

# CVES District Planning Team

May 21, 2018

# CVES 2017-18 District Planning Team



**Aubin, Thomas**  
**Bouyea, Shelley**  
**Brannock, Shari**  
**Calabrese-Gray, Teri**  
**Dancoes, Laura**  
**Davey, Mark**  
**Flick, Connie**  
**Friedman, Michele**  
**Harriman, Sr. Richard**  
**Landry, Jane**

**LaRocque, Donna**  
**(Board member**  
**Alternate)**  
**Marlow, Laura**  
**Mayer, Kim**  
**McCartney, Jim**  
**McDonald, Reggie**  
**Palmer, Hollis**  
**Phillips, Brigitte**  
**Robinson, Tonya**  
**Saunders, Lori**

**Smith, Matthew**  
**Snow, Cathy**  
**St. Pierre, Alex**  
**Stay, Grace**  
**Valenzuela, Daniel**  
**Waldron, Angie**  
**Wimett, Kim**  
**Worley, Caitlin**

# CVES 2017-18 Divisional Teams



## ISC/Central Administration Divisional Committee 2017

*Teri Calabrese-Gray, Team Leader (ISC)*  
*Hollis Palmer, Team Leader (Central  
Administration & Management Services)*  
Sherry Aguglia  
Laura Dancoes  
Susanne Ford-Croghan  
Brandon Johnson  
Jessica LaClair  
Sue Lefebvre  
Megan Manson  
Jessie Moulton  
Christine Myers  
Meaghan Rabideau/Louise Jackstadt  
Stephanie Trombley  
Matthew Walentuk

## Special Education Divisional Committee 2017

*Reginald McDonald, Team Leader*  
Ashley Brown  
Erin LaDuke  
Anthony Biasini  
Janel Kingsley  
Missy Litts  
Joelle Lucia  
Diane Perry  
Brigitte Phillips  
Grace Stay  
Valenzuela, Daniel

## CV-TEC Divisional Committee 2017

*Michele Friedman, Team Leader*  
Mark Brown  
Amy Burdo  
Tonya Couture  
Kevin Donoghue  
Adam Facteau  
Connie Flick  
Alexis Hamilton  
Nick LaCroix  
Colleen LaFountain  
Tina LeFevre  
Joanne Mazzotte  
Jim McCartney  
Joshua Meyer  
Jessica Mitchell-Briehl  
Kristen Parker  
Dana Poirier  
Nicole Santaniello  
Kevin Shaw  
Cathy Snow  
Sherry Snow  
Grace Stay  
Dena Tedford  
Beverly Thwaits

# CVES 2017-20 Strategic Plan



## CVES Mission Statement

Champlain Valley Educational Services empowers students, schools and communities by providing exemplary education, training, support and shared services.

## CVES Vision Statement

We aspire to be a nationally recognized, premier provider of dynamic and innovative programs and services, serving as a catalyst for personal and regional economic growth.

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## CVES Core Beliefs

- Students are our first priority.
- We value open and honest communication.
- We embrace collaboration and shared decision-making.
- We promote creativity and innovation.
- All students can learn and be successful.
- We all lead by example.
- We act with integrity, fostering respect for all.
- Students, family and community are valued partners for success.
- We ensure a safe, supportive learning and work environment.
- We all impact the educational process and are dedicated to perform at the highest possible levels.

# District-wide Initiatives

## Facilities Advisory Committee

- Met monthly
- Representatives from each division
- Executive summaries of meetings posted on SharePoint
- Recommendations to CVES Board



## Health Insurance Consortium

- Stakeholder representatives: NYSUT, CSEA, retirees, our Labor Relations service, and the component district superintendents and business officials
- Dealt with funding concerns



## CV-TEC May 2018 DPT Updates

The CV-TEC Division continues to work on the outlined CV-TEC Improvement Plan. To date, we are pleased to provide the following updates:

**Committee Charge: Provide our students multiple pathways to success that allow seamless, efficient transitions to further education or to the workplace.**

- National Work Readiness Credential Assessment administered on all campuses to all students on target for program completion in June: **Complete**
  - **260 students took the NWRC Assessments and 220 successfully earned the NWR Credential; an outstanding 85% success rate!**
- Professional Development opportunities for CV-TEC staff from various community agencies are in the process of being scheduled. **Ongoing**
  - Project Based Learning
  - Grading & Assessment

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## CV-TEC May 2018 DPT Updates

### **Committee Charge: Market our programs to achieve enrollment targets. Ongoing**

- Hosted over 1000 student visits to CV-TEC ranging from grades 5-11
- Open Houses on all Campuses
- Social Media presence
- Career Fair Booth
- Home School Visits

### **Committee Charge: Continuously update our five-year program, equipment, technology and facilities budgets and plans through a transparent process.**

- Re-survey staff regarding baseline equipment/technology needs and priorities: **Complete**
- Submit updated prioritization to Admin: **Complete**
- Create a replacement and service plan for existing equipment and develop and implementation process for completion: **In Progress**



## CV-TEC May 2018 DPT Updates

### **Committee Charge: Maintain COE accreditation and continuing eligibility.**

- Required Annual Report Due 12/15/17: **Complete**
- Host Fall Advisory Committee Meeting: **Complete**
- Host Spring Advisory Committee Meeting: Scheduled for June 2018

### **Committee Charge: Reinvigorate continuing education and job skills education training.**

- New Adult/Continuing Education classes offered for Winter/Spring Sessions:  
**In Progress/Ongoing**





# CV-TEC May 2018 DPT Updates

**Committee Charge: Provide for the social, emotional and mental health needs of our educational community.**

- Provide time and resources to enable the counselling team to develop and communicate a Social-Emotional Learning (SEL) Professional Development: **In Progress/Ongoing**
- Continue to make CV-TEC a warm, welcoming place for students and staff: \* You Matter/We Care culture \* Building Relationships/Making Connections \* Bucket filling \* Active listening \* Increasing time for staff and faculty collaboration: **In Progress/Ongoing**
- Continue to collaborate and communicate with component districts regarding student progress, national assessment schedules, etc. **In Progress/Ongoing**

## **CTE Program Updates**

- Renaming Small Engines to Power Sport Technology and relocating the program from the Satellite Campus to the Main Campus
- Redesigning the Aeronautic Program curriculum into a NYSED Approved 2 year program of study: Aviation Fundamentals. Discontinuing the FAA-certified Part 147 Airframe and Powerplant licensure option beginning in 18-19 school year.

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## ISC May 2018 DPT Updates

**The Instructional Services Center continues to focus on the work outlined in our plan, as well as assist various strategic planning committees across the organization. Our accomplishments this year include:**

- Regularly updating the CVES website, posting and monitoring to our social media sites, and expanding the use of Office 365 (including SharePoint) development and design tools to promote our programs and services both internally and externally;
- Continue distributing and sharing our informational brochure outlining all the services available through the Instructional Services Center. Staff have started to attend meetings across the organization to inform CVES employees the range of services offered at ISC. Also, the brochure was disseminated to school board members during component school board presentations;
- Currently in the process of creating an ISC video by the Communications Department with the assistance of ISC employees. The video will showcase employees completing a task from start to finish, to illustrate the creativity, uniqueness, and quality of a finished product that we are known for. We plan to use multiple screens, staff voiceovers, and animated text and media, to show the creation of something representative of each service.
- Serving and providing technical assistance to the Facilities Advisory Committee to outline a potential capital project, assist in presenting the plan to the CVES BOCES, and help with rolling out a "Get Out the Vote" campaign; and
- Continuing to work closely with component districts to insure we are meeting their needs and providing exceptional service.

# Management Services May 2018 DPT Updates



- Throughout the year the management services office maintained semiweekly staff meetings. The focus of the year was spent on ways to improve communications.
- The management services department held the first every job fair. Over 90 potential employees attended.
- The management services department continued the first day orientation for all new employees throughout the year.
- The management services department initiated an internship program with Plattsburgh State.



## Special Education May 2018 DPT Updates

Social Emotional Learning Metrics: We have set our goals to reduce the number of physical restraints and out of school suspensions.

- Restraints have been reduced by 268% from 604 to 225.
- Out of School Suspensions are down .6% from 184 to 167.

Implementation of Restorative Justice Tier I is moving along. All High School staff and students are using the circle up process for conflicts. Students are learning the basics foundations skills and beginning to implement the process well.

- Staff are doing weekly circle ups to focus on needs and improvements.

On May 15, 2018, Mr. Valenzuela provided Restorative Justice training to the entire staff at WAF. Everyone either agreed or strongly agreed that moving forward with Restorative Justice was a good idea. Additional trainings will be provided to all staff and Restorative Justice will be rolled out in September 2018.

Culture has been a consistent request for our Division. A Social Committee has been formed and a monthly schedule of social activities for all staff has been publish and implemented. The committee has provided Insanity Training, yoga, essential oils classes, and staff volleyball. In the month ahead will be meditation training as well as meetings to develop a plan for next school year. The committee is also looking to develop a staff appreciation board to identify deserving staff each month.



# CV-TEC Performance Targets

Performance Targets	Measure	2014	2015	2016	2017	2019 target
	Total CTE high school daytime enrollment (Co-Ser 101 & 115)	612	584	608	620	625
	Total CTE post-secondary daytime enrollment (Co-Ser 103)	60	45	65	82	88
	Post-secondary enrollment in job skills training or continuing education (non CTE daytime)	177	102	77	49	100
	% CTE high school daytime completion rate:	95	95	96	97	98
	- % eligible earning honors	-	-	-	49	60
	- % eligible earning technical endorsement	-	-	54	68	75
	- % eligible earning National Work Readiness Credential	-	-	pilot	85	90
	% CTE post-secondary completion rate (CTE daytime):	96	90	86	94	97
	- % eligible earning honors	-	-	-	65	70
	- % eligible earning technical endorsement	-	-	51	77	85
	- % eligible earning National Work Readiness Credential	-	-	pilot	88	90

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# CV-TEC Activities & Action Steps

2017 – 19 Activities	Action step	Owner	Due
Provide dynamic leadership	Continuously update our five-year program, equipment, technology and facilities budgets and plans through a transparent process.		
	Centralize access to five-year program, equipment, technology and facilities budgets and plans to update via SharePoint.	Committee	Ongoing
	Re-survey staff regarding baseline equipment/technology needs and priorities.	Committee	Complete
	Submit updated prioritization to Admin.	Committee	Complete
	Continually re-prioritize and update equipment, technology, maintenance and procurement status.	Committee	Ongoing
	Identify programs that would result in additional certification/licensure opportunities or cost reduction based on an equipment upgrade (e.g., NATEF).	Committee	Ongoing
	Prioritize and recommend budgeting to support equipment upgrades that would result in additional certification/licensure opportunities or cost reduction.	Committee	Ongoing
	Create a replacement and service plan for existing equipment and develop and implementation process for completing it.	Committee	Delayed





# CV-TEC Activities & Action Steps

2017 – 19 Activities	Action step	Owner	Due
Provide Dynamic Leadership	Maintain COE accreditation and continuing eligibility.		
	Maintain and update COE and Title IV web pages, providing links to required plans, policies, information, and documentation	Admin; Chris	Ongoing
	Re-evaluate COE status in relation to unannounced COE visits and re-accreditation (November 11, 2020)	Admin; Chairs	In Progress
	Require active involvement on Standards sub-committees by all COE team members	Admin	Complete
	Regularly evaluate and disseminate information pertaining to all plans, policies and procedures as required by COE	Admin; Chairs	12/1/18



# CV-TEC Activities & Action Steps

2017 – 19 Activities	Action step	Owner	Due
<b>Educate through innovative, high-quality programs and services</b>	<p>Reinvigorate continuing education and job skills education training.</p> <ul style="list-style-type: none"> <li>Explore the feasibility of implementing block schedule for programs within CTE daytime for adult students.               <ul style="list-style-type: none"> <li>Survey CTE programs for whom a block schedule would be appropriate to prototype a plan to allow adult ed participants to “drop in” for a credential.</li> <li>Identify creative scheduling options to facilitate the “block schedule” approach.</li> <li>Determine the constraints related to national reaccreditation and options for addressing them.</li> <li>Make a decision:                   <ul style="list-style-type: none"> <li>What program(s) are most appropriate to pilot this approach?</li> <li>Identify the action plan to implement.</li> </ul> </li> </ul> </li> </ul> <p>Per COE: cannot have start and end dates within a year -long CTE program. We attempted to do this with Welding and were told we couldn’t do a “mini” course within a course.</p>	<p>Sherry &amp; team</p> <p>Team &amp; COE committee</p>	<p>Delayed</p>
	<p>Research and select new opportunities to provide continuing ed and job skills training (e.g., cake decorating, Zumba, open shop, 3D printing, etc.)</p> <p>Worked with Bombardier to enroll one of our adult students in Welding Class; worked with Meadowbrook to enroll C N A student. CV-TEC @ OWS has started offering Computer Basic and Customer Service classes at the OWS. We had 6 complete in Computer Basics and 6 in Customer Service.</p>	<p>Amy &amp; Kevin S. &amp; team</p>	<p>Complete</p>
	<p>Explore and develop community creative collaborations for teaching with high school and adult students. (E.g., co-teach with hospitals, collaborate with a high school to deliver project-based learning, CNA programs, become a field trip/career fair destination, Health Career programs as a model to replicate, etc.)</p> <p>Working with Plattsburgh Rehab to enroll C N A students if we are not able to run a CV-TEC class. Ran our first AIME class in over a year in collaboration with CCC.</p> <p>Attending meetings in Mineville to explore workforce development.</p>	<p>Cathy &amp; Kevin D. &amp; team</p>	<p>Ongoing</p>



# CV-TEC Activities & Action Steps

2017 – 19 Activities	Action step	Owner	Due
Educate through innovative, high-quality programs and services	<p>Reinvigorate continuing education and job skills education training.</p> <p>Explore additional ways to use technology to market our programs. Possibly migrate to additional social media (from TV.) Refresh the message to address our goal to reinvigorate continuing ed and job skills training.</p> <p>New Technology</p> <p><u>Eliminate television commercials:</u> most people are watching Netflix rather than television where our commercials would appear</p> <p><u>Create an instagram:</u> post regularly spreading our new message</p> <p><u>Flyers around town:</u> pictures of trainings/highlight new message</p> <p><u>Target crowds with presentations:</u> speak out to large groups simply to inform them of what CV-TEC offers</p> <p>Refresh Message</p> <p><u>Change message to "Why CV-TEC?"</u></p> <ul style="list-style-type: none"> <li>- "your future starts with CV-TEC"</li> <li>- "simply show up and we will help your journey"</li> <li>- highlight that most trainings are free</li> <li>- staff are unlike any other (helpful, kind, compassionate)</li> <li>- we assist with job placement</li> </ul>	Alexis & team	Ongoing
	<p>Review progress and results and then adjust the marketing plan as necessary.</p>	Team	12/15/17



# CV-TEC Activities & Action Steps

2017 – 19 Activities	Action step	Owner	Due
<b>Ensure a quality learning environment</b>	Provide for the social, emotional and mental health needs of our educational community. (The action plan below is in draft form and will be further developed, vetted and refined.)		
	Provide time and resources to enable the counselling team to develop and communicate a Social-Emotional Learning (SEL) Professional Development Plan to address: <ul style="list-style-type: none"> <li>• A flow chart/protocol for crisis management/intervention</li> <li>• Intake and referral process for Behavioral Health Services North</li> <li>• Other resources: Access VR, Clinton County Mental Health</li> <li>• Addressing Mineville’s SEL needs</li> </ul>	Counselling team (& others as appropriate) Admin SDM	Summer 2018
	Subsequently determine how all CV-TEC staff can be a part of the implementation of that plan.	Admin SDM	Summer 2018
	Continue to make CV-TEC a warm, welcoming place for students and staff: <ul style="list-style-type: none"> <li>• You Matter/We Care culture</li> <li>• Building Relationships/Making Connections</li> <li>• Bucket filling</li> <li>• Active listening</li> <li>• Increasing time for staff and faculty collaboration</li> </ul>	All staff SDM	Ongoing



# CV-TEC Activities & Action Steps

2017 – 19 Activities	Action step	Owner	Due
<b>Build and enhance partnerships</b>	Provide our students multiple pathways to success that allow seamless, efficient transitions to further education or to the workplace.		
	Ensure the successful transition of all students:		
	Create a transition plan to ensure successful transitions for all students including SWDs.	Committee	Ongoing
	Continue to collaborate and communicate with component districts regarding student progress, national assessment schedules, etc.	Committee	Ongoing
	Create an action plan to address the survey results (i.e., the identified barriers and wishes).	Committee	Ongoing
	Implement the National Work Readiness Credential (NWRC):		
	To prepare completing students for the NWRC, develop student workshops/activities to include but not be limited to interviewing basics, college applications, job fair, college visits and work site visits.	Committee	Complete
	Schedule and administer the NWRC to all student completers prior to graduation from the CTE program.	Michele, Colleen, CTE teachers	Complete



# ISC Performance Targets

Performance Targets	Measure	2014	2015	2016	2017	2019 target
	Total number of ISC Co-Ser subscriptions	187	183	187	228	235
	% of clients satisfied with ISC services	n/a	n/a	93	-	94
	Total number of professional development sessions conducted at CVES—July to May	194	233	258	240	250
	Total number of professional development session participants—July to May	4143	4522	4201	4122	4250
2017 – 19 Activities	Action step				Owner	Due
Provide dynamic leadership	Promote and market our programs and services both internally and externally.					
	Maintain CVES website with content from all divisions. Monitor metrics.				Matt S., Megan	Ongoing
	Disseminate brochure and present at all divisional staff meetings on what ISC has to offer.				ISC subcommittee	6/30/2018
	Promote ISC services and professional development at meetings and trainings.				ISC staff	Ongoing
	Engage in and provide consistent, respectful, timely and supportive communications and services.					
	Continue to develop and maintain CVES SharePoint.				Alex, Megan	Complete
	Acquire content for ISC SharePoint.				Megan, Alex	Complete





# ISC Activities & Action Steps

2017 – 19 Activities	Action step	Owner	Due
Educate through innovative, high-quality programs and services	Expand existing and develop new Co-Sers and shared services.		
	Reevaluate all Co-Sers with low participation.	Subcommittee	Complete
	Understand and become informed regarding the services those low-participation Co-Sers provide.	Subcommittee	Complete
	Discuss with administrators at meetings district/building needs and align to potential Co-Sers.	Teri, Jane, Jeff, Susanne, Matt W., Matt S., Alex	Ongoing
	Follow action plan developed by 2016-17 subcommittee.	Subcommittee	Complete
	Invest in staff by providing professional learning opportunities.		
	Provide initial training to all CVES employees in the use of SharePoint.	District tech committee	Complete
Ensure a quality learning environment	Create a facilities committee to recommend a capital project to the CVES Board.		
	Provide technical assistance and support to the CVES facilities committee.	ISC staff	Fall 2018
	Provide for the social, emotional and mental health needs of our educational community.		
	Inform and assist our staff on the availability of Employee Assistance Program (EAP) services and benefits.	Kim, Susanne	Ongoing
	Utilize student work to create an aesthetic work environment.	Susanne	Ongoing
	Develop and deploy electronic informational displays highlighting student, staff & organizational achievements through print/video/photo/web/ etc.	Tech & Communications Departments	Ongoing



# ISC Activities & Action Steps

2017 – 19 Activities	Action step	Owner	Due
<b>Build and enhance partnerships</b>	Expand and strengthen partnerships with business and industry, educational institutions, community and government agencies		
	Revise, analyze and re-administer customer satisfaction survey to component school districts.	Jane, ISC staff	Fall 2018
	Strengthen relationships with CVES and component school district personnel through one-on-one communications.	ISC staff	Ongoing
	Explore metrics to determine the level of support we are providing to component school districts (e.g., number of technical assistance requests.)	ISC staff	7/1/18



# Management Services Performance Targets

Performance Targets	Measure	2016	2017	2019 target
	% viewing Central Admin and O&M as providing consistent & timely service	-	-	80%
	% viewing Central Admin and O&M as providing respectful & supportive service	-	-	85%
	% of new employees completing a CVES orientation program within first year of their start of employment at CVES	-	TBD	100%
	% of yearly O&M work order requests addressed or complete	-	80%	90%

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# Management Services Activities & Action Plans



2017 – 19 Activities	Action step	Owner	Due
Provide dynamic leadership	Continue cross training in key Management Services functions.		
	Identify remaining areas where we need to cross train in Management Services.	Dr. Palmer, Subcommittee	12/2017 completed
	Complete cross training for those areas.	TBD	12/2018
	Populate and maintain the Central Admin SharePoint pages.		
	Identify and collect the information to include.	ASMS, Subcommittee	12/17-2/18
	Train on the functionality of SharePoint.	Alex	8/2018
	Establish a process for submitting information and making changes.	ASMS, Subcommittee	8/2018
	Implement a frequently asked question (FAQ) on SharePoint.		
	· Identify which functions need to be on the FAQ.	ASMS	8/20178
	· Draft the FAQ and answers to each.	Central admin	2/2018
	· Review, revise if necessary and approve.	ASMS & cabinet	Summer '18
	· Post FAQ on SharePoint and begin using.	ASMS, Alex/Matt	Fall 2018
	Add questions to the Annual Strategic Planning Survey to measure “% viewing Central Admin and O&M as providing consistent & timely service” and “% viewing Central Admin and O&M as providing respectful & supportive service.”		
	Determine survey questions.	Dr. Palmer, Jane Landry	12/2017 Completed
	Review results and determine next steps, including setting a target.	Dr. Palmer, Dr. Davey	Summer 2018

# Management Services Activities & Action Plans



2017 – 19 Activities	Action step	Owner	Due
Educate through innovative, high-quality programs and services	Expand existing and develop new Co-Sers and shared services.		
	Identify component needs.	Dr. Palmer, Dr. Davey	ongoing
	Seek Co-Ser approval.	Dr. Palmer, Dr. Davey	ongoing
	Implement new Co-Sers.	Dr. Palmer, Dr. Davey	ongoing
	Invest in staff by providing professional learning opportunities.		
	Research opportunities for professional development (e.g., technologies, procedures, etc.)	Central Admin & O&M	ongoing
	Identify professional development events that will improve efficiency and best practices.	Central Admin & O&M	ongoing
	Assess and update the CVES new employee orientation program.		
	Redesign the orientation program to maximize employee attendance.	Employee Cabinet	ongoing
Administer informal orientation when new employees complete their initial paperwork.	Employee Svcs Dr. Palmer	Completed	
Ensure a quality learning environment	Improve utilization of the School Dude O&M work order software program.		
	Identify School Dude measurements available to determine efficiency and effectiveness.	Dr. Palmer, Jerry Brooks	12/2017
	Review and analyze identified data.	Dr. Palmer, Jerry Brooks	ongoing
	Determine and implement improvements based on the data analysis findings.	Dr. Palmer, Jerry Brooks	ongoing



# Special Education Performance Targets

Performance Targets	Measure	2014	2015	2016	2017	2019 target
	STAR ELA assessment: % students maintaining or improving their average grade equivalent	74	72	72	62	80
	STAR Math assessment: % students maintaining or improving their average grade equivalent	-	-	-	TBD	TBD
	% of transition plans written that meet a quality check list (14 and older)	-	-	-	41	85
	% IEPs written with goals and needs aligned	-	-	-	n/a	90
	% agreeing that "I feel informed about CVES issues that may affect my job duties or job performance"	-	-	57.8	65.3	70
	Social and emotional learning metrics:					
	Physical restraints: Avg total restraints over 2015-16 and 2016-17 as baseline	-	-	604		<500
	Out of school suspensions: Avg total of days lost to OSS over 2015-16 and 2016-17 as baseline	-	-	184		<160





# Special Education Activities & Action Steps

2017 – 19 Activities	Action steps	Owner	Due
Provide dynamic leadership	Engage in and provide consistent, respectful, timely and supportive communications and services.		
	Update membership of communication committee. Analyze the communication survey results. Establish improvement goals.	Grace/Dan Committee	Complete
	Consider merging surveys.	Committee	Ongoing
	Continue to develop an efficient method of communication with Mineville and with itinerant staff (e.g., Bulldog Bulletin).	Committee Admin	Ongoing
	Explore and implement appropriate use of the RACE chart.	Admin	Ongoing
	Complete this plan's performance targets table.		
	Gather baseline data and set targets for each of the metrics below: <ul style="list-style-type: none"> <li>Physical restraints: Avg total restraints over 2015-16 and 2016-17 as baseline.</li> <li>Out of school suspensions: Avg total of days lost to OOS over 2015-16 and 2016-17 as baseline.</li> </ul>	Janel & Brigitte Joni, Marcie	Completed
	Select questions from the Strategic Planning Survey to measure our culture, including harassment, bullying and morale.	Missy, Erin & Jane Landry	Ongoing
	Establish the process to track, measure and report "time out of the classroom." Provide necessary training. Begin tracking time out of the classroom	Admin Admin All staff	TBD 9/2018 Ongoing



# Special Education Activities & Action Steps

2017 – 19 Activities	Action steps	Owner	Due
<b>Educate through innovative, high-quality programs and services</b>	Ensure that all IEPs and transition plans are of high quality and include goals that are objective, measurable and trackable.		
	Schedule and deliver training on effective IEP goal writing, transition planning and data collection specific to each discipline.	Admin	Complete
	Schedule time in annual calendar to collaborate as a team to write concise IEP goals and transition plans (e.g., classroom staff and related service providers).	SDM	Ongoing
	Implement a quality review checklist of transition plans. Implement a quality review checklist of IEPs prior to CSE meetings. Based on quality review checklist results, calculate and report <ul style="list-style-type: none"> <li>· “% IEPs written with goals and needs aligned”</li> <li>· % of transition plans written that meet a quality check list (14 and older)</li> </ul>	Admin/Lora Parks Recore	Complete



# Special Education Activities & Action Steps

2017 – 19 Activities	Action steps	Owner	Due
Ensure a quality learning environment	Provide for the social, emotional and mental health needs of our educational community.		
	Implement restorative justice in high school, middle school and ITSP. Implement quarterly circle ups for all staff. Implement restorative justice to elementary and life skills as appropriate.	Counselors Admin	Ongoing
	Schedule and deliver training on harassment, bullying and peer to peer communication and problem solving.	Admin	Complete
	Form a social committee. Identify and schedule opportunities for social and networking among staff (e.g. exercise, meditation, music, swim, book club, etc.)	Admin Committee	Complete
	Implement structured student-centered meetings weekly beginning with Autism. Look to expand the model to other programs.	Admin	Ongoing
	Implement a systematic suicide prevention protocol.	Kim Denton	Ongoing
	Consider future implementation of the following: <ul style="list-style-type: none"> <li>· Develop in-house strategies for therapeutic activities (e.g., gardening, meditation, dance, music, art perhaps to replace Fun Friday movies)</li> <li>· Increase staff and student community involvement</li> <li>· Provide monthly professional counselling/EAP</li> </ul>	Strategic planning team	Ongoing



# DPT Timeline

- ✓ September 2017 – Confirm Committees, Timelines, Processes, and Share Plan Communication Strategy, etc.
- ✓ September 26 – 29, 2017: Update 2017-18 CVES Plan (3-year plan: 2017-2020) w/Sean Brady & DPT
  - Sept 26 – District Planning Team (DPT) Update @ CV-TEC CAL
  - Sept 27 – Special Education Update / @ CV-TEC CAL
  - Sept 28 – CV-TEC Update @ CV-TEC CAL / (Evening) Board Retreat – Orchard House, Peru
  - Sept. 29 - ISC/Central Admin & Management Services Update @ ISC
- ✓ October 11, 2017 – Presentation to Board/Strategic Plan Approval for 2017-2020
- ✓ December 4, 2017 – DPT Check-In/Update and Planning Status Meetings
- ✓ January 31, 2018 – DPT Update and Planning Meetings
- ✓ February 14, 2018 – Presentation to CVES Board, Plattsburgh, NY
- ✓ March 20, 2018 – CVES Annual Strategic Plan Survey Planning/Divisional Updates -
- ✓ April 9 - 20, 2018 - CVES Annual Strategic Plan Online Survey
- ✓ May 1, 2018 – Survey Results Review Meeting
- ✓ May 2 - 18, 2018 – Divisional 1/2-day session for End-of Year Wrap-up Discussions
- ✓ May 9, 2018 –Strategic Plan Annual Survey Presentation to the CVES Board, Plattsburgh, NY
- May 21, 2018 - DPT End-of Year Meeting (1/2-day session @ 11:30 a.m. – 3:30 p.m.)**
- June 13, 2018 - CVES Board Strategic Plan End-of-Year Presentation & CVES Update
- September 25 – 28, 2018: Update 2018-19 CVES Plan (3-year plan: 2018-2021) w/Sean Brady & DPT

Thank you

Questions?