



**Los Gatos Union School District Goals**  
**2018-2019 & 2019-2020**  
*Pending Board Approval May 23, 2019*

**Mission Statement**

Los Gatos Union School District educates all children to their unique potential by teaching, modeling, and supporting the skills and attitudes that contribute to their development as globally and socially responsible citizens.

**Vision Statement**

All students know their individual learning styles and talents, think creatively and critically, act responsibly, communicate effectively, and apply knowledge in a diverse and ever-changing world.

**Core Values**

- ☆ We believe in educating the whole child (academically, socially, emotionally, and physically) through a well-balanced/rounded curriculum.
- ☆ We believe in the importance of schools, parents, and community partnering to support learning.
- ☆ We believe that high expectations for learning and teaching will result in academic excellence.
- ☆ We believe that students learn best in schools that are safe, nurturing, and responsive.
- ☆ We believe that students are best prepared for the future when they know how to learn, problem solve, collaborate, and respond to change.
- ☆ We believe in purposeful collaboration focused on learning.
- ☆ We believe in every child’s capacity to learn.
- ☆ We believe that quality teaching is the greatest predictor of student success.
- ☆ We believe in educating students for global citizenship.

Strategic Plan		
LEARNING	TEACHING	OPERATIONS
<i>Engage, Educate &amp; Support the Whole Child</i>	<i>Create a Culture of Collaboration &amp; Continuous Improvement</i>	<i>Ensure Effective &amp; Efficient Operations</i>
<ul style="list-style-type: none"><li>❖ Provide a balanced educational program focused on academic excellence, love of learning and resiliency</li><li>❖ Integrate digital literacy and enhance STEAM approaches to student learning</li><li>❖ Strengthen parent and community partnerships encompassing safety and wellness</li></ul>	<ul style="list-style-type: none"><li>❖ Engage in high-quality professional training and development for all</li><li>❖ Retain and support teachers to ensure a growth mindset for every classroom</li><li>❖ Promote organizational learning and innovation built on promising practices</li></ul>	<ul style="list-style-type: none"><li>❖ Establish a cohesive, sustainable funding model with all partners</li><li>❖ Plan and maintain facilities that support our educational goals</li><li>❖ Communicate clearly with all stakeholders</li></ul>

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**Goal #1 – Students will meet or exceed rigorous academic standards in all areas, and receive instruction using the district’s adopted standards and instructional materials.**

	2018-2019					2019-2020				
	Yearly Objective	Action Steps	Assigned To	Completion Date		Yearly Objective	Action Steps	Assigned To	Start Date	End Date
1.1	Implement Phase I of the adopted ELA curriculum.	Establish K-8 student and teacher accounts  Initial Publisher training  Tech Publisher training  Follow-up Publisher training  Site visits/observations  CIA checkpoints  <i>Feedback on the rollout process for the ELA materials has been overwhelmingly positive. Publisher trainings were adapted to support teacher needs. Further PD, on curriculum resources, was provided by our own specialists in teacher led PD.</i>	Dir. of Technology  Dir. of Curriculum & Instruction  Dir. of Curriculum & Instruction  Dir. of Curriculum & Instruction  Dir. of Curriculum & Instruction  Dir. of Curriculum & Instruction	Sept. 2018  Aug. 2018  Sept. 2018  Oct. 2018  May 2019  May 2019	1.1	Pilot TK/K-8 new curriculum materials.	<u>NGSS</u> Publisher Training 1 Publisher Training 2  Provide Cal Academy of Science follow-up professional development  Integration with Technology Resources (access to digital resources) Pilot 2 new curriculum choices *Adopt as determined  <u>Social Science Middle School</u> Pilot 2 new curriculum choices * Adopt as determined	Dir. of Curriculum & Instruction Dir. of Curriculum & Instruction  Dir. of Curriculum & Instruction  Dir. of Technology  Dir. of Curriculum & Instruction  Dir. of Curriculum & Instruction	Sept. 2019 Jan. 2020  Oct. 2019 Sept. 2019 Oct. 2019 May 2020  Sept. 2019	Sept. 2019 Jan. 2020  Oct. 2019 May 2020  May 2020  Mar. 2020

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**Goal #1 – Students will meet or exceed rigorous academic standards in all areas, and receive instruction using the district’s adopted standards and instructional materials. (continued)**

	2018-2019					2019-2020				
	Yearly Objective	Action Steps	Assigned To	Completion Date		Yearly Objective	Action Steps	Assigned To	Start Date	End Date
1.2	Develop competencies for implementing NGSS.	<p>Select pilot materials when state adopted list is provided</p> <p>Provide NGSS Academy of Science PD for K-5 Teachers <i>Pilot materials have been selected and the initial trainings have been scheduled for Fall 2019. All K-5 teachers engaged in hands on science PD provided by the Academy of Science.</i></p> <p>Support school site STEAM initiatives <i>Tech department worked with VM on steam resources for teachers including VR demonstrations in April. Professional development and conferences, such as CUE and ISTE Tech and Curriculum Directors completed site visits.</i></p>	<p>Dir. of Curriculum &amp; Instruction</p> <p>Dir. of Curriculum &amp; Instruction</p> <p>Dir. of Technology and Dir. of Curriculum &amp; Instruction</p>	<p>June 2019</p> <p>Feb. 2019</p> <p>May 2019</p>	1.2	Implement ELA curriculum support and balanced literacy.	<p>Provide professional development in literacy (ex: conferring, read aloud)</p> <p>Provide planning/collaboration opportunity for teacher teams</p>	<p>Dir. of Curriculum &amp; Instruction</p> <p>Dir. of Curriculum &amp; Instruction</p>	<p>Aug. 2019</p> <p>Aug. 2019</p>	<p>May 2020</p> <p>May 2020</p>
1.3	Pilot Middle School Social Science Curriculum	<p>Professional Development on Social Science Framework <i>UC Berkley provided a full day of PD for the middle school History department. The staff has also participated in two publisher trainings.</i></p> <p>Pilot Process <i>Teachers in grades 6-8 piloted units from two different publishers and are preparing for deliberation.</i> *Adopt as determined <i>Adoption discussion ongoing</i></p>	<p>Dir. of Curriculum &amp; Instruction</p> <p>Dir. of Curriculum &amp; Instruction</p>	<p>Oct. 2018</p> <p>May 2019</p>						

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<b>Goal #2 – Students will receive a balanced educational program to meet the needs of diverse learning styles and abilities with a focus on educating the whole child.</b>										
	<b>2018-2019</b>					<b>2019-2020</b>				
	<i>Yearly Objective</i>	<i>Action Steps</i>	<i>Assigned To</i>	<i>Completion Date</i>		<i>Yearly Objective</i>	<i>Action Steps</i>	<i>Assigned To</i>	<i>Start Date</i>	<i>End Date</i>
2.1	Pilot updated and compliant Comprehensive Sexual Education curriculum in Grade 7.	Partner with Cardia Services  Board Information Session  Parent Nights  7 <sup>th</sup> grade Teacher Meetings  Pilot Process <i>The middle school 7<sup>th</sup> grade science teachers have been trained in both the general curriculum and adapted abilities curriculum. Parents have had an opportunity to review the material in a well attended parent night and through individual meetings with the Director of Curriculum and Instruction. Students are actively involved in lessons this month.</i>	Dir. of Curriculum & Instruction  Dir. of Curriculum & Instruction  Dir. of Curriculum & Instruction  Dir. of Curriculum & Instruction  Dir. of Curriculum & Instruction	May 2019  May 2019  May 2019  May 2019  May 2019	2.1	Continue pilot of updated and compliant Comprehensive Sexual Education curriculum in Grade 7.	Reflect on May 2019 Pilot to determine the next steps.	Dir. of Curriculum & Instruction	Sept. 2019	May 2020

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**Goal #2 – Students will receive a balanced educational program to meet the needs of diverse learning styles and abilities with a focus on educating the whole child. (continued)**

	2018-2019					2019-2020				
	Yearly Objective	Action Steps	Assigned To	Completion Date		Yearly Objective	Action Steps	Assigned To	Start Date	End Date
2.2	Encourage Professional Development to increase staff capacity to support student well-being.	<p>Erin's Law Staff Presentations</p> <p>Create and monitor behavior team</p> <p>Counseling Program K-3 Lessons</p> <p>Implementation/accountability to the intervention process</p> <p><i>The Be Seen and Heard Program was a success at all school sites and with staff. The elementary counselors presented two lessons in all K-3 classrooms and an additional lesson in grades 4-5.</i></p>	<p>Dir. Student Services and Asst. Supt.</p> <p>Dir. Student Services and Asst. Supt.</p> <p>Dir. Student Services and Asst. Supt.</p> <p>Dir. Student Services and Asst. Supt.</p>	<p>Jan. 2019</p> <p>May 2019</p> <p>Sept. 2019</p> <p>May 2019</p>	2.2	Encourage Professional Development to increase staff capacity to support student well-being.	<p>Erin's Law Staff Presentations Year 2</p> <p>Increase inclusion strategy feedback.</p> <p>Provide counseling push-in lesson K-5</p> <p>Increase support for student wellbeing through development and expansion of Wellness Committee</p> <p>Working with parent committee, create annual parent and student survey, adjust menus quarterly and assess improvement in student participation.</p> <p>Work with site staff to find areas of collaboration between lunch program and educational program including recycling, harvest of the month, nutrition and healthy choices.</p>	<p>Dir. Student Services and Asst. Supt.</p> <p>Dir. Student Services and Asst. Supt.</p> <p>Dir. Student Services and Asst. Supt.</p> <p>Chief Business Official</p> <p>Chief Business Official</p>	<p>Oct. 2019</p> <p>Aug. 2019</p> <p>Sept. 2019</p> <p>Oct. 2019</p> <p>Oct. 2019</p>	<p>Oct. 2019</p> <p>May 2020</p> <p>May 2020</p> <p>May 2020</p> <p>May 2020</p>
2.3	Promote and Enhance Digital Citizenship.	<p>Increase awareness of Digital Citizenship Curriculum.</p> <p>Share updated Digital Citizenship options with staff.</p> <p>Identify a consistent timeline for the provision of the Digital Citizenship curriculum.</p> <p>Provide training to staff on the Digital Citizenship curriculum as needed.</p> <p>Assess the effectiveness of the Digital Citizenship curriculum.</p> <p><i>These concepts were introduced in TAT. Rather than a stand-alone concept, Digital Citizenship will be an integrated element of the scope and sequence conversations as we move forward next year.</i></p>	<p>Dir. of Technology</p> <p>Dir. of Technology</p> <p>Dir. of Technology</p> <p>Dir. of Technology</p> <p>Dir. of Technology</p>	<p>Ongoing</p> <p>Fall 2019</p> <p>Fall 2019</p> <p>Fall 2019</p> <p>Jan. 2020</p>	2.3	Create a technology scope and sequence for TK/K-8	<p>Provide professional development</p> <p>Seek stakeholder input</p> <p>Integrate Digital Citizenship</p> <p>Scope and Sequence Grade Level PD (including ISTE standards and SAMR model)</p>	<p>Dir. of Technology</p> <p>Dir. of Technology</p> <p>Dir. of Technology</p> <p>Dir. of Technology</p>	<p>Aug. 2020</p> <p>Aug. 2020</p> <p>Aug. 2020</p> <p>Apr. 2020</p>	<p>May 2020</p> <p>May 2020</p> <p>May 2020</p> <p>Apr. 2020</p>

# Los Gatos Union School District Goals

## 2018-2019 & 2019-2020

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### Goal #3 – Promote organizational learning and innovation built on promising practices.

	2018-2019					2019-2020				
	Yearly Objective	Action Steps	Assigned To	Completion Date		Yearly Objective	Action Steps	Assigned To	Start Date	End Date
3.1	Build upon the District Professional Development offerings to provide a variety options for staff.	Promote and Enhance Tech Charge <i>20 additional staff members enrolled in Tech Charge this year bringing the total to 32 teachers. A total of 107 badges were earned this year.</i>  Develop the Student Services Website <i>The Student Services Intranet site has been updated to include strategies and supports for 32 distinct behaviors, resources, and professional development materials.</i>  Provide opportunities for outside professional development.	Asst. Supt. of Ed Services/HR   Dir. of Student Services   Dir. of Curriculum & Instruction and Dir. of Technology	May 2019   Feb. 2019   May 2019	3.1	Build upon the District Professional Development offerings to provide a variety options for staff.	Provide opportunities for both internal and external professional development expertise.   New/Refreshed Technology training   Curriculum and Technology Integration PD (including SAMR model)   Continue Lab Day Model with current PD topics	Asst. Supt. of Ed Services/HR   Dir. of Curriculum & Instruction and Dir. of Technology   Dir. of Curriculum & Instruction and Dir. of Technology   Dir. of Curriculum & Instruction	Aug. 2019   Sept. 2019   Oct. 2019   Sept. 2019	May 2020   Sept. 2019   Oct. 2019   May 2020
3.2	Leverage teacher expertise to promote innovative practices.	Identify, recruit, and support teachers to present to peers.  Provide teacher led professional development sessions through district-wide collaborations.  <i>15 LGUSD teachers presented on 19 different topics in our elementary district-wide collaboration. The middle school leverages tech and curriculum teacher leaders for professional development.</i>	Dir. of Curriculum & Instruction  Dir. of Curriculum & Instruction	May 2019  Mar. 2019		This space intentionally left blank.				

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### Goal #3 – Promote organizational learning and innovation built on promising practices. *(continued)*

	2018-2019					2019-2020				
	Yearly Objective	Action Steps	Assigned To	Completion Date		Yearly Objective	Action Steps	Assigned To	Start Date	End Date
3.3	Develop a three-year Education Technology Action Plan for the District.	Recruit and assemble the Tech Action Team with representation from stakeholder groups.	Dir. of Technology	Sept. 2018	3.2	Develop a five-year Technology Action Plan aligned with the Strategic Plan goals.	Convene the Tech Action Team with representation from stakeholder groups.	Dir. of Technology	Jan. 2020	May 2020
		Review the current plan. Identify changes and projections for the three-year plan.	Dir. of Technology	Nov. 2018 <i>initiated</i>			Identify plan elements.	Dir. of Technology	Jan. 2020	May 2020
		Share drafts with stakeholders. Presentation to the School Board for adoption.	Dir. of Technology	<i>Ongoing</i>			Integrate infrastructure needs and costs.	Dir. of Technology	Jan. 2020	May 2020
							Share drafts with stakeholders.	Dir. of Technology	Mar. 2020	May 2020
							Presentation to the School Board for adoption.	Dir. of Technology	May 2020	May 2020

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Goal #4 – Continue to foster a culture of collaboration and continuous improvement.										
	2018-2019					2019-2020				
	Yearly Objective	Action Steps	Assigned To	Completion Date		Yearly Objective	Action Steps	Assigned To	Start Date	End Date
4.1	Provide health and wellness opportunities to focus on employee wellbeing.	Biometric Screenings  Wellness Challenges/Activities  Fitness Class Offering  <i>We completed Biometric Screening. The sessions were all full and extra slots were offered because it was so well attended. 54 staff members participated in the first two wellness challenges;44 of those participants won raffle prizes from the provider. Our third is happening right now. Each Monday, staff has the opportunity to participate in a Yoga class offered to employees at no cost, held in the Fisher dance studio.</i>	Asst. Supt. of Ed Services/HR  Asst. Supt. of Ed Services/HR  Asst. Supt. of Ed Services/HR	May 2019  May 2019  May 2019	4.1	Provide health and wellness opportunities to focus on employee wellbeing.	Wellness Challenges/Activities  Fitness Class Offering	Asst. Supt. of Ed Services/HR  Asst. Supt. of Ed Services/HR	Aug. 2019  Aug. 2019	May 2020  May 2020
4.2	Maintain open lines of communication with LGETA and LGUCEA to cooperatively achieve contract settlement for the 2018 – 2019 school year	Monthly meetings with LGETA  Collaborate with stakeholder groups  Base agendas based on mutual interests  <i>Collaborative meetings with the LGUSD and LGETA lead negotiators were held regularly. Each month the District leadership and Association leadership review board meeting agendas and share information that have been positive and focused on problem solving.</i>	Asst. Supt. of Ed Services/HR  Asst. Supt. of Ed Services/HR  Asst. Supt. of Ed Services/HR	<i>Completed yearly objective</i>  <i>Collaboration actions are ongoing</i>	4.2	Maintain open lines of communication with LGETA and LGUCEA .	Monthly meetings with LGETA  Collaborate with stakeholder groups to garner input for LCAP.  Base agendas based on mutual interests	Asst. Supt. of Ed Services/HR  Asst. Supt. of Ed Services/HR  Asst. Supt. of Ed Services/HR	July 2019  July 2019  July 2019	May 2020  May 2020  May 2020



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**Goal #4 – Continue to foster a culture of collaboration and continuous improvement. (continued)**

	<i><b>2018-2019</b></i>					<i><b>2019-2020</b></i>				
	<i><b>Yearly Objective</b></i>	<i><b>Action Steps</b></i>	<i><b>Assigned To</b></i>	<i><b>Completion Date</b></i>		<i><b>Yearly Objective</b></i>	<i><b>Action Steps</b></i>	<i><b>Assigned To</b></i>	<i><b>Start Date</b></i>	<i><b>End Date</b></i>
4.3	Engage in K-5 Professional Development focusing on balanced literacy.	Provide overview session on balanced literacy practices.  <i>The District offered a four session series focused on Balanced Literacy: Independent Reading, Writing Workshop, Shared Reading, and Read Aloud.</i>	Dir. of Curriculum & Instruction	Oct. 2018		<b>See Goal 1.2 for 2019-2020</b>				
		Provide release time to hold three Lab Days focused on examining and observing best practices in small group reading instruction.  <i>Our Director of Curriculum and Instruction modeled guided reading lessons in grades K-5. An additional 12 lessons were modeled by teachers for their colleagues. Staff collaborated in shared planning to support reading instruction.</i>	Dir. of Curriculum & Instruction	Jan. 2019						

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<b>Goal #5 – Strengthen parent and community partnerships encompassing safety and wellness.</b>										
	<b>2018-2019</b>					<b>2019-2020</b>				
	<i>Yearly Objective</i>	<i>Action Steps</i>	<i>Assigned To</i>	<i>Completion Date</i>		<i>Yearly Objective</i>	<i>Action Steps</i>	<i>Assigned To</i>	<i>Start Date</i>	<i>End Date</i>
5.1	Provide relevant and timely parent information.	Hold three Delac meetings.  Survey as appropriate.  <i>The District received more than 450 parent responses for LCAP feedback.</i>  Support site parent meetings as appropriate.  Provide information to be published in the LGUSD Pride.  Explore and develop a District App for parent use.  <i>This was determined to not be a viable opportunity this year.</i>  Erin's Law Parent Night	Dir. of Curriculum & Instruction  Dir. of Curriculum & Instruction  Dir. of Curriculum & Instruction  Dir. of Curriculum & Instruction  Dir. of Technology  Dir. of Student Services	May 2019  May 2019  May 2019  May 2019  May 2019  Oct. 2018	5.1	Provide relevant and timely parent information.	Continue regular Delac meetings.  Survey as appropriate.  Support site parent meetings as appropriate.  Provide information to be published in the LGUSD Pride.  Revisit potential of a District App for parent use.  Erin's Law Parent Night Year 2	Dir. of Curriculum and Instruction  Dir. of Curriculum and Instruction  Dir. of Curriculum and Instruction  Dir. of Curriculum and Instruction  Dir. of Technology  Dir. of Student Services	Oct. 2019  Aug. 2019  Aug. 2019  Aug. 2019  Nov. 2019  Oct. 2019	May 2020  May 2020  May 2020  May 2020  Mar. 2020  Oct. 2019

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### Goal #5 – Strengthen parent and community partnerships encompassing safety and wellness. *(continued)*

	2018-2019					2019-2020				
	Yearly Objective	Action Steps	Assigned To	Completion Date		Yearly Objective	Action Steps	Assigned To	Start Date	End Date
5.2	Safe Routes to School – Goal to have active transport rate at 49% by 2020	Extend active transportation education and encouragement efforts throughout school year.	SR2S Coordinator	May 2019	5.2	Safe Routes to School – Goal to have active transportation rate at 49% by 2020  Note: To be assessed during Fall 2020 data collection.	Extend active transportation encouragement throughout the school year.	SR2S Coordinator	Aug. 2018	Aug. 2020
	Fall 2018 Data 38% active transportation rate. This is an increase of 3% from 2017. Alternative transportation rate district wide is 47%.	Organized monthly encouragement days touching on different modes of active transportation.	SR2S Coordinator, Principals	June 2019			Roll out updated 2 <sup>nd</sup> Grade Pedestrian Education curriculum.	SR2S Coordinator and Principals	Aug. 2019	June 2020
	Active transportation = walk + bike + skateboard/scooter	Expand 2 <sup>nd</sup> Grade Pedestrian Education.  Worked with SR2S Education Team to research walking field trips and updated curriculum. Aligned curriculum to CA State Physical Education Standards.					Explore expanding the production of public service announcements with Fisher Video Production Class.	SR2S Coordinator Superintendent	Aug. 2018	June 2020
	Alternative transportation - = walk + bike + skateboard/scooter + carpool	Explore coordinating the production of public service announcements with Fisher Video Production Class.  Worked with Fisher Video Production Class on video announcements supporting safe active and alternative transportation to and from school. In addition, coordinated outreach to students regarding bridge closure updates and alternative and safe passage to school.								

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### Goal #5 – Strengthen parent and community partnerships encompassing safety and wellness. *(continued)*

	2018-2019					2019-2020				
	Yearly Objective	Action Steps	Assigned To	Completion Date		Yearly Objective	Action Steps	Assigned To	Start Date	End Date
5.3	Develop best practices in safety education and procedures.	Convene safety task force and present updates at board meetings.	Director of Maint. & Ops.	Nov. 2018	5.3	Explore ways to continually improve security measures.	Convene safety task force and present updates at board meetings.	Director of Maint. & Ops.	Aug. 2019	May 2020
		Complete SB 187 plans <i>Site specific plans were completed and reviewed by school site council Feb. 2019.</i>	Director of Maint. & Ops.	Feb. 2019			Develop District-wide safety committee including key community stakeholders.	Director of Maint. & Ops.	Aug. 2019	May 2020
		Develop training for school incident command structure <i>Completed District Emergency Preparedness plan and presented to Cabinet and Admin Teams – Received feedback and need to integrate and update for 19-20 plans and develop training process.</i>	Director of Maint. & Ops.	Dec. 2018			Support principals in developing site safety committees. - Provide agendas, materials and due dates	Director of Maint. & Ops.	Aug. 2019	May 2020
		Offer training to all staff (site and DO) <i>Will present checklist and training plan to Cabinet June 2019 and to Admin team Aug. 2019. Purchased safety guides for each classroom</i>	Director of Maint. & Ops.	May 2019			Develop training for emergency drill and intruder drill. - Complete annual safety plan and safety drill	Director of Maint. & Ops.		Feb. 2020
							Complete District-wide safety assessment - Hire auditor & complete audit - Review recommendations & create plan to implement - Communicate to stakeholders	Director of Maint. & Ops.	Aug. 2019 Sept. 2019	Sept. 2019 May 2020 Ongoing
							Complete review and updating of emergency preparedness containers and develop an annual checklist of dates and training procedures for emergency preparedness drills	Chief Business Official		

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Goal #6 – Ensure effective and efficient operations and facilities.										
	2018-2019					2019-2020				
	Yearly Objective	Action Steps	Assigned To	Completion Date		Yearly Objective	Action Steps	Assigned To	Start Date	End Date
6.1	Achieve a contract settlement that is financially stable and sustainable.	Monthly meetings with LGETA  Review the budget with the Superintendent and School Board. <i>Developed and presented 5 year model and working with the FAC to expand model allowing for scenarios and variable assumptions</i>  Provide negotiations updates to the Board in closed sessions.  Provide a clear and transparent communication of the budget to employee groups. <i>Developed summarized budget presentation for employee groups focused on discretionary expenses.</i>	CBO and Asst. Supt.  CBO and Asst. Supt.  CBO and Asst. Supt.  CBO and Asst. Supt.	May 2019	6.1	Achieve a contract settlement that is financially stable and sustainable.	Monthly meetings with LGETA Review the budget with the Superintendent and School Board. Provide negotiations updates to the Board in closed sessions. Provide a clear and transparent communication of the budget to employee groups.  Work with FAC to train and educate community members on budget and scenario impact. Support model development with various assumptions and determine size and depth of funding needs. Change expenses to meet Strategic Plan.  Develop an accurate and timely year end projection and adopted budget that provides a clear baseline for negotiations and strategic planning.  Clearly analyze financial impact of strategic initiatives including contract settlement to develop a balanced and sustainable budget.	CBO and Asst. Supt.  Chief Business Official  Chief Business Official  Chief Business Official	Sept. 2019  May 2019  May 2019	  May 2020  May 2020  May 2020
6.2	Recruit and Retain Guest Teachers	Train current guest teacher pool in health and wellness procedures.  Actively advertise at all school sites and on the recruitment platform (Edjoin).  <i>The District has actively recruited guest teachers. This year, we have hired many new guest teachers. The Board has recently approved a higher guest teacher rate for the 2019-2020 school year to continue to attract quality staff in our District.</i>	Asst. Supt. of Ed Services/HR  Human Resource Analyst	Oct. 2018  Feb. 2019	6.2	Recruit and Retain Guest Teachers	Train current guest teachers in health and wellness procedures.  Actively advertise at all school sites and on the recruitment platform (Edjoin).	Asst. Supt. of Ed Services/HR  Human Resource Analyst	Aug. 2019  Aug. 2019	Sept. 2019  May 2020

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### Goal #6 – Ensure effective and efficient operations and facilities. *(continued)*

	2018-2019					2019-2020				
	Yearly Objective	Action Steps	Assigned To	Completion Date		Yearly Objective	Action Steps	Assigned To	Start Date	End Date
6.3	Explore ways to continually improve security measures.	Explore the viability of implementing security cameras at school sites.  <i>Piloted security camera installation at Van Meter and presented to Admin team for review. Working with Middle School Admin team to review safety evaluation and determine which features are appropriate and viable for each site.</i>	Dir. of Maintenance & Operations Dir. of Technology	Jan. 2019	6.3	Explore ways to continually improve security measures.	Enhance cyber-security measures and processes.	Dir. of Technology	Aug. 2019	May 2020
		Train staff on enhancing cyber-security measures and processes.  <i>Assistant Superintendent and Director of Technology went to all schools in the Fall with a short presentation on cyber-security. Simulated Phishing scams were completed throughout the year. “Clickers” were provided follow-up PD segments.</i>	Dir. of Technology	April 2019			Continue site staff meeting presentations.	Asst. Supt. and Dir. Technology	Oct. 2019	Jan. 2020

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### Goal #6 – Ensure effective and efficient operations and facilities. (continued)

	2018-2019					2019-2020				
	Yearly Objective	Action Steps	Assigned To	Completion Date		Yearly Objective	Action Steps	Assigned To	Start Date	End Date
6.4	Implement best practices in business accounting to insure proper accounting checks and balances.	<p>Review Ryland recommendations (and other LGUSD reviews that are relevant)  <i>Reviewed recommendations primarily focused on reconciliation and expense reimbursements. Implemented reconciliation process for monthly payroll and annual retroactive payments.</i>  <i>Implementing automated travel reimbursement approval process to ensure best practices and timely approval for travel.</i>  <i>Updated expense reimbursement policies and working on training administrative assistant staff and all employees</i></p> <p>Produce an organizational business plan for review by the superintendent and board  <i>Implemented weekly and semi-weekly meetings with staff to discuss department priorities, provide coaching and review status of current projects.</i>  <i>Provide daily review of staff work and implement recommendations as needed.</i>  <i>Specific recommendations include implementing position control, expense reimbursement review and budget forecasting and analytics.</i></p> <p>Implement procedures and complete a year-end assessment  <i>Procedures need additional implementation. Although they are generally in place, training and procedure to allow for understanding and following have not been consistently followed. Focused on AP and Payroll but reviewing inventory control</i></p>	<p>Chief Business Official,  Superintendent,  Asst. Superintendent</p> <p>Chief Business Official</p> <p>Chief Business Official,  Superintendent</p>	<p>Oct. 2018</p> <p>Dec. 2018</p> <p>June 2019</p>	6.4	Implement best practices in business accounting to ensure proper accounting checks and balances.	<p>Continue with implementing and training on expense reimbursement procedures and travel policies.</p> <p>Begin regular budget review with all departments to educate and support department needs and adherence to budgeted plan.</p> <p>Continue check and balances in daily operations. Review and update procedures to automate tasks and ensure adhering to best practices.</p>	<p>Chief Business Official</p> <p>Chief Business Official</p> <p>Chief Business Official</p>	<p>Sept. 2019</p> <p>May 2019</p> <p>Ongoing</p>	<p></p> <p>May 2020</p> <p>Ongoing</p>

# Los Gatos Union School District Goals

## 2018-2019 & 2019-2020

*Pending Board Approval May 23, 2019*

### SP Goals – Create a five year Strategic Plan that reflects the input and values of the education community.

<i>2019-2020</i>					
	<i>Yearly Objective</i>	<i>Action Steps</i>	<i>Assigned To</i>	<i>Starting Date</i>	<i>Ending Date</i>
1.1	Conduct a transparent and thorough community engagement and input process.	A) Conduct a strategic plan survey of staff, students, parents, and community groups to determine future priorities.  B) Conduct strategic plan Focus Groups with key staff, student, parent, and community groups to determine key themes/trends.	Superintendent and executive leadership team.  Superintendent and executive leadership team.	9-15-19  9-3-19	9-30-19  10-31-19
1.2	Create a Graduate Profile of the desired skills/attributes of a successful LGUSD student.	A) The entire LGUSD staff will provide input into prioritizing Graduate Profile attributes at a staff development day.  B) Conduct a survey into what the staff and community believe are important skills for the LGUSD Graduate Profile.  C) An advisory committee will meet to compile staff feedback and review survey results and draft an LGUSD Graduate Profile.  D) The board will adopt the Graduate Profile as part of the strategic plan.	Administrators, teacher leaders, and LGUSD staff  Superintendent and executive cabinet  Administrators and Graduate Profile Advisory Committee (GPAC)	8-13-19  9-15-19  8-20-19  1-1-20	9-30-19  9-30-19  10-20-19  3-31-20
1.3	The strategic plan steering committee will draft a 2020-2025 Strategic Plan.	A) The steering committee (SC) will analyze survey data and look for common themes/trends in Focus Group feedback.  B) The SC will draft five year Objectives, Strategies, and Indicators of Success.  C) The SC will draft a new Vision, Mission, and Points of Pride.	Strategic Plan Steering Committee (SC)          SC sub-committee	11-1-19	12-31-19



**Los Gatos Union School District Goals**  
**2018-2019 & 2019-2020**  
*Pending Board Approval May 23, 2019*

SP Goals – Create a five year Strategic Plan that reflects the input and values of the education community. <i>(continued)</i>					
	2019-2020				
	<i>Yearly Objective</i>	<i>Action Steps</i>	<i>Assigned To</i>	<i>Starting Date</i>	<i>Ending Date</i>
1.4	The board will review and adopt the draft strategic plan objectives.	<p>A) The CBO will provide a concurrent cost analysis of objectives that runs through the strategic plan process. FAC will run the finance model as needed to project needed funding for the strategic plan.</p> <p>B) The board will review and adopt a new five year strategic plan:</p> <ul style="list-style-type: none"> <li>▪ Vision</li> <li>▪ Mission</li> <li>▪ Graduate Profile</li> <li>▪ Points of Pride</li> <li>▪ Five Year Objectives</li> <li>▪ Strategies</li> <li>▪ Indicators of Success</li> </ul>	<p>CBO</p> <p>FAC Long Term Planning reps</p> <p>Superintendent, executive leadership team, and Board of Trustees</p>	<p>9-1-19</p> <p>1-1-20</p>	<p>2-28-20</p> <p>3-31-20</p>
1.5	A 2020-2021 Action Plan will be developed and implemented based on the new strategic plan.	<p>A) The Admin Team will develop 2020-2021 Action Plans for the newly adopted strategic plan.</p> <p>B) The Board of Trustees will adopt the 2020-2021 Strategic Plan Action Plans.</p> <p>C) School site plans will reflect the vision and objectives of the strategic plan.</p>	<p>Admin Team</p> <p>Board of Trustees</p> <p>Principals</p>	<p>3-1-20</p> <p>5-21-20</p> <p>3-1-20</p>	<p>4-30-20</p> <p>5-21-20</p> <p>6-15-20</p>