

2013-2014 DISTRICT GOALS AND IMPLEMENTATION STEPS

The goals and actions/strategies utilized to obtain the goals are designed to provide focus and guidance to all stakeholders within the Beekmantown School District. The expectation of the Beekmantown CSD Board of Education is that goals may be obtained during the 2013-2014 school year while those that are not obtained are ongoing. The Board's expectation for long term goals are that adequate progress toward attainment of the goals is evident through observation, work products, data, or other means.

1. **Financial Sustainability**: The Board, administrative/supervisory team and superintendent will develop a school budget and make continuous efforts to enhance the fiscal stability and accountability throughout the district.

<i>Action/Strategies</i>	<i>Implementation Steps</i>	<i>Responsibility Supervised by the Superintendent</i>	<i>Specific Timeline</i>	<i>Success Indicators/ Results</i>
1. Conduct a transportation study and develop a plan for school bus purchasing in order to determine current and future opportunities for efficiencies	<ul style="list-style-type: none"> • Discuss need with Business Official Blaine and Supervisor Brink • Communicate focus points with both • Research the possibility of outside professional study • Look at all of the bussing/transportation options available including but not limited to traditional buses, vans and propane buses 	Transportation Supervisor and Business Executive	To be completed by April 20, 2014	<p>Report authorized by the BoE</p> <p>Report presented to BOE</p>
2. Conduct a shared services study to determine opportunities for cost savings and/or academic opportunities	<ul style="list-style-type: none"> • Collect and collate the numerous documents requested • Deliver documents to consultants • Schedule meetings with consultants • Establish shared BoE meetings • Provide Consultants with further requests for information • Open dialogue with Plattsburgh City School District 	Superintendent, BoE member Pauline Stone, administrators/supervisors and BoE Clerk	To be completed by February 2014	<p>Consultants are provided with materials requested</p> <p>Consultants provide study</p> <p>Parties research opportunities to implement study</p>

<p>3. Review over 900 budget codes utilized by the district to garner a greater understanding of the past, present and future financial status of the district.</p>	<ul style="list-style-type: none"> • Communicate need to do so with Business Official Blaine • Establish date(s) to review • Review codes – document concerns/points of interest 	<p>Superintendent and Business Executive</p>	<p>To be completed by January 1, 2014</p>	<p>Notes of review are shared with the BoE</p>
<p>4. Continue to investigate our energy usage including natural gas and propane opportunities and identify potential areas for efficiencies in order to maximize resources.</p>	<ul style="list-style-type: none"> • Open lines of communication with local elected officials and energy companies • Direct Dan Noonan to transmit history of usage to NYSEG • Determine all costs associated with converting to natural gas • Determine NYSED regulation for converting • Investigate the use of propane buses • Locate NYS schools that utilize propane buses and open lines of communication • Research and determine grant incentive programs to offset costs 	<p>Director of Buildings and Grounds, Superintendent and BoE member Michael Hagadorn</p>	<p>On-going</p>	<p>BoE is informed of meetings</p> <p>BoE is provided with data and information relative to energy usage possibilities</p>
<p>5. Establish a yearly budget calendar to outline and benchmark the continuous budget process for 2013-14 and subsequent years.</p>	<ul style="list-style-type: none"> • Work with fiscal advisors and other districts that currently use a comprehensive budget calendar • Communicate need and timeline to the business office • Establish person responsible, expected date of completion, and resources needed for draft 	<p>School Business Executive and Treasurer</p>	<p>To be completed by February 1, 2014</p>	<p>Budget calendar is provided to the BOE and utilized at the district level in subsequent years</p>
<p>6. Create a detailed 3-5 year budget projection in order to proactively develop a sustainable academic and fiscal environment.</p>	<ul style="list-style-type: none"> • Create preliminary excel sheets that allows for numerous scenarios to be imputed seamlessly • Develop academic vision and staff material needed for desired outcomes 	<p>Superintendent, Administrator, Supervisors and School Business Executive</p>	<p>To be completed by April 1, 2014</p>	<p>3-5 year projection is shared with BoE</p>

2. **Academic Advancement:** Create a comprehensive plan which enhances student achievement aligned to the new Common Core State Standards.

<i>Action/Strategies</i>	<i>Implementation Steps</i>	<i>Responsibility Supervised by the Superintendent</i>	<i>Specific Timeline</i>	<i>Success Indicators/ Results</i>
1. Pursue criteria for admission to CV-Tech programs to maintain high expectations and outcomes for all students	<ul style="list-style-type: none"> Establish subcommittee of counselors, administration, teachers and parents to create draft recommendations Locate and disseminate resources for committee including costs, academic achievement advantages, offerings 	High School Principal and Counselors	To be completed by August 1, 2014	Criteria document is considered for adoption by the BoE
2. Establish a plan to reduce drop-out rates while pursuing drop-out and credit recovery	<ul style="list-style-type: none"> Create subcommittee with HS/MS principals, special education director and counselor Look at current OSS/GED/Alternative education offerings Create recommendations to address issues inherent with these offerings Establish goals, academic, and financial plan to address recommendations 	High School Principal Director of Special Education and HS Assistant Principal	To be completed by September 1, 2014	Plan and enhanced programs are delivered to the BOE for consideration
3. Make a final determination of the K-2/3-5 consolidation study and report completed in May of 2010	<ul style="list-style-type: none"> Reconvene committee Study current document and previously gathered materials Review and modify previous findings Recommendation is delivered to superintendent 	Committees and Principals from CHES and BES	To be completed by March 1, 2014	BoE is asked to make a determination based on the final recommendation

<p>4. Technology Vision: Develop a technology plan to drive educational advancement which includes consideration of open source classes, e-books, on line classes, maximized utilization of space, flipped classrooms, BYOD policies and implementation strategies to capitalize on anticipated wireless learning community</p>	<ul style="list-style-type: none"> • Move forward with Beekmantown as a wireless learning community • Communicate Superintendent vision to ATM • Discuss need for articulated vision with Technology Coordinator • Create Technology Committee 2.0 • Research and locate resources for committee • Establish goals, academic, and financial plan to address recommendations 	<p>Technology Committee, Administrative Team including Director Lambert</p>	<p>To be completed by September 1, 2014</p>	
<p>5. Establish a process to capture an articulated curriculum with scope and sequence alignment across grade levels that adheres to the Common Core Standards</p>	<ul style="list-style-type: none"> • Review current instructional materials both horizontally and vertically across grade levels • Determine if alignment to the Common Core standards currently exists • Adapt or adopt Common Core aligned instructional materials to create a PreK-12 curriculum continuum which adheres to the New York State standards and the BCSD mission • Work with grade level and department level stakeholders for selection and acquisition of instructional material based on curriculum alignment 	<p>Administrative Team and grade level/content area teams/specialists</p>	<p>Process is established by June 1, 2014</p>	<p>Report on current status</p> <p>Generate a report on current curriculum needs</p> <p>Calendar minutes of committee meetings</p> <p>Report on newly required materials</p>
		<p>Special Education Director</p>		

<p>6. Develop a plan for improved achievement by our students with disabilities and those with low socio-economic backgrounds at the elementary level</p>	<ul style="list-style-type: none"> • Review elementary assessment result from 2011-2012 and 2012-2013 • Adhere to the NYS require Local Assistance Plan timeline • Collaborate with CVES Data Specialist Jane Landry and special education specialist Lora Parks-Recore • Review instructional practices and delivery of services • Articulate building level strengths and deficits • Identify support mechanisms and additional training • Establish benchmarks for targeted student achievement 	<p>and Elementary Principals</p>	<p>Plan is completed by November 15, 2013</p>	<p>Plan adopted by the BoE</p> <p>Plan submitted to NYSED</p> <p>Plan executed at the classroom level</p> <p>PD is directly related to objectives in plan</p>
<p>7. Create an educational vision for the next 3-5 years which included possible restructuring of school year and/or school day</p>	<ul style="list-style-type: none"> • Analyze assessment data, current and past curricular and co-curricular offerings along with researched best practices to develop a plan for a progressive educational offerings in the future 	<p>Administrative team Middle School Assistant Principal</p>	<p>Baseline vision is completed by February 24, 2014</p>	<p>Draft vision is shared with the BoE and ATM</p>

3. School Community Communication and Involvement: Build opportunities and mechanisms to improve parent, community, staff and student communication across the district.

<i>Action/Strategies</i>	<i>Implementation Steps</i>	<i>Responsibility Supervised by the Superintendent</i>	<i>Specific Timeline</i>	<i>Success Indicators/ Results</i>
1. Implement executive summaries as a means of communicating district programs and services to board members and the community members	<ul style="list-style-type: none"> • Communicate expectations to Administrative and Supervisory teams • Discuss relationship of summaries with district goals • Schedule personnel for particular BoE meetings 	Administrative/Supervisory Team Members including Assistant Principals	Summaries start in September 2013 and are on-going	Reports at BoE meetings and postings on webpage if applicable
2. Increase budget awareness and education in the community: utilize multiple forums (BoE meetings, website, mail-all, faculty meetings, PD days and a physical presence within buildings) to inform stakeholders	<ul style="list-style-type: none"> • Meet with business office staff to participate in the creation of budget outline • Discuss outline with Fiscal Advisors • Develop final budget product • Develop PowerPoint • Schedule Days (faculty meetings, CH, Treadwell Mills, Wallace Hill) • PTO meetings 	School Business Executive, Treasurer, Principals and Superintendent	On-going	BoE can identify products and presentations related to objective
3. The Superintendent can provide multiple sources of evidence of cross campus communication	<ul style="list-style-type: none"> • Schedules school visitations • Establishes ATM, supervisory and cabinet meetings • Foster positive labor relations by meeting with union representative • Budget workshops • Attends or engages in school presentation/meeting • Becomes actively engaged in the school/community • Frequently engages in “one legged conversations” 	Superintendent, Technology Director and Administrative/Supervisory Team	On going	Collection of evidence is presented to the BoE

<p>4. Report on the current levels of parental involvement, including a list of all current opportunities for parents</p>	<ul style="list-style-type: none"> • Principals will collect data relative to parental involvement • Principals will request teachers to submit parental opportunities at the classroom level along with data • Principals will collect and ask PTO to collect list of opportunities for involvement along with participation rates • BoE considers recruiting parents for participation on many committees 	<p>Building Principals Teachers PTO Presidents</p>	<p>Report is given to the BoE in June 2014</p>	<p>Opportunities will be provided to the BOE for review</p>
<p>5. Create an action plan for continuous and meaningful outreach to our parents/guardians</p>	<ul style="list-style-type: none"> • Establish a parent outreach committee comprised of PTO representatives, administrators and teachers • Research best practices for parental involvement • Capture current opportunities • Cross reference researched based best practices with current offerings • Parents are asked to participate on a number of BoE committees 	<p>Building Principals Assistant Principals PTO Presidents Teachers</p>	<p>Plan is established by September 15, 2014</p>	<p>Committee is formed Evidence is gathered Committee begins to create action plan for the 2014-2015 school year</p>
<p>6. Conduct a survey of all parents/guardians to determine the district's level of success of meaningful outreach to parents and guardians</p>	<ul style="list-style-type: none"> • Survey is created • Survey is administered • Data is collected and analyzed 	<p>Superintendent and Director of Technology</p>	<p>Survey is administered on or about June 1, 2014</p>	<p>Survey results are shared with BoE, ATM and PTO</p>

4. Continuous Improvement: Design a blueprint which outlines and documents steady improvement across all departments.

<i>Action/Strategies</i>	<i>Implementation Steps</i>	<i>Responsibility Supervised by the Superintendent</i>	<i>Specific Timeline</i>	<i>Success Indicators/ Results</i>
1. Create New Board Member FAQ		April Bingel	January 15, 2014	
2. The Board of Education participates in best practices training for quality governance of the district	<ul style="list-style-type: none"> • Locate resources • Schedule preliminary meeting with BoE President and Vice President • Schedule BoE Retreat • Survey members for information to drive discussion 	Superintendent Debbie Passno	December, 2013	Retreat is scheduled with participation by all BoE members
3. Superintendent continues to seek learning opportunities to increase proficiency in multiple areas	<ul style="list-style-type: none"> • Attends conferences and Chief School Officers Meetings • Reads, watches or listens to articles/books related to improved growth • Identify mentorship opportunities with current chief school officers and district superintendent • MASLA • Participates in the New Superintendent Academy (NYCOSS) • Participates in APPR training 	Superintendent	On-going	Superintendent informs BoE of continuous learning opportunities for which he has been actively engaged in.
4. Establish and/or improve processes including hiring, registration and residency, and Family Medical Leave Act paperwork to increase transparency and consistency of application	<ul style="list-style-type: none"> • Identify appropriate personnel to assign • Collect resources • Discuss assigned task • Set timeline • Review product 	Administrative Team, Business Office Personnel	Processes are completed by March 1, 2014	BoE is either provided with new product or is informed of the outcome of the act of improving the process
		Administrative Team and		Communication

<p>5. Professional Development is relayed to the Board, and a clear vision for the future is connected to student achievement</p>	<ul style="list-style-type: none"> • ATM and Superintendent establish or modify PD schedule • Resources are located • Resources are contracted for • ATM seeks feedback • PD committee is convened for recommendations for the ATM and superintendent to consider • Next steps are identified and captured in documented plan 	<p>Superintendent</p>	<p>On-going</p> <p>Vision is documented by March 1, 2014</p>	<p>regarding PD is communicated to the BOE</p> <p>Training is delivered</p>
<p>6. Survey professional staff to determine:</p> <ol style="list-style-type: none"> i. Is the district meeting their professional needs? ii. Is the district supplying enough professional development? iii. Is the district giving them the proper support to meet the objectives of the district? iv. What is the general level of morale at the district? 	<ul style="list-style-type: none"> • Survey is created • Survey is administered • Data is collected and analyzed 	<p>Superintendent, Administrative Team, Director of Technology Teachers</p>	<p>Survey is completed by July 1, 2014</p>	<p>Outcomes are shared with the BOE and ATM</p>

5. Board Goals

<i>Action/Strategies</i>	<i>Implementation Steps</i>	<i>Responsibility</i>	<i>Specific Timeline</i>	<i>Success Indicators/ Results</i>
Goal One: Establish work sessions based on specific district objectives		Debbie Passno	On-going	
Goal Two: Develop a BoE calendar in order to plan effective and efficient meetings	<ul style="list-style-type: none"> • Pull previous agendas • Desegregate • Form subcommittees 	District Board Clerk April Bingel	July 1, 2014	
Goal Three: Conduct a comprehensive policy review with a focus on alignment to meet our educational objectives.	<ul style="list-style-type: none"> • Develop timeline • Communicate the priority and the benefit 	Superintendent Policy Committee	On-going Majority is completed by June 1, 2014	