

St. Lawrence-Lewis BOCES

Division and Program Goals 2011-2012

Special Education

1. Continue to acquire and enhance skills and instructional strategies for students to receive maximum benefits from their education through professional development opportunities.
2. Continue to incorporate technology as an instructional tool and strategy to enhance student learning.
3. Consistently utilize data collection systems to monitor student instructional and behavior progress.
4. Continue to enhance their skills in working with students with challenging behaviors and creating a safe environment for learning.
5. Continue to refine and implement departmental restructuring plan.
6. Continue to enhance connections with student families and the community.

Career and Technical Education

1. Implement Technology Centers That Work school improvement design model.
2. Train staff for implementation of new Student Information System.
3. Continue focus on literacy including additional staff training in Literacy Across the Curriculum.
4. Continue staff development in the use of specific applications and software to assist in the delivery of lessons, assessment and program evaluation.

Alternative Education

1. Develop strategies to more effectively assist students in dealing with issues that impact their abilities to learn.
2. Review current assessment and reporting systems.
3. Develop strategies to communicate more effectively with home school counselors and parents.

Adult and Continuing Education

1. Increase marketing efforts to include: expansion of awareness of Adult and Continuing Education as well as recruitment of participants for the multitude of programming options; increase focus on existing customers to maximize their engagement.
2. Work collaboratively with the Massena Community and the vast array of partners to establish a network of literacy services that will be available via the Massena Literacy Zone.
3. Improve on current data systems to more effectively and efficiently glean and disseminate information to address the following: State and Federal reporting requirements; continuous quality improvement; drive professional development; efficiently run programs and milestone based vouchering.

Instructional Services

1. Increase regional student achievement.
2. Assist districts and the BOCES with carrying out the Regents Reform Agenda and Race to the Top Initiatives.
3. Expand instructional and enrichment opportunities as well as support educationally-based athletic competition for regional students.
4. Evaluate, revise, and enhance operational procedures within St. Lawrence-Lewis BOCES and across the region to support BOCES / district endeavors.
5. Enhance communication with all stakeholders using a variety of media.
6. Plan for and potentially move major BOCES functions to 40 West Main.

EER

1. 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 units by October 1st.
2. 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.
3. 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.

Financial Affairs

Cooperative Business Office

1. Develop or improve procedures with the Cooperative Business Office staff and the participating district's staff based on improvements needed from comments made by the Internal Auditor and necessary testing recommended in the risk assessment reports.
2. Develop or improve procedures with the CBO staff and the participating district's staff based on improvements needed resulting from comments made by the External Auditor and/or the State Comptroller.
3. Provide professional development training to the CBO staff.
4. Prepare for a new district joining the CBO for full service or a component service.
5. Transition from paper records to electronic records for records retention purposes for the accounting, accounts payable, and payroll departments.
6. Continue to survey participating districts on their satisfaction with the service. Work with the Superintendents to better meet their needs.

Cooperative Purchasing

1. Work with the Cooperative Business Office, business office and Capital Computer to develop a web-based bid request entry system for district use.
2. Research the use of on-line auctions for asset disposal.
3. Develop an inter-municipal cooperation agreement template working with local government purchasing in an effort to expand service to both districts and municipalities.
4. Offer Product Area Specialist Committee members alternatives to travel for meeting participation.
5. Continue efforts to develop an MRO Supply Bid.

Facilities – Buildings & Grounds

1. Represent BOCES with nursing home renovation project.
2. Assess BOCES facilities and develop a long-range facility plan.
3. Work with CTE to prioritize immediate facility needs at the tech centers.

Financial Affairs – Business Office

1. Work with the Superintendent of Buildings & Grounds and District Superintendent to monitor the construction and financing of the nursing home renovation project.
2. Work with new external auditors to ensure a smooth transition.
3. Monitor budgets for all funds to ensure that expenditure and revenue budgets are set up and managed in WINCAP.
4. Organize CO-SER descriptions approved by SED and the CO-SER guide book electronically so that all BOCES departments have access to these records.
5. Review processes and procedures for WINCAP and the business office to ensure that there is no duplication of tasks and that efficiency is achieved. Evaluate approval levels in WINCAP.
6. Continue to assist the District Superintendent with the regional consolidation study.
7. Continue to work with the Director of Special Education and Beginning Years Program on their financial status.

Health Insurance and Workers Compensation Consortiums

1. Work with ProAct and Locey & Cahill with regards to the prescription drug proposal to remove Stone River Pharmacy as a third-party pharmacy decreasing claims cost for prescription drugs under the three workers' compensation consortiums.
2. Continue to educate Superintendents, Business Officials, Boards of Education and Enrollees on Plan changes due to the Patient Protection and Affordable Care Act (PPACA) and the effects on the Plan, Employers and Employees for the 2011/12 year.
3. Continue work increasing the size of the St. Lawrence-Lewis Counties School District Employees Medical Plan Provider Networks.
4. Work with WLT Software to provide the Plan with the necessary programs or program changes to accommodate the benefit changes and reports required by the Health and Human Services Department, due to the Patient Protection and Affordable Care Act (PPACA).

5. 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 the Plan provides to our clients and enrollees.

School Lunch Management

1. Assist in the transition of Colton-Pierrepoint CSD into the shared food service program. Evaluate their needs to determine the level of staffing needed to manage their program.
2. Prepare for the addition of Parishville-Hopkinton CSD into this COSER.
3. Continue to attend workshops and training on the new child nutrition regulations. Staff will continue to communicate these regulations and the implementation schedule to the districts and BOCES.
4. Assist the tech centers at BOCES with their cafeteria programs. Will help evaluate the current programs and explore ways to contain costs and increase revenues.
5. Continue to develop a long-range plan for this service as more districts join.

Program Planning and Grant Writing

1. Coordinate and implement the Extended Day grant for Hermon-DeKalb, Gouverneur, and Edwards-Knox School Districts.
2. Coordinate and implement the Extended Day grant for Norwood-Norfolk, Brasher Falls and Lisbon School Districts.
3. Coordinate and implement the STEP grant - IMPETUS, ***Integrated Mathematics and Physics for Entry to Undergraduate STEM***, for Career Success with Clarkson University and all 18 St. Lawrence-Lewis BOCES component districts.
4. Hire a part-time grant writer to continue the success of the 513 CoSer.