



# Missouri School for the Blind Comprehensive School Improvement Plan 2015-2016 Annual Update

## Goal 1: Student Performance

Missouri School for the Blind will develop and enhance quality educational programs to improve performance and enable students to meet their personal, academic, and career goals.

### Objective

- By June 2020, MSB will increase the percentage of students performing at the Proficient and Advanced levels on the Missouri state assessment from 70% in CA (2015); 56% MA (2015) by 5% annually until 100% of all students perform at the Proficient or Advanced levels of the Missouri state assessment. (MSIP Standards: 1.1, 1.2, 1.3, 2.1; AdvancEd Standard: 3.1, 3.2, 3.3, 3.5, 3.6, 3.10, 3.12, 4.2, 4.4, 4.5, 5.1, 5.2, 5.3, 5.4)

### Strategy 1: Curriculum

MSB will assure that 100% of MSB students have access to a comprehensive curriculum fully aligned with current Missouri Learning Standards and the Expanded Core Curriculum for the students who are blind or visually impaired.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Desirée Morris – Curriculum Coordinator; Andrea Piel – Guidance Counselor; MSB teachers

### Action Steps:

1. **Curriculum Revision:** MSB will annually use and analyze assessment data to revise our curriculum on an ongoing basis.

| Person Responsible:    | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                        |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Curriculum Coordinator | 08.17.15   | 50%                         |           |           |           |           |                 |

**As of June 2016:** All MSB staff have reviewed MAP, MAP-A and EOC data to identify areas of need and write Individual Yearly Plans (IYPs) or Core Curriculum Objectives (CCOs). Core

content instructors have used their annual assessment data to revise their CAGs and write Unit Maps. Fine Art, Practical Arts, ECC (created in Fall 2015) and Health and PE do not have systemic annual data to evaluate their curriculum against at this time.

**As a next step we will:** ECC teachers have created subject specific checklist within their content areas and will use their first years data in the Fall of 2016. Fine Arts, Practical Arts and H and PE departments will create or adopt assessment tools to measure students’ progress over time.

- 2. Curriculum Unit Mapping:** MSB will create and implement unit maps across the curriculum to align with data analysis and the current Missouri Learning Standards.

| Person Responsible:    | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                        |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Curriculum Coordinator | 08.17.15   | 10%                         |           |           |           |           |                 |

**As of June 2016:** All MSB staff have been introduced to the unit map through professional development. Staff who completed their CAG during the 14-15 school year, began writing unit maps this year. Several staff members have completed Unit Maps however no Unit Maps have been reviewed or accepted by the Curriculum Advisory Board (CAB) at this time

**As a next step we will:** CAGs, unit maps, and course objectives will be reviewed by the CAB beginning in the Fall of 2016. Instructors who completed CAGs during the 15-16 school year will write Unit Maps in 16-17 school year. The Curriculum Coordinator will create a checklist to monitor and manage progress.

### Strategy 2: Expanded Core Curriculum

MSB will guarantee that all students have access to high quality instruction in the Expanded Core Curriculum for students who are blind or visually impaired.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Jennie Mascheck – Outreach Services Coordinator; Desirée Morris – Professional Development (PD) Coordinator; Professional Development (PD) Committee; Assistive Technology (AT) Committee; MSB Teachers; MSB Orientation and Mobility Specialists

### Action Steps:

- 1. Staff:** MSB will provide staff, time, and services to ensure that students have sufficient instruction in the Expanded Core Curriculum.

| Person Responsible:      | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|--------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                          |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Assistant Superintendent | 08.24.15   | 100%<br>Annually            |           |           |           |           |                 |

**As of June 2016:** The MSB Administrative staff have reviewed all students' IEPs, related service schedules and class schedules to ensure sufficient instruction in the Expanded Core Curriculum. In August 2015, MSB began a new student intake system to assure each student's IEP is systemically implemented and all assessment and ECC needs are adequately met upon enrollment.

**As a next step we will:** MSB administrative staff will continue the process and look for any additional needs or holes in the system.

### Strategy 3: Instruction

MSB staff will ensure that her curriculum is implemented with 100% fidelity using high quality, research-based instructional strategies.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Jennie Mascheck – Outreach Services Coordinator; School Supervisors; Desirée Morris – PD Coordinator; PLC Facilitators; MSB teachers

### Action Steps:

- 1. Data Analysis and Annual Goal Identification:** MSB will ensure that each Professional Learning Community (PLC) annually scrutinizes data from multiple sources and conducts a longitudinal data analysis to establish yearly improvement goals in all content areas.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| PLC Facilitators    | 08.17.15   | 50%                         |           |           |           |           |                 |

**As of June 2016:** All MSB staff have reviewed MAP, MAP-A and EOC data to identify areas of need and write Individual Yearly Plans (IYPs) or Core Curriculum Objectives (CCOs) in the core curriculum areas. In 2015-2016, MSB identified key concepts in Braille and O&M and created annual checklists with a view of using this information to track progress over time. At this time no data sources have been created or identified for Fine Arts, H/PE and Practical Arts and no formal data is being collected.

**As a next step we will:** MSB PLCs will continue to review annual assessment data and research additional data sources especially in Fine Arts, Practical Arts, and H/PE.

- 2. Instructional Strategies:** MSB will ensure that PLCs systemically implement instructional strategies that are research-based and grounded in educational best-practices to meet its annual goals.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| School Supervisors  | 08.17.15   | 25%                         |           |           |           |           |                 |

**As of June 2016:** All MSB staff were introduced to Hattie instructional strategies during PD in the 14-15 school year and continued PD during the 15-16 school year. Each PLC reviewed their longitudinal data and chosen strategies to meet the needs of their learners. Teachers are working with the strategies with varying levels of proficiency and implementation.

**As a next step we will:** MSB PLCs will continue to review instructional strategies during the 2016-2017 school year and administrative staff will begin to monitor for implementation more stringently during year 2.

- 3. Monitor Progress:** PLCs will monitor progress toward annual goals and report progress at least twice yearly.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| PLC Facilitators    | 08.15.15   | 100%<br>Annually            |           |           |           |           |                 |

**As of June 2016:** During the August 2015 PD days each PLC reviewed MSB's CSIP and aligned their PLC goals with the CSIP. PLCs action steps are all aligned with CSIP goals and aligned at each meeting. In January 2016 and June 2016 each PLC submitted goal updates to the Assistant Superintendent.

**As a next step we will:** Continue to use our CSIP in conjunction with achievement data to guide for the PLCs work.

- 4. Exemplars:** MSB will ensure that teachers provide high-quality exemplars to guide and inform students.

| Person Responsible:                             | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|   |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Assistant Superintendent and School Supervisors | 08.17.15   | 25%                         |           |           |           |           |                 |

**As of June 2016:** During the August 2015 PD days each PLC reviewed exemplars. Each staff member identified a course and unit in which they would use exemplars. PLCs have discussed Exemplars and teachers are at varying levels of implementation.

**As a next step we will:** MSB PLCs will continue to utilize exemplars during the 2016-2017 school year and administrative staff will begin to monitor for implementation more stringently during year 2. Data collection from monitoring implementation and review of unit maps will drive continued PD as needed.

#### Strategy 4: On-going Assessment for Learning

MSB will ensure that 100% of all teachers utilize data collected from on-going formative and summative assessments to monitor student progress and revise instruction.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; School Supervisors

#### Action Steps:

- 1. Systemic Data Collection:** MSB will research and implement a systemic data collection system at least quarterly in English, Math, Reading, and Science.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| School Counselor    | 05.30.15   | 25%                         |           |           |           |           |                 |

**As of June 2016:** During the Spring of 2015 we ordered ACT Aspire. Our intent was to give 4 Interim Assessments, however after the 1st Interim, Braille tests were no longer made available from ACT Aspire. MSB made due with the information we could collect from the limited resources we had available. We have contacted ACT Aspire and believe the materials will be in an accessible form for the 2016-2017 school year.

**As a next step we will:** Contact ACT Aspire to determine if accessible Interim Assessments will be available, and based on the information MSB will determine what to do during the 2016-2017 school year and develop a plan based on that information.

- 2. Core Curriculum Objectives:** MSB will ensure that PLCs annually identify Core Curriculum Objectives (CCOs) or Individual Yearly Plans (IYPs) based on learning objectives in which students commonly underperform.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| PLC Facilitators    | 08.17.15   | 100%<br>Annually            |           |           |           |           |                 |

**As of June 2016:** All MSB PLCs have identified CCOs or IYPs.

**As a next step we will:** During the August 2016 PD, MSB staff will identify CCOs and IYPs based on formal achievement data from 2015-2016 school year and longitudinal data.

- 3. Monitor Progress:** MSB will guarantee that all teachers will monitor student progress toward proficiency with all learning objectives, set goals for improvement, and implement research-based instructional strategies and curricular revisions to ensure success for all students.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| School Supervisors  | 08.17.15   | 50%                         |           |           |           |           |                 |

**As of June 2016:** MSB has an informal system to monitor teachers grading which is loosely monitored by the Ed Admin team. Furthermore, all MSB teachers have identified improvement goals which are monitored 3-5 times a year in coaching sessions and observations with MSB Administrative team members and instruction is observed formally 4 times a year and informally on an on-going basis through the MO Teacher Evaluation System. Teachers' lesson plans are reviewed and evaluated at least 2 times a year for senior staff and at least quarterly for teachers in their first 3 years. All observational, anecdotal and written data collected is used to help teachers learn and grow within their professional practices. That said, MSB does not have a formal grading policy or a method to monitor how teachers grade students in relation to the curriculum standards.

**As a next step we will:** Consider formalizing our walkthrough process. Write and monitor a formal grading policy for all staff.



## Goal 2: Communication and Information Dissemination

Missouri School for the Blind will promote, facilitate, and enhance parent, student, and state-wide community communication and information dissemination.

### Objectives

- By June 2020, MSB will establish and implement a process for sharing our success story with all stakeholder groups. (MSIP Standards: G-2, G-6, G-8, G-9; AdvancEd Standard: 1.1, 1.3, 2.5, 5.5)
- By June 2020, MSB will develop and maintain a system of communication with all stakeholder groups by producing effective public information resources; designed to increase state-wide stakeholders' awareness of MSB's vision, mission, programs, and performance. (MSIP Standards: G-2, G-6, G-8, G-9; AdvancEd Standard: 1.1, 1.3, 2.5, 5.5)
- By June 2020, MSB will achieve and maintain a high level of parent communication and increase access to current information in the field of education for students who are blind or visually impaired. (MSIP Standards: G-2, G-6, G-8, G-9, G-11; AdvancEd Standard: 1.1, 1.3, 2.5, 3.8, 5.5)
- By June 2020, MSB will increase parents' and stakeholders' knowledge of and satisfaction with MSB programs to 90% annually as measured by the annual survey. (MSIP Standards: G-2, G-6, G-8, G-9, G-11; AdvancEd Standard: 1.1, 1.3, 2.5, 3.8, 5.5)
- By June 2020, MSB will establish and implement a method for annually communicating with school districts and families of students who are visually impaired who are not receiving services in the their school district. (MSIP Standards: G-2, G-6, G-8, G-9; AdvancEd Standard: 2.5, 5.5)

### Strategy 1: Tell our Story

MSB will research and implement a variety of communication methods to share our story with statewide stakeholders.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Patti Curran – Community Relations Director; Jennie Mascheck – Outreach Services Coordinator

## Action Steps:

- 1. Research:** MSB will research a variety of effective communication methods.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | Not Yet    | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB has not initiated this action step.

**As a next step we will:** Discuss with the new Community Relations Director when hired and develop a plan to initiate action step.

- 2. Develop our Message:** MSB will identify and focus our message centered on our mission.

| Person Responsible:                                | Start Date    | Annual Percentage Completed |           |           |           |           | Completion Date |
|--|---------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|  |               | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Superintendent - delegated to Asst. Superintendent | Not Yet (JcW) | 0%                          |           |           |           |           |                 |

**As of June 2016:** Superintendent Barney delegated to Asst. Superintendent Waddell to Draft in June 2016.

**As a next step we will:** Initiate action step

- 3. Dissemination of information:** MSB will develop and implement effective methods of stakeholder communication and information dissemination including utilizing distribution list management software.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | 06.2015    | 5%                          |           |           |           |           |                 |

**As of June 2016:** MSB communicates with some stakeholders through newsletters and emails.

**As a next step we will:** Discuss with new Community Relation Director how to identify additional communication and information dissemination methods including exploring distribution list management software.



- 4. Increase Distribution Audience:** MSB will increase its e-mail subscriber database to include parents, school administrators, special education directors, and other community stakeholders.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | Not Yet    | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB has not initiated this action step.

**As a next step we will:** Discuss with the new Community Relations Director when hired and develop a plan to initiate action step.

- 5. Informational Packets:** MSB will develop, design, and publish general informational packets for dissemination to a wide variety of stakeholder groups.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | 05.20.15   | 20%                         |           |           |           |           |                 |

**As of June 2016:** MSB has designed and distributed a new brochure.

**As a next step we will:** Identify additional stakeholders to disseminate the brochure to and develop additional brochure for individual programs.

- 6. Database of Media Outlets:** MSB will develop a database of local and statewide media outlets.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | Not Yet    | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB has not initiated this action step.

**As a next step we will:** Discuss with the new Community Relations Director when hired and develop a plan to initiate action step.

**7. Continuous Information:** MSB will develop a process for and provide continuous information about our events and news through the use of public service announcements, press releases, and social media.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | Not Yet    | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB has not initiated this action step.

**As a next step we will:** Discuss with the new Community Relations Director when hired and develop a plan to initiate action step.

**8. Media:** MSB will provide current information about our programs, services, and student performance through a variety of media.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | Not Yet    | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB has not initiated this action step.

**As a next step we will:** Discuss with the new Community Relations Director when hired and develop a plan to initiate action step.

**9. Social Media:** MSB will research and develop ways to utilize social media to share our story.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | Not Yet    | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB has not initiated this action step.

**As a next step we will:** Discuss with the new Community Relations Director when hired and develop a plan to initiate action step.

**10. Facebook:** MSB will develop and maintain a Facebook page.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | 10.15.15   | 20%                         |           |           |           |           |                 |

**As of June 2016:** MSB has created a Facebook page and made some posts.

**As a next step we will:** Explore how to utilize Facebook to disseminate information and update on a more regular basis.

**11. Twitter:** MSB will develop and maintain an active twitter account designed to share information with Local Education Agencies and professionals throughout the state.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | Not Yet    | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB has not initiated this action step.

**As a next step we will:** Discuss with the new Community Relations Director when hired and develop a plan to initiate action step.

**12. Technology:** MSB will utilize technology to improve communications.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | Not Yet    | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB has not initiated this action step.

**As a next step we will:** Discuss with the new Community Relations Director when hired and develop a plan to initiate action step.

**13. Webpage:** MSB will continue to improve and enhance our website; maintaining current information and focused upon our mission.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | 06.2015    | 20%                         |           |           |           |           |                 |

**As of June 2016:** MSB has a redesigned website that has some updated information.

**As a next step we will:** Regularly update and improve our website by maintaining the most up-to-date information as well as focusing the information to our mission.

### Strategy 2: Parent & Community Involvement

MSB will increase opportunities for parent and community involvement in MSB programs.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Marsha Bryant – Clinical, Ancillary, and Residential Services (CARS) Coordinator; Patti Curran – Community Relations Director; Jennie Mascheck – Outreach Services Coordinator;

#### Action Steps:

- 1. Parent Communication:** MSB will research and implement a variety of communication opportunities and tools to foster stronger parent/teacher/student communication.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | Not Yet    | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB has not initiated this action step.

**As a next step we will:** Discuss with the new Community Relations Director when hired and develop a plan to initiate action step.

- 2. Survey Data Analysis:** MSB will survey parents and analyze the data to determine the next steps to improve meaningful parent/family involvement in our school.

| Person Responsible:                                       | Start Date    | Annual Percentage Completed |           |           |           |           | Completion Date |
|---|---------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|   |               | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Assistant Superintendent and Community Relations Director | Not Yet (JcW) | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB has conducted a variety of stakeholder surveys including parents, however, our focus has been on satisfaction with our current services and programs, No data has been collected regarding parent/family involvement (JcW)

**As a next step we will:** Develop a plan to determine methods to increase meaningful family/parent involvement. (JcW)

- 3. Parent Input:** MSB will research evidence-based practices for parent involvement and then collaboration.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | Not Yet    | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB has not initiated this action step.

**As a next step we will:** Discuss with the new Community Relations Director when hired and develop a plan to initiate action step.

- 4. Family Gatherings:** MSB will investigate the possibility of family weekends or special events which would provide opportunities to meet other families and learn about services available.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | 01.2016    | 5%                          |           |           |           |           |                 |

**As of June 2016:** MSB created an open house in which parents were invited along with Lions to attend and learn more about our programs however, this was not specifically directed toward parents and families of students.

**As a next step we will:** Discuss with the new Community Relations Director when hired and develop a plan to initiate action step.

- 5. Work Experience:** MSB will create meaningful on and off-campus employment opportunities for students.

| Person Responsible:      | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|--------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                          |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Assistant Superintendent | 08.17.15   | 10%                         |           |           |           |           |                 |

**As of June 2016:** MSB has identified increased work experience opportunities as an area of need for our transition students. During this school year we have had 3 students working off-campus. MSB has work experience imbedded into the MSB L.I.F.E. program and are currently working with one off-campus employer. In January 2016, we hired a full-time careers teacher who is currently getting to know the students and conducting interest inventories.

**As a next step we will:** Develop a formal off-campus work experience program to encompass our current careers and L.I.F.E. program with a view of connecting off-campus employment to individual interests and transition goals.

**6. Community Partnerships:** MSB will explore and expand community partnerships.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | Not Yet    | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB has not initiated this action step.

**As a next step we will:** Discuss with the new Community Relations Director when hired and develop a plan to initiate action step.

**7. Community Programs:** MSB will continue to improve programs related to our community partnerships including Giving Tree, Lions Night and Alumni Weekend.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | 08.17.15   | 20%                         |           |           |           |           |                 |

**As of June 2016:** MSB continued to partner with community members to host the Giving Tree this year, MSB developed an Open house format for Lions Night which opened the doors for additional community partners and families, as well as hosted an Alumni Weeked.

**As a next step we will:** Explore ways to improve MSB's partnerships and programs with the community.

**8. Community Gatherings:** MSB will develop an open house event for the local community to increase awareness and opportunities for MSB.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | 01.2016    | 20%                         |           |           |           |           |                 |

**As of June 2016:** MSB created an open house event in place of Lions night to open the event to Lions Clubs, parents, and community members.

**As a next step we will:** Discuss with the new Community Relations Directors ways to improve the open house by surveying stakeholders and identify additional methods of informing the community about the open house.

**Strategy 3: Parent/Stakeholder Education**

MSB will increase opportunities for parents and other stakeholder groups to learn about issues related to the education of students who are blind or visually impaired.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Patti Curran – Community Relations Director; Jennie Mascheck – Outreach Services Coordinator

**Action Steps:**

- 1. Sharing:** MSB will research, develop, and share information for students, families, and community stakeholders regarding techniques, technology, and best practices for working with students who are blind or visually impaired.

| Person Responsible:  | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|--|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|  |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator and Community Relations Director | 08.17.15   | 100% Annually               |           |           |           |           |                 |

**As of June 2016:** MSB's Outreach annually conducts a variety of teacher and parent trainings. MSB's Outreach Director has retired and we are currently seeking the best applicant for the position.

**As a next step we will:** Carry forward and continue to monitor

2. **Workshops:** MSB will hold workshops for parents and community members that address various topics of interest identified from stakeholder survey data.

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | 08.17.15   | 100% Annually               |           |           |           |           |                 |

**As of June 2016:** MSB's Outreach annually conducts a variety of teacher and parent trainings. MSB's Outreach Director has retired and we are currently seeking the best applicant for the position.

**As a next step we will:** Carry forward and continue to monitor

3. **Newsletter:** MSB will revise information on the newsletter and online optional communication to include current happenings at MSB, new books/videos, links to other sites/resources, and parent input, *including additional sections such as: Meet the Staff, Student Spotlight, and Community Events (relevant to those who work with or who are visually-impaired or blind).*

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | Not Yet    | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB has not initiated this action step.

**As a next step we will:** Discuss with the new Community Relations Director when hired and develop a plan to initiate action step.

4. **Ensure Communication:** MSB will ensure MSB's successes are communicated to stakeholder groups by developing and implementing a process for information collection for the newsletter.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | Not Yet    | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB has not initiated this action step.



**As a next step we will:** Discuss with the new Community Relations Director when hired and develop a plan to initiate action step.

- 5. Parent training:** MSB, through its Outreach Services, will provide in-home parent training (MoSPIN, Missouri Statewide Parent Involvement Network) to families of children, age birth through five years, who are visually impaired and may also have additional disabilities.

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | 08.17.15   | 100% Annually               |           |           |           |           |                 |

**As of June 2016:** MSB has hired a new lead parent advisor this year who is coordinating MoSpin.

**As a next step we will:** MSB will discuss this goal with our new Outreach Director, when hired, who will develop a plan of action.

- 6. Parent Advisors:** MSB will market, recruit, train, supervise and pay up to 40 parent advisors regionally across Missouri.

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | 08.17.15   | 25%                         |           |           |           |           |                 |

**As of June 2016:** MSB has hired a new lead parent advisor this year and 12 new parent advisors for the school year.

**As a next step we will:** MSB will discuss this goal with our new Outreach Director who will develop a plan of action.

- 7. Increase Capacity:** MSB will increase capacity of participating families to facilitate their child’s development.

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | 08.17.15   | 25%                         |           |           |           |           |                 |

**As of June 2016:** MSB has hired a new lead parent advisor this year and 12 new parent advisors for the school year.

**As a next step we will:** MSB will discuss this goal with our new Outreach Director who will develop a plan of action.

- 8. Library Media Center Statewide Services:** MSB, through the Library Media Center in Outreach Services, will continue to offer an array of statewide services for Missouri educators who work with students with visual impairment.

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | 08.17.15   | 10%                         |           |           |           |           |                 |

**As of June 2016:** MSB offers LMC services to stakeholders statewide. During the 2015-2016 school term 11 educators in school districts around the state borrowed multiple materials from the MSB Library Media Center, not including those enrolled in MSB's educational programs.

**As a next step we will:** We will examine ways to expand our lending program to additional stakeholders beyond MSB.

### Strategy 4: CSIP Implementation

MSB will establish and communicate a shared purpose and direction for improving student performance and the effectiveness of the school-wide community.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Maureen Dunn – Business Operations Director; Marsha Bryant – CARS Coordinator; Patti Curran – Community Relations Director; Karen Burkhead – Human Resources Analyst; Jennie Mascheck – Outreach Services Coordinator

### Action Steps:

- 1. CSIP:** MSB will develop, implement, and monitor the new stakeholder-driven CSIP in sufficient detail to direct overall improvements of our programs and services for 2015-2020.

| Person Responsible:                                    | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|--|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|  |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Superintendent - delegated to Asst. Superintendent JcW | 08.17.15   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June 2016:** MSB developed our new CSIP through a committee of staff, student, parent, and community stakeholders in 2015. During the 2015-2016 school term staff identified goals to focus on and began implementing our CSIP. Based on the information gathered in January and June 2016 we are on track to meet all CSIP goals by 2020.

**As a next step we will:** Each division will identify annual goals based on our CSIP and create a plan to meet our goals. It should be noted that not all goals will be given equal attention each year and as a 5 year plan not all goals will be addressed in the beginning years of the CSIP process.

- 2. Annual Revisions:** MSB will evaluate, update, and revise the CSIP annually to address student performance, programs, and services and identify action steps to advance the vision.

| Person Responsible:                                    | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|--|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|  |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Superintendent - delegated to Asst. Superintendent JcW | 08.17.15   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June 2016:** In August 2015, education staff reviewed student performance in comparison to the goals established in our current CSIP and determined that implementation of our CSIP goals will lead to higher levels of student achievement. Each PLC identified goals to focus on for the school term based on the needs of the students in their division. In January and June 2016 stakeholders reviewed their progress toward their selected annual goals.

**As a next step we will:** Continue to implement and update CSIP with a view of focusing our work on our Vision and Mission.

- 3. Review and Revise Annual Goals:** MSB will review our goals and purpose to systematically revise them based on annual data in order to provide evidence of progress.

| Person Responsible:                                    | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|--|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|  |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Superintendent - delegated to Asst. Superintendent JcW | 01.02.16   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June 2016:** MSB educational administration and PLCs reviewed their annual goals in January and June 2016. Data collected from the goals update was reviewed by the

Administrative team and deemed appropriate for the first year of implementation. Superintendent Barney formally delegated to Asst. Superintendent Waddell in June 2016.

**As a next step we will:** Person's responsible will prioritize goals and work towards for the coming school term.

- 4. Communication:** MSB will develop a procedure for communicating our goals to build stakeholder understanding and support.

| Person Responsible:          | Start Date     | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|----------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |                | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Community Relations Director | <b>Not Yet</b> | <b>0%</b>                   |           |           |           |           |                 |

**As of June 2016:** MSB has not initiated this action step.

**As a next step we will:** Discuss with the new Community Relations Director when hired and develop a plan to initiate action step.



## Goal 3: Successful Transition

MSB will implement a district plan that will ensure successful post-graduate transition for students and families.

### Objectives

- By June 2020, all MSB graduates will respond to the graduate survey at years 1-5 following graduation. ( *AdvancEd Standard: 1.3, 3.4, 6.8* )
- By June 2020, at least 75% of MSB graduates entering college or post-secondary training will continue their education beyond the first year. ( *MSIP Standards: 3.5; AdvancEd Standard: 1.3, 3.4, 6.8* )
- By June 2020, the percentage of MSB graduates who are employed will increase by at least 10% per year. ( *MSIP Standards: 3.6; AdvancEd Standard: 1.3, 3.4, 6.8* )
- By June 2020, the percentage of MSB graduates who have living independently identified as a transition goal and report they are living independently will increase by 10% per year. ( *AdvancEd Standard: 1.3, 3.4, 6.8* )

### Strategy 1: Transition Program

MSB will guarantee that all students have access to a research-based, fully implemented transition program.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Andrea Piel – Guidance Counselor; School Supervisors

### Action Steps:

1. **Review and Revise:** MSB will review and revise its transition program to reflect best-practices in the field of transition and in response to annual graduate survey data.

| Person Responsible:  | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|--|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|  |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Assistant Superintendent, School Supervisors, and School Counselor | 08.17.15   | 10%                         |           |           |           |           |                 |

**As of June 2016:** MSB's Advisors continued to implement the MSB transition program through the Project Starfish Advisory model. During this school year, Advisors in grades 6-12 have also added the Capstone Program to the Advisory model. During 4th Quarter, MSB's counselor surveyed staff to determine levels of implementation within the transition program.

**As a next step we will:** Create a Transition Advisory Board to review the data we collected and determine next steps.

- 2. Implement:** MSB will fully implement a written transition program for all students beginning in 7th grade.

| Person Responsible:                           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|   |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Assistant Superintendent and School Counselor | 08.17.15   | 10%                         |           |           |           |           |                 |

**As of June 2016:** MSB's Advisors continued to implement the MSB transition program through the Project Starfish Advisory model. During this school year, Advisors in grades 6-12 have also added the Capstone Program to the Advisory model. During 4th Quarter, MSB's counselor surveyed staff to determine levels of implementation within the transition program.

**As a next step we will:** Create a Transition Advisory Board to review the data we collected and determine next steps.

- 3. Mentoring:** MSB will establish mentorship opportunities with other identified MSB families, graduate families and/or alumni to ease transition to and from Missouri School for the Blind.

| Person Responsible:  | Start Date    | Annual Percentage Completed |           |           |           |           | Completion Date |
|--|---------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|  |               | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Assistant Superintendent, School Counselor, and Community Relations Director | Not Yet (JcW) | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB has not initiated this action step.

**As a next step we will:** Identify a time for the people responsible to meet and create a plan of initiation.

### Strategy 2: Graduate Survey

MSB will monitor and evaluate the effectiveness of its transition program through graduate survey data.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Andrea Piel – Guidance Counselor

**Action Steps:**

- 1. Revise Graduate Survey:** MSB will revise the graduate survey to include more detailed information regarding graduate outcomes.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| School Counselor    | 01.04.16   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June 2016:** MSB has revised the graduate survey for 2016 to include follow-up questions based on answers given by the graduates.

**As a next step we will:** Continue to annually conduct, monitor, and revise the graduate survey.

- 2. Conduct:** MSB will annually conduct the revised graduate survey.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| School Counselor    | 01.04.16   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June 2016:** MSB has completed the revised graduate survey.

**As a next step we will:** Continue to annually conduct and revise the graduate survey as new areas are identified.

- 3. Analyze:** MSB will analyze the data received from the graduate survey annually.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| School Counselor    | 01.04.16   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June 2016:** MSB has analyzed the data and shared with administrative staff.

**As a next step we will:** Share the data analysis with education staff and utilize the survey data to improve MSB’s transition programming.

- Annually Review:** MSB will annually consider revision of the graduate survey based on longitudinal graduate reports.

| Person Responsible:                           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|   |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Assistant Superintendent and School Counselor | 01.04.16   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June 2016:** MSB has revised the graduate survey for 2016 to include follow-up questions based on answers given by the graduates.

**As a next step we will:** Continue to annually conduct, monitor, and revise the graduate survey.

### Strategy 3: Employment Program

MSB will guarantee all students have access to an employment preparation program designed to increase the percentage of graduates who are employed.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Andrea Piel – Guidance Counselor

### Action Steps:

- Career Week:** MSB will annually host a career week designed to introduce students to a variety of careers culminating in a job fair where students construct a display illustrating the career of their choice.

| Person Responsible:  | Start Date   | Annual Percentage Completed |           |           |           |           | Completion Date |
|--|--------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|  |              | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Assistant Superintendent, School Counselor and Careers Teacher | Not Yet (AP) | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB has not initiated this action step. MSB hired a full-time careers teacher in January 2016.



**As a next step we will:** Identify a time for the people responsible to meet and create a plan of initiation.

- 2. Work Experience:** MSB will create meaningful on and off-campus employment opportunities for students.

| Person Responsible:  | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|--|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|  |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Assistant Superintendent<br>~ added School Counselor and Careers Teacher | 08.17.15   | 10%                         |           |           |           |           |                 |

**As of June 2016:** MSB has identified work experience as an area of need for our transition students. During this school year we have had 3 students working off-campus. MSB has work experience imbedded into the MSB L.I.F.E. program and are currently working with one off-campus employer. In January 2016, we hired a full-time careers teacher who is currently getting to know the students and conducting interest inventories.

**As a next step we will:** Develop our off-campus work experience program to encompass our current careers and L.I.F.E. program with a view of connecting off-campus employment to individual interests and transition goals.

- 3. Job Shadowing:** MSB will provide opportunities for students to observe in the community or job shadow a career of interest.

| Person Responsible:  | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|--|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|  |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Assistant Superintendent, School Counselor and Careers Teacher | 08.17.15   | 10%                         |           |           |           |           |                 |

**As of June 2016:** MSB hired a full-time careers teacher in January 2016 and job shadowing will be included in our systemic careers program.

**As a next step we will:** Add job shadowing to our new careers program.

- 4. Community Mentor:** MSB will identify community partners interested in mentoring individual students in regards to their future career.

| Person Responsible:  | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|--|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|  |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Assistant Superintendent, School Counselor and Careers Teacher | 08.17.15   | 10%                         |           |           |           |           |                 |

**As of June 2016:** MSB hired a full-time careers teacher in January 2016 and community mentoring will be included in our systemic careers program.

**As a next step we will:** Add job shadowing to our new careers program.

**Strategy 4: Independent Living Program**

MSB will guarantee all students have access to independent living instruction designed to increase the percentage of graduates who are living as independently as possible.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Marsha Bryant – CARS Coordinator; Andrea Piel – Guidance Counselor; Desirée Morris – Curriculum Coordinator

**Action Steps:**

- 1. Review and Revise ADL Curriculum:** MSB will review and revise the Activities of Daily Living (ADL) curriculum by aligning Measurable Learner Objectives (MLOs) with current best practices and identifying instructional methods and technology appropriate for students who are blind or visually impaired.

| Person Responsible:    | Start Date   | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------|--------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                        |              | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Curriculum Coordinator | Not Yet (DM) | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB continues to implement our current ADL Curriculum.

**As a next step we will:** Create a timeline for revision and implementation.

- 2. Expand ADL Programming:** MSB will expand ADL programming to meet the needs of all enrolled students.

| Person Responsible:    | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                        |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Curriculum Coordinator | 08.17.15   | 25%                         |           |           |           |           |                 |

**As of June 2016:** MSB did provide services for students in the L.I.F.E. IA program for one semester.

**As a next step we will:** Take a systemic look at our ADL offerings to determine next steps.

**Strategy 5: Comprehensive Guidance**

MSB will guarantee all students have access to a high quality comprehensive guidance and counseling program.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Marsha Bryant – CARS Coordinator; Andrea Piel – Guidance Counselor; Desirée Morris – Curriculum Coordinator

**Action Steps:**

- 1. Comprehensive Guidance and Counseling Program:** MSB will ensure that a Comprehensive Guidance and Counseling Program is fully implemented and aligned with the Missouri Comprehensive Guidance and Counseling Framework.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| School Counselor    | 08.17.15   | 75%                         |           |           |           |           |                 |

**As of June 2016:** MSB has fully implemented three of the four components in the comprehensive guide and counseling program.

**As a next step we will:** Identify a plan to implement guidance curriculum with middle school and high school students on a regular basis.

**Strategy 6: Extracurricular Activities**

MSB will provide a wide variety of extracurricular activities designed to meet the needs and interests of all MSB students.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Tim Cobb – Athletic and Extracurricular Activities Director

### Action Steps:

- 1. Survey:** MSB will annually survey students regarding their interest and participation in extracurricular activities in order to identify their wants and needs.

| Person Responsible:                 | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Extracurricular Activities Director | 08.17.15   | 10%                         |           |           |           |           |                 |

**As of June 2016:** MSB's Extra-Curricular Director informally asks student what activities they are interested in ~ no formal process is in place at this time.

**As a next step we will:** Develop a formal process for surveying students.

- 2. Review and Revise:** MSB will annually review extracurricular participation data and survey results in order to restructure extracurricular offerings based on identified needs and wants.

| Person Responsible:                 | Start Date    | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------------|---------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                                     |               | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Extracurricular Activities Director | Not Yet (JcW) | 0%                          |           |           |           |           |                 |

**As of June 2016:** Participation data is collected on a daily basis, however, data is used for attendance purposes solely. This action step has not been initiated at this time

**As a next step we will:** Review and initiate goal.

### Strategy 7: Assistive/Instructional Technology

MSB will ensure that all students have access to and instruction in the use of assistive and instructional technology and equipment in order to facilitate a successful transition beyond MSB.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Desirée Morris – PD Coordinator

### Action Steps:

- 1. Assistive Technology Needs Assessment:** MSB will research, design or adopt, and implement an assistive technology assessment tool specific to students who are blind or visual impaired.

| Person Responsible:      | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|--------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                          |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Assistant Superintendent | 08.17.15   | 10%                         |           |           |           |           |                 |

**As of June 2016:** MSB selected and sent an A/IT team to Assistive Technology Assessment training specifically for the blind and visually impaired. This was a year-long training.

**As a next step we will:** Meet with the A/IT team to determine next steps.

- 2. Training and Support:** MSB will provide student and staff training and technical support to assure effective use of assistive technology.

| Person Responsible:                         | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|   |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Assistant Superintendent and PD Coordinator | 08.17.15   | 10%                         |           |           |           |           |                 |

**As of June 2016:** MSB has provided a variety of professional development opportunities with multiple A/IT tools.

**As a next step we will:** Assist the teachers in identifying specific A/IT tools that connect to their curriculum and provide support for implementation.

- 3. AT Guide:** MSB will create a usage guide and resource list of available assistive technology devices for staff reference.

| Person Responsible:      | Start Date    | Annual Percentage Completed |           |           |           |           | Completion Date |
|--------------------------|---------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                          |               | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Assistant Superintendent | Not Yet (JcW) | 0%                          |           |           |           |           |                 |

**As of June 2016:** We have not formally started this action step.

**As a next step we will:** Meet with the A/IT team to determine next steps.

- 4. Professional Development:** MSB will provide professional development in the selection, instruction, and methodology for using assistive technology devices.

| Person Responsible: | Start Date | Annual Percentage Completed | Completion |
|---------------------|------------|-----------------------------|------------|
|                     |            |                             |            |

|                |          | June 2016 | June 2017 | June 2018 | June 2019 | June 2020 | Date |
|----------------|----------|-----------|-----------|-----------|-----------|-----------|------|
| PD Coordinator | 08.17.15 | 10%       |           |           |           |           |      |

**As of June 2016:** MSB has provided some professional development regarding how to use specific pieces of technology however, no formal plan or process is in place at this time.

**As a next step we will:** Meet with the A/IT team to determine next steps.

- 5. Technology Training:** MSB will ensure professional development is available when new technology is purchased.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| PD Coordinator      | 08.17.15   | 10%                         |           |           |           |           |                 |

**As of June 2016:** MSB purchased a 3-D printer and some of our teachers are working with Wash-U staff to learn implementation strategies. This is the only new technology we purchased this year, however, we recognize that this is incidental training and a systemic system for introducing new technology is necessary.

**As a next step we will:** Coordinate with the A/IT team to determine a realistic timeline for implementation of all aspects of increased technology.

- 6. Investigate:** MSB will identify state-of-the-art educational and assistive technology and equipment designed to support instruction and increase independence for students who are blind or visually impaired.

| Person Responsible:      | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|--------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                          |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Assistant Superintendent | 08.17.15   | 10%                         |           |           |           |           |                 |

**As of June 2016:** MSB is currently investigating the use of Braille Notes and Laptop Computers as a method of written communication for students. At this time we have significant barriers with WiFi that have slowed our progress. MSB sent a team of teachers to Power-Up and METC for professional development in A/IT.

**As a next step we will:** Add to the goals of the A/IT team.

**7. Technology Implementation Plan:** MSB will create and implement a plan to systemically introduce and support the use of assistive and instructional technology.

| Person Responsible:      | Start Date               | Annual Percentage Completed |           |           |           |           | Completion Date |
|--------------------------|--------------------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                          |                          | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Assistant Superintendent | <b>Not Yet<br/>(JcW)</b> | <b>0%</b>                   |           |           |           |           |                 |

**As of June 2016:** We have not started this action step.

**As a next step we will:** Add to the goals of the A/IT team.



## Goal 4: Highly Qualified Staff

MSB will develop and maintain highly qualified staff to carry out MSB’s vision, mission, and beliefs.

### Objectives

- By June 2020, MSB will increase to 95% the number of MSB staff who have completed a proficiency-based professional development program designed to facilitate appropriate interaction with students who are blind or visually impaired. (MSIP Standards: TL-2; AdvancEd Standard: 1.2, 3.5, 3.7, 3.11)
- By June 2020, MSB will increase to 90%, the number of teachers who have completed the core vision education courses required for Blind and Low Vision teacher certification or who hold Blind and Low Vision, O&M, or other appropriate national certification specific to their teaching assignment. (MSIP Standards: R-10, TL-1; AdvancEd Standard: 1.2, 4.1)

### Strategy 1: New Employee Orientation

MSB will create and implement a new employee orientation module in which the staff is introduced to skills and knowledge essential for those who work with students who are blind or visually impaired.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell, Assistant Superintendent; Marsha Bryant – CARS Coordinator; Karen Burkhead – Human Resources (HR) Analyst; Desirée Morris – PD Coordinator

### Action Steps:

1. **Create:** MSB will create a one day new employee orientation module designed to introduce all new staff to: DESE benefits and compensation; Working with students who are blind or visually impaired; CPR/First Aid Training; Introduction to MSB; etc.

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| HR Analyst and PD Coordinator | 08.17.15   | 50%                         |           |           |           |           |                 |

**As of June 2016:** MSB hosted a new employee orientation day in August 2016.

**As a next step we will:** Review ways to intake new employees who are not hired at the beginning of the school year. Set up meeting with the Superintendent to discuss.



- 2. Annually Implement:** MSB will guarantee all new staff are provided new employee orientation.

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| HR Analyst and PD Coordinator | 08.17.15   | 50%                         |           |           |           |           |                 |

**As of June 2016:** MSB hosted a new employee orientation day in August 2016. Employees hired after the beginning of the school year are provided new employee orientation by their division director.

**As a next step we will:** Review ways to intake new employees who are not hired at the beginning of the school year. Set up meeting with the Superintendent to discuss.

- 3. Training Module:** MSB will guarantee that all new staff members complete a Blindness Basics course within the first year of employment.

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| HR Analyst and PD Coordinator | 08.13.15   | 10%                         |           |           |           |           |                 |

**As of June 2016:** During the New Employee Orientation in August, new hires were introduced to Blindness Basics, however, no formal course was assigned to the staff.

**As a next step we will:** Research and Identify an appropriate Blindness Basics course for all new hires to complete during the first year of employment and develop an accountability measure to ensure all new hires have completed the course.

### Strategy 2: Multi-Tier, Skill-Based Systemic Professional Development

MSB will guarantee Professional Development for all employees specific to their job responsibilities and aligned with the skills necessary to effectively interact with students who are blind or visually impaired.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Maureen Dunn – Business Operations Director; Marsha Bryant – CARS Coordinator; Patti Curran – Community Relations Director; Karen Burkhead – HR Analyst; Jennie Mascheck – Outreach Services Coordinator; Desirée Morris – PD Coordinator

### Action Steps:

**1. Research:** MSB will research and identify a finite set of skills by job classification.

| Person Responsible:                            | Start Date             | Annual Percentage Completed |           |           |           |           | Completion Date |
|--|------------------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|  |                        | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Superintendent, HR Analyst, and PD Coordinator | <b>Not Yet (B T-C)</b> | <b>0%</b>                   |           |           |           |           |                 |

**As of June 2016:** We have not started this action step.

**As a next step we will:** Meet with HR and the Superintendent to identify next steps.

**2. Develop and implement:** MSB will develop and implement a multi-tier, skill-based component in addition to its systemic professional development program which addresses core competencies essential for those who work with students who are blind or visually impaired.

| Person Responsible:           | Start Date             | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |                        | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| HR Analyst and PD Coordinator | <b>Not Yet (B T-C)</b> | <b>0%</b>                   |           |           |           |           |                 |

**As of June 2016:** We have not started this action step.

**As a next step we will:** Meet with HR and the Superintendent to identify next steps.

### Strategy 3: VI Coursework & Certification

MSB will ensure all teachers possess the knowledge necessary to provide high quality instruction to students who are blind or visually impaired.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Maureen Dunn – Business Operations Director; Karen Burkhead – HR Analyst; Desirée Morris – PD Coordinator

### Action Steps:

**1. Explore Existing Options:** MSB will explore and create a document to share about the existing program options for teachers to become certified in blind and low vision.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| HR Analyst          | Not Yet    | 0%                          |           |           |           |           |                 |

**As of June 2016:** this action step has not been initiated.

**As a next step we will:** Initiate action step

- 2. Design and Offer:** MSB will create a program designed to offer coursework specific to certification in blind and low vision education at MSB on a rotational basis.

| Person Responsible:   | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|   |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Superintendent,<br>Assistant Superintendent<br>and PD Coordinator | 08.17.15   | 10%                         |           |           |           |           |                 |

**As of June 2016:** MSB has identified a funding source and a college to partner with. MSB should be able to begin coursework in the Fall of 2016.

**As a next step we will:** Set up classes and enroll students for the Fall of 2016.

- 3. Annual Certification Review:** MSB will annually review teacher certification status to ensure compliance with all state and federal standards.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Superintendent      | 08.17.15   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June 2016:** MSB has reviewed teacher certifications and identified issues with credentials.

**As a next step we will:** Work with the teachers to get fully credentialed.

- 4. Reward:** MSB will research and implement ways to reward staff who seek advanced VI training.

| Person Responsible:           | Start Date          | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|---------------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |                     | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Superintendent and HR Analyst | <b>Not Yet (GB)</b> | <b>0%</b>                   |           |           |           |           |                 |

**As of June 2016:** Not Yet

**As a next step we will:** Create a team to research ways to reward staff who seek advance VI training.

### Strategy 4: High Quality Professional Development

MSB will provide high quality research-based professional development focused on teaching and learning opportunities to develop teachers’ skills and enhance their content knowledge.

**Champions of the Strategy:** Geoffrey Barney, Superintendent; Joy Waddell – Assistant Superintendent; Jennie Mascheck – Outreach Services Coordinator; Desirée Morris – PD Coordinator; PD Committee; MSB Teachers

### Action Steps:

- 1. Systemic PD:** MSB will provide high-quality PD focused on curriculum, instruction, and assessment and aligned with current research and best practices in the field of education.

| Person Responsible: | Start Date      | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|-----------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |                 | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| PD Committee        | <b>08.17.15</b> | <b>50%</b>                  |           |           |           |           |                 |

**As of June 2016:** MSB has provided 9 high-quality PD days in which we focused on curriculum, assessment, and strategies above Hattie’s hinge point.

**As a next step we will:** Survey the staff to identify areas needing continued coaching and identify new areas of focus. Review annual CSIP aligned goals with Asst. Superintendent or her designee to determine what PD the staff needs to implement our CSIP.

- 2. PLCs:** MSB, through its PLCs, will develop and implement processes and educational strategies to enhance student achievement.

| Person Responsible:                           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|   |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Assistant Superintendent and PLC Facilitators | 08.17.15   | 50%                         |           |           |           |           |                 |

**As of June 2016:** MSB has 4 PLCs which focus on student achievement and instruction at various levels of proficiency.

**As a next step we will:** Identify ways to monitor PLCs agendas and implementation process more regularly.

- 3. Individual PD:** MSB will support staff in professional development specific to their individual needs.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| PD Committee        | 08.17.15   | 70%                         |           |           |           |           |                 |

**As of June 2016:** MSB has provided individual PD to 70% of the educational staff. 95% of staff who requested Individual PD was approved to attend.

**As a next step we will:** Continue to research and identify appropriate individual PD offerings and continue to support requested individual PD. Determine which education staff did not participate in individualized PD to determine why not and how the PD and Admin teams can further support them in their professional growth.

- 4. Collaboration:** MSB, through its PLCs, will learn from, use, and discuss the results of inquiry practices such as action research, the examination of student work, reflection, study teams, and peer coaching as a part of the daily routine.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| PLC Facilitators    | 08.17.15   | 10%                         |           |           |           |           |                 |

**As of June 2016:** MSB has 4 PLCs which focus on student achievement and instruction at various levels of proficiency.

**As a next step we will:** Identify ways to monitor PLCs collaboration more regularly.

**5. New Teacher Induction:** MSB will provide new teachers with a mentor and fully developed 2-year mentoring program.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| PD Coordinator      | 08.17.15   | 75%                         |           |           |           |           |                 |

**As of June 2016:** MSB provides each new teacher with a mentor teacher and a new teacher induction PLC which meets monthly after school.

**As a next step we will:** Identify ways of integrating the mentor teachers more fully into the induction process.

**6. Evaluation and Use of Data PD:** Professional and support staff will be trained in evaluation and use of data annually.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| PD Coordinator      | 08.17.15   | 75%                         |           |           |           |           |                 |

**As of June 2016:** MSB staff is trained to use annual data to set yearly goals and was provided PD on utilizing formative assessment data.

**As a next step we will:** Identify through surveys and administrator observations teachers who need additional coaching and support.

**7. Statewide PD:** MSB, through its Outreach Services, will offer coursework and workshops on topics pertinent to blindness, visual impairment and deafblindness.

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | 08.17.15   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June 2016:** MSB continues to offer a variety of courses and workshops pertinent to blindness annually.

**As a next step we will:** Continue and carry forward.

**8. Professional Library and Statewide Lending:** MSB, through the Library Media Center in Outreach Services, will continue to lend professional materials.

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | 08.17.15   | 10%                         |           |           |           |           |                 |

**As of June 2016:** MSB offers LMC services to stakeholders statewide. During the 2015-2016 school term 10 educators, not including MSB's staff were served through the MSB LMC professional library.

**As a next step we will:** We will examine ways to expand our lending program to additional stakeholders beyond MSB.

**9. Assessment and Technical Assistance:** MSB, through its Outreach Services, will offer functional vision learning media assessments, orientation and mobility assessments, and technical assistance to local and state education agencies in support of programming efforts.

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | 08.17.15   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June:** MSB offers assessment and technical assistance to 100% of all school districts requesting assessment or technical assistance.

**As a next step we will:** Continue to provide services to 100% of all requests.

**10. Resources:** MSB will provide the most current and research-based resources and technology.

| Person Responsible:                 | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| PD Coordinator and the AT Committee | 08.17.15   | 25%                         |           |           |           |           |                 |

**As of June 2016:** MSB has a wide variety of technology available for staff and student use. Additionally MSB purchased a 3-D printer, additional BrailleNotes this year.

**As a next step we will:** Meet with the A/IT team to determine next steps.

### Strategy 5: Staff Retention

MSB will research and implement new ways to reward staff that will promote retention.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Karen Burkhead – HR Analyst

#### Action Steps:

- 1. Celebrate:** MSB will identify ways to recognize and celebrate staff achievements in an authentic and meaningful manner.

| Person Responsible:     | Start Date     | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------|----------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                         |                | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Human Resources Analyst | <b>Not Yet</b> | <b>0%</b>                   |           |           |           |           |                 |

**As of June 2016:** Action Step has not been initiated

**As a next step we will:** Initiate action step





## Goal 5: Supportive Learning Environment

MSB will supply and maintain optimal facilities, support services, and instructional resources in order to provide an exemplary learning environment.

### Objectives

- By June 2020, MSB will increase the percentage of students/parents/staff who report annually that MSB is maintaining a safe and healthy environment and providing appropriate support services and instructional resources designed to be conducive to student learning. (MSIP Standards: I-7, I-8, I-10, I-11, G-1, G-2, G-4, G-5, G-8; AdvancEd Standard: 1.2, 2.1, 2.2, 2.5, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7)
- By June 2020, MSB will have achieved the targets and performance measures of the federal responsibilities of our Outreach Services. (MSIP Standards: G-5; AdvancEd Standard: 4.2, 4.4, 4.6, )

### Strategy 1: Clean Environment

MSB will provide a clean, safe learning and living environment for MSB’s students, families, staff, and stakeholders.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Maureen Dunn – Business Operations Director; Marsha Bryant – Clinical, Ancillary, and Residential Services Coordinator; Desirée Morris – PD Coordinator; Cecelia Jones – Custodial Supervisor

### Action Steps:

1. **Standards:** MSB will consult with experts and develop a systemic standard of cleanliness.

| Person Responsible:  | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|----------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                      |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Custodial Supervisor | Not Yet    | 0%                          |           |           |           |           |                 |

**As of June 2016:** this action step has not been initiated.

**As a next step we will:** the Custodial Department has been transferred to the leadership of a new director during the 2015-2016 school term. CSIP coordinator will review goals with new director.

**2. Schedule:** MSB will create and implement a cleaning schedule including daily, weekly, and monthly tasks with time allotments for completion.

| Person Responsible:  | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|----------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                      |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Custodial Supervisor | 08.17.15   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June 2016:** Action Step met annually. All MSB custodians have cleaning schedules with time allotments as detailed above.

**As a next step we will:** Continue and carry forward.

**3. Professional Development:** MSB will provide job-embedded and consultant-based professional development for custodial staff at least three times annually.

| Person Responsible:                     | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|   |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Custodial Supervisor and PD Coordinator | 08.17.15   | 66%<br>annually             |           |           |           |           |                 |

**As of June 2016:** During the 2015-2016 school term the MSB Custodians had two job embedded PD opportunities.

**As a next step we will:** Continue and carry forward.

**4. Kitchen:** MSB will meet with the Health Inspector at least twice a year to review the cleanliness of the facility as well as review safe food handling practices.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Business Operations Director | 08.17.15   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June 2016:** MSB has met with the Health Inspector 2 times this year. The city/county inspector came twice (unscheduled) for facility inspections and MSB passed with 100%

**As a next step we will:** continue to prepare for the next inspection. No concerns at this time.

## Strategy 2: Safety

MSB will guarantee policies, procedures, and protocols are in place and communicated to all stakeholder groups to assure a safe and orderly living and learning environment for all MSB staff and students.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Maureen Dunn – Business Operations Director; Marsha Bryant – CARS Coordinator

### Action Steps:

- 1. Safety Evaluation:** MSB will work with the Office of Administration - Maintenance to assure compliance with all building codes and safety inspections.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Business Operations Director | 08.17.15   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June 2016:** MSB's Maintenance Department, under the umbrella of OA, uses their computerized scheduling to maintain all of the inspections and requirements.

**As a next step we will:** continue to implement and monitor for any new items that are required. No concerns at this time.

- 2. Visitors:** MSB will ensure the safety of all stakeholders by consistently implementing our Visitor Policy at all times.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Superintendent      | 08.17.15   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June 2016:** MSB has implemented our visitor policy at all times this year. Additionally we have increased our ability to monitor visitors with our new camera security system.

**As a next step we will:** continue to implement our visitor policy and at all times and identify additional areas in need of security cameras.

- 3. Homeless Students:** MSB will research, develop, orient staff, and implement a program to address our students who are or become homeless.

| Person Responsible:                   | Start Date          | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------------------------|---------------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                                       |                     | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| CARS Coordinator and School Counselor | <b>Not Yet (MB)</b> | <b>0%</b>                   |           |           |           |           |                 |

**As of June 2016:** action step has not been initiated

**As a next step we will:** benchmark other schools to identify best practices.

- 4. Violence Prevention:** MSB will research, develop, and implement a violence prevention program.

| Person Responsible:                   | Start Date          | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------------------------|---------------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                                       |                     | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| CARS Coordinator and School Counselor | <b>Not Yet (MB)</b> | <b>0%</b>                   |           |           |           |           |                 |

**As of June 2016:** action step has not been initiated

**As a next step we will:** Research requirements and benchmark other schools to identify best practices.

- 5. Bullying Prevention:** MSB will research, develop, and implement a systemic bullying prevention program.

| Person Responsible:                   | Start Date      | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------------------------|-----------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                                       |                 | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| CARS Coordinator and School Counselor | <b>08.17.15</b> | <b>25%</b>                  |           |           |           |           |                 |

**As of June 2016:** MSB's guidance curriculum addresses bullying in the ELE grades and our Project Starfish curriculum includes units from "Don't Laugh At Me" in Middle School.

**As a next step we will:** benchmark other schools to identify best practices and expand program to include increased PD in ED and Residential Divisions.

### Strategy 3: Residential

MSB will ensure it is utilizing best practices in the area of residential living and programming.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Marsha Bryant – Clinical, Ancillary, and Residential Services Coordinator

**Action Steps:**

- 1. Quality Programs:** MSB (residential life) will conduct annual surveys with stakeholders to ensure satisfaction.

| Person Responsible:                               | Start Date          | Annual Percentage Completed |           |           |           |           | Completion Date |
|---|---------------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|   |                     | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| CARS Coordinator and Community Relations Director | <b>Not Yet (MB)</b> | <b>0%</b>                   |           |           |           |           |                 |

**As of June 2016:** action step has not be initiated

**As a next step we will:** coordinate with surveys described in Action Step 2

- 2. Creation of New Programs:** Residential life will benchmark other schools for the blind specifically regarding ADL skills/programs and recreational opportunities to enhance the current program for residential students.

| Person Responsible: | Start Date      | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|-----------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |                 | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| CARS Coordinator    | <b>08.17.15</b> | <b>25%</b>                  |           |           |           |           |                 |

**As of June 2016:** MSB's CARS Director has been in contact with the Director of Student Life at the Missouri School for the Deaf to compare program offerings.

**As a next step we will:** visit MSD to observe programs.

- 3. New Advisor Training:** MSB will research, develop, and implement an advisor training program.

| Person Responsible: | Start Date          | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|---------------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |                     | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| CARS Coordinator    | <b>Not Yet (MB)</b> | <b>0%</b>                   |           |           |           |           |                 |

**As of June 2016:** action step has not be initiated

**As a next step we will:** benchmark other programs to determine best practices

**Strategy 4: Health Advocacy**

MSB health center will assist in a successful transition from school/campus life into independent living.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Marsha Bryant – CARS Coordinator

**Action Steps:**

- 1. Student Health:** Nursing personnel will research, develop, and implement a plan/program which would encourage students when appropriate to participate in a self-management of daily medication and preventative/critical medical care.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| CARS Coordinator    | 08.17.15   | 30%                         |           |           |           |           |                 |

**As of June 2016:** MSB's head nurse has begun to implement first steps of an informal program for helping select students manage their own medications.

**As a next step we will:** continue to implement and develop additional components to the program.

**Strategy 5: Health Center**

MSB staff will be oriented on all procedures and forms which must be completed regarding the medical safety of students and staff.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Marsha Bryant – CARS Coordinator

**Action Steps:**

- 1. Unlicensed Assistive Personnel:** MSB will train a total of 5 cross divisional personnel as Unlicensed Assistive Personnel (UAP's) to assist with the Emergency Action Plan of the Individualized Health Care Plan (IHCP).

| Person Responsible: | Start Date   | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|--------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |              | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| CARS Coordinator    | Not Yet (MB) | 0%                          |           |           |           |           |                 |

**As of June 2016:** action step has not been initiated

**As a next step we will:** identify interested personnel to participate in the Emergency Cross Training Program.

- In-Service:** Nursing personnel will research and develop an in-service packet which will include all forms used for medical incidents and staff trainings.

| Person Responsible: | Start Date   | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|--------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |              | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| CARS Coordinator    | Not Yet (MB) | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB's nurse has provided a variety of in-services as requested by various divisions. All staff have not been oriented at this time.

**As a next step we will:** The CARS Director will review the action step with MSB's head nurse and determine next steps.

### Strategy 6: Business Operations

MSB will continue to ensure that all funding provided is allocated to maintain a safe and healthy environment and provide appropriate support services and instructional resources designed to be conducive to student learning.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Maureen Dunn – Business Operations Director

### Action Steps:

- Budgeting:** MSB will develop and implement a budget process for each department to ensure that appropriate funding is allocated to support the proper learning environment and designated goals of the school.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Business Operations Director | 08.17.15   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June 2016:** MSB's Business Operations Director met with DESE Financial Coordinator and reviewed the appropriations in June annually. The MSB budget process includes a review of funds distribution by department. Grants, donations and the Blind Trust fund distribution are determined by the grant application, designated funds and approved projects by the MSB Advisory Board as well as the amount awarded.

**As a next step we will:** continue to monitor and discontinue action step as imbedded.

- 2. **Prioritization:** MSB will identify and prioritize projects to be completed to update facilities and resources as funding becomes available.

| Person Responsible:                              | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|--|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|  |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Business Operations Director; MSB Superintendent | 08.17.15   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June 2016:** MSB's superintendent works with representatives from the Office of Administration to prioritize projects; depending on the project MSB's Business Operations Director facilitates or collaborates with OA representatives.

**As a next step we will:** continue to implement. No additional concerns.

- 3. **Auditing:** MSB will conduct monthly budget audits and annual inventory audits to guarantee that funding is being spent appropriately and resources are being used to maximize student outcomes.

| Person Responsible:          | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Business Operations Director | 08.17.15   | 50%                         |           |           |           |           |                 |

**As of June 2016:** DESE sends MSB monthly encumbrance balances as well as monthly expenditures. MSB equipment is accounted for through the iTrack system for employees or



checked out of the Library for students. Missing equipment is reported through the Loss Prevention process as detailed in the MSB Employee Handbook.

**As a next step we will:** For the 2016-2017 fiscal year MSB's Business Operations Director will implement a new expenditure tracking system which will give us up to date status of balances. Identify equipment that is not being annually inventoried and identify a system to do so.

### Strategy 7: Library Media Center

MSB, through the Library Media Center in Outreach Services, will maintain an up-to-date reference/nonfiction collection.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Jennie Mascheck – Outreach Services Coordinator

#### Action Steps:

- 1. Library Media Center:** MSB, through the Library Media Center in Outreach Services, will provide current reference and nonfiction materials and instruction that support student access to the curriculum.

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | 08.17.15   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June 2016:** The librarian held 8 classes weekly and served the teacher countless times pulling topical materials. Additionally, the Library Media Center (LMC) added 258 new nonfiction materials to the library's collection

**As a next step we will:** Continue to offer weekly classes, assist teachers with materials, and purchase new materials for the LMC collection.

- 2. Collection Plan:** MSB will develop and maintain a five-year library collection plan.

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | 08.17.15   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June 2016:** The MSB librarian maintains a five-year collection plan and revises/updates the plan annually.

**As a next step we will:** continue to revise and update the plan on an annual and as-needed basis.

- Library Collection:** MSB will ensure the average copyright date of the reference/nonfiction collection will be less than 17 years from the current date.

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | 08.17.15   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June 2016:** The MSB librarian is annually weeding out old materials and introducing new and more current materials.

**As a next step we will:** continue to identify out dated material that needs to be replaced and additional new materials to purchase.

### Strategy 8: Governance

MSB will govern the school in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Maureen Dunn – Business Operations Director; Marsha Bryant – CARS Coordinator; Patti Curran – Community Relations Director; Karen Burkhead – HR Analyst; Jennie Mascheck – Outreach Services Coordinator

### Action Steps:

- Stakeholder Survey:** MSB will create and conduct a stakeholder survey designed to evaluate perceptions and needs.

| Person Responsible:   | Start Date    | Annual Percentage Completed |           |           |           |           | Completion Date |
|---|---------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|   |               | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Superintendent - delegated to Asst. Superintendent and Community Relations Director | Not Yet (JcW) | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB has a variety of stakeholder surveys we use for specific programs. We have had little response to our surveys and need to create an effective method for collecting

information from stakeholder groups. Superintendent Barney delegated to Assistant Superintendent Waddell in June 2016

**As a next step we will:** Initiate Action Step

- 2. Parent Survey:** MSB will create and conduct an annual parent survey designed to evaluate programs and provide opportunity for input.

| Person Responsible:   | Start Date           | Annual Percentage Completed |           |           |           |           | Completion Date |
|---|----------------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|   |                      | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Superintendent - delegated to Asst. Superintendent and Community Relations Director | <b>Not Yet (JcW)</b> | <b>0%</b>                   |           |           |           |           |                 |

**As of June 2016:** MSB has a variety of stakeholder surveys we use for specific programs. We have had little response to our surveys and need to create an effective method for collecting information from stakeholder groups. Superintendent Barney delegated to Assistant Superintendent Waddell in June 2016

**As a next step we will:** Initiate Action Step

- 3. Program Monitoring and Evaluation:** MSB will create and implement a written procedural plan which coordinates the annual evaluation of all programs based on evaluative data.

| Person Responsible:                                | Start Date           | Annual Percentage Completed |           |           |           |           | Completion Date |
|--|----------------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|  |                      | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Superintendent - delegated to Asst. Superintendent | <b>Not Yet (JcW)</b> | <b>0%</b>                   |           |           |           |           |                 |

**As of June 2016:** Superintendent Barney delegated to Assistant Superintendent Waddell in June 2016

**As a next step we will:** Initiate Action Step

- 4. Policies:** MSB will establish and annually review/revise policies aligned with the Missouri School Improvement and AdvancEd Standards that ensure effective administration of the school.

| Person Responsible:  | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|--|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|  |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Superintendent - delegated to Asst. Superintendent June 2016 | 08.17.15   | 20%;<br>100%<br>Annually    |           |           |           |           |                 |

**As of June 2016:** Goal Met for 2015-2016

**As a next step we will:** Continue and carry forward; JcW will review MSB's Policies in relation to current laws, MSIP and AdnancEd Standards and make appropriate recommendations during the Summer of 2016 in view of implementing in Fall 2016.

### Strategy 9: Infrastructure

MSB will work with the Office of Administration - Information Technology to assure it has the infrastructure and equipment necessary to provide high-quality educational programs for all students.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent; Maureen Dunn – Business Operations Director

### Action Steps:

- Resources and Services:** MSB will work in conjunction with OA-IT to provide the infrastructure and technology necessary to support its programs.

| Person Responsible:                             | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|   |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Superintendent and Business Operations Director | 08.17.16   | 50%                         |           |           |           |           |                 |

**As of June 2016:** MSB has a wifi network, however, the network does not support all the devices (including BrailleNotes). MSB has been working with OAIT to address these issues however, the issues have not been resolved at this time.

**As a next step we will:** continue to work with OAIT to address issues.

- Utilization:** MSB will biannually review usage and functionality of the infrastructure and equipment provided to support the programs.

| Person Responsible:          | Start Date          | Annual Percentage Completed |           |           |           |           | Completion Date |
|------------------------------|---------------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                              |                     | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Business Operations Director | <b>Not Yet (WR)</b> | <b>0%</b>                   |           |           |           |           |                 |

**As of June 2016:** this action step has not been initiated.

**As a next step we will:** review and discuss next steps.

### Strategy 10: Missouri Instructional Resource Center

MSB will execute responsibilities of Ex Officio Trustee of the American Printing House for the Blind (APH).

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Jennie Mascheck – Outreach Services Coordinator

#### Action Steps:

- 1. Federal Quota Registration:** The MSB ex officio trustee will collect, compile and submit the annual registration of eligible (legally blind) students.

| Person Responsible:           | Start Date             | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |                        | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | <b>Carried forward</b> | <b>100% Met Annually</b>    |           |           |           |           |                 |

**As of June 2016:** Goal Met annually

**As a next step we will:** Continue as embedded in MSB's practice. **Goal discontinued as met.**

- 2. Federal Quota Orders:** The MSB ex officio trustee will approve, sign, and submit orders for materials to be purchased with federal quota funds.

| Person Responsible:           | Start Date             | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |                        | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | <b>Carried forward</b> | <b>100% Met Annually</b>    |           |           |           |           |                 |

**As of June 2016:** Goal Met annually

**As a next step we will:** Continue as embedded in MSB's practice. **Goal discontinued as met.**

- 3. Management of Federal Quota Funds and the Dissemination of Information Regarding APH Products and Services:** The MSB ex officio trustee will manage federal quota funds and dissemination of information regarding products and services.

| Person Responsible:           | Start Date      | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|-----------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |                 | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | Carried forward | 100% Met Annually           |           |           |           |           |                 |

**As of June 2016:** Goal Met annually

**As a next step we will:** Continue as embedded in MSB's practice. **Goal discontinued as met.**

- 4. Retention and Disposal of APH Products Purchased with Federal Quota Funds:** The MSB ex officio trustee will retain and dispose of APH products purchased with federal quota funds.

| Person Responsible:           | Start Date      | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|-----------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |                 | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | Carried forward | 100% Met Annually           |           |           |           |           |                 |

**As of June 2016:** Goal Met annually

**As a next step we will:** Continue as embedded in MSB's practice. **Goal discontinued as met.**

- 5. Forecasting:** The ex officio trustee will forecast and store products to meet future student needs.

| Person Responsible:           | Start Date      | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|-----------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |                 | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | Carried forward | 100% Met Annually           |           |           |           |           |                 |

**As of June 2016:** Goal Met annually

**As a next step we will:** Continue as embedded in MSB's practice. **Goal discontinued as met.**

- 6. Communication:** The ex officio trustee will channel, disseminate and process all APH correspondence, documents, announcements and inquiries.

| Person Responsible:           | Start Date      | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|-----------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |                 | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | Carried forward | 100% Met Annually           |           |           |           |           |                 |

**As of June 2016:** Goal Met annually

**As a next step we will:** Continue as embedded in MSB's practice. **Goal discontinued as met.**

- 7. Attend APH Annual Meeting:** The ex officio trustee will attend the Annual Meeting of the ex officio trustees of APH in Louisville, KY each fall.

| Person Responsible:           | Start Date      | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|-----------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |                 | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | Carried forward | 100% Met Annually           |           |           |           |           |                 |

**As of June 2016:** Goal Met annually

**As a next step we will:** Continue as embedded in MSB's practice. **Goal discontinued as met.**

- 8. Serve on Committees as appointed:** The ex officio trustee will participate on standing committees as elected.

| Person Responsible:           | Start Date      | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|-----------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |                 | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | Carried forward | 100% Met Annually           |           |           |           |           |                 |

**As of June 2016:** Goal Met annually

**As a next step we will:** Continue as embedded in MSB's practice. **Goal discontinued as met.**

### Strategy 11: Missouri Deafblind Technical Assistance Project

MSB, as a state deafblind project funded by the Office of Special Programs, will achieve annual performance measures of the current grant cycle (2013-2018) and submit a grant application for funding in 2018 for the 2018-2023 grant cycle.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Jennie Mascheck – Outreach Services Coordinator

#### Action Steps:

- 1. Identification, Tracking and Referral:** MSB will collect, compile and submit the annual national child count of infants, children and youth with deafblindness.

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | 12.01.15   | 100% Met Annually           |           |           |           |           |                 |

**As of June 2016:** Since the 2014 census reporting, we have added twenty-four (24) children to the census. This count of 223 children is a 2 % increase over last year’s report of 218 children. These children represent 82 school districts and service providers as well as 19 home schooled students. This is increase of 5 service providers reporting students eligible on the census.

**As a next step we will:** Participate in webinars sponsored by OSEP and the National Center on Deafblindness concerning the December 2016 count which will be due 5/1/17 and implement the required changes to conduct our annual report.

- 2. Technical Assistance to Families:** MSB will provide an array of activities that increase family engagement and leadership, parent education and parent networking

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | 7.1.15     | 17.4%                       |           |           |           |           |                 |

**As of June 2016:** This reporting period, 38 family members of the 218 children on the census have engaged in project activities. Some of the activities include:

- 3 parents have participated in the Hand In Hand courses.
- Two parents serve on the project’s advisory committee
- One parent serves on Missouri’s Special Education Advisory Panel. This parent also writes for the national Families Leadership Project. The purpose of FamiliesLead.org is to bring a



network of people and organizations together to share ideas, resources and support for leadership training for parents.

- One parent is active in organizing a parent group in St. Louis area for families. On March 11, 2015, the project coordinator met with the group to share information regarding intervener training.
- 2 families plan to attend the NFADB Symposium in Austin, TX, this summer.
- 12 parents received funding from the project’s Family Involvement Fund to attend the deafblind topical workshops on held Apr. 28, 2015, in Columbia, MO; Oct. 29, 2015 in St. Louis, MO; and Dec. 7, 2015 in St. Louis, MO.
- 4 parents were supported to attend nations for the CHARGE Syndrome family conference in Chicago, IL. and the ICAN conference, International Children’s Anophthalmia Network in Philadelphia, PA.

**As a next step we will:** provide project initiatives and activities including coursework, teams, networking forums, advisory committee, leadership training/roles and family conferences for families with children included in the national deaf-blind child count.

**3. Technical assistance to Service Providers:** MSB will provide an array of activities to service providers that improve services and outcomes.

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | 7.1.15     | 100% Met Annually           |           |           |           |           |                 |

**As of June 2016:** In 2014, the project with the National Center staff established a Missouri cohort for the Open Hands Open Access Intervener Learning Modules. For school year 15-16, 5 school districts participated, plus 2 returned from last year. 3 districts have completed the first 4 modules and 2 districts have completed the 8. Spring of 2015 participants averaged 100% on quizzes. This school year’s data is still being implemented, but as of Feb. 29, 2016, they average 95.61%. Changes have been made in use of tactile symbols, active learning strategies, communication, and sensory diets. One school district had 19 staff members enroll. One person commented; “I thought all the modules were useful and really aligned with my approach to special education.”

The paraprofessionals scored the modules 97% to increase their understanding and found the modules relevant and useful. For NCDB collaborative group, Missouri was invited to present for the Nov. 23, 2015, session on the implementation of OHOA in Missouri. Remarks from fellow peers appreciated that the Project shared the outcomes affected for paraprofessionals and students from Missouri’s work and the thoroughness of the implementation plan.

Other TA with 13 LEAs was provided. Outcomes from TA visits include: a) applications to the MO Deafblind Equipment program b) enrollment in the Hand In Hand course; c) enrollment of 3 teams in OHOA; and d) student progress. Follow up visits are scheduled.

94 people participated in Year 3 topical, Assessing Communication of Children, Dec. 7, 2015. They evaluated the workshop 97% to be highly useful and relevant. Some of the comments for individual implementation include: "Appreciated the emphasis on the importance of meeting the child at his level" and "Teach families to expand their interactions, advance activities as directed as the child shows communication with others."

The 2015-16 Hand In Hand course ended Apr. 12, 2016. 5 teams (19 participants) participated. Specific outcomes for this class will be reported in the APR Year 4. On pretests, participants averaged 75%. The post-test yielded an average of 90%, resulting in a 15% increase.

There were 10 participants in 2014-15 VIISA: Preschoolers which concluded this reporting period. The results of these evaluation instruments indicate that the workshop successfully met its goals to increase the knowledge and ability of participants. Eleven participants are enrolled in the VIISA: Infants, Toddlers concluding Mar. 2016. Outcomes to be reported in Year 4.

The Project hosted a National Instructional Partnership (NIP) event on PE and Sports Youth with VI and Deafblindness in Mar., 2015. Participants rated the event as relevant and useful with 4.75 /5.0. The 2015-16 NIP event was held Oct., 2015, on Post-Secondary Transition and Students with Visual Impairments. The overall quality was 4.6/5.0 scale. Staff has participated in 13 webinars. The Project supported training of a new state trainer of the INSITE/VIISA curriculums. Staff participated in the 2016 OSEP's Virtual Leadership Conference, and 2015 Deaf-Blind Summit.

**As a next step we will:** Continue implementing related activities as identified in federal grant to implement that provides an array of technical assistance and training activities to service providers that improves services and outcomes.

**4. Interagency collaboration:** MSB will strengthen the statewide interagency collaboration model designed to build capacity, facilitate systems change and eliminate duplication.

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | 7.1.15     | 100% Met Annually           |           |           |           |           |                 |

**As of June 2016:** Local task forces and employment teams identify systems issues and service barriers within their community and then work to facilitate resolution of these issues and barriers. The local teams communicate unresolved service delivery and systems issues – particularly those that are statewide in nature or that involve a state agency – to the State Task

Force, as needed. The teams assist in the development of local resources, dissemination of information to enhance delivery, identification of training needs and help securing needed training.

Customized employment is an approach that looks at a “job to fit who we are, what we need and what we have to offer” (ODEP, 2005). It individualizes the relationship between the employer and employee to meet the needs of both. Task Forces develop Discovery Model Profiles for customized employment. This reporting period, the St. Louis Deafblind Task Force has worked to complete 3 Discovery Profiles. The group has supported 6 additional youth through case studies. One individual is currently attending Helen Keller National Center (HKNC).for evaluation and training in areas of employment and independent community living. Two individuals completed training at HKNC. One is now attending college and the other is in the process of job placement, plus surgery from MyFace.org. As a result of the surgery, he has more confidence and has regained some hearing. 5 other individuals the task force supports for resources of housing, counseling, communication and community access.

The Kansas City task force used the Discovery Model with one youth who is now employed. With 2 other youths, they have supported for transition planning and for securing an adult stroller. 3 other case studies address transitions to new school programs. This group provides support and resources to 6 other individuals for employment and community access. Scott Dollar (consumer and member of the Task Force) received the Bernie Bodine Award for his efforts in organizing consumers and related advocacy.

In all, the task forces are currently supporting 14 youth under the age of 21, with 3 new referrals.

In fall of 2015, the Project was contacted by the National Center on Deaf-Blindness (NCDB) to present on our experience in using their Early Identification and Referral Guide for 3 webinars. Project staff shared information on outreach efforts, useful resources and practices and outcomes. In Nov. 2015, Project staff was contacted by the NCDB to present a webinar for their Intervener Group to other state projects. Presentation shared the Project’s preplanning, organization of the implementation plan, and outcomes, especially the impact to individual students.

In Jun. 2015, Susan Bonner completed a deafblind curriculum for the National Parents as Teachers Organization (PAT). In Jan. 2015, she was invited to provide content in the area of deafblindness for inclusion in their manual. Areas developed for PAT included red flag resources for identifying deafblindness, overview on deafblindness, and additions to their current PAT resources about disabilities as they pertain to deafblindness, and activities for teaching. Susan collaborated with the NCDB for some of the material and content.

**As a next step we will:** Strengthen the statewide interagency collaboration model designed to build local capacity and to facilitate systems change and eliminate duplication as identified on

Federal grant by helping families and youth with transitions to post-secondary settings and/or other programs.

- 5. **Dissemination:** MSB will implement a plan that ensures access and availability of information about the Deafblind Project, deafblindness, research, resources and practice to its stakeholders.

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | 7.1.15     | 100% Met Annually           |           |           |           |           |                 |

**As of June 2016:** The Missouri School for the Blind website, the Special Education ListServ (SELS) and contact distribution lists of the Project and the Missouri Instructional Resource Center continue to be the effective primary mechanisms for disseminating information regarding project. During this reporting period, 14 SELs messages were disseminated regarding project activities (i.e., parent education, coursework, registration, services, and resources). The Project maintains a web presence on Missouri School for the Blind’s web site and Facebook page. The Project is averaging 324 web views per month. Our Facebook page is new and currently has 84 “likes.”

The family specialist has 6 Pinterest boards (with 28 pins/links to resources and 31 followers) with focus on: 1) children who are deafblind; 2) families of children with visual impairments; 3) children with cortical visual impairment; and 4) Braille; 5) O&M; and 6) Halloween Costumes for Children using Strollers or Wheelchairs. Another agency asked to connect its website to this last Pinterest page. Also, the Project Coordinator has 4 Pinterest Boards with 20 followers with boards about deafblindness, communication, instructional strategies and literacy.

The Project hosted 7 Adobe room webinars with Missouri Schools for Severely Disabled.

During this reporting year, the Project conducted one Adobe Room webinar with providers in Southwest Missouri concerning identification of students who are deafblind and transition planning. In addition, six additional Adobe Room meetings were conducted again with Missouri School for Severely Disabled concerning the deafblind census.

The Parent Road Map: Your Guide to Raising a Child with Combined Vision and Hearing Losses (with permission from the Minnesota Deafblind Project) was first customized for use in Missouri in 2010. In 2014, the Project updated, printed and disseminated a 2014 edition of the Road Map. This reporting period, the Project had it translated into Spanish and disseminated it to 3 parents of 4 children served. Missouri received permission (a print waiver) from the Ohio Center for Deafblind Education to produce its own copies of the 2014 revised Hold Everything: Twenty “Stay-Put” Play Spaces. These books were given to our MoSPIN families. The book encourages families to create low cost play spaces for the child.

This reporting period the Project has coordinated with partners to have information regarding the Project included on the Gallaudet Press’ American Annals of the Deaf Reference, and the Perkins School for the Blind and National Center for Deaf-Blindness websites.

**As a next step we will:** Continue implementing related activities as identified in federal grant to implement a dissemination plan that ensures access and availability of information about the Project, deafblindness, research, resources and practice to its stakeholders.

**6. Evaluation:** MSB will measure and evaluate needs, outcomes and impact for children and youth with deafblindness, their families and service providers.

| Person Responsible:           | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|-------------------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                               |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| Outreach Services Coordinator | 7.1.15     | 100%<br>Met<br>Annually     |           |           |           |           |                 |

**As of June 2016:** Mean of 94% meeting OSEP standards of quality, relevance and usefulness of Project’s activities. 100% milestones were met.

Overall averages for each event for quality relevance and usefulness are as follows:

- INSITE: 100%
- VIISA: 87.3%
- Hand In Hand: 97.6%
- National Instructional Partnership: 95.6%
- Deafblind topical April 2015: 86.5%
- Deafblind Topical December 2015: 98.2%
- Overall mean for all events 94.2%

**As a next step we will:** Continue implementing of activities identified in federally funded grant and implement any changes identified by OSEP and Missouri’s Project Officer.

### Strategy 12: Attendance

MSB will create attendance policies designed to emphasize expectations and motivation for student attendance resulting in maintained or increased high annual average daily attendance for all students.

**Champions of the Strategy:** Geoffrey Barney – Superintendent; Joy Waddell – Assistant Superintendent

### Action Steps:

1. **Report:** MSB will track and report student attendance daily.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| School Counselor    | 08.24.15   | 50%                         |           |           |           |           |                 |

**As of June 2016:** MSB teachers' record attendance hourly using the Tyler system. Attendance is sent out daily through the MSB Bulletin and to Administration in an Attendance sheet.

**As a next step we will:** Develop a method/policy to track, monitor and report number of days absent in a row and in a quarter.

- Identify and Intervene:** MSB will identify students who have attendance concerns and develop interventions designed to support high attendance.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| School Counselor    | Not Yet    | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB has not initiated this action step.

**As a next step we will:** Meet with the administration team to determine a plan of action.

- Implement:** MSB will implement a daily accountability system for students who are absent.

| Person Responsible: | Start Date | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |            | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| School Counselor    | Not Yet    | 0%                          |           |           |           |           |                 |

**As of June 2016:** MSB has not initiated this action step.

**As a next step we will:** Meet with the administration team to determine a plan of action.

- Program:** MSB will create an attendance recovery program to assist students in achievement and progress.

| Person Responsible: | Start Date     | Annual Percentage Completed |           |           |           |           | Completion Date |
|---------------------|----------------|-----------------------------|-----------|-----------|-----------|-----------|-----------------|
|                     |                | June 2016                   | June 2017 | June 2018 | June 2019 | June 2020 |                 |
| School Counselor    | <b>Not Yet</b> | <b>0%</b>                   |           |           |           |           |                 |

**As of June 2016:** MSB has not initiated this action step.

**As a next step we will:** Research attendance recovery programs and determine next steps.