

Dutchess **BOCES**

STRATEGIC PLAN

2012-2013

October 10, 2012

**STRATEGIC MANAGEMENT PLAN TIMELINE
2012-2013
KEY OBJECTIVES FOR ADULT EDUCATION**

Goal 1: Continue with relationship building and outreach strategies to expand programs

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
Objective 1.1: Develop deeper relationships with business and community leaders to raise awareness of Dutchess BOCES Adult Education programs and services	Monthly	Meetings with One Stop Consortium and Business Resource Team/DC- focus on community needs and projects involving share vision and outcomes. Submit Progress Report to Asst. Superintendent.	M.F. Simpson	4/2013	
Objective 1.2: Foster relationships with local postsecondary providers and employers to stay current with essential skills that prepare students for career and college	Mid-Year Report	Collect admission pre-requisites and employment qualifications from the following: Marist College and SUNY DCC and New Paltz, Bottini Fuel and Plass the Plumber, Inc. to use in a contextualized pilot program. Evaluation Report submitted to Asst. Superintendent.	M.F. Simpson and M. Batira	4/2013	

**STRATEGIC MANAGEMENT PLAN TIMELINE
2012-2013
KEY OBJECTIVES FOR ADULT EDUCATION**

Goal 2: Continue to strengthen financial position

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
Objective 2.1: Work with Business Office to establish 501(c)(3)	Mid-Year Report	Written report to District Superintendent to include recommended design, purpose and goals.	M.F. Simpson and M. Batira	4/2013	
Objective 2.2: Apply for Literacy Zone Grant	Mid Year	Submit application to SED for Literacy Zone Grant	M.F. Simpson and M. Batira	4/2013	
Objective 2.3: Identify/develop additional course offerings for generating earned income	Quarterly	At minimum, provide two new trainings programs-evening HVAC class and Computer Office Tech. Class.	M.F. Simpson, M. Batira and R. Butler	4/2013	

**STRATEGIC MANAGEMENT PLAN TIMELINE
2012-2013
KEY OBJECTIVES FOR ADULT EDUCATION**

Goal 3: Continue to facilitate Adult Education collaboration with internal and external partners.

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
Objective 3.1: Expand collaborative relationship with CTI and Dutchess County Jail to explore career clusters and establish career paths	Quarterly	Design cross division career paths for the HVAC and Healthcare programs among CTI, ALI and the Dutchess County Jail.	M.F. Simpson and M. Shron	4/2013	
Objective 3.2: Continue to cultivate business relationships within the City of Poughkeepsie	Quarterly	Identify two new area businesses to create collaborative opportunities for program development. Maintain a Community Outreach Log and submit Progress Report to Asst. Superintendent.	M.F. Simpson and M. Batira	4/2013	
Objective 3.3: Brainstorm with CAC members for ideas for expanding services		At October CAC meeting generate a list of ideas to consider for program expansion	M.F. Simpson and M. Batira	4/2013	

**STRATEGIC PLANNING TIMELINE
2012-2013**

KEY OBJECTIVES FOR ALTERNATIVE & SPECIAL EDUCATION

Goal 1.* Improve the practice of **Regents Reform Agenda** through curriculum development and connection to the instructional core.

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
Objective 1.1: Embed the Common Core Learning Standards, CCLS, into our existing curriculum mapping project	Monthly via Faculty Meetings & Team Reps.	SPC staff will complete the alignment of its curriculum with the CCLS.	D. Damiani with CAT Reps	Nov. 2012	
Objective 1.2: Begin to develop a bank of Local Assessments that can be used to inform student growth and instruction	As Needed	SPC will introduce and deploy the use of the Journeys Reading Program and Fusion Science Program.	D. Damiani M. Reichlin N. Merritt	Jan. 2013	
Objective 1.3: Establish a curriculum appropriate for students on the Autism Spectrum aligned to the CCLS	Monthly	Successful creation of a Curriculum Mapping Team Mapping of curriculum Collaborate with Related Services Coordinator to establish monthly team meetings between related services and teachers Construction of online curriculum using Moodle	L. Pollack Team B. Cesario	April 2013	
Objective 1.4: Meet and provide staff with a frame for new APPR to use with SLO	Monthly	Align courses with IEP Direct approved by NYSED	In-District Teachers K. Louis Jeune	May 2013	
Objective 1.5: Establish and continue to develop a curriculum or the new orientation class as well as embed Positive Behavior Intervention System (PBIS) into all existing curriculum.	Bi-monthly meetings	Alternative HS Orientation Class curriculum will be complete including elements that meet PBIS requirements.	D. Sharrock J. Jeffrey	Nov. 2012	

• This is an Educational Program goal and will be addressed in the Career and Technical Strategic plan

**STRATEGIC PLANNING TIMELINE
2012-2013
KEY OBJECTIVES FOR ALTERNATIVE & SPECIAL EDUCATION**

Goal 2: Improve **data management** and student management systems.

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
Objective 2.1: Institute the school-wide information system, SWIS, as the new data collection system for all Educational Programs.	Quarterly	Reports prepared by Admin Team and shared with faculty.	D. Sharrock J. Jeffrey	April 2013	
Objective 2.2: BETA, CTI, and SPC to employ both BOCES Direct and Classmate to address new State reporting requirements	Quarterly	Reports prepared by Admin Team and shared with faculty.	D. Sharrock J. Jeffrey D. Damiani M. Shron	April 2013	
Objective 2.3: Systematically collect and record behavioral data.	Bi-Weekly PBIS Committee Meetings	Identify the available intervention strategies by tier. Monitor and record data.	Mr. Sharrock Positive Behavioral Intervention System Committee	May 2013	.

**STRATEGIC PLANNING TIMELINE
2012-2013
KEY OBJECTIVES FOR ALTERNATIVE & SPECIAL EDUCATION**

Goal 3: Provide teachers and administrators with preparation on **new Regents Reform Agenda**.

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
Objective 3.1: Inform Certified Teaching staff of new NYSED Teaching standards and APPR	Monthly	Work together with instructional staff to create usable common-sense SLOs for those programs and areas where needed. Work together with staff representatives to select a battery of local assessments by which incremented growth may be demonstrated.	Principals Deputy Superintendent Executive Director	Jan. 2013	
Objective 3.2: Certify Lead Evaluators	Mid-Year	BOE certify Administrative Teams	N. Merritt	Jan. 2013	
Objective 3.3: Plan and schedule components of teacher observations for all Educational Programs.	October	Completed comprehensive schedule prepared	N. Merritt	Nov. 2012	

**STRATEGIC PLANNING TIMELINE
2012-2013
KEY OBJECTIVES FOR ALTERNATIVE & SPECIAL EDUCATION**

Goal 4: Progress in the partnership between school and **families**.

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
Objective 4.1 Update the Alternative HS webpage with PBIS expectations, mascot, and motto and add links to relevant PBS resources.	Bi-Weekly PBIS Committee Meetings	Create a group list as a public distribution list with the ability to assign some people to be able to administer this group	Mr. Sharrock Positive Behavioral Intervention System Committee	May 2013	
Objective 4.2: Development of information-based parent outreach supports	Quarterly	Quarterly PEACCE Reach events Connect parents with current services (i.e. Behavior Therapist) Collaboratively provided informational sessions by related service providers & teachers	L. Pollack Team B. Cesario Related Services	Quarterly & April 2013	
Objective 4.3: Reach out to the community at large with special missions by Student Senate /Interact Club	Quarterly	Increase in participation by students and families.	D. Damiani P. Goehring	On-going	
Objective 4.4: Make arrangements for CPSE and CSE chairpersons to tour satellite classes	Monthly	Forward correspondence to chairpersons with dates and times for upcoming visits	K. Louis Jeune In-district Teachers	Observation and written report to the Director by April 2013	
Objective 4.5: Development of	Monthly	Provide collaborative informational			

information-based parent/student/community outreach supports		sessions by related service providers and teachers Each Related Service area to provide at least one social/informational opportunity for students/parents/community	B. Cesario L. Pollack	April 2013	
Objective 4.6: Prepare quarterly parent newsletters through CGR	Quarterly	Using internal news resources, compilations of quarterly news prepared and printed for distribution	N. Merritt G. Kellum	Nov., Feb., April 2012, and June 2013	

**STRATEGIC PLANNING TIMELINE
2012-13**

KEY OBJECTIVES FOR BUSINESS SERVICES

Goal 1: Build Support Among Component Districts

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached
Objective 1.1: Develop the BOCES Administrative Budget Collaboratively with the Chief School Officers, Chief School Business Officials and the Budget Advisory Committee		Input from stakeholders solicited and incorporated in 2013-2014 budget	Sherre Wesley	12/2012	
Objective 1.2: Regular meetings with Business Officials and Budget Advisory Group	Monthly	Each meeting occurred. Presentation of Administrative Budget to Business Officials	Sherre Wesley	5/2013	
Objective 1.3: Presentation at Chief School Officers meeting	Monthly	Presentation completed	Sherre Wesley	1/2013	
Objective 1.4: Research the ways JMT and contiguous BOCES present financial information to their component Boards	Monthly	Written report to DS	Sherre Wesley	4/1/2013	
Objective 1.5: Make presentations to component district Boards as requested	Monthly	Presentations completed	Sherre Wesley	4/1/2013	

**STRATEGIC PLANNING TIMELINE
2012-13**

KEY OBJECTIVES FOR BUSINESS SERVICES

Goal 2: Oversee Financial Management of Capital Plan

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached
Objective 2.1: Oversee the financial and reporting aspects of the current roofing project at CTI, and HVAC and water treatment project at SPC, and water treatment project at CTI	Monthly	As deadlines are reached all appropriate reports and documents filed. Written quarterly report to DS.	Sherre Wesley Mimi Heslin Cole Bender	6/2013	
Objective 2.2: Revisit the 5 year capital plan; prioritize and develop implementation timeline and funding strategy	Quarterly	Implementation schedule and funding plan in place. Written report to DS.	Sherre Wesley Cole Bender	12/2012	

**STRATEGIC PLANNING TIMELINE
2012-13**

KEY OBJECTIVES FOR BUSINESS SERVICES

Goal 3: Develop New Services to meet District needs and to leverage BOCES resources

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached
Objective 3.1: Gather information about services offered by JMT and other area and/or similar BOCES.	Monthly	Analyze results and prepare report to DS with a focus on opportunities	Sherre Wesley	12/2012	
Objective 3.2: Get input from Districts' Business Officials and Superintendents as to what services they might need and/or use.	Quarterly	Input gathered and analyzed. Report to DS	Sherre Wesley	12/2012	
Objective 3.3: Offer at least one new, business-related service for the 2013-2014 school year	Monthly	New Service offered and presented in services guide	Sherre Wesley	12/2012	
Objective 3.4: Continue exploration of a Central Business Office; Provide Superintendents with overview of CBO services	Semi-Annually	Presentation at CSO meeting	Sherre Wesley	4/1/2013	

Note: See Long Range Plan Goal 3

**STRATEGIC PLANNING TIMELINE
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KEY OBJECTIVES FOR BUSINESS SERVICES

Goal 4: Build Collaborative Working Relationship with other Dutchess BOCES Divisions

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached
Objective 4.1: QA meetings to provide 2-way communication, and information gets disseminated throughout BOCES	Quarterly	QA agenda input and meeting presentations by other than just Business Services staff	Sherre Wesley/Mary Grunow	4/2013	
Objective 4.2: Provide support to administrators for budgeting and financial management needs.	Monthly	Dutchess BOCES Administrators informed of budget development and monitoring through Administrators' Week and CAC 1:1 assistance provided to Dutchess BOCES Administrators, as requested or required	Sherre Wesley Mimi Heslin	4/2013	
Objective 4.3: New Business Services staff hired and integrated within Dutchess BOCES. Responsibilities of current and new staff aligned with goals.	Monthly	Written recommendation on changes in responsibilities given to DS; Staff hired	Sherre Wesley	1/2013	

Note: See Long Range Plan, Goal 1

**STRATEGIC MANAGEMENT PLAN TIMELINE
2012-2013
KEY OBJECTIVES FOR COMMUNICATIONS AND GRANTS RESEARCH**

Goal 1: Provide grants research information to Dutchess BOCES staff

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
Objective 1.1: Research available federal, state, local, and private grant opportunities from a variety of sources.	Monthly	We will have found at least one grant each month in each of the 4 categories listed. The vehicle for this is <i>Grants Update</i> newsletter. Report to DS	G. Kellam E. Scholes	April 2013	*
Objective 1.2: Produce, print and distribute <i>Grants Update</i> newsletter to BOCES staff.	Monthly	We will have produced, printed for and distributed <i>Grants Update</i> newsletter to BOCES staff.	G. Kellam E. Scholes	June 2013	*

*Ongoing

**STRATEGIC MANAGEMENT PLAN TIMELINE
2012-2013
KEY OBJECTIVES FOR COMMUNICATIONS AND GRANTS RESEARCH**

Goal 2: Conduct a Needs Assessment Survey for new Shared Printing Services for Dutchess BOCES and component districts

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
Objective 2.1: Research other BOCES to find what services are being offered by their Shared Printing Service and survey needs of our internal and external customers for new service requests. Research local pricing for like services and determine the pricing structure for new services. Research pricing for new equipment and related peripherals for any new services.	Monthly	We will identify services offered by other BOCES Shared Printing Services and submit a written report to the Superintendent of these findings.	G. Kellam R. Patterson	October 2012	
Objective 2.2: Research funding for equipment and software and write grants to procure funding.	Monthly	We will have researched funding and written grants based on research of BOCES and customer needs. Report to the Superintendent will be submitted no later than March 2013.	G. Kellam R. Patterson	March 2013	
Objective 2.3: Develop implementation plan.	Monthly	We will have developed an implementation plan.	R. Patterson	April 2013	

**STRATEGIC MANAGEMENT PLAN TIMELINE
2012-2013
KEY OBJECTIVES FOR COMMUNICATIONS AND GRANTS RESEARCH**

Goal 3: Develop new COSER for Digital Scanning and Archiving Service for Dutchess BOCES*

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
Objective 3.1: Design and structure the COSER and billings to include digital archiving, and related services i.e., document shredding, disposal and courier service.	Monthly	COSER description has been written; billing method has been determined.	G. Kellam R. Patterson S. Wesley L. Ford	November 2012	
Objective 3.2: Procure equipment and software*	Monthly	Software and equipment is purchased.	G. Kellam R. Patterson	February 2013	
Objective 3.3: Inter-divisional work with Learning Technology for installation, maintenance and backup of equipment and content*	Monthly	Implement action plan, including training.	R. Patterson M. Stein	April 2013	

*PENDING APPROVAL OF NYS ARCHIVES GRANT (filed January 30, 2012). This is Year Two of Long-range Goal #1

NOTE: Dutchess BOCES received notification from NYSED/NYS Archives that our grant was not awarded funding in the 2011-2012 year. Dutchess BOCES has reapplied for the LGRMIF 2012-2013 grant. This will carry over into the 2012-2013 year.

**STRATEGIC MANAGEMENT PLAN TIMELINE
2012-2013
KEY OBJECTIVES FOR COMMUNICATIONS AND GRANTS RESEARCH**

Goal 4: Research and implement a replacement for our online calendar system

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
Objective 4.1: Migrate CTI from Web Event to Google Calendar, and train users.	Monthly	The new system(s) is (are) operational, and users are trained.	W. DeReza P. Horgan	October 2012	
Objective 4.2: Research SPC's specific scheduling needs for a web-based calendar.	Monthly	The information is gathered, calendar is ready to frame.	W. DeReza D. Damiani	October 2012	
Objective 4.3: Implement Google Calendar for SPC, and train users.	Monthly	The new system(s) is (are) operational, and users are trained.	W. DeReza	December 2012	

**STRATEGIC PLANNING TIMELINE
2012-2013**

KEY OBJECTIVES FOR CAREER & TECHNICAL EDUCATION (CTI)

Goal 1: Develop a three-year plan to create a regional 9-12 STEAM based CTE Academy

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
Objective 1.1: Form a study group to identify emerging STEAM technologies in the Hudson Valley and plan to educate students in these careers.	January 2103	Written report to the DS with findings.	M. Shron	January 2013	
Objective 1.2: Identify and visit existing program models that may inform our plans to create a STEAM Academy	Monthly	Written Summary Report to DS	M. Shron	January 2013	
Objective 1.3: Faculty members involved in planning and visits to report out to whole faculty.	February 2013	Report at Faculty Meeting	M. Shron	February 2013	
Objective 1.4: Transfer outcomes from objectives above into the CTI Long Range Divisional Plans Goal 2.	April 2013	Written Summary Report to DS	M. Shron	April 2013	

**STRATEGIC PLANNING TIMELINE
2012-2013**

KEY OBJECTIVES FOR CAREER & TECHNICAL EDUCATION (CTI)

Goal 2: Implement the Regents Reform Agenda at CTI.

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
Objective 2.1: Introduce APPR evaluations to CTI Faculty and use data from the evaluations to improve teacher and principal practice	December 2012	Written report to the DS with findings.	M. Shron	April 2013	
Objective 2.2: Expand use of Common Core Learning Standards into CTE practice	February 2013	Written Summary Report to DS	E. Sikora	April 2013	
Objective 2.3: Create a Data Driven Instruction Team and use the data to create baselines for future SLO's and other data driven instruction.	February 2013	Creation of team, agenda, minutes	M. Shron	May 2013	

**STRATEGIC PLANNING TIMELINE
2012-2013**

KEY OBJECTIVES FOR CAREER & TECHNICAL EDUCATION (CTE)

Goal 3: Develop plan to target new business opportunities for career and technical education

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
Objective 3.1: Continue to develop long term business opportunities for CTE programs, through venues such as Main Advisory Council, Enterprise Group, Faculty meetings and CAC.	March 2013	Report to DS	M. Shron	March 2013	

**STRATEGIC PLANNING TIMELINE
2012-2013**

KEY OBJECTIVES FOR EDUCATIONAL RESOURCES

Goal 1: Year Two Implementation of Race to the Top and the New York State Reform Initiatives both within the BOCES and within Component School Districts.

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
<p>Objective 1.1: Reorganize the Dutchess BOCES Network Team in order to better meet the ever changing contexts of Race to the Top <i>See Long Range Goal #1</i></p>	Monthly	<ul style="list-style-type: none"> • Network Team Leader and staff specialist or consultant hired • Program vs. supervision responsibilities defined 	Linda Heitmann Jodi DeLucia Tina DeSa	October 2012	
<p>Objective 1.2: Turnkey NYSED Network Team Institute material related Teacher and Leader effectiveness, Common Core Learning Standards (CCLS), and Data Driven Inquiry (DDI); support the implementation of component school districts' roll-outs <i>See Long Range Goal #1</i></p>	Monthly	<ul style="list-style-type: none"> • Professional development evaluation summaries will demonstrate effectiveness of professional development • An annual report on district level implementation will be completed 	Linda Heitmann Jodi DeLucia Jeff Rouse Tina DeSa	June 2013	
<p>Objective 1.3: Provide ongoing support on implementation of all aspects of the APPR process including providing Lead Evaluator Training for both teacher and principal evaluators <i>See Long Range Goal #1</i></p>	Monthly	<ul style="list-style-type: none"> • Teacher Leader Evaluation professional development sessions 1-7 offered • An annual report on district level implementation will be completed • Student Learning Objective support provided 	Linda Heitmann Jodi DeLucia Tina DeSa	June 2013	

**STRATEGIC PLANNING TIMELINE
2012-13**

KEY OBJECTIVES FOR EDUCATIONAL RESOURCES

Goal 2: Develop a service, supporting our component districts and Dutchess BOCES, for using data to inform instruction and evaluate teacher and leader effectiveness.

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
<p>Objective 2.1: Support regional and in-district implementation of Data Driven Instruction and Decision Making by developing training modules and providing on-going in-district support. <i>See Long Range Goal #5</i></p>	<p>Monthly</p>	<ul style="list-style-type: none"> • Training session developed • Conduct a pilot in key districts (Dover, Pine Plains) • Submit a written report regarding effectiveness and implementation to District Superintendent 	<p>Jodi DeLucia Jeff Rouse</p>	<p>April 2013</p>	
<p>Objective 2.2: Develop a service within School Improvement through which this training can be provided.</p>	<p>Weekly</p>	<ul style="list-style-type: none"> • Service Code and billing structure created 	<p>Jodi DeLucia Jeff Rouse Sherre Wesley</p>	<p>June 2013</p>	

**STRATEGIC PLANNING TIMELINE
2012-2013**

KEY OBJECTIVES FOR EDUCATIONAL RESOURCES

Goal 3: Increase Professional Development throughout Educational Resources that supports teacher effectiveness and promotes student learning.

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
<p>Objective 3.1: Increase program capacity to deliver in-district and regional professional development. Collaborate across Educational Resources to develop a plan for targeted professional development aligned to supporting teacher effectiveness</p>	Monthly	<ul style="list-style-type: none"> • Hired additional Staff Specialist, Educational Resources • Review meeting agendas • Review professional development evaluations for effectiveness 	Linda Heitmann Jodi DeLucia Jeff Rouse	October 2013	
<p>Objective 3.2: Evaluate professional development offerings regularly to determine if component districts needs for promoting teacher effectiveness are being met</p>	Monthly	<ul style="list-style-type: none"> • Meetings held, new professional development developed • Review professional development evaluations for effectiveness • Collaborate with RSE-TASC to conduct in-district professional development observations 	Linda Heitmann Jodi DeLucia Jeff Rouse	June 2013	
<p>Objective 3.5: Offer cohesive and targeted professional development that promotes teacher effectiveness and supports classroom practice</p>	Monthly	<ul style="list-style-type: none"> • Professional development offered • Review professional development evaluations for effectiveness • Collaborate with RSE-TASC to conduct in-district professional development observations 	Linda Heitmann Jodi DeLucia	June 2013	

**STRATEGIC PLANNING TIMELINE
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KEY OBJECTIVES FOR FACILITIES & OPERATIONS

Goal 1: Replace existing roof coverings on the Administration Building

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
Objective 1.1: Work with architects to Develop design and plan for roofs	Weekly	Identify roof penetrations such as air conditioners & exhaust fans that need to be removed, and draft budget plan accordingly.	C. Bender C.J. Kelly S. Wesley	Oct. 2012	
Objective 1.2: Review plans, send out RFP for roof project		Attend bid opening & review roof proposals. Interview prospective contractors.	C. Bender C.J. Kelly S. Wesley	Feb. 2013	
Objective 1.3: Supervise the roof construction	Daily	Insure on a daily basis that contractor follows specifications	C. Bender D. Spiegel	June to August 2013	
Objective 1.4: Close out the completion Construction	Monthly	Complete punch list. Obtain all necessary documentation to finalize Project	C. Bender C.J. Kelly	Sept 3, 2013	

**STRATEGIC PLANNING TIMELINE
2012-13**

KEY OBJECTIVES FOR FACILITIES & OPERATIONS

Goal 2: Identify funding and develop timeline to complete current Capital Plan with priority for safety issues.

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
Objective 2.1: Work with business official to determine funds available for projects outlined in Capital Plan	Monthly	Explore all possible avenues to obtain funds necessary to complete repairs	C. Bender S. Wesley M. Heslin	Fall 2012	
Objective 2.2 Determine the cost for the repairs to the facilities	Monthly	Work with contractors to obtain rough costs associated with each project.	C.J. Kelly C. Bender	December 2012	

**STRATEGIC PLANNING TIMELINE
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KEY OBJECTIVES FOR FACILITIES & OPERATIONS

Goal 3: Establish higher cleaning standards for F&O*

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
Objective 3.1: Identify ways to improve existing cleaning standards and methods	Bi-Weekly	Implement new approach to cleaning. Create a checklist for each employee to fill out daily. Promote individual ownership of assigned work.	C. Bender C.J. Kelly Human Resources	On going	
Objective 3.2 Assess progress toward higher quality standards	Monthly	Written report to DS.	C. Bender	March 2013	

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*See Long Range Goal #4

**STRATEGIC PLANNING TIMELINE
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KEY OBJECTIVES FOR HUMAN RESOURCES

Goal 1: Implement new SED mandated APPR

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached
Objective 1.1: Work collaboratively with L. Heitmann and other colleagues to plan and implement the necessary training and oversight to make APPR successful	Monthly	1. Plan and implement an appropriate data receptacle for APPR evaluations as a local reflection tool and NYSED report. HR joins in the effort to collaborate for the successful implementation of APPR evaluation, reflection and improvement.	L. Ford L. Heitmann N. Merritt	Fall 2012	
Objective 1.2: Work collaboratively with ER staff to develop a master glossary of Student Learning Objectives	Monthly	Glossary complete	L. Ford L. Heitmann	tbd	
Objective 1.3: Attend trainings for guidance on the transition to the new APPR and MPPR evaluation processes	August-November	1. Trainings attended 2. Principals notified of the ability to use an additional trained evaluator 3. HR Director as a resource for planning post-observation goal attainment evaluation discussion	L. Ford	November 2012	
Objective 1.4: Work collaboratively with L. Heitmann to institute the new APPR and <u>train</u> the administrative staff on the new evaluation process	Attend series of Dutchess BOCES professional development to train evaluators	1. Training attended 2. Support for observation and evaluation process available as needed 3. Training for principals support their annual evaluation objectives as per the MPPR	L. Ford L. Heitmann	April 2013	

**STRATEGIC PLANNING TIMELINE
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KEY OBJECTIVES FOR HUMAN RESOURCES

Goal 2: Digitally Scan Inactive Personnel Files into a Web-based Environment

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
Objective 2.1: Complete the preparation of inactive files for scanning according to NY standards assuming a grant approval	October 2012	Review	L. Ford	Fall 2012	
Objective 2.2: Assuming a grant approval, procure equipment, create necessary staffing and begin scanning process	December 2012	Per action	L. Ford G. Kellam S. Wesley	Spring 2012	
Objective 2.3: If grant is not approved, work collaboratively with S. Wesley to draft a budget that includes resources to achieve goal	January 2013	Budget complete	L. Ford G. Kellam	Spring 2012	
Objective 2.4: Work collaboratively with G. Kellam and staff to market record scanning and any companion services to districts	Spring 2013	"Marketing"	L. Ford G. Kellam	Spring 2012	

**STRATEGIC PLANNING TIMELINE
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KEY OBJECTIVES FOR HUMAN RESOURCES

Goal 3: Enhance the features of the Cooperative Recruitment website

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached
Objective 3.1: Investigate web design capability with FileMaker to provide enhanced services to district available through Dutchess BOCES as a specialized local provider responding to what districts desire and those amenities that improve their HR function relative to hiring	November 2012	Report to DS	L. Ford	Fall 2012	
Objective 3.2: Develop RFP for outside vendor to develop website enhancements	December 2012	RFP complete	L. Ford S. Wesley	Fall 2012	
Objective 3.3: Meet with district representatives to orient them to the new features	Spring 2013	Component meetings	L. Ford	Spring 2012	

**STRATEGIC PLANNING TIMELINE
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KEY OBJECTIVES FOR HUMAN RESOURCES

Goal 4: Fully employ WinCap to manage staff data

Action	Periodic Monitoring	Measurement	Person Responsible	Projected Completion Date	Objectives Reached?
Objective 4.1: Provide adequate training and support to HR staff to accurately enter personnel information on WinCap to accomplish the paperless, accurate and timely entrance of complete records	Monthly	Training complete	L. Ford	Fall 2012	
Objective 4.2: Fully implement the Appointment section of WinCap	Monthly	Report to DS	L. Ford	Spring 2013	
Objective 4.3: Enter Longevity and Seniority records into WinCap in transition from a separate Excel sheet	Monthly	Report to DS	L. Ford	Spring 2013	