

St. Lawrence-Lewis BOCES 2013-14 Department Goals



School Improvement

- ✦ Support the component districts to prepare students to be college and career ready.
- ✦ Assist districts and the BOCES with carrying out the Regents Reform Agenda and Race to the Top Initiatives.
- ✦ Expand instructional and enrichment opportunities, as well as support educationally-based athletic completion, for regional students.
- ✦ Evaluate, revise, and enhance operational procedures within St. Lawrence-Lewis BOCES and across the region to support BOCES/district endeavors while creating cost saving efficiencies where possible.
- ✦ Enhance communication with all stakeholders using a variety of media.

Special Education

- ✦ Special Education teachers and administration will participate in the development and implementation of the requirements of the APPR requirements:
 - Rubric for Teacher and Supervisor Evaluations
 - Student Assessments
 - Student Learning Objectives (SLO) & Local Learning Objectives (LLO)
- ✦ Special Education staff will consistently utilize data collection systems to monitor student instructional progress and ensure data driven instruction.
- ✦ Special Education staff will enhance their skills and implement department expectations to ensure a safe learning environment:
 - Consistently implement the student management procedures.
 - Consistently utilize data collection and progress monitoring to ensure appropriate FBA/BIP for students.
 - Participate in training to provide techniques and strategies in student management and social skills.
- ✦ Special Education staff will participate in year one of a 2 year process to ensure certification in CALM and implementation of these strategies to create/maintain a safe environment for learning.
- ✦ Special Education staff will assure that instruction will align with best practice, NYSED regulations and Core Standards (including NYSAA & CDOS).
- ✦ Special Education staff will ensure that student exiting criteria and planning is utilized according to the current NYSED requirements.

Career and Technical Education

- ✦ Teachers and administrators will visit career and technical education centers to explore new programming and improve upon existing CTE programs.
- ✦ Build capacity through professional development, fiscal resources, and marketing to ensure sustainability of Pharmacy Tech Program.
- ✦ Build ongoing partnerships with business, industry and post-secondary institutions.
- ✦ Develop a strategic planning framework that presents CTE as a quality, viable pathway for education of students in St. Lawrence-Lewis Counties.

Alternative Education

- ✦ To transition programming from the GED® exam to the Test Assessing Secondary Completion as a means for students to earn a NYS High school Equivalency Diploma.
- ✦ Investigate ways to inform students and home schools the benefit of linking a HSE Diploma with the technical skills of a CTE program.
- ✦ Staff will seek out opportunities and professional development on Common Core to expand, enhance and improve upon existing Alternative Education programming.

Adult and Continuing Education

- ✦ To transition programming from the GED® exam to the Test Assessing Secondary Completion as a means for adults to earn a NYS High school Equivalency Diploma.
- ✦ To improve the physical plant and cost allocation of the Adult Ed Program Locations:
 - Northwest Tech Center Campus for Adult and CTE Programming allowing for expansion of healthcare training services for in demand occupation areas.
 - Transition from 35 Wilson Street to alternate location for service delivery in Gouverneur community.
 - Re-structure learning environment in Ogdensburg and Canton ACCES Centers increasing technology and creating more flexible space.
- ✦ To refine and expand current marketing strategies to increase awareness of adult education programming.
- ✦ To refine and improve current data systems to address 2013 -14 National Reporting System (Federal) changes as well as ASISTS (State) reporting changes.
 - Increase staffing dedicated to data entry and management.
 - Increase monitoring of ASISTS to ensure surveying, post-testing, documentation and data integrity.
- ✦ To explore new program initiatives and additional funding sources to support the mission and goals of Adult and Continuing Education.

Human Resources/Labor Relations

- ✦ Improve quality and quantity of Teaching Assistant applicants.
- ✦ Continue to centralize and improve the functions of the HR Department.
- ✦ Develop a plan to maximize Win-Cap/Win-Cap Web utilization across the BOCES.
- ✦ Negotiate/develop a mechanism to implement health plan redesign.

St. Lawrence-Lewis Counties School District Employees Medical Plan

- ✦ Work with ProAct and Madison-Oneida-Herkimer Consortium and Madison-Oneida-Herkimer claims examiners to implement the Madison-Oneida-Herkimer Workers' Compensation Prescription Drug Program, now that we have successfully implemented the program for the St. Lawrence-Lewis Counties School District Employees and Workers' Compensation Consortium.
- ✦ Continue to work with the School Districts to assist them with the implementation of the St. Lawrence-Lewis Counties School District Employees Medical Plan's programs as they work with open units regarding their health insurance benefits.
- ✦ Continue to work with 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.
- ✦ Review all current providers' contracts set to expire this year, work with hospitals, providers, network liaisons and Marty Cahill to insure fair reimbursements through negotiations.

St. Lawrence-Lewis Counties School District Employees Medical Plan...continued

- ✦ Continue our internal claims auditing, investigating shifts or trends in claims billings that effect the Plan's reimbursement or schedules of reimbursement.
- ✦ As many rules of the Affordable Care Act are set to be implemented in the next couple of years, the claims processors and the Plan Administrator will continue to review the Plan's current policies and procedures to insure that monetary losses incurred by the providers of healthcare services are not recouped by excessive billing to the Plan.
- ✦ Continue our ongoing efforts to increase the St. Lawrence-Lewis Counties School District Employees Medical Plan's Participating Provider Networks.
- ✦ Continue our work with Locey & Cahill to finalize and post on the St. Lawrence-Lewis BOCES website, the easy to read Plan Summary Descriptions as required under the Affordable Care Act.
- ✦ Continue to provide Workers' Compensation Educational Seminars to the participating consortiums.

School Lunch Management

- ✦ Continue to assist in the transition of Massena Central School back into the shared food service program. Provide ongoing training for new School Lunch Supervisor.
- ✦ Assist in the addition of Brasher Falls Central School into the shared food service program. Provide mentoring for School Lunch Supervisor who will be retained by the district.
- ✦ Provide assistance to participating school districts as they implement the new child nutrition regulations.
- ✦ Work with non-participating Superintendents and school boards on the new HHFKA of 2010 regulations while promoting the service.
- ✦ 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.
- ✦ Continue to develop a long-range plan for this service as more districts join. This includes evaluating whether hiring a registered dietician is feasible.

Cooperative Business Office

- ✦ Meet with CBO Subcommittee to continue discussion of the CBO study and how to implement recommendations from consultants.
- ✦ Continue to implement WinCapWeb modules for employee self-service and automated A/P.
- ✦ Maintain a regular meeting schedule for Assistant Business Managers.
- ✦ Meet with account clerks to explore ways to standardize functions for better cross-training.
- ✦ Meet with CBO staff to evaluate how to relocate accounts payable staff from districts to the ESC to fully centralize the accounts payable function.
- ✦ Continue to survey participating districts on their satisfaction with the service. Work with the Superintendents to better meet their needs.

Cooperative Purchasing

- ✦ Work with local government agencies and districts to explore possible sharing of commodity purchases.
- ✦ Research recently passed piggy-backing legislation allowing access to bids in other states as well as GSA Contracts looking for opportunities that will benefit districts.
- ✦ Continue working with Food Service Managers to assure compliance of all food commodities offered on our bids with new USDA guidelines.
- ✦ Work with districts that will be accessing the new St. Lawrence Gas line (to Chateaugay) to include them in our natural gas bid.

Facilities – Buildings & Grounds

- ✦ Planning and implementing capital improvement work with the BOCES Facility Committee and Architects.
- ✦ Evaluation and Improvement of the current Inventory System.
- ✦ Creation and Implementation of a BOCES Virtual Storage System.

Financial Affairs – Business Office

- ✦ Work with the Superintendent of Buildings & Grounds and District Superintendent on the planning, financing and implementation of a new facilities project.
- ✦ Monitor budgets for all funds to ensure that expenditure and revenue budgets are set up and managed in WINCAP. Provide guidance to departments for budget management.
- ✦ Work with business office staff to realign duties and responsibilities as a result of retirements and position changes. This includes working with HR and payroll staff to streamline processes.
- ✦ Work with program directors in long-term budget planning. This includes a central coordination and review of budgets.
- ✦ 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.
- ✦ Continue to work with the Director of Special Education and Beginning Years Program on their financial status.

Facilities Director Service

- ✦ Continue to meet with Superintendents and board members from Norwood-Norfolk Central and Potsdam Central to ensure that needs are being met.
- ✦ Develop a long-range plan for this service as more districts join.
- ✦ Act as a resource for districts that are interested in sharing buildings and grounds functions.
- ✦ Plan for the retirement of the Shared Facilities Director to ensure a smooth transition in the near future.