



October 17, **2016**



#62movingforward

100+ Day Report

Community Consolidated School District 62 Board of Education

Prepared by Dr. Floyd E. Williams, Jr.

About This Plan

District 62 is an academically thriving, financially stable, technology-rich, school district with an overall culture of supportive and caring staff. The staff maintains a continued focus on student achievement, with a cognizant effort to provide for all students within the 11 schools and Early Learning Center.

Following my appointment on January 19, I realized that one of my first steps as the new superintendent was to learn as much as I could about the district: the people, the children, the programs and the community. I created a “Look, Listen and Learn Tour” for the purpose of engaging both our internal and external publics which is the crux of this 100+ Day Report. I have spent time in the schools and in the community of Des Plaines and Rosemont, engaging with community members, families and staff. A detailed overview of the groups I have met with can be found on page 4 of this report. This qualitative analysis has taught me a great deal about the people, the culture and the vision of this district: Where the district has been and where it wants to be in the future.

This report will become the exploration of a three to five-year strategic plan.

We have a collective vision to advance the district while also supporting all stakeholders of District 62. With that in mind, the Board of Education formally adopted its new three-year goals on August 15, 2016:

Goal 1: All staff will possess the skills to lead, teach, assess and support students across all subgroups to engage in daily complex learning that leads to academic growth, achievement and future readiness for high school, college, career and beyond.

Goal 2: Every school will provide a safe, secure, supportive, caring and healthy learning environment for students and staff that will lead to the development of social emotional learning competencies for students as well as health and wellness for staff.

Goal 3: The district will efficiently and effectively manage financial resources to support the mission of the district.

Goal 4: Enhance communications and engagement amongst stakeholders: parents, students, staff and community to continue to build trust, relationships and confidence in the district.

History

The Board of Education conducted a national superintendent search that included staff, parent and community input. Forty-four candidates were considered for the position. On January 19, 2016, I was formally approved by the Board of Education.

My contract with the Board of Education included four performance goals:

Transition: The Superintendent will develop a Transition Plan approved by the Board of Education, and present a report including any recommendations to the Board of Education. The report shall include a comprehensive summary and analysis of all the district's instructional programs and the Superintendent's recommendations regarding same. The report shall also include an analysis of the current professional relationships between employees and administrators, both at the individual school and district level, with the goal of enhancing such relationships and improving communications with all stakeholders. This report will form the basis of a strategic plan, to be completed with input from the Board of Education.

Financial: The Superintendent will monitor fiscal decisions that impact the district budget and opportunities for students in order to maintain long-term financial stability.

Buildings: The Superintendent shall promote a safe and secure school environment and maintain the district's internal and external facilities.

Curriculum: The Superintendent shall evaluate and improve curricula and instruction consistent with Common Core standards and student subgroup needs, and ensure the necessary professional development is supplied to staff.

Immediately upon being hired, I developed a personal mission statement that would apply to my philosophy during my tenure in the district: Moving Forward. In addition, I created a social media hashtag: #62movingforward to align with my Twitter account @DrWilliamsD62.

As a first step, I spent time familiarizing myself with Illinois education standards, the Illinois School Code, Illinois assessments, etc. I attended local and national conferences to learn more about the state of Illinois and how children are supported in education. I took the Illinois Superintendent test and took the PERA modules that allowed me to evaluate teachers and principals. Beyond the fundamentals of becoming an Illinois School Superintendent, I was also aware of the need to learn about the community in District 62 as well as the community leaders that support the District 62 schools. I immediately began setting up meetings with the key dignitaries that included the mayor, police chief, fire chief, library director and park district director--to name a few.

Timeline: Research, Evaluation, Execution

- **January 19, 2016:** Board unanimously approves hiring of Dr. Floyd E. Williams, Jr.
- **January 2016:** Attended the South Suburban Superintendent Commission Conference
- **February 2016:** Attended the D62 Foundation Benefit Dinner
- **March 2016:** Attended the Administrator Supervision Curriculum Development Conference
- **March 2016:**
 - Hired Orchard Place Principal Jennifer Suarez Bautista
 - Hired Director of Operations, Maintenance and Transportation Michael Vilendrer
 - Hired Director of Community Relations Jennifer Tempest Bova
- **April 2016:** Hired AdminCenter receptionist Janet Arroyo
- **May 2016:** Began informal Look, Listen and Learn Tour.
 - Met with members of Cabinet
 - Met with members of Extended Cabinet
 - Met with members of the Board of Education
- **May 13, 2016:** Met with Director of Community Relations to discuss communication strategies and tactics during Year 1.
- **May 26, 2016:** Attended Rotary
- **May 2016:** Met with outgoing superintendent Dr. Jane L. Westerhold
- **June 2016:** Participated in interviews for Board member appointment to replace Dr. Terry Lindsay
- **June 2016:** Attended National Alliance of Black School Educators Superintendent Summit
- **July 12, 2016:** Board of Education Special Meeting - Board Self-Evaluation/Expectations
- **July 18, 2016:** Attended the National School of Public Relations Association conference
- **July 19, 2016:** Held Cabinet team building event
- **July 27, 2016:** North Principal Howard Coleman resigned. Appointed Denise Fernandez to the position of Interim Principal.
- **July 28, 2016:** Met with Shari Caine, Des Plaines Historical Society
- **August 2, 2016:** Met with D62 Retirees
- **August 9, 2016:** Attended Kiwanis
- **August 10, 2016:** Organized administrator social gathering
- **August 15, 2016:** Board formally adopts three-year goals
- **September 2, 2016:** Attended Des Plaines Chamber Networking Breakfast
- **September 6, 2016:** Met with D62 Education Foundation
- **September 13, 2016:** Met with Des Plaines Ministerial Association
- **September 14, 2016:** Attended Rosemont Chamber Luncheon
- **September 14, 2016:** Met with Parent Communication Council (evening meeting)

100+ Day Report

- **September 15, 2016:** Met with Parent Communication Council (morning meeting)
- **September 17, 2016:** Attended Fall Fest
- **September 19, 2016:** Met with Maintenance Team
- **September 20, 2016:** Met with Labor Management
- **September 21, 2016:** Met with Head Custodians
- **September 27, 2016:** Met with Des Plaines Public Library Staff
- **October 3, 2016:** Met with Technology Team
- **October 5, 2016:** Board Diversity and Inclusion Workshop

Three Pillar Educational Philosophy

Following my appointment in January, I immediately adopted three pillars as part of my educational philosophy. These three pillars became the lenses that I would look through as I manage District 62.



Student Outcomes: improving student outcomes



Efficient and Effective Operations: maximizing our investment on facilities, maintaining safe schools, fiscal responsibility, recruiting and developing human capital



Student, Family and Community Engagement: consistent communication with students, staff, families and residents





Goal 1: All staff will possess the skills to lead, teach, assess and support students across all subgroups to engage in daily complex learning that leads to academic growth, achievement and future readiness for high school, college, career and beyond.

Student Outcomes

- **Data Dashboard:** Establishing a data dashboard for administrators to view and analyze student data - built the prototype and are updating the system for customized district data read-outs and needs.
- **Introducing You62:** Building a digital professional development platform based on game theory motivation and recognition called You62. This will be an addendum to the existing U62 professional development programming. This will be launched later in the fall.
- **Maker Pedagogy:** Creating the D62 Rivers Dream Lab, a center for teachers to learn Maker pedagogy for use in the InfoTech classrooms as well as core content classrooms. This space has been funded from a grant from the Rivers Casino. The cohort has been established, with representative teachers from each grade band cycle. They will begin writing lessons as a group when they begin meeting in October.
- **Redesign of Current Middle School Model:** Development of a formal committee to explore and assess redesign of current middle school model with an expected report of recommendations to the Board of Education in January.
- **Continuing Professional Development:** Professional Development provided to D62 staff on August 19, 2016 and September 13, 2016. Institute Days provided targeted information and support with implementation of the Next Generation Science Standards, improving instructional unit plans, and refining grade level and department common assessments.
- **PLC Mondays:** Established for all K-5 and middle school math and ELA teachers. Started with a focus on the scoring and analysis of Math and ELA performance tasks in order to identify student strengths and weak areas and plan instruction to meet student needs.
- **Administrative Book Study:** Principal professional development started with a book study on the power of setting SMART goals for improving student achievement along with refining the data retreat and PLC processes in all buildings.



Goal 2: Every school will provide a safe, secure, supportive, caring and healthy learning environment for students and staff that will lead to the development of social emotional learning competencies for students as well as health and wellness for staff.

Safe, Supportive and Caring Learning Environments

- **Wellness Walk:** Second annual wellness walk held after opening day ceremonies for staff.
- **Professional Development:** Professional Development provided to all D62 staff on August 19, 2016 and September 13, 2016 Institute Days, which focused on the importance of social emotional learning as well as practical strategies to use in the classroom to foster social emotional development.
- **Implementation of DESSA:** The DEvereux Student Strengths Assessment (DESSA) social emotional learning screening tool is being implemented at Central, Iroquois, and North and will be expanding to other buildings later this year.
- **Implementation of Second Step:** The evidence-based social emotional learning curriculum will be implemented at all buildings for students who require intervention.
- **Revision to Crisis Manual:** Development and distribution of updated crisis manual with accompanying mobile app for accessible use.
- **Senate Bill 100 Administrative Academy:** Full Day Administrative Academy offered to Administrative Council regarding Senate Bill 100, How to Implement Strategies to Prevent Exclusionary Practices including Alternatives to Suspension and Expulsion.
- **Middle School Professional Development:** All Algonquin, Chippewa, and Iroquois middle school staff will receive professional development during the 2016-2017 school year from a social emotional learning consultant, Dr. Charlene Myklebust. Professional development will focus on best practices in social emotional learning, restorative practices, and alternatives to exclusionary practices.
- **Cabinet Evaluation Document:** Developed a formal evaluation document for Cabinet to establish accountability and expectations.





Goal 3: The district will efficiently and effectively manage financial resources to support the mission of the district.

Effective and Efficient Management of Financial Resources

- **Substitute Pay Increase:** Increase in substitute pay and board approval of hiring 2.5 FTE positions to provide additional support year-round.
- **Consistent Communication:**
 - Monthly Financial Summary Reports provide the Board with fund balances that have been updated to reflect the expenditure and revenues posted in each fund. The monthly Financial Summary Report for September 2016 indicates that the fund balances meet or exceed levels set forth in the Board Fund Balance Policy.
 - Monthly Treasurer's Reports are provided to the Board, which include details related to long term investments by fund.
- **Adoption of FY17 Budget:** Submission of the 2016 Adopted Budget for approval on September 19, 2016 following the conservative budget model.
- **Expansion of Wireless Access Points:** The District is utilizing E-Rate dollars to fund the expansion of wireless access points in all of the school buildings.
- **2016 Audit:** Klein Hall, CPAs completed the audit of the fiscal year 2016 and have verbally reported that they did not note any material weaknesses.
- **Student Access to Digital Devices:** The District has increased the number of digital devices so that each student has access to a device for daily use in the classroom.

District 62 Addresses Sub Shortage

■ Schools Approve Hiring Of 5-1/2 New Full-Time Positions

Share Print Font Size:

Story Comments

Tweet Like 5

Posted: Wednesday, August 17, 2016 3:56 pm

By TOM WESSELL Managing Editor

Citing a real need to attract and retain substitute teachers, Des Plaines school board members Monday night approved 5-1/2 new full-time staff positions.

The jobs call for a mix of substitute teaching positions (2.5) and three para-educators at an estimated cost of \$232,400-\$286,000 for the upcoming new school year.



- **Development of Online Registration:** Online registration is being established to create a more effective and efficient registration process.



Goal 4: Enhance communications and engagement amongst stakeholders: parents, students, staff and community to continue to build trust, relationships and confidence in the district.

Enhanced Communication and Engagement with Stakeholders

- **Adoption of Board Goals:** Board of Education formally adopted its three-year goals in August, 2016.



Advanced Information Warehouse For School Districts

- **Tyler SIS Student 360 Launched:** Digital Learning & Technology Services enabled the new Tyler SIS Student 360 - an enhanced way for families and students to stay up to date on grades, attendance, discipline and more. This is an updated and customizable web-interface and free mobile app version of the previous Tyler Parent Portal.

- **Online Registration:** In the process of developing a registration platform for a more effective and efficient registration process.

- **Communications and Engagement with Staff and Stakeholders:**

- Staff meetings to be scheduled at all schools this fall as part of Look, Listen and Learn engagement
- Introduced annual Day One celebration, held this year at Orchard Place with community leaders to collectively show support for public education
- Met individually with key community dignitaries:
 - Bill Kushner, DP Police Chief
 - Don Militec, DP Park District
 - Shari Caine, DP History Center
 - Mayor Matt Bogusz
 - North Cook Regional Superintendent Bruce Brown
 - District 207 Superintendent Ken Wallace
- Parent Leader meetings
- Consistent communication with Cabinet through weekly meetings to gain clear understanding of department progress and updates
- Press releases shared internally with staff before external distribution to stakeholders



- **Social Media:**

- [@62schools](#) Twitter account verified in September



- Jump in social media followers since July 2016
 - Facebook: 1,255 (July 2016) to 1,320 (October 2016)
 - Twitter: 971 (July 2016) to 1,054 (October 2016)
- Creation of Superintendent Twitter page: [@DrWilliamsD62](https://twitter.com/DrWilliamsD62)

- **Communications Audit:**

- Audit to be conducted in the spring via SCOPE to determine baseline data for new Superintendent and new Director of Community Relations regarding D62 best communications practices with clear indicators regarding strength and areas of growth
- Audience: Staff, parents and community

- **Website:**

- All school pages to be updated to include relevant and timely information
- Development of Superintendent webpage to include welcome message, biography and monthly reports provided to the Board of Education

- **Strategic Plan:**

- Initial conversation in July with CEC representative Brett Clark regarding development of strategic plan in Year 2

- **Media Relations:**

- Held individual meetings with Daily Herald and Journal Topics
- Reviewed and updated media distribution list to include Chicago Tribune and television outlets

- **Online Phone Directory:** Currently revising the phone directory platform to transition online

62MovingForward

Learning is a treasure that will follow its owner everywhere.

— Chinese proverb

July 1, 2016

Dear Parents, Guardians and Students,

Community Consolidated School District 62 is a diverse, thriving learning community. Our students are eager to learn as they grow with a staff that supports student advancement. It is a sincere pleasure to introduce myself as your new Superintendent of Schools. I am honored and privileged to be part of this school district and work with a team that educates, supports and challenges children to prepare them for their future.

Please allow me to introduce myself. I have been dedicated to education since 1997. During my tenure, I have served as a science teacher, reading teacher and principal at the elementary, middle and high school levels as well as a central office administrator in Wisconsin. In addition, I also served as an adjunct instructor at the university level.

My educational philosophy is based on three main pillars: Student achievement: improving student outcomes Effective and efficient operations: maximizing our investment on facilities, maintaining safe schools, fiscal responsibility, recruiting and developing human capital Student, family and community engagement: consistent communication with students, staff, families and residents

My leadership style is centered around servant leadership which is based on a call to perform service to others. This service is for the betterment of the staff, children and community.

While my contributions in education have been important to me, family is even more so. I have been married to my amazing wife, Shantee Williams, for 13 years. She is currently an administrator for Milwaukee Public Schools. We are the proud parents of two wonderful children, Olivia (7) and Owen (5).



Look, Listen and Learn Tour

One of my primary goals this school year is to engage with the students, staff, parents and community to learn about the schools, the culture and the history of District 62. This goal has developed into what I call the Look, Listen and Learn Tour. It informally began this winter following my appointment by the Board of Education. As noted above in my timeline, I spent time with community members and dignitaries, learning about the community and district. This fall marks my formal tour with staff. I will also set dates to meet with parents, community and our students. I have appreciated everyone's time and the thoughtful dialogue thus far, as this helps me get a clear understanding of where the district stands today and how we as a team can help it evolve as a learning community. The Look, Listen and Learn Tour formally began on October 13. Once it concludes this winter, I will present the findings to the Board of Education. Below are key findings from initial discussions this fall.

Key Findings:

- Strong technology presence districtwide
- Necessity to have more volunteers in the schools
- Teachers are outstanding
- Current middle schools are on a junior high school model
- Would love to see all-day Kindergarten program

Strengths:

- Family-oriented school district
- Staff is a tight-knit group
- Innovative and technology-rich district
- Veteran cabinet with various statewide leadership experience
- Diversity of district
- Diversity of the community
- Caring teachers
- Well-maintained buildings
- Stable leadership at Superintendent/Cabinet level
- Progressive and innovative curriculum based on best practices
- Highly recognized school district
- Stable school board
- Financially stable, good fund balance

Challenges:

- Changing demographics
- Conversion from junior high school to middle school model
- High cost of SPARK before and after school care
- Kindergarten half day is too short of a day
- Lack of volunteers in schools

Next Steps

- Continuation of Look, Listen and Learn Tour: staff, students, families, community
- Exploration of a three to five-year Strategic Plan
- Professional development for changing demographics