

## CONTINUOUS SCHOOL IMPROVEMENT: PROGRESS REPORT

Name of School/Program: Mansfield Christian School

Date: May 2010

Major Recommendation	Progress
<p>Copy major recommendation from team report that you addressed since your team visit or last annual report; insert here.</p> <p><b>Note: If all the recommendations in your team report were part of your school improvement plan or incorporated into your school improvement plan, you do not need to complete this section; delete this section and respond to the section below.</b></p>	<p>Provide a summary of your progress since your last annual report or team visit. If you prefer, save this form to your computer and build a history of your responses.</p> <p><b>School Year 2008-2009; Year 1 of Accreditation Cycle:</b></p> <p><b>School Year 2009-2010; Year 2 of Accreditation Cycle:</b></p>
1. Marketing plan	Completed yr. 3 – Marketing Coordinator in place.
2. Alumni Survey	Completed yr. 2 – Alumni survey posted on website
3. Non-Instructional Evaluation Process	Completed yr. 6 Revised multiple times, but finalized in 2008.
4. Staff compensation and benefits.	Completed in yr. 6 – salary scale has increased every yr. in addition to % step increase. Pension plan changed to increase retirement benefit.
5. Strategic Planning	Completed yr. 4 – Used SWOT analysis and created formal strategic plan.
6. Financial audit	Completed yr. 1 – Conducted each year.
7. Biblical integration	Completed yr. 5 – CEU training for all faculty
8. Time frames for instruction	Completed yr. 1 – Revised
9. Non-College bound students	Completed yr. 2 – Two new programs adopted
10. Circulation records in library	Completed yr. 1- Moved to automated records
11. Cataloguing in library	Completed yr. 1 – Moved to automated catalogue
12. Student supervision	Completed yr. 1- Supervision process documented each year in faculty manual.
13. Building security procedures	Completed yr. 1 –Crisis Response Manual updated
14. Master Site Plan	Completed yr. 3 – Site Plan documented
School Improvement Plan	Progress on Goals
<p>The school improvement plan is a result of Standard 10. Copy the items from your plan that you addressed since your team visit or last annual report; insert here.</p> <p><b>For EE programs: If you were not evaluated with the 2008 instrument, please use the top half of this form to respond to the recommendations and delete this section.</b></p>	<p>Provide a summary of your progress since your last annual report or team visit. If you prefer, save this form to your computer and build a history of your responses.</p> <p><b>School Year 2008-2009; Year 1 of Accreditation Cycle:</b></p> <p><b>School Year 2009-2010; Year 2 of Accreditation Cycle:</b></p>

**CONTINUOUS SCHOOL IMPROVEMENT PLAN**

The Continuous School Improvement Plan outlines the five major goals for Mansfield Christian School to accomplish over the next five years. The timeline outlines the outcomes, benefits for students and learning environment, duration of each project, the strategy behind each goal, responsible person for each goal and what evidence will be provided to show completion of each goal.

1	Develop and document a plan for the hiring and retention of highly qualified faculty/staff relative to compensation and benefit packages.
2	Develop a systematic plan to solicit alumni feedback and provide quality ongoing communication.
3	Create a comprehensive manual for Human Resources and provide leadership for such applicable employee services.
4	Create a clear, continuing improvement process for the school-wide curriculum that is driven by student performance data, identified needs, and expected student outcomes.
5	Develop and sustain an organized, school-wide approach to effective public relations, school marketing, and stakeholder communications.



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<b>SCHOOL IMPROVEMENT GOAL # 1</b> Develop and document a plan for the hiring and retention of highly qualified faculty/staff relative to compensation and benefit packages.					
<b>Outcome:</b> A documented plan or strategy to guide the leadership in providing appropriate compensation and benefits to our employees.			<b>Benefit to Student or Learning Environment:</b> The hiring and retention of excellent employees.		
<b>Project Duration:</b> 5 years		<b>Begin Date:</b> June 2010		<b>Completion Date:</b> June 2015	
<b>Timeline</b>	<b>Person(s) Responsible</b>	<b>Strategy</b>	<b>Resources Needed</b>	<b>Staff Development</b>	<b>Completion Evidence</b>
Year 1	Superintendent, Board Executive Council, Finance Committee, Administration, Ed Policy Committee	-Research the compensation and benefit packages at other similar size Christian schools. -Survey teacher satisfaction or concerns with current benefit packages.	-Travel funds -Flex time -Survey for employees	None	Data from both other schools and MCS teachers.
Year 2	Same; include employees as appropriate	-Work within administrative and finance leadership teams to prioritize improvements.	-Flex time -Data to be supplied	None	Draft proposal to include priorities and implementation timeline.
Year 3	Same; include employees as appropriate	-Review the proposal with key stakeholders; board, administration, and employees.	-Proposals -Personnel	Appropriate group discussions and planning meetings.	Edited version of proposal.
Year 4	Same	-Finalize the implementation steps and secure resources.	-Funding strategies	Employee orientation	Recommendation given to school board.
Year 5	Same	-Distribute detailed plan for the improvement of compensation and benefits.	-Budgeted funding plans	Employee orientation and follow-up meetings	Approved and executed delivery system



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<b>SCHOOL IMPROVEMENT GOAL # 2</b> Develop a systematic plan to solicit alumni feedback and provide quality ongoing communication.					
<b>Outcome:</b> A documented and viable approach to alumni relations.			<b>Benefit to Student or Learning Environment:</b> Ongoing support for both MCS and the graduates.		
<b>Project Duration:</b> 3 years		<b>Begin Date:</b> August 2010		<b>Completion Date:</b> August 2013	
<b>Timeline</b>	<b>Person(s) Responsible</b>	<b>Strategy</b>	<b>Resources Needed</b>	<b>Staff Development</b>	<b>Completion Evidence</b>
Year 1	Superintendent, Administration, Marketing Director, WVMC station manager, Public Relations Committee, MCS Alumni Association	-Research the alumni communications approach of other Christian schools via school visits and web checks. -Solicit new leadership of the Alumni Association.	-Travel time -Flex time -List of potential alumni to serve on Alumni Association.	None	Data to be reviewed
Year 2	Same	-Use web to survey alumni for best practices in communication. -Conduct Alumni Assoc. meetings; review purpose and plans.	-Alumni survey	Training in web-based surveys	-Survey results/data. -Meeting minutes
Year 3	Same; include alumni	-Document strategies of alumni communication. -Use Alumni Association as the primary vehicle.	-Funding -Web resources -Meeting space -Resources for communication	Alumni association training	Final documented strategy and viable alumni association in operation.



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<b>SCHOOL IMPROVEMENT GOAL # 3</b> Create a comprehensive manual for Human Resources and provide leadership for such applicable employee services.					
<b>Outcome:</b> A Human Resources manual communicated clearly by school leadership.			<b>Benefit to Student or Learning Environment:</b> Better communication of employment issues, especially for new hires, from the central office.		
<b>Project Duration:</b> 3 years		<b>Begin Date:</b> Spring 2011		<b>Completion Date:</b> Spring 2014	
<b>Timeline</b>	<b>Person(s) Responsible</b>	<b>Strategy</b>	<b>Resources Needed</b>	<b>Staff Development</b>	<b>Completion Evidence</b>
Year 1	Administrative Team, Central Office Personnel	Gather HR manuals or strategies in use at like schools; survey teachers	-Surveys -Sample manuals	Discussion groups	-Manuals -Surveys
Year 2	Administrative Team, Central Office Personnel	Gather current materials; identify shortcomings by comparison; review with attorney	-Current HR materials -Surveys -Attorney	None	-Drafts
Year 3	Administrative Team, Central Office Personnel	Determine key HR leadership at the school (point person); compile HR resources; identify staff communication plan	-Data collected; drafts	-In-service communications plan	-Final manual -HR coordinator identified



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<b>SCHOOL IMPROVEMENT GOAL # 4</b> Create a clear, continuing improvement process for the school-wide curriculum that is driven by student performance data, identified needs, and expected student outcomes.					
<b>Outcome:</b> A cohesive curriculum that is student responsive and culturally relevant.			<b>Benefit to Student or Learning Environment:</b> Students, teachers, and parents will have a clear understanding of curriculum objectives and the process by which they are achieved.		
<b>Project Duration:</b> 5 years		<b>Begin Date:</b> Fall 2010		<b>Completion Date:</b> Spring 2015	
<b>Timeline</b>	<b>Person(s) Responsible</b>	<b>Strategy</b>	<b>Resources Needed</b>	<b>Staff Development</b>	<b>Completion Evidence</b>
Year 1	Administrative team, full faculty	Organize curriculum oversight committee; identify goals	Release time	None	Committee established
Year 2	Division level administrators; corresponding faculty; board subcommittee members (Ed Policy)	Divide admin team by subject area; inspect the curriculum review process of other schools	-Sample curriculum review data -Preliminary test results	-Small group meetings -Research into varied curricular programs such as TAG	Curriculum data from other schools
Year 3	Guidance counselor; administrative team; full faculty	Pursue professional development; evaluation of student performance data; needs assessment	-Expected outcomes -Student performance data -Funding	-Using student data -Extended programs such as TAG and special needs	In-services or professional development scheduled and completed
Year 4	Division level administrators	Coordinate auxiliary funding projections	Data from auxiliary services for curriculum purchases	Small group training in auxiliary funding	Funding projections verified by auxiliary clerk
Year 5	Administrative team; full faculty	Document process, communicate; implement	Time Documentation	In-service and/or creative, ongoing communication times	Implemented approach to curriculum improvement and review



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<b>SCHOOL IMPROVEMENT GOAL # 5</b> Develop and sustain an organized, school-wide approach to effective public relations, school marketing, and stakeholder communications.					
<b>Outcome:</b> A centralized, cohesive, and organized annual public relations strategy.			<b>Benefit to Student or Learning Environment:</b> Consistent and clear communications for positive representation of MCS.		
<b>Project Duration:</b> 4 years		<b>Begin Date:</b> Spring 2011		<b>Completion Date:</b> Spring 2015	
<b>Timeline</b>	<b>Person(s) Responsible</b>	<b>Strategy</b>	<b>Resources Needed</b>	<b>Staff Development</b>	<b>Completion Evidence</b>
Year 1	Superintendent, Exec. Board committee, central office staff, administration	Assess current communications pieces and effectiveness; survey stakeholders	-Data pieces -Surveys	None	Documentation
Year 2	Superintendent, administration, central office staff	Visit like schools; study organized approach to PR; compile results for generalizations	-Time -Funding	Purse available opportunities related to PR and marketing	Data
Year 3	Superintendent, Exec. Board committee, finance committee, central office staff	Identify needed personnel and target centralized strategies; identify budget considerations and cost effectiveness	Data	None	Documentation and financial projections
Year 4	Superintendent, School Board, administration, faculty, staff	Present plans to administrative team, school board. Follow through to stakeholders, teachers and parents for implementation	Needed personnel; funding	Board, faculty development meetings	A documented and readily understood public relations strategy.