



2019-2020 DIVISION IMPROVEMENT PLAN

Division Name: Student Services

Director: Dr. Gina Stafford

Committee Members: Dr. Gina Stafford, Karen Warren, Jennie Muse, Hugo Santiago-Ramos, Christine Marshall, Marla Morency

Date of School Board Approval: September 24, 2019

GOAL ONE

Goal:

The Division of Student Services will create at least three informational videos to inform stakeholders about Student Services processes and functions.

Objective:

By the end of the 2019-20 school year, at least three informational videos will be created and disseminated to specific targeted audiences. Topics include, but are not limited to, Code of Student Conduct and mental health.

Strategies:

Student Services staff will identify areas in which dissemination of information in a video format would be beneficial. Create scripts, film videos, and post/distribute videos.

Evaluation:

Completion and distribution of at least three videos.

Professional Development Aligned with this Objective:

n/a

Professional Development Aligned with this Objective:

Budget: (No current budget items included for this goal.)

Evidence-based Program(s)/Material(s)			
Description of Resources	Funding Source	Available Amount	
n/a			
			Total:
Technology			
Description of Resources	Funding Source	Available Amount	
n/a			
			Total:
Professional Development			
Description of Resources	Funding Source	Available Amount	
n/a			
			Total:
Other			
Description of Resources	Funding Source	Available Amount	
n/a			
			Total:
			Final Total: \$0

GOAL TWO

Goal:

The Department of Student Services will provide at least three pieces of training for parents and/or students throughout the school year to increase awareness and comprehension of specific topics by parents and/or students. These topics include, but are not limited to, bullying and parenting.

Objective:

Trainings will be provided to increase awareness and comprehension of specific topics by parents and/or students.

Strategies:

Identify training topics, create trainings, advertise trainings, present trainings, provide follow-up when applicable.

Evaluation:

Documentation of sign-in sheets from trainings, training agendas, and copies of presentations.

Professional Development Aligned with this Objective:

n/a

Budget:

Evidence-based Program(s)/Material(s)			
Description of Resources	Funding Source	Available Amount	
			Total:
Technology			
Description of Resources	Funding Source	Available Amount	
Wireless Access Points			
			Total:
Professional Development			
Description of Resources	Funding Source	Available Amount	
			Total:
Other			
Description of Resources	Funding Source	Available Amount	
			Total:
			Final Total:\$0

GOAL THREE

Goal:

The Division of Student Services will create a five-hour mental health course for secondary students to reduce stigma commonly associated with mental health and mental health services.

Objective:

Create a course to assist in reducing stigma commonly associated with mental health and mental health services.

Strategies:

Select/create content, determine assessment methods, embed assessment methods within the course, build the course, monitor student completion of course.

Evaluation:

Completed course.

Professional Development Aligned with this Objective:

n/a

Budget: (No current budget items included for this goal.)

Evidence-based Program(s)/Material(s)			
Description of Resources	Funding Source	Available Amount	
n/a			
			Total:
Technology			
Description of Resources	Funding Source	Available Amount	
n/a			
			Total:
Professional Development			
Description of Resources	Funding Source	Available Amount	
n/a			
			Total:
Other			
Description of Resources	Funding Source	Available Amount	
n/a			
			Total:
			Final Total: \$0

FINAL BUDGET (Insert Rows as Needed)

Evidence-based Program(s)/Material(s)			
Goal	Description of Resources	Funding Source	Available Amount
-	-	-	-
			Total:
Technology			
Goal	Description of Resources	Funding Source	Available Amount
			Total:
Professional Development			
Goal	Description of Resources	Funding Source	Available Amount
			Total:
Other			
Goal	Description of Resources	Funding Source	Available Amount
-	-	-	-
			Total: \$0
			Final Total: \$0

IMPLEMENTATION EVALUATION

Describe plans for ongoing and final evaluation on the extent of successful implementation of the division improvement plan and other division improvement efforts.

Tasks associated with each strategy will be assigned to staff members. Data described in the evaluation portion of each activity will be collected as specified. The committee members will meet quarterly to determine the progress of all goals. All results and associated documentation will be provided at the end of the school year.