

The Public Schools of Southborough

2024-2025 Action Plan					
Goal	Action Step	New/Continuation		Responsibility	Progress
To review investigation procedures for school and district-based investigations, including informal and formal procedures, ensure clear expectations and build school and District leaders' knowledge and skills.	Provide formal training on conducting informal and formal investigations. Identify time, quarterly, to revisit this work with the leadership team.	New and Continuation.		Superintendent working in partnership with legal counsel and District leadership team.	Scheduled as part of the NASA meeting planned for the afternoon of August 15, 2024. Trainer: Nuttall, MacAvoy & Joyce, P.C.
Evaluation Metric(s)	<ul style="list-style-type: none"> ● Complete formal training by all NSboro school and district leaders. ● Document the District's investigation procedures and practices. ● Complete quarterly audits of investigation documentation that follows identified processes and procedures. 				
To increase the capacity of leadership to bring coherence to the work of equity of opportunity by hiring a Director of Equity, Belonging, and Community Engagement*.	Develop job description, consult with colleagues, communicate with school committees, post the position, and move through the hiring process.	New. * With the Coordinator of Social Emotional Learning taking a leadership position for a different learning organization, it		Executive Director of Human Resources, Assistant Superintendent of Teaching and Learning, and Superintendent.	Job posted and creating interview committee. Interviews will be held in August to select a person and start the role in early September.

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	Set goals for the year and onboard a new leader.	presented an opportunity to reprioritize the focus and need for leadership.			
Evaluation Metric(s)	<ul style="list-style-type: none"> ● Fill the position: Director of Equity, Belonging, and Community Engagement. ● Complete goals set by the Director. ● A complete professional learning plan that brings coherence to the work of empowering learning and equity of opportunity. ● Increase the number of opportunities for two-way engagement between caregivers, schools, and the District. 				
To collect disciplinary data PreK-12 and review to make informed decisions on behavior patterns and what additional skills, resources, and knowledge are needed to support students.	Implement the student information system, Power School, and disciplinary module in all ten schools. Provide training and monitoring of its use.	Elementary: New Middle and HS: Continuation.		Director of Informational Technology, Executive Director of Human Resources, Director of Instructional Technology and Science, Data Specialist, Principals, and Superintendent.	Training is scheduled for August, and the module will be launched at the start of the 2024-2025 school year.
Evaluation Metric(s)	<ul style="list-style-type: none"> ● Implement Power School discipline module, District-wide, to document school incidents. ● Complete quarterly data review meeting minutes by school-based and District leaders to identify patterns and trends. ● Document adjustments to practices based on patterns and trends. 				
To expand the ways students and caregivers can report	Expand and Launch the Say Something	Elementary, MS, and HS: Continuation.		Principals and Superintendent.	Communications will be shared with families in August

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<p>their concerns.</p>	<p>Anonymous Reporting Tool to students in grades four and five and caregivers in PreK-5.</p> <p>Conduct office hours at the school and District level.</p>				<p>and throughout the year. Elementary principals will communicate this information to students and families at the start of the school year.</p> <p>Office hours will be scheduled for the year, with the first office hour planned for September.</p>
<p>Evaluation Metric(s)</p>	<ul style="list-style-type: none"> ● Implement Say Something Anonymous reporting tool to all caregivers (PK-8). ● Expand use of Say Something Anonymous Reporting to students in grades four and five. ● Complete office hours at each school and at the District level. ● Communicate to families of the pathways to reporting an issue or concern. 				
<p>To identify the next level of work from the District Equity Audit.</p>	<p>Complete a two-year after-action review with MassInsight to identify accomplishments and the next level of work. This work is part of the original contract.</p>	<p>Continuation.</p>		<p>Principals, Assistant Superintendents, Superintendent, MassInsight.</p>	<p>A planning meeting was held with MassInsight, who will develop an updated Action Plan and Summary of Progress.</p>
<p>Evaluation Metric(s)</p>	<ul style="list-style-type: none"> ● Complete a two-year after-action review. ● Incorporate the next level of work into the District Strategic Plan. ● Progress toward year three goals identified in the 2022 Equity Audit. 				

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<p>To deepen all staff members' understanding of the District's work around equity of opportunity and empowering learners to ensure faculty and staff have the knowledge, skills, and confidence to support all learners.</p>	<p>Develop and implement a Professional Learning Plan that outlines the goals and time to provide professional learning. Provide quarterly progress updates to the school committees.</p>	<p>Continuation.</p>		<p>All faculty and staff and district leadership team.</p>	<p>A draft Plan is being reviewed in preparation for the start of the 2024-2025 school year.</p>
<p>Evaluation Metric(s)</p>	<ul style="list-style-type: none"> Implement Professional Learning Plan. Evaluation of feedback from faculty and staff. 				
<p>To ensure the District policies that address reporting incidents, communication, and handling of concerns are reviewed and communicated to caregivers.</p>	<p>Work with school committees to identify the policies to review and schedule Policy Development Subcommittee meetings to complete the review and make any changes.</p>	<p>Continuation.</p>		<p>School Committees and Superintendent.</p>	<p>This work will be brought to the first Joint Policy Development Subcommittee meeting.</p>
<p>Evaluation Metric(s)</p>	<ul style="list-style-type: none"> Update school committee policies. 				
<p>To conduct an after-action review</p>	<p>Hire (SSC) an outside firm to</p>	<p>New.</p>		<p>Southborough School Committee.</p>	<p>The SSC engaged an outside firm,</p>

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assessment of the incidents at Neary Elementary School to learn from the experience and make improvements in processes. **	assess the actions taken and report findings to the SSC. The findings will be used to identify the next steps.				which has begun its assessment.
Evaluation Metric(s)	<ul style="list-style-type: none"> ● Complete outside assessment. ● Complete recommendations identified in the assessment. 				

**Southborough School Committee Only