

Proud of Our Past, Charting Our Future

Strategic Plan | 2023-2028





Putnam Public Schools

Putnam, CT 06260

P: 860-963-6900 F: 860-963-6904

www.putnamschoolsct.org



Facilitated and Prepared by

Teaching and Learning Alliance, Inc.

800 West Cummings Park Suite 5900 Woburn, MA 01801 781-305-3540

- **04** Letter of Introduction
- **06** Strategic Planning Committee Members
- **08** Summary of the Strategic Planning Process
- 10 Mission: What We Do
- 12 Core Values: What We Believe
- 13 Vision: What We Aspire To Be
- **14** Theory of Action
- 16 Strategic Objectives and Initiatives: What We Want To Accomplish
 - 17 Strategic Objective #1 Action Plan
 - 22 Strategic Objective #2 Action Plan
 - 26 Strategic Objective #3 Action Plan
 - 30 Strategic Objective #4 Action Plan
- **33** Dashboard

To the Students, Staff and Families of the Putnam Public Schools,

This document contains the Strategic Plan for the 2023 to 2028 school years. It represents a great deal of work from a team of staff, students, parents, and community members committed to the future success of Putnam and its students. Thank you to the 19 people that comprised the strategic planning development team for their tireless work to help the Board of Education and district leadership team shape its direction for the coming years.

This Strategic Plan represents feedback from the stakeholders of Putnam that came in the form of five focus groups, multiple surveys offered to all constituencies of the Putnam Public Schools including the community, and volumes of data that the strategic planning committee reviewed during the development of this plan. One of the goals that the district administration and Board of Education established before the process began was to ensure that the school district did not drive the process. This was done to ensure that the plan was written with a completely objective perspective. This goal was met due to the consultation of the Teaching and Learning Alliance (TLA) and their facilitation of the process.

Included in this plan are new mission and vision statements, along with new core values and a theory of action. The committee identified four strategic objectives and twenty initiatives. While ambitious, this plan should serve as the district roadmap for the next five years. Further, the district leadership team will align this plan with long term budget plans and those for professional learning to keep the strategic objectives at the forefront of their work.

We look forward to working together in partnership with all community members.
Ultimately, this work should lead to improved academic and social-emotional learning outcomes for all Putnam students.

Sincerely,

Jill Zangerl,
Board of Education Chair





Putnam Public Schools | 2022

Strategic Planning Committee Members

Daniel Sullivan

Superintendent of Schools

Jacqueline Vetrovec

Director of Curriculum & Instruction

Heather Taylor

Principal, Putnam High School

Teri Bruce

Principal, Putnam Middle School

Patty Bryant

Director Family Resource Center, Putnam Elementary School

Nancy Cole

Business Administrator

Becky Lopes

Director of Student Services

Mike Morrill

Board of Education

Jill Zangerl

Board of Education

Jamie Heath

Board of Education

Carrie Riendeau

Parent

Heather Goodier

Community Member

Emily Morrison

Parent

Guinevere Weiker

Student, Putnam High School

Meredith Burbank

Educator, Putnam Middle School

Gretchen Hess

Educator, Putnam High School

Chelsea Calabrese

Educator, Putnam Elementary School

Sally Crosby

Paraprofessional

Pamela McDonald

Educator, Putnam Elementary School

Facilitated and Prepared by

Teaching and Learning

Alliance, Inc.

800 West Cummings Park, Suite 5900 Woburn, MA 01801 781-305-3540





Summary of the Strategic Planning Process

The strategic plan is a powerful tool that can assist a district in staying focused on what it is, what it wants to be, and how it can achieve its goals. It represents "the set of actions an organization chooses to pursue in order to achieve its objectives. These deliberate actions are puzzle pieces that fit together to create a clear picture of how the people, activities, and resources of an organization can work effectively to accomplish a collective purpose." (Curtis & City, 2010, p. 20). The strategic planning process affords the opportunity to seek feedback from constituents that comprise the school district: students, parents, staff, administrators, school committee, and the community, in order to best serve the educational community in the future.

In the Spring and Fall of 2022, members of the Putnam Public Schools and community came together to develop a strategic plan that would serve as a road map for improvement for the 2023 through 2028 school year. The following three-step strategic planning process was employed to help guide the planning process:

PPS Strategic Plan 2023-2028

Phase 1
Building the Foundation

Phase 2
Building the Plan

Phase 3
Implementing the Plan

Phase One

Phase One represented an important step in beginning the building of a strong foundation in the strategic planning process. In this phase, relevant data representing the performance of the Putnam Public Schools was collected and community input and feedback was solicited. A series of forums were conducted with parents, community, school committee, staff, and leadership. Ex-post facto data about the Putnam Public Schools was also collected to be used in Phase Two of the process. This data guided the work of the Strategic Planning Committee in Phase Two of the process.

Phase Two

In **Phase Two**, a Strategic Planning Committee was established to begin the important work of analyzing internal and external data to guide the work in establishing a mission, core values, and a vision. The current strategic plan was also assessed to inform the development of a new plan. During Phase Two work, members of the Strategic Planning Committee analyzed internal and external data collected in order to identify common themes, referred to in the plan as arches. The Strategic Planning Committee established a strategic objective for each arch, developed strategic initiatives for each objective, and identified outcomes for each strategic objective. The Strategic Committee also revisited the vision in this phase to ensure it represented the mission of the Putnam Public Schools. A theory of action was also developed.

Phase Three

In the **final phase** of the strategic planning process, the Strategic Planning Committee discussed how the newly developed contents of the strategic plan could be implemented both vertically and horizontally in the organization to guide the change process over the next five years. Strategies were highlighted that would be employed to ensure that district improvement would focus on the identified compass points.



Mission: What We Do

The **Mission Statement** explains who we are and highlights our fundamental reason for existing. When others read the mission statement they should understand what our core role is as a district. The mission creates fundamental questions for all organizations to ask:

- What is it that we do as a school district?
- Who does the district serve?
- What are the core values of our school community?
- What are the strengths and challenges in our district?

The Strategic Planning Committee reviewed all collected data from parents, community, and staff and then engaged in a great deal of conversation regarding the aforementioned questions and developed the following mission statement:

We, in partnership with the community, cultivate continuous personal and academic growth by meeting the needs of the **whole child** in a safe, equitable learning environment.



Core Values: What We Believe

The Putnam Public Schools' **Core Values** should remain constant in an ever-changing world. These values provide the foundation for our work and influence how we conduct ourselves and engage with others. The following set of core values were established:

We believe in...



Perseverance

Developing our abilities through hard work and maintaining a growth mindset



Unity

Every individual is unique and is an equally important member of our school culture, climate, and success



Pride

Honoring ourselves, our schools, and our community



Respect

All members of the school community should treat one another with consideration, integrity, and honesty

Vision: What We Aspire To Be

A **Vision Statement** represents an aspirational description of what an organization would like to achieve or accomplish in the mid-term or long-term future. It is intended to serve as a clear guide for choosing current and future courses of action. It is intended to be our compass – our North Star. The vision statement should be a brief, but concise statement that clearly exemplifies the district's vision for those it serves.

Our graduates are independent learners who can apply their knowledge to different purposes and embrace the future. They are resilient, persistent, and adaptable. With empathy and understanding of diverse cultures and perspectives, our learners can work in a collaborative fashion to find creative solutions to problems. Failure is viewed as an opportunity for future success, and exploration of the world is encouraged.

Theory of Action

An organization's **theory of action** represents a set of actions that will be implemented in order to improve the organization and help it reach its mission. The theory of action is closely related to the strategic objectives and how their implementation will lead to organizational improvement.

In providing high quality curriculum, instruction, and professional development, allocating funding for effective, safe, and modern facilities, recruiting and retaining qualified staff, enhancing effective communication between home, school, and community, and fostering safe and supportive learning environments;

We cultivate continuous personal and academic growth by meeting the needs of the whole child in a safe, equitable learning environment.





Strategic Objectives and Strategic Initiatives

2023 - 2028

After developing a mission, core values, and a vision, the Strategic Planning Committee began the work of developing the strategic objectives that will serve as the core focus of district improvement for the next five years. Each objective is highlighted in an action plan that includes multiple strategic initiatives for each objective, outcomes, and responsibility. The following four strategic objectives emerged from the process:

1 Teaching, Learning, and Leading

Promote student success through high quality coordinated curriculum, instruction, and professional development

2 Finance, Capital, and Personnel

Allocate funding to provide effective, safe, and modern facilities; recruit and retain qualified staff

3 Climate, Culture, and Wellness

Foster safe and supportive learning environments for social, emotional, and academic growth

Communication and Community Engagement

Enhance effective communication among home, school, and community to promote engagement and partnerships



Promote student success through high quality coordinated curriculum, instruction, and professional development

Strategic Initiative

Evaluate PK-8 math and ELA curriculum and ensure vertical alignment of priorities, learning targets and learning outcomes

Outcome

Vertically aligned curriculum, understanding of student outcomes, higher student achievement

Timeline

Jan. 2023 - Jan. 2028

Spring 2023/Fall 2024

Develop an ELA and a Math committee.

Identify deficits in existing curricular documents

SY 2023-2024 and Fall 2024:

Identify learning targets and learning outcomes including grade level exemplars.

Ensure curricular documents reflect newly identified targets and outcomes.

SY 2024-2026:

Develop a timeline and plan for full PK-8 staff rollout of curricular documents.

Utilize professional development and Professional Learning Community time to inform staff of curricular expectations

Responsibility

Director of Curriculum and Instruction

Strategic Initiative

Explore opportunities to better address the range of student academic abilities in middle and elementary schools

Outcome

Ensure that all students are appropriately challenged and ready

Timeline

Jan. 2023 - Jan. 2028

SY 2022-2023

With the leadership team, research and define learning opportunities that challenge and address a range of academic abilities.

SY 2023-2024

Run pilot programs on a small scale if appropriate and analyze data to measure the effectiveness.

Map a long-range plan/approach for all students to engage in challenging learning opportunities.

Provide professional learning and begin to implement (I.e. review resources, design instruction, etc.)

SY 2024-2025

Implement learning experiences that challenge learners.

Examine learning experiences and evaluate the effectiveness of student achievement.

Responsibility

PES Principal
PMS Principal

Strategic Initiative

Explore and develop unique opportunities and pathways for increased learning opportunities and enrollment at Putnam High School

Outcome

Retain, recruit and provide increased opportunities for all current and potential students

Timeline

Jan. 2023 - Jan. 2028

Spring 2023/Fall 2024

Form committee to research unique programs and models being used across CT schools and beyond.

Examine the possibility of being a magnet high school.

Spring 2025

Conduct student interest inventory.

Explore feasibility of running a pilot program.

Responsibility

PHS Principal and Superintendent



Strategic Initiative

Develop curriculum that integrates Portrait of the Graduate competencies throughout PK-12 and ensure students have opportunities to demonstrate those competencies

Outcome

Increased coordination among schools and improve academic outcomes for all students

Timeline

Jan. 2023 - Jan. 2028

Spring 2023/Fall 2024

Introduce the Portrait of the Graduate system to PK-8 staff.

Define and develop opportunities within the PK-8 curriculum where students can demonstrate the Portrait of the Graduate skills.

SY 2023-2024

Ensure Grades 9-12 curriculum is fully aligned to the Portrait of the Graduate expectations.

Develop age and development appropriate rubrics which demonstrate attainment of the Portrait of the Graduate skills for grade spans PK-2, 3-4, 5-6 and 7-8.

SY 2024-2025

Utilize professional development and Professional Learning Communities time to review, reflect and revise the Portrait of the Graduate opportunities provided to students at the PK-8 level.

Responsibility

Director of Curriculum and Instruction and Leadership Team

Strategic Initiative

Ensure the Multi tiered system of supports (MTSS) procedures are being implemented across the district

Outcome

Meet at-risk and identified student needs

Timeline

Jan. 2023 - Jan. 2028

Spring 2023

Committee reviews current practices and procedures.

District Team to conduct Self Assessment

Fall 2023 (annually)

Present Multi Tiered Systems of Support (MTSS) at building-level meetings

Develop tiered interventions.

Spring 2024

Determine effectiveness of the interventions/processes.

Late Spring 2024

Make edits to processes as necessary.

Ongoing

Collaborate with building leadership, special education director, and curriculum director to assess Multi Tiered Systems of Support supports

Responsibility

PHS Assistant Principal, PMS Dean of Students, and PES Assistant Principal



Strategic Objective #2: Finance, Capital, and Personnel

Allocate funding to provide effective, safe, and modern facilities; recruit and retain qualified staff

Strategic Initiative

Increase staffing to support high needs students

Outcome

Improve student outcomes for at risk students

Timeline

Jan. 2023 - Jan. 2028

Spring 2023 and SY 2023/2024

Examine student/staff ratios in Putnam as well as surrounding communities with similar demographics.

Examine Special Education prevalence rates over time

Examine ELL numbers and status (direct service vs monitoring)

Explore programs and services with cost neutral opportunities.

SY 2023/2024

Research and visit programs in surrounding communities

Develop program mission, population served, tuition, staffing needs

Fall 2024/Spring 2025

Presentation to the BOE.

Responsibility

Director of Student Services and BOE

Strategic Objective #2: Finance, Capital, and Personnel

Strategic Initiative

Develop capital improvement plan including facilities and determine how to fund it

Hire and retain staff committed to working in Putnam and continue to prioritize competitive salaries and benefits

Outcome

Support budget funding to meet the district mission, vision, and strategic initiatives

Increase staff retention rate

Timeline

Jan. 2023 - Jan. 2028

Spring 2023 - Spring 2028 (annually)

Annual presentation of facility needs to the Board of Education and Board of Finance.

January for Board of Education (annually) and March for Board of Finance (annually)

Inclusion and presentation of the proposed capital plan during the budget process.

Spring 2023

Explore opportunities to host student teachers or interns.

Spring 2023 - Spring 2028 (annually)

Determine staffing needs prior to Jan. 1.

Begin advertising and recruiting for anticipated vacancies by March 1.

Ongoing

Participate in area job fairs or create a regional job fair.

Responsibility

Superintendent, Business Administrator, and BOE

Principals, Directors, and Superintendent

Strategic Objective #2: Finance, Capital, and Personnel

Strategic Initiative

Increase public awareness of the financial needs of the Putnam Public Schools

Outcome

Support budget funding to meet the district mission, vision, and strategic initiatives

Timeline

Jan. 2023 - Jan. 2028

2023-2028

Explore opportunities to increase the transparency of the budget document

Spring 2023 - Spring 2028 (annually)

Conduct a budget building presentation after each municipal election.

Spring 2023 - Spring 2028 (annually)

Invite Board of Finance and Board of Selectmen to the Superintendent's budget presentation and subsequent workshops.

Spring 2023 - Spring 2028 (annually)

Post all budget documents and recording of the superintendent's presentation on the website

Responsibility

Superintendent, Business Administrator, and BOE

Strategic Objective #2: Finance, Capital, and Personnel

Strategic Initiative

Analyze current tech devices and forecast ongoing needs to develop plan to address ongoing tech enhancements and repairs

Outcome

Comprehensive technology plan to address district technology needs

Timeline

Jan. 2023 - Jan. 2028

Spring 2023 - Spring 2024

Apex provides an inventory and needs assessment.

SY 2024 - 2025

Committee develops plan.

Fall 2025

Committee presents plan to Board of Education.

Responsibility

Apex Technology and District Tech Committee









Strategic Objective #3: Climate, Culture, and Wellness

Foster safe and supportive learning environments for social, emotional, and academic growth

Strategic Initiative

Examine the effectiveness of current PK-12 SEL programs and make appropriate changes

Outcome

Increase effectiveness of programs to support students

Timeline

Jan. 2023 - Jan. 2028

Fall 2024

Conduct 3-year data analysis of student attendance and behavior.

Review vertical alignment of Social Emotional Learning skill acquisition.

Spring 2024

Review data with Social Emotional Learning building level advisory teams.

SY 2024-2026

Develop curricular enhancements.

Responsibility

Director of Curriculum and Instruction and SEL Advisory Teams

Strategic Objective #3: Climate, Culture, and Wellness

Strategic Initiative

Evaluate the effectiveness of current school climate programs, impact on student learning, bullying and student respect

Develop a district-wide

philosophy, expectations

and language of student

behavior

Outcome

Increase effectiveness of programs to support culture

Program clarification for students and families

Timeline

Jan. 2023 - Jan. 2028

Spring 2023

Conduct 3-year data analysis of student attendance and behavior.

Fall 2023

Review data with Social Emotional Learning building level advisory teams to develop and identify problem areas, learning opportunities and possible intervention strategies.

SY 2023-2024

Develop Social Emotional Learning curriculum assessment that is grade level appropriate.

SY 2024-2025

Develop a plan to promote and share expectations and language with families and community

Responsibility

PHS Assistant Principal, PMS Dean of Students, and PES Assistant Principal

Director of Curriculum and Instruction and SEL Advisory Teams

Strategic Objective #3: Climate, Culture, and Wellness

Strategic Initiative

Explore opportunities and increase in-person family engagement opportunities and student participation in community events

Outcome

Increased family involvement and community engagement

Timeline

Jan. 2023 - Jan. 2028

SY 2023-2024

Develop a family needs assessment to identify types of parent engagement and learning opportunities.

SY 2024-2025 (and update annually)

Develop an in-district activities calendar.

SY 2024-2028 (as needed annually)

Examine the Putnam community events calendar and identify opportunities for schools to get involved.

SY 2023-2028 (as needed annually)

Promote participation via social media, school website and local news sources.

Responsibility

Principals, FRC Director, Coaches, and Advisors







Strategic Objective #3: Climate, Culture, and Wellness

Strategic Initiative

Increase awareness and education of bullying prevention and improve student behavior

Outcome

Safe school environment for all students

Timeline

Jan. 2023 - Jan. 2028

Spring 2023

Conduct 3-year data analysis of student attendance and behavior.

Fall 2023

Review data with SEL building level advisory teams to develop and identify problem areas, learning opportunities and possible intervention strategies.

Spring 2024 (annually)

Provide parent training and information related to bullying and student behavioral expectations.

Responsibility

PHS Assistant Principal, PMS Dean of Students and PES Assistant Principal, FRC Director



Strategic Objective #4:

Communication and Community Engagement

Enhance effective communication among home, school, and community to promote engagement and partnerships

Strategic Initiative

Investigate how we make parents our partners

Outcome

Increase parental participation and engagement

Timeline

Jan. 2023 - Jan. 2028

SY 2023-2024

Create a community involvement task force that includes parents and Board of Education representatives.

SY 2024 - 2025

Identify (surveys) and develop programming for parents to increase engagement in the schools (in-person, web-based).

SY 2025 - 2028 (annually)

Create a public calendar of events that brings parents into the schools and students into the communities.

Responsibility

Superintendent and District Leadership Team

Strategic Objective #4: Communication and Community Engagement

Timeline Strategic Initiative Outcome Responsibility Jan. 2023 - Jan. 2028 Create resource of Build upon existing SY 2023-2024 Superintendent, BOE, community partnerships community supports Create a community involvement task **FRC Director** force that includes parents and Board of Education representatives. SY 2025 - 2028 (annually) Create a public calendar of events that brings parents into the schools and students into the communities. Investigate how we Identify necessary Spring 2023 Director of program enhancements support special Develop a two-part survey **Student Services** populations to be Develop a system to collect prepared after graduating seniors' personal graduation information/email SY 2026/2027 Administer survey to graduating class of 2023

Strategic Objective #4: Communication and Community Engagement

Strategic Initiative	Outcome	Timeline Jan. 2023 - Jan. 2028	Responsibility
Celebrate successes, promote excellence	Improve district image through sharing district successes	SY 2023-2028 (regularly) Promote success via social media, school websites and local news sources.	Principals, Leadership Team, Athletic Director, and Superintendent
		SY 2023-2028 (regularly) Conduct regular meetings with the district communications committee.	
Examine MS to HS transition process	Improved parent communication and transition process	Spring '23 (target audience = grade 7) Conduct a data analysis of student academic/attendance/behavior of students in grades 7-8.	PMS and PHS Principals
		Administer a survey to grade 8 students identifying their high school choice with reasons for their choice.	



Proud of Our Past, Charting Our Future

Putnam Public Schools Strategic Plan | 2023-2028

Our Mission

We, in partnership with the community, cultivate continuous personal and academic growth by meeting the needs of the whole child in a safe, equitable learning environment.

Our Vision

Our graduates are independent learners who can apply their knowledge to different purposes and embrace the future. They are resilient, persistent, and adaptable. With empathy and understanding of diverse cultures and perspectives, our learners can work in a collaborative fashion to find creative solutions to problems. Failure is viewed as an opportunity for future success, and exploration of the world is encouraged.

Our Core Values



Perseverance

Developing our abilities through hard work and maintaining a growth mindset



Unity

Every individual is unique and is an equally important member of our school culture, climate, and success



Pride

Honoring ourselves, our schools, and our community



Respect

All members of the school community should treat one another with consideration, integrity, and honesty

Strategic Objectives

2023 - 2028

Strategic Objective #1: Teaching, Learning, and Leading

Strategic Objective #2: Finance, Capital, and Personnel

Strategic Objective #3: Climate, Culture, and Wellness

Strategic Objective #4: Communication and Community Engagement

Putnam Public Schools

152 Woodstock Avenue | Putnam, CT 06260 860 963-6900 | www.putnamschoolsct.org



Putnam Public Schools

152 Woodstock Avenue Putnam, CT 06260

P: 860-963-6900

F: 860-963-6904

www.putnamschoolsct.org