

International Christian School Uijeongbu
Continuous School Improvement Plan (CSIP)
Revised CSIP with Accreditation Recommendations
Strategic Plan

Updated Annually
2018/19 Edition

SCHOOL IMPROVEMENT GOAL:
PROFESSIONAL DEVELOPMENT PLAN

Major Recommendation 4: All faculty should be trained and coached in best practices that clearly align to the vision of ICS and its outcomes, formalizing current professional development initiatives, and as financially feasible furthering professional development opportunities that are consistent with school goals and current plans. (Standard 4)

Steps to achieve Goal	Timeline	Responsible person and involved persons	Resources	Assessing, monitoring and reporting progress
1) Implement new annual Professional Development Plans (PDPs) for teachers.	Year 1- partial implementation Year 2- fully implement	Administration Faculty	No additional fiscal resources needed PDPs	Director
2) Implement new annual teacher evaluations.	Annually	Administration Faculty	No additional fiscal resources needed Teacher evaluations	Principal
3) Analyze teacher PDPs and evaluations to determine common and needed areas of focus professional development.	Annually after year 2	Administration Faculty	Available funding In-house experts for training	Principal
<i>Current Administration</i>				
<i>Professional Development Program Handbook</i>	<i>Completed October 2018</i>	<i>Administration Faculty</i>	<i>No additional fiscal resources</i>	<i>Principal</i>
<i>Teacher Self-Evaluations</i>	<i>Annually</i>	<i>Administration Faculty</i>	<i>No additional fiscal resources needed Digital Teacher Self-Evaluations Instrument</i>	<i>Principal</i>
<i>Revised Personal Professional Development Plans including ACSI CPOE requirement</i>	<i>Annually</i>	<i>Administration Faculty</i>	<i>No additional fiscal resources needed Revised PPDP Form</i>	<i>Principal</i>

<i>Implement NICS Standards of Best Practice</i>	<i>Four standards a year for 4 years</i>	<i>NICS School Operations Team Administration Faculty</i>	<i>No additional fiscal resources needed Revised PPDP Form</i>	<i>Principal</i>
<i>Professional Development Opportunities</i>	<i>Annually</i>	<i>Administration Faculty</i>	<i>Budgeted fiscal resources as needed (\$3,636) Revised PPDP Form</i>	<i>Principal</i>

**SCHOOL IMPROVEMENT GOAL:
CURRICULUM MAPPING**

Major Recommendation 5: The school should continue its curriculum review cycle and documentation to ensure the delivery of a robust, viable curriculum. (Standard 5)

Steps to achieve Goal	Timeline	Responsible person and involved persons	Resources	Assessing, monitoring and reporting progress
1) Continue implementing the curriculum review cycle	Continuous	Principal and teachers	Research	Individual departments, Principal
2) Complete course overviews	2014-2015 school year	Teachers	Current standards, curriculum guides, and lesson plans	Principal
3) Research and study various methods for unit mapping with a select group of teacher in order to formulate a unified method for our school.	January - May 2015	Principal and selected teachers	Research	Principal
4) Assist teachers in learning the values and elements of unit mapping.	January - May 2015 (utilizing monthly teacher meetings)	Principal and teachers	Research, books, articles	Principal

5) Implement new standard unit planning format to ensure all elements of mapping are present.	Aug. 2015	Principal and teachers	Unit template and teamwork	Principal
<i>Current Administration</i>				
<i>Review of curriculum</i>	<i>Completed by December 2018</i>	<i>Administration Teachers</i>	<i>No additional resources necessary</i>	<i>Principal</i>
<i>Data analysis of student achievement in Literacy & Math</i>	<i>Completed October 2018</i>	<i>Administration Teachers</i>	<i>No additional resources necessary</i>	<i>Principal</i>
Revise curriculum review cycle	Completed by December 2018	Administration Teachers	No additional resources necessary	Principal
Professional development in unit planning	August 2019	Administration Teachers	Fiscal resources from professional development budget	Principal
Update curriculum maps	June 2022	Administration Teachers	No additional resources necessary	Principal
Update curriculum guides	June 2022	Administration Teachers	No additional resources necessary	Principal
Unit plans completed for core classes	June 2023	Administration Teachers	No additional resources necessary	Principal

SCHOOL IMPROVEMENT GOAL:

HIRE A NUTRITIONIST – *Completed in August 2015*

Steps to achieve Goal	Timeline	Responsible person and involved persons	Resources	Assessing, monitoring and reporting progress
1) Research potential applicants.	Begin search in the spring of 2015 for employment beginning in August of 2015	Office Manager Administrator	Salaried position	Administrator
<i>Nutritionist Hired</i>	<i>2015</i>			

SCHOOL IMPROVEMENT GOAL:

PARENT COMMUNITY INVOLVEMENT

Steps to achieve Goal	Timeline	Responsible person and involved persons	Resources	Assessing, monitoring and reporting progress
1) Develop a monthly or bi-monthly parent focus group to discuss school activities	Begin in the fall of 2014 and continue as needed to establish relationships. Ongoing	Director	Venue and provision of refreshments .	Director
2) Sponsor a TCK seminar for parents when seniors have a retreat.	Spring of 2015	Libby Stephens and Director	Senior fees cover seminar and retreat expenses. Housing and transportation are provided by Member Care.	Director's Advisory Committee (DAC) will evaluate this event.
3) Develop a parent organization with officers	SY 2015-16	Director and parent focus group	School facilities	Director and DAC
<i>Current Administration</i>				
<i>Director Coffee - meeting month with parents</i>	<i>January 2018 - continuing</i>	<i>Director and Office Staff</i>	<i>KW 15,000 per month</i>	<i>Director</i>
<i>Room Parents – Kakao groups by class</i>	<i>March 2018</i>	<i>DAC</i>	<i>None</i>	<i>Director</i>
<i>Parent Organization</i>	<i>April 2018</i>	<i>DAC</i>	<i>None</i>	<i>Director</i>

SCHOOL IMPROVEMENT GOAL:

DEVELOP A WRITTEN FACILITIES PLAN DOCUMENTING CRITICAL AREAS OF INSPECTION

Major Recommendation 3: The Administration, in collaboration with multiple stakeholders, should develop a comprehensive facilities plan that addresses current and future needs and opportunities. (Standard 8)

Steps to achieve Goal	Timeline	Responsible person and involved persons	Resources	Assessing, monitoring and reporting progress
1) Create a facilities manager position on staff	2015/16 school year	Steering Committee		Director
2) Research and adopt a modified facilities plan to meet the needs of ICSU	16/17 school year	Facilities manager		Director
3) Implement, review and revise (as needed) the developed plan	Continuing	Facilities manager		Director
<i>Current Administration</i>				
<i>1) New Gym for home volleyball and basketball games</i>	<i>June 2018 new three year contract with new gym facility</i>	<i>Director/Office Staff</i>	<i>Increased rent (KW 300,000 per month)</i>	<i>Director</i>

Major Recommendation 2: The Administration and faculty should develop and implement a comprehensive process through which student achievement data is collected and analyzed to provide a more informed understanding of student needs and to facilitate the adjustment of instructional strategies to meet those needs more effectively. (Standard 5)

Steps to achieve Goal	Timeline	Responsible person and involved persons	Resources	Assessing, monitoring and reporting progress
1) Analyze types of assessments currently being utilized school-wide. Research alternative best	15/16 school year	Administration Faculty	None	Director

practices of assessment methods.				
2) Emphasize and utilize best practice for assessing students in classes in order to adjust instructional strategies for classroom learning.	16/17 school year	Administration Faculty	None	Director
3) After analyzing assessments, develop specific MAP goals and evaluate goal achievement. (Administration and teachers will develop school wide goals. Grade level teachers will develop class goals. With the assistance of a teacher, students will develop individual goals for the end of the year assessment.)	School and class goals: 15/16 and ongoing Student goals: 17/18 and ongoing <i>(Found no documented evidence of completion of this goal.)</i>	Administration Faculty Students	MAP \$14 per student	Director
4) Implement school-wide writing assessment to measure writing abilities at the beginning and end of each year.	15/16 – K-5 16/17 – K-6 17/18 – K-12 18/19 - Ongoing	Teachers will submit rubrics to administration after summative evaluations are completed. Students and parents will be informed of abilities after assessment.	None	Director
<i>Current Administration</i>				
<i>Develop Data Use Protocol</i>	<i>Completed September 2018</i>	<i>Administration Faculty</i>	<i>No additional fiscal resources</i>	<i>Principal</i>

<i>Train teachers in using MAP Data</i>	<i>Annually - New Teacher Orientation</i>	<i>Administration Technology Director New Teachers</i>	<i>No additional fiscal resources</i>	<i>Principal</i>
<i>Student Goal Setting</i>	<i>Tri-Annually</i>	<i>Administration Faculty Students</i>	<i>Cost of paper, copying, printing</i>	<i>Principal</i>
<i>Long Term Data Database</i>	<i>Created October 2018 Updated after each testing session</i>	<i>Administration Technology Director Guidance Counselor</i>	<i>No additional fiscal resources</i>	<i>Principal</i>
<i>Student-Led Conferences - Grades K-5 and EFL students</i>	<i>Yearly</i>	<i>Administration Faculty Parents Students</i>	<i>Cost of paper, copying, printing</i>	<i>Principal</i>

Major Recommendation 1: The Administration should develop a comprehensive strategic plan with input from multiple perspectives that articulates a vision for the future and informs financial decisions in the present to ensure the sustainability and growth. (Standard 2)

Major Recommendation 6: The administration should develop a detailed School Improvement Plan to include a 3 - 5 year outlook, with analysis and detailed reporting procedures to determine whether the goals have been achieved. (Standard 10)

**SCHOOL IMPROVEMENT GOAL:
DEVELOP A MARKETING PLAN**

Steps to achieve Goal	Timeline	Responsible person and involved persons	Resources	Assessing, monitoring and reporting progress
1) Produce marketing materials	March/April 2018	Director	\$3,000	Director
2) Banners	March 2018	Director		Director
3) Pamphlet	March 2018	Director/YB teacher		Director
4) Brochure Booklet	March 2018	Director/YB teacher		Director

5) Marketing packet for prospective parents and businesses	March 2018	Director/YB teacher		Director
6) Advertise- Expat4Korea	April 2018	Director	\$1,000	Director
7) Locate Target Audience (Foreigners, homestay students, Chinese EFL students)	May 2018 - Ongoing	Director/Marketing Manager	\$2,000	Director

**SCHOOL IMPROVEMENT GOAL:
HIRE A MARKETING MANAGER**

Steps to achieve Goal	Timeline	Responsible person and involved persons	Resources	Assessing, monitoring and reporting progress
1) Interview possible candidates	May/June 2018	Director	None	Director
2) Hire	August 2018	Director	1 Salary	Director

**SCHOOL IMPROVEMENT GOAL:
INCREASE SPECIAL EVENTS & CLUBS AS REQUESTED BY PARENTS**

Steps to achieve Goal	Timeline	Responsible person and involved persons	Resources	Assessing, monitoring and reporting progress
1) 18/19 Add "I Love to Read Month," "Storybook Day," and "Science Fair."	August 2018	Special Events Task Force	Calendar	Director
2) 19/20 Add "Culture Day" and "Spelling Bee"	August 2019	Special Events Task Force	Calendar	Director
3) Review programs and revise as needed	August 2020	Special Events Task Force	Calendar	Director

**SCHOOL IMPROVEMENT GOAL:
INCREASE AP CLASSES OFFERED ON SITE AS REQUESTED BY PARENTS**

Steps to achieve Goal	Timeline	Responsible person and involved persons	Resources	Assessing, monitoring and reporting progress
1) Offer more AP classes 18/19 – 4 classes 19/20 – 6 classes 20/21 – 9 classes	August 2018 - continuing	Director	Books & Staff	Director
2) Hire teachers who will teach at least one AP class	February/May 2018	Director	None – replacing departing staff	Director
3) Order books	May 2018 – continuing each May	Director	\$2,000	Director
4) Continue talking with students and parents about the needed & wanted courses	Ongoing	Director	None	Director

**SCHOOL IMPROVEMENT GOAL:
START GOLF TEAM AS REQUESTED BY PARENTS**

Steps to achieve Goal	Timeline	Responsible person and involved persons	Resources	Assessing, monitoring and reporting progress
1) Hire golf coach	August 2018 - continuing	Director	Covered by golf team	Director
2) Promote program	May 2018	Director	Website, radio, blogs, & newspaper	Director
3) SNAG Golf	August 2018	PE teacher & golf coach	\$2,000	Director
4) SNAG Golf Competitions	September-November 2018	Golf Coach	None	Director
5) Junior golf competitions	Spring 2019	Golf Coach	None	Director

**SCHOOL IMPROVEMENT GOAL:
DEVELOP A HOMESTAY (HS) BOARDING PROGRAM**

Steps to achieve Goal	Timeline	Responsible person and involved persons	Resources	Assessing, monitoring and reporting progress
1) Talk with staff about being homestay parents	May 2018	Director	None or bigger apartments	Director
2) Advertise Program	June 2018	Director/ Marketing Manager	Online blogs, free radio, and website	Director
3) Enroll Students	July/August 2018	Admissions Team	None	Director
4) Recruiting at least 1 couple for the 19/20 school year	October 2018	Director, NICS recruiting team	None	Director
5) Hire 1 or 2 couples depending on need	School year 19/20	Director	1 or 2 Salaries and larger apartments	Director (10-14 students)
6) Hire 1 or 2 couples depending on need	School year 20/21	Director	1 or 2 Salaries and larger apartments	Director (14-22 students)
7) Hire 1 or 2 couples depending on need	School year 21/22	Director	1 or 2 Salaries and larger apartments	Director (22-30 students)
8) Continued recruiting for replacing couples who leave	Ongoing	Director	Salaries and larger apartments	Director

**SCHOOL IMPROVEMENT GOAL:
DEVELOP AN INTENSIVE EFL PROGRAM AS A GAP YEAR FOR 6-9 ENGLISH LEARNERS**

Steps to achieve Goal	Timeline	Responsible person and involved persons	Resources	Assessing, monitoring and reporting progress
1) Talk with Chinese parents and companies promoting English education to promote the program	Jan.-July 2019	Director	Possible trip to China	Director

2) Advertise Program	Jan.-July 2019	Director/ Marketing Manager	Online blogs, free radio, and website Chinese school manual	Director
3) Enroll Students	Jan.-July 2019	Admissions Team Marketing Manager	Advertising dollars	Director (8-10 students)
4) Hire Full-time EFL teacher	February 2019	Director, NICS recruiting team	1 salary & benefits	Director
5) Order EFL textbooks and prepare schedule	November/December 2019	Principal	\$550 includes shipping	Director
6) Continue to develop relationships and advertise the program.	Ongoing	Director Marketing Manager	Advertising dollars	Director

SCHOOL IMPROVEMENT GOAL:

DEVELOP A WINTER EFL PROGRAM TO FEED INTO AUGUST ENROLLMENTS (3 WEEKS IN JANUARY)

Steps to achieve Goal	Timeline	Responsible person and involved persons	Resources	Assessing, monitoring and reporting progress
1) Talk with Chinese parents and companies promoting English education to promote the program	Jan.-Nov. 2019	Director	Possible summer trip to China with UJB parent	Director
2) Advertise Program	July-Nov. 2019	Director/ Marketing Manager	Online blogs, free radio, and website Chinese school manual	Director
3) Enroll Students	November 2019	Admissions Team Marketing Manager	Advertising dollars	Director (8-10 students)
4) Hire EFL teacher for month of January	November/December 2019	Director, NICS recruiting team	KW 3,000,000 (covered in program costs)	Director
5) Promote 3 -week Homestay for students with	November/December 2019	Director Marketing manager	None	Director

UJB English speaking homes or local hotel				
6) Order EFL textbooks and prepare schedule	November/December 2019	Principal	\$550 includes shipping	Director
7) Plan weekend activities for students	December 2019	Marketing Manager	Covered in program costs	Director (8-10 students)
8) Arrange transportation (to & from airport - to & from school)	December/January 2019	Marketing Manager	Covered in program costs	Director (8-10 students)
Continue promotion and advertising for 2020 program	Ongoing	Marketing Manager	\$1,500	Director