

**St. Lawrence-Lewis BOCES**  
**Division and Program Action Plans 2011-2012**

**Special Education**

**Goal 1: Special Education Staff will continue to acquire and enhance skills and instructional strategies for students to receive the maximum benefits from their education through professional development opportunities.**

**Action Plan**

- 1 Special Education Teachers and Related Service providers will participate in one day training: introduction to the new APPR and Core Standards.
- 2 Special Education Teachers, Related Service Providers and Teaching Assistants will participate in one day training Introduction to Autism Spectrum Disorders and Visual Strategies.

**Goal 2: Special Education Staff will continue to incorporate technology as an instructional tool and strategy to enhance learning.**

**Action Plan**

- 1 Selected Staff will participate in 5 day Tech Camp.
- 2 Staff will implement self determined goals to further individualize instruction for their students.
- 3 Follow up will be provided to staff by instructional tech coaches – both personally and via email.
- 4 A survey for staff will be developed to determine if additional workshops are needed to enhance staff competencies.
- 5 Survey will be distributed to Special Education Teachers and Speech Therapists.
- 6 Survey results will be compiled, reviewed, and workshops provided if warranted.
- 7 Staff will share highlights of their “implementation plans” with co-workers via various networking meetings

**Goal 3: Special Education staff will continue to enhance their skills in working with students with challenging behaviors and creating a safe environment for learning.**

**Action Plan**

- 1 Special Education staff enhances their skills in developing/implementing FBA/BIP. (one & two day training & ongoing implementation of FBA/BIP by teams.)
- 2 New staff will complete 2 day training “Keeping Everyone Safe”.
- 4 New staff will complete 2 day training “Understanding and Dealing with Challenging Students”.
- 5 Selected staff will complete one day refresher for “Keeping Everyone Safe”.
- 6 Selected new ABA staff will successfully complete 3 days training in “CALM”.
- 7 Selected staff will complete a one day recertification for “CALM”.
- 8 CALM Trainers will complete one day recertification for CALM
- 9 Students with Challenging behaviors Committee will continue to review and develop protocol.

**Goal 4: Special Education staff will consistently utilize data collection systems to monitor student instructional and behavior progress.**

**Action Plan**

- 1 Review and evaluate with staff current data collection methods to determine areas of need.
- 2 Plan for training will be developed.

**Goal 5: Special Education Teachers and related Service providers will continue to enhance connections with student families and the community.**

**Action Plan**

- 1 Staff meetings will be held to share evaluate and determine changes that need to be made to current plans.
- 2 Parent activities will be implemented throughout the special education program.

**Goal 6: Special Education Administrators restructuring plan will continue to be refined and implemented.**

**Action Plan**

- 1 Special education administrators determine administrative models for 2012-2013 school year.
- 2 Advertise, interview and hire for retiring supervisor position
- 3 On-going mentoring of new administrators and specific assignments.
- 4 Monthly meetings with assessment of current status.

**Career and Tech Education**

**Goal 1: Implementation of Technology Centers That Work, School Improvement design model.**

**Action Plan**

- 1 Staff and administrators will review TCTW teacher survey results by site and BOCES.
- 2 Staff development focus for 21<sup>st</sup> Century.
- 3 All staff will attend four professional development programs geared toward preparing students for success in careers, training and further studies.
- 4 All program instructors will participate in six career cluster meetings.
- 5 Teachers will make greater use of research-proven instructional strategies to engage, motivate and support students toward achievement of course standards.

**Goal 2: Training for staff and implementation of new student information system.**

**Action Plan**

- 1 Introduce new student information system to teachers.
- 2 Develop one page operating manuals for each function of the database that teachers are required to perform.
- 3 Conduct staff development for each function that teachers are responsible to perform.
- 4 Conduct regularly scheduled in-service for support staff to learn how to extract reports from the new data system.

**Goal 3: Continued focus on literacy including additional staff training in Literacy Across the Curriculum.**

**Action Plan**

- 1 Staff will attend two common core standards training sessions.
- 2 Provide opportunities for staff to develop individual crosswalk between math, ELA and Literacy common core standards with the CTE programs of study.

<b>Goal 4:</b>	<b>Continued staff development in the use of specific applications and software to assist in the delivery of lessons, assessments and program evaluations.</b>
	<b>Action Plan</b>
1	Increased use of assessments, smart boards and other authentic opportunities for students to access technology.
2	Peer training on the use of technology will be provided to staff after school at all three tech centers.
3	Provide authentic opportunities to increase knowledge and understanding of technological and information literacy and how they affect student learning (standard #1.6).
4	Introduction of the CTE Wiki to provide a more sophisticated level of communication among the CTE administrators and staff.
<b>Adult Education</b>	
<b>Goal 1:</b>	<b>Increase marketing efforts.</b>
	<b>Action Plan</b>
1	Review and evaluate current marketing strategies.
2	Create master marketing plan.
3	Form small work groups for targeted areas as follows: Internal Marketing and External Marketing.
4	Create sales binder to include: presentation, brochures, flyers, student testimonials, catalog, orientation materials.
5	Implement Adult Education Facebook page(s).
6	Continue to evaluate and improve Adult Education Website.
7	Provide awareness to BOCES employees about Adult Education – Adult Education monthly newsletter, recruitment table Opening Day.
8	Provide incentives for existing customers – discount additional course offerings, T-shirts, promotional items.
9	Increase connectivity to training needs of Business and Industry.
10	Continue to improve programming physical plant in regard to best practices in Adult Education – adult learners separate from youth, class furniture, technology, first impressions, landscaping, signage, access, etc.
<b>Goal 2:</b>	<b>Establish a Network of Literacy Services via Massena Literacy Zone.</b>
	<b>Action Plan</b>
1	Secure WIA Title II Literacy Zone funding.
2	Respond to Kratos Learning Solutions RFP.
3	Participate in mandated Kliteracy Zone Training.
4	Participate in Points of Entry Training.
5	Meet with MLZ One Stop Partners.
6	Meet individually with all LZ Partners to review partnerships, roles, programming needs, logistics, etc.
7	Meet with Massena Central School District – define staff development needs for parental involvement, agency cross training needs, etc.
8	Secure staffing for MLZ – hire and assign as necessary and defined in FS 10.
9	Create, review, revise MLZ partner forms, referrals, releases, etc.
10	Determine staff and programming schedules.
11	Create Master contact list for interagency distribution.
12	Literacy Zone Advisory Committee convenes.
13	Community announcement of the Award.
14	Supplies and materials ordered as per FS-20 to support programming.
15	Develop system for initial client contact and flow.
16	Staff in-service on MLZ Services.
17	Ongoing staff cross training on Partner Agency services.
18	MLZ Orientation and Assessments – bi-weekly orientation and assessments for new referrals for programming.
19	MLZ programming begins.
20	MLZ Open House.
21	MLZ Program Participant Surveys.
22	MLZ Data Review.
23	MLZ Collaborator Survey.
<b>Instructional Services</b>	
<b>Goal 1:</b>	<b>Increase regional student achievement.</b>
	<b>Action Plan</b>
1	Continue implementation of the Virtual Reference Library (CCCD eBook program).
2	Work with SLL BOCES Network Team to implement Data Driven Instruction (DDI) in all Districts.
3	Provide professional development through School Improvement aimed to assist teachers to better teach the Common Core State Standards.
2	Determine the reports package that will be provided to districts and BOCES departments to aid in decision-making.
3	Create shared data folder/data base (with publicly released data) accessible to districts/BOCES Departments.
4	Improve the Supplement Education Services program to serve more students and provide more effective interventions to improve student achievement in the schools in accountability.
5	Assist Supervisor of Instruction (Title I) districts to use data to identify areas of need in instruction, curriculum and assessment.
6	Support the Supervisor of Instruction (Title I) districts to use the needs assessment to fully implement their Schoolwide or Targeted Assistance Title I plans.

7	Work with the Project Administrator to fully implement and evaluate the McKinney-Vento Homeless Education Grant.
8	Increase knowledge of Interactive Strategies Approach to increase teacher effectiveness during intervention, thereby increasing student achievement and preventing reading difficulties.
9	Implement the Tech Yes, technology literacy assessment, in one district. Continue rollout to all districts.
10	Embed research-based instructional strategies into all Model Schools workshops.
11	Continue to share and implement videoconferencing opportunities with district teachers.
<b>Goal 2:</b>	<b>Assist districts and the BOCES with carrying out the Regents Reform Agenda and Race to the Top Initiatives.</b>
1	Promote the use of the NYS School Librarian APPR Tool.
2	Provide an overview of the common core state standards to ALL district teachers regardless of grade level and subject area.
3	Facilitate the rollout of Common Core State Standards for English Language Arts - Literacy, Literacy in Science, History/Social Studies, and other Technical Subjects as well as in Mathematics.
4	Facilitate the creation and instruction of CCSS aligned units.
5	Support in creation of local assessments.
6	Support districts with the implementation and use of data software.
7	Continue investigating online learning solutions and create/adopt a map of solutions for use with specific student profiles under specific conditions.
8	Provide professional development for all professional development staff in Common Core State Standards.
<b>Goal 3:</b>	<b>Expand instructional and enrichment opportunities as well as support educationally-based athletic competition for regional students .</b>
	<b>Action Plan</b>
1	Begin implementation of the ProQuest CoSer, the magazine article database, for every district in the BOCES.
2	Help school librarians promote the use of district paid online databases.
3	Create link between teachers and Learning Resource Center.
4	Successfully hold our 5th Annual Mandatory NYSPHSAA section wide "Athletic Director's Eligibility & Mentor workshop" September 2011.
5	Enhance and expand the online versions of (3) NYSED Coaching credentialing courses (weekly). This will include transferring materials from Moodle to Moodle 2.0.
6	Provide out Section 10 Athletic communities with in-service opportunities in the areas of chemical health behavior, sportsmanship and concussion management (monthly).
<b>Goal 4:</b>	<b>Evaluate, revise, and enhance operational procedures within St. Lawrence-Lewis BOCES and across the region to support BOCES / district endeavors.</b>
	<b>Action Plan</b>
1	Rewrite the 506 Instructional Technology CoSer to include Managed IT services.
2	Rewrite the 505 Repair CoSer to include the repair of all AV and computer equipment.
3	Redo budgetting to account for the collapse of the 507 CoSer and expansion of the 506 and 507 CoSers.
4	Review the personnel and procedures used to maintain and update the SLL BOCES website. Revise as indicated by review.
5	Rewrite the 501 CoSer to add additional support for districts in accountability status.
5	Work with all division staff to study the current alignment of duties to staff and look for ways to shift duties for better efficiency with the move to 40 West Main.
6	Examine budget transfers and gain information about the intended receivers of the services.
7	Replace or update current helpdesk to be used as a central helpdesk for SLLBOCES and supported Schools. Will also be looking at developing a helpdesk system for Maintenance Department.
8	Begin planning for Distance Learning/Video Conference move to IP network, potential to integrate with existing CISCO environment and move to E. 164 numbering plan.
9	Continue to consolidate SLLBOCES servers while preparing to include servers from smaller component districts (potentially Lisbon, Hammond, Morristown and Parishville Hopkinton.)
10	Continue work on Hot Site for VM .... Washington Ed Building (equipment, backup Power, SAN Drives for Disk to Disk Backup.)
11	Upgrade CISCO Call Manager from 6.xx to X.XX.
12	Investigate V-desktop for SLLBOCES (Possibly some labs and DL rooms).
13	Continue with least cost Routing phone system VoIP Massena, Gouverneur, Edwards-Knox, Madrid-Waddington 2011 - 2012.
14	Investigate Google Mail for SLLBOCES 2011 - 2012.
15	Look at Hosting VoIP for a school dist. 2011 -2012.
16	Verify that all security and wireless equipment is working correcting and update the door access systems, security cameras, and wireless AP 802.11n at each of the Tech Centers 2011 - 2012.
<b>Goal 5:</b>	<b>Enhance communication with all stakeholders using a variety of media.</b>
	<b>Action Plan</b>
1	Develop communication plan to make component districts aware of LRC and SLS services.
2	Transition from Leagueminder to Schedule Star as our sports information/resource center for the 24 component schools, officials, media and general public of the North Country.
3	Startup/Set up a DAS website to inform districts/BOCES of uses of services.
4	Create a 'blog'/website to share relevant documents/articles and allow ongoing conversations re: assessments, use of data, grading.
5	Improve the use of the Supervisor of Instruction (Title I) moodle website and implement a quarterly newsletter/listserv for administrators and AIS providers.
6	Create List-Serve for teachers of literacy in SLL BOCES region.
7	Provide Google training for BOCES and component district staff.
8	Develop SLLBOCES Tech Web page.
9	Establish a Facebook page and create a communications plan.
<b>Goal 6:</b>	<b>Plan for and potentially move major BOCES functions to 40 West Main.</b>
	<b>Action Plan</b>

1	Continue preparation for moving LRC and SLS services from current Norwood site to Canton site.
2	Work with division staff to finalize room assignments.
3	Install all Network Infrastructure including all copper and fiber wire.
4	Move all Network and Server equipment from 139 State St. to 40 West Main.
5	Move all Network and Server equipment from LRC to 40 West Main.
6	Move all Network and Server equipment from Richville Office to 40 West Main.
7	Move and/or setup Verizon PRI/DID's. 139 State St., 30 Court St., LRC, Richville, 3 Remington Avenue.
8	Remove all old BOCES own phone equipment from old locations.
9	Install new Access Control and Video Surveillance Systems.
<b>EER</b>	
<b>Goal 1:</b>	<b>Collective Bargaining: The goals are to finalize 19 contracts open from 2010 and 2011 and to work with the district negotiations teams that will be preparing to open bargaining for 2 additional contracts in the spring of 2012; further, the APPR negotiations goal is to have agreement with all SLL teacher and principal units represented by EER by October 1<sup>st</sup>.</b>
<b>Action Plan</b>	
1	Meet with EER superintendents to draft comprehensive APPR proposal.
2	Present formal APPR proposal to each represented NYSUT and SAANYS unit and determine September 1 submission to state.
3	Continue negotiations on 19 remaining open CBAs.
4	Determine bargaining representative for each contract opening in 2012.
5	Meet with each bargaining team and draft proposals for 2012.
6	Open negotiations for each 2012 contract.
<b>Goal 2:</b>	<b>Labor Relations: The goals are to finalize electronic archival of closed labor relations files and to add any available arbitration awards to our collection prior to mid-year office relocation.</b>
1	Collect additional awards, assign issues.
2	Scan awards, maintain electronic index.
3	Review remaining negotiations and miscellaneous labor relations files for archival.
4	Scan remaining files for electronic archival.
<b>Goal 3:</b>	<b>Training: The goals are to offer at least one seminar or workshop in accordance with preference of EER subcommittee, to be determined in October, and to develop online training for evaluators consistent with new APPR.</b>
<b>Action Plan</b>	
1	Meet with EER superintendent subcommittee and determine preferred area(s) of training.
2	Present training as requested.
3	Use NYSED training materials to develop another online training for BOCES and component district administrators who are responsible for evaluation of teachers or other administrators, as well as for regional appeals panel members.
<b>Financial Affairs</b>	
<b>Goal 1:</b>	<b>Work with the Superintendent of Buildings &amp; Grounds and District Superintendent to monitor the construction and financing of the nursing home renovation project.</b>
<b>Action Plan</b>	
1	Attend contractor meetings.
2	Monitor capital budget and reconcile to architects reports.
3	Monitor cash flow and submit monthly reimbursement requests to DASNY.
4	Work with Fiscal Advisors to ensure that all state aid forms are filed.
5	Work with architects and Board of Education to prioritize change orders and additional items.
<b>Goal 2:</b>	<b>Work with new external auditors to ensure a smooth transition.</b>
<b>Action Plan</b>	
1	Meet with auditors on-site and gather any reports requested.
2	Follow-up with auditors on any open audit items.
3	Meet with auditors and audit committee for exit interview and conference.
<b>Goal 3:</b>	<b>Monitor budgets for all funds to ensure that expenditure and revenue budgets are set up and managed in WINCAP.</b>
<b>Action Plan</b>	
1	Work with business office staff to enter budgets for cafeteria, capital and federal funds.
2	Monitor budgets and make transfers as needed.
<b>Goal 4:</b>	<b>Organize CO-SER descriptions approved by SED and the CO-SER guidebook electronically so that all BOCES departments have access to these records.</b>
1	Scan in CO-SER approvals that are on-file in business office.
2	Contact departments to get a copy on any CO-SER approvals that are missing .
<b>Goal 5:</b>	<b>Review processes and procedures for WINCAP and the business office to ensure that there is no duplication of tasks and that efficiency is achieved.</b>



	<b>Action Plan</b>
1	Work with business office staff on putting together written procedures for WINCAP functions.
2	Review business office forms and procedures that are on-line and make any revisions.
3	Review written procedures and forms with administrative council members. Identify any redundancies and inefficiencies.
<b>Goal 6:</b>	<b>Continue to assist the District Superintendent with the regional consolidation study.</b>
	<b>Action Plan</b>
1	Provide information as needed for consultants and Superintendents.
<b>Goal 7:</b>	<b>Continue to work with the Director of Special Education and Beginning Years Program on their financial status.</b>
	<b>Action Plan</b>
1	Meet with Superintendents at Chefs Meetings to discuss financial status and develop long-range financial plan.
2	Participate on "planning committee" for BYP restructuring plan.
<b>Cooperative Business Office</b>	
<b>Goal 1:</b>	<b>Work on procedures with the CBO staff and the participating district's staff on improvements needed from comments made the Internal Auditor and necessary testing recommended in the risk assessment reports.</b>
	<b>Action Plan</b>
1	Receive and review the Risk Assessment provided by Internal Auditor.
2	Develop an Action Plan to implement recommendations provided in the Risk Assessment.
3	Review the Action Plan and distribute responsibilities to strengthen internal controls.
<b>Goal 2:</b>	<b>Work on procedures with the CBO staff and the participating district's staff on improvements needed resulting from comments made by the External Auditor and State Comptroller Auditor.</b>
1	Receive and review External Audit
2	Develop an Action Plan to implement recommendations provided in the External Audit
3	Review the Action Plan and distribute responsibilities to strengthen internal controls
4	Receive and review State Comptroller Audit
5	Develop an Action Plan to implement recommendations provided in the efficiency study by the Comptroller's office
6	Review the Action Plan and distribute responsibilities to strengthen internal controls
<b>Goal 3:</b>	<b>Provide professional development to the CBO staff.</b>
	<b>Action Plan</b>
1	Identify needs – current and long-term.
2	Develop a plan which prioritizes the needs to meet district's requests and future needs.
3	Implement plan for 2011-12.
<b>Goal 4:</b>	<b>Prepare for a new district jointing the CBO for full service or a component service.</b>
1	Establish a committee
2	Define services – full services and each component.
3	Identify the information needed from the district.
4	Identify the information needed from the CBO to be given to the district.
5	Develop checklists.
6	Determine staffing needs for each service.
<b>Goal 5:</b>	<b>Transition from paper records to electronic records for records retention purposes for the accounting, accounts payable and payroll departments.</b>
	<b>Action Plan</b>
1	Determine if copier with scanning capabilities is the best route or need to purchase multiple scanners.
2	Scan current year records monthly and save to hard drive and 2 CDs.
3	Scan 2010-11 records as time is available.
<b>Cooperative Purchasing</b>	
<b>Goal 1:</b>	<b>Work with the Cooperative Business Office, the Business Office and Capital Computer to develop a web-based bid request entry system for district use.</b>
	<b>Action Plan</b>
1	Determine how many Wincap users are in the Cooperative Purchasing Group.
2	Meet with all parties to develop an overview for transitioning from current procedures to web-based.
3	Develop a timeline for implementation starting with the CBO and Business Office and ultimately resulting in offering access to all districts.
4	Discuss costs involved for both Wincap and non-Wincap users to implement a paperless process from requesting to ordering.
5	Determine a means for handling costs involved in the transition. i.e. Fees included in CoSer charges or as an additional direct cost only to those electing to use the purchasing module.
6	Develop training for district personnel. This could include webinars and/or on-line tutorials.
7	Discuss if and when full implementation should be required for all participants.

<b>Goal 2:</b>	<b>Research the use of on line auctions for asset disposal.</b>
	<b>Action Plan</b>
1	Research online sources available.
2	Contact end-users for feedback.
3	Determine possible role of the Cooperative Purchasing Office in facilitating the initiative.
4	Discuss with Planning Development Committee.
5	Canvas districts for interest. (optional)
6	If there is sufficient interest, make available on Cooperative Purchasing web page.
<b>Goal 3:</b>	<b>Continue efforts to develop an MRO Supply Bid.</b>
	<b>Action Plan</b>
1	Consult with Monroe 2 BOCES regarding their bid.
2	Group districts geographically in an effort to ensure adequate bidder participation and include local vendors.
3	Write General Specifications using Monroe 2 Bid as a model.
4	Distribute requisitions to districts.
5	Issue bid invitation.
6	Open analyze & award bid.
<b>Facilities - Building &amp; Grounds</b>	
<b>Goal 1:</b>	<b>Represent BOCES at 40 W. Main St. Renovation</b>
	<b>Action Plan</b>
1	District Liaison for construction. Work with Gray Mgmt., March Assoc., and Contractors to implement design.
<b>Goal 2:</b>	<b>Assess BOCES Facilities and Develop a Long Range Facility Plan</b>
	<b>Action Plan</b>
1	Categorize all Facilities with respect to program needs versus the financial burden of long term operation and maintenance costs.
2	Work with Architect to identify and quantify facility needs.
3	Prioritize required projects.
4	Develop a plan for phase out of surplus facilities.
<b>Goal 3:</b>	<b>Work with CTE to prioritize immediate facility needs @ Tech Centers.</b>
	<b>Action Plan</b>
1	Meet with Interim CTE Director; discuss immediate facility and program needs; prioritize collaboratively.
2	Continued communication with CTE Director; Principals; Financial Affairs for follow up on existing projects; future projects and needs.
<b>Health Insurance and Workers Compensation Consortiums</b>	
<b>Goal 1:</b>	<b>Work with ProAct and Locey &amp; Cahill with regards to the prescription drug proposal to remove StoneRiver Pharmacy Solutions as a pharmacy third-party biller, decreasing claim costs for prescription drugs under the three workers' compensation consortiums.</b>
	<b>Action Plan</b>
1	Work with Locey & Cahill, ProAct Management and the Workers' Compensation Team Leader to develop procedures to utilize ProAct as the Benefit Manager for Workers' Compensation claimants obtaining medications.
2	Educate all claimants, including providing prescription cards, on the options of the drug program.
3	Work with ProAct and Locey & Cahill to develop costs/savings reports based upon the success of program utilization.
<b>Goal 2:</b>	<b>Educate Superintendents, Business Officials, Boards of Education and Enrollees on the Plan changes due to the Patient Protection and Affordable Care Act (PPACA) and what the changes will mean to the Plan, Employers and the Employees.</b>
	<b>Action Plan</b>
1	Work with Locey & Cahill, LLC to update the Plan Document as required under the Patient Protection and Affordable Care Act (PPACA).
2	Provide the Board of Directors with the provisions of the bill that directly impact the rates of each program.
3	Provide guidance to the Superintendents, Business Officials and Boards of Education with regards to the significant provisions in the 2010 PACA Affecting the administration of the Employers-based coverage.
4	Notify Plan Enrollees of the PPACA provisions affecting their Plan of Benefits and provide guidance pertaining to the coverage improvements prior to their effective dates.
<b>Goal 3:</b>	<b>Continue to work on increasing the size of the St. Lawrence-Lewis Counties School District Employees Medical Plan's Provider Networks.</b>
	<b>Action Plan</b>
1	Continue increasing provider networks by submitting providers names not yet signed with a network to the NCPO, JPO, MultiPlan/PHCS, etc.. depending on geographic area and contractual requirements.
2	Continue working with network hospitals maintaining the negotiated rates or modest increases according to medical CPI.
3	Work with Medical Case Managers and Claims Examiners as we negotiate charges on a case by case basis.
4	Continue building the Plan's mental and nervous provider network.
<b>Goal 4:</b>	<b>Develop policies and procedures with regards to the implementation of the benefit and enrollment changes enacted through the Patient Protection Affordable Care Act (PPACA).</b>

	<b>Action Plan</b>
1	Work with WLT Software to update or accommodate any new changes affecting the claims processing programs.
2	Train all claims examiners on the application of the PPACA provisions, and the new procedures written to comply with the additional provisions imposed by the 2010 Reform Act.
3	Update and train the Enrollment Department on PPACA provisions affecting the effective date of coverage and the availability of coverage.
<b>Goal 5:</b>	<b>Transition the St. Lawrence-Lewis Counties School District Employees Medical Plans to the west wing of 40 West Main Street with the least amount of interruption to the services provided to our clients and enrollees.</b>
	<b>Action Plan</b>
1	Work with Kevin Perretta, BOCES IT Department, Employees of the St. Lawrence-Lewis Counties School District Employees Plan, and Pitney Bowes to assist in the relocating the operation of the plan.
2	Notify all enrollees, providers, consultants, all contractual organizations, vendors, Workers' Compensation Board, attorneys, participating districts, banks, etc. of the move and the Plan's new location and telephone numbers.
3	Work with WLT and Pitney Bowes on system changes affecting the payment operations.
<b>Program Planning and Grant Writing</b>	
<b>Goal 1:</b>	<b>Coordinate and implement the Extended Day grant for Hermon-DeKalb (LEA), Gouverneur, and Edwards-Knox School Districts.</b>
	<b>Action Plan</b>
1	Secure Year 2 Grant funding from SED, get approval letter, do contracts with schools and partners, hold budget meetings with administrators, business managers, program leaders and partners.
2	Complete Year 1 Extended Day evaluation for NY State Education Dept.
3	Execute 15 Summer camps for Extended Day students: Robotics-Clarkson University; Drama, theatre, visual arts, dance-SUNY Potsdam; 4H-Cornell Cooperative Extension; Career Exploration-3 BOCES Tech Centers.
4	Facilitate monthly meetings of all partners and school administrators of the Extended Day after school programs. Monthly Professional Development topics and sharing success. July PD – STEP grant
5	Mentor and support all Extended Day Program leaders, staff, administrators and partners on a daily basis and visit program sites monthly.
6	Monitor and adjust Extended Day program goals, student attendance, program activities and budget expenditures.
7	Liaison with New York State Education Department and LEAs – Hermon-DeKalb and Norwood-Norfolk.
8	Attend New York State conferences on Extended Day Programs and bring information to the school and program level.
9	On-going evaluation and support.
<b>Goal 2:</b>	<b>Coordinate and implement the Extended Day grant for Norwood-Norfolk (LEA), Brasher Falls and Lisbon School Districts.</b>
	<b>Action Plan</b>
1	Secure Year 2 Grant funding from SED, get approval letter, do contracts with schools and partners, hold budget meetings with administrators, business managers, program leaders and partners.
2	Complete Year 1 Extended Day evaluation for NY State Education Dept.
3	Execute 15 Summer camps for Extended Day students: Robotics-Clarkson University; Drama, theatre, visual arts, dance-SUNY Potsdam; 4H-Cornell Cooperative Extension; Career Exploration-3 BOCES Tech Centers.
4	Facilitate monthly meetings of all partners and school administrators of the Extended Day after school programs. Monthly Professional Development topics and sharing success. July PD – STEP grant
5	Mentor and support all Extended Day Program leaders, staff, administrators and partners on a daily basis and visit program sites monthly.
6	Monitor and adjust Extended Day program goals, student attendance, program activities and budget expenditures.
7	Liaison with New York State Education Department and LEAs – Hermon-DeKalb and Norwood-Norfolk.
8	Attend New York State conferences on Extended Day Programs and bring information to the school and program level.
9	On-going evaluation and support.
<b>Goal 3:</b>	<b>Coordinate and implement the new STEP grant (2011-2014) - IMPETUS, <i>Integrated Mathematics and Physics for Entry to Undergraduate STEM</i>, for Career Success with Clarkson University and all 18 St. Lawrence-Lewis BOCES component districts.</b>
	<b>Action Plan</b>
1	Help plan and recruit students for a IMPETUS summer camp at Clarkson University 8/1/11 – 8/3/11. 40 Students Enrolled
2	Monthly meetings of the STEP Advisory Board to monitor goals, recruitment, program activities, evaluation and collect data.
3	Plan and invite Superintendents, Principals and Guidance Counselors to an IMPETUS Luncheon at Clarkson University to share program highlights from the past and update information for the new grant.
4	Plan, recruit and invite IMPETUS coaches to Coaches meeting – luncheon at Clarkson University.
5	Recruit and verify income eligibility for STEP students grades 7-12 – goal 150 students.
6	Schedule and monitor weekly tutoring and mentoring at all school sites with Clarkson STEP students .
7	Monthly visits to Clarkson University for all IMPETUS students.
8	Student data collection – test scores, etc. Program evaluation.
9	Attend STEP conferences and meetings
<b>School Lunch Manager</b>	
<b>Goal 1:</b>	<b>Assist in the transition of Colton-Pierrepont into the shared food service program.</b>
	<b>Action Plan</b>
1	Work with Superintendent and district staff to ensure a smooth transition into the shared program.
<b>Goal 2:</b>	<b>Prepare for the addition of Parishville-Hopkinton into the program.</b>
	<b>Action Plan</b>
1	Meet with Superintendent and cafeteria staff prior to their start date for initial review of program.

	2	Work with district staff to ensure smooth transition into shared service.
<b>Goal 3:</b>		<b>Continue to attend workshops and training on the new child nutrition regulations.</b>
		<b>Action Plan</b>
	1	Attend workshops and training when applicable.
<b>Goal 4:</b>		<b>Continue to develop a long-range plan for this service as more districts join.</b>
		<b>Action Plan</b>
	1	Continue to provide information for consolidation study as requested.
	2	Continue to review other BOCES' operations for ideas.
<b>Goal 5:</b>		<b>Assist the tech centers at BOCES with their cafeteria programs.</b>
		<b>Action Plan</b>
	1	Meet with Director of CTE and CTE Principals to discuss current operations.
	2	Review daily operations and make recommendations for improvements.



Assigned To	Start Date	Due Date
Director, Jennifer French, Steve Todd	10/21/2011	6/22/2012
Director, NECC	10/21/2011	6/22/2012
Assigned To	Start Date	Due Date
Patti Fisher	9/1/2011	8/30/2012
Supervisors, Special Ed. Teachers, Speech Therapists	9/1/2011	6/30/2012
Supervisors, Jennifer French, Patti Fisher	9/1/2011	6/30/2012
Director, Supervisors	6/1/2011	6/30/2011
Director, Cheryl Greene	6/1/2011	6/30/2011
Director	6/1/2011	6/30/2011
Cheryl Greene, Supervisors, Teachers	10/1/2010	6/1/2012
Assigned To	Start Date	Due Date
Director, RSE-TASE, Joe Otter	9/1/2011	6/30/2012
Director, Donna Riter, Supervisors, New Staff	10/5/2011	10/6/2011
Director, Supervisors, New Staff	10/14/2010	10/15/2010
Supervisors, Donna Riter, Staff	9/1/2011	6/30/2012
Director, Joyce Trzaskos, Shari Sharpe, Sarah Bigwarfe, Jacqueline Danis, New Staff	9/1/2011	6/30/2012
Director, Joyce Trzaskos, Shari Sharpe, Sarah Bigwarfe, Jacqueline Danis, Staff	9/1/2011	6/30/2012
Director, Joyce Trzaskos, Shari Sharpe, Sarah Bigwarfe, Jacqueline Danis, NECC	10/19/2011	10/19/2011
Director, Supervisors, Committee	9/1/2011	6/30/2012
Assigned To	Start Date	Due Date
Director, Supervisors, PRISM	Fall 2011	5/1/2012
Director, Supervisors, PRISM	Fall 2011	5/1/2012
Assigned To	Start Date	Due Date
Director, Supervisors, PRISM	9/1/2011	12/31/2012
Director, Supervisors, PRISM	9/1/2011	6/30/2012
Assigned To	Start Date	Due Date
Director, Superintendent, Ast. Superintendent, Supervisors	7/1/2011	6/30/2012
Director	12/11/2011	5/12/2011
Director, Supervisors	7/1/2011	6/30/2012
Director, Supervisors	7/1/2011	6/30/2012
Assigned To	Start Date	Due Date
Supervisor of Instruction, CTE Administrative Team	10/21/2011	10/21/2011
	10/21/2011	10/21/2011
CTE Administration Team	9/1/2011	6/30/2012
CTE Administration Team	9/1/2011	6/30/2012
CTE Administration Team	9/1/2011	6/30/2012
Assigned To	Start Date	Due Date
CTE Admin. Team, Guidance, Support Staff	9/1/2011	6/30/2011
Database Administrator	8/17/2011	6/30/2012
CTE Principals, Guidance, Support Staff	9/1/2011	6/30/2012
Database Administrator	9/1/2011	6/30/2012
Assigned To	Start Date	Due Date
Supervisor of Instruction	9/1/2011	6/30/2012
Supervisor of Instruction	9/1/2011	6/30/2012

Assigned To	Start Date	Due Date
CTE Administrative Team	9/1/2011	6/30/2012
Beth Reynolds	9/1/2011	6/30/2012
CTE Administrative Team	9/1/2011	6/30/2012
CTE Administrative Team	10/21/2011	6/30/2012
Assigned To	Start Date	Due Date
Supervisor of Adult Ed., Customized Coordinator	7/1/2011	8/2011 – ongoing
Supervisor of Adult Ed., Customized Coordinator	8/1/2011	9/2011 - ongoing
All Adult Ed. Staff, Key BOCES Staff	9/1/2011	9/2011 - ongoing
Targeted Work Groups	10/1/2011	12/1/2011
Supervisor of Adult Ed.	Fall 2011	Fall 2011 - ongoing
Supervisor of Adult Ed., Customized Coordinator, Support Staff	7/1/2011	7/2011 - ongoing
Supervisor of Adult Ed., Adult Ed. Staff	7/1/2011	7/2011 - ongoing
Supervisor of Adult Ed., Customized Coordinator	9/1/2011	9/2011 - ongoing
Supervisor of Adult Ed., Customized Coordinator, Apprentice Coord.	9/1/2011	9/2011 - ongoing
All Adult Ed. Staff, Key BOCES Staff	7/1/2011	7/2011 - ongoing
Assigned To	Start Date	Due Date
Supervisor of Adult Ed.	7/1/2011	7/1/2011
Supervisor of Adult Ed., Customized Coordinator	7/1/2011	8/1/2011
Supervisor of Adult Ed, appropriate Adult Ed. Staff	7/1/2011	7/2011 – ongoing
Supervisor of Adult Ed., Customized Coordinator	9/1/2011	9/1/2011
Supervisor of Adult Ed, appropriate Adult Ed. Staff	9/1/2011	9/2011 - ongoing
Supervisor of Adult Ed, Customized Coordinator, LZ Staff	9/1/2011	10/1/2011
Supervisor of Adult Ed, Customized Coordinator, LZ Staff	9/1/2011	10/1/2011
Supervisor of Adult Ed.	9/1/2011	Fall 2011
Supervisor of Adult Ed, Customized Coordinator, LZ Staff	9/1/2011	9/2011 – ongoing
Supervisor of Adult Ed, Customized Coordinator, LZ Staff	9/1/2011	9/2011 – ongoing
Supervisor of Adult Ed, Customized Coordinator, LZ Staff	9/1/2011	9/2011 – ongoing
Supervisor of Adult Ed, Customized Coordinator, LZ Staff	10/1/2011	10/2011 – bi-monthly ongoing
Supervisor of Adult Ed, Customized Coordinator, LZ Staff	9/1/2011	9/1/2011
LZ Staff	9/1/2011	9/2011 – ongoing
Supervisor of Adult Ed, Customized Coordinator, LZ Staff	9/1/2011	10/1/2011
Supervisor of Adult Ed, Customized Coordinator, LZ Staff	9/1/2011	10/1/2011
Supervisor of Adult Ed, Customized Coordinator, LZ Staff	10/1/2011	10/2011 – ongoing
LZ Staff	9/1/2011	9/2011 – ongoing
LZ Staff	9/1/2011	9/2011 – ongoing
LZ and Partner Agency Staff	10/1/2011	Date determined w/partners
Supervisor of Adult Ed, Customized Coordinator, LZ Staff	6/10/4862	10/2011 – Ongoing
Supervisor of Adult Ed, Customized Coordinator, LZ Staff	12/1/2011	12/2011 & Quarterly
Supervisor of Adult Ed, Customized Coordinator, LZ Staff	12/1/2011	12/2011 & Quarterly
Assigned To	Start Date	Due Date
SLS Director/Info Services Librarian	8/1/2011	Ongoing
Senior Supervisor of School Improvement	9/27/2011	6/30/2012
Senior Supervisor of School Improvement	7/1/2011	6/30/2012
Data Analysis Service Data Analyst	ASAP	Ongoing
Data Analysis Service Data Analyst	ASAP	Ongoing
Supervisor of Instruction (Title I)	9/11 - 11/11	Ongoing
Supervisor of Instruction (Title I), Data Analysis Service, School Improvement	9/1/2011	Ongoing
Supervisor of Instruction (Title I)	10/1/2011	Ongoing

Supervisor of Instruction (Title I)	9/1/2011	Ongoing
Supervisor of Instruction (Literacy)	8/11 - 10/11	Ongoing
Supervisor of Instructional Technology	9/1/2011	6/1/2013
Supervisors of Instructional Technology	9/1/2011	6/11 - Ongoing
Supervisor of Instructional Technology	9/1/2011	Ongoing
<b>Assigned To</b>	<b>Start Date</b>	<b>Due Date</b>
SLS Director	8/1/2011	6/30/2012
Senior Supervisor for School Improvement	8/8/2011	8/30/2011
Senior Supervisor for School Improvement	9/1/2011	6/30/2012
Senior Supervisor for School Improvement	9/1/2011	6/30/2012
DASData Analyst	7/1/2011	Ongoing
DASData Analyst	7/1/2011	Ongoing
Supervisor of Instructional Technology	7/1/2011	ongoing
All division supervisors	9/1/2011	ongoing
<b>Assigned To</b>	<b>Start Date</b>	<b>Due Date</b>
SLS Director	8/1/2011	Ongoing
SLS Director/Info Services Librarian	8/1/2011	Ongoing
Supervisor of Instruction (Literacy)/SLS Director	10/4/2011	10/4/2011-Ongoing
Section X Director	8/1/2011	9/30/2011
Section X Director	7/1/2011	9/30/2011
Section X Director	10/1/2011	6/30/2012
<b>Assigned To</b>	<b>Start Date</b>	<b>Due Date</b>
Senior Supervisor for School Improvement and IT Supervisor	10/15/2011	2/1/2012
Senior Supervisor for School Improvement and SLS/LRC Supervisor	10/15/2011	2/1/2012
Senior Supervisor for School Improvement	10/15/2011	2/1/2012
Senior Supervisor for School Improvement	7/1/2011	6/30/2012
Supervisor of Instructional Services (Title I)	10/15/2011	1/1/2012
Senior Supervisor for School Improvement and Division Staff	7/1/2011	6/30/2012
Senior Supervisor for School Improvement	7/1/2011	12/30/2011
IT Supervisor and Staff, Supvrs of Buildings and Grounds	7/1/2011	6/1/2012
IT Supervisor and Staff, DL Technician	7/1/2011	6/1/2012
IT Supervisor and Staff	7/1/2011	8/1/2012
IT Supervisor and Staff	7/1/2011	8/1/2012
IT Supervisor and Staff	7/1/2011	8/1/2012
IT Supervisor and Staff	7/1/2011	8/1/2012
IT Supervisor and Staff	7/1/2011	8/1/2012
IT Supervisor and Staff	7/1/2011	8/1/2012
IT Supervisor and Staff	7/1/2011	8/1/2012
IT Supervisor and Staff	7/1/2011	8/1/2012
<b>Assigned To</b>	<b>Start Date</b>	<b>Due Date</b>
SLS Director/LRC Supervisor, LRC and SLS staff	8/1/2011	Ongoing
Director of Section X	8/1/2011	Ongoing
Data Analysis Service Data Analyst	ASAP	Ongoing
Data Analysis Service Data Analyst	ASAP	Ongoing
Supervisor of Instruction (Title I)	11/1/2011	Ongoing
Supervisor of Instruction (Literacy)	10/1/2011	Ongoing
Supervisor of Instructional Technology	9/1/2011	Ongoing
IT Supervisor and Staff	7/1/2011	8/1/2012
Communications Specialist	7/1/2011	Ongoing
<b>Assigned To</b>	<b>Start Date</b>	<b>Due Date</b>



Assigned To	Start Date	Due Date
N. Ashley, W. Clark	9/1/2011	Ongoing
N. Ashley, business office staff	9/1/2011	Ongoing
Administrative Council	12/1/2011	Ongoing
Assigned To	Start Date	Due Date
N. Ashley	7/1/2011	6/30/2012
Assigned To	Start Date	Due Date
N. Ashley, N. Avery	8/5/2011	Ongoing
N. Ashley	9/1/2011	Ongoing
Assigned To	Start Date	Due Date
C LaSala, Asst Business Mgr, Supt, , Audit Committee, CBO & District Staff	11/1/2011	12/31/2011
C LaSala, Asst Business Mgr, CBO staff, Supt	11/1/2011	12/15/2011
C LaSala, Asst Business Manager, Supt, Audit Committee, BOE	1/1/2012	1/15/2012
C LaSala, Asst Business Mgrs, Supt, Audit Committee, BOE	10/15/2011	10/31/2011
C LaSala, Asst Business Managers; Supt.	11/1/2011	11/15/2011
C LaSala, Asst Business Managers, Supt, Audit Committee, BOE, CBO Staff	11/15/2011	11/30/2011
C LaSala, Asst Business Mgr, Supt, Audit Committee, BOE	TBD	TBD
C LaSala, Asst Business Managers; Supt	TBD	TBD
C LaSala, Asst Business Managers, Supt, Audit Committee, BOE, CBO Staff	TBD	TBD
Assigned To	Start Date	Due Date
C LaSala	9/1/2011	9/30/2011
C LaSala	10/1/2011	10/31/2011
C LaSala	11/1/2010	6/30/2011
C LaSala	10/1/2011	10/1/2011
C LaSala	9/1/2011	10/1/2011
Committee	10/1/2011	10/31/2011
Committee	10/1/2011	10/31/2011
Committee	11/1/2011	11/30/2011
C LaSala	TBD	TBD
Assigned To	Start Date	Due Date
C LaSala	9/1/2011	9/30/2011
CBO Staff	10/1/2011	6/30/2011
CBO Staff	10/1/2011	6/30/2011
Assigned To	Start Date	Due Date
D. Hailer	8/11/2011	8/11/2011
D. Hailer, K. Merchant, Cap Camp. , CBO, Bus Office	8/11/2011	9/11/2011
D. Hailer, K Merchant, CBO, Bus Office	8/11/2011	On-going
D. Hailer Cap. Camp. N. Ashley	8/11/2011	On-going
D. Hailer N. Ashley Planning & Dev. Committee	11/11/2011	11/11/2011
D. Hailer, K. Merchant, Cap. Camp.	On-going	On-going
D. Hailer N. Ashley Planning & Dev. Committee	11/11/2011	11/11/2011



Assigned To	Start Date	Due Date
D. Hailer	8/11/2011	8/11/2011
D. Hailer	9/11/2011	9/11/2011
D. Hailer, K Merchant	9/11/2011	11/11/2011
D. Hailer	11/11/2011	11/11/2011
D. Hailer, K. Merchant	12/11/2011	1/12/2011
K. Merchant	1/12/2011	2/12/2011
Assigned To	Start Date	Due Date
D. Hailer	9/11/2011	11/11/2011
D. Hailer	9/11/2011	12/11/2011
D. Hailer, K. Merchant	11/11/2011	11/11/2011
D. Hailer, K. Merchant	11/11/2011	2/12/2011
D. Hailer, K. Merchant	2/12/2011	4/12/2011
D. Hailer, K. Merchant	4/12/2011	5/12/2011
Assigned To	Start Date	Due Date
K.Perretta; N. Ashley; March Assoc.; Gray Mgmt	7/22/2011	4/12/2011
Assigned To	Start Date	Due Date
Admin Council, T. Burns, Niki Ashley, K. Perretta, March Associates	9/1/2011	12/1/2011
N. Ashley; K. Perretta; March Associates	9/1/2011	2/1/2012
Tom Burns; BOE, N. Ashley; K. Perretta	2/1/2012	3/1/2012
N. Ashley; K.Perretta; March Associates	2/1/2012	6/30/2012
Assigned To	Start Date	Due Date
C. Leahy; N. Ashley; K. Perretta	6/15/2011	
C. Leahy; CTE Principals; N. Ashley; K.Perretta	7/1/2011	6/30/2012
Assigned To	Start Date	Due Date
Marty Cahill Jayne Carbone Annette Besaw	7/1/2011	Ongoing
Marty Cahill Jayne Carbone Annette Besaw	7/1/2011	Ongoing
Marty Cahill Jayne Carbone Annette Besaw	7/1/2011	Ongoing
Assigned To	Start Date	Due Date
Marty Cahill, Jayne Carbone	7/1/2011	Ongoing
Board of Directors Marty Cahill, Jayne Carbone, Tom Burns	7/1/2011	Ongoing
Marty Cahill, Jayne Carbone	7/1/2011	Ongoing
Marty Cahill, Jayne Carbone	7/1/2011	Ongoing
Assigned To	Start Date	Due Date
Claims Examiners Jayne Carbone	7/11/2011	Ongoing
Marty Cahill, Jayne Carbone	7/11/2011	Ongoing
ClaimsWright Case Managers Claims Examiners Jayne Carbone	7/11/2011	Ongoing
Claims Examiners Marty Cahill Jayne Carbone	7/11/2011	Ongoing

Assigned To	Start Date	Due Date
WLT, Jayne Carbone	7/1/2011	Ongoing
Jayne Carbone Claims Examiners	7/1/2011	Ongoing
Jayne Carbone Enrollment Department	7/1/2011	Ongoing
Assigned To	Start Date	Due Date
Kevin Perretta BOCES IT Dept Jayne Carbone Plan Employees Pitney Bowes	7/11/2011	Ongoing
Jayne Carbone, Plan Employees	7/11/2011	Ongoing
WLT, Jayne Carbone, Plan Employees	7/11/2011	Ongoing
Assigned To	Start Date	Due Date
Gail Gotham	July 1 2011	7/15/2011
Gail Gotham	7/1/2011	7/31/2011
Gail Gotham and Extended Day Partners	July 1, 2011 – August 13, 2011	DONE
Gail Gotham	7/1/2011	1 <sup>st</sup> Meeting – 7/26/11
Gail Gotham	7/1/2011	On-going
Gail Gotham	7/1/2011	On-going
Gail Gotham	7/1/2011	On-going
Gail Gotham	7/1/2011	Dates to be determined
Gail Gotham	7/1/2011	On-going
Assigned To	Start Date	Due Date
Gail Gotham	July 1 2011	7/15/2011
Gail Gotham	7/1/2011	7/31/2011
Gail Gotham and Extended Day Partners	July 1, 2011 – August 13, 2011	DONE
Gail Gotham	7/1/2011	7/26/11 (1st Mtg.)
Gail Gotham	7/1/2011	On-going
Gail Gotham	7/1/2011	On-going
Gail Gotham	7/1/2011	On-going
Gail Gotham	7/1/2011	Dates to be determined
Gail Gotham	7/1/2011	On-going
Assigned To	Start Date	Due Date
Gail Gotham	7/1/2011	8/1/11 – 8/3/11 DONE
Gail Gotham and Board members	7/1/2011	6/30/11 (1st Mtg); 7/27/11 (2nd Mtg); Mtgs TBD
Gail Gotham and STEP Advisory Board	7/1/2011	Save the date sent
Gail Gotham and Clarkson Professors	7/1/2011	Save the date sent invitations to follow
Gail Gotham and the school districts	7/1/2011	July 1, 2011 – June 30, 2012
Gail Gotham, school districts, and coaches	September 2011 – June 2012	On-going
Gail Gotham Clarkson Professors coaches	7/1/2011	10/26/11 – Science & Engineering Festival,
Gail Gotham and All	7/1/2011	On-going
Gail Gotham and STEP Advisory Board	7/1/2011	Dates to be determined
Assigned To	Start Date	Due Date
A. Frego	7/1/2011	6/30/2012
Assigned To	Start Date	Due Date
A. Frego	12/1/2011	6/30/2012

A. Frego	2/1/2012	6/30/2012
<b>Assigned To</b>	<b>Start Date</b>	<b>Due Date</b>
AF/Steve	40725	On Going
<b>Assigned To</b>	<b>Start Date</b>	<b>Due Date</b>
A. Frego,	9/1/2011	On Going
A. Frego	12/1/2011	On Going
<b>Assigned To</b>	<b>Start Date</b>	<b>Due Date</b>
A. Frego, N. Ashley	40848	On Going
A. Frego	40878	On Going