



Goal Category	<input type="checkbox"/> Curriculum, Instruction and Assessment <input checked="" type="checkbox"/> Teacher Excellence and Professional Development		<input type="checkbox"/> Leadership and School Culture <input type="checkbox"/> Facilities, Operations, Health and Safety	
Key Concept(s)	To continue to recruit, develop and retain strong administrative leadership. To incorporate recently revised procedures for faculty hiring and recruitment of highly qualified teachers into a personnel manual. To renew efforts to recruit a more diverse staff to reflect the demographics of the student body. To analyze staffing needs in light of enrollment data, Hanscom contract status, personnel succession planning and program development.		Prepared by: Mickey Brandmeyer Date: September 2006	
Benchmark Events	Timeline	Resources and Key Personnel		
Recruit and develop administrative leadership				
• Implement mentoring program for new administrators	July 2006 and on-going	Mickey Brandmeyer, Paul Naso, Randy Davis and consultants		
• Develop multi-year succession planning for administrative/leadership positions	Fall 2006	Mickey Brandmeyer and Central Office Administrators		
Develop Personnel Manual				
• Continue to implement and refine procedures for faculty appointments, e.g., demonstration lessons, inclusive interview committees, job description review	On-going			
• Write personnel manual for administrators and program directors to support hiring process	January – February 2007	Mickey Brandmeyer, Paul Naso		
Renew efforts to recruit diverse faculty/staff				
• Attend minority personnel job fairs	Spring 2007	Administrative Staff		
• Review district's commitment to and expectations for diversifying faculty and staff	Spring 2007	Administrative Council		
• Develop programs to recruit and retain faculty and staff of color	December 2006 – February 2007	Administrative Council		
Analyze staffing needs				
• Develop analysis of staffing requirements for existing and proposed educational programs for three year period	October – November 2006	Mickey Brandmeyer, Buck Creel and Administrative Council		
• Develop projections for staff attrition and succession plan	March 2007	Mickey Brandmeyer and Buck Creel		
• Review historical and projected enrollment data to predict staffing needs	November 2006 and March 2007	Mickey Brandmeyer, Buck Creel and Administrative Council		
• Develop multi-year budget projections for existing and anticipated staffing models	April and May 2007	Buck Creel		
Role of the School Committee	The School Committee is responsible for hiring the Superintendent and Central Office Administrators on the recommendation of the Superintendent. The Committee also monitors personnel procedures and staffing plans to ensure that the district complies with state and federal regulations and implementation according to budget plans. The Committee will hear reports from time to time and provide feedback and guidance to the Superintendent and Administrative Council.			

<p>Anticipated Activity for 2007-2008</p> <ul style="list-style-type: none"> • Implement Personnel Manual • Develop Action Plan to address future staffing needs based on projections • Sustain efforts to recruit a more diverse faculty and staff 	<p>Anticipated Activity for 2008-2009</p> <ul style="list-style-type: none"> • Sustain efforts to recruit a more diverse faculty and staff
<p>Mid-year Status Report</p>	
<p>End of Year Status Report</p>	