

ROXBURY TOWNSHIP PUBLIC SCHOOLS

Action Plan: Goal 2

Strategic Plan Goal Area – Facilities & Finance / Safety & Security
2016-2017

Responsibility:	Central Office Administration / All Administrators / Security Director						
Objective:	Create a safe, economically viable, friendly atmosphere for students, staff and community members equipped to inspire all learners to achieve their potential.						
Needs Assessment Activity:							
Objective Selection Participants:	Central Office Administration / All Administrators / Security Director						
Activities	Staff	Timelines	Resources		Constraints	Evaluation/Criteria	Progress
			Financial	Other			
SECURITY							
1. Re-design of security position: **Meet with John Eschmann & Teresa Rehman – redistribution of former position’s job responsibilities **Create job description **Meet with Personnel Committee **Communicate & approval of BOE **Hire Security Director	Central Office Administration	July	Budgeted	N/A	N/A	Completion of activities	
2. Communicate with Cabinet	Central Office Administration and Full Cabinet	August 9, 2016 Administrative Retreat	N/A	N/A	N/A	Retreat Agenda	
3. Education/Finance/Facilities Committee Meetings	Central Office Administration and BOE	August – June	N/A	N/A	N/A	Meeting Agendas	

	Members						
4. Security Team Meetings: Outline steps and responsibilities, update developments, assess needs, develop recommendations	Central Office Administration, Director of Security, Administration, BOE Members	August – June	N/A	N/A	N/A	Meeting Agendas, BOE presentations	
5. Parent Night to present ALICE	Central Office Administration, Director of Security	September	N/A	N/A	N/A	Presentation - inform	
6. October In-Service	Central Office Administration, Director of Security, Principals	October	N/A	Director of Security/ Principal's Train	N/A	In-Service - train	
7. BOE Presentation	Director of Security & a Principal	October – after In-Service/ November	N/A	N/A	N/A	Presentation - update	
8. Budget Meetings	CO Admin, Admin, Finance Committee	September – December	N/A	N/A	N/A	Budget	
9. Discussions: How does HIB connect with Security? Character Education	CO Admin, Admin, Guidance Dept.	September – June	N/A	N/A	N/A	Meetings	
10. Security Drills: Implementation & Updates	CO Admin, Admin	October – June	N/A	N/A	N/A	BOE reports	
11. Update Crisis Plan	Central Office Administration, Director of Security, Principals	Meetings September – December	N/A	N/A	N/A	Completion of Crisis Plan: January	
12. Police to Attend Cabinet Meeting	Central Office Administration, Director of Security,	November	N/A	N/A	N/A	Report to BOE	

	Police, Full Cabinet						
13. Discussion: How does Technology and Cybersecurity fit with goal?	Director of Technology, Full Cabinet, Security Director	December	N/A	N/A	N/A	Report to BOE	
14. Review of Trauma Kits with Cabinet and Faculty	Central Office Administration, Director of Security, Full Cabinet	September: Cabinet October: Faculty Meetings	N/A	N/A	N/A	Report to BOE	
15. Facilities Plan	Central Office Administration, John Eschmann, Facilities Committee	September – December	Budget	N/A	Finances	Completion of Facilities Plan	

SUSTAINABILITY – Sustainable Jersey Schools

1. Needs Assessment	Megan Pepe, John Eschmann, Principals, Supervisors	Summer 2016	N/A	N/A	N/A	Report	
2. Outline Specific Goals	Megan Pepe, John Eschmann, Principals, Supervisors	September	Budget	N/A	N/A	Report	
3. BOE Reports – Asst. BA	Megan Pepe	September - June	N/A	N/A	N/A	Report	
4. BOE Presentation	Megan Pepe, John Eschmann	October/November & May/June	N/A	N/A	N/A	Presentation	
5. Select and Apply for Potential Grants	Megan Pepe, John Eschmann, Principals, Supervisors	October/November	N/A	N/A	N/A	Grant Application Grant	

6. Complete Building Certification	Megan Pepe, John Eschmann, Principals, Supervisors	October/November	N/A	N/A	N/A	Certification	
7. Staff Sustainability	Central Office Administration	September – December	N/A	N/A	N/A	Review Job Descriptions, Identify need for redundancy and back up District, Organizational chart, Realign coordination and support	