

Otter Lake Elementary Strategic Plan

Mission of Otter Lake

The mission of Otter Lake Elementary, a collaborative learning community engaged in a tradition of innovation and educational excellence, is to inspire each student to reach their full potential.

We are distinguished by:

- Authentic indoor and outdoor learning through critical thinking, effective communication, and creative problem solving driven by student inquiry
- Regard for student perspective
- Intentional partnerships and meaningful relationships
- Respect for diverse learning styles, cultures and ideas
- Kindness, empathy, and compassion

Objectives of Otter Lake Elementary

- 100% of students feel valued and respected
- 100% of students engage in meaningful community partnerships and opportunities
- 100% of students participate in innovative indoor and outdoor learning
- 100% of students will be prepared for the next step in their educational journey

Tactics and Results Statements of Otter Lake Elementary

1. We will ensure the social, emotional, and academic growth of our students.
 - 1.1. All students will achieve academic growth related to Minnesota State Standards and Individual Education Plans (IEPs).
 - 1.2. All learning environments will be flexible and student centered to facilitate the social, emotional and academic growth of our students.
 - 1.3. Social and Emotional growth will be achieved through instruction and application of learning.
2. We will foster intentional partnerships and meaningful relationships.
 - 2.1. Dedicated sustainable resources will ensure ongoing partnerships and relationships.
 - 2.2. All students will engage in diverse and innovative partnerships that provide expanded opportunities.
 - 2.3. All stakeholders, within the school community, will develop positive relationships to benefit every student.
3. We will provide innovative indoor and outdoor learning experiences that reflect each student's personal strengths and interests.
 - 3.1. Innovative learning experiences will be sustainable.
 - 3.2. Indoor and outdoor learning experiences are innovative and purposeful.

3.3. Authentic learning experiences with experts and organizations foster student engagement.

Action Plan

Tactic number: 1

Plan number:1

Date: February 28, 2019

Tactic Statement: We will ensure the social, emotional and academic growth of our students.

Specific Result: All students will achieve academic growth related to Minnesota State Standards and Individual Education Plans (IEPs).

| # | Action Step (number each one) | Assigned to: | Starting date: | Due date: | Completed date: |
|-------|--|--------------|----------------|-----------|-----------------|
| 1.1.1 | Provide professional development in effective methods of instruction, such as, but not limited to inquiry based learning, project based learning, etc. | | | | |
| 1.1.2 | Develop a plan for all students to have equitable access to innovative learning. | | | | |
| 1.1.3 | Structure a schedule and allocate minutes to include direct instruction time and time for innovative learning such as, but not limited to, inquiry based learning or project based learning. | | | | |
| 1.1.4 | Collaborate with all educators to expand all instructional units to that which is aligned with standards and includes student choice and interests. | | | | |
| 1.1.5 | Determine which assessments, that are aligned with standards and show progression across grade levels, will be used to gauge academic growth of students. | | | | |
| 1.1.6 | Create a method to connect students' projects with standards. | | | | |
| 1.1.7 | Create a method to assist teachers in project planning and management. | | | | |

Cost-Benefit Analysis

Tactic number: 1

Plan number: 1

Date: February 28, 2019

Strategy: We will ensure the social, emotional and academic growth of our students.

Specific Result: All students will achieve academic growth related to Minnesota State Standards and Individual Education Plans (IEPs).

Cost

Benefit

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|---|--|
| <p>Tangible:</p> <p>Curriculum Writing \$4805.00 (based on 31 teachers @ 5 hours @ \$31) per year (for 5 years)</p> <p>Professional Development Resources (books, presenter, reserve teachers for site visits) \$1000/year (for 5 years)</p> <p>Total (per year): \$5805</p> <p>Intangible:</p> <p>Planning time Educator Collaboration time Teacher frustration Stress Fear of change (parents, staff) Resistance to change</p> | <p>Tangible:</p> <p>Units for each grade level that provide for student choice and interests and align to standards</p> <p>Consistent system to ensure all students experience innovative learning.</p> <p>Intangible:</p> <p>Increase in staff and student learning Increase in student engagement Increase in student awareness of goals and skills Increase in student creativity Increase in student collaboration skills Increase in student independent work skills</p> |
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Action Plan

Tactic number: 1

Plan number: 2

Date: February 28, 2019

Tactic Statement: We will ensure the social, emotional and academic growth of our students.

Specific Result: All learning environments will be flexible and student centered to facilitate the social, emotional and academic growth of our students.

| # | Action Step (number each one) | Assigned to: | Starting date: | Due date: | Completed date: |
|-------|--|--------------|----------------|-----------|-----------------|
| 1.2.1 | Assess all learning environments (classrooms, commons, media center) at Otter Lake Elementary. | | | | |
| 1.2.2 | Provide professional development on Classroom Design and student centered spaces. | | | | |
| 1.2.3 | Use a process, such as Design Thinking, to develop the learning environments at Otter Lake Elementary. | | | | |
| 1.2.4 | Develop a purchasing schedule for flexible and student centered furniture. | | | | |

Cost-Benefit Analysis

Tactic number: 1

Plan number: 2

Date: February 28, 2019

Strategy: We will ensure the social, emotional and academic growth of our students.

Specific Result: All learning environments will be flexible and student centered to facilitate the social, emotional and academic growth of our students.

Cost

Benefit

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|---|--|
| <p>Tangible:</p> <p>\$15,000 per classroom (19) = \$285,000 + \$30,000 media center = \$315,000</p> <p>Professional Development = \$1000</p> <p>Total: \$316,000</p> <p>Intangible:</p> <p>Planning Time Resistance to change</p> | <p>Tangible:</p> <p>Flexible learning spaces Staff trained in classroom design and teaching with student centered spaces</p> <p>Intangible:</p> <p>Increased student social, emotional and academic growth Students' physical needs and learning styles would be better met Student Retention Reduction of stress for staff and students</p> |
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Action Plan

Tactic number: 1
 Plan number: 3
 Date: February 28, 2019

Tactic Statement: We will ensure the social, emotional and academic growth of our students.

Specific Result: Social and Emotional growth will be achieved through instruction and application of learning.

| # | Action Step (number each one) | Assigned to: | Starting date: | Due date: | Completed date: |
|-------|--|--------------|----------------|-----------|-----------------|
| 1.3.1 | Continue all school emphasis on Social and Emotional growth using a social emotional curriculum such as Second Steps. | | | | |
| 1.3.2 | Provide ongoing professional development to support the staff in best practices for teaching social and emotional skills. | | | | |
| 1.3.3 | Develop lessons for direct instruction on collaboration skills at each grade level. | | | | |
| 1.3.4 | Develop lessons for direct instruction on independent work skills (i.e. time management, task commitment). | | | | |
| 1.3.5 | Develop a framework that is shared with students and parents so they understand the social emotional assessment tool (i.e. SAEBERS) and how to use it to help in a specific area or areas. | | | | |
| 1.3.6 | Create a self-rating system for students on Social, Emotional skills to be used daily and throughout the year with staff response as necessary. | | | | |

Cost-Benefit Analysis

Tactic number: 1

Plan number: 3

Date: February 28, 2019

Strategy: We will ensure the social, emotional and academic growth of our students.

Specific Result: Social and Emotional growth will be achieved through instruction and application of learning.

Cost

Benefit

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|---|---|
| <p>Tangible:</p> <p>\$ 1,000 for professional development on social and emotional growth best practices in teaching.</p> <p>\$ 945 Curriculum writing (7 reserve teachers @ \$135 each for 1 full day)- collaboration skills</p> <p>\$ 945 Curriculum writing (7 reserve teachers @ \$135 each for 1 full day)- direct instruction on independent work skills</p> <p>Total Cost per year: \$2890</p> <p>Intangible:</p> <p>Planning time Instruction time will be impacted by social, emotional learning instruction. Teacher frustration</p> | <p>Tangible:</p> <p>Current Comprehensive Curriculum Teacher accountability Documentation of social and emotional growth</p> <p>Intangible:</p> <p>Students feeling welcomed Strong school wide community Greater student self-assessment of their emotional state Students learn independent work skills and time management skills Students more aware of their needed areas of growth (Parents would also be more aware) Increased student confidence Increased student willingness to take risks Increased student emotional regulation</p> |
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Action Plan

Tactic number: 2

Plan number: 1

Date: February 28, 2019

Tactic Statement: We will foster intentional partnerships and meaningful relationships.

Specific Result: Dedicated sustainable resources will ensure ongoing partnerships and relationships.

| # | Action Step (number each one) | Assigned to: | Starting date: | Due date: | Completed date: |
|-------|--|--------------|----------------|-----------|-----------------|
| 2.1.1 | Create, oversee and implement a needs assessment to determine the current state of partnerships and meaningful relationships at OLE. Implementation may include, but is not limited to, surveys at conferences, online, focus groups, PTA. | | | | |
| 2.1.2 | Analyze data collected from needs assessment process to determine necessary resources. | | | | |
| 2.1.3 | Secure identified resources to ensure an effective program. | | | | |
| 2.1.4 | Re-evaluate and adjust the resources to ensure sustainability over time. | | | | |

Cost-Benefit Analysis

Tactic number: 2

Plan number: 1

Date: February 28, 2019

Tactic Statement: We will foster intentional partnerships and meaningful relationships.

Specific Result: Dedicated sustainable resources will ensure ongoing partnerships and relationships.

Cost

Tangible:

- *Reallocate current stipend dollars to give to coordinator of partnerships and relationships (Building Enrichment Coordinator - \$589/year)
- *Reallocate responsibilities of staff to allow staff time to direct partnerships and relationships.
- *Cost of pursuing outside group to develop and coordinate needs assessment - \$2,000
- *Pursue alternate funding streams

Total Cost per year: \$2,589

Intangible:

- *Make space for new work, while letting other things go.
- *Letting current partnerships and activities go that do not meet the current mission and needs of OLE.
- *Planning time and space
- *Collaboration time
- *Conference minutes
- *Length of survey and number of surveys may drive people away

Benefit

Tangible:

- *Point person/Group that coordinates and ensures partnerships are effective and ongoing.
- *Outside partners have a contact person to coordinate partnerships - provide clarity

Intangible:

- *Process is streamlined
- *Strengthened relationships between OLE and partners
- *Students are inspired through work with partnerships
- *Clear alignment to other building goals, plans, activities

Action Plan

Tactic number: 2

Plan number: 2

Date: February 28, 2019

Tactic Statement: We will foster intentional partnerships and meaningful relationships.

Specific Result: All students will engage in diverse and innovative partnerships that provide expanded opportunities.

| # | Action Step (number each one) | Assigned to: | Starting date: | Due date: | Completed date: |
|-------|---|--------------|----------------|-----------|-----------------|
| 2.2.1 | Define and identify criteria for intentional partnerships at Otter Lake. | | | | |
| 2.2.2 | Evaluate current partnerships to ensure they are all in alignment with identified criteria. | | | | |
| 2.2.3 | Pursue and acquire new partnerships with parents and community that connect to innovative learning experiences and student choice projects. | | | | |
| 2.2.4 | Identify ways for students to participate in partnership formation and evaluation. | | | | |
| 2.2.5 | Implement a continual assessment loop for partnerships to determine alignment and effectiveness, as well as communicate success. | | | | |

Cost-Benefit Analysis

Tactic number: 2

Plan number: 2

Date: February 28, 2019

Tactic Statement: We will foster intentional partnerships and meaningful relationships.

Specific Result: All students will engage in diverse and innovative partnerships that provide expanded opportunities.

Cost

| Cost | Benefit |
|--|--|
| <p>Tangible: *Partnerships may require formal funding to initiate and sustain (bussing & other expenses - \$5,000/year)</p> <p>*Diverse and innovative partnerships will take time away from traditional academic instruction in the classroom.</p> <p>*Depending on the nature of the partnership, equipment and materials will need to be purchased -\$2,000/year</p> <p>Intangible: *Diverse and innovative partnerships will require extensive time to pursue (planning time, educator collaboration time, team meetings). - \$31/hour/teacher @ 25 teachers x 5 hours x \$31 = \$3,875/year</p> <p>*Progress reporting to stakeholders will require time and meeting spaces.</p> <p>Total Cost per year: \$10,875</p> | <p>Tangible: *Partnerships are directly meeting the needs of the whole child.</p> <p>*Student engagement, joy, confidence, and exposure to expanded opportunities will increase.</p> <p>Intangible: *Closing the opportunity gap for students.</p> <p>*Meaningful relationships with partners and stakeholders</p> |

Action Plan

Tactic number: 2

Plan number: 3

Date: February 28, 2019

Tactic Statement: We will foster intentional partnerships and meaningful relationships.

Specific Result: All stakeholders, within the school community, will develop positive relationships to benefit every student.

| # | Action Step (number each one) | Assigned to: | Starting date: | Due date: | Completed date: |
|-------|--|--------------|----------------|-----------|-----------------|
| 2.3.1 | Identify current processes for developing relationships. | | | | |
| 2.3.2 | Evaluate and compare the results of the needs assessment with current processes. | | | | |
| 2.3.3 | Develop and implement a comprehensive plan, based on evaluation results, to advance positive relationships. Opportunities may include, but are not limited to communication, formal and informal activities, calendar of activities presented at conferences, etc. | | | | |
| 2.2.4 | Re-evaluate and adjust the plan to ensure progression. | | | | |

Cost-Benefit Analysis

Tactic number: 2

Plan number: 3

Date: February 28, 2019

Tactic Statement: We will foster intentional partnerships and meaningful relationships.

Specific Result:

All stakeholders, within the school community, will develop positive relationships to benefit every student.

Cost

| Cost | Benefit |
|---|---|
| <p>Tangible:</p> <ul style="list-style-type: none">*Translating service - \$2,000/year*Potential technology costs for innovative communication tools - \$4,000/year*Costs involved with opening school after hours <p>Total cost per year: \$6,000</p> <p>Intangible:</p> <ul style="list-style-type: none">*Time and space*Barrier for families who have not been involved for one reason or another*Potential cultural/language barrier | <p>Tangible:</p> <ul style="list-style-type: none">*Increase attendance at school-sponsored events*Diversified attendance at school-sponsored events*Increase productivity in learning minutes and academic success <p>Intangible:</p> <ul style="list-style-type: none">*Increased collaboration and joy for all stakeholders*Better attendance and decrease in behavior disruptions*Positive relationship between home/teachers*Increase in opportunities for home involvement at school |

Action Plan

Tactic number: 3

Plan number: 1

Date: February 28, 2019

Tactic Statement: We will provide innovative indoor and outdoor learning experiences that reflect each student's personal strengths and interests.

Specific Result: Innovative learning experiences will be sustainable.

| # | Action Step (number each one) | Assigned to: | Starting date: | Due date: | Completed date: |
|-------|---|--------------|----------------|-----------|-----------------|
| 3.1.1 | Allocate building professional development time towards innovative learning for staff. | | | | |
| 3.1.2 | Provide all staff ongoing professional development to support innovative indoor and outdoor experiences. | | | | |
| 3.1.3 | Allocate funds on a yearly basis for materials, tools, professional development, and support. | | | | |
| 3.1.4 | Develop a continual evaluation process to determine effectiveness and modify experiences to meet student strengths and interests. | | | | |

Cost-Benefit Analysis

Tactic number: 3

Plan number: 1

Date: February 28, 2019

Tactic Statement: We will provide innovative indoor and outdoor learning experiences that reflect each student's personal strengths and interests.

Specific Result: Innovative learning experiences will be sustainable.

Cost

| Cost | Benefit |
|---|---|
| <p>Tangible:</p> <ul style="list-style-type: none">● Professional Development (\$120/day + conference fee for all teachers) - \$9,380/year● Building PD allocated● Coach FTE allocated - \$100,000 (includes benefits) <p>Total Cost per year: \$109,380</p> <p>Intangible:</p> <ul style="list-style-type: none">● Time<ul style="list-style-type: none">○ From other initiatives○ From other subjects○ Teacher training● Substitute shortage | <p>Tangible:</p> <ul style="list-style-type: none">● Increased teacher knowledge● Implementation of innovative learning experiences for all students● Support staff with job embedded professional development● Increased student learning <p>Intangible:</p> <ul style="list-style-type: none">● Increased engagement● Renewed teacher inspiration |

Action Plan

Tactic number: 3

Plan number: 2

Date: February 28, 2019

Tactic Statement: We will provide innovative indoor and outdoor learning experiences that reflect each student's personal strengths and interests.

Specific Result: Indoor and outdoor learning experiences are innovative and purposeful.

| # | Action Step (number each one) | Assigned to: | Starting date: | Due date: | Completed date: |
|-------|---|--------------|----------------|-----------|-----------------|
| 3.2.1 | Ensure that teams develop integrated curriculum for outdoor learning that aligns to MN standards and student's areas of interest. | | | | |
| 3.2.2 | Ensure that teams develop integrated curriculum for indoor learning that aligns to MN standards and student's areas of interest. | | | | |
| 3.2.3 | Evaluate value added units to ensure they are innovative, purposeful, and aligned to MN Standards. | | | | |
| 3.2.4 | Provide staff time, funding, and support to develop innovative curriculum. | | | | |
| 3.2.5 | Develop a continual evaluation process for the integrated indoor/outdoor curriculum to determine effectiveness and modify learning experiences to meet student strengths and interests. | | | | |

Cost-Benefit Analysis

Tactic number: 3

Plan number: 2

Date: February 28, 2019

Tactic Statement: We will provide innovative indoor and outdoor learning experiences that reflect each student's personal strengths and interests.

Specific Result: Indoor and outdoor learning experiences are innovative and purposeful.

Cost

Benefit

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| <p>Tangible:</p> <ul style="list-style-type: none">● \$13,500 for Tamarack Partnership● Time to develop curriculum (\$155/day for reserve teacher - 2 full days for all teachers each year = \$9,300)● Grade level allocation of materials, supplies \$10/student = \$600● Training and Staff Development to support curriculum development <p>Intangible:</p> <ul style="list-style-type: none">● Planning meeting time● Time<ul style="list-style-type: none">○ Teacher training○ Create, design, schedule, implement○ From other initiatives <p>Total cost per year: \$23,400</p> | <p>Tangible:</p> <ul style="list-style-type: none">● Alignment to state standards● Increase student learning/achievement● Increased access for all students● Better environmental steward <p>Intangible:</p> <ul style="list-style-type: none">● Increased student engagement● Increased learning for all● Better prepared students for the future● Increased student attendance |
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Action Plan

Tactic number: 3

Plan number: 3

Date: February 28, 2019

Tactic Statement: We will provide innovative indoor and outdoor learning experiences that reflect each student's personal strengths and interests.

Specific Result: Authentic learning experiences with experts and organizations foster student engagement.

| # | Action Step (number each one) | Assigned to: | Starting date: | Due date: | Completed date: |
|-------|---|--------------|----------------|-----------|-----------------|
| 3.3.1 | Involve students in innovative learning that connects them to the larger community. | | | | |

Cost-Benefit Analysis

Tactic number: 3

Plan number: 3

Date: February 28, 2019

Tactic Statement: We will provide innovative indoor and outdoor learning experiences that reflect each student's personal strengths and interests.

Specific Result: Authentic learning experiences with experts and organizations foster student engagement.

Cost

Benefit

| | |
|---|--|
| <p>Intangible:</p> <ul style="list-style-type: none">● Collaboration time● Time<ul style="list-style-type: none">○ From other initiatives○ From other subjects○ Teacher training | <p>Tangible:</p> <ul style="list-style-type: none">● Authentic learning● Increasing global learning● Increased digital citizenship● Increase in indoor and outdoor learning <p>Intangible:</p> <ul style="list-style-type: none">● Build relationships in the community● Provides first time experiences● Build confidence in students● Build confidence in teachers |
|---|--|