

CVES Board End-of-Year Strategic Plan Update

June 10, 2020

Building Upon Excellence



CVES 2019-20 District Planning Team (DPT)

Chairperson - Teri Calabrese-Gray

Bell, Eric

Berry, Bonnie

Bouyea, Shelley

Coon, Jeff

Davey, Mark

Denton, Kim

Friedman, Michele

Gebhart, Amanda

Harriman, Sr. Richard

LaClair, Jessica

Mayer, Kim

McCartney, Jim

Meyer, Joshua

Osborne, Scott

Phillips, Brigitte

Robinson, Tonya

Saunders, Lori

Slattery, Matthew

Smith, Matthew

Snow, Cathy

St. Pierre, Alex

Stay, Grace

Tedford, Dena

Valenzuela, Daniel

Waldron, Angie

Zullo, Amanda



Building Upon Excellence

CVES 2019-21 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.

Building Upon Excellence

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 level.

BOCES-wide

7th Annual Strategic Plan Survey

- Highest participation rate
- Positive trends continue

Capital Project

- Plans submitted and approved
- Construction underway

Regional and State Forum

- Hosted public forum on issues facing rural schools
- Partnered on Graduation Measures regional forum

Building Upon Excellence



District-wide Efforts

COVID-19 Response

- Utilized uniform platform for delivery of
- Created regional and statewide resources for remote learning, conducted online professional development on using online teaching materials
- Coordinated with County health officials, CVPH and component districts on closure
- Aided Clinton County Health Dept. with streaming health updates
- Printed budget & election mail-in materials for component districts
- Preparation & delivery of student meals



Building Upon Excellence

CV-TEC

Provide the framework for all CTE programs to meet NYS, national, and business & industry standards.

- Developed and implement standardized syllabi criteria for all CTE programs.
- Alignment of CTE program curricula with JMT/Statewide blueprints.
- Identified and developed program-specific performance assessments.
- Mid-Year preliminary performance assessments were administered in preparation for June Assessments
- Professional development on technical assessments:
 - Review of the technical assessments for CTE approval and the alignment within each program.
 - CTE teachers identified the national performance assessment to be approved NYSED Amendments to the CTE Program of Study
 - All CTE teachers rotated through a Precision Exams training



Building Upon Excellence

CV-TEC

Provide the framework for all CTE programs to meet NYS, national, and business & industry standards.

- Implement employability skills on all campuses including career planning, financial literacy, job seeking and a job fair involving business and industry.
 - Career Planning Seminars on all campuses
 - Job shadows and employer interviews for seniors
 - Mad City Money Financial Literacy Seminars were held on February 27th (at SUNY Plattsburgh) for Clinton County and March 10th for Essex County (at Moriah)



Promote and market our programs and services both internally and externally

- Hosted nearly 1500 student visitors to CV-TEC Campuses ranging from grades 5-11.
- All divisional promotional and information publications have been updated, revised and printed, for the 20/21 school year; coordinated with electronic versions.
- Promoted and enhanced job skills training, HSE programs and employment outcomes.
- Development of the new Women In Manufacturing Program
- Continuing to enroll students into available programming despite the mandatory closures.

Building Upon Excellence

Instructional Services Center

ISC continues to focus on the work outlined in our plan, as well as assist strategic planning committees across the organization.

Accomplishments to date include:

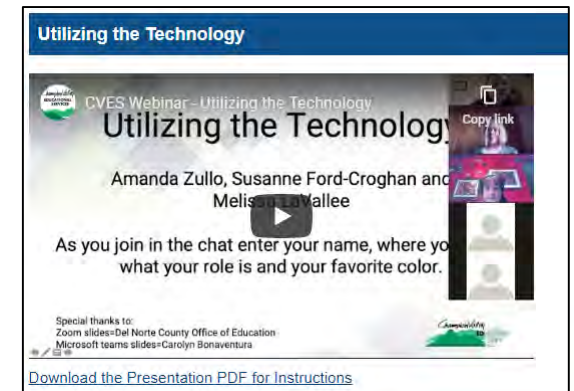
- Expanded services through several Co-Sers and received SED approval on two new Co-Sers (Substitute Coordination and Instructional Technology)
- Offered technology support services across the organization to assist in the use of learning platforms and telecommuting during Governor's Executive Orders.
- Maintained timely updates to CVES and component districts' websites and social media sites, as well as drafted press releases.
- Partnered with our districts to inform communities about changes to school vote process and prepared absentee ballot materials for mass distribution.



Building Upon Excellence

Instructional Services Center

- Expanded district School Climate/Culture committee and offered various professional learning opportunities (mindfulness, mental health, wellness, and restorative practices) across the organization.
- Offered numerous, high-quality professional development opportunities based on comprehensive component district plans.
- Secured funding through Assemblyman Billy Jones to continue the ISAB Awards at no cost to districts.
- Responded to component district requests across 24 Co-Sers in a timely and efficient manner.
- Various staff members attended CSO and principal meetings to provide direct, just-in-time technical assistance.
- Continued to support the work of the capital project across all campuses.



Building Upon Excellence

Central Administration

Capital Project

- Led a collaborative design phase of the voter-approved capital project
- Joint financing agreement with districts paid dividends for our districts and project
- Received SED approval and successfully bid the project awarding contracts within our budget
- Started construction at the end of March 2020
- Providing regular updates to administration, staff, and stakeholders

Building Upon Excellence



Central Administration

O&M Team Providing Snow Plowing Services

- Successful implementation of equipment purchasing plan
- Improved quality of snow removal and savings realized
- Created groundskeeper position



Surviving a Pandemic

- Successfully transitioned to remote HR and Business Office functions
- All bi-monthly payroll and weekly accounts payables paid
- Continued to coordinate receipt of revenues from districts

Building Upon Excellence

Special Education

- Community Pre-Vocational program opened at SUNY Plattsburgh
- Received \$1.5 Million grant for Pre-Employment Transition Services
- Recognized as a Common Sense Media School – Digital Citizenship
- Teachers continue to learn and implement new math and reading programs
- Continued our commitment to Therapeutic Crisis Intervention
- Autism program continues to grow and build capacity within
- Elementary counselors changed to an integrated model of service delivery in order to become more trauma-transformed
- Ongoing work with our Coordinators, Principals, and Director has resulted in significantly better alignment of the procedures and protocols across the division as well as communication between WAF and Mineville



Building Upon Excellence

Special Education

Social and Emotional Learning Metrics

- We saw a 67% decrease for the average number of physical restraints from 1st Quarter to 4th Quarter for the ten students with the highest frequency of restraints in the 1st Quarter
- We saw a 32% increase in the percentage of classes holding “circle-ups”
- We saw a 76% increase in the number of classes holding a circle up for staff

Promote and market our programs and services both internally and externally

- Creation of program brochures for Life Skills and ITSP
- Creation, intentional use, and data to support our Mindfulness Room
- One-on-One conversations held with nearly all component district CSE Chairs
- Ongoing exploration and analysis on how to best address unmet needs

Building Upon Excellence



Detailed Divisional Reports

- Slides 16-23 CV-TEC
- Slides 24-25 Instructional Services Center
- Slides 26-29 Management Services
- Slides 30-36 Special Education



Building Upon Excellence

2020 – 21 Strategic Planning DPT Calendar

September 2020 – Confirm Committees, Timelines, Processes, and Share Plan Communication Strategy, etc.

September 23 – 29, 2020: Update Plan for 2020-21 & Beyond w/Sean Brady & DPT (8:30 a.m. – 3:00 p.m.)

- Sept 23 – District Planning Team (DPT) Update @ CV-TEC
- Sept 24 – CV-TEC Update @ CV-TEC CAL / @ CV-TEC
- Sept 25 – Special Education Update @ CV-TEC
- Sept 29 - ISC/Central Admin & Management Services Update @ ISC
- Sept 29 - Evening Board Retreat at 6:00 p.m. (TBD or /WebEx)

October 14, 2020 – Presentation to Board/Strategic Plan Approval for 2020-2022

December 1, 2020 – DPT Check-In/Update and Planning Status Meetings (3:15 p.m. – 4:30 p.m.)

January 27, 2021 – DPT Update and Planning Meetings (1/2-day session @ 11:30 a.m. – 3:30 p.m.)

February 10, 2021 – Mid-Year Update Presentation to CVES Board, Plattsburgh, NY

March 8, 2021 – CVES Annual Strategic Plan Survey Planning/Divisional Updates - (3:15 p.m. – 4:30 p.m.)

March 31 – April 21, 2021 - CVES Annual Strategic Plan Online Survey

April 28, 2021 – Survey Results Review Meeting (3:15 p.m. – 4:30 p.m.)

May 3 - 14, 2021 – Divisional 1/2-day session for End-of Year Wrap-up Discussions (Divisions to Schedule)

May 12, 2021 – Strategic Plan Annual Survey Presentation to the CVES Board, Plattsburgh, NY

May 20, 2021 - DPT End-of Year Mtg (1/2-day session @ 11:30 a.m. – 3:30 p.m.)

June 9, 2021 - CVES Board Strategic Plan End-of-Year Presentation & CVES Update – CVES ISC

DPT Timeline

Building Upon Excellence



Thanks

Thank you for everyone's hard work throughout the year.

This has been a year of unprecedented challenges that were met with equally unprecedented innovation.

We look forward to returning to our classrooms and offices to begin the “new normal.”

Detailed Divisional Reports

- Slides 18-25 CV-TEC
- Slides 26-27 Instructional Services Center
- Slides 28-31 Central Administration/
Management Services
- Slides 32-38 Special Education





Building Upon Excellence

CV-TEC Performance Targets

Performance Targets	Performance measures	2017-18	2018-19	2019-20	2021 target
	Total CTE program high school daytime enrollment (Co-Ser 101 & 115)	588	600	615	625
	Total CTE program post-secondary daytime enrollment (Co-Ser 103)	70	80	59	85
	Total high school equivalency (HSE-TASC) enrollment	tbd	tbd		TBD
	Total post-secondary enrollment in job skills training or continuing education courses	61	63		85
	- CV-TEC @ OneWorkSource enrollment	-	TBD		TBD
	% CTE high school daytime completion rate:	95	98		98
	- % earning dual enrollment (CCCR 2.0 weighting eligible)	-	tbd		TBD
	- % eligible earning technical endorsement (CCCR 2.0)	51	63		75
	- % earning Nat. Work Readiness Cred or Precision Exams (CCCR 1.5 eligible)	87	83		90
	% CTE program post-secondary completion rate:	88	94		97
	- % successfully completing a technical assessment at the state cut score	77	93		90
	- % passing National Work Readiness Credential	88	100		90
	% CV-TEC @ OneWorkSource obtaining employment or enrolling in post-secondary				
	- % corrections transition program	-	-	-	TBD
	- % post-TASC	-	-	-	TBD



Building Upon Excellence

CV-TEC Activities & Action Steps

2019-21 Activities	Action step	Owner	Due
Provide dynamic leadership 	Provide the framework for all CTE programs to meet NYS, national, and business & industry standards.		
	Develop and implement standardized syllabi for all CTE programs.	Mark, Jen, all	Complete
	Align all CTE program curricula with JMT/SWA blueprints.	All	Complete
	Identify and develop program-specific performance assessments.	All	Complete
	Administer performance-based assessments: <input type="checkbox"/> Practice performance assessments. <input type="checkbox"/> Administer summative performance assessments (e.g., NOCTI, Precision, etc.)	All faculty All faculty	Complete Postponed due to closure
Educate through innovative, high-quality programs and services 	Promote and market our programs and services both internally and externally.		
	Implement new technology to market our programs: <input type="checkbox"/> Launch Twitter and explore the feasibility of using SnapChat. <input type="checkbox"/> Review individual website sections to be updated and kept current. <input type="checkbox"/> Develop a timeline for quarterly website review and update. <input type="checkbox"/> Host focus groups with our students to determine how to make our marketing more appealing. <input type="checkbox"/> Continue to update print media based on our timeline. <input type="checkbox"/> All publications are currently under review, revision and development for the 20/21 school year; coordinated with the necessary electronic updated. <input type="checkbox"/> Adult & continuing Ed Catalog is under revision and a completion/distribution <u>time line</u> has been set.	Michele & Alex Kevin & Mark DLT/CMT Nicole, Kevin Michele	Delayed Ongoing Delayed Complete Complete Complete Complete
	Revitalize the Spring Open House for Plattsburgh campuses: <input type="checkbox"/> Identify ways to increase community awareness.	Marketing committee	Complete


Building Upon Excellence

CV-TEC Activities & Action Steps

2019-21 Activities	Action step	Owner	Due
Provide dynamic leadership 	Provide the framework for all CTE programs to meet NYS, national, and business & industry standards.		
	Develop and implement standardized syllabi for all CTE programs.	Mark, Jen, all	Complete
	Align all CTE program curricula with JMT/SWA blueprints.	All	Complete
	Identify and develop program-specific performance assessments.	All	Complete
	Administer performance-based assessments: <input type="checkbox"/> Practice performance assessments. <input type="checkbox"/> Administer summative performance assessments (e.g., NOCTI, Precision, etc.)	All faculty All faculty	Complete Postponed due to closure
Educate through innovative, high-quality programs and services 	Promote and market our programs and services both internally and externally.		
	Implement new technology to market our programs: <input type="checkbox"/> Launch Twitter and explore the feasibility of using <u>SnapChat</u> . <input type="checkbox"/> Review individual website sections to be updated and kept current. <input type="checkbox"/> Develop a timeline for quarterly website review and update. <input type="checkbox"/> Host focus groups with our students to determine how to make our marketing more appealing. <input type="checkbox"/> Continue to update print media based on our timeline. <input type="checkbox"/> All publications are currently under review, revision and development for the 20/21 school year; coordinated with the necessary electronic updated. <input type="checkbox"/> Adult & continuing Ed Catalog is under revision and a completion/distribution timeline has been set.	Michele & Alex Kevin & Mark DLT/CMT Nicole, Kevin Michele	Delayed Ongoing Delayed Complete Complete Complete Complete
	Revitalize the Spring Open House for Plattsburgh campuses: <input type="checkbox"/> Identify ways to increase community awareness. <input type="checkbox"/> Focus on the Spring Open House will be the inclusion of each individual Advisory Committees in various, creative ways. Staff will be surveyed for ideas of AC utilization. <input type="checkbox"/> Identify ways to recruit new students. <input type="checkbox"/> Update or redo the CV-TEC commercial. <input type="checkbox"/> Involve/recognize all advisory committees and business partners during the Open House	Marketing committee	Complete Postponed due to closure


Building Upon Excellence

CV-TEC Activities & Action Steps


2019-21 Activities	Action step	Owner	Due
Educate through innovative, high-quality programs and services 	Promote and enhance job skills training, HSE programs and employment outcomes. Increase enrollment to meet CV-TEC @ OneWorkSource grant targets through marketing and utilization of new HSE pathways. <ul style="list-style-type: none"> <input type="checkbox"/> Effective immediately, posting in FB regularly to market our programs and the new HSE pathways. <input type="checkbox"/> attending DSS orientation at DSS every Wed. <input type="checkbox"/> implementing refer a friend or relative gift certificate program in Jan <input type="checkbox"/> meet with MHAB to try and get programming there 	OneWorkSource Committee	Ongoing
	Increase the % of @ OneWorkSource enrollment obtaining employment or enrolling in post-secondary education through increased case management and provision of post-secondary education and employment counselling. <ul style="list-style-type: none"> <input type="checkbox"/> New flyers have been developed to promote training. These have been distributed throughout the OWS and with community partners 	Committee	Complete
	Increase total post-secondary enrollment in job skills training or continuing education courses by exploring new training opportunities, improving marketing @ OneWorkSource and increasing community partnerships. <ul style="list-style-type: none"> <input type="checkbox"/> We are exploring Women in Industry and plan on offering first training in April. <input type="checkbox"/> CDL has now been added to training list 	Committee	Ongoing

Building Upon Excellence

CV-TEC Activities & Action Steps


2019-21 Activities	Action step	Owner	Due
Ensure a quality learning environment 	Promote and support the social, emotional and mental health needs of our educational community.		
	Provide time and resources for the social & emotional learning (SEL) committee to:	Admin SEL committee Counselors	Ongoing
	<input type="checkbox"/> Complete a needs assessment survey related to social and emotional learning.		
	<input type="checkbox"/> draft faculty/staff survey to submit to the committee by Jan 30. The purpose of the survey is <u>determine</u> what local CV-TEC needs we as a committee need to meet to complete our charge of "cultivating the complete person" (adult). Once vetted by the committee, it will be administered to all CV-TEC team members. This might result in trainings, presentations, or resources depending on the data collected.		Complete
	<input type="checkbox"/> complete and submit to the committee for feedback a student crisis flowchart by Jan 30th. (What happens to students in crisis, the process after teacher refers to counselor Involvement). The committee will vet before whole group distribution.		Complete
	<input type="checkbox"/> Develop a flow chart/protocol for crisis management/intervention for both staff and students.		Complete
	<input type="checkbox"/> Seek other resources: Access VR, Clinton County Mental Health.		Complete

CV-TEC Activities & Action Steps

2019-21 Activities	Action step	Owner	Due
Ensure a quality learning environment 	Promote and support the social, emotional and mental health needs of our educational community.		
	Continue to make CV-TEC a warm, welcoming place for students and staff: <input type="checkbox"/> Hold one staff activity per year based on results of the SEL needs assessment survey (e.g., CVES SWAP, social event, or mental health day). <input type="checkbox"/> Implement two student activities per year based on results of the SEL needs assessment survey (e.g., planning fall "welcoming activity", kindness wings, and conversations about wall <u>art work</u> , Mad City Money, SkillsUSA, fundraising, CTE Month.) <input type="checkbox"/> Mineville will create a 3rd quarter student activity and submit to the committee for feedback before implementing. <input type="checkbox"/> Plattsburgh Main, by wing will create a 3rd qt activity to the committee for feedback before implementing. <input type="checkbox"/> Mineville will continue with and or enhance the end of the year picnic for the 4th quarter student activity. <input type="checkbox"/> Plattsburgh Main will create a 4th qt activity at a date TBD for the committee. Perhaps with strong organization and administration support an end of the year picnic.	All staff SEL Committee All staff SEL Committee All staff SEL Committee All staff SEL Committee	Postponed due to closure Postponed due to closure Postponed due to closure Postponed due to closure
	<input type="checkbox"/> Provide our students multiple pathways to success that allow seamless, efficient transitions to further education or to the workplace.		


Building Upon Excellence

CV-TEC Activities & Action Steps

2019-21 Activities	Action step	Owner	Due
Build and enhance partnerships 	Plan and implement professional development on technical assessments: The NYSED multiple graduation pathways, 4 + 1 assessments, technical assessments and how the CTE approval process aligns with each. <ul style="list-style-type: none"> Review of the technical assessments for CTE approval and the alignment within each program. All CTE teachers rotated through a Precision Exams training on 10/9/19 CTE teachers identified the national performance assessment that they will use (some NYSED Amendments have been sent) PD time in January 2020 will focus on performance assessments Adding performance assessments for CTE approval. CTE teachers identified national performance assessment that they will use (some NYSED Amendments have been sent) Implementation of Performance Assessment <ul style="list-style-type: none"> Mid Year preliminary performance assessments were administered in preparation for June Assessments June performance assessments postponed due to COVID-19 Closure. Communicating to students the value of taking these assessments. 	Committee & SDM Committee & SDM Committee & SDM Committee & SDM	Ongoing Complete Complete Delayed Complete Postponed due to closure
	Implement employability skills on all campuses including career planning, financial literacy, job seeking and a job fair involving business and industry. <ul style="list-style-type: none"> Career Planning Seminars are in full swing with career research (employer informational sessions will take place in January) Job shadows and employer interviews for seniors have already begun for some seniors Mad City Money Financial Literacy Seminars were held on February 27th (at SUNY Plattsburgh) for Clinton County and March 10th for Essex County (at Moriah) The Essex County Community Day and Job Fair scheduled for April 29th was postponed due to COVID-19 Closure 	Committee	Ongoing Ongoing Ongoing Complete Postponed due to closure



Building Upon Excellence

CV-TEC Activities & Action Steps

2019-21 Activities	Action step	Owner	Due
Build and enhance partnerships 	Begin planning to implement the school-wide 21 st century skills student training for fall 2020. A survey will be drafted that will identify the 21 st Century Skills activities (including Portfolio/TRW/ Literacy/ CTE assignments) that are embedded within the curriculum of the CTE programs	WBL coordinator CTE teachers	Complete
	Create a database on 21 st century skills activities for CTE teacher access. <ul style="list-style-type: none"> <input type="checkbox"/> The survey will be completed and administered during the January PD days <input type="checkbox"/> The compilation of data will be completed by February 29th 	WBL coordinator CTE teachers	Complete
	Provide PD to staff regarding the 21 st century skills activities and training. <ul style="list-style-type: none"> <input type="checkbox"/> Training will be provided during the March PD days 	WBL coord	Postponed due to closure
	Host a "signing day" for students' transitioning to employment or post-secondary. The goal: at the end of May or beginning of June 2020	Admin WBL coord CTE teachers	Postponed due to closure



Building Upon Excellence

ISC 2019-21 Improvement Plan

2019-21 Activities	Action step	Owner	Due
Provide dynamic leadership 	Promote and market our programs and services both internally and externally.		
	Refresh the appearance and improve the navigation of the CVES website. Continue to monitor metrics.	Matt S., Megan	Ongoing
	Promote ISC services and professional development through multimedia (meetings, electronic boards, website, social media, pre-populated presentations, ISC slideshow, etc.)	ISC staff	11/2019 & ongoing
	Attract, support, develop and retain high quality employees.		
	Support management services with the promotion of employment opportunities on-line.	Communications Dept	Ongoing
	Provide customized support specific to CVES employees' specific needs.	ISC staff	Ongoing
Educate through innovative, high-quality programs and services 	Support and expand existing and develop new Co-Sers and shared services.		
	Discuss with administrators at meetings district/building needs and align to potential Co-Sers.	ISC staff	Ongoing
	Conduct research to identify new Co-Ser opportunities. If appropriate, select new Co-Sers and begin implementation planning.	Susanne	3/31/20 2020-21
	Invest in all staff by providing professional learning opportunities.		
	Survey and create professional learning opportunities for CVES staff to expand employee skill sets.	Susanne	2/1/20
Ensure a quality learning environment	Implement the capital project and regularly communicate progress.		
	Provide technical assistance to CVES capital project.	ISC staff	7/1/21
	Promote and support the social, emotional and mental health needs of our educational community.		

Building Upon Excellence

ISC 2019-21 Improvement Plan


	Design and deliver a mandatory, small-group training for all CVES employees on conflict resolution.	Matt W. & Jeff	12/31/19-6/30/20
	Continue to promote Employee Assistance Program (EAP) and 211 services to CVES employees.	Communications & Mgmt. Services	6/30/20
	Continue to highlight student, staff and organizational achievements through print, video, photo, web, etc. on electronic informational displays.	Tech & Com Departments	Ongoing
Build and enhance partnerships 	Expand and strengthen partnerships with business and industry, educational institutions, community and government agencies.		
	Re-administer and analyze customer satisfaction survey to component school districts.	Susanne	6/1/20
	Strengthen relationships with CVES and component school district personnel through one-on-one communications.	ISC staff	Ongoing
	Continue to partner with institutes of higher ed to create opportunities for student volunteers.	ISC staff	Ongoing

Central Admin/O & M 2019-21 Improvement Plan

Performance Targets	Measure	2017-18	2018-19	2019-20	2021 target
	% employee retention ¹	-	-	TBD	TBD
	% feel a majority of the Board is aware and invested in programs/services offered at CVES?	Not Measured	71	75	90
	% agreeing senior admin provide leadership and direction to CVES employees	80	81	85	90
	% of new employees completing a CVES orientation program within first year of their start of employment at CVES	49	61 (33 attendees)	53 (26 attendees)	90
	% of yearly O&M work order requests addressed or complete	86	91	92	90
	% of District Office, Management Services and O&M employees attending ≥ 2 professional development sessions annually	N/A	63	70	75


Building Upon Excellence

Central Admin/O & M 2019-21 Improvement Plan


2019-21 Activities	Action step	Owner	Due
Provide dynamic leadership 	Engage in and provide consistent, respectful, timely and supportive communications and services.		
	Populate and maintain the Central Admin SharePoint pages:		
	<input type="checkbox"/> Update the management services SharePoint page.	Management services staff	Spring 2020
	<input type="checkbox"/> Implement a Management Services frequently asked questions (FAQ) on SharePoint:		
	<input type="checkbox"/> Identify which functions need to be on the FAQ.	Eric Bell	Spring 2020
	<input type="checkbox"/> Draft the FAQ and answers to each.	Management services staff	Spring 2020
	<input type="checkbox"/> Review and revise if necessary and approve.	Eric Bell	Spring 2020
	<input type="checkbox"/> Post FAQ on SharePoint and begin using.	Eric Bell, Alex St. Pierre, Matt Smith	Spring 2020
	<input type="checkbox"/> Provide refresher training on the functionality of SharePoint for all employees.	Alex St. Pierre	Spring 2020
	Attract, support, develop and retain high quality employees.		
	Work with Teri Calabrese-Gray to lead an organization-wide effort related to succession planning and the transfer of institutional knowledge - and they will report back progress to the DPT.	Eric	2019-20
	Conduct exit interviews using the exit interview template or questionnaire.	Eric & Teri	Spring 2020
	Implement the "employee retention" metric and determine which positions have the highest turnover rate.	HR team	6/30/2020
	Analyze exit interview and position turnover rate data to determine root cause of turnover.	Eric & Teri	Summer 2020

Building Upon Excellence

Central Admin/O & M 2019-21 Improvement Plan

2019– 21 Activities	Action step	Owner	Due
Educate through innovative, high-quality programs and services 	Invest in staff by providing professional learning opportunities.		
	Continue to ensure that District Office, Management Services and O&M employees attending ≥ 2 professional development sessions annually: <ul style="list-style-type: none"> □ Identify what professional development is needed. □ Schedule and communicate available training opportunities (Webinars, internal, Wincap, etc.) 	Eric Bell Staff	Ongoing
	Maximize the CVES new employee orientation program: <ul style="list-style-type: none"> □ Continue new employee orientations. □ Create a resource for new employee training for those not available for the beginning and mid-year trainings. 	Employee Svcs Eric Bell Cabinet	Done
	Provide targeted training, informational meetings and materials to staff in all Management Services areas. <ul style="list-style-type: none"> □ Create training opportunities, including a focus on internal procedures and processes. □ Schedule dates and times of presentations. 	Management Services Dept reps collaborating	Ongoing

Central Admin/O & M 2019-21 Improvement Plan

2019– 21 Activities	Action step	Owner	Due
Ensure a quality learning environment 	Promote and support the social, emotional and mental health needs of our educational community.		
	Schedule and deliver training for all staff: <input type="checkbox"/> What support services are available to CVES employees (e.g., EAP) and how they access them?	Mgmt services	Done
	Implement the capital project and regularly communicate progress.		
	Update CVES employees about the approved capital project scope.	Eric Bell	Done
	Get NYSED approval, bid the project and award contracts.	Eric Bell	Done
	Phase project construction work, coordinate office and staff moves, and communicate to staff.	Construction manager, Admin	Ongoing
	Start construction.	Eric Bell	Done
	Regularly provide status updates to employees and stakeholders.	Eric, Mark Davey, Communications team	Ongoing

Special Education 2019-21 Improvement Plan

Performance Targets	Measure	2015-16	2016-17	2017-18	2018-19	2019-20	2021 target
	STAR ELA assessment: % students maintaining or improving their average grade equivalent	72	62	70	77	60*	80
	STAR Math assessment: % students maintaining or improving their average grade equivalent	-	86	76	78	78*	85
	% students administered the NYSAA assessments who average a score of ≥ 3	-	-	-	Rdg 81% Math 78%	N/A	TBD
	% of transition plans written that meet a quality check list ¹	0	41	74	69	Sept. 2020	90
	% IEPs written with goals and needs aligned ²	-	-	26	28	Sept. 2020	90
	Social and emotional learning (SEL) metrics:						
	% decrease of avg # physical restraints from 1 st quarter to 4 th quarter for those ten students with the highest frequency of restraints in the 1 st quarter ³	-	-	-	-	67* Decrease	TBD
	% classes (middle school and older for life skills and Gr. 3 and older for academics) holding "circle-ups" ≥ 1 time weekly October to May	-	-	-	5	37 *	65
	% of classes holding ≥ 1 circle up per month with staff	-	-	-	12	88*	65


¹ A random sample of 25% of transition plans for students 14 or older for each teacher will be used to determine this measure for year written.

² A random sample of 25% of IEPs for each teacher will be used to determine this measure for year written.


³ We will collect baseline data for this new metric in 2019-20

[illegible]

Special Education 2019-21 Improvement Plan


2019-21 Activities	Action steps	Owner	Due
Educate through innovative, high-quality programs and services 	Invest in all staff by providing professional learning opportunities.		
	IEP goal writing: <input type="checkbox"/> Schedule and deliver training on aligning priority needs and goals among teachers and related service providers. See Chart below <input type="checkbox"/> Schedule time in annual calendar to collaborate as a team to write concise IEP goals (e.g., classroom staff and related service providers). Professional staff were provided January (1/15), February (2/6) and March (3/12) half days to collaborate as teams and work on IEP Development	Admin/ Coordinators	Ongoing
	IEP process: <input type="checkbox"/> A master list of all IEPs written is created. <input type="checkbox"/> A coordinator uses a random sampling tool to identify 25% of IEPs per teacher. <input type="checkbox"/> Administrators utilize the review tool to collect data by Nov. 30, 2019 and provide teacher feedback prior to IEPs developed for 2020. <input type="checkbox"/> Administrators report their data to the Director who calculated the overall “% IEPs written with goals and needs aligned” by Nov. 30. This metric is scheduled to be calculated in September 2020. Discussed targeted training for Service Provider	Admin Coordinators	Annually
	Transition Plan measurement: Utilize a quality review checklist of transition plans. Based on quality review, calculate and report “% of transition plans written that meet the quality checklist (14 & older). Transition Plan process: <input type="checkbox"/> Generate a list all students enrolled that are 14 or older on Feb. 1. <input type="checkbox"/> The curriculum coordinator uses a random sampling tool to identify 25% of plans to be reviewed per teacher.	Coordinators Coordinators	Annually Annually

Special Education 2018-20 Improvement Plan


2019-21 Activities	Action steps	Owner	Due
Educate through innovative, high-quality programs and services 	Invest in all staff by providing professional learning opportunities.		
	Transition Plan measurement: Utilize a quality review checklist of transition plans. Based on quality review, calculate and report % of transition plans written that meet the quality checklist (14 & older).	Coordinators	Annually
	Transition Plan process: <input type="checkbox"/> Generate a list all students enrolled that are 14 or older on Feb. 1. <input type="checkbox"/> The curriculum coordinator uses a random sampling tool to identify 25% of plans to be reviewed per teacher. <input type="checkbox"/> Transition Coordinator uses the quality checklist to review plans by end of September. This process is completed annually - Next review Summer 2020 with data report September 2020 Yearly training is provided to teachers Targeted training is provided as needed based on identified during review	Coordinators Transition Coordinator	Annually Annually
	Promote and support the social, emotional and mental health needs of our educational community.		
	Reduce staff injuries resulting from student behavior incidents: <input type="checkbox"/> At a community meeting, provide an overview regarding the appropriate use of the "green forms." This did not happen <input type="checkbox"/> Begin to track and report the count of staff injuries resulting from student behavior incidents ⁷ . Need to gather this data for 2020 baseline <input type="checkbox"/> Review the data to determine strategies to reduce staff injuries. <input type="checkbox"/> Implement strategies as appropriate. Need to ensure we pull out all of the Green Forms that are NOT student related	Planning room TA Coordinators Admin./Trainers Review in January to address Design strategies	Monthly - Green Form 9/19 - in Drawer Change to 2020 goal

⁷ The Sped Ed strategic planning team will decide next year whether to add this data as a performance target.


Special Education 2019-21 Improvement Plan

2019-21 Activities	Action steps	Owner	Due
Educate through innovative, high-quality programs and services 	Promote and support the social, emotional and mental health needs of our educational community.		
	<u>Changes/ new implementation ideas</u> Change process of incident reports to better track staff injuries. Move to electronic documentation? Provide training to staff based on what are/are not reportable incidents at each level (Incident Form, Green Form, Nurse review, Workman's Compensation paperwork, etc.) Need to define Staff Injuries (Require medical attention? Spitting? Broken Skin?) Could the nurses track in a Form?	Planning room TA Coordinators Admin./Trainers Review in January to address Design strategies	Change to 2020 goal
	Wellness Committee in MV Mindfulness Sessions Physical Activity – Sisson's Challenges Yoga Staff Recognition Board Grant secured for 20 mats and hand weights thru Health Department Wellness Committee in WAF Mindfulness Sessions Physical Activity – Sisson's Challenges Birthday board <u>Changes/ New implementation ideas</u> Renew WAF Wellness Committee Collate ideas from staff regarding stress reduction activities. How do we promote and support?	Administration with Strategic Plan Committee	

Special Education 2019-21 Improvement Plan

2019-21 Activities	Action steps	Owner	Due
Ensure a quality learning environment 	Explore and recommend ways to measure the impact of trauma & restorative justice training on staff's ability to manage students. Catalyst Team working Dave Reduction of physical restraints over the course of School Year Mindfulness Circle Ups in progress Reflective practices <u>Changes/ New implementation ideas</u> This may not be a goal that we measure	Trauma, Leadership & Catalyst committees	6/2020
	Track Special Ed division employee trend data related to bullying and harassment in the workplace for the purpose of identifying specific areas for intervention. Survey Questions adjusted over the years. Need to review this year's survey data for SPED Division <u>Changes/ New implementation ideas</u> Need more training Could include focus on communicating professionally with colleagues	Spec Ed SPT Data Coordinator	1/2020 Sept 2020

Special Education 2019-21 Improvement Plan

2019-21 Activities	Action steps	Owner	Due
Ensure a quality learning environment 	Schedule and deliver training for all staff -What is harassment and bullying among staff? -How do we report incidents of bullying and harassment among staff? -What is appropriate, professional communication within the workplace? -How do I access and use EAP services? Safe Schools (Sexual Harassment) EAP Service training by HR Jeff Sisson training? Title IX Coordinators (Jim & Kathy) <u>Changes/ New implementation ideas</u> Need more training Could include focus on communicating professionally with colleagues	Admin Health & safety Coordinator	Ongoing
	Continue restorative justice in all special education programs: <input type="checkbox"/> Continue use of monthly circle ups for all staff. <input type="checkbox"/> Provide training to new staff. Training in MV Data Point Looking to build upon in the new year	K. Denton Admin Staff	9/2019- 6/2020
	Implement monthly, structured student-centered meetings to include all providers working directly with students. Identify ways to address scheduling issues and ways to capture and share meeting results (e.g., replicate what Autism is doing with OneDrive.) <u>Changes/ New implementation ideas</u> Need to reexamine question Monthly? Case manager? Need to explore structure for possible implementation 2020-21 (Teams will increase ability to collaborate) Is this even an appropriate goal? Do we survey staff on need?	Teacher/case manager Admin	12/2019 09/30/2020

Building Upon Excellence

Thank you

Questions?

Building Upon Excellence

