

# **SACHEM CENTRAL SCHOOL DISTRICT**



## **Board of Education Goals**

**and**

## **Strategic Action Plan**

**2007-08 School Year**

## Sachem Central School District Goal #1: Enhance Student Achievement and Quality of Instruction.

### Priority Objective A: Create a Professional Learning Community.

<i>Action/Strategies</i>	<i>Implementation Steps</i>	<i>Responsibility</i>	<i>Specific Timeline</i>	<i>Assessment of Results</i>
1. Develop a new Annual Professional Performance Review (APPR) policy.	1. Reevaluate mentoring program. <ul style="list-style-type: none"> <li>* mentor selection process</li> <li>* increase number of meetings</li> <li>* support for mentor/new teacher</li> <li>* peer visitation</li> </ul> 2. Review in-service credit coursework. <ul style="list-style-type: none"> <li>* alignment to standards</li> <li>* relevance to instructional core</li> <li>* relevance to building and district-wide goals</li> </ul> 3. Seek alternatives to formal observations. <ul style="list-style-type: none"> <li>* peer coaching model</li> <li>* classroom walk-throughs</li> </ul>	1. Assistant Superintendents 2. Professional staff 3. School Administration	To be completed by June 2008	~ Calendar of Meetings ~ Periodic reports on revised protocols ~ Final APPR document
2. Continue the development of the building strategic plans.	1. Form building level committees to review data, plan for professional development and set goals for the '07 - '08 school year. 2. Explore the idea of Middle States Strategic Action Plans/Accreditation	1. Building/District-level administrators 2. Teachers	On-going	~ Building Committee Recommendations ~ Final Plans
3. Provide in-service courses & professional development opportunities on specific instructional strategies.	1. Develop in-service course offerings that are consistent with district/building instructional goals. 2. Provide professional development sessions aligned with district goals	1. Assistant Superintendents 2. Teacher Center 3. Principals' Aides	On-going	~ Course Offerings ~ Application in the classroom
4. Continue to improve the process of hiring professional staff.	1. Establish more structured protocols for reviewing, interviewing, and recommending applicants. 2. Use of more demonstration lessons for teacher candidates.	1. Assistant Superintendents 2. Principals 2. Teachers 3. Chairpeople 4. Literacy Coaches	On-going	~ Final Protocols
5. Assess new programs and initiatives, for example, Literacy Coaches, in order to determine the effect upon student learning.	1. Review data, instructional materials, and curriculum.	1. Assistant Superintendents 2. All administrators 3. Literacy Coaches 4. Teachers	On-going	~ Assessments ~ Curriculum ~ Surveys ~ Data

6. Improve upon the delivery of services to students with disabilities in response to changes in federal and state law.	1. Continue to implement and refine the three year plan for Special Education Services. 2. Provide focus and consistent professional development opportunities that are in line with Response To Intervention regulations. 3. Redefine the departmental meetings to be more instructionally and professionally practice based. 4. Review building teams and delivery of services through the refinement of Instructional Support Teams (IST). 5. Continue to create and train Instructional Support Teams (IST) district-wide. 6. Guest Speakers and Professional Developers.	1. Coordinator of Student Services 2. Assistant Coordinators 3. Assistant Superintendents 4. Building Teams	On-going	~ Delivery of services ~ Data ~ Department Plan ~ Calendar of monthly OSS meetings ~ PDP Annual Calendar ~ Data analysis of Least Restrictive Environment continuum and placements
7. Continue to increase DLT and BLT awareness and participation in school and district-wide goals.	1. Training and refocus of DLT/BLT. 2. BLT/DLT Reports. 3. Quarterly reports for district. 4. Year End Round-up	1. Superintendent of Schools 2. Assistant Superintendents 3. Building Administration 4. Teachers 5. Parents 6. Community members	On-going	~ Surveys ~ Newsletter

## Sachem Central School District Goal #1: Enhance Student Achievement and Quality of Instruction.

### Priority Objective B: Use assessment and comprehensive data analysis for targeting academic assistance and instructional decision-making.

<i>Action/Strategies</i>	<i>Implementation Steps</i>	<i>Responsibility</i>	<i>Specific Timeline</i>	<i>Assessment of Results</i>
1. Continue to meet with district data teams to analyze results as well as to provide support and guidance to the schools.	1. Review district-wide assessments results. 2. Articulate district/building levels strengths and deficits to building level teams. 3. Identify gaps in scores and discuss ways in which the curriculum can be refined to minimize the gaps. 4. Analyze areas of the curriculum that needs to be aligned and refined based on the results of the State assessments. 5. Provide support and additional training in data analysis.	1. District Office Administrators 2. BOCES Data Liaison 3. Information Systems 4. Instructional Technology Administrator 5. Building level administrators 6. Administrator for Federal Funds 7. Teachers	On-going	~Reports/Feedback from data teams ~ Training delivered to building data teams ~ Clearer understanding of how to utilize data to make curricular decisions in the building
2. Create building data teams to analyze building strengths and deficits.	1. Schedule meetings with school administrators to analyze results and make curricular connections. 2. Student-level data will be provided and analyzed to help teachers inform their instruction in the classrooms. 3. Utilize current assessment results to establish specific benchmarks for statement achievement. 4. BOCES Student Data Liaison will schedule to help the faculty/administration understand the various reports for each building data team.	1. Assistant Superintendent for Instructional Support and Programming 2. Principals and Teachers 3. Teaching Staff	September 2007-September 2008	~ Reports/Feedback from data teams ~ Clearer understanding of how to utilize data to make curricular decisions in the building ~ Teachers use the data to make curricular decisions in the classrooms
3. Create a plan to improve the percentage of students receiving Regents diplomas.	1. Develop a plan for early identification of at-risk students.	1. Assistant Superintendents 2. High School Principals	On-going	~Graduation rates ~Analysis of Regents exam

	<p>2. Review of curricula of courses that often lead to non-graduation.</p> <p>3. Consider the creation of a summer program to provide support prior to course enrollment for at-risk students (pre-mediate versus remediate).</p> <p>4. Clear articulation of new graduation requirements to all staff, students and parents.</p>	3. Administrative Assistant for Guidance		scores
4. Develop an on-going plan to review all current course offerings and curricula for academic rigor and appropriateness to the 21 <sup>st</sup> Century.	<p>1. Develop calendar for periodic review of all course curricula K-12.</p> <p>2. Develop curriculum review teams to prepare/revise curriculum documents.</p> <p>3. Form committees of teachers and department chairs to ensure alignment of curriculum with state standards.</p> <p>4. Consider development of K-12 curriculum guide for each discipline.</p>	<p>1. Assistant Superintendent for Curriculum and Instruction</p> <p>2. High School Principals</p> <p>3. Chairpeople</p>	On-going	<p>~Reports/recommendations</p> <p>~Written curriculum guides</p>
5. Create a learning academy for Advanced Placement students.	<p>1. Develop a schedule of meetings with teachers of AP courses.</p> <p>2. Create a calendar of activities/projects associated with AP courses so as to avoid student "overload".</p> <p>3. Create schedule of visitations to neighboring school districts to determine the types of support programs being utilized for AP students.</p> <p>4. Develop curriculum for four day summer program to include such items as study skills, time management, etc</p>	<p>1. Assistant Superintendent for Curriculum and Instruction</p> <p>2. Administrative Assistant for Guidance</p> <p>2. Chairpeople</p> <p>3. Advanced Placement teachers</p>	To be completed by June 2008	<p>~Review of AP scores</p> <p>~Data analysis of enrollment patterns in AP courses.</p> <p>~Study of number of students enrolled versus exams written</p>
6. Develop a system of benchmarking to ensure consistent delivery of curriculum.	<p>1. Meet with department chairs to set vision for benchmarking.</p> <p>2. Develop mid-term writing</p>	<p>1. Assistant Superintendent for Curriculum and Instruction</p> <p>2. High School Principals</p>	To be completed by June 2008	<p>~Test performance data</p> <p>~Review of mid-term item and gap analyses.</p>

	teams to prepare interim assessments to ensure consistency. 3. Explore feasibility of “mid-term” block schedule.	3. Chairpeople		~Regents examination data.
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## Sachem Central School District Goal #2: Improve Parent, Community and Staff Communication

### Priority Objective A: Ensure a strong community to school connection.

<i>Action/Strategies</i>	<i>Implementation Steps</i>	<i>Responsibility</i>	<i>Specific Timeline</i>	<i>Assessment of Results</i>
1. Communicate the information related to the proposed Capital Bond Referendum.	1. Schedule a series of meetings for October and November.	1. Superintendent of Schools 2. Assistant Superintendent for Business 3. Board of Education	October – December 2007	~ Results of Community vote
2. Continue the schedule of Town Meetings for community input.	1. Schedule a series of Town Meetings for the school district to take place at the Sachem Library.	1. Superintendent of Schools 2. Assistant Superintendents	September 2007 – June 2008	~ District-wide schedule of Town meetings
3. Continue the schedule of meetings with parents through the PTAs.	1. Schedule a series of meetings with all PTAs district-wide for Superintendent, District Cabinet, and Board of Education. 2. Participate at all PTA Council meetings.	1. Superintendent of Schools 2. Assistant Superintendents	September 2007 – June 2008	~ Schedule of PTA meetings at each building
4. Continue to improve upon communication with staff.	1. Develop a calendar of visitations for each school. 2. Continue Sachem Showcase initiative. 3. Newsletters. 4. Website.	1. Superintendent of Schools 2. Assistant Superintendents	September 2007– June 2008	~ Calendar of visitations ~ Meetings with principals following visits
5. Continue to foster the Labor/Management Relationship.	1. Schedule regular meetings with labor groups.	1. Superintendent of Schools 2. Assistant Superintendents	September 2007 – June 2008	~ Calendar of meetings

### Sachem Central School District Goal #3: Improve Fiscal Responsibility and Accountability throughout the District.

#### Priority Objective A: Develop a school budget that is both cost effective and taxpayer sensitive.

<i>Action/Strategies</i>	<i>Implementation Steps</i>	<i>Responsibility</i>	<i>Specific Timeline</i>	<i>Assessment of Results</i>
1. Develop a Capital Bond Referendum for the Sachem Central School District.	1. Work with Grillo Architects and McClave Construction on a series of capital projects, improvements and enhancement for our facilities and grounds. 2. Develop a priority list of projects and associated methods of financing to be presented to the Board of Education, and ultimately to the public for approval.	1. Board of Education 2. Superintendent of Schools 3. Assistant Superintendent for Business 4. Facilities Administrator	September 2006 – December 2007	~ Prioritized list of projects with associated costs ~ Plan and time-line of implementation
2. Continue to work with Citizen Budget Advisory Committee whose function is to make suggestions to the Board of Education after reviewing the 2007-2008 school year budget.	1. Seek additional members to participate in the committee process. 2. Review 07-08 Budget and Budget Newsletter. 3. Make earlier suggestions to the Board of Education.	1. Superintendent of Schools 2. Assistant Superintendent for Business 3. School Business Administrator 4. Board of Education 5. Community members	To be completed by February 2008	~ Reports to Board of Education
3. Continue to work with Citizens Audit Committee whose purpose will be to meet with internal and external claims auditors.	1. Seek additional members to participate in the committee process. 2. Meet with external auditor and internal claims auditors and make presentation to the Board of Education and community, relative to auditor's findings and recommendations.	1. Superintendent of Schools 2. Assistant Superintendent for Business 3. School Business Administrator 4. Board of Education 5. Community members	On-going	~ Reports to Board of Education relative to annual end of year audit
4. Further develop Legislative Committee to review areas of additional Federal, State and local aid to Sachem Schools.	1. Enhance membership to Legislative Committee. 2. Investigate legislative options with community to influence the political process for the benefit of the district.	1. Superintendent of Schools 2. Assistant Superintendent for Business 3. School Business Administrator 4. Board of Education	On-going	~ Data analysis of State, Federal, and local aid revenue



	3. Explore additional grant opportunities to provide additional assistant to various programs and departments.	5. Administrator for Federal Funds 6. Community members		
5. Continue to implement a strategic approach to improve community communication related to district revenues and expenditures.	1. Newsletters. 2. Budget workshops. 3. Local school presentations. 4. Web pages. 5. Civic Organizations. 6. Newspaper Articles. 7. BLT/DLT. 8. Sachem Radio Station. 9. Booster Clubs. 10. Local PTAs/PTA Council.	1. Superintendent of Schools 2. Assistant Superintendent for Business 3. Communication Firm 4. School Business Administrator 5. Administrative Assistant for Instructional Technology	On-going	~ Community Budget meetings
6. Continue to implement clear negotiation strategies and parameters for the negotiation teams.	1. Negotiations.	1. Superintendent of Schools 2. Assistant Superintendents	To be determined by the negotiation process.	~ Final contract settlements

**Sachem Central School District Goal #4: Provide Safe and Secure Schools.**

**Priority Objective A: Ensure a safe and orderly school environment.**

<i>Action/Strategies</i>	<i>Implementation Steps</i>	<i>Responsibility</i>	<i>Specific Timeline</i>	<i>Assessment of Results</i>
1. The district will enforce a code of conduct that will apply to staff, students, and visitors pursuant to the SAVE legislation and Board Policy.	<ul style="list-style-type: none"> <li>1. Quarterly safety meetings with Police, EMS, County and Local Fire Departments.</li> <li>2. Summary of Violent and Disruptive Incident Report sent to New York Dept. of Education.</li> <li>3. Follow the Child Abuse reporting guidelines set forth by New York State Education Law.</li> <li>4. Update safety guidelines and manuals.</li> </ul>	<ul style="list-style-type: none"> <li>1. Superintendent of Schools</li> <li>2. Building Principals</li> <li>3. Security Supervisor</li> <li>4. Assistant Superintendents</li> <li>5. Emergency Management Team</li> </ul>	On-going	<ul style="list-style-type: none"> <li>~Violent Incident Reports</li> <li>~ Quarterly meetings</li> <li>~ Table-top drills/simulations</li> </ul>
2. Continue to review and refine district and individual building comprehensive safety plans which address crisis intervention strategies.	<ul style="list-style-type: none"> <li>1. A Crisis Response Team will be created at each school.</li> <li>2. Training will be provided to each school in prevention and intervention strategies.</li> <li>3. Investigate an alternative to home instruction suspension.</li> </ul>	<ul style="list-style-type: none"> <li>1. Building Principals</li> <li>2. Security Supervisor</li> <li>3. Teachers</li> <li>4. Emergency Management Team</li> <li>5. Safe &amp; Secure Schools Committee.</li> </ul>	On-going	~ District and Building wide safety plan
3. Establish consistent expectations for students and staff founded upon the principles of civility, mutual respect, citizenship, tolerance, honesty, integrity, and character education.	<ul style="list-style-type: none"> <li>1. The SAVE committee will review the District Code of Conduct and revise if necessary.</li> <li>2. Remove from a class or from school any student(s) who are disruptive, violent, and/or threaten the health, welfare and safety of others.</li> <li>3. Create a more comprehensive accounting and reporting system to report violent and disruptive incidents.</li> </ul>	<ul style="list-style-type: none"> <li>1. Superintendent of Schools</li> <li>2. Assistant Superintendents</li> <li>3. District Administrators</li> <li>4. Teachers</li> </ul>	On-going	<ul style="list-style-type: none"> <li>~District Code of Conduct</li> <li>~Student Conduct</li> <li>~Data analysis of student disciplinary actions</li> </ul>

4. Continue to identify areas in need of improvement to ensure a safe environment within the schools.	<ul style="list-style-type: none"> <li>1. The Safe Committee will review the District Code of Conduct.</li> <li>2. The Safe and Secure Schools will continue their review of our school safety practices and procedures.</li> <li>3. Assess the results of our software-“Principalm” pilot at one high school and two middle schools for immediate access to student information.</li> <li>4. Review the implementation of our new Co-curricular Code of Conduct.</li> <li>5. Meet with Security department to discuss building level needs on a regular basis.</li> <li>6. Plan and organize our annual meeting for our administrative staff on working with volatile people.</li> </ul>	<ul style="list-style-type: none"> <li>1. Superintendent of Schools</li> <li>2. Assistant Superintendents</li> <li>3. Building level administrators</li> <li>4. Security Supervisor</li> </ul>	September 2007-June 2008	<ul style="list-style-type: none"> <li>~ Minutes of meetings</li> <li>~ Committee recommendations</li> </ul>
5. Continue to review the district’s Wellness Policy to ensure a healthy and nutritious school environment.	<ul style="list-style-type: none"> <li>1. Review and assess the Food Service program and the district’s new Wellness policy.</li> </ul>	<ul style="list-style-type: none"> <li>1. Director of Food Service</li> <li>2. Athletic Director</li> <li>3. Lead Nurse</li> </ul>	September 2007-June 2008	~Year End Report to the Board of Education

## Sachem Central School District Goal #5: Technology Integration

### Priority Objective A: Upgrade and integrate technology into the curriculum.

<i>Action/Strategies</i>	<i>Implementation Steps</i>	<i>Responsibility</i>	<i>Specific Timeline</i>	<i>Assessment of Results</i>
1. Review and modify the current Technology Plan and create a new three year technology plan for submission to New York State Department of Education.	1. Modify Technology Plan, reflecting current progress/bond referendum 2. Develop Technology Planning Committee to work with IT staff in research and planning process. 3. Publish new plan to State Education Department, BOCES and the Website for Federal Grant and E-rate compliance.	1. Administrative Assistant for Instructional Technology 2. Technology Planning Committee 3. Instructional Technology Support Staff 4. BOCES Teacher Integration Specialists	October - May	~ Newly modified document on file with BOCES/State Education Department for 2008-2011
2. Provide training and related instruction to maximize teachers' use	1. Develop workshops that encourage teachers' understanding of	1. Administrative Assistant for Instructional Technology	On-going	~ PDP Calendar ~ Periodic Reports

of instructional technology.	<p>prescribed and identified technological strategies to improve student instruction.</p> <p>2. Implement workshop calendars to offer instruction district-wide.</p> <p>3. Create a bank of workshops, mini-lessons and documentation for instructional support and new personnel orientations.</p>	<p>2. Assistant Superintendents</p> <p>3. District Administrators</p> <p>4. BOCES Teacher Integration Specialists</p>		<p>~ Teachers</p> <p>Observations/Learning Walks</p> <p>~Teacher Evaluations</p>
3. Evaluate the effectiveness of current staff development initiatives and BOCES Teacher Integration Specialists.	<p>1. Generate a vehicle to gather data regarding current staff development practices.</p> <p>2. Evaluate and integrate needs assessment data with staff development team to reshape instructional support.</p>	<p>1. Administrative Assistant for Instructional Technology</p> <p>2. BOCES Teacher Integration Specialists</p> <p>3. Principals</p>	On-going	<p>~ Surveys</p> <p>~ Needs Assessment</p> <p>~ PDP Calendar</p> <p>~ Periodic reports</p>
4. Investigate emerging technology, creative new teaching models and best technology practices to develop policies and procedures to select new hardware and peripherals that meet instructional objectives.	<p>1. Continue to work with Elementary, Middle and High School committees.</p> <p>2. Generate a report reflecting recommendations for hardware initiatives.</p> <p>3. Research, acquire, install, and provide staff development opportunities for hardware based on committee recommendations.</p>	<p>1. Administrative Assistant for Instructional Technology</p> <p>2. Committee groups</p> <p>3. Instructional Technology Support Staff</p> <p>4. Teachers/Staff</p>	October - January	<p>~ Calendar /Minutes of committee meetings</p> <p>~ Hardware recommendations</p> <p>~ Report of newly acquired materials</p>
5. Continue to work with grade level and department level committees for the selection and acquisition of software to enhance instructional objectives based on curriculum alignment.	<p>1. Generate a report of current curriculum needs.</p> <p>2. Research, acquire, install and provide staff development for new software.</p>	<p>1. Administrative Assistant for Instructional Technology</p> <p>2. Teachers/ Staff</p> <p>3. BOCES Teacher Integration Specialists</p> <p>4. Teachers/Staff</p>	On-going	<p>~ Calendar/Minutes of committee meetings</p> <p>~ Report of newly acquired materials</p>