

Administration Program

Goals and Objectives

Goal 1: Maintain centralized accounting, purchasing and asset management systems.

Objective 1: Review internal controls on a monthly basis to ensure accuracy of information Input in to SABHRS.

Objective 2: Pay all vendor invoices within ten days of receipt.

Objective 3: Ensure school compliance with state year end requirements and deadlines.

Objective 4: Ensure compliance with federal grants and submit required reports to meet deadlines.

Objective 4: Maintain tracking system for assets purchased by the school and conduct annual inventory.

Goal 2: Oversee and coordinate budget preparation and submittal process.

Objective 1: Meet all deadlines for budget and fiscal note preparation and submittal.

Objective 2: Prepare and coordinate testimony before legislative committees.

Objective 3: Respond to legislative requests in a timely manner.

Goal 3: Maintain centralized personnel system for the school.

Objective 1: Ensure each employee receives a performance evaluation pursuant to board policy.

Objective 2: Review and update school policies on a two-year cycle.

Objective 3: Develop and review school-wide staff in-service training program on an annual basis.

Goal 4: Oversee development of the schools' five-year strategic plan.

Objective 1: Submit reports to the Office of Public Instruction to meet deadlines.

Goal 5: Oversee and coordinate accreditation reviews.

Objective 1: Submit reports to accrediting agencies to meet deadlines.

Goal 6: Develop and monitor school-wide safety and health program to enhance the safety and health of staff and students.

Objective 1: Hold quarterly meetings of the school Safety Committee to review safety issues.

Objective 2: Ensure each employee receives a safety handbook and signs off on employee acknowledgement.

General Services Program

Goals and Objectives:

Goal 1: Perform facility maintenance inventory of each campus building.

Objective 1: Create short and long term maintenance projects by building on a two year cycle.

Objective 2: Prioritize campus maintenance projects and complete as budget allows.

Goal 2: Review campus security needs.

Objective 1: Audit each building to determine security issues on a two year cycle.

Objective 2: Prioritize security projects and complete as budget allows.

Goal 3: Review campus energy usage to determine feasibility of energy conservation projects.

Objective 1: Audit each building to determine feasible projects on a two year cycle.

Objective 2: Prioritize projects and complete as budget allows.

Goal 4: Maintain process for department/staff input.

Objective 1: Complete maintenance requests in a timely manner.

Objective 2: Respond back to staff requests within one-week of receipt.

Student Services Program

Goals and Objectives:

Goal 1: Provide students with the best possible care by having certified child care workers who provide direct supervision.

Objective 1: Provide newly hired Cottage Life Attendants with Residential Child and Youth Care Professional (RCYCP) training.

Objective 2: Upon completion of the RCYCP Training newly hired Cottage Life Attendant will pass the exam with at least 80% proficiency.

Objective 3: Will provide the opportunity for CEU's for Cottage Life Attendants to maintain certification – a minimum of 12 hours per year.

Goal 2: Provide students with academic support necessary to be successful.

Objective 1: Bridging the gap with ongoing communication between school and cottage.

Objective 2: Provide students the opportunity to attend Cottage Homework Connection (CHC) – supervised by counselors and certified staff.

Objective 3: Counselors attend IEP Meetings for students on caseload.

Objective 4: Counselors and other staff attend functions at the public school in place of the parent.

Goal 3: Provide students with the opportunities to participate in organized extracurricular and recreational activities after school and on weekends.

Objective 1: Schedule and provide transportation to off campus recreational and leisure time opportunities.

Objective 2: Schedule on campus recreational and leisure time opportunities.

Goal 4: Provide students with access to necessary health care 24-hours a day.

Objective 1: Health Services is staffed by LPN's, RN's under the supervision of a BSN.

Objective 2: Escorts students to the local healthcare provider as needed.

Objective 3: Provide education and training to students and staff regarding health issues.

Education Program

Goals and Objectives

Goal 1: Outreach Services are to serve as a resource center providing information, technical assistance, evaluation, counseling, and referral services as well as leadership to: (1) parents of deaf and blind children from birth through age 21; (2) public schools of Montana who have deaf and blind children enrolled; and (3) organizations and individuals concerned with services to deaf and blind children.

Objective 1: Review consumer satisfaction surveys conducted annually to ensure needs are being met effectively

Objective 2: Increase the amount of training accessible to parents, educators and others working with deaf and blind children

Objective 3: Process referrals on newly identified infants/toddlers and ensure that appropriate services are in place within 6 months of identification

Goal 2: Core Educational Program will provide students placed in the campus-based program with a comprehensive curriculum and instruction from preschool to 12th grade that includes vocational education, extracurricular activities, social education, and support services comparable to educational opportunities afforded to non-disabled children.

Objective 1: 100% of MSDB's professional development activities will relate directly to the goals of the 5YCEP and will provide opportunities for educators to participate in training that utilizes research and supports best practices in teaching learning and leadership. Professional development activities will provide relevant strategies and organization supports that facilitate instruction and help all students achieve.

Objective 2: Curriculum & Instruction will address the need for appropriate vocational skills, life skills, and work experience to provide the best opportunity for transition into independent adult living.

Objective 3: Through the use of research based materials and appropriate modifications individual student growth will increase in the area of mathematics.

Objective 4: Through the use of research based materials and appropriate modifications individual student growth will increase in the area of reading.