

**Eastern Suffolk BOCES  
Middle States Accreditation 2009-2016**

ESBOCES AFG Planning Team 2009-16

Meeting Minutes of November 4, 2010

James Hines Administration Center

8:30 am – 10:00 am

MEETING MINUTES:

Present: Marilyn Adsitt, Keith Anderson, Robert Becker, Gary Bixhorn, Paul Casciano, Marie Davis, Andrea Grooms, Dean Lucera, Julie Davis Lutz, R. Terri McSweeney, Grant Nelsen, Clyde Payne, Kimberly Ricciardi, Barbara Salatto, Ray Stenberg, Lisa Vaccaro, Jeanne Weber, Candace White-Ciraco

Absent: Wendell Chu, Tina Fisher, David Gamberg, Maureen Kaelin, Colleen Lipponer, Craig Markson, Dan Perkins, Keith Pushee, Hector Sepulveda

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After the ESB Chief Operating Officer welcomed the team and gave some history of the AFG and Strategic Planning process, the members introduced themselves to each other, as we have four new members this year who have replaced budget planning team chairs, parent or retiring staff.

The Agency Internal Coordinator reviewed the role of the ESBOCES AFG Planning Team and noted the importance of being aware and familiar with the Middle States Standards for Accreditation of Educational Services Agencies.

The purpose of this November meeting is to review the status of our Strategic Action Plans and discuss trends/implications affecting the work. Each part of the plan was reviewed by the Administration Council members primarily responsible for those objectives and activities.

**Strategic Plan I:      Improving the Educational Outcomes of Eastern Suffolk BOCES Students**

The Deputy Superintendent for Educational Services and the Directors of Special Education, Career, Technical and Adult Education, and Education and Information Support Services, reviewed the status of Strategic Plan I.

They discussed the implications of holding our students to the same state standards and assessments as all students and reviewed the results of our student success. The different assessments used by CTE, including the technical endorsements, were highlighted as well as attendance, discipline, and cultural competence.

Committees are working across the programs in sync with SED and the field. CTE programs are re-certified every 3 years with extensive review, reflection, and input from advisory boards. As is often the case, State curricula and assessments are in the midst of revision.

Improving Student Transition Planning and Practices has been a K-12 endeavor working with parents, between buildings/programs, and with districts. Transition folders follow students throughout their BOCES career. This helps to keep each student's transition plan and activities real and appropriate to each individual's needs.

Our work on student data analysis and program effectiveness measures continues. We have been working with the RIC and their student data experts as we integrate our data in one place. Continuous professional development and analysis of what works keeps us improving. State changes are often having an effect on what we are doing and what will happen in the future.

Improving cultural competence for agency staff and students is ongoing and incorporated into professional development throughout the agency. It has also been embedded into our staff performance evaluations.

Increasing service learning experiences for students is an important initiative in our programs. The use of industry tests, life-learning field experiences and assessments, special events, and working with field advisory groups help this action plan successfully move forward.

The economic challenges that the nation, state, and region face, affects the districts' ability to send students to our programs. Enrollments are currently down as more and more districts are servicing their students within their own programs only. This makes it even more essential for BOCES to articulate the benefits of its programs to districts as well as highlight the cost efficiencies of them. It also displays a need to look for additional special funds to support the needs of the students.

**Strategic Plan II: Assuring Eastern Suffolk BOCES Facilities, Services, and Regional Leadership for School Facilities Management**

The Manager of Building Services briefed the group on some of the major activities related to this action plan. The Shared Services with districts are increasing. Staff are monitoring several of the smaller East End districts and helping them with facilities management and state and federal mandates. Starting the Building and Grounds roundtable has been a successful and useful resource for the region. We have also been able to assist districts in cooperative energy use, technology, website usage, knowledge of inspections, and other safety and security issues.

Throughout the agency, work in the areas of security, prevention maintenance, health and safety measures, operations and maintenance, project management, and resource allocation continue in a timely and effective manner.

Issues affecting the districts' and the agency's work in the facilities management arena include the regional economy, looking at the importance of increasingly sharing services and consolidating services. The Green movement also provides the region more opportunities to use resources more wisely, explore new areas of knowledge, skill, and employment opportunities for our students. It is also an area for increased funding.

**Strategic Plan III: Educational Support Services to School Districts to Improve Student Outcomes**

The Director of the newly formed Department of Education and Information Support Services briefed the team on the work in this plan. With the increasing need to integrate the fields of student learning, instruction, curricula and student data, the agency has merged the former department of Educational Support Services with the Student Data Management part of the Regional Information Center. Ahead of their times, and fortuitously in line with many of the state and federal education initiatives such as Race to the Top, the department has been actively integrating their work and structure.

Supporting the recent demands as a result of the Race to the Top New York State award has been the most eminent of their activities. Going forward, this will be a very large focus for the state and therefore the BOCES and districts.

The Arts in Education Coordinator applied for and received a \$1,116,980 grant for an arts in education dissemination model project and is busily directing that project as well as the numerous activities in the Arts in Education program services.

Regional, professional development is increasing with the in-district, job embedded strategies being requested by districts. The national presenters program is growing with a widening array of well known presenters. One of the more popular areas of concern is improving critical thinking strategies instruction for students and staff.

School Library Systems are becoming more modernized each year. The Coordinator of SLS plays a major regional role in bringing school libraries together to share best practices, ideas for resources, and improving partnerships between educators and librarians.

The Curriculum and Assessment program is undergoing modifications depending on the ever changing state and federal changes. Due to all the district interest, we have been able to reduce the overall costs to each district. The Model Schools services are consistently growing. Over 600 people attended the LI Tech Summit sponsored by the program. Long Island has a tremendous level of turnover in higher level district administrators, especially superintendents. The Leadership Program is growing to provide more and more services to district personnel.

Despite the continually stated regional need, the district response to activities providing professional development and student programs in cultural competence for component school districts has weakened. Some conferences and workshops have had to be cancelled or postponed. Unfortunately, in today's world of multiple priorities and mandates, this does not appear to be a component school district priority, or if it is, they do not always have funds to support it. In any case, the agency continues to support these initiatives as they are essential to our mission.

Other trends influencing this area of work are on-line learning, developing, and sustaining regional leadership and following through with Race to the Top and other state and federal educational changes.

#### **Strategic Plan IV: Human Resources Administration**

The newly appointed Assistant Superintendent for Human Resources and the Director of Communications, Research and Recruitment, summarized the work being done in Human Resources Administration. Human Resources is busy integrating the strategic plan activities into their daily ongoing work. Districts are being surveyed to attain their greatest needs. Economic trends are affecting everyone's staffing. There are staff reductions happening throughout the region and the agency.

Regional recruitment trends are being analyzed. The Career Fair will most likely be moved to the Spring. The integration of various systems continues, such as People Soft, My Learning Plan and others.

The Office of Recruitment and Retention is following trends of who is entering the agency and why people leave, how people find out about jobs at BOCES, and facilitating the employee exit interview system. They are investigating the regional need for a recruitment consortia service.

#### **Strategic Plan V: Communicating Eastern Suffolk BOCES Initiatives**

The Director of the Office of Communications, Research and Recruitment, highlighted this work. Communications has completed the initial revamp and renewal of the agency's website. They are focused on improving all communication systems, internal and external, have added a Facebook page to the web, are doing Board newsletters individualized for each Board member to share with their districts. The Communications Task Force is continuing its work in investigating the ways we communicate internally and externally with stakeholders and sharing that information with the agency and region. Activities to respond to stakeholder input have been and continue to be implemented. Thousands of external visitors are using our website. Hundreds of items sharing information about ESB programs and services have appeared on TV, in newspapers, Highlights and Dialogue. Numerous print items were also produced for the agency's departments. The Office is also busily expanding the shared services to districts participating in the PR Coser.

#### **Strategic Plan VI: Researching Improving Programs/Services and Advocating for the Region**

The Chief Operating Officer and the Directors of the Office of Planning and Program Improvement and Communications, Research and Recruitment summarized this work. ESBOCES has continued to implement all its required activities to maintain its Middle States Association Accreditation including paying dues, sending nominations for visits, providing program and service updates, and our commitment to a culture of accountability in student performance, continuous improvement, involvement of representative constituents, a planning ethic, and a focus on student performance and growth. The eleventh Annual Strategic Planning Council was held, the 2010-11 Plan was reviewed, approved and posted on the website. A DVD highlighting the agency's last year's accomplishments was produced by students and faculty and uploaded on the web. The new 2010-11 ESB AFG Planning Team has formed.

The Office of Research is working to provide data and data system resources internally and externally. Working with the COO's office they have provided research and reports to numerous internal departments and outside organizations including the Long Island Education Coalition, Suffolk County School Superintendents, Long Island Regional Planning Council, Hofstra University, and others.

The Office of Planning and Program Improvement continues to facilitate the grants management process. Despite changing funding sources, with varying amounts from NYS, and increasing amounts from the federal government, we continue to assess regional needs, develop potential partners and collaborators, and seek suitable special funding.

Regional advocacy activities are supported through projects with LIEC, SCSSA, NSSBA, LIRPC, NYSSBA, Institutes of Higher Ed, NYSED and others. The Long Island education community is learning to work together to represent the often forgotten or overlooked needs of Long Island. Albany BOCES Lobby Day as well as other meetings are being planned and implemented.

### **Strategic Plan VII: Ensuring Operations, Management, and Finance**

The Associate Superintendent for Management Services and the Director of Technology Integration reviewed the work done in this action plan. All the policies, regulations, and forms are continuously being reviewed and updated. The division is busily working on the People Soft upgrade and reviewing internal audits. The Building and Grounds audit is finishing and they will soon be focusing on new areas. They are recording, reviewing, and analyzing all results and recommendations.

Regionally, we are supporting our many component districts with their management systems through advising, mentoring, shared services, school business official meetings, and local, regional and statewide presentations. Work on e-procurement continues. Upgrading of People Soft is challenging as we integrate it with other existing systems, but the full system integration will happen over time. Issues affecting districts continue to be the economy, unfunded mandates, the State Aid formula and systems.

### **Strategic Plan VIII: Leading the Regional in Technology Services**

The Manager of the Regional Information Center summarized the work being done in this plan.

Despite challenging economic times, the RIC has been able to reduce costs by districts sharing more services, funding, discounts working with Microsoft saving 60% on costs, developing remote management of some networks, and other creative, efficient strategies. Disaster recovery services are ongoing helping districts and the agency with state and federal mandates. We provide off-site storage and management. The RIC is exploring new and current document management systems for districts as well as full audit compliance systems.

Partnerships with institutes of higher education, private, state and federal entities, are being developed. We are helping the state and districts explore Google Apps, virtual connections, K-12 data integration and management, and are always seeking special funds to support the work to help meet the region's needs.

We have been ahead of our time in putting together student data managers, data warehouse, and the integration of teaching, learning, data and technology. The State's implementation of the Race to the Top award will also have a large impact on districts and BOCES over the next four years.

**Closing**

After the briefing, members of the AFG Planning Team commented on the importance of collaborating as much as possible with the institutes of higher education. Our goals and missions have so much in common. Other issues where it was felt the region should focus was on looking at the “Green” movement, increasing shared services such as recycling, more cooperative purchasing, snow removal, etc. Some districts are looking for support in developing a diverse work force and are finding it very challenging. The agency will continue to assist districts to regionally outreach and find ways to develop cultural competence throughout the area. Stakeholders expressed interest in continuing to look at patterns of how we bring people into districts and foster diversity.

The next meeting of the ESBOCES AFG Planning Team will take place on May 5, 2011.

Minutes of the November 4<sup>th</sup> meeting will be shared with team members and other ESBOCES stakeholders.

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