

## **Brookvale's Timeline for establishing New Vision and Mission Statements**

August –

- Trained staff on creating a vision and mission statement using PPT and activities during staff development days and discussed that we would be focusing on this task all year long in order to establish a vision/mission statement that was representative of every member of our school

Sept –

- Formed a student advisory group of students in grades K-6 we met monthly. *Each grade level had a student what was considered high, medium and low performing with varying leadership styles.*
- Provided and led the following groups in discussion with the following question **“What are the characteristics of an effective school”**
  - ✓ SSC
  - ✓ PTA
  - ✓ Staff (including classified)
  - ✓ Leadership team
  - ✓ Advisory group
  - ✓ Parent Institute meeting- held in Sept. and Oct
  - ✓ Community survey on the website

Oct –

- Leadership tallied the results of our the “characteristics of effective schools” and shared results with all groups
- Leadership team and staff researched other schools vision and mission statements to see if any of their statements resonated with our beliefs
- Met with student advisory group to see **what they liked and disliked about school and changes they would recommend to our school setting**

Nov –

- Shared the students results with all stakeholders regarding what students liked and disliked about school
- **Developed belief statements** with staff, leadership, SSC, PTA, parents, student advisory team and classified employees
- Continued to research vision and mission statements to see what powerful verbs represented our school and our beliefs with all groups

Dec –

- Shared belief statements with all groups
- Shared research and sought input about our findings on vision and mission statements with all groups
- Met with student advisory group to discuss their ideal school. **If they were to create a school from the ground up, what would it have, what would it look like and how would it run?** We discussed everything from the staff to the facilities to the type of learning that would take place
- Asked the following questions of all group members: **What skills do students need to acquire in order to become successful adults in the community?**
- **What will we do if students aren't learning, how will we know they are learning?**

Jan –

- Shared results of the student skills question with groups
- Used templates and sentence strips to begin writing vision and mission statements based upon our belief statements, our findings, our values and outcomes of the effective schools statements all groups developed
- All groups had a chance to begin writing the sentences that represented what we wanted to see for our vision/mission statement
- Leadership began to put the sentences together by establishing categories that should be addressed and represented in the vision and mission statements such as achievement, climate, etc

Feb-

- Shared with all the groups what categories that groups began writing their vision and mission statements about
- Received feedback from all groups about the process and ideas that all groups were coming up with in the development of our v/m statement and made revisions as suggested about the development of our statements
- Began to narrow down our focus and vote upon those belief statements we felt the strongest about and that we could measure and monitor
- Discussed how we would ensure that our vision was being addressed? How would we do what we do to make our vision come true...we discussed types of actions we would need to implement to make our vision a reality

Mar –

- Continued to construct vision statements that were representative of our entire school and that we could agree upon daily. Came up with a motto for our vision statement that was user friendly and easy to remember so that we could “live” our vision statement
- Met and shared our findings about our top 3 choices for our vision and mission statements with all groups to get consensus

Apr –

- Once vision statement was established we began to hone in on how we would implement our vision statement “what would we do to ensure that our vision statement was being followed/implemented” this is where we came up with our mission statement.

May –

- We had voted upon the new vision and began our voting on the mission statement
- Determined how to introduce the v & m to students and what our vision and mission statements might look like in the forms of instruction, school culture etc.

June –

- Reviewed and discussed how to implement the v & m into our daily conversations
- Place sizes for shirt
- PTA ordered the staff shirts for Friday vision days
- Submitted Facility change form for vision mural at school

July –

- Had our vision statement painted in mural form on the outside of the school so that everyday our students, staff and parents came onto campus they would be reminded of our vision

**Every Friday that school year was school vision day. We wore our t shirts united and we reminded students of our school’s vision and attempted to tie our vision into our daily duties.**