

Beekmantown Central School District

Board of Education Meeting

Place: MS/HS Library

Tuesday, December 16, 2014

Time: 6:15 p.m.

Agenda

1. Call to Order

at: by:

A. Pledge of Allegiance

B. Roll Call

<input type="checkbox"/> Eric Anderson	<input type="checkbox"/> Joseph Coakley	<input type="checkbox"/> Ed Marin
<input type="checkbox"/> Andrew Brockway	<input type="checkbox"/> Michael Hagadorn	<input type="checkbox"/> Debbie Passno
<input type="checkbox"/> Cathy Buckley	<input type="checkbox"/> Leonard King	<input type="checkbox"/> Pauline Stone

☐ Jack Hurwitz, Ex-Officio, Student Board Member

C. Approval of Agenda

Resolved, that the Superintendent of School recommends to the Board of Education to approve the agenda.

Motion: Seconded: Yes: No: Abstain: (Accept Reject Table)

2. Presentation

a. Topic: Technology Committee & Mobile Apps

Presenter: Gary Lambert, Educational Technology Coordinator

3. Public Comment

(10 minutes)

4. Reports/Presentations

A. Superintendent of Schools – Daniel Mannix

B. School Business Executive – Mary LaValley Blaine

C. Ex-Officio, Student Board Member - John (Jack) Hurwitz

D. Committee Reports

- Policy Committee

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following resolutions on this consent agenda are hereby approved (*Minutes and CSE & CPSE Recommendations*):

5. Consent Agenda – Minutes

Board of Education Meetings	Committee Meetings
11/18/14	11/17/14 Audit
	11/3/14 PR

6. New Business

A. Consent Agenda – CSE & CPSE Recommendations

Approval of CSE & CPSE recommendations dated 12/09/14

Motion: Seconded: Yes: No: Abstain: (Accept Reject Table)

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following resolutions on this consent agenda (*Appointments, Recall-Preferred Eligible List and Retirement*) are hereby approved:

B. Personnel

1. Consent Agenda – Appointments

- a. Approve the following *substitute* appointment beginning on the date indicated:

Name	Type	Effective Date
Kourofsky, Laraine (Sherry)	Instructional	1/05/15
Wood, Donna	Instructional	1/05/15

- b. Approve the following *Civil Service probationary* appointments as indicated:

Name	Civil Service Title	Probationary Period	2014-2015 Salary	Contact
Griffin, Colbie	School Monitor (cafeteria)	12/1/14 – 4/7/16	\$10.50/hr.	10 months
Devins, Mandi	Teacher Aide/Student Aide	12/10/14 – 4/18/16	\$15,328/yr.	10 months

- c. Approve the following *permanent Civil Service* appointments as indicated:

Name	Civil Service Title	Probationary Period	Initial Board Meeting	Permanent Date
Nephew, Charity	Teacher Aide/Student Aide	9/3/13 – 12/11/14	8/13/13	12/12/14
Racine-Gauthier, Lisa	Teacher Aide/Student Aide	9/3/13 – 12/11/14	8/13/13	12/12/14
Brinson, Linda	Teacher Aide/Student Aide	9/3/13 – 12/11/14	8/13/13	12/12/14
Burns, Bobbie	Teacher Aide/Student Aide	9/3/13 – 12/11/14	8/13/13	12/12/14
King, Chelsey	Teacher Aide/Student Aide	9/3/13 – 12/11/14	8/13/13	12/12/14
King, Susan	Food Service Helper	9/3/13 – 1/8/15	8/27/13	1/9/15
Winchell, Earl	Bus Driver	9/5/13 – 1/9/15	8/27/13	1/10/15
Twiss, Gary	Bus Driver	9/6/13 – 1/12/15	8/27/13	1/13/15

- d. Approve the following *Volunteer Fitness Center Coordinators*:

*Kevin Downs
Sheila Dumont
Shannon Manor
Tracy Manor
Michelle Perkett
Teri Frederick*

- e. Approve the following winter athletic appointments for the 2014-2015 season effective 11/15/14:

Assignment	Name	Total 2014 - 2015
Bowling – Assistant (Mixed)	Countermin, Bradley	\$1,384
Hockey – Assistant (Girls) - Volunteer	Guay, Chelsea	-0-

- f. Approve Matt Arno as a working supervisor while remaining in the title of Building Maintenance Mechanic effective 12/17/14.
- g. Approve \$20.00 as a hourly rate for workshop instructors for Parent Academy, Parent Academy Reteach Sessions, and Supervisors for Parent Academy.
- h. Approve a \$500.00 stipend for Jaylene Johnston for business office internship for the period 9/2/14 through 12/15/14.
- i. Approve a \$500.00 stipend for Taylor Manor for business office internship for the period 9/2/14 through 12/15/14.

2. Recall – Preferred Eligible List

Appoint Maribeth Capo as a teaching assistant for MS/HS technology implementation paid for by the Title I grant. Ms. Capo is being recalled from the preferred eligible list in accordance with Education Law Section 3013(3) at a salary of \$30,970 (prorate) effective 01/05/15. Maribeth Capo holds initial certifications in the areas of Early Childhood Education (Birth – Grade 2), Childhood Education (Grades 1-6), Students with Disabilities (Birth – Grade 2), and Students with Disabilities (Grades 1-6) all of which qualify Ms. Capo as a certified PreK-12 teaching assistant.

3. Retirement

Accept the following intent to retire on the date indicated:

Name	Position	Date
Bennett, Jeri	Typist	7/1/15
Motion:	Seconded:	Yes: No: Abstain: (Accept Reject Table)

7. Miscellaneous

- a. Resolved, that the Superintendent of Schools recommends to the Board of Education that the following CV-TEC criteria for student admission into CV-TEC programing be and is hereby approved:

CV-TEC CRITERIA Applicant Review

Student Name: _____

Cohort Year: _____

<u>FIRST YEAR REVIEW</u>	<u>SECOND YEAR REVIEW:</u>
Date of Review: _____ CV-TEC Program of Study: _____ Current Grade: _____	Date of Review: _____ CV-TEC Program of Study: _____ Current Grade: _____
Attendance: Less Than 20 Days For Consideration. Total Absences: _____ • Total Unexcused: _____ • Total Excused: _____	Attendance: Less Than 20 Days For Consideration. Total Absences: _____ • Total Unexcused: _____ • Total Excused: _____

Credits: 10 Or More Credits For Consideration Total Credits: _____ Has passed all content area courses (9 th and 10 th grade): Yes: _____ or No: _____ If Not, Which courses has the student Failed? _____ _____ _____	Credits: 14 or more Credits For Consideration Total Credits: _____ Has passed all content area courses (11 th grade): Yes: _____ or No: _____ If Not, Which courses has the student Failed? _____ _____ Did the student pass <u>all</u> CTE Courses and the CV-TEC program: Yes: _____ or No: _____
Regents: Has passed 2 of the 3 regents offered during 9 and 10 th grade. (Circle Tests Passed) <ul style="list-style-type: none"> Algebra Science: Earth Science or Living Environment Global 	Regents: Has passed 4 of the 5 required regents offered during 9 th , 10 th and 11 th grade. (Circle Tests Passed) Algebra Science: Earth Science or Living Environment Global ELA 11 US History
Behavior: Student must adequately comply with the BCSD Student Handbook/Code Of conduct. Does the student comply with BCS Handbook/ Code Of conduct: Yes: _____ or No: _____ # of Referrals _____ Suspension _____ # of Suspensions _____	Behavior: Student must adequately comply with the BCSD Student Handbook/Code Of conduct. Does the student comply with BCS Handbook/ Code Of conduct: Yes: _____ or No: _____ # of Referrals _____ Suspension _____ # of Suspensions _____
COMMENTS: _____ _____ _____	COMMENTS: _____ _____ _____

SPECIAL CONSIDERATIONS:

<ul style="list-style-type: none"> Risk of not completing high school 	<ul style="list-style-type: none"> Out of age in cohort group (with at least 8 credits) 	<ul style="list-style-type: none"> In a Credit recovery or SOAR program
<ul style="list-style-type: none"> Change of Program: Will the student receive a CV-TEC Certificate? Yes: _____ or No: _____ 	<ul style="list-style-type: none"> Long term out of school suspensions 	<ul style="list-style-type: none"> Other Special Circumstances
COMMENTS: <i>(Please use the space below to provide supporting details to the special considerations.)</i> _____ _____ _____		

First Year Review- Eligible: Yes: _____ or No: _____	Second Year Review- Eligible: Yes: _____ or No: _____
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1. The 8th Grade and freshmen classes will be notified of the CV-TEC criteria during a class meeting/assembly (*meeting will be scheduled in February* before the CV-TEC Field trip.) by the building principal and reinforced by the school counselors during individual counseling meetings and classroom visits.
2. A field trip for eligible sophomores to CV-TEC for interested students will be scheduled each February or March. Counselors will use the sign-up sheet for the field trip to CV-TEC to schedule meetings with the students interested and remind them of the criteria. Counselors will conduct a records review with the student so students have a clear understanding of the expectations. A letter to the parent(s) of the interested students will be sent home by the counseling office explaining the criteria for students to attend CV-TEC.
3. When meeting with students for scheduling for the new school year, a review of the student's attendance record and academic performance will be done to determine if the student will be able to attend CV-TEC. If the student may not be eligible, please inform the student of that possibility at the time course selection is made. Students will be informed at the earliest possible point in time of their failure to meet criteria.
4. Counselors will complete a CV-TEC Criteria Form for each student at the beginning of July (all forms due by July 15th) providing determining information. Students' schedules will be finalized after the Principal has agreed to their attendance at CV-TEC. Counselors will be able to put in writing any other contributing factors for consideration prior to determining if a student should or should not attend CV-TEC. A meeting with the counselors to discuss student recommendations for CV-TEC may be required. The Principal will use the criteria sheet to make the final decisions.
5. The criteria form shall be submitted to the HS Principal by the determined deadline for final approval prior to scheduling students in the requested CV-TEC program. Determination of who will attend CV-TEC will be made by the High School Principal based on the information provided; therefore, attaching any supportive materials such as transcripts, attendance, discipline, etc. is suggested.
6. The parents of all students enrolled in CV-TEC will receive a letter with their child's schedule explaining the attendance and academic criteria policy.
7. Students who miss three (3) or more days of school prior to September 26th will be dropped from the CV-TEC program. The following steps will be followed.
 - a. Counselor will inform the Principal of the students needing to be dropped immediately.
 - b. After the Principal has been fully notified of the situation, the Principal will determine the students' eligibility for the program.
 - c. Once the program eligibility has been determined, the Counselor will call the parents and student informing them of the attendance and academic process.
 - d. A letter will be mailed to the parents informing them of any program change along with a copy of the new schedule from the counseling office.
 - e. Counselor will call CV-TEC to inform their counseling office of the student being exited.

b. Resolved, that the Board of Education approve the following 2014-2016 Board and District Goals:

2014-2016 DISTRICT GOALS AND IMPLEMENTATION STEPS

The goals and actions/strategies utilized to obtain the goals are designed to provide focus and guidance to all stakeholders within the Beekmantown Central School District. The expectation of the Beekmantown CSD Board of Education is that goals may be obtained during the 2014-2016 school years while those that are not obtained are ongoing. The Board's expectation for long term goals are that adequate progress toward attainment of the goals is evident through observation, work products, data, or other means. Focusing on Goal 4 will commence during the 2015-2016 school year.

Goal 1 Enhance continuity and commonality of instructional time by grade levels and content areas to increase student engagement with classroom/course teachers with the primary purpose of improving student performance.

Action/Strategies	Implementation Steps	Responsibility Supervised	Cost	Specific Timeline	Success Indicators/Results
a. Create schedules with common planning time at GL/CA	1. Principals will build and maintain schedules with common planning time within a grade level (GL) or content area (CA) 2. Principals, Assistant Principals, Head Teacher and Director of Special Services will regularly participate in GL/CA meetings.	Superintendent Principals Dir. of Special Srvs Asst. Principals Head Teacher		September Ongoing	The actions, strategies and implementation steps will result in improved results on STAR, leveled reader, Regent and SLO assessments
b. Establish a culture of fidelity to the adopted curriculum	1. Principals, Assistant Principals, Head Teacher and Director of Special Services will be in classrooms more often to evaluate use of curricular materials 2. Principals will regularly attend GL/CL grade level meetings to ensure implementation of grade level materials. 3. Clear curricular expectations are delivered on multiple occasions 4. Remove prior curricular offerings from the classroom	Superintendent Principals Dir. of Special Srvs Asst. Principals Head Teacher		Ongoing Immediate	
c. Provide common time for dialogue on best practices with GL/CA	1. Provide language in PD plan 2. Establish practice on Early Release Days & Superintendent Days 3. Require dialogue and notes at GL and CA team meetings to reports to Principals 4. Offer ½ days or summer PD institute time for teachers	Superintendent Principals PD Committee BOE	\$20,000	Ongoing	
d. Provide students and teachers with more uninterrupted teacher content time	1. Require push in services 2. Provide before and after school AIS services 3. Review impact of LOTE and music scheduling	Superintendent Principals Title 1 Coordinator	\$21,648	September of each year	

	4. Offer extended learning opportunities for students 5. Continuous monitoring of student data for the purpose of increasing daily attendance rates 6. Decrease the number of transitions in an out of instructional time				
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Goal 2 Support and enhance the alignment of our K-12 ELA & Math (Science & Social Studies are merging) curriculum and instruction as a priority with dialogue and professional development.

Action/Strategies	Implementation Steps	Responsibility Supervised	Cost	Specific Timeline	Success Indicators/Results
a. To build and/or ensure confidence with instructional materials to promote effective use and best practices	1. Enhanced our professional learning community through GL/CA meetings, faculty meetings, PD days, Early Release Days and other professional opportunities 2. Compare developing state assessments to the curricular materials	Superintendent Principals Dir. of Special Svcs. Asst. Principals	\$10,000	Ongoing	Internally developed walk through checklist utilized to ensure fidelity to the adopted curriculum
b. Align effectiveness of assessment tools (STAR, leveled readers and benchmark assessments)	1. Review data to determine if continuity exists between instruments and development State assessments	Superintendent Principals Dir. of Special Svcs. Asst. Principals BTA Eval Committee	\$1,000	Nov – June	The actions, strategies and implementation steps will result in improved results on STAR, leveled reader, Regent and SLO assessments
c. Authorize common development time with grade level and content areas for professional dialogue regarding instructional strategies and techniques	1. Weekly common planning time for GL/CA's 2. Schedule Early Release Days and Superintendent Days 3. Schedule and budget ½ day release time for GL/CA or MS teams 4. Budget \$ for summer PD institutes driven by administrative team	Superintendent Principals	 \$8,000 \$15,000	Established by October 2015	

Goal 3 Solidify the safety and security efforts and mechanisms at each building including but not limited to:

Action/Strategies	Implementation Steps	Responsibility Supervised	Cost	Specific Timeline	Success Indicators/Results
a. Entrance and exiting evaluation and appropriate remedy	<ol style="list-style-type: none"> 1. Remove current push bars and insert panic bars 2. Evaluate and redistribute duties in the HS/MS office 3. Evaluate and fine tune the phase in of Hall Pass 4. Install door alarms on unsupervised elementary school exits 	Building Principal B & G Supervisor Technology Administrator	\$8,000	November	Schools safety study conducted by Homeland Security is crossed referenced by Superintendent and Buildings & Grounds Supervisor to determine effectiveness of implementation. Evidence is distributed documenting successful completion of actions and implementation steps.
b. Effectively evaluate and remedy the use of keys and swipe cards	<ol style="list-style-type: none"> 1. Establish a more secure entrance and exit for Fitness Center for community and students 2. Collect keys at the end of the year and redistribute at the beginning 	Building Principal B & G Supervisor Technology Administrator	\$3,000	June and September	
c. Provide for increased student safety for after school activities between 2:30 pm – 4:00 pm	<ol style="list-style-type: none"> 1. Hire academic/athletic study hall monitor 2. Establish consequences for students that do not follow expectations 	Title 1 Coordinator Building Principal Athletic Coordinator Study Hall Monitor	\$3,000	Nov-Feb	
d. Evaluate and increase the use of surveillance and security cameras in appropriate places	<ol style="list-style-type: none"> 1. Plan onsite visits by vendor for identification of the installation sites at bus garage, CHES & buses 2. Allocate funds and execute purchase order 3. Wire for installation as needed 4. Purchase appropriate software 5. Install cameras, software and connect the two 	Building Principal B & G Supervisor Technology Administrator	\$16,000	Nov - May	
e. Improve drop off and pick up procedures at CHES with signage and road markings	<ol style="list-style-type: none"> 1. Contract with sign company for appropriate signage 2. Identify and implement improved road markings 3. Budget for improvements 4. Install, paint and broadcast changes to the school community 	CHES Principal B & G Supervisor	\$3,000	Oct - July	

Goal 4 Promote and enhance the physical, social and emotional health and wellbeing of every student

Action/Strategies	Implementation Steps	Responsibility Supervised	Cost	Specific Timeline	Success Indicators/Results
a. Provide a rewarding and supportive environment where each student receives what they need	<ol style="list-style-type: none"> 1. Acknowledge good efforts/intensions as well as personal achievements 2. Build opportunities for teacher-student and student-student mentorship to flourish 3. Continue, improve or implement PBIS at each school 	Superintendent Admin Team Teachers Support Staff Volunteers	\$2,000	Jan - June	
b. Support education through collaboration, experience based opportunities and active/engaged learning	<ol style="list-style-type: none"> 1. Provide for more STEM experiences 2. Encourage and embrace small group learning through push in services 3. Increase P-COM and C & T opportunities 				
c. Continue efforts to create a warm friendly atmosphere that is physically safe and emotionally secure	<ol style="list-style-type: none"> 1. Upgrade our beautification efforts 2. Use the HS/MS Courtyard more frequently 3. Open access to Courtyard and locate resources for supervision 4. Continue our collaboration with outside agencies to provide social and emotional care of our students 5. Finalize recommendations for improving our Wellness Policy 6. Use lunch buddies, running clubs to build community at the Elems. 				
d. Identifying and remedy areas where bullying may occur	<ol style="list-style-type: none"> 1. Obtain a bullying survey from CVES 2. Convert the survey to an online instrument for ease of delivery 3. Cycle students through the survey 4. Review results 5. Determine our next steps for immediate implementation 				
e. Connect school and home through parental involvement	<ol style="list-style-type: none"> 1. Provide more interactive parent resources 2. Provide equal opportunities to encourage parental involvement by providing transportation, food, and/or babysitting to allow all parents/caregivers to attend events including orientations and report card nights. 				

Goal 5 The Technology Committee will develop a recommendation to drive educational advancement which includes consideration of open source classes, e-books, on-line classes, maximized utilization of space, flipped classrooms, BYOD policies and implementation strategies to capitalize on our ability to create a wireless learning community.

Action/Strategies	Implementation Steps	Responsibility Supervised	Cost	Specific Timeline	Success Indicators/Results
a. Create Technology Committee 2.0	1. Establish how Beekmantown CSD students and teachers will teach & learn in a wireless learning community 2. Establish Subcommittees	Superintendent Principals Tech Admin Lambert	\$0 \$0	October November	The committee will complete all or most implementation steps to ensure a strong foundation is established prior to making the Committee's recommendation to the BoE in the spring 2015
b. Build a working calendar for the Committee	1. Research and locate resources for committee members 2. Establish goals, academic, and financial plan to address recommendations 3. Create subcommittee to engage in work session for the purpose of updating our Technology Plan	Tech Admin Lambert Tech Admin Lambert Tech Admin Lambert	\$0 \$0	October November November	
c. Provide educational opportunities for the Committee to gain a greater understanding of the educational possibilities that exist	1. Plan site visits to School District with well-established and well-developed content filtering and BYOD program. Ballston Spa CSD and Shen CSD 2. Budget and book for National Conference 3. Provide Committee members with educational offerings for evaluation & discussion	Superintendent Tech Admin Lambert Business Exec. Purchasing Clerk	\$2,000 \$5,000 \$200	Dec – Feb December	
d. Build mechanisms for committee members to report to the full committee	1. Present site visit findings to committee 2. Establish work session to create our Technology Plan	Tech Admin Lambert Tech Admin Lambert		Jan - March	
e. Create a recommendation for the BoE for consideration	1. Committee Chair documents subcommittee findings and reports the recommendations to the BoE.	Tech Admin Lambert		March - April	

2014-2016 BOARD of EDUCATION GOALS AND IMPLEMENTATION STEPS

Goal 1 The Board of Education will increase participation in professional development opportunities

Action/Strategies	Implementation Steps	Responsibility Supervised	Cost	Specific Timeline	Success Indicators/Results
a. Finalize new member orientation and establish informational meeting with prospective BoE members	<ol style="list-style-type: none"> 1. Enlist BoE members to finalize this project 2. BoE members review materials and look for improvements 3. BoE Clerk schedules a meeting with BoE members and candidates as early as possible in election process 	<p>BoE</p> <p>BoE Clerk</p>	\$200		The BoE will schedule, attend and report back to the entire BoE on professional learning opportunities.
b. Enhance the current understanding of how one teaches to the NYS Common Core Standards	<ol style="list-style-type: none"> 1. BoE members will attend Common Core Math Parent night 2. BoE members will be provided with and read information regarding the Common Core Shifts and how these shifts are impacting teaching 3. A BoE subcommittee will research PD opportunities 	<p>Superintendent Principal Frechette</p> <p>BoE</p>	\$400		The BoE will establish a BoE Professional Development subcommittee.
c. BoE members attend NYSSBA offerings to remain current and report back to other BoE members on NYSSBA initiatives	<ol style="list-style-type: none"> 1. Provide BoE members with a list of local, web based and NYS School Boards offerings for each member to select two (2) events to attend and report back to the full BoE. 	BoE Subcommittee	\$6,000		
d. Continue the governance improvement work with Dr. Howard Smith	<ol style="list-style-type: none"> 1. Schedule and budget for Dr. Smith twice each year 2. Identify and secure location for meetings 3. Seek increase opportunities to work with Dr. Smith and/or review and discuss his recommendations 	<p>Superintendent</p> <p>BoE Clerk</p> <p>BoE</p>	\$6,000		The BoE will enhance their work with Dr. Smith

Goal 2 The BoE will work to improve public relations in the community and through political activism

Action/Strategies	Implementation Steps	Responsibility Supervised	Cost	Specific Timeline	Success Indicators/Results
a. Board presence at local/state level					
b. Community outreach to business – student services					

c. PR Goal – to be added

Motion: Seconded: Yes: No: Abstain: (Accept Reject Table)

8. Additional Items to Discuss

- CEWWSB – 1/8/15 – Do’s and Don’ts for Board of Education, including executive session

9. Public Comment (10 minutes)

10. Clerk Pro-Tem

Resolved, that the Board of Education appoint _____ as Clerk Pro-tem for this meeting.

Motion: Seconded: Yes: No: Abstain: (Accept Reject Table)

11. Executive Session (to discuss the employment history of a particular person(s))

Motion: Seconded: Yes: No: Abstain: (Accept Reject Table)

Time In: _____

Motion: Seconded: Yes: No: Abstain: (Accept Reject Table)

Time Out: _____

12. Adjournment

Motion: Seconded: Yes: No: Abstain: (Accept Reject Table)