

# BOCES SPOTLIGHT

March 2014

## Task Force Update

*Before the current year began, your BOCES Trustees worked intensively with District Superintendent John Pennoyer and Cabinet-level administrators to develop a Long-Range Strategic Plan for the years 2013-15. Five "Task Forces," comprised of interested volunteers from any division or department, were created to work on the Plan. Membership is always open.*

**Here is our Mid-year Status Report:**



Lead Administrator Sherre Wesley, *Assistant Superintendent for Business*

### Alternative Funding

**Goal:**

To diversify and expand the repertoire of revenue sources.

**Accomplishments**

**October 2013 - February 2014**

- Leslie Ford and Mary Fayne Simpson met with Audra Gerty, Vice-President and Chief Financial Officer for the Dutchess County Regional Chamber of Commerce on November 15<sup>th</sup> to discuss fundraising tips and the most efficient way to conduct fundraising events.

- Participated in Customized Grant Writing Workshop sponsored by Adriance Memorial Library held on January 24<sup>th</sup>. Distributed information on grant writing tips, connecting programs to emerging needs, assessing grant opportunities and using the Foundation Directory Online Professional to search a variety of Foundation Center databases.
- Established an online Moodle, created by Mark Stein, to share ideas and grant related information among task force members.

**Major Accomplishments**

**August 2013 – February 2014**

- Dutchess BOCES Educational Foundation established; application for 501(c)(3) tax-exempt status in process.
- Created a data base of personal contacts with possible corporate, foundation and individual funders and decision-makers.
- Increased the knowledge and skills of task force members with assistance from Adriance Library staff and access to the Foundation Center resources.

- Developed new revenue source from existing relationship by having the Workforce Investment Board promote its services through the Fall 2014 Adult Education catalog.

## Targeted Objectives

### Spring 2014

BOCES staff-wide survey on how grant funding will enhance their programs. Contact and request information from local unions, businesses and health care fields as to the desired skill-sets for employees. Information will be used to evaluate our current offerings and ways to improve and expand programs.

- Analyze results of survey and communications with business and unions. Narrow the focus of funding research and identify between two and five possible funding sources.
- Begin to collect and develop the “boiler plate” data and text which is applicable for multiple funders.

“The Alternative Funding Task Force, in cooperation with the others, is putting in place the structure, contacts and content that will make it possible to attract additional revenue. The changes in the economic environment make it imperative that we diversify and expand the sources of funds that can support and grow our educational programs.”

**Sherre Wesley**



Lead Administrator Norah Merritt, *Executive Director for Educational Programs*

## Communications and Public Relations

### Goal

To update the comprehensive agency-wide public relations plan for currency and comprehensiveness.

### Accomplishments October 2013 - February 2014

- Suggested the creation of a new logo which represents our focus on future programming and services. Samples were presented to the Cabinet for review and the final product was designed and submitted by Communications & Grants Research (CGR) division.
- An all users E-mail distribution has been implemented to share an Informational Series.
- Participated in the Polar Plunge to benefit Special Olympics on a newly established Dutchess BOCES team.

### Major Accomplishments August 2013 – February 2014

- Career and Technical Institute (CTI) held their first summer enrichment program for middle school students.
- Developed four Public Service Announcements (PSA) to run on several radio shows, and on our internal phone system. The PSAs were developed and written by BOCES staff members and produced by CTI staff and students.
- Leah Pollack, Barbara Cesario, and Norah Merritt taped a radio spot on Radio Rotary regarding Autism and Students with Hearing Impairments.

### Targeted Objectives Spring 2014

Repeat the enrichment program for middle school students.

- Develop a BOCES t-shirt prototype.
- Establish a Special Olympics Basketball team.
- Develop a video suitable for use on the website launch.
- Conduct a spring BOCES Faculty and Family Fest.

“Dutchess BOCES has a long-standing, positive relationship with the community and the Communications and Public Relations Task Force has begun the process of celebrating this relationship. We are a creative and dedicated group who care deeply about our charge, serving Dutchess County students, families and component school districts. Our efforts underscore the benefits of being part of the BOCES community.”

**Norah Merritt**



Lead Administrator Linda A. Heitmann, *Deputy Superintendent*

## Professional Development

### Goal

To build capacity and to enable districts (components and cross contracts) to deliver teaching and learning of the highest quality.

### Accomplishments

**October 2013 - February 2014**

- Reviewed, revised, and assembled PDTF survey questions into three draft surveys (one for each group).
- Posted final versions of the three surveys online using Survey Monkey.
- The first two target groups were invited to complete their respective survey.
- After a three-week data collection period, the survey results were shared with the PDTF members via Moodle. During the January 13<sup>th</sup> PDTF meeting, members discussed the survey results and developed a list of potential workshops to meet the needs of Dutchess BOCES employees.
- Assigned members to key contacts by division or school to assist in developing each suggested professional development offering.
- Specific professional development topics identified:

**Alternative High School**  
Common Core Implementation Support, APPR/Danielson Training, Behavior Management (Classroom), Team Building

**Career and Technical Institute**  
Assessment Data and Classroom-Based Data Driven Instruction, APPR/Danielson Training, Common Core Implementation Support, Tool Training: Classmate, MLP, OASYS

**In-District Classrooms**  
Common Core Implementation Support, APPR/Danielson Training, Classroom Behavior Management, Data Driven Instruction, IEP Writing

**Special Education**  
Common Core Implementation Support, APPR/Danielson Training, Classroom Behavior Management, Team Building

**“The current context of education has made it more critical than ever for high quality professional learning. The Professional Development task force is working with all of the divisions in Dutchess BOCES to identify the most compelling professional learning needs within Dutchess BOCES and across our component school districts. As educators continuously engage in professional learning opportunities, their practice improves leading to higher levels of student success.”**

**Linda A. Heitmann**

### Major Accomplishments

**August 2013 – February 2014**

- Initial task to survey the various BOCES-affiliated groups to identify their professional development needs.
- Three major groups were identified:
  - Dutchess BOCES employees
  - Constituent school district employees
  - Commercial and private community partners.
- Internal and External Surveys were developed and posted, results were analyzed. Ongoing assistance to all divisions in offering professional development to both enhance service offerings and serve as a form of advertisement for the division.

### Targeted Objectives Spring 2014

- Pair one PDTF member with the appropriate Dutchess BOCES representatives to develop, plan, and schedule one or more workshops.
- Repeat the data review/workshop development process for the other two groups at future PDTF meetings.
- Offer new Professional Development opportunities
  - NYS Alternate Assessment Training
  - Assistant Principal Roundtables
  - Greeter Training
  - Extra Classroom Activity Funds (ECAAF) Training and Treasurers Roundtable
  - Discipline and Law Updates
  - DASA & CISM Training and Certification



Lead Administrator  
Doug Damiani  
Principal Salt Point Center

## Campus Events Task Force

### Goal

To harness the resources of the BOCES Campus, including digital resources such as the BOCES website.

### Accomplishments October 2013 - February 2014

- Utilized NYS Agricultural Department outline on how to organize and manage a Farmer's Market.
- Dialog with area Farmer's Market managers.
- Doug Damiani and Steve Lawson examined the capabilities of Graphic Arts Department in assisting local district fine arts departments.
- Working with Millbrook CSD drama department regarding programs and directing to open the door for potential future contracts.

### Major Accomplishments

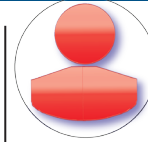
#### August 2013 – February 2014

- Surveys of BOCES events were received from ALI, BETA, and SPC.
- Big Read Annual Event via Adriaance Library, October 2013
- Fall Festival, Teachers of the Deaf, October 2013
- Pleasant Valley Recreation, Monday-Friday, October-March
- Dutchess Youth Forum, November 20, 2013
- Practical Nursing Program Graduation, December 17, 2013
- Marist College/BOCES Partnership, Student Teachers and edTPA, January 2014
- School Guidance Councilor Roundtable, January 2014
- Highland United Soccer Club, Tuesdays, January-March
  - Skills USA Talent Show, March 14, 2014
  - ER: 66 events on the campus, July 2013 to present
  - County Safety Committee meets 5 times per year

### Targeted Objectives

#### Spring 2014

- Create a graphic arts flyer/ brochure and video outlining services to districts to contain:
  - a concert and play trailer linked to our website
  - playbills and billboard posters for district display
  - video editing services for districts to run play and concert clips on our website and linked to theirs.
- Determine feasibility of a Farmer's Market on Wednesdays and draft a proposal to the Cabinet.
- Draft promotional letters to the Red Cross, SPCA, and Autism Council.
- TEG Federal Credit Union to visit SPC to conduct financial education services for students and staff.
- Sponsoring a Barnes & Noble Book Fair in March.
- Partnering with The Purple Heart Museum at the March Book Fair to help them seek and register Purple Heart recipients.



Lead Administrator  
Leslie Ford  
Director of Human Resources

## Partnerships

### Goal

To increase and broaden the image and understanding of Dutchess BOCES among component school districts and the larger community it serves.

### Accomplishments

#### October 2013 - February 2014

- Collection and data analysis of current partnerships
- Made inquiries toward new partners to create explore and learn opportunities with regional organizations. Area public libraries partnering with Dutchess BOCES would provide training information for high school and adult library clients.

### Major Accomplishments

#### August 2013 – February 2014

- Conducted discussions and learning about partnerships
- Creation of a database for:
  - Common agenda-shared vision
  - Shared Measurement
  - Mutually Reinforcing Activities
  - Continuous Communication

### Targeted Objectives Spring 2014

- Make inquiries and explore new partnerships to learn with regional organizations.
- Phase one of creating a media kit containing a personalized postcard invitation to partner with a Dutchess BOCES division.
- Support Marist College's need to work under the new guidelines for EdTPA.

*"Partnerships involve every BOCES division. In sharing this ever-expanding resource across divisions, we hope to deepen the community connections BOCES shares in the interest of our students."*

**Leslie Ford**

*So, how are we doing? Let us hear from you. Please respond to [BOCES.future@dcboces.org](mailto:BOCES.future@dcboces.org).*

**DUTCHESS****BOCES**