

New Mexico School For the Blind and Visually Impaired

STRATEGIC PLAN

November 2004

Revised: July ~~2006~~ 2008



VISION FOR THE FUTURE OF NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Our vision is to provide leadership that will create a comprehensive program of educational services for all children who are blind and visually impaired, including those with multiple impairments, in New Mexico that is world class and recognized nationally as the most knowledgeable, effective, and efficient education program for blind children in the United States.

MISSION OF NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

The mission of the New Mexico School for the Blind and Visually Impaired is to provide the training, support and resources necessary to prepare all children who are blind and visually impaired, including those with multiple impairments, in New Mexico to participate fully in their families, communities, and the work force, and to lead independent, productive lives.

GOVERNANCE OF NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Governance of the New Mexico School for the Blind and Visually Impaired is a joint responsibility of the state, exercised through the Commission on Higher Education, and a Board of Regents appointed by the Governor. All programs and branch campuses associated with New Mexico School for the Blind and Visually Impaired are governed under the auspices of the Board of Regents.

Role of the Governor appointed Board of Regents.

The general functions of the Board of Regents are classified into six major groups.

- To bear legal responsibility and authority for all aspects of the institutions operations.
- To represent the citizens of the state and to interpret their thinking in terms of institutional policies, facilities, and programs.
- To assist in obtaining adequate financial support.
- To determine the general operating policies of the institution.
- To select a chief administrative officer for the institution.
- To act on recommendations that come to it from its chief executive officer and the faculty.

SERVICES PROVIDED BY NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

NMSBVI provides the following services through two major programs; Residential and Outreach.

Residential Programs

School-Aged: Serves children who are blind/visually impaired, K thru 12, through residential and non-residential programs as determined by an Individualized Education Plan (IEP) and following the IDEA, Section 300.7(13) guidelines.

Instructional Resources Center: The Instructional Resources Center is housed on the Alamogordo Campus. It is composed of the Instructional Resources Library and the Accessible Media Production units. The Library maintains an American Printing House for the Blind (APH) Library housing APH accessible media and supplies in order to be able to reuse items purchased through quota funds. In addition, the New Mexico repository is maintained by the Instructional Resources Library to provide a storage place for donated textbooks from schools and agencies until other schools request the textbooks for their students. The Media Production unit produces accessible materials for NMSBVI and public schools statewide. The Accessible Media Production unit lists each transcription produced in house in the Louis database so other agencies have access to the transcription.

The Alamogordo Campus consists of 18 buildings on 35 acres of land. Construction dates of buildings range from 1918 to 1972, with the latest facility renovation completed in 2006.

Total square footage	184,220
Square footage dedicated to education and support	156,570
Square footage for administration and maintenance	27,650

Outreach Programs

School-Aged: Students, statewide, who are blind/visually impaired between the ages of 3 and 21 are served in their home schools as determined by an IEP. Services include both direct service to students and consultation/training for classroom teams and families. All services are collaborative ventures defined in a joint powers agreement between NMSBVI and the student's LEA.

Birth to Three: The school's Family, Infant and Toddler program serves children, birth to age 3, statewide who have been diagnosed with a visual impairment or who are at risk for a visual impairment due to both a medical history and current visual performance. Services are delivered in partnership with the Department of Health and are determined by IFSP. Vision specific developmental specialists support families and teams to develop skills to support early learning.

Center-Based Preschool and Kindergarten: Within the greater Albuquerque area, children ages 3 to 5 with a visual impairment may receive educational support either at a specialized center-based preschool or through itinerant services. Eligibility and level of services are determined by IEP committee, and all children are served jointly by NMSBVI and the student's LEA.

The Albuquerque campus consists of one permanent and two portable buildings located in Albuquerque.

Total square footage	15,133
Square footage dedicated to education and support	9,856
Square footage not useable for education due to construction type	5,277

A 37,000 square foot building is currently under construction. Expected completion date: December 22, 2008.

American Printing House Quota Fund: Outreach Services also conducts the annual American Printing House quota fund registration that allows qualifying students to acquire accessible media and supplies purchased through quota fund monies.

**NEW MEXICO SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED
ACCOUNTABILITY IN GOVERNMENT ACT
PERFORMANCE MEASURES**

PERFORMANCE MEASURES

Note: Revised performance measures to be submitted in supplemental Board packet.

**NEW MEXICO SCHOOL FOR THE BLIND
AND VISUALLY OF IMPAIRED
DESIRED GOALS
ONGOING STRATEGIES**

STUDENT PREPAREDNESS

Goal: In collaboration with home, school, and community partners NMSBVI will increase student preparedness through academic and compensatory skills instruction, support services, and resources that will allow each student to reach their full potential.

Objective 1: Design, gain funding, and develop partnerships to establish a Low Vision Clinic and Technology Assessment and Training Center and/or Mobile Clinic to meet student needs in New Mexico by school year 2010.

Strategy: The committee will research available funding sources and meet again by the end of May 2005. This meeting will be to review New Mexico Clinic Plan and determine the most appropriate funding source to approach in the fall.

Status: ONGOING.

Current grant submissions:

Rotary del Sol: notification date 7/31/06

PNM notification date 9/30/06

Other funding initiatives

Lobbyist hired for 2007 legislature and tasked with obtaining funding

Meeting with legislators to be scheduled for late summer or early fall

Legislative recurring funding of \$10,000 was obtained for FY08 designated for the Low Vision Clinic.

For FY09, legislative recurring funding was increased to \$20,000 for the Low Vision Clinic.

Low Vision Clinic coordinator hired. 7/08

Strategy: The project will be implemented according to funding response. If first proposal is refused, the committee will redesign the project and reevaluate alternative financial support. If proposal is granted, then the committee will design and implement of the project is initiated.

Status: ONGOING.

- 1. Consultant from Colorado selected*
- 2. Cost for start-up pilot itemized*

3. *Two NM doctors identified who will participate in early clinics*
4. *Location of first clinic identified*
5. *Meeting with Representative G. Vaughn to seek legislative support*
6. *4 clinics with funding provided from grants and partnerships to be held SY 2006-2007*

Four clinics held to date.

Objective 2: Beginning FY 06, short-term placements will be evaluated. Local Educational Agencies (LEAs), parents, and students will rate the students' experiences in the short-term placement(s) being offered at NMSBVI as very satisfactory or above by completing a survey.

Strategy: NMSBVI will provide a variety of instructional and residential short-term placement options designed to meet the educational needs of students with visual impairments. Curriculum will be provided in the following expanded core curriculum areas: (a) compensatory academic skills, including communication modes; (b) social interaction skills; (c) recreation and leisure skills; (d) use of assistive technology; (e) orientation and mobility; (f) independent living skills; (g) career education; (h) self determination.; and visual efficiency skills.

Status: ONGOING.
Outreach and Residential Programs are collaborating in order to assess short-term placement needs of public school children.

Three students were placed on the residential campus during 07-08. Each was placed by IEP decision and carried by LEA as a short-term placement.

Strategy: Students participating in short term placements will be given a pre- and post-assessment in order to measure students' progress.

Status: ONGOING.

Strategy: LEAs, parents, and students will rate the students' experiences in the short-term placement.

Status: ONGOING.
Will be accomplished utilizing a post-camp questionnaire.

Strategy: NMSBVI will provide information describing the short-term options available and their benefit to students who are blind/visually impaired and to families, LEAs, and other agencies serving blind/visually impaired students. Information will be mailed out prior to the school year and every nine weeks thereafter as a reminder.

Status: ONGOING.

Vision-specific or compensatory goals are now required on all IEPs. ECC curriculum development is underway and will be utilized during 2008-09.

Strategy: The Superintendent will work with the ~~Director of~~ **Coordinator of Outreach Programs and the Instructional Lead Teachers** to ensure information about the short-term placement options is being disseminated statewide.

Status: ONGOING

A meeting with Outreach and residential staff is planned for fall 2008.

Objective 3: ~~By May 2006,~~ NMSBVI staff will more relevantly link instruction and related services with students' long term/transition goals as developed in their IEP.

Strategy: Instructors and support staff will introduce all students to basic knowledge in the areas of career clusters, post-secondary training/education options, independent living skills, and leisure and community involvement options before they attend 9th grade.

Status: ONGOING.

Two Transition Coordinators are responsible for developing transition plans for all high school aged students.

Use of the ECC and programming into residential life portion of the day expands learning opportunities for all students.

Development of functional CBI curriculum for ability level students.

Strategy: Support instructors in an effort to increase the number of goals and objectives, set forth in the IEP, which are specifically aligned with student long term/transition goals.

Status: ONGOING.

Active transition planning results in individualized goals related to transition for all students.

Strategy: Increase parent and post-secondary agencies involvement in the initial formulation and review of long term/ transition goals.

Status: ONGOING.

Instruction goal for 2009: to develop strong partnerships with post-secondary agencies for transition planning.

SCHOOL PREPAREDNESS

Goal: Professionals, para-professionals, and support staff will have the knowledge and skills to improve educational programming, the learning environment, and other services for all NMSBVI students.

Objective 1: ~~By August, 2005,~~ NMSBVI will develop a mentoring process for all certified staff in need of that process that meets both licensing and PDP requirements and that promotes the acquisition of skills specific to the field of blindness/visual impairment.

ALL STRATEGIES COMPLETE.

Objective 2: ~~Beginning FY 06,~~ NMSBVI will maintain a positive, high employee morale work environment that enables employees to thrive and use their talents and skills. By completing a survey on an annual basis, 85% of NMSBVI staff will rate morale and communication satisfactorily or above.

Strategy: Qualified and highly effective personnel will be recruited, developed, and retained.

Status: ONGOING.

All certified staff are highly qualified for positions they teach.

Goal for 2009: to further develop TVI on Alamogordo campus through restructuring.

Strategy: School campuses will maintain a safe and disciplined environment conducive to student learning.

Status: ONGOING

Successful implementation of Character Counts on residential campus during 2007-08 school year.

Strategy: Technology will be implemented and used to increase the effectiveness of instructional management, staff development, communication, and administration.

Status: ONGOING

Strategy: Training programs and opportunities to learn and become more valuable employees will be provided for all NMSBVI staff.

Status: ONGOING

Strategy: School employees may be permitted to attend meetings of professional organizations during a work day, with pay, if a direct school-related purpose will be accomplished. Such release time shall not be granted if the meetings are not primarily to pursue the business of the organization.

Status: ONGOING

Strategy: Social interaction opportunities with co-workers will be made available.

Status: ONGOING

Strategy: All employees will be treated with respect and appreciation from their managers and administration.

Status: ONGOING

Strategy: Superintendent and Leadership Team will meet on a weekly basis.

Status: ONGOING

Strategy: Leadership Team will meet with Mid-Level Managers once a month.

Status: ONGOING

Strategy: Board report sessions will be held immediately following Board of Regents Meetings.

Status: ONGOING

Objective 3: ~~By SY 04-05~~ Human Resources will review and discuss with all certified staff the 3-Tier Licensure, their status and requirements for advancement.

ALL STRATEGIES COMPLETE.

Objective 4: ~~By January 2006,~~ NMSBVI will ensure that all education assistants obtain Level III licensure as required by the No Child Left Behind Act. All residential life and recreation assistants will be encouraged to obtain their Level III licensure.

ALL STRATEGIES COMPLETE.

Objective 5: ~~Beginning August 2006,~~ NMSBVI will develop an instructional support team that promotes the acquisition of skills specific to the field of blindness/visual impairment.

Strategy: *By September 2006, develop an Instructional Lead Teacher job description.*

Status: ONGOING

Strategy: ~~By September 2006,~~ Each program will develop a system for regular communication between the Instructional Lead Teachers and their program directors.

Status: ONGOING

COMMUNITY PREPAREDNESS

Goal: Support community partners in an effort to increase the knowledge base of the field of blindness and visual impairment throughout the state.

Objective 1: By June 2007, NMSBVI will increase the availability of information in the field of blindness and visual impairment by revising and expanding the school website.

Strategy: The Web Guide Committee will be established and will meet monthly to identify goals of web pages, identify content and establish a timeline for deployment.

Status: ONGOING.

Web Guide Committee established. Website has been updated. Currently working to improve/increase content.

Strategy: Training opportunities will be identified and registration processed for key web development staff.

Status: ONGOING

Objective 2: In order to increase knowledge throughout the state about vision issues and to increase the capacity of those serving students with vision loss, Residential and Outreach Programs will, at least annually, evaluate current training opportunities throughout the state and will ensure their implementation.

Strategy: NMSBVI will establish a committee that will make recommendations to the Superintendent, in March of each school year, for training opportunities for the upcoming school year. Through on-going discussion, the committee will identify areas of need and establish a cooperative, interactive system for developing new training and supporting existing training throughout the state.

Status: ONGOING.

Training opportunities are developed and promoted by departments. Multiple statewide training opportunities specific to the field of visual impairment is offered by NMSBVI each year.

Strategy: NMSBVI will establish a training calendar for state-wide, regional and local in-services.

Status: ONGOING.

Objective 3: NMSBVI will increase community awareness of services provided to blind/visually impaired students.

Strategy: Articles and publications related to services provided by the school will be published/distributed on an ongoing basis.

Status: ONGOING.

Strategy: The Residential and Outreach Programs will host at least one open house annually

Status: ONGOING.

Objective 4: NMSBVI will ensure the longevity of the Personnel Preparation Program for Teachers of the Visually Impaired and Orientation & Mobility Specialists.

Strategy: NMSBVI will collaborate with New Mexico State University to establish a cost-sharing timeline whereby New Mexico State University will increase their financial commitment to the Personnel Preparation Program

Status: ONGOING.

FINANCIAL/ADMINISTRATIVE PREPAREDNESS

Goal: Ensure the longevity of services and meet the established goals and objectives by maintaining fiscal stability and securing additional funding streams.

Objective 1: In fiscal year 2005, NMSBVI will implement practices and procedures to increase revenue by identifying additional funding streams.

Strategy: The NMSBVI Leadership Team will conduct portfolio projection studies as deemed appropriate and distribute them accordingly.

Status: ONGOING.

Strategy: The NMSBVI Leadership Team will identify areas of need to be communicated to key grant writing staff.

Status: ONGOING.

Grant applications during FY08 included: PNM, Rotary

Objective 2: NMSBVI will implement practices and procedures to assist the NMSBVI Foundation to increase efficiency and productivity.

Strategy: In fiscal year 2007 the NMSBVI Leadership Team will facilitate a Strategic Planning process with the NMSBVI Foundation.

Status: ONGOING.

Objective 3: ~~In fiscal year 2007,~~ NMSBVI will increase productivity and efficiency of administrative procedures by strengthening utilization of the InfiniteVisions® Accounting System.

Strategy: The Business and Finance Director and Human Resources Director will identify areas of need and will establish a training calendar.

Status: ONGOING.

Updated training is provided each year for staff.

Objective 4: ~~By June 2008,~~ NMSBVI will establish and implement a system for storing, archiving, and/or destroying paper files in accordance with New Mexico State Records Center and Archives, Records Management Division, SRC Rule No. 93-09A.

Strategy: ~~By November 2006~~ The Records Archival Specialist will present a comprehensive plan designed to identify records for retention and disposal; a plan to implement retention and disposal; target dates for implementation and completion; and related equipment needs.

Status: ONGOING.

Strategy: A records management site will be established with all storage and archival equipment in place to begin the process of records archiving.

Status: ONGOING.

Strategy: All NMSBVI paper records no longer in use will be moved to the records management site.

Status: ONGOING

FACILITIES AND PLANNING PREPAREDNESS

Goal: Provide clean, safe and comfortable environments conducive to student learning by utilizing training technicians, and organized operational procedures, while conserving resources.

Objective 1: NMSBVI will explore options to obtain a new Early Childhood Program facility.

ALL STRATEGIES COMPLETE.

Objective 2: NMSBVI will work collaboratively with the school's contracted lobbyist and architect to obtain a new Early Childhood Program facility.

Strategy: The Leadership Team will meet at least monthly with the NMSBVI contract lobbyist to review status of project.

Status: COMPLETE

Strategy: The Leadership Team will work with the NMSBVI contract lobbyist to implement the lobbyist strategic plan presented to the Board of Regents May 2006 Regular Meeting.

Status: COMPLETE

Strategy: The Leadership Team and Early Childhood Programs site staff will work with the contract architect to develop architectural designs and specifications for the construction of a new facility.

Status: COMPLETE

Strategy: The Facilities and Operations Director will work collaboratively with New Mexico State University - Alamogordo to develop a plan to disseminate information to voters regarding the November 2006 GO bond.

Status: COMPLETE

Objective 3: ~~By January 2007, the Facilities and~~ **Plant** Operations Department will have a predictable maintenance system in place that will enable NMSBVI to recognize and budget for most major repairs, equipment replacement, and inventory order levels.

Strategy: NMSBVI in cooperation with New Mexico Higher Education Department will contract with Parsons-3D/I to perform a comprehensive facilities condition assessment of all NMSBVI assets and facilities.

Status: COMPLETE

Strategy: The facility condition assessment information provided by Parsons-3D/I will be compiled into Condition Management Estimation Technology software, enabling NMSBVI to update facility data, manage capital renewal and backlogged maintenance, predict future capital renewal expenses, and enhance the capital planning process.

Status: ONGOING

Strategy: Construct shelving and part bins in Maintenance shop area to implement an organized stocking system for inventoried parts and supplies.

Status: ONGOING.

Objective 4: ~~By October, 2006, the Facilities and Operations~~ **Plant Operations** Department will have a fully developed scheduling process for maintenance tasks and work will be completed by a trained and skilled technician who is professionally licensed in at least one area of expertise.

Strategy: Equip all three Maintenance Technicians with boiler operational training and Boiler Operator Certification.

Status: ONGOING.

Staff nearing certification eligibility.

Strategy: **Plant Operations Department will** budget and plan for at least one mandatory technical training per maintenance technician each year.

Status: ONGOING.

**NEW MEXICO SCHOOL FOR THE BLIND
AND VISUALLY OF IMPAIRED
DESIRED GOALS**

*****COMPLETED STRATEGIES*****

STUDENT PREPAREDNESS

Goal: In collaboration with home, school, and community partners NMSBVI will increase student preparedness through academic and compensatory skills instruction, support services, and resources that will allow each student to reach their full potential.

Objective 1: Design, gain funding, and develop partnerships to establish a Low Vision Clinic and Technology Assessment and Training Center and/or Mobile Clinic to meet student needs in New Mexico by school year 2010.

Strategy: NMSBVI Director of Outreach Programs will appoint a member of the Outreach Services Department to serve as Coordinator of the Low Vision/Technology for Students with Visual Impairment Clinic Development Team. This person has already been appointed.

Status: COMPLETE.
The Coordinator is Tracy Mosbarger, TVI, COMS, CLVT.

Strategy: Research other states' models of low vision and technology clinics and develop collaborative relationships in greater community to establish infrastructure of financing and support by March 1, 2005.

Status: COMPLETE.
Iowa, Texas, Wisconsin, Colorado, Illinois, and Arizona were contacted last year (2004) and information was gained about their clinics by printed information and in some states by visits to the state's clinic. Several options for funding were looked at during the research. A grant proposal was submitted in the late spring for a federal grant and more are anticipated.

Strategy: Develop a committee to work on the project by April 15, 2005. This committee should include one member from Campus, ECP, and Linda Jordan, CLVT, TVI, and COMS, from Outreach. In addition, the committee must include collaborators from significant interested agencies and organizations that can contribute support in monetary or advisory ways.

Status: COMPLETE.
The committee will be expanded during this SY and will include both campuses. The first meeting will be held around the Sept. 23, 2005 IntelliTools training. Superintendent Jennings, Cece

Quintana, ECP, and Danette Fuller, Alamogordo campus, will join Tracy Mosbarger, Linda Jordan, and Director of Outreach Programs, on the committee.

Strategy: The committee will meet again in August 2005. This meeting will be to begin the grant writing process and develop a timeline for the Project during SY 2006.

Status: COMPLETE.
The committee will meet in September 2005 and develop a new timeline for SY 2007.

SCHOOL PREPAREDNESS

Goal: Professionals, para-professionals, and support staff will have the knowledge and skills to improve educational programming, the learning environment, and other services for all NMSBVI students.

Objective 1: By August, 2005, NMSBVI will develop a mentoring process for all certified staff in need of that process that meets both licensing and PDP requirements and that promotes the acquisition of skills specific to the field of blindness/visual impairment.

Strategy: For school year 2004-05, each Department Director will establish a mentoring program to support certified employees who are in their first year of instruction, are working on a dossier or who are new to NMSBVI.

Status: COMPLETE.

Strategy: Identify a mentor teacher from Alamogordo campus, Outreach and ECP who will form a mentorship committee.

Status: COMPLETE

Strategy: The mentorship committee will gather and review mentorship documents from area school districts and from programs outside of NM that support teachers of the visually impaired.

Status: COMPLETE.

Strategy: Design and submit draft of school-wide mentoring plan. Revisions to the document will be made by Department Directors of the three programmatic departments and will be reviewed by Human Resources to ensure that criteria of the PED have been met.

Status: COMPLETE.

Strategy: Adopt school-wide mentoring plan by August, 2005.

Status: **COMPLETE.**

Objective 3: By SY 04-05 Human Resources will review and discuss with all certified staff the 3-Tier Licensure, their status and requirements for advancement.

Strategy: Develop a 3-Tier Implementation Timeline.

Status: **COMPLETE.**

Strategy: By October 2004, all Professional Developmental Plans will be distributed and turned in to Human Resources.

Status: **COMPLETE**

Strategy: By November 2004, a Mentoring Plan will be developed and distributed to staff that are in their third year holding a Level I and Level II license. The Annual Evaluation Guidelines will be distributed to all staff affected by the 3-Tier licensure and the Teacher's Handbook for Developing a Professional Development Dossier seeking to advance.

Status: **COMPLETE.**

Strategy: By December 2004, reflections and understanding of all nine NM Competencies due.

Status: **COMPLETE**

Strategy: By February 2005, submit all documents due to the Public Education Department (PED) for SY 04-05 3-Tier Licensure requirements.

Status: **COMPLETE.**

Objective 4: By January 2006, will ensure that all education assistants obtain Level III licensure as required by the No Child Left Behind Act. All residential life and recreation assistants will be encouraged to obtain their Level III licensure.

Strategy: In FY04, implemented an Internet-based assessment for Para-Professionals that meet the requirement. For SY 04-05, provide dates for the assessment to be given.

Status: **COMPLETE**

Strategy: Will monitor and assist staff with college coursework to ensure the necessary hours are obtained.

Status: **COMPLETE.**

Strategy: Provide information and the necessary documents regarding NMSBVI's Tuition Reimbursement policy which ensures financial assistance.

Status: **COMPLETE.**

Strategy: Assist Para-professionals with guidelines for submitting a portfolio.

Status: **COMPLETE**

Objective 5: Beginning August 2006, NMSBVI will develop an instructional support team that promotes the acquisition of skills specific to the field of blindness/visual impairment.

Strategy: *Identify the Instructional Lead Teachers for the Residential and Outreach Programs.*

Status: **COMPLETE**

FINANCIAL/ADMINISTRATIVE PREPAREDNESS
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Goal: Ensure the longevity of services and meet the established goals and objectives by maintaining fiscal stability and securing additional funding streams.

Objective 1: In fiscal year 2005, NMSBVI will implement practices and procedures to increase revenue by identifying additional funding streams.

Strategy: By June 2005 the NMSBVI Leadership Team will present the results of the September 2004 Portfolio Projection Study to the Commission on Higher Education, the Legislative Finance Committee, and the Department of Finance & Administration.

Status: **COMPLETE.**

Strategy: By March 2005, training opportunities will be identified and registration processed for key grant writing staff.

Status: **COMPLETE.**

Objective 4: By June 2008, NMSBVI will establish and implement a system for storing, archiving, and/or destroying paper files in accordance with New Mexico State Records Center and Archives, Records Management Division, SRC Rule No. 93-09A.

Strategy: By July 2007 a Records Archival Clerk will be identified and retained on contract to begin the task of identifying records for storage, archiving, and/or destruction in accordance with SRC Rule No. 93-09A.

Status: **COMPLETE.**

FACILITIES AND PLANNING PREPAREDNESS

Goal: Provide clean, safe and comfortable environments conducive to student learning by utilizing training technicians, and organized operational procedures, while conserving resources.

Objective 1: NMSBVI will explore options to obtain a new Early Childhood Program facility.

Strategy: By June 2005, the NMSBVI Leadership Team will present all known funding options to the Board of Regents for consideration.

Status: COMPLETE.

Strategy: By March 2005, the NMSBVI Leadership Team will re-evaluate and revise the Early Childhood Program Education Specifications to insure identification of critical needs and will submit revised Ed Specs to the architect and developers.

Status: COMPLETE.

Strategy: By June 2005, the NMSBVI Leadership Team will prioritize funding and site options in terms of feasibility and will set review dates to assess ongoing feasibility of each option.

Status: COMPLETE.

Objective 3: By January 2007, the Facilities and Operations Department will have a predictable maintenance system in place that will enable NMSBVI to recognize and budget for most major repairs, equipment replacement, and inventory order levels.

Strategy: Implement a process of electronically documenting building and equipment inspections to include verified and potential failures.

Status: COMPLETE.

Strategy: Inventory all equipment valued at \$1,000 or more within the MicroMain system.

Status: COMPLETE.

Strategy: Process reports from MicroMain verifying all essential repair parts for crucial equipment in operation are in stock or easily accessible.

Status: COMPLETE.

Objective 4: By October, 2006, the Facilities and Operations Department will have a fully developed scheduling process for maintenance tasks and work will be completed by a trained and skilled technician who is professionally licensed in at least one area of expertise.

Strategy: Provide immediate, prioritized scheduling responses to all Maintenance Work Orders submitted.

Status: **COMPLETE.**

Strategy: Utilize the entire Plant Operations team in daily examinations of buildings and grounds for any existing or potential hazards and/or deficient conditions.

Status: **COMPLETE.**

Strategy: Implement regularly scheduled OSHA compliance safety meetings and training for all Plant Operations staff.

Status: **COMPLETE.**

Strategy: Provide additional incentives for maintenance and grounds technicians to obtain professional journeyman certifications.

Status: **COMPLETE.**

Strategy: Reserve adequate time within the maintenance and repair schedule for proactive and preventative maintenance to all critical mechanical, electrical, and HVAC equipment, as well as potential structural deterioration.

Status: **COMPLETE.**