



Strategic Plan Progress Report

Prepared For
Montessori Peaks Academy
Board of Directors

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Version 1.0

Prepared By
Scott A. Cromwell
Board of Directors
scromwel@jeffco.k12.co.us



Montessori Peaks Academy

Strategic Plan Progress Report

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DASHBOARD

STATUS KEY

STRATEGIC GOAL FUNCTIONAL STRATEGIES



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STRATEGIC PLAN GOAL #1 COMMITTEE PROGRESS REPORT

Goal #1 Committee Members

Jacqueline Cartwright-Mills (Lead)
 Char Weaver
 Kathleen Rust
 Melisse' Segesman
 Nam Le
 Dianne Lester
 Shannon Asheim

Status Key

Complete/ Ongoing Tasks Complete



In Progress



Additional Resources Needed



Task Scheduled for Later Date






STRATEGIC PLAN LONG TERM GOAL #1

Continue to provide a superior Montessori educational program Pre-K through 6th Grade

Annual Objectives

Status

1A Maintain the Montessori philosophy at the public school level

1A1 Strategy:	Facilitate continuous Montessori dialogue through in-services and regular staff meeting and interactions.	
Responsibility:	Admin.	
Target Date:	2015-2016 ongoing	
Action Plan:	Already included in annual calendar	
Update:		
Next Steps:		
1A2 Strategy:	Support parent understanding of the Montessori philosophy and methodology by working with the PTA to present high quality parent education and through parent/teacher conferences.	
Responsibility:	PTA/staff	
Target Date:	2015-2016 ongoing	
Action Plan:	Parent Education nights, fall/spring conferences	
Update:		
Next Steps:		
1A3 Strategy:	Renew the school's commitment to Maria Montessori's view of Cosmic Education by placing a Peace Pole and Peace Garden on the school grounds.	
Responsibility:	Peace Garden Committee	
Target Date:	Peace Pole placement, front center area and pathways by May, 2015	
Action Plan:	Follow MPA work Breakdown Structure 10-1-15 document	
Update:	Andrea and sixth grade will create entrance to garden for 6 th grade art project	
Next Steps:	Obtain work proposals for path and center area creation	



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1B Provide a superior curriculum for our students that maximizes their learning and academic achievement.

1B1 Strategy:	Working with the CDE expectations for the Unified Improvement plan, constellate a committee who will study the data each year and write a meaningful plan to improve areas that are less strong.	
Responsibility:	Primary teachers	
Target Date:	Jeffco determined-in progress	
Action Plan:	Follow Jeffco guidelines and plan accordingly	
Update:		
Next Steps:		
1B2 Strategy:	Explore strategies to align assessments and evaluation of student progress with the Montessori philosophy.	
Responsibility:	Char, Kathleen, primary teachers	
Target Date:	Review in January	
Action Plan:	Collaborate with Colorado Montessori Association	
Update:		
Next Steps:		
1B3 Strategy:	Develop the use of MRX as an efficient/consistent record keeping system for Montessori Curriculum.	
Responsibility:	Admin and staff	
Target Date:	Review in January	
Action Plan:	Use MRX	
Update:		
Next Steps:		
1B4 Strategy:	Complete the distribution of an exit survey for parents of students leaving MPA before transitioning to middle school; to determine causes and identify possible improvements MPA could make in the future.	
Responsibility:	Accountability Committee	
Target date:	January 2016	
Action Plan:	Seek Clarity from Board on who receives completed surveys, what should be done when surveys are returned.	
Update:		
Next Steps:		
1B5 Strategy:	Familiarize ourselves with MAP testing and explore opportunities for use as an alternative accountability tool.	
Responsibility:	Admin and staff	
Target Date:	2015-2016, ongoing	
Action Plan:	Train staff in administration and interpretation of test data.	
Update:	Fall and Mid-Year assessments have been administered.	
Next Steps:	Kathleen is offering training to teachers on Jan. 4 th in report interpretation.	
1B3 Strategy:	Continue to assess the teaching of science at MPA to improve science education based on available data.	
not yet revised		
not yet revised		



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	Responsibility:	
	Target Date:	
	Action Plan:	
	Update:	
	Next Steps:	
1B4 Strategy:	Research support materials for science curriculum and create a budget to purchase, package, and share the materials.	
	Responsibility:	
	Target Date:	
	Action Plan:	
	Update:	
	Next Steps:	
1B5 Strategy:	Create an exit survey for parents of students leaving MPA before transitioning to middle school; to determine causes and identify possible improvements MPA could make in the future.	
	Responsibility:	
	Target Date:	
	Action Plan:	
	Update:	
	Next Steps:	

1C Invest in and retain our top notch staff

1C1 Strategy:	Evaluate the school's ability to improve the competitiveness of our teacher compensation in salary and benefits. Discuss allocation of professional Development funds.	
	Responsibility:	
	Target Date:	
	Action Plan:	
	Update:	
	Next Steps:	
1C2 Strategy:	Ensure that each staff member has and works toward professional development goals.	
	Responsibility:	
	Target Date:	
	Action Plan:	
	Update:	
	Next Steps:	
1C3 Strategy:	Develop a consistent funding policy for staff development; include it in the employee handbook and give it to the PTA.	
	Responsibility:	
	Target Date:	
	Action Plan:	



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	Update:		
	Next Steps:		
1C4 Strategy:	Develop an exit interview for staff leaving the school.		
	Responsibility:		
	Target Date:		
	Action Plan:		
	Update:		
	Next Steps:		
1C5 Strategy:	Initiate presentations to inspire and renew the passion for the foundations of the Montessori philosophy within the community.		
	Responsibility:		
	Target Date:		
	Action Plan:		
	Update:		
	Next Steps:		

1D Ensure a successful transition for our students who leave MPA to start middle school.

1D1 Strategy:	Continue to support families with transition of sixth graders to Middle School through the "Moving Up to Middle School" meeting in October.		
	Responsibility:		
	Target Date:		
	Action Plan:		
	Update:		
	Next Steps:		
1D2 Strategy:	Each year update the Moving Up handouts which outline all the Middle School choices, processes, and contact people in the area.		
	Responsibility:		
	Target Date:		
	Action Plan:		
	Update:		
	Next Steps:		
1D3 Strategy:	Develop a feedback form for parents to fill out at the end of the moving up to middle school meeting.		
	Responsibility:		
	Target Date:		
	Action Plan:		
	Update:		
	Next Steps:		
1D4 Strategy:	Develop an exit survey for students and parents of MPA alumni to complete mid 7th grade.		
	Responsibility:		
	Target Date:		
	Action Plan:		



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	Update:		
	Next Steps:		



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STRATEGIC PLAN GOAL #2 COMMITTEE PROGRESS REPORT


Goal #2 Committee Members


Scott Cromwell (Lead)
 Jacqueline Cartwright-Mills
 Shiloh Sword
 Kevin Bost

Status Key

Complete/ Ongoing Tasks Complete 

In Progress 

Additional Resources Needed 

Task Scheduled for Later Date 




STRATEGIC PLAN LONG TERM GOAL #2

Effectively manage and govern our school through the development of the Board of Directors

Annual Objectives

Status

2A Develop and implement a training and mentoring plan.

2A1 Strategy:	Identify BOD members' strengths, goals, and make strategic goal assignments.	
Responsibility:	President	
Target Date:	Beginning of term	
Action Items:	Get one from Curtis Smith	
Update:		
Next Steps:		
2A2 Strategy:	Implement BOD Continuing Education through various resources such as having a member attend the Jeffco Board of Directors meetings.	
Responsibility:	Strategic Plan #2 group	
Target Date:	Ongoing target	
Action Items:	Charter League and Legal training	
Update:	Implement BOD Continuing Education	
Next Steps:	Verify all BOD has taken the BOD training from Jeffco	
2A3 Strategy:	Establish a committee to continue development and revision of MPA policy handbook.	
Responsibility:	Strategic Plan #2	
Target Date:	Ongoing	
Action Items:	Next BOD meeting	
Update:	Propose 30 day retention of regular meeting audio recordings	
Next Steps:		



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2A4 Strategy:	Develop resources and references to strengthen The Board's effectiveness	
Responsibility:	Shiloh researching feasibility for certification and website references passed on by Curtis. CLC training and Jeffco legal training	
Target Date:		
Action Items:	Outside training, website references and possibly references	
Update:	Jeffco BOD training being taken currently. Had the Mandatory Reporting training in October's meeting.	
Next Steps:	Discuss continuing education from the Colorado League of Charters.	
2A5 Strategy:	Perform annual BOD self-evaluation, Administration, and BOD exit survey and develop an improvement plan based on the result.	
Responsibility:	Strategic plan #2 Acct. committee should review the questions.	
Target Date:		
Action Items:	Review surveys and provide recommendation.	
Update:		
Next Steps:		

2B Explore Board recruitment and succession

2B1 Strategy:	Update BOD recruitment plan.	
Responsibility:	Pam	
Target Date:		
Action Items:	Write-up process	
Update:	Completed	
Next Steps:		

2C Enhance Board communication and visibility in the MPA community

2C1 Strategy:	Enhance Board communication and visibility in the MPA community and provide relevant information to the BOD website.	
Responsibility:	All Board members	
Target Date:	Ongoing	
Action Items:	Evaluate and update when needed	
Update:	See meeting minutes	
Next Steps:	Evaluate at BOD meetings	



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STRATEGIC PLAN GOAL #3 COMMITTEE PROGRESS REPORT

Goal #3 Committee Members

Pamela Koshio (Lead)
 Melanie Escobedo
 Steve Sandifer
 Jacqueline Cartwright-Mills (grants only)
 Michelle Benko (grants only)

Status Key

Complete/ Ongoing Tasks Complete



In Progress



Additional Resources Needed



PLAN LONG TERM GOAL #3

Maintain sustainability of MPA by ensuring financial strength, responsible use and acquisition of resources, and incorporating principles of environmental sustainability.

Annual Objectives

Status

3A Ensure the financial strength of the school.

3A1 Strategy:	Monitor changes in funding profile:	
Update:	Ongoing activity that will be discussed more in depth as specific situations arise. Overlaps with the Finance Cmte which is seasonal and detailed; this cmte is more strategic in focus.	
Next Steps:	Discussions as needed based upon Federal, State, and District changes.	
3A2 Strategy:	Investigate possible areas for responsible reduced spending.	
Update:	Ongoing activity performed primarily within the Business Office as various contracts come up for renewal or new purchases to come to fruition.	
Next Steps:	Discussions as needed on a case-by-case basis.	
3A3 Strategy:	Explore outside revenue sources:	
	Grants	
Update:	<ol style="list-style-type: none"> MECR grant: Pam will get the name of poc from Char Jared Polis Mini Grant submitted? 	
Next Steps:	This cmte will serve as a focal point for grants in that we will try to find grants and "push" them to the appropriate staff members, and provide as much assistance as we can, as well as "pull" information from PTA regarding grants for which they've applied. We will maintain a central database for a grant data.	



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3B Ensure responsible use and acquisition of resources.

3B1 Strategy:	Identify large future capital investments/improvements and budget accordingly.	
Update:	Ongoing activity. Overlaps with the Facilities Cmte, which is more reactive; this cmte is more proactive.	
Next Steps:	Discussions as needed.	
3B1a	Increased Playground Space	
Update:	In progress	
Next Steps:	\$30 approved last year, but it wasn't used, so we'll need to vote again for expensing this year. We'll need ~ \$18k for new fencing to enlarge existing playground and repair existing fence. There will be a walk through of the area to ensure safety (i.e., no holes, obstacles, etc). Amy will get bids for some type of shade and possibly benches. Overlap with committee #5 .	
3B1b	Hot water heater	
Update:	Nearing the end of its life cycle, but we don't know when it will give out. It will cost about \$10k to replace.	
Next Steps:	Overlap with committee #5 .	
3B1c	HVAC	
Update:	HVAC units have been replaced.	
Next Steps:	Will remove for Dec report.	
3B2 Strategy:	Viability of Phase III construction.	
Update:	Peter reviewed bond covenants; we can borrow more money	
Next Steps:	Melanie will ask Peter if he will come back in an advisory capacity to help us understand the next steps for discussing funding options. <ul style="list-style-type: none"> - 2015 architectural studies - 2016 prepare funding posture - 2017-2019 ground breaking Overlap with committee #5 .	

3C Incorporate the principles of environmental sustainability.

3C1 Strategy:	Collaborate with Green Committee to find additional ways to improve our environmental sustainability.	
3C1a		
Update:	Green Committee needs to be re-started.	
Next Steps:	Melanie will ask Scott for the name of someone who was previously interested. There are several people who may be interested in being on the cmte, but no clear lead has been identified. Pam wrote an article for the Nov Peek asking for participation.	



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3C1b	Educate community about environmental issues.	
Update:	CASEO (Clean Air at Schools: Engines Off) program approval.	
Next Steps:	Kay Kelly will be program lead for the 2015/16 year and will begin implementation in Nov. Initial observations will occur during 1sst week of Dec. An article explaining the program will go out in the Dec Peek.	



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STRATEGIC PLAN GOAL #4 COMMITTEE PROGRESS REPORT

Goal #4 Committee Members


Kevin Bost (Lead)
Maureen Wallner
Rebecca Ferrera

Status Key

Complete/ Ongoing Tasks Complete 

In Progress 

Additional Resources Needed 

Task Scheduled for Later Date 



STRATEGIC PLAN LONG TERM GOAL #4

Establish and maintain school culture and community.


Annual Objectives

Status

4A Maintain internal and external communications to parents, students, and staff.

4A1 Strategy:	Maintain MPA website with current and relevant information.	
Responsibility:		
Target Date:		
Action Plan:		
Update:		
Next Steps:		
4A2 Strategy:	Develop a process for regular BOD communication to parents and staff regarding charter school, legislative, financial, superintendent, etc. issues	
Responsibility:		
Target Date:		
Action Plan:		
Update:		
Next Steps:		

4B Maintain and enhance a welcoming, inclusive environment for all members of the MPA community.

4B1 Strategy:	Continue to support PTA and their work with celebration of community by assigning a Board Member to report activities each month.	
Responsibility:		
Target Date:		
Action Plan:		



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	Update:		
	Next Steps:		

4C Effectively engage parents, students, and staff in opportunities to support the school and the broader community through volunteerism

4C1 Strategy:	Communicate volunteer opportunities to the MPA community using more proactive methods. Continue with articles in monthly Peak to inform parents.	
Responsibility:		
Target Date:		
Action Plan:		
Update:		
Next Steps:		
4C2 Strategy:	Expand outreach to parents and other community members.	
Responsibility:		
Target Date:		
Action Plan:		
Update:		
Next Steps:		
4C3 Strategy:	Research and develop alternative community outreach programs to continue to engage the community. Present findings to administration and staff.	
Responsibility:		
Target Date:		
Action Plan:		
Update:		
Next Steps:		



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STRATEGIC PLAN GOAL #5 COMMITTEE PROGRESS REPORT


Goal #5 Committee Members


Steve Sandifer (Lead)
 Kevin Bost
 Amy Nuanes

Status Key

Complete/ Ongoing Tasks Complete 

In Progress 

Additional Resources Needed 

Task Scheduled for Later Date 



STRATEGIC PLAN LONG TERM GOAL #5

Maintain and update facility and educational equipment/materials


Annual Objectives

Status

5A Maximize the use of technology in the school for educational and administrative improvement

5A1 Strategy:	Update inventory of technology, including the condition of each piece of equipment.	
Responsibility:		
Target Date:		
Action Items:		
Update:		
Next Steps:		
5A2 Strategy:	Update tech plan to include wireless internet access, improvements to classroom computer equipment, Smart Board accessories, and tablets.	
Responsibility:		
Target Date:		
Action Items:		
Update:		
Next Steps:		

5B Maintain a safe, comfortable working/learning environment.

5B1 Strategy:	Investigate security technologies that could be used to update school security.	
Responsibility:		
Target Date:		
Action Items:		



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	Update:		
	Next Steps:		
5B2 Strategy:	Evaluate current security procedures to identify possible areas of improvement.		
	Responsibility:		
	Target Date:		
	Action Items:		
	Update:		
	Next Steps:		

5C Continue the inventory process to include recommendations for replacement of aging materials and furniture.

5C1 Strategy:	Annually update classroom inventories, including condition of each piece of materials and furniture.		
	Responsibility:		
	Target Date:		
	Action Items:		
	Update:		
	Next Steps:		
5C2 Strategy:	Annually update facilities and administration inventories, including condition of each piece of equipment, materials, and furniture.		
	Responsibility:		
	Target Date:		
	Action Items:		
	Update:		
	Next Steps:		

5D Expansion of School.

5D1 Strategy:	Implement additional playground.		
	Responsibility:		
	Target Date:		
	Action Items:		
	Update:		
	Next Steps:		
5D2 Strategy:	Phase 3: Investigate Bond and architectural design. Identify the project budget and expense.		
	Responsibility:		
	Target Date:		
	Action Items:		
	Update:	Added to strategic plan.	
	Next Steps:	Discussed with Committee #3 (Sustainability).	
5D3 Strategy:	Develop ideas for "outdoor" classroom		
	Responsibility:		



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	Target Date:		
	Action Items:		
	Update:		
	Next Steps:		