



# Communities In Schools of Madison County

## Annual Operations Plan 2017 - 2018

**Mission:** *The mission of Communities In Schools is to surround students with a community of support empowering them to stay in school and achieve in life.*

**Vision:** *The vision of Communities In Schools of Madison County, Inc. mirrors three basic principles of our national organization which states that every child needs and deserves: a personal one on one relationship with a caring adult; a safe place to learn and grow; a marketable skill to use upon graduation. All students in Madison County will graduate from high school with technical or college readiness and be prepared to achieve in life as life-long learners and contributors. CIS Madison County will increase the graduation rate by working with students most at-risk and providing or sourcing evidence-based dropout prevention services while optimizing volunteer support and maintaining financial viability of the organization to ensure continued expansion of services.*

**Note of Appropriateness:** This annual plan reflects the reality of a rural county with a population of 21,000 and a total of 2,600 students who attend the three elementary schools, one middle school, one high school and one early college high school. The median household income (from 2015) is \$37,904, per capita income is \$21,076 and nearly 21% of county residents live in poverty.

Approved by CISM Board of Directors: \_\_\_\_\_

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### Legend of Abbreviations -

**BOE:** Board of Education / **CIS:** Communities In Schools / **CISNC:** Communities In Schools of North Carolina / **CISM:** Communities In Schools of Madison County / **ED:** Executive Director / **JCPC :** Juvenile Crime Prevention Council / **MHS:** Madison High School / **MMS:** Madison Middle School / **MHU:** Mars Hill University / **MOA :** Memorandum of Agreement / **MTS:** Madison Team Success / **TQS :** Total Quality System / **Board:** Board of Directors of CISM

1. PROVIDE QUALITY STUDENT SUPPORT SERVICES					
Annual Goals	Activities	Timeline	Responsible Teams/People	Measures of Success	Date Completed
A. Manage <b>Madison Team Success</b> at MHS and MMS.	1. Provide tutoring, mentoring, & other services as needed. 2. Case manage students according to requirements.	School yr.	Site Coordinators ED	1. At least 80 students served. 2. Accurate records are maintained for all students.	
B. Provide <b>Great Leaps Math</b> at all county elementary schools.	Work with 4 <sup>th</sup> and 5 <sup>th</sup> graders to improve math skills.	School yr.	ED	At least 100 students served.	
C. Provide <b>Jump Start</b> program.	Provide MMS orientation for rising 6 <sup>th</sup> graders.	Aug 2017	ED	At least 80 students served.	Aug. 2017
D. Explore ways to provide preschool education.	Assess current preschool opportunities.	On-going	Board, ED	Plan for pre-K education written.	
2. MANAGE HUMAN RESOURCES					
A. CISMIC <b>Staff</b> development.	1. Deliver training for all staff at the start of school & as needed through the year. 2. Maintain personnel records. 3. Do annual review for all staff and ED.	August 2017, On-going  On-going  July 2018	ED  ED  ED, Exec Comm.	Training completed and documented.  Staff personnel files kept up-to-date.  Reviews complete & recorded.	
B. <b>Board of Directors</b> leadership and development.	1. Support the Board committees. 2. Provide regular training. 3. Bring on new Board members as needed; orient & train new members.	On-going  On-going  On-going	Board  ED Board, ED	Committee actions shown in minutes. Training shown in minutes. New Board shown in minutes.	
C. <b>Volunteer</b> development.	Recruit & train college students & community adults to help with CISMIC program.	On-going	ED Site coordinators	At least 15 volunteers are working with students.	

<b>3. NURTURE PARTNERSHIPS</b>					
A. Maintain partnership with <b>Madison Co schools</b> , BOE, & school administration.	1. Make a presentation to update the BOE. 2. Meet with principals and school staff to plan services.  3. Prepare MOAs with schools & school system. 4. Work closely with the Finance Officer.	When appropriate Sept 2017  Sept 2017 On-going	ED, Board  ED, Site coordinators  ED ED	1. At least one program presented. 2. Meetings documented in ED notes. 3. MOAs complete & recorded. 4. Monthly financial statements complete.	
B. Maintain partnerships with local colleges, <b>AB Tech &amp; MHU</b> .	1. Work with Bonner Scholars. 2. Schedule AB Tech space for meetings. 3. Seek local college social work interns.	On-going On-going Sept. 2017	ED ED ED	1. At least 3 Bonner scholars volunteer. 2. Meetings shown in minutes. 3. At least one intern at MHS.	
C. Maintain strong partnership with <b>JCPC</b> in providing Madison Team Success at the MHS & MMS.	1. Complete annual grant request. 2. Attend monthly meetings.  3. Complete all data collection & requirements.	Mar 2018 On-going On-going	ED ED, Site Coordinators Site Coordinators, ED	1. Grant request submitted on time. 2. Present at 80% of the meetings. 3. Completes all grant requirements.	
D. Maintain partnerships with relevant <b>organizations &amp; businesses</b> .	1. Attend Madisn Substance Abuse Coalition meetings. 2. Seek opportunities to talk with Rotary, businesses, the faith community, & others.	On-going On-going	ED ED, Board	1. Present at 80% of the meetings 2 .Make at least one presentation.	
E. Maintain a partnership with <b>Madison County</b> government.	Make presentation to update the County Commissioners at scheduled mtg.	When appropriate	ED	At least 1 program presented.	
F. Maintain accreditation with <b>CIS</b> .	Fulfill basic requirements for TQS.	On-going	ED	2017 requirements complete on time.	

<b>4: FUNDRAISING for sustainability</b>					
Increase donations and fundraising to maintain programs for students.	1. Maintain functioning committee.	On-going	Board	1. Minutes reflect committee actions. 2 Raised at least \$2,000. 3. Letters sent at least 2x each year. 4. Get support of at least 2 businesses. 5. Get at least one new grant.	
	2. Plan & execute at least 2 fundraisers to raise \$2,000.	On-going	Board, ED		
	3. Continue fundraising letters & maintain updated mailing list.	Dec. 2017 & June 2018	Board & ED		
	4. Seek business donations.	On-going	Board, ED		
	5. Seek grant opportunities, including from CIS.	On-going	Board, ED		
<b>5. PUBLIC RELATIONS</b>					
Increase visibility through a variety of media.	1. Maintain a functioning committee.	On-going	Board	1. Minutes reflect committee actions. 2. Updated brochure available. 3. Website is current. 4. NewsFlash published at least 4 x /year. 5. Flash published at least 4 x /year. 6. Current photos available for use.	
	2. Update brochure.	Sept 2017	Board, ED		
	3. Maintain up-to-date website.	Quarterly	Board, ED		
	4. Submit news releases to the local paper.	Quarterly	Board, ED		
	5. Publish NewsFlash to give to BOE & school employees.	On-going	Board		
6. Take advantage of photo opportunities.					
<b>CISMC ACCOUNTABILITY</b>					
Maintain records and plans according to TQS and good business practices.	1. Update annual plans.	Sept 2017	Board	1. Annual plan approved by Board. 2. Reports & forms filed on time. 3. Budget approved by Board.	
	2. Annual financial report and IRS forms complete.	June 2018	ED		
	3. Annual budget updated.	Sept 2017	ED, Board		

