

# ROBBINSVILLE PUBLIC SCHOOL 2023-2028 STRATEGIC PLAN – ACTION PLAN

**FOCUS AREA:** Communication and Community

**GOAL STATEMENT:** Develop a culture that fosters productive citizens through intentional community partnerships and effective communication.

---

**OBJECTIVE 1:** Facilitate partnerships between the schools, families, and community to enhance student educational, career, and employment opportunities.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Identify experts in the community and connect them with high school students to mentor and partner with students for a winter job fair for summer internships and employment.	High school counseling department	letters to community social media posts created a list of experts	October 2023	List of experts shared with adm. and counseling department
B. Continue with vocational school information night and in-school information sessions.	High school counseling department	Contact MCTS	Fall 2023	Participants in attendance at events
C. Expand Dual Enrollment opportunities with four-year institutions	High School counseling department.	Network with college admission representatives.	Fall 2024	2024 - 2025 Program of Studies with new dual enrollment option.

	Building Administration	Collaborate with high-performing districts to learn about their dual enrollment programs.		
--	-------------------------	---	--	--

**Objective 2:** Create opportunities for students to experience community life by building strong stakeholder relationships.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Review curricular areas to determine appropriate areas in which to embed career information into the middle school and high school curriculum including: <ul style="list-style-type: none"> <li>• career areas of growth</li> <li>• employment projections</li> <li>• various career paths</li> </ul>	Curriculum Department	access to all curricula	Summer 2023	C&I department report to the Ed. Policy Committee of the BoE
B. Expand the series of guest speakers for the middle school based on career path interests and current trends	Middle school counseling department	contacts of potential speakers	Fall 2023	List of presenters calendar of events Press releases

in potential careers.				
C. Create more opportunities for peer-to-peer interaction between high and middle school students to promote healthy choices and decisions.	District counseling department	access to student schedules	Winter 2023	Scheduled meetings and events
D. Create opportunities for alumni to speak to middle and high school students about their experiences in the district and beyond. Include former students who have chosen the trades and military as career options.	District counseling department  Middle School and High School administration	Survey to alumni to gain their interest/topics on what they would be willing to present.  Build a database of alumni contacts	Winter 2023	Scheduled meetings and events

**Objective 3:** Promote community engagement to foster a unified culture with the district's visions and plans.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
<p>A. Continue utilizing the school-based and district-level DEI committees for:</p> <ul style="list-style-type: none"> <li>a. DEI walks</li> <li>b. establishing classroom expectations</li> </ul>	<p>C&amp;I department</p> <p>DEI Committee</p>	DEI Committee	Fall 2023 and ongoing	<p>Create actions steps based on the data collected</p> <p>Develop a list of classroom expectations</p> <p>Provide support and training for the teachers</p>
<p>B. Engage our stakeholders in meaningful and various ways to answer questions and communicate essential topics to ensure transparency</p>	<p>Superintendent</p> <p>Administration</p>	<p>Q&amp;A documents and meetings</p> <p>Quarterly town hall meetings for all stakeholders to ask questions of the superintendent</p>	Fall 2023 and ongoing	<p>Create a set schedule with dates in advance.</p>

C. Post and refer to the strategic plans throughout all appropriate communications in order to establish a clear vision	Superintendent	Constant Contact  Social media accounts  Monthly column in the Advance written by the Superintendent to report school news.	Fall 2023 and ongoing	Finished and BoE approved strategic plan  BoE agendas  Community communications
D. Share BOE presentations in advance of the monthly BOE meeting.	Superintendent	Slide decks will be presented at the BOE meetings.	Monthly	Sending the presentations prior to the BOE monthly meeting.

**Objective 4:** Streamline and formalize clear school-related communication with all stakeholders.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Meet with the three principals of our schools to determine and outline the parameters of clear and timely communication.  The goal should include consistent communication methods between all three schools and the central office.	Superintendent, Principals, and PR consultant (as needed)	Google calendars  District app  Education Networks (district website host)	Summer 2023	1 district schedule for all events

B. Create a centralized District calendar that is accessible by all three buildings and the Central office. Determine parameters for the use and communication of dates.	Superintendent Building Administration	Google calendars District app Education Networks (district website host)	Summer 2023	All calendars are centralized and easily accessible to staff, parents, and the community
C. Use technology to streamline communication, specifically for families with students in more than one building.	Superintendent Building Administration	Education Networks (district website host) Smore District app	Summer 2023	All calendars centralized and easily accessible to staff, parents and community
D. Use existing technology to consolidate emails to make information easier to find.	Superintendent Building Administration	School and district website	Summer 2023	

**Objective 5:** Rebuild trust through transparent and respectful district communication.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Ensure that all employees, including Administration and Board of Education members, are informed about communications that uphold the values of tone, timeliness, transparency, clarity, and respectfulness.	All staff members, administration, the BOE members, and the superintendent	BoE Policies 3282, 3283, 4283, 9400, 3282	Summer 2023	Review of existing policies

# ROBBINSVILLE PUBLIC SCHOOL 2023-2028 STRATEGIC PLAN – ACTION PLAN

## FOCUS AREA: Instruction and Program

**GOAL STATEMENT:** To develop standards-based, student-centered instruction for all students while demonstrating a commitment to the Whole Child through the development of student opportunities leveraging a rigorous and varied curriculum, a wide range of extracurricular activities at all levels, and a commitment to obtaining and utilizing technology for all students and staff.

---

**OBJECTIVE 1:** The District will create Career Technical Education (CTE) and/or Academic Academies at the High School Level.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
<p>A. Investigate and explore the possibility of creating and implementing academic academies at the high school level by:</p> <ul style="list-style-type: none"> <li>a. Form an RHS committee to conduct site visits to other schools within and outside Mercer County</li> <li>b. Determine the best practices of the academy program and if those fit the schedules and</li> </ul>	<p>RHS teachers, administrators</p> <p>Central Adm.</p> <p>RHS Students</p>	<p>Data and articles on the cost, benefits, and problems from schools that have moved to this model</p>	<p>Fall and Winter 2023</p> <p>The analysis of our current structure and the research/planning phase last for 2 full school years (2023/2024) and 2024/2025) with possible implementation for the fall of</p>	<p>A roster of committee members, meeting schedule, minutes from meetings</p> <p>Final report to the superintendent and BoE</p>



<p>structure of RHS.</p> <p>c. Submit a report with a recommendation to the superintendent and BoE via C&amp;I Committee</p>			<p>2025.</p> <p>A pilot group with students and parents in Spring 2024</p>	
<p>B. If warranted and if it would enhance academic opportunities for our Robbinsville students, form a committee to:</p> <p>a. outline and create a multi-year action plan for implementing an academy (s) at RHS</p>	<p>RHS teachers, administrators Central Adm. RHS Students</p>	<p>Data and articles on the cost, benefits, and problems from schools that have moved to this model</p>	<p>Spring 2024</p>	<p>A multi-year action plan for implementing an academy (s) at RHS</p> <p>Identification of which academies</p>
<p>C. Enact an action plan to begin offering an academy(s) at RHS</p>	<p>RHS teachers, administrators Central Adm. RHS Students</p>	<p>Staffing, proper certification investigation, course descriptions, professional development</p>	<p>Winter 2024 to Spring 2025</p>	<p>Summary of Year 1 of a multi-year action plan for implementing an academy (s) at RHS, including targets for improvement for Year 2</p> <p>Student schedules</p> <p>Updated Program of Study</p>

D. Create an end of year one, report about the success and shortcomings of Year One implementation, and make recommendations for a possible Year Two	RHS teachers, administrators  Central Adm.  RHS Students		Spring 2026	Summary of Year 1 of a multi-year action plan for implementing an academy (s) at RHS, including targets for improvement for Year 2
--	---	--	-------------	--

**Objective 2:** Revisit and potentially revise the current K-8 Math Program. Continue exploring multiple and varied modalities to address math, digital, financial, and general literacy needs.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Investigate implementing a new math program for k-8 by forming a committee of administrators and teachers. Activities include: <ul style="list-style-type: none"> <li>a. establish criteria for potential programs</li> <li>b. contacting vendors</li> <li>c. visiting other districts</li> <li>d. pilot options</li> <li>e. choose a new program for the 24-25 budget</li> </ul>	C&I department Teachers k-8, one per grade level  Building administration	Listing of appropriate vendors and quotes  Contact cohort of other school districts	Summer through December 2023 for investigating  Spring 2024 for a final decision	Rubric for selecting the math program  Vendor quotes

<p>B. Establish an implementation schedule and action plan to include:</p> <ul style="list-style-type: none"> <li>a. professional development</li> <li>b. procuring and distributing resources</li> <li>c. curriculum writing</li> <li>d. family nights</li> </ul>	<p>C&amp;I department Teachers k-8, one per grade level</p>	<p>Connecting and partnering with the selected vendor</p>	<p>Late summer 2024</p>	<p>Implementation schedule</p> <p>Chosen vendor/program</p>
<p>C. Monitor the implementation plan and submit a summary assessment plan to the BoE.</p>	<p>C&amp;I department</p>		<p>Late Spring 2025</p>	<p>Summary of data (qualitative and quantitative) to assess the success of implementation</p>

**Objective 3:** The district will offer a robust, age-appropriate, and comprehensive course of study, inclusive of increasing AP offerings (including, but not limited to honor elective courses ie. gender studies, business law, computer science, music), courses focused on STEAM, and courses in the humanities and social sciences while promoting equity throughout all course offerings. The district will also explore computer science at the elementary level and a diverse selection of elective courses at the middle school.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Explore offering computer science at the elementary level (look to also possibly partner with RED or an outside vendor)	SES Principal  Staff members representing STEM  C&I Director  IT Director  Business Admin	Review of other course offerings in other schools	Fall 2024	Curriculum revision  Student schedules  BoE approval
B. Form a committee with the goal of enriching and enhancing the middle school course of study by: a. targeting and identifying comparable districts to our Program of Study, math levels, and course offerings	PRMS teachers PRMS guidance rep PRMS administration C&I personnel	Research other high-performing schools	Fall 2025	A roster of committee members  Schedule of meetings  Minutes of meetings  A summary report of findings and accomplishments

<ul style="list-style-type: none"> <li>b. emphasize a diverse selection of elective courses</li> <li>c. speak to and/or visit other districts</li> <li>d. create a summary report to the superintendent and the BoE</li> </ul>				
<p>C. For a committee with the goal to enrich and enhance the high school course of study by:</p> <ul style="list-style-type: none"> <li>a. targeting and identifying comparable districts to our Program of Study, AP offerings, course offerings</li> <li>b. speak to and/or visit other districts</li> <li>c. create a summary report to the superintendent and the BoE</li> </ul>	<p>RHS teachers</p> <p>RHS guidance rep.</p> <p>RHS administration</p> <p>C&amp;I personnel</p>	<p>Research other high-performing schools</p>	<p>Fall 2026</p>	<p>A roster of committee members</p> <p>Schedule of meetings</p> <p>Schedule of visits</p> <p>Minutes of meetings</p> <p>A summary report of findings and accomplishments</p>

**Objective 4:** The District shall ensure equitable access to all Extra Curricular Offerings (ie. Late Bussing, Unified Lunch, Expansion of Raven Time block)

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Evaluate the cost of late buses at Pond and RHS so that all barriers to clubs and athletics are removed and make a recommendation to the BoE for inclusion in the budget	Transportation Director  Business Adm.  RHS adm.  Pond adm.	Review the former plan to offer this service	Winter 2023	Cost analysis  Sample bus routes  Recommendation to the BoE for inclusion in the budget
B. Investigate and evaluate the potential possibilities for a unified lunch at RHS by: a. forming a committee to: i. visit other high schools ii. speak to adm. in those schools iii. create a summary report for the superintendent and BoE to include: 1. cost,	RHS teachers  RHS guidance rep.  RHS administration  District Adm.  Aramark rep.	Research other high-performing schools	Fall 2023 through late Winter 2024	A roster of committee members  Schedule of meetings  Schedule of visits  Minutes of meetings  A summary report of findings and accomplishments  Recommendation, if appropriate, to the

2. staffing issues, 3. student management				BoE Ed. Policy Committee
--	--	--	--	--------------------------

**Objective 5:** Create a wide range of clubs and activities, including but not limited to: Academic Competitions, and before-school and after-school enrichment options at the elementary level.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Implement an inventory of student interest at RHS and PRMS, and submit it to each school's administration to be shared with the central administration	Guidance department Building Adm. Superintendent	Research other high-performing schools and club offerings	Winter 2023	Student inventory survey  Compilation of data
B. At RHS, continue to assess the number and types of clubs based on student interests and update the list for inclusion into the budget	RHS adm.		ongoing over the life of the strategic plan	Recommendations and budget provided to central office administration and the BoE Finance Committee

C. At PRMS, continue to assess the number and types of clubs based on student interests and update the list for inclusion into the budget	PRMS adm.	Research other high-performing schools and club offerings	ongoing over the life of the strategic plan	Recommendations and budget provided to central office administration and the BoE Finance Committee
D. Continue offering a plethora of clubs, competitions, awards, etc. at RHS and PRMS via student surveys, participation rate, and budget	Building Adm. Business Adm. Superintendent	Review of budget totals and costs	ongoing over the life of the strategic plan	Recommendations and budget provided to central office administration and the BoE Finance Committee
E. Develop a process to standardize student activity fees and streamline fee payment process	Building Adm. Business Adm. Superintendent	Creation of standardized fees and payment process	Summer 2023	Standardized fee structure  Streamlined payment process



**Objective 6:** Create and maintain a district-wide 1:1 device initiative structure for students and staff, while maintaining online security and increasing the ability to monitor online conduct.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
<p>A. Compile the data and inventory associated with:</p> <ul style="list-style-type: none"> <li>a. the life cycle of devices</li> <li>b. investigate type, end of service, etc., iPads v Chromebooks</li> <li>c. other appropriate devices</li> </ul>	<p>IT Director</p> <p>IT BoE Committee</p> <p>Business Adm.</p>	<p>List of the current inventory of devices</p>	<p>Spring 2023</p> <p>Ongoing over the life of the strategic plan</p>	<p>Completed listing of all devices</p> <p>Data and inventory with a report to the BoE</p>
<p>B. Recommend to the Board of Education's IT and Finance Committees the number of devices needed to purchase to become entirely one-on-one across all three schools</p>	<p>IT Director</p> <p>IT BoE Committee</p> <p>Business Adm.</p>	<p>Quotes of cost of devices</p>	<p>Spring 2023</p> <p>Ongoing over the life of the strategic plan</p>	<p>BoE Committee minutes</p> <p>BoE approval of purchasing devices</p>

C. Investigate the implementation of programs aimed at enhancing the district's IT offerings to include: <ul style="list-style-type: none"> <li>a. Livewire</li> <li>b. Classwise</li> <li>c. Gaggle,</li> <li>d. Others for online security</li> </ul>	IT Director IT BoE Committee  Business Adm.	Quotes of cost of programs	Ongoing over the life of the strategic plan	BoE Committee minutes  BoE approval of purchasing devices
---	--	----------------------------	---	---

**Objective 7:** Modernize classroom and all other in-room academic technologies and provide technology professional development for all staff while developing a plan for maintaining and updating functional hardware throughout the school year

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Define " <i>model classroom</i> ", and investigate what that looks like, what resources are available and associated costs	IT Director  Building principals  Staff	list of devices  contacting other schools	Spring 2024 and then ongoing over the life of the strategic plan	Listing of resources for each classroom  Blueprints of classrooms
B. Investigate the costs of a model classroom unique to each school.	IT Director  Business Adm.	Obtaining quotes from vendors	Spring 2024 and then ongoing over the life of the strategic plan	Listing of costs associated with devices and resources

C. Create and implement guidelines for installing and modernizing classrooms for each school.	IT Director Business Adm.		Summer 2024 and ongoing for the duration of the strategic plan	Rubric for classrooms to reflect the resources needed
D. Explore and offer appropriate professional development for staff in technology integration.	C&I Director Curriculum Department	District Professional Development Plan	Fall 2024 and ongoing for the duration of the strategic plan	Schedule of PD for staff

# ROBBINSVILLE PUBLIC SCHOOL 2023-2028 STRATEGIC PLAN – ACTION PLAN

## FOCUS AREA: Student and Staff Supports

**GOAL STATEMENT:** The district will ensure myriad supports to foster the overall well-being of all staff and students, leading to a harmonious community committed to growth.

---

**OBJECTIVE 1:** The district will recruit, develop, and retain highly-qualified diverse teaching staff.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Create a recruitment action plan which details how the district will recruit, retain and develop a diverse high-qualify and properly certified staff.	Human Resources Manager Superintendent Teaching staff	Analyze the EE05 report, visit colleges, provide student-teacher placements	Summer 2023  March 2024 attend recruitment opportunities	Staffing and Program Recoupment Action Plan
B. Continue to be an active member of CJPRIDE and their offerings of networking opportunities to attract diverse staff member candidates	Human Resources Manager Superintendent Assistant Sup.	host or participate in job fairs and events	Ongoing	Attending CJPRIDE meeting, update BoE Personnel Committee twice a year

C. Continue to refine and improve the interview process	Human Resources Manager  Superintendent  Administration	professional development, survey employees	Summer 2023 ongoing for the duration of the strategic plan	Staffing and Program Recoupment Action Plan reviewed each year
D. Develop a consistent system for gathering staff feedback. a. exit conference b. surveys	Human Resources Manager  Superintendent  Administration		Summer 2023 ongoing for the duration of the strategic plan	Minutes from exit conferences  Survey results shared with personnel committee

**Objective 2:** The district will provide professional development and time to support student and staff wellness.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. When developing the professional development calendar for the year, including ample time for wellness, reflection, and programs to be implemented to support students	All Admin, Curriculum Department, Department of Student Services, & Department of Wellness and Counseling	professional speakers/services, OTIS, professional development agendas	Ongoing/Quarterly	Professional Development Feedback Surveys  <i>Zones of Regulation</i> for staff

B. Provide time during the day for both students and staff to complete/achieve tasks and goals.	All Admin, Curriculum Department, Department of Student Services, & Department of Wellness and Counseling	AVID, study hall, intervention services, PLCs	Ongoing	Achievement scores through i-Ready, LinkIt!, and teacher/student feedback  <i>Atlas</i>
C. Provide time for teachers, administrators, and other support staff to meet to discuss challenges and help create solutions.	All Admin, Curriculum Department, Department of Student Services, & Department of Wellness and Counseling	I&RS, PLCs, team planning, faculty meetings, professional development days	Ongoing	student action plans, intervention services, I&RS support, strategic planning meetings

**Objective 3:** The district will dedicate resources to the development of the social, physical, and emotional well-being of the whole child.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Incorporate instruction on healthy lifestyle choices across curricula.	Nurses, HPE teachers, coaches, administration, counselors, Curriculum Department	H/PE curriculum guides, professional development	Ongoing	student performance, curriculum, and lesson plan audits, project-based learning

B. Implement a comprehensive SEL curriculum that provides structured models for student behavior and problem-solving capabilities.	All teaching staff, administration, counselors, CST, Curriculum Department	Responsive classroom, PBSIS, NJSLS	Ongoing	Morning meetings, lesson plans, staff/student self-assessment, check-ins
--	--	------------------------------------	---------	--

**Objective 4:** The district will enact a more robust tiered academic support system to meet the needs of diverse learners, including increased choice, interventions, and opportunities to extend learning.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Institute a peer-mentor program that matches upperclassmen and lower classmen to provide guidance throughout the high school process.	All teaching staff, administration, counselors, CST, Curriculum Department, Department of Student Services, and Department of Wellness & Counseling PTA Student council	Mentor handbook  calendar  schedule	Ongoing	Implementation of a new onboarding process with clear relationships  survey data from student mentors and mentees

B. Create multiple pathways to student achievement that are clearly outlined with specific benchmarks that students understand and internalize.	All teaching staff, administration, counselors, CST, Curriculum Department, Department of Student Services, and Department of Wellness & Counseling	Diverse course offerings, Program of Study grades 6-12	Ongoing	Additional pathways established
C. Partner with local colleges for additional college-level education and programming.	All teaching staff, administration, counselors, CST, Curriculum Department, Department of Student Services, and Department of Wellness & Counseling	transportation, visit local colleges	Ongoing	enrollment report, comprehensive Program of Study, multiple pathways
D. Partner with local corporations/businesses to create student opportunities and alumni.	All teaching staff, administration, counselors, CST, Curriculum Department, Department of Student Services, and Department of Wellness & Counseling	onboarding process, transportation	Ongoing	increased work-study opportunities, scholarships, donations, and networking



**Objective 5:** The district will implement strategies that support learners in becoming active members of society.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Utilize student data to promote ongoing growth in all content areas.	All Admin, Teaching Staff, and I&RS Committees	LinkIt!, i-Ready, SGOs, PDPs, PLCs	Ongoing	NJDOE Performance Reports, LinkIt! data reports, i-Ready data, self-assessment results
B. Build safe opportunities for students to grow through productive struggle.	All Staff	PBSIS, Responsive Classroom, Advisory, AVID	Ongoing	Zones of Regulation check-In students, project-based learning, student self-assessment, Danielson Evaluation
C. Build a culture that accepts the greatest opportunities for growth comes from overcoming our mistakes and challenges.	All Staff	PBSIS, Responsive Classroom, Advisory, AVID	Ongoing	Zones of Regulation check-In for students, project-based learning, student self-assessment, Danielson Evaluation
D. Evaluate grading systems and grading criteria at all levels, providing students with the opportunity to fail, take corrective action, and find success.	All Admin, Teaching Staff, and I&RS Committees	LinkIt!, i-Ready, Genesis, Danielson Framework, Atlas	Ongoing	NJDOE Performance Reports, LinkIt! data reports, i-Ready data, self-assessment results, Atlas reports

# ROBBINSVILLE PUBLIC SCHOOL 2023-2028 STRATEGIC PLAN – ACTION PLAN

**FOCUS AREA:** Facilities: Grade-Level Expansion

**GOAL STATEMENT:** To expand spaces, repurpose/retrofit, and remodel to maximize and use space most effectively.

---

**OBJECTIVE 1:** Build/Establish/Identify an Early Childhood Learning Center with Administrative Offices to create additional space in each building. Reexamine realigning grade levels to create additional space at each school.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. To begin preparing for district debt to drop off in five years, start discussions about new grade configurations and what that would entail, including: <ul style="list-style-type: none"><li>a. philosophy</li><li>b. using the debt appropriately</li><li>c. new Board office</li><li>d. new grade configuration</li><li>e. new building</li><li>f. new staffing additions</li><li>g. renovating bathrooms to be ADA compliant</li></ul>	Business Administrator and Buildings and Grounds Manager Superintendent	Proforma of current and future costs	Fall 2023 and ongoing for the duration of the strategic plan	BoE meeting presentations BoE meeting minutes BoE Committee agendas and minutes List of ideas and proposals to repurpose spaces

<p>B. Form an “expansion exploratory committee” to include members of the community, parents, staff, administration, and BoE. This committee will:</p> <ul style="list-style-type: none"> <li>a. conduct a community survey</li> <li>b. develop a final report for the BoE</li> <li>c. develop an action plan</li> </ul>	<p>Business Administrator and Buildings and Grounds Manager Superintendent</p>		<p>Fall 2023 and ongoing until a final report is completed in the late Spring of 2024</p>	<p>Summary report making recommendations presented to the BoE</p>
<p>C. Create an action plan and a final report to include the community survey results and committee decision-making. The survey will include questions regarding:</p> <ul style="list-style-type: none"> <li>a. auditorium at Pond</li> <li>b. new grade configuration</li> <li>c. early childhood center</li> <li>d. multiple use areas at all three schools</li> </ul>	<p>Business Administrator and Buildings and Grounds Manager Superintendent Committee Members</p>		<p>Winter 2023 and ongoing until a final report is completed in the late Spring of 2024</p>	<p>Summary report making recommendations presented to the BoE by late Spring 2024</p>

**OBJECTIVE 2:** Create Common Spaces (K-12) to accommodate large groups such as an auditorium, and/or a theater (multi-purpose)

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. The survey of the expansion exploratory committee will include constructing common spaces, auditoriums, and theaters at all three schools. In particular, additional functional spaces at Pond and Sharon considering an auditorium at both.	Business Administrator and Buildings and Grounds Manager Superintendent Committee Members	Schematics of school facilities  Blueprints  review former ideas for district expansion including press releases and communications to the public	Fall 2023 and ongoing until a final report is completed in the late Spring of 2024	Summary report making recommendations presented to the BoE by late Spring 2024

**Objective 3:** Partner with the township to plot out potential growth.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
<p>A. Continue to keep an open line of communication with the town council and the mayor about potential growth and new developments being planned and approved in Robbinsville by:</p> <ul style="list-style-type: none"> <li>a. scheduling quarterly meetings</li> <li>b. District representatives attend council meetings quarterly</li> <li>c. openly share information about potential growth in the township</li> </ul>	<p>Business Administrator</p> <p>Superintendent</p> <p>BoE Members</p> <p>Town council members</p>	<p>Previously submitted architectural ideas and recommendations including costs</p> <p>Review of census data on the population of the township</p>	<p>Ongoing for the duration of the strategic plan</p>	<p>BoE meeting presentations</p> <p>BoE meeting minutes</p> <p>BoE Committee agendas and minutes</p>

**Objective 4:** Modernize Classroom/Room Technology in all classroom/room spaces.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Establish a committee through the IT Department made up of staff members and administration to develop a list of components that should be standard in all of our classrooms. The goal is to remain on The Cutting edge of educational technology in the classroom while integrating it into the curriculum.	IT Director Staff members Adm.	Review of current trends in educational buildings and model classrooms	Winter 2023 and ongoing for the duration of the strategic plan	List of resources for classrooms  POs to purchase resources
B. Establish a budget and a 5-year plan to update a certain number of classrooms with these new standards annually.	Business Adm. IT Director	Review of funding in this area over the past 5 years  Review of costs of the resources	Winter 2023 and ongoing through the 5-year strategic plan	Summary report for the IT Committee of the BoE with recommendations for the subsequent 5 years

<p>C. Budget for procuring the necessary equipment to update and modernize all classrooms in the district over the next 5 years.</p> <p>a. Equipment will include:</p> <ul style="list-style-type: none"> <li>i. furniture</li> <li>ii. technology</li> <li>iii. flooring</li> <li>iv. refurbishing walls</li> <li>v. whiteboards</li> </ul>	<p>Business Adm. IT Director</p>	<p>Review of budget in this area over the past 5 years</p> <p>review of costs of the resources</p>	<p>Winter 2023 and ongoing for the duration of the 5-year strategic plan</p>	<p>Budget documents reflecting a commitment to this goal</p>
--	--------------------------------------	--	--	--

**Objective 5:** To hire additional staff to meet the needs of the expansion/renovation.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
<p>A. The action plan of the expansion committee will include a plan to hire additional staff to meet the needs of the potential expansion and renovations of our three buildings.</p>	<p>HR Manager Superintendent</p>	<p>The position control roster of current staff</p> <p>review of staffing data over the past 5-10 years</p>	<p>Fall 2023 with the final recommendation report presented to the BoE</p>	<p>List of recommendations and a summary report presented to the BoE Finance and Personnel Committee</p>

**Objective 6:** 6. Renovate/repurpose existing space at RHS: bathroom renovations, classrooms/rooms, desks).

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
<p>See Objective 1A. and 4C. above</p> <p>The emphasis should be placed on functional space as well as improving the bathrooms in all three buildings. Lisa the time Turner</p>	<p>Business Administrator and</p> <p>Buildings and Grounds Manager</p> <p>Superintendent</p>		Fall and Winter 2023	<p>BoE meeting presentations</p> <p>BoE meeting minutes</p> <p>BoE Committee agendas and minutes</p> <p>Budget documents reflecting a commitment to this goal</p>



# ROBBINSVILLE PUBLIC SCHOOL 2023-2028 STRATEGIC PLAN – ACTION PLAN

**FOCUS AREA:** Facilities: Finance

**GOAL STATEMENT:** To generate additional revenue using creative and innovative ways.

**OBJECTIVE 1:** To recruit and retain a highly qualified staff member to coordinate revenue-generating initiatives. Act as a liaison between the school district and the community to foster and expand partnerships.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Investigate other districts and determine what type of position (i.e. certification, full-time, etc.) would fill this role	Superintendent Athletic Director Business Adm.	An Internet search for similar positions  List of alumni  List of local businesses	Summer 2023 and ongoing for the duration of the strategic plan	List of positions from other districts
B. Create a community action committee for the purpose of generating sponsors for the district while also working in coordination with the Education Foundation	Superintendent	Communication with the community for volunteers	Fall 2023	A roster of committee members  Schedule of meetings  Minutes of meetings

C. Canvas the community for ideas and potential revenue sources by communicating to the community the need	Committee	District's Constant Contact and email listings	Fall 2023 and ongoing for the duration of the strategic plan	Survey results communicated to BoE Finance Committee
D. Create and approve a job description for this role	Superintendent HR Manager	Samples of similar job descriptions	Fall 2023	BoE approval, job description

**Objective 2:** Increase rental fees using current and future facilities to generate revenue. Establish/Review facilities fee schedule on a yearly basis.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Review the fee schedule and compare it to other districts	BoE Finance Committee	Review the current fee schedule  Obtain fee schedules from other districts	Spring 2023	List of updated rental fees  Comparable chart with other districts

B. Attend to the needs of the facilities in order to offer better resources at higher rental fees	Business Adm. Finance Committee Facilities Manager	current fee schedule  fee schedules from other districts	Ongoing and ongoing for the duration of the strategic plan	
C. Investigate the need for future facilities at PRMS and SES	Business Adm. Finance Committee Facilities Manager	Review of architectural lists with costs and 5-year facility Improvement plan	Ongoing and ongoing for the duration of the strategic plan	Minutes of discussions with building administration
D. Advertise and communicate the additional revenue generated	Business Adm. Finance Committee Facilities Manager	Review of current fee schedules	Ongoing for the duration of the strategic plan	Board agendas listing the revenue
E. Investigate the renting of common spaces by advertising these smaller spaces	Business Adm. Finance Committee Facilities Manager	Review of current fee schedules	Ongoing for the duration of the strategic plan	Fee schedule reflecting these spaces

F. Investigate building an indoor “bubble” for various events as a way to generate funds and improve facilities	Business Adm. Finance Committee Facilities Manager	Quotes for the costs of this project  review what other districts are offering	Ongoing for the duration of the strategic plan	List of costs  List of options
---	--	--	--	--------------------------------------

**Objective 3:** Partner Community Sponsorships scoreboards, signage, and outfields. Establish a community-to-business partnerships collaboration, reviewing and expanding Advertisements

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Create a community action committee for the purpose of generating sponsors for the district while also working in coordination with the Education Foundation	Superintendent	Review BoE Policy 6163	Summer 2023	Roster of members Meeting dates Meeting minutes Updated Policy 6163
B. Build relationships with the community by expanding the role of the education foundation	Ed Foundation members	Review of other districts' Education Foundation events	Ongoing for the duration of the strategic plan	BoE report  Additional events to raise funds

C. Canvas the community for ideas and potential revenue sources by communicating to the community the need	Community Action Committee and Ed Foundation		Fall 2023	Posting of ideas from the community  Meeting minutes
D. Create and approve a job description for this role	Superintendent	Review of job descriptions of similar positions	Fall 2023	Job description BoE approval

**Objective 4:** Start energy savings initiatives that help fund recurring costs within the district.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Investigate ways to save funds by decreasing utility costs: a. LED lights b. investigate ESIP	Business Adm. Facilities Manager Finance Committee	Current budgeting amounts  Review DoE offerings	Ongoing for the duration of the strategic plan	Quotes from vendors  Documents from the DoE  Cost analysis

B. Publicize the cost savings of the solar project	Business Adm.	Updated website page listing the cost Savings of the solar project and others	Ongoing for the duration of the strategic plan	Website posting  Communication to community
--	---------------	---	--	---

# ROBBINSVILLE PUBLIC SCHOOL 2023-2028 STRATEGIC PLAN – ACTION PLAN

**FOCUS AREA:** Facilities: Technology Infrastructure

**GOAL STATEMENT:** To upgrade the district's technology infrastructure, modernize classrooms and improve safety across all three schools.

---

**OBJECTIVE 1:** To provide each location with a generator to support all of our systems

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Investigate costs associated with procuring and installing generators at all three buildings with a priority for the high school	BA, Finance Committee and Facilities Director	List of current resources	Fall 2023	Quotes of cost to purchase and install  Installation of generators
B. Determine the best location for the generators at all three sites	BA, Finance Committee and Facilities Director	Schematics of all three schools  Input from experts to locate appropriate space	Fall 2023	Map detailing locations  Updated LRFP

C. Consult experts and the NJ Dept. of School Safety to determine the size and need of the generators	BA, Finance Committee and Facilities Director	Contacts at the DoE in the NJ Dept. of School Safety	Fall 2023	Summary of discussions  Log of emails/calls
D. Investigate alternate sources of funding such as: a. safety grants b. ROD grants	BA, Finance Committee and Facilities Director		Summer 2023 and ongoing for the duration of the strategic plan	Summary of investigation to the BoE Finance Committee
E. Purchase and install generators after following all applicable New Jersey purchasing laws	BA, Finance Committee and Facilities Director		Summer 2024	Purchase orders  Installed and working generators



**Objective 2:** Modernize classroom/room technology & presentation devices

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Visit other school districts to determine the model standard for our buildings	BA, Finance Committee, Principals and Facilities Director	List of schools to visit	Fall through Winter 2023-24	Calendar dates for visitations
B. Create a list of what a model classroom should have as a standard across the three schools including: a. presentation devices b. delivery of curriculum systems c. student devices d. staff devices e. interactive boards	BA, Finance Committee, Principals and Facilities Director	Online resources List of current technology resources, inventory List of approved NJ-certified vendors	Fall through Winter 2023-24 Upkeep the inventory list as future purchases are made	A listing of what is contained in a model classroom Timeline of implementation
C. Present options for committees of teachers at each building and to the Technology Committee of the BoE	BA, Principals	A final listing of resources available in a model classroom	Spring 2024	Meeting agendas A listing of what is contained in a model classroom

**Objective 3:** To implement a Safety & Security (ENS Systems) Emergency Notification System at all locations.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Investigate costs associated with procuring and installing Safety & Security (ENS Systems) Emergency Notification Systems at all locations	BA, Finance Committee, Principals, IT Director, and Facilities Director	Listing of qualified and State-approved vendors	Summer through Fall 2023	Quotes from qualified vendors  Recommendation to the Finance Committee via the Technology Committee
B. Determine locations for Safety & Security (ENS Systems) Emergency Notification Systems at all locations	BA, Principals, IT Director, and Facilities Director	Detailed schematics of all three schools	Fall 2023	Completed map of all three schools with the location of communication devices
C. Investigate alternate sources of funding such as: a. safety grants b. ROD grants	BA, Finance Committee and Facilities Director	Review of past grant submissions	Summer 2023	Summary of investigation to the BoE Finance Committee

D. Purchase and install ENS System after following all applicable New Jersey purchasing laws	BA, Finance Committee	Materials for installation	Summer 2024	Installed and working emergency communication system
--	-----------------------	----------------------------	-------------	--

**Objective 4:** Consistent Infrastructure Upgrades.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Assess and review current and new components	BA, Technology Committee, IT Director, and Facilities Director	Listing of qualified and State-approved vendors	Summer 2023	Systematized audits for planning and yearly evaluations
B. Evaluate Funding Sources	BA, Business Committee, Technology Committee, IT Director	Listing of qualified and State-approved vendors along with grants and private funding	Summer 2023	Establish funding strategies and schedules to maintain upgrades
C. Training and Education	Superintendent, Assistant Superintendent, IT Director, IT Staff	Classes, systems documentation, and vendor training	Summer 2023	Endorse training and timelines to support upgrades

**Objective 5:** Create and maintain a district-wide 1:1 device initiative for staff & students.

Major Activities	Staff	Supporting Resources and Materials	Timelines	Indicators of Success, Desired Outcomes
A. Investigate the number needed and types of devices to expand technology resources (i.e., laptops, iPads) to staff and students based on enhancing access to the curriculum in all content areas	IT Department C&I Department	Listing of possible devices with pricing  Needs assessment	Summer 2023	Purchasing and deployment of devices
B. Investigate costs associated with expanding technology resources (i.e., laptops, iPads) to staff and students	IT Department	List of current inventory	Fall and Winter 2023	Purchasing and deployment of appropriate devices
C. Implement a system of accountability for students and their parents by: a. developing a device usage handbook that outlines the proper usage and	IT Department Superintendent Building Principals	Review of other district handbooks and current policies	Fall 2024	Handbook  System for parent sign-off

responsibility for the devices b. developing a sign-off sheet for parents and students c. implementing a device rollout to students d. implementing a student device management system with staff e. ensuring all policies reflect this new resource				
--	--	--	--	--

# ROBBINSVILLE PUBLIC SCHOOL 2023-2028 STRATEGIC PLAN – ACTION PLAN

**FOCUS AREA:** Finance: Updates and Maintenance

**GOAL STATEMENT:** Elevate facilities, upgrade and maintain all district locations structures, and systems (infrastructure).

---

**OBJECTIVE 1:** Replace, add, and retrofit HVAC units in all district locations (Energy Savings Program).

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. List and prioritize facilities needs across the district	Business Adm. Facilities Manager	Review of budgeted items and long-range facilities plan	Summer 2023 and ongoing for the duration of the strategic plan	Completed list 5-year Long Range Facility Plan
B. Investigate costs for upgrades to systems, including: a. HVAC b. Classroom units c. Other ESP areas	Business Adm. Facilities Manager	Review of budgeted items  Review of ROD grant application	Summer 2023	Quotes from contractors
C. Obtain quotes for a possible referendum for when the debt is reduced	Business Adm. Facilities Manager	Review current lists of projects	Winter 2023	Quotes from contractors

D. Update the Long Range Facilities Plan to reflect these upgrades	Business Adm. Facilities Manager	Review of the long-range facility plan and ensure that it is maintained and current	Winter 2023 and ongoing for the duration of the strategic plan	LRFP updated and submitted to DoE
--	----------------------------------	---	--	-----------------------------------

**Objective 2:** Replace and Maintain Roofing in all district locations.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. List and prioritize roofing needs across the district	Business Administrator and Buildings and Grounds Manager	List of current needs with costs and a list of completed projects updated as projects are completed	Winter 2023	List of roofing needs LRFP
B. Investigate costs for roof upgrades and repairs	Business Administrator and Buildings and Grounds Manager	List of current needs with costs and a list of completed projects updated as projects are completed	Winter 2023	Quotes from contractors
C. Obtain quotes for roof repairs and replacements for a possible referendum when the debt is reduced	Business Administrator and Buildings and Grounds Manager	List of current needs with costs and a list of completed projects updated as projects are completed	Winter 2023	Quotes from contractors

**Objective 3:** Locate and add parking in all district locations.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Investigate and determine parking needs across all three schools	Business Administrator and Buildings and Grounds Manager	Architectural schematics and drawings currently completed	Winter 2023	Quotes from contractors
B. Determine costs associated with parking lot needs	Business Administrator and Buildings and Grounds Manager	Architectural schematics and drawings currently completed	Winter 2023	Quotes from contractors List of priority by need
C. Plan for construction projects associated with parking lots	Business Administrator and Buildings and Grounds Manager	Architectural schematics and drawings currently completed	Winter 2023	Update LRFP to reflect contraction projects



**Objective 4:** Upgrade, replace, and or relocate Fields, Courts & Pools in all district locations.

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
<p>A. To begin preparing for district debt to drop off in five years, start discussions with the “expansion committee” including:</p> <ul style="list-style-type: none"> <li>a. upgrading fields</li> <li>b. acquiring new fields</li> <li>c. new location for tennis courts</li> <li>d. possible indoor pool</li> </ul>	<p>Superintendent</p> <p>Business Adm.</p> <p>Staff</p> <p>Community Members</p> <p>Athletic Director</p> <p>Buildings and Grounds Manager</p>	<p>map of current District-owned property</p> <p>PowerPoint of the proposal to expand field</p>	<p>Winter 2023 and ongoing for the duration of the strategic plan</p>	<p>A roster of committee members</p> <p>Meeting dates</p> <p>Meeting minutes</p> <p>List of achievements and recommendations</p>

**Objective 5:** Replace, add, retrofit, and convert to LED Lights. (Energy Savings Program).

Major Activities	Staff	Supporting Resources and Materials	Anticipated Start Date and Timelines	Indicators of Success, Desired Outcomes
A. Continue to work with our electrical contractor to finalize a proposal to convert all of our lights to LED for the purpose of saving energy costs.	Business Administrator and Buildings and Grounds Manager		Spring 2023 and ongoing until completed	<ul style="list-style-type: none"> <li>LED lights installed throughout the district, both inside and outside our facilities</li> </ul>
B. Present the final proposal and quote to the Finance Committee of the Board of Education for eventual Board approval.	Business Administrator and Buildings and Grounds Manager		Summer 2023	<ul style="list-style-type: none"> <li>Quote</li> <li>Committee minutes</li> </ul>