

## We Action Plan Template: GOAL ONE-Objective One

**Purpose:** To create a “script” for your action planning effort and for support of the implementation phase.

- Directions:**
1. Use this form as a template to develop a work plan for each identified strategic objective.
  2. Keep copies handy to bring to meetings to review and update regularly.

**Goal: By 2020 District OR-1 Public Schools will provide the facilities needed to be competitive with other area schools in athletics and fine arts programs.**

**Strategic Objective 1.1: Construct an outdoor athletic facility (to meet current and future needs of the district).**

<b>Action Steps</b> <i>What Will Be Done?</i>	<b>Responsibilities</b> <i>Who Will Do It?</i>	<b>Timeline</b> <i>By When?</i> <i>(Day/Month)</i>	<b>Resources</b> <i>A. Resources Available</i> <i>B. Resources Needed (financial, human, political &amp; other)</i>	<b>Estimated Cost</b> <i>A. What is the cost to use available resources?</i> <i>B. What is the cost for needed resources?</i>	<b>Communications Plan</b> <i>Who needs to know?</i> <i>How will you inform them?</i> <i>How often?</i>
<b>Step 1:</b> 1. Determine what our Area/Conference schools have for current athletic and fine arts facilities. 1a. Come up with a list of 5-7 comparable schools 1b. Contact the schools to gather information on current facilities 1c. Based on information gathered, determine which schools should be visited to view facilities	Board Members with assistance from Activities Director/Coaches and Superintendent	September 2018	A. Other School Representatives  B. Individual to summarize findings and compile in a report.	A. None  B. Cost to travel to the identified schools.	School Board Members

1d. Visit schools and facilities in person 1e. Create a report summarizing the information					
<b>Step 2:</b> Create a list of potential outdoor athletic facility options.	Superintendent with the Board	October 2018	<b>A.</b> None <b>B.</b>	<b>A.</b> No cost <b>B.</b>	Board Members Community/Strat. Planning Team
<b>Step 3:</b> Prioritize options based on the following: 3a. Surveys to 5 parents in each grade, survey a group of students parents, staff and district patrons.  3b. Consider Activities Director recommendations  3c. Identify and consider current and future demand for outdoor facilities.	Bennet Principal, PHS Staff, Activities Director/Coaches and Board Members	November 2018	<b>A.</b> <b>B.</b> Individual to set up survey monkey or similar resource.	<b>A.</b> <b>B.</b>	Parents, students, staff that are selected for survey.
<b>Step 4:</b>	Board	December 2018	<b>A.</b> Information from Architects that was used	<b>A.</b> Architect fees	

Contact an architect to determine feasibility and cost on top three options.			for Bond request on outdoor facility.	<b>B.</b>	
<b>Step 5:</b> Examine financing options. -Special Building Fund Levy -Lease Purchase -Borrowing (TAN's, Bank) -Bond	Board	January 2019	A. NDE, Financing Companies B. Contact Fiscal agents	<b>A.</b> <b>B.</b>	
<b>Step 6:</b> Based on information in previous steps select best option for outdoor athletic facility.	Board	February 2019			
<b>Step 7:</b> Develop tentative timeline for action steps including hiring contractors and securing the needed finances.	Board	March 2019			
<b>Step 8:</b> Begin Project. a. Put project out for bid. b. Hire contractor	Board/Supt	May 2019			

**Evidence Of Success** (*How will you know that you are making progress? What are your benchmarks?*)

1. An outdoor facility plan will be completed that includes facilities that will be comparable to identified districts.
2. Construction on the outdoor facility begins.
3. Construction is completed on outdoor facilities.

**Evaluation Process** (*How will you determine that your goal has been reached? What are your measures?*)

All aspects of the outdoor facility plan have been built and are available for use.

## Action Plan Template: GOAL ONE-Objective Two

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**Goal: By 2020 District OR-1 Public Schools will provide the facilities needed to be competitive with other area schools in athletics and fine arts programs.**

**Strategic Objective 1.2: Coordinate with (Palmyra and Bennet Village Boards and community organizations) for joint uses of the spaces for community as well as school programs.**

<b>Action Steps</b> <i>What Will Be Done?</i>	<b>Responsibilities</b> <i>Who Will Do It?</i>	<b>Timeline</b> <i>By When?</i> <i>(Day/Month)</i>	<b>Resources</b> <i>C. Resources Available</i> <i>D. Resources Needed (financial, human, political &amp; other)</i>	<b>Estimated Cost</b> <i>C. What is the cost to use available resources?</i> <i>D. What is the cost for needed resources?</i>	<b>Communications Plan</b> <i>Who needs to know?</i> <i>How will you inform them?</i> <i>How often?</i>
<b>Step 1:</b> Create a list of organizations that may use joint space.	Activities Director/Superintendent	July 2019	<b>A.</b>  <b>B.</b>	<b>A. None</b>  <b>B.</b>	Contact identified organizations
<b>Step 2:</b> Identify Board members or committee (Administrators) to meet with each Village Board/identified organization to	Board	July 2019	<b>A.</b>  <b>B.</b>	<b>A. None</b>  <b>B.</b>	

<p>discuss joint projects.</p> <p>a. Needs of the organization.</p> <p>b. types/kinds of use.</p> <p>c. willingness to contribute financially.</p> <p>d. Discuss revenue sharing.</p>					
<p><b>Step 3:</b> Summarize finding from the meetings in a report.</p>	Superintendent	September 2019	<p><b>A.</b> Time of the individual putting report together.</p> <p><b>B.</b></p>	<p><b>A.</b> No Cost</p> <p><b>B.</b></p>	Finalized report goes to the Board.
<p><b>Step 4:</b> Based off of report and school/community needs rank the different options noted in report.</p>	Board	September 2019	<p><b>A.</b></p> <p><b>B.</b></p>	<p><b>A.</b></p> <p><b>B.</b></p>	
<p><b>Step 5:</b></p>			<p><b>A.</b></p> <p><b>B.</b></p>	<p><b>A.</b></p> <p><b>B.</b></p>	

**Evidence Of Success** (*How will you know that you are making progress? What are your benchmarks?>*)

1. Board Committee's have been formed and meetings with both Village Boards have occurred.
2. A report of findings from meetings with Village Boards is completed and reported to the School Board.

**Evaluation Process** (*How will you determine that your goal has been reached? What are your measures?>*)

The Outdoor facility plan is finalized using input from the Board Committee/Village Board meetings.

**Action Plan Template: GOAL ONE: Objective Three**

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**Goal: By 2020 District OR-1 Public Schools will provide the facilities needed to be competitive with other area schools in athletics and fine arts programs.**

**Strategic Objective 1.3: (Form interlocal agency agreements for joint funding, revenue sharing, or both if advisable).**

<b>Action Steps</b> <i>What Will Be Done?</i>	<b>Responsibilities</b> <i>Who Will Do It?</i>	<b>Timeline</b> <i>By When?</i> <i>(Day/Month)</i>	<b>Resources</b> <i>E. Resources Available</i> <i>F. Resources Needed (financial, human, political &amp; other)</i>	<b>Estimated Cost</b> <i>E. What is the cost to use available resources?</i> <i>F. What is the cost for needed resources?</i>	<b>Communications Plan</b> <i>Who needs to know?</i> <i>How will you inform them?</i> <i>How often?</i>
<b>Step 1:</b> Committee formed in Objective two should. <ol style="list-style-type: none"> <li>a. Identify key issues.</li> <li>b. Work with other agencies to establish preliminary</li> </ol>	Board Committee and village boards	July 2019	<b>A.</b> Time  <b>B.</b>	<b>A.</b> None  <b>B.</b>	

ry agreement on key issues.					
<b>Step 2:</b> Work with attorney to draft interlocal agreement or Joint Public Agency (JPA)	Superintendent	September 2019	<b>A.</b> Financial <b>B.</b>	<b>A.</b> <b>B.</b> Attorney fees	
<b>Step 3:</b> Finalize and adopt interlocal agreement/JPA	Board/Villages	December 2019	<b>A.</b> Time/Financial <b>B.</b>	<b>A.</b> <b>B.</b>	
<b>Step 4:</b>			<b>A.</b> <b>B.</b>	<b>A.</b> <b>B.</b>	
<b>Step 5:</b>			<b>A.</b> <b>B.</b>	<b>A.</b> <b>B.</b>	

**Evidence Of Success** (*How will you know that you are making progress? What are your benchmarks?)*

1. Board Committee and Village Board will meet to discuss details of the outdoor facility agreement.
2. Agreement on outdoor facility details is established and a draft of the interlocal agreement or JPA is created.

**Evaluation Process** (*How will you determine that your goal has been reached? What are your measures?)*

Outdoor facilities will have a joint use agreement in place through an interlocal agreement or JPA.