

**UNCHARTED SHORES ACADEMY**

**STRATEGIC PLANNING**

2010-2015

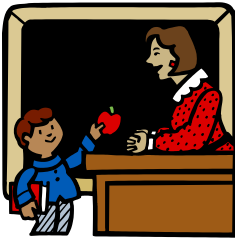
Margie Rouge, Director

# STRATEGIC PLANNING



## **Educational Program**

**Philosophy of Education**  
**Student Progress and Achievement**  
**Timeline for Implementation of Educational Goals**



## **Human Resources**

**Approved Positions, Qualifications, and Job Descriptions**  
**Full Staffing Targets**



## **Financial Resources**

**Projected Budgets**  
**Grants**



## **Facilities**

**Planned Acquisition of Facilities According to Needs**



# Executive Summary

## Mission and Vision Target Student Populations & Enrollment Summary of Current Status and Completion of Previous Goals

1. **STUDENT GOAL:** 200 total students (20+ per grade level, TK-8)
  - Current: 20+ in K; 10- 12 in grades 1-8 = approx. 110 students
  - 2014: 20+ in K, 1; 10-12 in 2<sup>nd</sup> – 8<sup>th</sup> = approx. 120 students
  - 2015: 20+ in K-2; 10-12 in 3<sup>rd</sup> – 8<sup>th</sup> = approx. 130 students
  - Add 10 students per year, 2016-2022 = 200 students in 2022
  
2. **STAFFING GOALS:**
  - 10 credentialed multiple subject teachers (or single subject for 6-8)
  - 10 aides
  - Executive Director (oversee all the programs: education, finances, & operation of the school; public relations; state reporting)
  - Co-Director (educational support, student services, staff development)
  - Secretary (attendance, student records, student data, bill pay)
  - Clerical Assistant (phones, filing, copying, assisting secretary)
  - Counselor (student discipline, school atmosphere, student activities)
  - Custodial & grounds keeping staff as needed
  
3. **FACILITIES GOALS:**
  - Classroom space to accommodate 250 students (25 per grade, TK-8)
    - Phase 1: Present building, use of gym & playground
    - Phase 2: Addition of present church office building (to be TK-K classrooms)
    - Phase 3: Addition of 3 classroom portables or acquisition of new middle school site (6-8 grade classrooms)
  - Playground area (need playground equip maintenance & add'l K)
  - Multi-purpose room for gym and assemblies (new BB hoops; VB net)
  - Office areas with conference room and teacher workroom
  - Possible space for a preschool

#### 4. GOVERNANCE GOALS:

- *Uncharted Shores Academy Governing Board* will be the non-profit corporate board over all the programs of the academy.
  - USA offshore program (K-8 home study)
  - USA onshore program (K-8 full day school)
  - USA shoreline program (K-8 part day studies at school)
- Governing Board Members:
  - *Executive Director*: the school Director will be a voting board member. Hired by the USA Board. Reports to USA Board. Develops curriculum, scope&sequence, state reports, and educational programs; Maintains policies & procedures, school operations, student discipline, adequate staffing, & financial welfare of school. Works on grant writing, fundraising, and publicity.
  - *President*: Elected board member. Presides over board meetings with Executive Director and represents the board as a second signer for legal documents which require board approval.
  - *Secretary* – Appointed by the board to maintain the minutes and notify the public of meetings.
  - *Treasurer* – Appointed by the board for financial oversight over the schools, ensuring that the finances are reviewed each year and the audit is prepared.
  - *Parent representatives* will be selected from all educational programs as appropriate
  - *A Staff representative* will be appointed by staff consensus
  - *Community representatives* will be recruited as needed

#### 5. EDUCATIONAL PROGRAM GOALS:

##### **PART A: Addressing the Educational Review Findings of 2009**

1. Monitoring of student progress, including home study portion of program – school-wide system in place to accurately assess & monitor
  - Specific portfolio items for assessment
  - Reporting of progress to parents on a uniform schedule throughout the school
  - Students should know how they obtain good grades on projects & assessments (or non-graded approach needs to be emphasized and uniform)
  - Talk with board/LCAP committee concerning use of budget for resources which are tied to low academic areas according to assessments; use of funding for areas which are tied to LCAP goals
  - Need to track student mastery of standards in a standardized manner throughout the school
  - Data used for group placement routinely
  - *NOTE: make distinction between aides & teachers for the interview team – the review team indicated that teachers in the focus group did not know how to use cum folders or data, and they were IAs*

2. Instructional Framework: Alignment between standards, assessment, & instruction
  - Posted indicators of standards based instruction in classrooms
  - Teacher-directed lessons and student activities tightly connected to standards-based goals
  - Direct instruction/Student directed exploration rather than tutoring approach for all centers to ensure students are instructed in the standards
  - Grade level appropriate textbooks for each child in core areas
  - Curriculum documents showing clear description of skills and objectives in math and language arts
  - Planning, pacing, and lesson plans required of teachers & reviewed by administrators
  - Standards addressed by parents in their educational role during home study
  
3. Professional development and staff assessment:
  - Documentation of focused professional development topics & professional development plan
  - Formal assessment process for school, teachers, and school administrator
  - Provision of professional development with parents of home study students to acquaint with standards and to share best practices

**PART B: Addressing the Strategic Plan Objectives**

- Academic goals prioritized; base budget upon these priorities
- Systematic policy development process in place
- The plan should outline objectives, benchmarks, persons responsible, timelines, and indicators of success for each initiative being undertaken by the school
- Plans for the future

**PART C: Development of Curriculum Unique to USA's Thematic Learning**