

"Our Commitment to Our Children" Task Checklist

2006

	Status
Announce two divisions of school and appoint Heads	v
Initiate annual increases in professional development	v
Appoint a full-time assistant in first grade	v
Appoint a network specialist	v
Appoint a new Director of Alumni and Development	v
Appoint a Director of Marketing, Communications and Community Relations	v
Charge a committee to review a parent code of behavior	v
Complete an analysis of fees and solicitations	v
Appoint a receptionist and school secretary	v
Meet weekly with new administrative team	v
Explore new data systems options	v
Appoint a facilities manager	v
Charge Division Heads to form a teaching and learning committee	v
Charge Division Heads with assigning teachers to discussion groups	v
Charge school counselor with establishing task force on character ed	v
Announce a plan for parent discussions of relevant issues	v
Appoint a task force to review marketing plan	v
Charge Dir. of Marketing and Dir. of Admissions to review all admissions procedures	v
Move management of Human Resources to Business Office	v
Appoint a task force regarding school appearance and use of space	v
Complete a facilities and maintenance audit	v
Appoint a task force on demographics and educational environment	v
Charge Director of Development with creation of a complete development plan	v
Appoint a task force to assess auxiliary programs and revenue enhancement	v
Charge a committee to determine the feasibility of a full -day prekindergarten program	v
Create a food service health and information package	v
Charge the technology committee with the creation of a technology strategic plan	v
Restructure and assign board committees	v
Prepare benchmarks for independent school performance	v
Establish a faculty evaluation plan	v
Charge a task force on diversity	v
Charge a task force with developing ways to honor service to the school	v
Designate space for a day-care co-op	v

Details of each task can be found at www.brightschool.com under the heading
"Strategic Plan"
2007

	Status
Begin increase in faculty salaries	
Review means for revenue enhancing	v
Appoint a technology coach	v

Appoint a full-time assistant to second grade	v
Insert more financial aid into the budget	v
Place line item in budget for teacher recruitment	v
Conduct first annual self-assessment	v
Institute a Master Teacher program	
Charge a task force to create a teacher apprenticeship program	
Locate the offices of Admissions, Marketing and Development in close proximity	v
Upgrade telephone system	v
Retain the services of a clinical psychologist	

2008 - 2011

	Status
Approve a land acquisition policy	
Retain a fundraising consultant	
Appoint a full-time assistant to third grade	v
Begin an increase in benefits for faculty and staff	
Approve a goal for the Centennial Campaign	
Appoint a full-time assistant to fourth and fifth grades	
Initiate the public phase of the Centennial Campaign	
Commission a History of the School	

Steering Committee Members

Lynn Bryant, Chair	Carrie Kennedy
Joel Beard	Renee Kropff
Denise Cooper	Andy Lunn
Vicki Hitchcock	Joy Lusk
Kathleen Hunt	O.J. Morgan
Judy Holley	

Task Force and Committee Chairs

Character Development: School Counselor	Master Teacher: TBD
Marketing for Region: Kim Brown	Parent Codes: Carol Woods
Service Recognition: Carrie Kennedy	Pre-K Program: Denise Cooper
Demographics: David McDonald	Diversity: Jean Key
Auxiliary Programs and Revenue Enhancement: Joy Lusk	Admissions: Joe Mosier
Space, School Appearance: Suzanne Winchester	Teaching and Learning: Carol Woods and Denise Cooper