabled 3 Gifted	4	1
Copper Mill Elementary (5th-6th)	34 Core 2 Intervention	1 lab	5 PE, 1.5 Music, 1 Art, 1 Spanish, Share Band and Robotics w/NMS	6 Disabled 2 Gifted	5	2
Northwestern Middle (7th - 8th)	31.5 Core 3 Intervention	0	6 PE, 1.5 Music, 1 Art, 1 Drama, 1 Computer, 2 Foreign Language, 1 Robotics	5 Disabled 1 Gifted	4	1
Zachary High School-Main (9th - 12th) Zachary High School-ZCTC	46 Main 4 ZCTC	0	9 PE/AD, 6 Foreign Language, 4 Art, 2.5 Music, 2 Speech/Drama, 5 Business, 11 CTE, 2 ROTC	10 Disabled 1 Gifted	9	1
Student Support Services						
Certificated Staff OT, PT & Mobility Services Contracted Services		1 Social Worker		Main Office		
		2 Education Diagnostician				
		1.5 School Psychologist				
		1 Behavioral Specialist				
		3 Instructional Specialist				
		1 Assistive Technology Para				
		1 Homebound Teacher				
		2 PT ESL Support				
Nurses		3 Full-time 6 Part-time				
Support		1 SER Specialist 1 .5 Clerk 1 PT/Temp Janitor				

Multiple Schools		Other Operations	
Talented Art Teacher	1 FT, 2 PT	Transportation	18 Part-time Aides 1 Part-time Driver First Student Contracted
Talented Music Teacher	1 PT		
Talented Theater Teacher	1 FT, 1 PT		
Visual and Performing Arts Coordinator (NMS and ZHS)	1 FT	Maintenance	6.5
APE	4 FT		
Gifted Resource	1 PT		
Speech Therapist	.5		

Human Resources: Action Plan

	Activities	Person(s) Responsible	Timeframe	Evaluation
STAFFING	Conduct annual staffing meetings with each school's administrative staff. (A)	Director of Human Resources Principals	Annually-Spring	Staffing Charts Staffing Notes
	Utilize TEACH LA, ZCSD website, newspapers, and job fairs for recruitment. Enhance current recruiting strategies to increase the availability of diversity within pools. (A)	Director of Human Resources Communications Team Principals	Ongoing	Recruitment file TEACH LA Database Newspaper Ads Notices of Vacancy Applicant Pool
	Review assigned duties and schedules annually to ensure that personnel are used as effectively as possible. (A)	Director of Human Resources Principals	Annually-October	Schedules Staffing Charts
	Continue to provide ancillary opportunities for all grade levels. (A)	Director of Human Resources Principals	Annually-October	Schedules Staffing Charts
	Continue to reduce class sizes as appropriate. (A) <i>Board Defined Class Size</i> K-6th grade (22 to 1) 7th - 12th grade (24 to 1)	Director of Human Resources Principals	Ongoing	Increased academic achievement PEP Class size Data School Report Cards

	Activities	Person(s) Responsible	Timeframe	Evaluation
Salary and Benefits	Review quarterly usage reports and consult with insurance providers to ensure we provide the best benefit package possible for all employees. (B)	Director of Human Resources Gregory and Gregory, Inc.	Annually-Late Spring through Summer	Correspondence with Insurance providers Quarterly Reports
	Maintain benefits webpage that provides detailed information for applicants and employees. (B)	Director of Human Resources Gregory and Gregory, Inc. Communications Team	Annually-September	Website Documents
	Review and research data comparison of employee salaries. (B)	Director of Human Resources HR Specialist	Ongoing	PEP Report Annual LDE Reports

	Activities	Person(s) Responsible	Timeframe	Evaluation
Professional Development	Distribute notices of employee handbooks and ZCSB Standards of Performance during hiring and discussion during school level orientation. (C)	Director of Human Resources	Annually-August Ongoing for new employees	Signature Forms in Personnel Files Website Opening of School Agendas
	Use of teacher mentors as needed. (C)	Director of Human Resources Principals	Ongoing Summer-Annually	List of Mentors Sign in Sheets Agendas
	Review professional development programs offered by the school system and schools for consistency with the NCLB Highly Qualified Definition. (C)	Director of Human Resources Director of Academic Accountability	Ongoing	Professional Development Binders Session Evaluations Session Agendas Session Sign in Sheets CLU database
	Continue educational assistance program (tuition reimbursement, praxis testing and workshops, etc.) for areas of need. (C)	Director of Human Resources Director of Federal Programs Director of Student Support Services	Ongoing	Number of courses taken, university grades, praxis results Increase in number of advanced degrees

	Activities	Person(s) Responsible	Timeframe	Evaluation
Professional Development	Update CLU database to include professional development registration. (C)	Director of Human Resources HR Specialist	2016-2017	CLU Database
	Implement district level substitute training program. (C)	Director of Human Resources HR Specialist Academic Team	Fall 2016	Plan Copy of Plan Sign in Sheets Agendas
	Update new teacher induction program to align with Compass. (C)	Director of Human Resources Principal on Special Assignment	Fall 2016	ZIP Documents ZIP Website ZIP Moodle Courses
Evaluation	Align Personnel Evaluation Plan System with Bulletin 130. (D)	Director of Human Resources HR Specialist	Annually	Copy of Board and State Approved Evaluation Plan
	Train administrators in the proper use of the newly aligned Personnel Evaluation Plan. (D)	Director of Human Resources	Ongoing	Sign in Agenda
	All employees evaluated through Local Evaluation Plan and maintain TalentEd database to capture historical evaluation data. (D)	Director of Human Resources HR Specialist School Administration	Ongoing	Database reports

	Activities	Person(s) Responsible	Timeframe	Evaluation
	Online district level exit procedures. (E)	Director of Human Resources HR Specialist	Ongoing	Review of district level exit data
	Recognitions and rewards for employee accomplishments (i.e., service awards). (E)	Superintendent Communications Team Director of Human Resources	Ongoing	Board Minutes and Agendas

Finance

MISSION STATEMENT

The Zachary Community School District, through the Business Department, will maintain adequate revenue in order to provide all resources necessary to ensure that all students receive a high quality education.

VISION STATEMENT

The Zachary Community School District, through the Business Department, will:

- manage all of the financial assets of the school system to provide for adequate revenue for each school year;
- adopt and manage balanced budgets;
- provide for an adequate fund balance for long-term financial stability; and
- ensure compliance with all applicable Federal and State laws and regulations.

Finance: Goals

GOALS

- A. To maintain minimum reserve level of 20% of the current year revenue to ensure that the ZCSD is financially stable.
- B. To secure additional funds, services, and equipment for the ZCSD from grant funds.
- C. To ensure financial transparency through expanded stakeholder communication.
- D. To maintain a strong investment portfolio, which provides additional needed revenue.
- E. To ensure proper accountability for all school board assets as evidenced by a balanced annual asset report.
- F. To achieve an unqualified opinion (highest rating) annually on external audit reports.

Finance: Where are we?

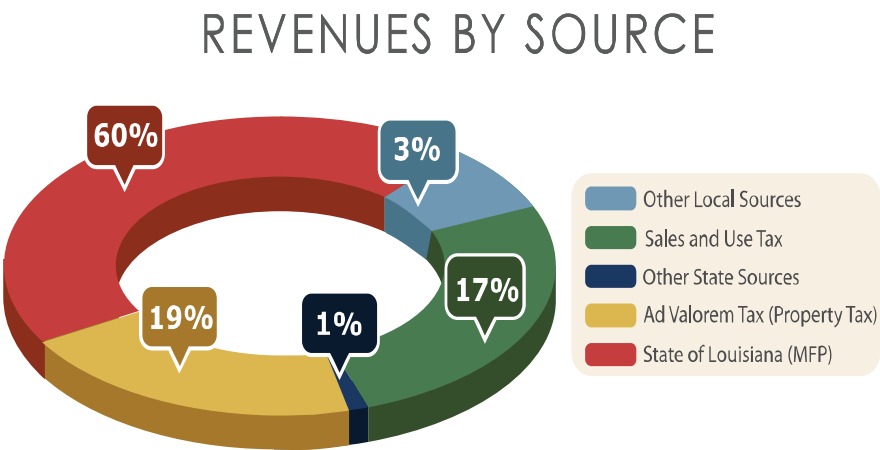
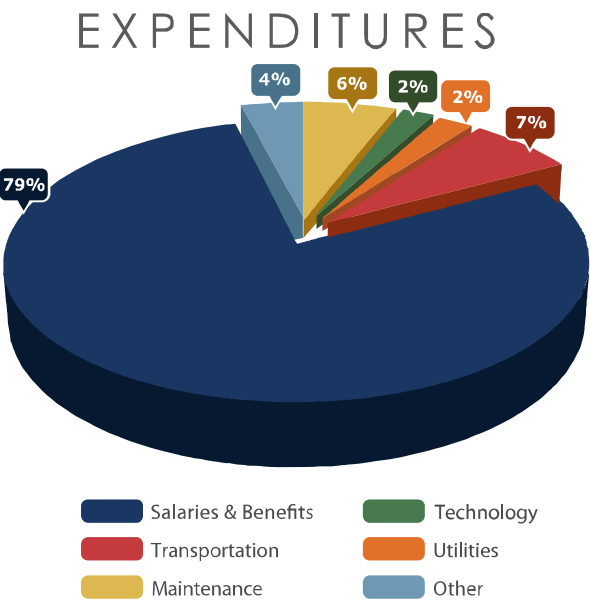
Auditing

- The school system is audited annually by an independent certified accounting firm in accordance with Statute. The Zachary Community School Board has received an unqualified audit opinion for each of the last 11 years. An unqualified opinion is the highest audit rating that can be received.

MFP Allocations

	Sales Tax	Property Tax	MFP	Total Revenue	Total Expenditures	Total Enrollment	MFP Allocation
2007-08	\$8,009,025	\$6,444,229	\$21,562,083	\$38,401,364	\$35,548,078	4,273	\$3,855 per student base +2.75% adjustment
2008-09	\$8,260,771	\$7,531,343	\$25,447,652	\$43,076,794	\$41,896,961	4,649	\$3,855 per student base +2.75% adjustment
2009-10	\$7,639,687	\$7,811,167	\$26,513,017	\$44,395,019	\$45,267,994	4,959	\$3,855 per student base no 2.75% MFP increase
2010-11	\$7,761,984	\$8,257,240	\$27,009,186	\$44,889,774	\$44,909,933	5,084	\$3,855 per student base no 2.75% MFP increase
2011-12	\$10,609,846	\$8,971,932	\$28,876,158	\$50,070,885	\$46,498,817	5,263	\$3,855 per student base no 2.75% MFP increase
2012-13	\$10,177,401	\$9,426,289	\$29,489,057	\$50,735,319	\$50,539,801	5,332	\$3,855 per student base no 2.75% MFP increase
2013-14	\$9,672,800	\$9,650,232	\$29,486,924	\$50,867,936	\$53,572,468	5,483	\$3,855 per student base no 2.75% MFP increase

Expenditures and Revenues



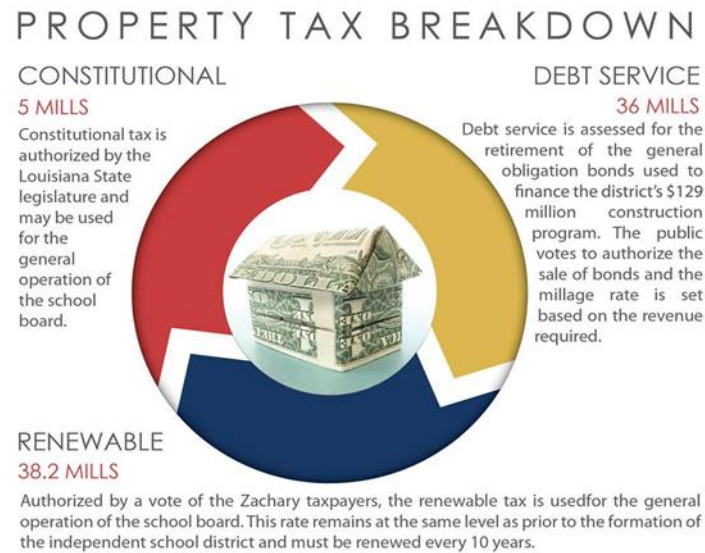
Current Fund Balance: \$12 million

Investments:

The Zachary Community School District current investments are earning 2.9%, which is a high return for the current market prices.

Property Tax

The Zachary Community School District is currently managing a \$138 million Capital Improvement Plan. The district issued a series of bonds over 6 years supported by 36 mills dedicated to be used only to pay for construction debt. The approximately \$8 million collected annually from the 36 mills property tax is required to pay off outstanding bond debt for capital improvement and cannot be reallocated at this time. Bonds are continually monitored for potential refinancing in order to reduce bond debt.



Current Sales Tax Rates

Zachary Community School Board is currently collecting 2 cents

- 1 cent for General Operations
- 1 cent for General Operation/Education Facilities-is not collected on Food or Drugs

State Grants

Year	Amount
2004-05	\$325,389.04
2005-06	\$352,954.67
2006-07	\$316,351.68
2007-08	\$703,081.94
2008-09	\$663,812.14
2009-10	\$306,528.56
2010-11	\$250,598.85
2011-12	\$188,707.11
2012-13	\$210,297.23
2013-14	\$178,460.84
2014-15	\$198,211.54

Finance: Action Plan

	Activities	Person(s) Responsible	Timeframe	Evaluation
Finance	Develop a long range budget plan and update annually. (A)	Business Manager Finance Committee ZCSD Board	Ongoing	Copy of Plan Agendas and Meeting Minutes
	Determine annual local, state and federal funding. (A)	Business Manager	Annually	Reports Trend data
	Compile general fund budgets along with detail expected expenditures backup. (A)	Business Manager Directors Superintendent	February – March Annually	Adopted Annual Budget
	Periodically review budget vs. actual for variances and report to superintendent. (A)	Business Manager	Annually- October February June	Board Reports
	Amend Budget throughout the year to reflect changes in revenues and expenditures (Budget Revisions). (A)	Business Manager Directors Superintendent	October March EOY	Budget Revisions
	Continue to monitor investments and trends in the securities market to ensure the maximum return on all investments. (D)	Business Manager	Ongoing	Review/update investments budgets

	Activities	Person(s) Responsible	Timeframe	Evaluation
Finance	Review all expenditures for compliance with Louisiana Revised Statutes and Federal Guidelines. (E)	Business Manager Director of Federal Programs Director of Student Support Services	Ongoing	Review/ Approval of expenditures
	Perform internal audits of school records. (F)	Business Manager	Ongoing	Annual Audit Reports by location
	Create a ZCSD Grants/Awards Corner on district website for employees. (B)	Communications Specialist Supervisor of Special Programs	Ongoing	Live Corner with grants calendar
	Facilitate grant workshops throughout the school year. (B)	Supervisor of Special Programs	Ongoing	Sign-in sheets and evidence of number of workshops held Calendar
	Increase number of grants written, submitted and awarded by district staff including teachers that have the potential to impact curriculum. (B)	School and District Administrators, Instructional Staff & Teachers	Ongoing	A year to year analysis of number of grants written, submitted and awarded
	Monitor and adjust financial practices for improvement and compliance with guidance. (E)	Business Department	Ongoing	Business Department Policies and Procedures Annual Audits

	Maintain a financial dashboard on website and update public through state of district reports using website, social media, and print media. (C)	Webmaster Business Manager	Ongoing	Website Social Media Printed Documents
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