

**SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT
BOARD of EDUCATION MEETING
TUESDAY, OCTOBER 15, 2013
HIGH SCHOOL LIBRARY**

MINUTES

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Vice President Ann LaFave called the meeting to order at 7:00. All Board members were present at the start of the meeting except Larry VanDeValk.

OPEN SESSION/ROLL CALL

Board members present: Ann LaFave, Susan Gloss, Bruce Kopp, Joe Lonsky, Dave Wiemann, Dean Winspear

Board members absent: Larry VanDeValk

Administrators present: Patrick Jensen, Kimberly Vile, Luke Carnicelli, Christopher Clapper

Others present: Nynette Adams, Joanne Cartner, Mackenzie Cartner, Becky Davis, John & Rachel DeBois, Melissa Fedrizzi, Cheryl Jackson, Lori Lukas, Alexis Medina, Terry Underwood

APPROVAL OF AGENDA

-- On a motion by Dean Winspear, seconded by Susan Gloss, the Board of Education approved the agenda as presented. The calendar was reviewed.

Motion carried: Yes – 6 No – 0

PRESENTATIONS – none

VISITOR RECOGNITION –

-- Lori Lukas spoke to the Board again about the wrestling program at SCCS. She has a petition with 200 signatures, asking the district to keep the program. Superintendent Jensen noted that the difficulty is finding a coach.

BOARD OF EDUCATION ACTION ITEMS

-- Minutes: On a motion by Dean Winspear, seconded by Joe Lonsky, the Board of Education approved the minutes of the September 24, 2013, regular meeting.

Motion carried: Yes – 6 No – 0

-- CSE Recommendations: On a motion by Dean Winspear, seconded by Susan Gloss, the Board of Education approved the recommendations of the Committee on Special Education.

Motion carried: Yes – 5 No – 1 (JL)

-- Policies, Second Reading: On a motion by Dean Winspear, seconded by Susan Gloss, the Board of Education reviewed for a second reading, and approved, the following policies, as reviewed by the Policy Committee on September 17 and the BOE on September 24. See *attachment*.

Motion carried: Yes – 6 No – 0

- #6130 Evaluation of Personnel
- #7210 Student Evaluation

Personnel Agenda: As recommended by the superintendent.

RECALL FROM REDUCED/DISCONTINUED SERVICES –none
CHANGE IN EMPLOYMENT STATUS –

RESIGNATION –

-- Elementary Teacher: On a motion by Dean Winspear, seconded by Joe Lonsky, the Board of Education accepted the resignation of **Lisa Vitale** as Elementary Teacher, for personal reasons, effective November 12, 2013.

Motion carried: Yes – 6 No – 0

APPOINTMENTS -- Resolution: The Board of Education hereby gives notice of its intent to appoint the following individuals to the designated positions in accordance with Policy #7170 (paid employees) and Policy #3150 (school volunteers).

-- Substitutes: On a motion by Dean Winspear, seconded by Susan Gloss, the Board of Education approved the appointment of substitutes for the 2013/14 school year.

Motion carried: Yes – 6 No – 0

- Lori Abbott, substitute teacher, teacher aide
- Rolland Ausborn, substitute teacher, teacher aide
- Kasha Fletcher, substitute teacher (certified), teacher aide
- Jessica Troy, substitute teacher, teacher aide
- Jody VanSchaick-Colgan, substitute teacher, teacher aide

-- Student Teachers, Field Work: On a motion by Dean Winspear, seconded by Joe Lonsky, the Board of Education approved the following students for field work in the fall 2013 semester.

Motion carried: Yes – 6 No – 0

- Paul Herson, (Wells College) with Bill Zimpfer
- Julie Huang, (Wells College) with Seth Kotler
- Amber Frost, (TC3) with Jen Lesch

-- Mentors: On a motion by Dean Winspear, seconded by Dave Wiemann, the Board of Education approved the following appointments for the 2013/14 school year, with a stipend of \$1,250. Bruce Kopp asked about the requirements for mentoring. Luke Carnicelli explained the procedures we follow; New York State law requires all new teachers to be mentored as part of the certification process.

Motion carried: Yes – 5 No – 1 (BK)

- Michele Shaw mentoring Kaylie Ackerley
- Becky Davis mentoring Sarah Allen
- Bill Mullarney mentoring Ed Beck
- Lindsay Osborne mentoring Nicole DeTomaso
- Ashley Houseknecht mentoring Justin Frisbie

-- Miscellaneous Positions: On a motion by Joe Lonsky, seconded by Susan Gloss, the Board of Education approved the following appointments for the 2013/14 school year.

Motion carried: Yes – 6 No – 0

- Margaret Herstine, tutor
- Tammy Pettit-David; school day volunteer, with Michele Ryan
- Caleb Roman, lifeguard; \$10 per hour

-- Co-Curricular Position: On a motion by Dean Winspear, seconded by Joe Lonsky, the Board of Education approved the appointment of **Kaylie Ackerley** as advisor for the Active Learning Support (PALS) program for the 2013/14 school year, with a stipend of \$918. This program will take the place of the former elementary science club and will allow 5th and 6th grade students the opportunity to work with high school FFA members to learn about agricultural science and the FFA organization.

Motion carried: Yes – 6 No – 0

-- Academic Coordinators: On a motion by Dean Winspear, seconded by Susan Gloss, the Board of Education approved the appointment of academic coordinators for the 2013/14 school year. Susan Gloss asked about the differences between Cheryl Jackson's daily position and the coordinator position.

Motion carried: Yes – 6 No – 0

- K-6 Math; Laurie Gamba & Megan Mason; \$1,414 each
- K-6 ELA; Rhonda Hayden & Joan Troiani; \$1,414 each
- Special Education K-12; Cheryl Jackson; \$2,828

-- Coaches: On a motion by Dean Winspear, seconded by Joe Lonsky, the Board of Education approved the appointment of winter coaches for the 2013/14 school year.

Motion carried: Yes – 6 No – 0

- Ed Heslop; girls' varsity basketball coach; \$4,208
- Molly Osterhoudt; girls' JV basketball coach; \$3,158
- Colleen Lukas; girls' modified basketball coach; \$2,356

BUSINESS OFFICE REPORTS/INFORMATIONAL ITEMS

-- Tax Collector's Report; Board members received a copy of the report; there is about \$1.2 million still to be collected.

-- Warrant Report, July, August, September; Board members received a copy of this report.

-- Cooperative Bids Opportunity for school supply purchases; Kim Vile shared information on another option for purchasing school supplies; Educational Data Service.

-- RFP for Internal Auditing Services; we received no responses to our request for proposals. Dean Winspear spoke on a similar process for BOCES; Bruce Kopp asked about the possibility of sharing with another district.

-- Financial Report: On a motion by Dean Winspear, seconded by Joe Lonsky, the Board of Education approved the financial report dated August 31, 2013, as reviewed on September 24.

Motion carried: Yes – 6 No – 0

-- Kim Vile distributed flyers for two workshops to be held on Staff Development Day, October 25.

-- Financial Report: On a motion by Dean Winspear, seconded by Susan Gloss, the Board of Education acknowledged receipt of the financial report dated September 30, 2013, as presented.

Motion carried: Yes – 6 No – 0

-- Budget Transfers: On a motion by Dean Winspear, seconded by Joe Lonsky, the Board of Education approved the budget transfers as listed in the September 30, 2013, financial report.

Motion carried: Yes – 6 No – 0

<u>Amount</u>	<u>From</u>	<u>To</u>	<u>Explanation</u>
\$119	Other benefits	District clerk salary	Salary increase 2013/14
\$302	CAI BOCES services	Operation of plant, BOCES	Oswego cooperative bidding cost adjustment
\$200	Other benefits	Maintenance salary	Clothing allowances per contract
\$455		Student accident	Underestimated cost; prior transfer out too much
\$6,608		Supervision principal salary	Retirement payout for vacation earned
\$1,200	Staff development contractual	Staff development salary	Additional staff completed summer curriculum training
\$189	Teaching salary 4-6		
\$10,265	Occ Ed BOCES services	Teaching BOCES services	Additional Summit slot filled
\$3,770	Other benefits	Librarian salary 7-12	Salary increase/longevity and summer work not budgeted
\$820		Librarian salary K-6	Salary increase/longevity not budgeted
\$1,963	Occ Ed BOCES services	Library BOCES services	Increase in library media resources use
\$4,172	Other benefits	Guidance salary	Summer hours not budgeted
\$6,080	Occ Ed BOCES services	Transportation BOCES services	Transportation for Occ Ed students

SUPERINTENDENT’S REPORT/INFORMATIONAL ITEMS –

-- Identify Chairperson for Board Committees; Board members reviewed the committee list and chose a chairperson for most; some do not need a chairperson and some will be decided at the next meeting.

- Initiative Update;
Chris Clapper spoke to the Board about the literacy programs in place in the elementary school; a large percentage of the students are reading every night. Luke Carnicelli then provided an update of the initiatives in grades 7 to 12. Patrick Jensen also presented information on different approaches to solving math problems.
- Webpage Update; Patrick Jensen opened the district's website and showed how it is progressing.

BOARD OF EDUCATION

1. *BOE Committee*
 - District Audit Committee; BOE reps Bruce Kopp, Dean Winspear, Dave Wiemann
 - **Minutes** September 24 meeting provided to Board members
2. *BOCES Regional Committee*
 - Cayuga Onondaga School Boards Association (COSBA) Executive Committee Representative; BOE rep Dean Winspear
 - **Next Meeting**; Tuesday, October 17, 6:30 to 8:30 pm at BOCES; dinner meeting "Technology as a Tool for Learning and Assessment"
3. *District Committees*
 - Athletics Committee; BOE reps Bruce Kopp, Dave Wiemann, Larry VanDeValk
 - **Minutes** September 24 & October 11 meetings provided to Board members; Bruce Kopp will chair this committee
 - **Next Meeting**; Monday, October 28, 5:00 pm
 - Budget/Finance Committee; BOE reps Larry VanDeValk, Dean Winspear, Joe Lonsky
 - **Next Meeting**; Monday, October 28, 6:00 pm
 - Directions/Long-Rand Education Committee; Ann LaFave, Susan Gloss; Ann LaFave will serve as chairperson
 - **Minutes** October 1 meeting provided to Board members
 - **Next Meeting**; Thursday, November 7, 7:30 am
 - Facilities Committee; BOE reps Larry VanDeValk, Susan Gloss, Dean Winspear; Watchdog representatives will attend the October 28 Board meeting
 - **Next Meeting**; Thursday, October 17, 8:30 am
 - Policy Committee; BOE reps Dean Winspear, Dave Wiemann; Dave Wiemann will serve as chairperson
 - **Met** tonight at 6:00; minutes will be provided
 - **Next Meeting**; Tuesday, November 19, 5:00 pm

- Safety/Wellness Committee; BOE reps Ann LaFave, Dean Winspear; Dean Winspear will serve as chairperson
 - **Minutes** October 8 meeting provided to Board members
 - **Next Meeting**; Thursday, December 3, 4:00 pm

- SCCS/Wells Partnership; BOE rep Dave Wiemann
 - **Meetings for 2013/14**;
 - November 7, at Wells
 - January 9, at SCCS
 - March 27, at Wells
 - May 15, at SCCS

- Transportation Committee; BOE reps Susan Gloss, Joe Lonsky; Susan Gloss will serve as chairperson
 - **Next Meeting**; Thursday, October 17, 9:30 am

- 4. *Other Committees*
 - CAC, Ag Advisory, etc; the CAC meeting is scheduled for 4:00 on Wednesday, October 16; the Ag Advisory group will meet on October 23

QUESTIONS/COMMENTS FROM THE AUDIENCE REGARDING AGENDA ITEMS –
-- Rachel DeBois asked about athletic appointments, specifically boys’ basketball

PROPOSED EXECUTIVE SESSION --

On a motion by Dean Winspear, seconded by Joe Lonsky, the Board of Education entered executive session at 8:25 pm to discuss matters leading to the appointment of a particular person who has applied to fill a position in the district and the employment history of a particular person.

Motion carried: Yes – 6 No – 0

RETURN TO OPEN SESSION

On a motion by Susan Gloss, seconded by Joe Lonsky, the Board of Education returned to open session at 8:49 pm.

Motion carried: Yes – 6 No – 0

ADJOURNMENT

On a motion by Joe Lonsky, seconded by Susan Gloss, the Board of Education adjourned at 8:49 pm.

Motion carried: Yes – 6 No – 0

Respectfully submitted, Nynette Adams, District Clerk

SUBJECT: EVALUATION OF PERSONNEL

The Southern Cayuga Central School District is committed to supporting the development of effective teachers and administrators. To this end, the District shall provide procedures for the evaluation of all professional staff. District plans for Annual Professional Performance Review (APPR) of teachers and Principals shall be developed in accordance with applicable laws, Commissioner's Regulations, and Rules of the Board of Regents.

The primary purposes of these evaluations are:

- a) To encourage and promote improved performance;
- b) To guide professional development efforts; and
- c) To provide a basis for evaluative judgments by applicable school officials.

APPR Ratings

For those teachers and Principals subject to Education Law 3012-c, the Annual Professional Performance Review (APPR) will result in a single composite effectiveness score and final quality rating of "highly effective," "effective," "developing," or "ineffective." The composite score will be determined as follows:

- a) 20% - student growth on state assessments or other comparable measures of student growth (increases to 25% upon implementation of a value-added growth model);
- b) 20% - locally selected measures of student growth or achievement that are determined to be rigorous and comparable across classrooms as defined by the Commissioner (decreases to 15% upon implementation of a value-added growth model); and
- c) 60% - other measures of teacher/Principal effectiveness consistent with standards prescribed by the Commissioner in regulation.

The ratings scale based on composite scores has been established as follows:

- a) Highly Effective = composite effectiveness score of 91-100
- b) Effective = composite effectiveness score of 75-90
- c) Developing = composite effectiveness score of 65-74
- d) Ineffective = composite effectiveness score of 0-64

(continued)

SUBJECT: EVALUATION OF PERSONNEL (continued)

If a teacher or Principal is rated "developing" or "ineffective," the School District will develop and implement a teacher or Principal improvement plan (TIP or PIP). Tenured teachers and Principals with a pattern of ineffective teaching or performance, defined as two consecutive annual "ineffective" ratings, may be charged with incompetence and considered for termination through an expedited hearing process.

The School District will ensure that all evaluators are appropriately trained consistent with standards prescribed by the Commissioner and that an appeals procedure is locally developed.

Disclosure of APPR Data

Consistent with Chapter 68 of the Laws of 2012, which amends Education Law 3012-c, the Commissioner is required to disclose professional performance review data for teachers and Principals on the New York State Education Department (NYSED) website and in any other manner to make such data widely available to the public. However, the release of such aggregate data may not include personally identifiable information for any teacher or Principal. Such public disclosure of final quality ratings and composite effectiveness scores will be suitable for research, analysis and comparison of APPR data for teachers and Principals across the state.

Upon request, the District will release to parents/legal guardians the final quality ratings and composite effectiveness scores for teachers and Principals to which their student is currently assigned. The District's obligation to disclose this information is limited to those teachers and Building Principals subject to Education Law 3012-c. The District will provide conspicuous notice to parents/legal guardians of their right to obtain such information and the methods by which the data can be obtained. Upon request, parents will receive an oral or written explanation of the composite effectiveness scoring ranges for final quality ratings and be offered the opportunity to understand such scores in the context of teacher evaluation and student performance. When a request for this information is received, reasonable efforts will be made to verify that it is a bona fide request by a parent/legal guardian entitled to review the data.

Annual professional performance reviews of individual teachers and Principals shall not be subject to disclosure under the Freedom of Information Law (FOIL).

Education Law Section 3012-c
Public Officers Law Sections 87 and 89
8 NYCRR Sections 30-2 and 100.2(o)

SCCS Board of Education, for Second Reading, October 15, 2013
Adoption Date

~~SUBJECT: EVALUATION OF PERSONNEL: PURPOSES~~

~~The administration shall undertake a continuous program of supervision and evaluation of all personnel in the School District in order to promote improved performance and to make decisions about the occupancy of positions.~~

~~— Evaluation of teachers and teaching assistants providing instructional services or pupil personnel services as defined pursuant to Commissioner's Regulations will be conducted in accordance with the District's Annual Professional Performance Review (APPR). Evaluation of support staff will be conducted using the process agreed to by bargaining units, when appropriate. Other support staff will be evaluated with a similar process. Evaluation of supervisors and administrators will be conducted according to either contract or working conditions agreements.~~

~~The primary purposes of this evaluation are:~~

- ~~a) To encourage and promote self evaluation by personnel;~~
- ~~b) To provide a basis for performance evaluation by school administrators and supervisors as appropriate.~~

~~§ New York Code of Rules and Regulations
(NYCRR) Sections 80-1.1 and 100.2(o)(2)~~

SCCS BOE reviewed, revised and re-adopted March 2, 2011

Revised; SCCS BOE Policy Committee February 3, 2011

Revised; SCCS BOE adopted January 25, 2010

Adopted: 6/7/04

SUBJECT: STUDENT EVALUATION**Placement**

Placement within the system, with respect to building, teacher, and grade or special class, shall be at the discretion of the school administration and shall be subject to review and change at any time. In making such decisions, the administrator will be guided by performance in class, past records, parent/guardian and teacher recommendations, standardized test scores, and any other appropriate sources of information, but the final decision shall rest with the school administration.

Parent Request for Class Placement

All requests **regarding** for placement ~~in a particular elementary classroom~~ must be made in writing, contain a specific reason for the request, and be submitted to the elementary principal no later than June 1.

~~Parent notification of final student placement for elementary grades will be indicated on the June progress report card or as soon as possible.~~

~~Parents of incoming kindergarten students will receive notification by mail following the regular kindergarten screening procedure.~~

The School District will attempt to honor all legitimate requests. However, final placement decisions will rest with the school principal.

Promotion and Retention

The procedures to be followed by the staff regarding promotion and retention will be developed by the Superintendent and will be continually evaluated in the light of School District policy. Building principals may establish written standards for promotion or retention within the school units to which the students are assigned, subject to the guidelines of the Superintendent and the approval of the Board of Education.

Testing Program

The Board of Education endorses and supports the use of ability, achievement, diagnostic, readiness, interest and guidance tests as part of the total educational process to the degree to which tests help the District to serve its students.

SUBJECT: STUDENT EVALUATION (*continued*)**Alternative Testing Procedures**

The use of alternative testing procedures shall be limited to:

- a) Students identified by the Committee on Special Education and/or Section 504 Team as having a disability. Alternative testing procedures shall be specified in a student's Individualized Education Program or Section 504 Accommodation Plan; and
- b) Students whose native language is other than English (i.e., English as a Second Language), in accordance with State Education Department Guidelines.

The alternative testing procedures employed shall be based upon a student's individual needs and the type of test administered.

The District shall report the use of alternative testing procedures to the State Education Department on a form and at a time prescribed by the Commissioner.

Final Marks

The final mark in a one-credit course shall be determined by Administrative regulation.

Exceptions may be made by the administration for such areas as middle school subjects, performing organizations, physical education, BOCES courses, alternatives approved by the State Education Department, pass/fail courses, and transfer courses. Guidelines will be determined by the administration.

~~————The minimum passing mark for all courses is a final mark of 65 percent. A non-comprehensive Regents examination is included in the average but does not itself carry course credit. A student who passes a course and retakes the Regents exam without repeating the course will have a new final mark calculated if the new Regents mark is higher. The previous marking period grades and the new Regents mark will be used.~~

The minimum passing mark for all courses is a final average of 65. A final examination is included as 1/7 of a student's final grade. Regents exams may be used by teachers as a portion of a student's 6th marking period grade. Regents exams are used to meet graduation requirements in New York State. Regents exams will not be used as a final exam for the course. Students may retake Regents exams to improve their exam grade. Retakes of Regents exams will not be used to revise previous course averages. The highest grade on the Regents exam will appear on the student's transcript.

NOTE: NYSED allows credit by examination. A student must score an 85% or better when challenging an exam for course credit.

Honor Roll

The minimum averages for the Honor Roll are as follows:

Grades 5-12: 85% for Honor Roll
90% for High Honor Roll
95% for Principal's Honor Roll, with no failing grades
Guidelines will be determined by Administrative regulation.

SCCS BOE reviewed & revised April 12, 2010
SCCS BOE Adopted February 13, 2006
(continued)

2010 **SCCS Policy #7210**
3 of 3
Students

SUBJECT: STUDENT EVALUATION *(continued)*

Completion of a Failed Course

~~—A student who fails a full year senior high course must repeat the course for an extra year or meet one of the following alternatives;~~

- ~~a) —Pass the course using the student's second semester grades from the subsequent year and the first semester grades of the current year. A student may also need to take and pass a final exam in the course. The final mark will be determined by administrative regulation. Alternatives may be considered at the discretion of the High School Principal.~~
- ~~b) —Pass the Regents examination in August and earn a passing final mark when the previous marking period grades and the new Regents exam mark are averaged.~~
- ~~e) —Earn a passing final mark in summer school or night school.~~

A student who fails a one-semester senior high course must repeat the course for a full semester **in order to earn credit.**

A student who fails a full-year senior high course must repeat the course for an extra year or meet one of the following alternatives in order to earn credit.

- a. Pass the course using the student's second semester grades from the previous year and the first semester grades for the current year. A student may also be required to take and pass a final exam in the course. The final mark will be determined by administrative regulation. Alternatives may be considered at the discretion of the Jr/Sr High School Principal.**
- b. Earn a passing final average in summer school or other approved course.**
- c. Note: New York State Education Department (NYSED) allows credit by challenging the Regents examination in Regents level courses. A student must score an 85% or better on the Regents to earn course credit.**

Reporting to Parents/Legal Guardians

Parents/guardians shall receive an appropriate report of student progress at regular intervals. Report cards shall be used as a standard vehicle for the periodic reporting of student

progress and appropriate school related data. Report cards, however, are not intended to exclude other means of reporting progress, such as conferences, phone conversations, etc.

When necessary, attempts will be made to provide interpreters for non-English speaking parents/guardians.

8 New York Code of Rules and Regulations
(NYCRR) Section 100.2(g)
Section 504 of the Rehabilitation Act of 1973,
29 United States Code (USC) Section 794 et seq.

SCCS Board of Education, Second Reading, October 15, 2013
SCCS BOE reviewed & revised April 12, 2010
Revised & Adopted February 13, 2006
Adopted: 6/7/04 Southern Cayuga CSD Policy Book