

Brookfield R-III School District

“Teach, Learn, Grow...Everyday”

Continuous School Improvement Plan
2023-2026





1 STUDENT SUCCESS



2 STAFFING



3 DISTRICT LEADERSHIP



4 POSITIVE CLIMATE



'Blue Pride' means we believe:

- In creating a culture where students, all staff, families and the community feel welcomed, valued and safe.
- The school district is an integral part of community growth and prosperity.
- That district resources should be allocated to the greatest benefit of students, all staff and the community.
- That transparency through effective communication provides clarity for students, all staff, families and community members.
- In supporting the whole student, including academically, physically, and emotionally.
- In supporting all staff by investing in their growth, development and well-being so that they feel fulfilled in their jobs.
- In treating ourselves and others with dignity and respect.
- In being a little bit better today than we were yesterday.

VISION:

To empower students and their families to value knowledge and develop skills to thrive.

MISSION:

To prepare students to become productive citizens through academic excellence, relationships, and community partnerships.



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2023
CSIP Team





Dr. Kyle Collins - Superintendent	Jennifer Barton - Elementary School Teacher/Parent	Kelli Gonzalez - Middle School Teacher
Kensie Daleske - Elementary Principal/Parent	Karissa Creel - Elementary School Teacher/Parent	Beth Roby - Parent/Community Member
Melinda Wilbeck - Middle School Principal/Safety Coordinator/Parent	Bill Ehrich - High School Teacher/Scholar Bowl/Parent	Stacey Brown - Parent/Community Member
Denise Carlson - Special Services Director/Federal Programs	Jennifer Pfeiff - High School Teacher/Parent	Dana Tarpenting - City Manager
Nile Thudium - High School Principal/Parent	Brittney Sensenich - Title PK	Jessica Dobrzenski - Agriculture Education Instructor
Scott Stevens - Athletic Director/Asst. HS Principal/FS Coordinator/Parent	Brenda Hueffmeier - Special Education/Parent	Andy Matzen - Automotive Instructor
Carey Smith - Career Center Director	Aerin Billingsley - High School Art Teacher	Ryan Burns - Board Member/Parent/Business Community
Jim McIntyre - BOE President/Business Community	Jonna Weydert - Middle School Counselor	Chase McPherson - Walsworth
Matt Parn - Maintenance Director/Parent	Maddie Wilbeck - High School Student	Dr. Eric Hoyt - Future Brookfield R-III Superintendent
Abby Sackrey - Lead Nurse/Parent	Blayde Lindsay - Middle School Student	



Priority #1
Student Success

Academic Achievement





SMART Goal #1: Student attendance will be at 95% or higher as measured by the Annual Performance Report

Action Steps	Person Responsible	Funding Source	Start/Completion Date
<i>Recognition/incentive program for students who maintain 95% attendance on a quarterly basis</i>	<i>District Administration, Building Administrators</i>	<i>Building Budgets</i>	<i>August 2023-May 2026</i>
<i>Monitor attendance data</i>	<i>Building Administrators</i>	<i>Central Office Budget- Professional Services (Infinite Campus)</i>	<i>August 2023</i>
<i>Increase level of communication between school and parent when students drop below 95% attendance rate</i>	<i>Building Administrators</i>	<i>No cost</i>	<i>August 2023</i>
<i>Make daily attendance phone calls</i>	<i>Building Administrators</i>	<i>Central Office Budget- Professional Services (Infinite Campus), Career Ladder</i>	<i>August 2023</i>
<i>Implement a “buddy” mentoring program to encourage daily student attendance</i>	<i>Building Administrators</i>	<i>No cost</i>	<i>August 2024</i>
<i>Provide extended learning opportunities to recover lost instructional time at an age appropriate level</i>	<i>Building Administrators, Teachers</i>	<i>Career Ladder, ESSER III Tutoring</i>	<i>August 2023</i>



SMART Goal #2: Student performance of the ACT will meet or exceed the state and national average on an annual basis

Action Steps	Person Responsible	Funding Source	Completion Date
<i>The high school staff will have at least four teachers certified in Focused on Learning</i>	<i>High School Administration, High School Teachers</i>	<i>PD, Title II</i>	<i>August 2023</i>
<i>The District will provide ACT test training sessions throughout the year prior to ACT testing dates</i>	<i>High School Teachers certified in Focused on Learning</i>	<i>Career Ladder</i>	<i>August 2023</i>
<i>Elementary Staff will be certified in LETRS to enhance reading instruction</i>	<i>Elementary Administrator, Elementary Teachers</i>	<i>PD, State Funding, Title II</i>	<i>August 2023</i>
<i>Develop embedded ACT-like test items in all classes to be utilized throughout the year in preparation for state assessments</i>	<i>Building Administration, Teachers</i>	<i>Building Budgets, DESE Released Items</i>	<i>August 2023</i>
<i>Pay a one-time ACT registration fee for any BHS student who has completed "College-ready" courses prior to the December or April/June testing dates.</i>	<i>High School Counseling Office</i>	<i>Assessment Budget</i>	<i>August 2024</i>
<i>Brookfield R-III High School will develop a College Prep Certificate that aligns with ACT-ready courses and includes an ACT score requirement of 22 or higher to provide incentive for students to complete high-rigor courses</i>	<i>High School Administration, High School Counselor, Faculty Committee</i>	<i>High School Supply Budget</i>	<i>December 2023</i>
<i>Brookfield High School will identify students performing at a 17 or above and will encourage students to retake the ACT test at least once</i>	<i>High School Administration, High School Counselor</i>	<i>No cost</i>	<i>August 2023</i>
<i>Analyze annual ACT data results to revise instruction for the next year</i>	<i>High School Administration, High School Counselor, Faculty Committee</i>	<i>No cost</i>	<i>January 2024</i>



SMART Goal #3: On annual basis student performance on state mandated testing will meet or exceed the state average in advanced and proficient

Action Steps	Person Responsible	Funding Source	Completion Date
<i>Utilizing online intervention/enrichment programs to develop personalized study plans in preparation for the MAP tests</i>	<i>Building Administrators, Teachers</i>	<i>Building Supply Budgets, PD, Title II</i>	<i>August 2024</i>
<i>Develop embedded MAP-like test items to be utilized in classes throughout the year in preparation for state assessments</i>	<i>Building Administrators, Teachers</i>	<i>No cost</i>	<i>August 2023</i>
<i>Provide MAP/EOC practice opportunities</i>	<i>Teachers</i>	<i>Building Supply Budgets</i>	<i>August 2023</i>
<i>Recognize students who score in the Advanced or Proficient Level</i>	<i>Building Administrators</i>	<i>Building Student Incentive Budget</i>	<i>August 2024</i>
<i>Analyze annual MAP/EOC data results to revise instruction for the next year</i>	<i>Building Administrators, Counselors, Faculty Committee</i>	<i>No cost</i>	<i>January 2024</i>
<i>Align curriculum to Missouri Learning Standards</i>	<i>Building Administrators, Teachers</i>	<i>PD, Title II, Career Ladder</i>	<i>August 2023</i>
<i>Curriculum scope and sequence will be aligned vertically throughout the District</i>	<i>Building Administrators, Teachers</i>	<i>PD, Title II, Career Ladder</i>	<i>January 2024</i>
<i>Develop learning goals, targets, and scales for essential standards</i>	<i>Building Administrators, Teachers</i>	<i>PD, Title II, Career Ladder</i>	<i>May 2025</i>



SMART Goal #4: On an annual basis the graduation rate will meet or exceed the state average

Action Steps	Person Responsible	Funding Source	Completion Date
<i>Provide an alternative program for students who struggle to succeed in the standard classroom</i>	<i>Administration, BOE</i>	<i>JAG Program, Local Funding, Grants</i>	<i>August 2023</i>
<i>Continue to recognize program completers in the career center</i>	<i>Building Administrator, CTE Teachers, Counselor</i>	<i>Building Supplies Budget</i>	<i>August 2023</i>
<i>Increase the number of exploratory classes in the MS</i>	<i>Building Administrators, Faculty Committee</i>	<i>MS Building Budget</i>	<i>August 2023</i>
<i>Move to a traditional 8 period day schedule from a block schedule</i>	<i>Administration, BOE, Faculty Committee</i>	<i>No cost</i>	<i>August 2024</i>
<i>Increase exposure to career path options available to students</i>	<i>Building Administrators, Counselors</i>	<i>No cost</i>	<i>August 2024</i>



Priority #2
Staffing

**Recruiting, Hiring, Developing,
Compensating, Retaining**





SMART Goal #1: On an annual basis the District will maintain a salary and benefits schedule that meets or exceeds all other Linn County Schools

Action Steps	Person Responsible	Funding Source	Start/Completion Date
<i>Review the district salary schedule annually</i>	<i>Superintendent</i>	<i>No cost</i>	<i>August 2023</i>
<i>Survey Linn County schools to identify current salaries</i>	<i>Superintendent</i>	<i>No cost</i>	<i>August 2023</i>
<i>Establish a district budget that prioritizes staff salaries</i>	<i>Superintendent/BOE</i>	<i>ESEA, Local, State, Federal and County Revenue</i>	<i>August 2023</i>



SMART Goal #2: On an annual basis the District will retain 90% of all certified staff

Action Steps	Person Responsible	Funding Source	Completion Date
<i>Exit interviews conducted with all outgoing staff and adjustments made based on data collected</i>	<i>Superintendent</i>	<i>No cost</i>	<i>August 2023</i>
<i>Employee Recognition at Work Milestones</i>	<i>BOE</i>	<i>BOE Supplies</i>	<i>August 2023</i>
<i>Strengthening our mentoring program (more face to face time, more meaningful professional development based on need)</i>	<i>Building Administrators, PD Committee</i>	<i>PD, Title II</i>	<i>August 2023</i>
<i>Survey staff to gauge climate and culture in the workplace</i>	<i>Administrative Team</i>	<i>No cost</i>	<i>May 2024</i>
<i>Staff will have access to tuition reimbursement incentives as well as meaningful paid professional development opportunities</i>	<i>Superintendent, PD Committee</i>	<i>PD, Title II</i>	<i>August 2023</i>
<i>Nominate deserving teachers, support staff, and administrators for regional, state and national awards</i>	<i>Administration</i>	<i>No cost</i>	<i>August 2023</i>



SMART Goal #3: On an annual basis the District will fill 100% of all certified positions and will achieve full staffing for non-certified positions

Action Steps	Person Responsible	Funding Source	Completion Date
<i>RPDC staff professional development to assist with certification</i>	<i>Administration</i>	<i>PD</i>	<i>August 2023</i>
<i>Two-year mentoring program facilitated by the Professional Development Committee to help work in the area of certification</i>	<i>Professional Development Committee, Committee Chair Person</i>	<i>PD</i>	<i>August 2023</i>
<i>Utilize social media/district website to educate the public about how to obtain teacher certification credentials (non-traditional paths to certification)</i>	<i>Superintendent, Technology Director</i>	<i>No cost</i>	<i>August 2023</i>
<i>Administrators will send a contingent to regional teacher job fairs (NWMSU, Truman, State, MU, MWSU, Central Methodist, UCM)</i>	<i>Administration</i>	<i>Title II</i>	<i>August 2023</i>
<i>Explore different ways to advertise, social media, etc.</i>	<i>Administration</i>	<i>No cost</i>	<i>August 2023</i>
<i>Work with Chamber of Commerce to provide welcome package to employees new to the community</i>	<i>Administration</i>	<i>No cost</i>	<i>August 2023</i>



Priority #3
District Leadership

Operations





SMART Goal #1: The district will maintain a 25% reserve balance annually as reported on the Annual Secretary of the Board Report

Action Steps	Person Responsible	Funding Source	Completion Date
<i>Superintendent will provide a monthly financial report to the BOE and review the budget quarterly</i>	<i>Superintendent</i>	<i>No cost</i>	<i>August 2023</i>
<i>Additional training for all staff regarding purchasing procedures</i>	<i>Superintendent, Bookkeeper, Building Administrators</i>	<i>No cost</i>	<i>August 2023</i>
<i>Superintendent will make financial recommendations to the BOE to ensure the District maintains at least a 25% unrestricted reserve balance</i>	<i>Superintendent</i>	<i>No cost</i>	<i>August 2023</i>



SMART Goal #2: District technology and instructional resources will be maintained/improved annually

Action Steps	Person Responsible	Funding Source	Completion Date
<i>Meet annually to review effectiveness of instructional resources</i>	<i>Technology Director, Administration, Staff</i>	<i>Building Curriculum Budgets, Technology Budget, Textbook Budgets, Title I</i>	<i>January 2024</i>
<i>Provide additional support to maintain technology resources in working condition</i>	<i>Superintendent, BOE</i>	<i>Technology Budget</i>	<i>August 2023</i>
<i>Develop a replacement plan for technology and instructional resources for staff and students</i>	<i>Superintendent, Technology Director, Technology Committee</i>	<i>Technology Budget, Title I, Instructional Equipment Budget</i>	<i>August 2023</i>
<i>Continue to fund online subscriptions for instructional curriculum annually</i>	<i>Superintendent, Building Administrators, Technology Director</i>	<i>Technology Budget, Building Budgets</i>	<i>August 2023</i>



SMART Goal #3: By June of 2026 all action steps set forth in the Long Range Facilities Plan will be completed

Action Steps	Person Responsible	Funding Source	Completion Date
<i>Form a facilities committee with representatives from various stakeholders in the district</i>	<i>Superintendent</i>	<i>No cost</i>	<i>December 2023</i>
<i>Complete a facilities assessment to determine priorities</i>	<i>Facilities Committee</i>	<i>No cost</i>	<i>January 2024</i>
<i>Develop facilities plan</i>	<i>Facilities Committee</i>	<i>Central Administration Professional Services Budget</i>	<i>February 2024</i>
<i>An annual meeting with local safety personnel and resources will be held to assess school safety and changes that need to be made</i>	<i>Safety Coordinator</i>	<i>No cost</i>	<i>October 2023</i>
<i>An annual safety report will be made to the Board of Education</i>	<i>Safety Coordinator</i>	<i>No cost</i>	<i>November 2023</i>
<i>Allocate funds to maintain and upgrade safety, security and facilities</i>	<i>Superintendent, BOE</i>	<i>State, Local and Federal Funds, General Obligation Bonds</i>	<i>August 2023</i>



Priority #4 **Positive Climate**

Excellent Culture





SMART Goal #1: CSIP culture and climate survey results will show an increase of at least 10% of staff and student responses agreeing or strongly agreeing with questions related to emotional and mental well being

Action Steps	Person Responsible	Funding Source	Start/Completion Date
<i>Social and emotional learning will be implemented at each level</i>	<i>Counselors, Administration, Teachers</i>	<i>ESSER III</i>	<i>August 2023</i>
<i>Maintain a school counselor at the elementary, middle school, high school and LCACTC buildings.</i>	<i>Superintendent, BOE</i>	<i>Counseling Budget</i>	<i>August 2023</i>
<i>Allow outside agencies to see their mental health clients at school during the school day</i>	<i>Building Administrators, Counselors</i>	<i>No cost</i>	<i>August 2023</i>
<i>A current list of mental health resources will be posted on the district website</i>	<i>Counselors, Technology Director</i>	<i>No cost</i>	<i>August 2023</i>
<i>The Wellness Committee will survey students and staff regarding what wellness resources would be beneficial</i>	<i>Wellness Committee</i>	<i>Wellness Budget</i>	<i>August 2023</i>
<i>Implement wellness strategies identified through the survey</i>	<i>PD Committee, Wellness Committee</i>	<i>PD, Wellness Budget</i>	<i>August 2023</i>
<i>Identify and implement social activities that encourage positive staff interaction</i>	<i>Wellness Committee</i>	<i>Wellness Budget</i>	<i>August 2023</i>



SMART Goal #2: On annual basis office referrals resulting in disciplinary action will decrease

Action Steps	Person Responsible	Funding Source	Completion Date
<i>Additional training for staff regarding issues that impact classroom management</i>	<i>Professional Development Committee, Staff, Building Administrators</i>	<i>PD, Title II</i>	<i>December 2023</i>
<i>Annually ensure student code of conduct is aligned with District adopted BOE policy</i>	<i>Building Administrators</i>	<i>No cost</i>	<i>August 2023</i>
<i>Annually Review PBS Matrices and District Discipline Policies and Procedures to ensure consistency</i>	<i>Building Administrators, Staff</i>	<i>PBS Budget</i>	<i>August 2023</i>
<i>Provide a positive outlet for students with attention seeking behaviors</i>	<i>Building Administrators</i>	<i>No cost</i>	<i>May 2024</i>
<i>Identify procedures (minor and majors) appropriate for each age level for progressive discipline (a discipline flow chart)</i>	<i>Building Administrators, Staff</i>	<i>No cost</i>	<i>August 2023</i>



SMART Goal #3: By 2026 the CSIP Climate and Culture Survey will show an increase of stakeholder responses showing agreement or strong agreement with survey questions

Action Steps	Person Responsible	Funding Source	Completion Date
<i>Ensure all community members have access to respond to the climate and culture survey</i>	<i>Superintendent</i>	<i>No cost</i>	<i>February 2026</i>
<i>Improve methods of communication to ensure all stakeholders have access to current information regarding school issues (application that links all school social media and websites)</i>	<i>Building Administrators, Technology Director</i>	<i>Technology Budget</i>	<i>August 2023</i>
<i>Provide staff with professional development opportunities on effective strategies for communicating with parents</i>	<i>Professional Development Committee, Building Administrators</i>	<i>PD, Title II</i>	<i>August 2024</i>