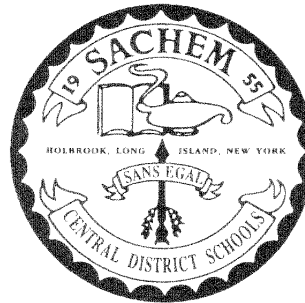


# **SACHEM CENTRAL SCHOOL DISTRICT**



## **Board of Education Goals**

**and**

## **Strategic Action Plan**

**2008-09 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. Continue the work with Professional Learning Committees.	<ol style="list-style-type: none"> <li>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> </li> <li>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> </li> <li>3. Seek alternatives to formal observations.                             <ul style="list-style-type: none"> <li>* peer coaching model</li> <li>* classroom walk-throughs</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Assistant Superintendents</li> <li>2. Professional staff</li> <li>3. School Administration</li> </ol>	On-going	<ul style="list-style-type: none"> <li>~ Calendar of Meetings</li> <li>~ Periodic reports on revised protocols</li> </ul>
2. Place a greater emphasis on staff recognition and highlighting their successes.	<ol style="list-style-type: none"> <li>1. Work with District Office and Building Administration to make a concerted effort to praise staff for efforts above and beyond their “normal” responsibilities.</li> </ol>	<ol style="list-style-type: none"> <li>1. Superintendent of Schools</li> <li>2. Assistant Superintendents</li> <li>3. Building Administration</li> <li>4. Board of Education</li> </ol>	On-going	<ul style="list-style-type: none"> <li>~ Report on the collective efforts</li> </ul>
3. Continue the development of the building strategic plans.	<ol style="list-style-type: none"> <li>1. Form building level committees to review data, plan for professional development and set goals for the '08 -'09 school year.</li> </ol>	<ol style="list-style-type: none"> <li>1. Building/District-level Administrators</li> <li>2. Teachers</li> </ol>	On-going	<ul style="list-style-type: none"> <li>~ Building committee recommendations</li> <li>~ Final plans from each school</li> </ul>
4. Provide in-service courses & professional development opportunities on specific instructional strategies.	<ol style="list-style-type: none"> <li>1. Develop in-service course offerings that are consistent with district/building instructional goals.</li> <li>2. Provide professional development sessions aligned with district goals.</li> <li>3. Seek out qualified staff members to conduct workshops and teacher academy courses.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assistant Superintendents</li> <li>2. Teacher Center</li> <li>3. Principals’ Aides</li> <li>4. All Administrators</li> </ol>	On-going	<ul style="list-style-type: none"> <li>~ Course offerings</li> <li>~ Application in the classroom</li> <li>~ Summer Teachers’ Academy</li> <li>~ PDP workshops/calendar of activities</li> </ul>

5. Continue to improve the process of hiring professional staff.	<ol style="list-style-type: none"> <li>1. Establish more structured protocols for reviewing, interviewing, and recommending applicants.</li> <li>2. Use of more demonstration lessons for teacher candidates.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assistant Superintendents</li> <li>2. Principals</li> <li>2. Teachers</li> <li>3. Chairpeople</li> </ol>	On-going	~ Final Protocols
6. Assess new programs and initiatives, for example, Literacy Coaches, in order to determine the effect upon student learning.	<ol style="list-style-type: none"> <li>1. Review data, instructional materials, and curriculum.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assistant Superintendents</li> <li>2. All administrators</li> <li>3. Literacy Coaches</li> <li>4. Teachers</li> </ol>	On-going	~ Assessments ~ Curriculum ~ Surveys ~ Data ~ Report to Board
7. Improve upon the delivery of services to students with disabilities in response to changes in federal and state law.	<ol style="list-style-type: none"> <li>1. Continue to implement and refine the three year plan for Special Education Services.</li> <li>2. Provide focus and consistent professional development opportunities that are in line with Response to Intervention regulations.</li> <li>3. Redefine the departmental meetings to be more instructionally and professionally practice based.</li> <li>4. Review building teams and delivery of services through the refinement of Instructional Support Teams (IST).</li> <li>5. Continue to create and train Instructional Support Teams (IST) district-wide.</li> <li>6. Guest Speakers and Professional Developers.</li> </ol>	<ol style="list-style-type: none"> <li>1. Coordinator of Student Services</li> <li>2. Assistant Coordinators</li> <li>3. Assistant Superintendents</li> <li>4. Building Teams</li> </ol>	On-going	~ Delivery of services ~ Data ~ Department Plan(s) ~ Calendar of monthly OSS meetings ~ PDP Annual Calendar ~ Data analysis of Least Restrictive Environment continuum and placements

**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.	<ol style="list-style-type: none"> <li>1. Review district-wide assessments results.</li> <li>2. Articulate district/building levels strengths and deficits to building level teams.</li> <li>3. Identify gaps in scores and discuss ways in which the curriculum can be refined to minimize the gaps.</li> <li>4. Analyze areas of the curriculum that needs to be aligned and refined based on the results of the State assessments.</li> <li>5. Provide support and additional training in data analysis.</li> </ol>	<ol style="list-style-type: none"> <li>1. District Office Administrators</li> <li>2. BOCES Data Liaison</li> <li>3. Information Systems</li> <li>4. Instructional Technology Administrator</li> <li>5. Building level administrators</li> <li>6. Administrator for Federal Funds</li> <li>7. Teachers</li> </ol>	On-going	<ul style="list-style-type: none"> <li>~ Reports/Feedback from data teams</li> <li>~ Training delivered to building data teams</li> <li>~ Clearer understanding of how to utilize data to make curricular decisions in the building</li> </ul>
2. Continue work done by building data teams to analyze building strengths and deficits.	<ol style="list-style-type: none"> <li>1. Schedule meetings with school administrators to analyze results and make curricular connections.</li> <li>2. Student-level data will be provided and analyzed to help teachers inform their instruction in the classrooms.</li> <li>3. Utilize current assessment results to establish specific benchmarks for student achievement.</li> <li>4. BOCES Student Data Liaison will schedule to help the faculty/administration understand the various reports available to each building data team.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assistant Superintendent for Instructional Support and Programming</li> <li>2. Principals and Teachers</li> <li>3. Teaching Staff</li> </ol>	September 2008-September 2009	<ul style="list-style-type: none"> <li>~ Reports/Feedback from data teams</li> <li>~ Clearer understanding of how to utilize data to make curricular decisions in the building</li> <li>~ Teachers use the data to make curricular decisions in the classrooms</li> </ul>

<p>3. Continue to improve the percentage of students receiving Regents and Advanced Regents diplomas.</p>	<ol style="list-style-type: none"> <li>1. Plan for early identification of at-risk students.</li> <li>2. Review of curricula of courses that often lead to non-graduation.</li> <li>3. Consider the creation of a summer program to provide support prior to course enrollment for at-risk students (pre-mediate versus remediate).</li> <li>4. Clear articulation of new graduation requirements to all staff, students and parents.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assistant Superintendents</li> <li>2. High School Principals</li> <li>3. Administrative Assistant for Guidance</li> </ol>	<p>On-going</p>	<p>~Graduation rates ~Analysis of Regents exam scores</p>
<p>4. Review all current course offerings and curricula for academic rigor and appropriateness to the 21<sup>st</sup> Century.</p>	<ol style="list-style-type: none"> <li>1. Review of all course curricula K-12.</li> <li>2. Develop curriculum review teams to prepare/revise curriculum documents.</li> <li>3. Form committees of teachers and department chairs to ensure alignment of curriculum with state standards.</li> <li>4. Continue the development of K-12 curriculum guide for each discipline.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assistant Superintendents for Curriculum and Instruction</li> <li>2. High School Principals</li> <li>3. Chairpeople</li> <li>4. Elementary Principals</li> </ol>	<p>On-going</p>	<p>~Reports/recommendations ~Written curriculum guides.</p>
<p>5. Continue to develop a system of benchmarking to ensure consistent delivery of curriculum.</p>	<ol style="list-style-type: none"> <li>1. Meet with department chairs to set vision for benchmarking.</li> <li>2. Develop mid-term writing teams to refine and revise interim assessments.</li> <li>3. Meet with principals' aides at the elementary level to ensure quarterly benchmarks reflect current curriculum and state standards.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assistant Superintendents for Curriculum and Instruction</li> <li>2. High School Principals</li> <li>3. Chairpeople</li> <li>4. Elementary Principals</li> </ol>	<p>On-going</p>	<p>~Test performance data ~Review of mid-term item and gap analyses. ~Regents examination data.</p>

## 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. Place a greater emphasis on staff recognition and highlighting their successes.	1. Work with District Office and Building Administration to make a concerted effort to praise staff for efforts above and beyond their “normal” responsibilities.	1. Superintendent of Schools 2. Assistant Superintendents 3. Building Administration 4. Board of Education	On-going	~ Report on the collective efforts
2. Communicate the information related to the Capital Bond Referendum to the Board.	1. Integrate updates into regular Board meetings.	1. Superintendent of Schools 2. Assistant Superintendent for Business	July 2008 – September 2011	~ Monthly reports
3. Continue the schedule of Town Meetings for community input.	1. Schedule a series of Town Meetings for the school district.	1. Superintendent of Schools 2. Assistant Superintendents	September 2008 – June 2009	~ District-wide schedule of Town meetings
4. 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 2008 – June 2009	~ Schedule of PTA meetings at each building
5. 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. 5. Sachemgram.	1. Superintendent of Schools 2. Assistant Superintendents	September 2008 – June 2009	~ Calendar of visitations ~ Meetings with principals following visits
6. Continue to foster the Labor/Management Relationship.	1. Schedule regular meetings with labor groups.	1. Superintendent of Schools 2. Assistant Superintendents	September 2008 – June 2009	~ Calendar of meetings
7. Improve communication to community.	1. Use e-mail lists. 2. Website.	1. Superintendent of Schools	On-going	~ Send information to the Board

**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. Monitor the cost/expenses associated with EXCEL Bond Projects.	1. Report progress to Board each month.	1. Assistant Superintendent for Business 2. Superintendent of Schools	Until September 2011	~ Analyze balance sheets and financial reports
2. Develop a plan to be more environmental friendly and energy efficient.	1. Work closely with Energy organizations to explore and/or enhance our current utility/energy components.	1. Superintendent of Schools 2. Assistant Superintendents	July 2008- June 2009	~ Energy Efficiency Report/Plan
3. 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
4. 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

<p>5. Continue to work with Citizen Budget Advisory Committee whose function is to make suggestions to the Board of Education for more efficient use of our school resources.</p>	<ol style="list-style-type: none"> <li>1. Seek additional members to participate in the committee process.</li> <li>2. Review 2008-09 Budget and Budget Newsletter.</li> <li>3. Make earlier suggestions to the Board of Education.</li> </ol>	<ol style="list-style-type: none"> <li>1. Superintendent of Schools</li> <li>2. Assistant Superintendent for Business</li> <li>3. School Business Administrator</li> <li>4. Board of Education</li> <li>5. Community members</li> </ol>	<p>To be completed by February 2009</p>	<p>~ Reports to Board of Education</p>
<p>6. Continue to work with Citizens Audit Committee whose purpose will be to meet with internal and external claims auditors.</p>	<ol style="list-style-type: none"> <li>1. Seek additional members to participate in the committee process.</li> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>1. Superintendent of Schools</li> <li>2. Assistant Superintendent for Business</li> <li>3. School Business Administrator</li> <li>4. Board of Education</li> <li>5. Community members</li> </ol>	<p>On-going</p>	<p>~ Reports to Board of Education relative to annual end of year audit</p>
<p>7. Further develop Legislative Committee to review areas of additional Federal, State and local aid to Sachem Schools.</p>	<ol style="list-style-type: none"> <li>1. Enhance membership to Legislative Committee.</li> <li>2. Investigate legislative options with community to influence the political process for the benefit of the district.</li> <li>3. Explore additional grant opportunities to provide additional assistant to various programs and departments.</li> </ol>	<ol style="list-style-type: none"> <li>1. Superintendent of Schools</li> <li>2. Assistant Superintendent for Business</li> <li>3. School Business Administrator</li> <li>4. Board of Education</li> <li>5. Administrator for Federal Funds</li> <li>6. Community members</li> </ol>	<p>On-going</p>	<p>~ Data analysis of State, Federal, and local aid revenue</p>

**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.	<ol style="list-style-type: none"> <li>Quarterly safety meetings with Police, EMS, County and Local Fire Departments.</li> <li>Summary of Violent and Disruptive Incident Report sent to New York Dept. of Education.</li> <li>Follow the Child Abuse reporting guidelines set forth by New York State Education Law.</li> <li>Update safety guidelines and manuals.</li> </ol>	<ol style="list-style-type: none"> <li>Superintendent of Schools</li> <li>Building Principals</li> <li>Director of Security</li> <li>Assistant Superintendents</li> <li>Emergency Management Team</li> <li>SAVE Committee</li> </ol>	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. Assess our drug/alcohol prevention curriculum and programs.	<ol style="list-style-type: none"> <li>Review with building administration the current drug/alcohol prevention and awareness programs.</li> <li>Review our drug/alcohol suspension policies/procedures.</li> <li>Evaluate our school security in reference to drug/alcohol use.</li> </ol>	<ol style="list-style-type: none"> <li>Superintendent of Schools</li> <li>Assistant Superintendents</li> <li>Building Principals</li> <li>Director of Security</li> <li>Drug/Alcohol Task Force</li> </ol>	September 2008 – June 2009	~ Report to Board of Education
3. Continue to review and refine district and individual building comprehensive safety plans which address crisis intervention strategies.	<ol style="list-style-type: none"> <li>A Crisis Response Team will be created at each school.</li> <li>Training will be provided to each school in prevention and intervention strategies.</li> <li>Investigate an alternative to home instruction suspension.</li> </ol>	<ol style="list-style-type: none"> <li>Building Principals</li> <li>Director of Security</li> <li>Teachers</li> <li>Emergency Management Team</li> <li>Safe &amp; Secure Schools Committee.</li> </ol>	On-going	~ District and Building wide safety plan
4. Develop a plan to utilize more advanced security/technology.	<ol style="list-style-type: none"> <li>Work with Director of Security and security companies.</li> </ol>	<ol style="list-style-type: none"> <li>Director of Security</li> <li>Superintendent of Schools</li> <li>Assistant Superintendent for Business</li> </ol>	September 2008- June 2009	~Final Report to Board

<p>5. Establish consistent expectations for students and staff founded upon the principles of civility, mutual respect, citizenship, tolerance, honesty, integrity, and character education.</p>	<ol 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> </ol>	<ol 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> <li>5. SAVE Committee</li> </ol>	<p>On-going</p>	<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>
<p>6. Continue to identify areas in need of improvement to ensure a safe environment within the schools.</p>	<ol style="list-style-type: none"> <li>1. The Save Committee will review the District Code of Conduct.</li> <li>2. The Safe and Secure Schools Committee 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 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> </ol>	<ol style="list-style-type: none"> <li>1. Superintendent of Schools</li> <li>2. Assistant Superintendents</li> <li>3. Building level administrators</li> <li>4. Director of Security</li> <li>5. SAVE Committee</li> <li>6. Safe and Secure Schools Committee</li> </ol>	<p>September 2008-June 2009</p>	<ul style="list-style-type: none"> <li>~ Minutes of meetings</li> <li>~ Committee recommendations</li> </ul>
<p>7. Continue to review the district’s Wellness Policy to ensure a healthy and nutritious school environment.</p>	<ol style="list-style-type: none"> <li>1. Review and assess the Food Service program and the district’s new Wellness policy.</li> <li>2. Review, assess, and report on our K-12 Physical Education plan to ensure active and healthy students.</li> </ol>	<ol style="list-style-type: none"> <li>1. Director of Food Service</li> <li>2. Athletic Directors</li> <li>3. Lead Nurse</li> </ol>	<p>September 2008 - June 2009</p>	<ul style="list-style-type: none"> <li>~Year End Report to the Board of Education</li> </ul>

**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. Convert Student Management System from Pentamation to PowerSchool.	1. Director of Information Systems to work with staff and PowerSchool to convert systems.	1. Director of Information Systems	On-going	~Report progress to Board ~New Master Schedule
2. Provide training and related instruction to maximize teachers' use of instructional technology.	1. Develop workshops that encourage teachers' understanding of prescribed and identified technological strategies to improve student instruction. 2. Implement workshop calendars to offer instruction district-wide. 3. Create a bank of workshops, mini-lessons and documentation for instructional support and new personnel orientations.	1. Administrative Assistant for Instructional Technology 2. Assistant Superintendents 3. District Administrators 4. BOCES Teacher Integration Specialists	On-going	~ PDP Calendar ~ Periodic Reports ~ Teachers Observations/Learning Walks ~ Teacher Evaluations
3. Evaluate the effectiveness of current staff development initiatives and BOCES Teacher Integration Specialists.	1. Generate a vehicle to gather data regarding current staff development practices. 2. Evaluate and integrate needs assessment data with staff development team to reshape instructional support.	1. Administrative Assistant for Instructional Technology 2. BOCES Teacher Integration Specialists 3. Principals	On-going	~ Surveys ~ Needs Assessment ~ PDP Calendar ~ 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>	<ol style="list-style-type: none"> <li>1. Continue to work with Elementary, Middle and High School committees.</li> <li>2. Generate a report reflecting recommendations for hardware initiatives.</li> <li>3. Research, acquire, install, and provide staff development opportunities for hardware based on committee recommendations.</li> </ol>	<ol style="list-style-type: none"> <li>1. Administrative Assistant for Instructional Technology</li> <li>2. Committee groups</li> <li>3. Instructional Technology Support Staff</li> <li>4. Teachers/Staff</li> </ol>	<p>October - January</p>	<ul style="list-style-type: none"> <li>~ Calendar /Minutes of committee meetings</li> <li>~ Hardware recommendations</li> <li>~ Report of newly acquired materials</li> </ul>
<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>	<ol style="list-style-type: none"> <li>1. Generate a report of current curriculum needs.</li> <li>2. Research, acquire, install and provide staff development for new software.</li> </ol>	<ol style="list-style-type: none"> <li>1. Administrative Assistant for Instructional Technology</li> <li>2. Teachers/ Staff</li> <li>3. BOCES Teacher Integration Specialists</li> <li>4. Teachers/Staff</li> </ol>	<p>On-going</p>	<ul style="list-style-type: none"> <li>~ Calendar/Minutes of committee meetings</li> <li>~ Report of newly acquired materials</li> </ul>