

Communities In Schools of Rowan County			Annual Operations Plan 2019-2020		
Mission: To surround students with a community of support, empowering them to stay in school and achieve in life.					
Vision: CIS Rowan will be recognized as the leading community resource to provide integrated student supports in attendance, behavior, coursework, parent involvement, and basic needs.					
Annual Goals	Activities	Timeline	Responsibility	Success Measures	Progress Review
Develop capacity-building strategies – Long Range Goal #1. Maintain CIS Accreditation					
<i>Annual Goal #1.1: Ensure that all Board Members & Staff are familiar with Total Quality System (TQS) standards</i>	<ul style="list-style-type: none"> Collect data and share monthly TQS Reports at Staff & Board Meetings 	Monthly (Staff) Every other month (Board)	Staff & Program Director	Completed reports	Review of reports
<i>Annual Goal #1.3: Ensure compliance with current Business Standards</i>	<ul style="list-style-type: none"> Follow established Business standards with Accounting (Payroll & Accounts Payable) and Grant & Donor Management 	On-going	Executive Director & Board Treasurer	Monthly Financial Reports & Board Review	Annual Audit
Develop capacity-building strategies – Long Range Goal #2. Diversify Board membership					
<i>Annual Goal #2.1: Strengthen Board by adding members that will provide strong corporate relationships</i>	<ul style="list-style-type: none"> Add corporate representatives to Board membership 	On-going	Executive Director, Board Members	Corporations are represented	E.O.Y. Board Self-Evaluation
Develop capacity-building strategies – Long Range Goal #3. Ensure meaningful engagement of all Board members					
<i>Annual Goal #3.1: Board members visit schools</i>	<ul style="list-style-type: none"> Board members visit at least one school annually 	On-going	Board Members	Visits completed	E.O.Y. Board Self-Evaluation
<i>Annual Goal #3.2: All Board Members actively serve on at least one committee</i>	<ul style="list-style-type: none"> Committee meetings are held; Board Members attend and contribute ideas 	On-going	Executive Director, Board Members	Agenda & Minutes of Committee Meetings	E.O.Y. Board Self-Evaluation
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Develop capacity-building strategies – Long Range Goal #4. Ensure administrative functions of the organization remain efficient					

Annual Goal #4.1: Staff are evaluated annually	<ul style="list-style-type: none"> Executive Director conducts E.O.Y. Staff Performance Evaluations 	May 2020	Executive Director	Staff Performance Evaluations are completed	Executive Director meets individually with Staff
Annual Goal #4.2: Board conducts Annual Review of Executive Director	<ul style="list-style-type: none"> Annual Review of Executive Director is conducted by Board Leadership 	June 2020	Board Chair & Officers	Annual Executive Director Review is completed	Annual Executive Director Review is shared with Board
Annual Goal #4.3: Board conducts Annual Self-Assessment	<ul style="list-style-type: none"> Board Chair leads Annual Self-Assessment 	June 2020	Board Chair, Board Members	Board Self-Assessment is completed	Results of Board Self-Assessment is shared with Board
Develop capacity-building strategies – Long Range Goal #5. Increase public awareness and visibility of CIS in the community					
Annual Goal #5.1: CIS Rowan School Principals are involved and engaged	<ul style="list-style-type: none"> Principals or Assitant Principals attend Site Support meetings 	On-going	Principals/APs & Student Support Specialists	School Support Team meetings are held	Quarterly Site Support Team Reports are submitted w/signatures
Annual Goal #5.2: Increase community awareness of CIS mission, programs & results	<ul style="list-style-type: none"> Hold public events, e.g.Kick-off, Volunteer Recognition, school based events, etc. 	On-going	Executive Director, Staff & Board	Invitations, sign-ins, documentation	E.O.Y. review
Implement procedures to ensure sustainability of the organization – Long Range Goal #6. Continue to diversify funding to ensure financial stability					
Annual Goal #6.1: Maintain school-based financial contributions	<ul style="list-style-type: none"> Secure agreement for funding from principals 	Annually in Spring for upcoming school year	Executive Director	MOA with Rowan-Salisbury School System	Board approved MOA and Budget
Annual Goal #6.2: Seek grants and foundations that support activities	<ul style="list-style-type: none"> Executive Director makes grant applications 	On-going	Executive Director	Funding secured	Board approved Budget
Implement procedures to ensure sustainability of the organization – Long Range Goal #7. Engage Board members in fundraising process					
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Annual Goal #7.1: All Board Members make financial contribution to CIS Rowan	<ul style="list-style-type: none"> United Way giving and/or individual contributions 	On-going	Board	Financial Records	Board Self-Evaluation
Annual Goal #7.2: Board members assist with securing funding, sponsors, donors	<ul style="list-style-type: none"> Board members secure Banner Sponsors and assist with securing community funds 	On-going	Board	Banner Campaign donors secured; other community funds	Review of Financial Reports
Deliver and sustain high quality student supports leading to positive impacts – Long Range Goal #8. Utilize new and existing partnerships to ensure long-term sustainability in providing quality youth services					
Annual Goal #8.1: Maintain existing community partners	<ul style="list-style-type: none"> Secure MOA/MOU with partners 	On-going	Executive Director	Signed Agreements	Review of Agreements
Annual Goal #8.2: Seek new community partners	<ul style="list-style-type: none"> Solicit and engage new partners 	On-going	Executive Director, Board	New signed Agreements	Review of Agreements
Deliver and sustain high quality student supports leading to positive impacts – Long Range Goal #9. Increase and improve volunteer engagement					
Annual Goal #9.1: Move trained and cleared volunteers to active participation	<ul style="list-style-type: none"> Student Support Specialists will contact trained and cleared volunteers 	Within 7 days of notification of training/clearance	Volunteer Coordinator, Student Support Specialists	Contact log	Staff evaluation
Annual Goal #9.2: Feedback is sought from volunteers	<ul style="list-style-type: none"> Send surveys and exit interviews 	Twice annually or at exit	Volunteer Coordinator	Completed surveys	Twice yearly
Deliver and sustain high quality student supports leading to positive impacts – Long Range Goal #10. All full-time sites are fully implementing CIS Model and met comprehensive site standards as outlined in Total Quality Systems (TQS)					
Annual Goals	Activities	Timeline	Responsibility	Success Measures	Progress Review
Annual Goal #10.2: Site Plans include relevant and measurable goals	<ul style="list-style-type: none"> Support teams conduct annual school assessment 	Assessments due Sept. 6, 2019; School Plans due Oct. 1, 2019	Student Support Specialists	Review of School Support Plans	School Support Plans signed by Principal & Executive Director
Deliver and sustain high quality student supports leading to positive impacts – Long Range Goal #11. Identify possible opportunities for expansion					
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Annual Goal #11.1: Monitor existing sites to determine current and future needs	<ul style="list-style-type: none"> Principal interviews; reports from School Support Teams 	On-going	Executive Director and Staff	Reports from School Support Team Meetings	Quarterly and E.O.Y.
Annual Goal #11.2: Survey principals at potential future sites	<ul style="list-style-type: none"> Executive Director reaches out to principals 	On-going	Executive Director	Positive responses	E.O.Y.
Deliver and sustain high quality student supports leading to positive impacts – Long Range Goal #12. CIS sites will increase knowledge of effective integrated student supports					
Annual Goal #12.1: Identify evidence-based programs and strategies best suited to address identified needs	<ul style="list-style-type: none"> Executive Director will survey available resources 	On-going	Executive Director	New programming identified	E.O.Y.
Annual Goal #12.2: Implement new evidence-based programs and strategies	<ul style="list-style-type: none"> Training and support is provided for new programming 	On-going	Executive Director, Program Director and Staff	New programs are in place	E.O.Y.
Deliver and sustain high quality student supports leading to positive impacts – Long Range Goal #13. Increase and improve parental engagement					
Annual Goal #13.1: Staff will have personal contact with parents of case managed students	<ul style="list-style-type: none"> Student Support Specialists will contact parents of case managed students 	On-going	Student Support Specialists	Case notes Documentation	E.O.Y.
Annual Goal #13.2: Staff will present or coordinate Parent Education programs	<ul style="list-style-type: none"> Student Support Specialists will work with school staff and community resources to bring programs to parents 	On-going	Student Support Specialists, school staff, community resources	Sign in sheets, flyers	E.O.Y.
Deliver and sustain high quality student supports leading to positive impacts – Long Range Goal #14. Maintain a qualified and trained program staff to deliver services to students					
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<p>Annual Goal #14.1: Staff will create a Professional Development Plan</p>	<ul style="list-style-type: none"> Encourage Staff to participate in training opportunities offered by CIS-NC and CIS University 	<p>As available</p>	<p>CIS Staff</p>	<p>Attend conferences; completed course work</p>	<p>E.O.Y.</p>
<p>Deliver and sustain high quality student supports leading to positive impacts – Long Range Goal #15. Involve CIS school principals to increase input on goals for CIS at their schools</p>					
<p>Annual Goal #15.1: Review and renew Memorandum of Agreement (MOA) with Rowan-Salisbury Schools</p>	<ul style="list-style-type: none"> Meet with Superintendent to sign MOA 	<p>Prior to start of new school year</p>	<p>Executive, Board Officers</p>	<p>Completed MOA</p>	<p>September 1 annually</p>
<p>Annual Goal #15.2: Secure School Support Agreement with Principal</p>	<ul style="list-style-type: none"> Meet with Principals to sign School Support Agreement 	<p>Prior to start of new school year</p>	<p>Executive Director, Principals</p>	<p>School Support Agreement signed</p>	<p>September 1 annually</p>
<p>Annual Goal #15.3: Share TQS data with schools</p>	<ul style="list-style-type: none"> Student Support Specialists share TQS report with Site Support Teams and Principals 	<p>Quarterly</p>	<p>Student Support Specialists</p>	<p>TQS Report signed by Principal</p>	<p>Quarterly</p>
<p>Deliver and sustain high quality student supports leading to positive impacts – Long Range Goal #16. CIS student data is accurate, complete and timely</p>					
<p>Annual Goal #16.1: Staff are trained on how to fully utilize CIS-Data Management System (CIS-DM)</p>	<ul style="list-style-type: none"> Plan and present CIS-DM training 	<p>At the start of school year; on-going as needed</p>	<p>Program Director, Staff</p>	<p>Staff trained in CIS-DM</p>	<p>On-going</p>
<p>Annual Goal #16.2: Service and outcomes are tracked with data</p>	<ul style="list-style-type: none"> Monthly review of CIS-DM and TQS data at Staff Meetings 	<p>Monthly</p>	<p>Program Director, Staff</p>	<p>Accurate and complete CIS-DM data</p>	<p>On-going</p>
<p>Annual Goal #16.3: Student files contain source data to backup CIS-DM data entries</p>	<ul style="list-style-type: none"> Create and collect verifiable source data from CIS-DM data entry 	<p>Weekly</p>	<p>Student Support Specialists</p>	<p>All CIS-DM entries have documentation</p>	<p>On-going</p>
<p>Deliver and sustain high quality student supports leading to positive impacts – Long Range Goal #17. CIS-DM data are evaluated and reports are provided to appropriate sources</p>					

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<i>Annual Goal #17.1: Quarterly reports are submitted to principals and Board</i>	<ul style="list-style-type: none"> Prepare and present quarterly reports (School Support Team Update, Affiliate Leadership Report) 	Quarterly	Staff	Signed reports and Board minutes	Quarterly
<i>Annual Goal #17.2: Outcome data is included in promotional materials</i>	<ul style="list-style-type: none"> Impact data are reported to public 	Annually	Executive Director	Public documents	Annually