

Tomahawk School District

Pupil Services and Special Education

2013-14 Plan of Priority Work

Strategic Direction: Nurture Structures and Coalitions to Support the Needs of the Whole Child.	Schedule of Work and Resources Required	By Whom	Metrics to Evaluate Progress
<p><u>Objective:</u></p> <p>Work to ensure the continuation of the Tomahawk Social Norms campaign, even without federal grant dollars if necessary.</p> <p><u>Priority Actions:</u></p> <p>Reconnect with the middle school Social Norms student committee to ensure involvement for the 2013-14 school year.</p> <p>Identify a core group of high school underclassmen to participate on the Social Norms committee for the 2013-14 school year.</p> <p>Distribute and display new student and community posters throughout the middle and high school buildings every three months. Student posters in classrooms and hallways, community posters in entry ways, commons areas, the gymnasium, field house and auditorium.</p> <p>Work with building administration to continue to post Social Norms campaign materials on school newsletters and Facebook pages.</p> <p>Work with building administration to ensure that quarterly Social Norms lessons are being taught during middle school “Team Time” and high school health courses.</p> <p>Meet with student Social Norms committees quarterly. Meeting time will be used to plan and prepare for continued Social Norms activities and the development of new campaign materials.</p>	<p>September / October 2013</p> <p>September / October 2013</p> <p>September, December, March</p> <p>On-going throughout the school year</p> <p>Each quarter throughout the school year</p> <p>Each quarter throughout the school year</p>	<p>Middle / High School Guidance Staff</p> <p>Middle / High School Guidance Staff</p> <p>Student Committee</p> <p>Student Committee</p> <p>Mitch Hamm Student Committee</p> <p>Mitch Hamm Debbie Moellendorf MS/HS Guidance Student Committee</p>	<p>Committee roster</p> <p>Committee roster</p> <p>Displayed posters</p> <p>Newsletter and Facebook posts</p> <p>Scheduled for lessons</p> <p>Meeting agendas</p>

<p>Consider fund raising efforts to cover the cost of radio advertisements to play on WJJQ during the summer of 2014.</p> <p>Work with middle and high school building administration to coordinate and ensure the administration of the standard Social Norms student survey. Completed surveys will then be sent to Northern Illinois University for the data to be compiled and reports prepared. The reports will provide the necessary data to measure progress and develop future campaign messages.</p>	<p>November / December 2013</p> <p>December 2013 – February 2014</p>	<p>Mitch Hamm Debbie Moellendorf MS/HS Guidance Student Committee</p> <p>Mitch Hamm Debbie Moellendorf MS/HS Guidance Student Committee</p>	<p>TBD</p> <p>Completed survey data</p>
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<p>Strategic Direction: Nurture Structures and Coalitions to Support the Needs of the Whole Child.</p>	<p>Schedule of Work and Resources Required</p>	<p>By Whom</p>	<p>Metrics to Evaluate Progress</p>
<p><u>Objective:</u></p> <p>Secure opportunities for students to receive individual Mental Health and AODA counseling services in the school setting. On-site services will increase access, eliminate barriers and result in less loss of instruction time.</p> <p><u>Priority Actions:</u></p> <p>Connect with other schools that have already secured counseling services in their schools/district</p>	<p>October 2013</p>	<p>Mitch Hamm Deb Schillinger Amanda Johnson</p>	<p>List of contacts & sample documents</p>

Develop a “Request for Proposal” for on-site Mental Health and AODA counseling services.	October 2013	Mitch Hamm Deb Schillinger Amanda Johnson Guidance Counselors	Completed proposal
Identify locations within the building where services can be delivered.	October 2013	Mitch Hamm Pupil Services Staff Administrative Team	Written plan
Have the school legal counsel review the “Request for Proposal”.	November 2013	Administration	
Present the plan along with the “Request for Proposal” to the Curriculum and Assessment committee and/or the Board of Education.	December 2013	Mitch Hamm Deb Schillinger Amanda Johnson Guidance Staff	Plan, proposal, meeting agendas
Upon approval of the plan advertise the “request for Proposal” in the local media and contact potential providers	November /December 2013	Mitch Hamm Deb Schillinger Amanda Johnson Guidance Staff	Advertisements, letters and direct contacts

Strategic Direction: Nurture Structures and Coalitions to Support the Needs of the Whole Child.	Schedule of Work and Resources Required	By Whom	Metrics to Evaluate Progress
Objective: Develop and begin to implement a three year Transition plan that will focus on better preparing our students with disabilities to make a smooth transition into adult life, including, post-secondary education and the world of work.			

<p><u>Priority Actions:</u> Begin discussions and generate a list of opportunities which if developed, could have a positive impact on our students.</p> <p>Prioritize the list of opportunities, considering the degree of positive impact for our students.</p> <p>Develop a three year plan. Included with the plan will be a schedule of work, along with a list of resources required to carry out the plan.</p> <p>Begin implementation of the plan</p>	September and October 2013	Mitch Hamm Jessica Roe MS & HS SPED Staff	Generated list
	November 2013	Jessica Roe Mitch Hamm MS & HS SPED Staff	Prioritized list
	December 2013	Jessica Roe Mitch Hamm	Completed plan.
	January through May 2014	Jessica Roe MS & HS Staff	Written documentation of progress

Strategic Direction: Teach the Value of Interpersonal Relationships and Social Skills.	Schedule of Work and Resources Required	By Whom	Metrics to Evaluate Progress
<p><u>Objective:</u> Continue Implementation (year 3) of a five to seven year plan to designed integrate Positive Behavioral Interventions and Supports (PBIS) throughout the district.</p> <p><u>Priority Actions:</u></p> <p>Lead bi-monthly PBIS Coaches and building administration meetings to ensure that the essential functions of each position are being followed and that each building is continuing to make adequate progress.</p> <p>Develop the agenda (with administrative input) and lead monthly coaches' meetings/work days.</p> <p>Ensure that each building has an updated PBIS Plan of Priority</p>	<p>Bi-monthly September 2013 – May 2014</p> <p>Monthly September 2013 – May 2014</p> <p>On-going throughout the 2013-14 school year</p>	<p>Mitch Hamm</p> <p>Scott Wallace – External Coach</p> <p>Mitch Hamm</p>	<p>Meeting agendas</p> <p>Meeting agendas</p> <p>Plans of work, Building PBIS</p>

<p>work and that continuous progress is being made relative to that plan.</p> <p>Note: More detailed information can be found in the TSD “Essential Functions” documents, the “Building PBIS Plans of Work”, and on each building PBIS Haiku page.</p>		<p>Building Administration External Coach Internal Coaches</p>	<p>meeting agendas, cool tools, documents, data collected, PBIS lessons, etc.</p>
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<p>Strategic Direction:</p> <p>Nurture Structures and Coalitions to Support the Needs of the Whole Child.</p>	<p>Schedule of Work and Resources Required</p>	<p>By Whom</p>	<p>Metrics to Evaluate Progress</p>
<p>Objective: Develop a pre-expulsion process. (procedures, as well as, specific reentry criteria and conditions designed to both ensure that safety of all students in the building and also provide support for students and families to deal with and overcome AODA issues and addictions.)</p> <p>Priority Actions: Research and identify resources and sample documents.</p> <p>Prepare “Draft” - “Voluntary Student Agreement” document.</p> <p>Prepare “Draft” - List of possible reentry criteria.</p> <p>Present to Board of Education</p>	<p>September – November 2012</p> <p>December 2012</p> <p>January 2013</p> <p>February 2013</p>	<p>Mitch Hamm</p> <p>Mitch Hamm</p> <p>Mitch Hamm</p> <p>Mitch Hamm – Roger Rindo presented drafts to the Board in my absence (attending WCASS Conf.).</p>	<p>Resources and sample documents</p> <p>Draft document</p> <p>Draft document</p> <p>Presentation & “Draft” Docs</p>

Strategic Direction: Not a direct connection but ties to – Employ best Instructional Practices and strategies for Assessing Student Learning.	Schedule of Work and Resources Required	By Whom	Metrics to Evaluate Progress
<p>Objective: Develop a paraprofessional training and orientation program to ensure that new staff are properly assimilated into the district and prepared to support and assist students in all school settings.</p> <p>Priority Actions: Assemble K-12 work team consisting of one SPED teacher and one SPED paraprofessional from each building.</p> <p>Identify orientation format, topics, presenters and tentative orientation dates for the 2013-14 school year.</p> <p>Develop orientation/training materials</p>	<p>December, 2013</p> <p>January, 2014 – Half day work session</p> <p>February/March, 2014 – (2) Half day work sessions</p>	<p>Mitch Hamm</p> <p>Work team</p> <p>Work team</p>	<p>List of team members</p> <p>Identified format, topics and tentative schedule document</p> <p>Completed orientation/training materials</p>

Strategic Direction: Not directly tied to any strategic directions but vitally important to ensuring the wellbeing of our students and staff.	Schedule of Work and Resources Required	By Whom	Metrics to Evaluate Progress
<p>Staff development for Special Education teachers: Chromebook and Google (continued) New SLD Requirements IEP's & the Common Core Non-violent crisis training or refresher</p> <p>Staff development for paraprofessionals Chromebook and Google (MS & HS) Ipad (elementary continued) Autism training (targeted & continued) Effective behavior management (targeted & continued) Non-violent crisis training or refresher</p>	<p>To take place throughout the 2013-14 school year.</p> <p>Resources required: Fiscal resources to cover the cost of professional development/training opportunities for staff. Trainings will take place both in and out of the district and will be presented by both district staff and experts from outside of the district.</p>	<p>Mitch Hamm SPED Teaching Staff Paraprofessional Staff Scott Wallace Marcia Obukowicz Dawn Wiseman Dawn Webster</p>	<p>Written records of dates and times of trainings and participants in attendance.</p>

<p>New Special Education Secretary Transition plan to learn day to day responsibilities Skyward Conf. (October 14 &15) Attendant Care Services and Medical Assistance billing</p> <p>Future consideration: Co-teaching (Peggy Blank CESA #6)</p>			
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