

Madison Champaign ESC Action Plan 2023-23

Internal Goal 1: The ESC will provide meaningful and relevant professional development opportunities for all program areas.

Action Steps	Responsible	Deadline	Resources	Potential Barriers	Result
<i>What Will Be Done?</i>	<i>Who Will Do It?</i>	<i>By When?</i>	<i>What do you need to complete this step? (People, money, tools, etc.)</i>	<i>What could get in the way of task completion? How will you overcome them?</i>	<i>What is the outcome of the task?</i>
<p>Professional Development opportunities will be reviewed with staff, including where they can be located on the ESC website. These will include: LMS, PLO Document, Public School Works</p> <p>At the opening staff meeting request staff volunteers who would like to plan and provide PD for colleagues; contact James Cutlip-Savage.</p> <p>Areas:</p> <ul style="list-style-type: none"> ● Para ● Teachers ● Related Services ● PT ● OT ● Speech ● School Psychologist ● Administrative Assistants 	<p>Superintendent T & L Dept</p>	<p>Opening staff meeting in August 2023;</p> <p>Completed by May 2024</p>	<p>ESC website</p> <p>Staff expertise</p>	<p>Accessibility (in person-zoom)</p> <p>Staff unwilling to participate.</p> <p>Availability (Subs, outside of contract time, etc.)</p>	<p>Staff feel valued</p> <p>Improve staff knowledge and confidence</p> <p>Expanding knowledge and therapeutic tools of staff</p>

<ul style="list-style-type: none"> • Mental Health/ Counselors 					
<p>A video will be created, highlighting each service & program. The video will be shared with staff and posted to the ESC website.</p>	<p>Individual/team from each program</p> <p>Videography staff & equipment</p>	<p>August 2024</p>	<p>Program supervisors</p> <p>Tech team from Tolles or OHP</p>	<p>Technology failing</p> <p>Program participation</p>	<p>MCCESC staff will gain knowledge about program and services</p> <p>ESC customers and community learn more about ESC services</p>
<p>A monthly “Did You Know?” email will be sent to staff from the HR Department. This email will include topics such as information on new staff, PD opportunities, policies, information in handbook, etc.</p>	<p>HR department</p>	<p>To start monthly September 2023</p>	<p>Handbook, Policies, Knowledge of Professional Development opportunities</p>	<p>Time</p>	<p>Staff will gain knowledge of ESC programs and are provided with reminders of important issues</p>
<p>Staff will be reminded that Public School Works contains many training staff can choose to complete. CEUs would be approved through LPDC.</p> <p>Supervisors will be reminded that they can choose to have staff complete specific training if needed</p>	<p>Superintendent</p>	<p>August 2023</p>	<p>Public School Works</p>	<p>No Money</p> <p>Staff reluctant to take training.</p>	<p>Improved knowledge and understanding of staff</p>
<p>The ESC will explore possible participation in the Teacher Apprenticeship Program, developing a collaborative partnership with a university.</p>	<p>HR or Teaching and Learning Team</p>	<p>May 2025</p>	<p>University relationship</p>	<p>Barriers to developing a program may include university requirements, financial burden for staff</p>	<p>Provide process for staff seeking additional licensure to obtain</p>
<p>The ESC will provide an opportunity for paraprofessionals to learn about</p>	<p>Superintendent HR Dept</p>	<p>May 2024</p>	<p>Information about licensure programs at</p>	<p>Barriers may</p>	<p>Staff provided with information to</p>

possible pathways to earning a Bachelor's degree and teaching license	T & L Department		multiple universities Current teachers who started employment at ESC as a paraprofessional		pursue career goals; Increase in Intervention Specialists among ESC staff
Information will be provided to staff regarding fiscal management, considerations for retirement, etc. through emails, staff meetings, videos, and other resources	HR Dept Superintendent Fiscal Dept	Aug 2024	Information & Videos from Voya, Matrix, STRS, etc.	Time	Staff feel supported and have tools to complete life planning

Internal Goal 2: The ESC will take steps to empower employees and to help them feel valued by ESC.

Action Steps	Responsible	Deadline	Resources	Potential Barriers	Result
<i>What Will Be Done?</i>	<i>Who Will Do It?</i>	<i>By When?</i>	<i>What do you need to complete this step? (People, money, tools, etc.)</i>	<i>What could get in the way of task completion? How will you overcome them?</i>	<i>What is the outcome of the task?</i>
Staff will be reminded about the Celebrations & Concerns link located on the ESC website and the purpose of this tool.	Superintendent	August 2023	Technology	None	Staff are provided with a tool to communicate their concerns to the ESC administration; staff are given an opportunity to share accomplishments/ actions to be celebrated with others
Staff will be reminded of existing processes for addressing concerns within programs (page 53 in Staff Handbook). They will be reminded that if they feel their concerns are not being addressed by their immediate supervisor, they should follow the chain of command outlined in the Staff Handbook.	Superintendent HR Director Program Supervisors	August 2023 One time per semester	Handbook Email	None	Staff will be reminded of the correct chain of command when a concern is not being addressed.

Supervisors will be trained in how to address concerns from staff during A Team meetings, including the best way to communicate regarding resolution and providing an explanation of why it can or can not be executed.	Superintendent HR Director	May 2025	Presenters or resources on this topic	Finding resources on this topic Supervisor schedules	Supervisors would be better prepared on how to address concerns
ESC administrators will review Conflict Resolution courses on Public School Works and other resources on conflict resolution to share with staff. Once quality resources are identified, A Team will determine how the resources will be shared with staff (i.e. Required? Shared in "Did You Know?")	ESC A Team	May 2024	Technology Staff time to do training	Staff not completing	Empowering the staff to feel confident in conflict resolution.
The Superintendent/ HR Director will review expectations of regular communication with all staff at A Team meetings monthly. Supervisors will check in with their staff regularly regarding problems, concerns, and needs within the program.	Superintendent HR Director All Supervisors	August 2023	Supervisors time Staff willingness and time	Staff not being open with supervisors. Supervisors showing empathy.	Staff feel their input is valued Improving camaraderie Increase staff retention rate
A "Bright Ideas" link will be created on the ESC website that will allow staff to submit ideas on how to improve the ESC.	Executive Administrative Assistant	August 2023	Google form	Staff not completing forms	Staff would feel their input is valued

External Goal: Develop processes to improve communication between ESC Staff and Districts

Action Steps	Responsible	Deadline	Resources	Potential Barriers	Result
<i>What Will Be Done?</i>	<i>Who Will Do It?</i>	<i>By When?</i>	<i>What do you need to complete this step? (People, money, tools, etc.)</i>	<i>What could get in the way of task completion? How will you overcome them?</i>	<i>What is the outcome of the task?</i>
<p>An Ad Hoc Committee will be established to review the current process for communicating with districts regarding data collection, staff schedules, program processes, etc.</p> <p>The Ad Hoc Committee will identify weaknesses and areas of disconnection between the ESC and district regarding processes and procedures.</p> <p>The Ad Hoc Committee will develop ESC Consortium Guidelines. Consortium guidelines will include how information will flow to & from districts to staff.</p>	<p>A Team Ad Hoc Committee</p>	<p>Ad Hoc Committee formed by September 2023</p> <p>Consortium Guidelines developed by June 2024</p>	<p>Input from each program and districts regarding current procedures and practices and areas of need</p>	<p>Time</p> <p>Gathering input from programs and districts</p>	<p>Common and consistent procedures and practices will be established for communication between ESC and districts</p>
<p>The ESC Consortium Guidelines will be posted to the ESC website and shared with:</p> <ol style="list-style-type: none"> 1. ESC A Team 2. District Superintendents 	<p>Superintendent</p> <p>HR Director</p> <p>Program</p>	<p>August 2024</p>	<p>ESC Consortium Guidelines</p>	<p>Time</p> <p>Gathering input from districts & ESC staff</p>	<p>ESC & district staff will be aware of the common and consistent procedures and practices will be</p>

<ul style="list-style-type: none"> 3. District Principals 4. Curriculum Directors 5. Special Education Directors 6. ESC Staff 	Supervisors			Accurate understanding of current communication challenges	established for communication between ESC and districts
<p>The effectiveness of the Consortium Guidelines will be evaluated annually through a survey sent to district and ESC staff.</p> <p>The survey will be used to:</p> <ul style="list-style-type: none"> 1. Determine if the processes and procedures established are improving 2. Determine if communication and collaboration has improved 3. Identify areas needing improvement 4. Gather recommendations on how the process and procedures can be improved 	A Team Ad Hoc Committee	June 2023	Survey	Time Completion of survey	The ESC will have information needed to continue to improve communication and collaboration with districts
<p>A spreadsheet will be developed listing all ESC staff and the buildings/ districts to which they are assigned/ located.</p>	HR Department	November 2023	Spreadsheet; staffing information	Time	Staff and Districts will have a resource to identify which staff are serving specific districts

ESC staff assigned to work in district buildings will provide their schedule to each building office.	ESC Staff (related service staff, mental health providers, etc.)	November 2023	Staff schedules	Time	Districts and buildings will be know which ESC staff will be providing services to students in their districts and the days on which they are scheduled to be in the buildings
---	--	---------------	-----------------	------	--