



Lisbon Central School District
Learning, Caring, Sharing

Blueprint for Excellence

**Strategic Plan
March 2023**

Adopted May 18, 2023

Dear Members of the Lisbon School Community,

It has never been more important to be focused, aligned and intentional in our work. We are very excited to share the results of our collaborative efforts to develop plans that will help us to continue growing and improving as we always strive for excellence.

Our “Blueprint for Excellence” is the result of planning sessions that were held with our Board of Education, Leadership Team, staff, parents, and community members. We worked with feedback gathered from the community this past fall as we developed a plan that will help us continue to grow and achieve as we strive for excellence in all that we do.

This plan will be the backbone for what we do. It will serve as a roadmap in our efforts to connect with each child and family while enhancing our connections as a school and a community. We’re in this work together and look forward to being your teammate in our continued effort to be a model school of excellence.

Thank you for your feedback and support. Your collaboration and teamwork make all the difference in the lives of children and the success of the district.

Sincerely,

*Patrick J. Farrand
Superintendent of Schools*

*Andrea Randle,
President, Board of Education*

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Process Introduction and Overview

Blueprint Planning is intended to:

- Involve all members of the school community and reflect their shared perspectives.
- Allow stakeholder representatives to review community feedback to clearly define the district's mission, vision and core values.
- Engage a team in defining the priorities of the district and suggesting action steps to accomplish objectives.
- Facilitate action planning focused on identifying who, when and how the work will get done.
- Provide the district with a road map that is transparent, accountable, and focused.
- Enable the district's efforts to innovate, allocate resources and continuously grow in a coordinated, thoughtful, and aligned manner.
- Be an iterative, evolving, and ongoing process that builds from one year to the next while reflecting emerging needs and changing demands.

Steps in the Lisbon CSD Planning Process:



Mission**Vision****Core Values**

Successful organizations clearly define their purpose, what they need to become to fulfill their purpose and how they operate or behave. These are commonly known as their mission, their vision, and their core values.

Through the Blueprint Planning Process, the school community defined why we exist, what happens in the organization when we are working towards the mission and what behaviors should be evident from individuals and the organization as a whole.

Mission Statement:

We will provide all students with a comprehensive educational experience in a safe, supportive, and positive environment.

Vision Statement:

We are a welcoming organization where staff, students and the community want to be because they are supported, valued and respected for who they are and how they learn.

Core Values:

Our vision and mission can be accomplished if all of our work is focused on clearly defined and consistently demonstrated core values.

We will:

- Focus on the needs of the students in all of our actions.
- Commit to maintaining rigorous standards and high expectations.
- Model dedication and commitment to our students, colleagues, and our work.
- Be respectful and take responsibility.
- Demonstrate integrity, honesty, compassion, and kindness.
- Foster collaboration and teamwork within the school and community.



Priority Areas

Based on community feedback and initial planning by the Board of Education and Leadership Team, the following areas were identified as priorities to be focused on in order to fulfill the mission of the district. A district goal has been developed for each area.

The Student Experience

Goal: We will provide a fulfilling, engaging, and mentally stimulating educational experience where in all aspects of their day students feel seen, heard and included.

The Staff Experience

Goal: We will recruit and retain the best staff who will demonstrate what it is to be a Knight.

Community Connection

Goal: We will utilize 2-way communication through traditional and electronic means with community groups, businesses, and organizations.



Action Plans

The following plans have been developed to guide the actions the district takes in order to accomplish the objectives in each priority areas. Each action step represents a strategy for meeting an objective. A timeframe has been established and the parties listed are primarily responsible for leading the work.

Priority Area 1: The Student Experience

District Goal: We will provide a fulfilling, engaging, and mentally stimulating educational experience where in all aspects of their day students feel seen, heard and included.

Action Steps:	Staff Responsible:	Timeline:
Research the development of life skills programs or series of courses that could be implemented or integrated into current course offerings.	School Counselors, Business Teacher, 7-12 Principal	Summer and Fall 2023
Form a committee to research current strategies in place to demonstrate true care and empathy for each student and to develop a list of best practices to be shared with K-12 faculty.	UPK-6 Principal, counselors, 1 UPK-6 teacher rep and 1 7-12 teacher rep.	Summer 2023
Develop multiple pathways of educational outcomes within daily instructional practices to achieve the same objectives when providing instruction to students.	Teachers UPK-12, Principals	Summer and Fall 2023
Continue to review safety procedures and needs of the district with our safety committee to provide a safe environment where all students have an awareness of safety procedures.	All Staff, Local Emergency Response Officials	Spring 2023
Identify educational goals for all students and focus their education toward those goals emphasizing the importance of good work ethic and the connection to achieving goals.	Teachers UPK-12	Summer and Fall 2023
Form a committee and research and develop an implementation plan related to the best methods to help keep students engaged in their learning.	2 Teachers, 1 UPK-6, 1 7-12, School Counselor, Principals	Summer and Fall 2023
Continue to administer a climate survey (PNA) annually and encourage students to share their opinions with district leaders and Student Council.	Principals and Student Council Advisor and members	Spring 2023



Continue to review annual goals for all students and when entering grade 7 begin the process of developing a career pathway.	School Counseling Office and UPK-6 teachers	Summer and Fall 2023
Form a scheduling committee that will review scheduling ideas, increase learning pathways within the school day, and identify the most engaging electives available.	School Counseling Office, Leadership Team, Teacher and Student Representatives.	Summer and Fall 2023
Continue to provide quality extra-curricular activities, school sponsored activities, and clubs to help students to maintain interest in their education.	Leadership Team, Coaches, Advisors	Summer and Fall 2023
Create a committee that will develop strategies and activities that will promote the concept of celebrating learning and achievement as well as collecting feedback from students that is positive, timely, and meaningful.	Leadership Team, Teacher Representatives, Student Representatives, Counselors, TA's	Summer and Fall 2023
Continue to provide digital citizenship to all students K-12 yearly through classroom presentations and schoolwide assemblies.	All Staff	Spring 2023
Increase the variety of educational settings to include a balance of nontraditional and traditional classroom environments.	All Staff	Summer and Fall of 2023
Create a mentorship program where older students get a younger buddy that they can help with daily educational goals	Leadership Team, UPK-12 Teachers	Summer and Fall 2023



Priority Area 2: The Staff Experience

District Goal: We will recruit and retain the best staff who will demonstrate what it is to be a Knight.

Action Steps:	Staff Responsible:	Timeline:
Develop an exit interview survey tool and process to gain insight into retention improvement strategies for future hiring.	Superintendent, Principals	Spring 2023
Promote ongoing communication through monthly departmental staff meetings that include consistent talking points and informational items.	Leadership Team	Monthly
Record and distribute recruitment videos that promote becoming a Lisbon staff member and highlight the town/area	BOCES communication, Board of Education, Leadership Team	Summer 2023
Design a New Employee Orientation Day that includes a bus trip around the town, provides rules of the district, how-to's, what to-do's, a breakdown of the building, and an FAQ document.	Leadership Team	Summer 2023
Develop a clear and concise description of discipline/code of conduct policies for all students and staff that provides descriptions of situations, process and consequences.	Superintendent/ Principals	Summer 2023
Partnership with staff and students - student respect/staff respect - develop student relations where students work with staff members	Staff	Current
Create additional opportunities for the students and staff to enhance their relationships and connections through job shadow and work opportunities	Leadership Team/ All Staff	Fall 2023
Develop an enhanced staff mentor program utilizing veteran employees/staff and new or incoming staff to help build relationships within the school.	Leadership Team	Fall 2023
Create an internal email with new hire photo and job title welcoming them	Leadership Team/ District Office	Summer 2023 and Ongoing
Explore the development of incentive programs to enhance retention and recruitment	Superintendent/ Board of Education	2023-2024
Develop departmental group team building - Cookouts, get-togethers, faculty meetings and positive meetings.	Department Leaders	Fall 2023



Utilize time on Staff Development Days and other early release or delayed start days to focus on connecting staff and enhancing communication.	Leadership Team	2023-2024
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Priority Area 3: Community Connection

District Goal: We will utilize 2-way communication through traditional and electronic means with community groups, businesses, and organizations.

Action Steps:	Staff Responsible:	Timeline:
Review, enhance and systemize the use of newsletters, postcards, mailings, emails, social media posts and newspaper articles (i.e., North Country Now, etc.).	Superintendent, Leadership Team, staff, Communication Specialist	Summer 2023
Update data bases with current addresses, residents, emails, etc. Research additional ways to insure we have contact information for all residents/community members in the district	Communication Specialist	Summer 2023
Use FB page and other means to highlight student activities and achievements.	Communication Specialist	Ongoing
Establish a contact person for community groups to contact with needs and support school groups in completion of community service activities with each group.	Leadership team and staff	Summer 2023
Enhance regular and consistent communications by defining which communications will be shared and when.	Communications Specialist/ Leadership Team	Summer 2023
Ensure easy access to use of school and other facilities-letting the community know how to utilize facilities.	Superintendent/ Communication Specialist	Summer 2023
Develop new events during homecoming such as school tours, carnival at school, etc.	Homecoming Committee and Leadership Team	July 2023
Research the creation of an alumni association	Alumni volunteers and department heads/advisors	2023-2024
Continue to promote and develop events that invite community/family members to school. (i.e., special friend/loved one breakfast, lunch, etc.)	All staff	Ongoing



Research ways to increase collaborative opportunities between the school, the town, the village, community groups, etc.	Communications Specialist, staff	2023-2024
Develop a community recognition award program that includes the opportunity for community nominations.	P2 Committee	2023-2024
Investigate the development of an annual career day that taps into community member areas of experience and expertise.	School Counselors	2023-2024
Develop a retirees/community member volunteer program.	Principals	Summer 2024
Develop a community and student photography contest to highlight Lisbon community highlights.	Art Department	Summer 2023

Accountability and Implementation Plan

What gets measured, gets done. It is important to stay focused on the work at hand and to hold each other accountable for achieving outcomes. In the spirit of transparency, diligence to the task at hand and sharing our progress as a team, the following schedule has been developed for regular reporting on progress in working towards objectives:

Timeframe	Activity	Who
April, 2023	<ol style="list-style-type: none"> 1. Blueprint Plan Presented to the Community and Adopted by the Board of Education 2. Blueprint Plan “unpacked” and then shared with the faculty and staff. 3. Blueprint Plan unpacked with smaller groups. 	Superintendent, Board of Education Superintendent Principals
June/Summer, 2023	Blueprint implementation updates provided to the Board of Education, Community, and Staff	Superintendent, Leadership Team



2023-2024 Quarterly	Blueprint Updates provided to the Board of Education, Community and Staff	Superintendent, Leadership Team
February, 2024	Blueprint Budget Recommendations Made Blueprint Expenditures Finalized	Superintendent, Leadership Team
June, 2024	Final Report Blueprint Updates provided to the Board of Education, Community and Staff	Superintendent, Leadership Team
July, 2024	Blueprint Planning Day Held Plan Updated for 24-25	Board of Education, Superintendent, Leadership Team, Staff, Community Members

2022-2023 Blueprint Team

Patrick Farrand, Superintendent of Schools/Parent (LCS)
 Krista Woods, Secretary to Superintendent/District Clerk/Parent (LCS)
 George Scoville-Upham, 7-12 Principal (LCS)
 Sheena Matheson, Keyboard Specialist/Parent (LCS)
 Amy Robinson, Keyboard Specialist/Parent (LCS)
 Susan Bouchey, Interim UPK-6 Principal/CSE CPSE Chair (LCS)
 James Harris, Head Bus Driver (LCS)
 Ron Streeter, Head Building Maintenance Worker (LCS)
 Erika Backus, Physical Education Teacher/Athletic Director (LCS)
 Kristin Davidson, School Nurse/Parent (LCS)
 Liz Taylor, School Psychologist (LCS)
 Sara Day-Schultz, Speech Therapist (LCS)
 Rick Anderson, School Lunch Manager (SLLBOCES)
 Martha Anderson, Cook Manager (LCS)
 Alison Spears, Spanish Teacher (LCS)
 Brandi Adamczyk, Elementary Teacher (LCS)
 Courtney LaBeau, Elementary Teacher/Varsity Soccer Coach/JV Girls Basketball Coach (LCS)
 Molly Finnegan, Elementary Teacher (LCS)
 Sean Backus, Physical Education Teacher (LCS)
 Jenifer Backus, K-12 Art Teacher (LCS)
 Nancy Smith, Teaching Assistant (LCS)
 Annette Taylor, Food Service Helper (LCS)
 Andrea Randle, Board of Education President/Parent
 Becky Buckingham, Board of Education Vice President/Retired Teacher (LCS)
 Angela McLear, Board of Education Member



Mary Fonda, Board of Education Member

2022-2023 Blueprint Team Continued

Christiana Navan, Board of Education Member

Jennifer Gray, Board of Education Member

Richard Marcellus, Teaching Assistant/President of Lisbon Teachers' Union (LCS, NYSUT)

Tammy Cook, Bus Driver/President of Non-Instructional Union (LCS, NYSUT)

Curt Wagner, Bus Monitor (LCS)

Prudence Cutwa, Student (LCS)

Randy Teele, Community Member

Jason Smith, Community Member/Lisbon Fire Department Assistant Fire Chief

Floyd McCallum, Community Member/Pastor Lisbon Wesleyan Church

Jane Brown-Flack, Community Member

Eric Walker, Community Member/Parent

Chip Stemples, Day Automation/Community Member

Danielle Beshaw, 7-12 Math Teacher/Parent (LCS)

Holly Shellenburger, Community Member/Parent

