

Office of Educational Support Services

Responsibility: Kristin Swann, Melanie McGuire, Roni Puglisi

Due Date: June 30, 2019

District Goal #2

The Victor Central School District will continue to promote equity and excellence in educational programming for every student.

District Target #1

The District will continue to provide students with a course of study that is relevant and rigorous.

Educational Services Department Strategy #1

By June 30, 2019, the Office of Educational Services will introduce ESSA accountability requirements to administration, staff and the Board of Education.

Evidence (formative and summative data):

The Associate Superintendent will provide training on ESSA as well as facilitate ongoing data analysis work across the K-12 organization. This data work will help parents, administrators, and teachers customize instruction, as much as possible, to students' individual developmental needs, skills, and interests.

Steps Taken:

7/10 – Kristin Swann attended ESSA training at WFL BOCES

7/12 – Kristin Swann shared new information about ESSA to Office of Educational Services (OES) administrators. Specifically, focus was given to new graduation diplomas and internships as these areas will influence a District's accountability standing. Ensuring that we are offering a rigorous curriculum to all students and that all students have equitable access to that curriculum is an important tenant of New York State's ESSA plan.

8/8 – Met with Dawn Santiago-Marullo and Dave Henderson to start sharing ESSA knowledge and to brainstorm how ESSA tenants should be communicated with administrators and Board of Education.

9/5 – Met with Marla Iverson to plan first Administrative Cabinet Meeting.

9/6 – Meeting with Joe Dougherty to discuss application for Temporary Emergency Impact Aid (funds for displaced students). The district will receive approximately \$50,000.

9/13 – Worked with Lisa Phillips on the creation of the secondary End of the Year Report for September Board of Education meeting.

9/20 – Administration Cabinet Meeting. Goals of the meeting were to have administrators understand the following ESSA accountability measures:

- Student Academic Achievement
- Student Growth
- Academic Progress
- Graduation Rates

- English Language Proficiency
- Chronic Absenteeism
- College, Career and Civic Readiness as measured by
 - Diplomas, advanced course credit and CTE Certification

10/11 - Worked with Lisa Phillips on the creation of the elementary End of the Year Report for October Board of Education meeting.

Educational Services Department Strategy #2

By June 30, 2019, the Office of Educational Services will conduct a Special Education Program Review.

Evidence of Accomplishment:

A review document will be submitted to the Superintendent by June 30, 2019.

Steps Taken:

The special education program review is in its second year. The 2017- 2018 committee did not have the time to look at all necessary data and formulate recommendations. The focus of this program review is broad and the committee is working to organize its information. This year, the committee started their work by establishing working norms and agreements. It was important that the committee decide how they will talk about what matters and how they will reach decisions. In addition, specific focus has been given to eliciting parent feedback. Kristin Swann has been working with the President and Vice President of VOICE to understand parents' perspectives, needs and concerns. A parent forum was held in November to elicit additional parent feedback and the special education review committee agreed to open up the parent survey forms again this year to ensure our data represented the wishes of our community. In November, the committee spent considerable time discussing the [Blueprint for Improved Results for Students with Disabilities](#). This document can be used to help the committee define their desired state as they move toward the task of conducting a gap analysis. Lastly, building level conversations are occurring regarding programmatic needs for next year. For example, secondary administrators have been discussing the need to expand our 12:1(1:3) program as more students with significant needs are transitioning to the High School.

Educational Services Department Strategy #3

By June 30, 2019, the Office of Educational Services will research the feasibility of creating a Career and Technical Education (CTE) endorsed business program at the Senior High School in order to increase the number of students meeting graduation readiness markers.

Evidence of Accomplishment:

Upon researching and determining that a CTE endorsed business program is feasible, a long-range plan for implementation will be submitted to the Superintendent.

Steps Taken:

Kristin Swann met with teacher leaders from the Business department to share information regarding the National Academy Foundation (NAF). The mission of NAF is to solve some of the biggest challenges facing education and the economy by bringing education, business, and community leaders together to transform the high school experience. In her meeting, Kristin Swann shared that the [Clarence Central School District](#) was selected as this year's recipient of [The Sanford I. Weill Academy of Excellence Award](#) at the NAF 2018 conference. The award recognizes an academy for reaching a "distinguished" level within the NAF network and holding the highest standard for public-private business partnerships as evidenced by the work-based learning program and internships. The business department is interested in researching the NAF Academy of Finance in order to improve our business offerings for secondary students. It was decided that our research would start after the New Year to allow teachers to work with students as they prepare for the DECA competition.

Educational Services Department Strategy #4

By June 30, 2019, the Office of Educational Services will work with Victor staff and BOCES to implement computer-based testing for New York State ELA and/or Math assessments in grades 3 through 8.

Evidence of Accomplishment:

Computer-based testing in grades 3 through 8 completed.

Steps Taken:

Working in concert with Dave Henderson and the administrators in the Primary, Intermediate and Junior High Schools, a decision was made to fully implement 3- 8 computer-based testing (CBT) in ELA and Math this school year.

Roni Puglisi, Dave Henderson, Leah Kedley, Michele Maloney and Dave Thering have regularly scheduled assessment meetings on their calendars to discuss the details of the implementation of CBT as the year progresses. Discussions include the plan for computer access, resources available for teachers, timelines for assessment administration and communication with staff.

Educational Services Department Strategy #5

By June 30, 2019, the Office of Educational Services will conduct a review of the Languages Other Than English (LOTE) program.

Evidence of Accomplishment:

A review document will be submitted to the Superintendent by June 30, 2019.

Steps Taken:

The LOTE Program Review Committee met for the first time on October 5, 2018. The charge of the committee was discussed and future meeting dates were established.

A second meeting was held on November 5, 2018. Subcommittees were established and a timeline was developed for sharing out subcommittee work. A “parking lot” of ideas was generated to help guide program review work. A brainstorming conversation about surveys began and members contributed ideas.

District Goal #3

The Victor Central School District will promote the social, emotional and physical development of every student.

District Student Objective #1

Students will engage in opportunities that foster the development of self-awareness, personal responsibility, teamwork, acceptance and leadership.

Educational Services Department Strategy #1

By June 30, 2019, the Office of Educational Services will research training all staff in the Mental Health First Aid program.

Evidence (formative and summative data):

Upon researching and determining that the Mental Health First Aid program is appropriate for all K-12 staff, a professional development proposal will be submitted to the Superintendent of Schools.

Steps Taken:

In August, Kristin Swann met with parents to discuss their experiences navigating our district’s mental health resources. Due to the compelling information that was gathered, Kristin Swann met with our Director of Guidance to brainstorm what all staff members need to understand and be able to do as we all have a role in supporting students’ social, emotional and physical well-being. Kristin Swann has research the Mental Health

First Aid program as a baseline professional development offering for all staff in our district. In addition, Kristin Swann, Roni Puglisi and Dawn Santiago-Marullo will be attending a regional meeting on how schools and BOCES can best support Social Emotional Learning (SEL). Lastly, this month administrators across our K-12 setting came together to discuss SEL instruction. We brainstormed what we are doing that is creating positive impact for students and families and what we need to consider as we start to create a strategic plan around this initiative.

Educational Services Department Strategy #2

By January 1, 2019, the Office of Educational Services will work with Victor staff, The Partnership for Ontario County and BOCES to provide a Family Support Center on Victor's campus two nights a week.

Evidence of Accomplishment:

A Family Support Center will serve families two nights a week on Victor's campus.

Steps Taken:

Counselors were partnered to begin the Family Support Center (FSC). In coordination with counselors, Tracey Lewis, Program Director, developed the weekly schedule. In September, the Family Support Center began working with families two nights a week. The program runs on Tuesdays and Thursdays and has appointments at 4:00, 5:00 and 6:00pm each night. We are currently working six families.

Roni Puglisi serves as a liaison to this program and met with Tracey Lewis on November 29, 2018 to discuss and plan a presentation for Curriculum Council. The presentation to Council will be on December 13, 2018.

Educational Services Department Strategy #3

To promote the inclusion of all students in extracurricular activities, Victor CSD will implement the Together Including Every Student (TIES) program.

Evidence of Accomplishment:

A report of participation will be submitted to the Superintendent by June 30, 2019.

Steps Taken:

Summer 2018: Melanie McGuire emailed and met with high school assistant principals multiple times throughout the summer to identify students who may be interested in volunteering with TIES. Once names were provided, the PPS Office sent a mailing with information and application to volunteer to these students.

9/27/18: Melanie McGuire met with Jr. and Sr. High administrators to again share out the purpose of TIES and request support in promoting the need for volunteers. Principals

agreed to provide information through a variety of means, including providing clarifying information to club advisors, talking about it at 8th grade lunches, and sending information home in the High School principal's listserv.

11/8/18: Building administrators were updated by Melanie McGuire that a sufficient number of students have been trained and that participant letters were in the process of being mailed home.

11/13/18: Parents of all students with an IEP, ages 8 and up, received a letter from Melanie McGuire, introducing them to TIES and sharing information about participation.

12/4/18: Melanie McGuire met with the parent coordinator and TIES supervisor for a 6 month progress review.