

# St. Lawrence-Lewis BOCES 2015-16 Department Goals



## Special Education

- ✚ Special Education professional staff and administration will participate in the refining of the APPR/job performance plans.
- ✚ Special Education staff will consistently utilize data collection systems to monitor student instructional and behavioral progress and development of student plans.
- ✚ Special Education staff will enhance their skills and implement department expectations to ensure a safe learning environment.
  - Consistently implement the Student Management procedures.
  - Consistently implement the School Tools Discipline Module.
  - Consistently utilize data collection and progress monitoring to ensure appropriate FBA/BIP for students.
  - Participate in training to provide de-escalation and emergency intervention techniques and strategies in student management.
- ✚ Special Education staff will assure that instruction will align with best practice, research based, NYSED regulations and Core Standards (including NYSAA, TASC and CDOS guidelines).
- ✚ Special Education staff will ensure that student exiting criteria and planning is utilized according to the current NYSED requirements (i.e. NYSSA, Regents Diploma, CDOS).
- ✚ The Special Education Department Administrative Team will participate in an administrative restructuring plan to ensure appropriate supports for instructional staff and maintain quality services for component school districts.
- ✚ The Special Education Department will continue to refine and develop strategies to provide fiscal efficiency while maintaining quality programs and services for the component school districts.

## Career and Technical Education

- ✚ Teachers and administrators will visit Career and Technical Education Centers to explore new programming and improve upon existing CTE programs.
  - Establish, recruit and implement a 9th grade program beginning September 2016; as requested by component districts.
  - Strengthen the elements associated with the Natural Resource Management, Heavy Equipment, Electronics, Early Childhood and Health Careers Programs.
  - Partner with business and industry in research, development, and implementation of the grades 9-12 agricultural program.
- ✚ Develop a strategic planning framework that presents CTE as a quality, viable pathway for education of students in St. Lawrence-Lewis Counties.

## Alternative Education

- ✚ Continue 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.
- ✚ Transition Northwest Tech programs to a model with one teacher and a teacher assistant.
- ✚ 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

- ✚ Use data to improve programming.
  - Identify areas where policy development or adjustments are needed.
  - Create benchmarks by which efforts can be evaluated.
  - Establish data collection processes to monitor changes over time.
- ✚ Plan, develop, and organize training activities to meet local workforce needs.
  - Create new training programs to include customized offerings and off-the-shelf offerings.
  - Expand marketing efforts of new and existing training programs.
  - Organize and update new and existing program curriculum.
- ✚ Manage the quality and growth of distance learning.
  - Establish and maintain processes to ensure high quality courses.
  - Improve services for students leading to higher engagement and retention.

## School Improvement

- ✚ Lead and support the component school districts to prepare students to be college and career ready.
- ✚ Assist component school districts and the BOCES with implementing rigorous standards while using data to measure student progress toward these standards.
- ✚ Provide research-based professional development.
- ✚ Expand instructional and enrichment opportunities 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 efficiencies.
- ✚ Enhance communication with all stakeholders using a variety of media.
- ✚ Provide instructional resources and leadership opportunities for educators to assist in school improvement.

## Human Resources/Labor Relations

- ✚ Improve quality and quantity of Teaching Assistant applicants, and reduce TA turnover and absenteeism.
- ✚ Digitize and improve efficiency of Human Resources related workflows.
- ✚ Continue to maximize WinCap/WinCapWeb utilization across the BOCES, while beginning to plan for implementation of a successor product.
- ✚ Improve data offerings available through EER CoSer.

## School Lunch Management

- ✚ Continue to provide assistance to participating school districts as they implement the new child nutrition regulations.
- ✚ Maintain a regular meeting schedule for shared food service managers. Continue to work on standardizing meal menus, ordering and job duties.
- ✚ Work with non-participating Superintendents and school boards on the new HHFKA of 2010 regulations while promoting the service.
- ✚ Develop a structure that allows more oversight of the department and the schools we represent so we can provide technical assistance to our employees and work on individual school improvements. Focus on getting away from working in isolation and instead work more as a team. This will require a change in our organizational structure.

## Print Shop

- ✚ Continue to transition from commercial press to copier service. This includes working with school districts on finding ways to fulfill orders that were traditionally done on a press.
- ✚ Market services to component school districts to try to increase district requests.
- ✚ Investigate other services that could be offered by the current staff to help increase revenues.

## Health Insurance and Workers Compensation Consortiums

- ✚ Work with the New York State Department of Financial Services as they complete the 2009-2013 examination of the St. Lawrence-Lewis Counties School District Employees Medical Plan.
- ✚ Work with ProAct and Madison-Oneida-Herkimer Consortium (MOH) and MOH Consortium claims examiners to follow-up on the implementation of the MOH Workers' Compensation Prescription Drug Program. Continue working on the implementation of the Tompkins-Seneca-Tioga Workers' Compensation Prescription Drug Program. These programs are following the StLL plan that was successfully implemented for the St. Lawrence-Lewis Counties School District Employees Workers' Compensation Consortium.
- ✚ Continue to work with the School Districts, BOCES HR Director, Locey & Cahill and Unions 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. IE: 1095C, Cadillac Tax, new benefits through the ACA, etc.
- ✚ Review all current providers' contracts set to expire this year, work with hospitals, providers, network liaisons and Marty Cahill to ensure fair reimbursements through negotiations.
- ✚ Continue our internal claims auditing, investigating shifts or trends in claims billings that affect the Plan's reimbursement or schedules of reimbursement.
- ✚ As many rules of the Affordable Care Act (ACA) 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 ensure 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 Medical Plan's Participating Provider Networks.
- ✚ Continue to provide Workers' Compensation Educational Seminars to the participating consortiums and updating the participating Districts regarding the ongoing changes to the Workers' Compensation electronic filing and payment changes.
- ✚ Work with Madrid-Waddington School District finalizing the Health Plan's responsibilities per the MCA.

## Facilities - Building & Grounds

- ✚ Planning and implementing capital improvement work at Tech Centers with the BOCES Facility Committee and Architects.
- ✚ Implementation of a BOCES Virtual Storage System.

### **Facilities Director Service**

- ✚ 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.

### **Cooperative Business Office**

- ✚ Continue to implement WinCapWeb modules for employee self-service and automated A/P.
- ✚ Maintain a regular meeting schedule for Assistant Business Managers.
- ✚ Maintain a regular staff meeting schedule to improve communication.
- ✚ Work on creating a common deadline calendar.
- ✚ Meet with district staff annually to go through forms and processes. Work towards creating standardization for all CBO districts.
- ✚ Continue to work on cross-training for accounting, accounts payable and payroll functions.

### **Cooperative Purchasing**

- ✚ Look to expand scope of Intergovernmental Cooperative Agreements with local government agencies.
- ✚ Continue to research opportunities for savings on out-of-state contracts that are available to member districts.
- ✚ Continue to work with food service managers, local legislators and Cornell Cooperative Extension in an effort to implement purchasing of locally grown foods while assuring the use of proper purchasing practices.
- ✚ Continue to expand participation by member districts in the recently implemented Produce Bid.
- ✚ Work to expand the scope of the Natural Gas Bid to include those member districts accessing the new Enbridge Gas Line (Brasher to Chateaugay).
- ✚ Encourage the development of web-based access to Cooperative Purchasing allowing electronic transfer of information between our office and member districts in a cost-effective manner. This would include integration of file transfer with member districts' accounting systems.

### **Financial Affairs – Business Office**

- ✚ Work with the Director of Facilities and District Superintendent on planning the new capital projects.
- ✚ Monitor budgets for all funds to ensure expenditures and revenue budgets are set up and managed in WinCap. Provide guidance to departments for budget management.
- ✚ Work with business office and HR staff to evaluate current procedures for forms and look for ways to streamline processes.
- ✚ Review current procedures and forms for duplication and inefficiencies. Make sure updated forms are posted on the website.
- ✚ Continue to work with the Director of Special Education and Beginning Years Program on their financial status.