

OSS Year 2 Goals

DASHBOARD



Issues exist that MUST be addressed immediately to protect the successful attainment of the goal
 Issues exist which may impact successful attainment of the goal or it may take longer to attain the goal
 No issues exist that could significantly impact attainment of the goal



Last Report Status
 Current Report Status

Overall Progress Scale
 Excellent – Good – Satisfactory – Needs Improvement – Unsatisfactory

Status	Lead(s) Start Date Est. End Date	Focus Areas (Goals align to each focus area)	Alignment to District Goals	Overarching Goal	Overall Progress
 Overall Status	Dr. Victoria Greer Ms. Jean Spera Rebecca Altepeter Karyn Grace Shelagh Walker Marc Wright Start: 10/2014 End: 06/2015	1. Instructional 2. Inclusive Education 3. Communication 4. Program Improvement	A. JK-12 Program Improvements B. Build a safe, supporting and nurturing environment in all schools C. Effectively engage families and the Cambridge community to support achievement D. Improve district policies and practices to support achievement	"To establish a respectful and reciprocal relationship with all stakeholders that is rooted in our core value of service."	Good
#	Status	Goals (Aligned to each focus area)	Action Steps (Bold = Complete, Highlight = In Process)		Date
1		The Office of Student Services (OSS) will develop policies and processes that ensure students will be served in the Least Restrictive Environment (LRE).	1. Develop a Least Restrictive Environment (LRE) protocol to guide the decisions for levels of services, supports and settings for services. 2. Develop a district guideline that ensures implementation of the LRE protocol. Present and test the LRE protocol with school and community stakeholder groups. 3. Revise the district Student Support Team Process with clear steps for implementation including guidelines and procedures.		12/31/14 06/2015
2		The Office of Student Services (OSS) will improve both internal and external communication with school teams, families, and community stakeholders.	1. Develop an OSS operations manual for district and school staff. 2. Create a parent resource booklet that outlines all services and processes for receiving special education and 504 services. 3. Conduct a joint leadership meeting with the parent/family liaisons (Melody) and the Family Resource Center (FRC). 4. Update the OSS website. 5. Send weekly updates from the Office of Student Services to all school and district staff. 6. Send monthly/bi-monthly parent newsletters or letters with updates from the Office of Student Services.		12/31/14 06/30/15

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3		The Office of Student Services will improve academic and behavior supports for students served in sub-separate classes.	1. Develop a written description of each service available for students (i.e. Structured Academics/Behavior, Autism, Cognitive Disabilities/Developmental Delay, Language Based Learning Disabilities). 2. Develop clear entry and exit criteria for both the sub-separate and substantially sub-separate classes that is aligned to the department's Least Restrictive Environment (LRE) protocol. 3. Develop a reintegration plan for each student receiving services in a sub-separate class that supports their integration back into the LRE that focuses on pre-requisite and basic academic skills. 4. Develop a program enhancement plan and timeline for the learning disabilities program.		3/31/15 06/30/15
4		The Office of student Services will improve the processes and procedures for early intervention services.	1. Develop a Special Start handbook for intake including the database and referral, assignment of the evaluation team, classroom assignments (lottery), and data collection protocols. 2. Revise the home assessment and parent conference form. 3. Implement the use of Google docs to centralize all forms and documents. 4. Develop procedural guidelines regarding preschool services.		03/30/15 06/30/15
5		The Office of Student Services will improve the facilitation of IEP team meetings by standardizing processes throughout the district.	1. Train School Psychologist/team chairs, school leaders, OSS leadership and teachers in the process of facilitated IEP process. 2. Utilize various facilitation tools and strategies during monthly meetings with School Psychologist/Team Chairs to expand facilitation skills (i.e. case studies, role play). 3. Provide focused training and feedback around federal, state, district process, policies and procedures for Team Chairs and School Principals. (Completed for Team Chairs but not Principals-continuous and ongoing)		12/31/14 3/31/15 05/29/15

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6		The Office of Student Services will improve supports to students with social-emotional needs by designing services and processes focused on mental health in schools.	1. Create community partnerships with mental health experts to design school supports. 2. School Counselors, Psychologist and Behavior Specialist will participate in professional development focused on school-based mental health and trauma. 3. Design a district team to develop a district policy and procedure for students in crisis. 4. Develop a district/community triage team for students in crisis.		12/31/14 06/30/15
7		The Office of Student Services will develop a 3 Year Strategic Plan for the service provision and supports of students with disabilities in Cambridge Public Schools.	1. Conduct staff inquiry sessions to gather data to begin the strategic planning process. 2. Conduct family/community inquiry sessions to gather data to begin the strategic planning process. 3. Conduct family, community, and staff surveys to gather data regarding the service delivery and supports from the Office of Student Services. 4. Develop goal setting and action planning groups for the strategic plan.		10/2014 06/30/2015
8		The Office of Student Services will develop and implement leadership strategies and practices to build the skills of others.	1. The Executive Leadership Team will participate in a leadership development on team dynamics and strategy development. 2. The Executive Leadership Team will complete the High Expertise Teaching Cohorts for administrators for the district. 3. The Executive Leadership Team will conduct monthly staff meetings focused on skill development.		12/31/14 03/30/15 06/30/15