

**North Warren Central School District
Regular Meeting of the Board of Education
North Warren Central School
August 11, 2014**

Mr. Maday called the meeting to order at 6:35 PM, followed by the Pledge of Allegiance.

School Board Members Present: Erickson, Hill, Hiller, Maday, Robbins, Smit
School Board Members Absent: Willette

Also Present: Margaret M. Brady, Superintendent; Mary Lou Carstensen, Business Manager; Rebecca Wilhelm, District Clerk; Theresa Andrew, Principal; Michele French, Assistant Superintendent for Curriculum, Instruction and Assessment.

Motion by Mr. Hiller, seconded by Mr. Erickson to approve agenda change 60.
Motion carried unanimously.

Agenda
Change 60
Approved

Motion by Mr. Hill, seconded by Mr. Robbins to approve the minutes of the July 7, 2014 Regular Meeting of the Board of Education.
Motion carried unanimously.

7/7/14
Minutes
Approved

Mrs. Brady presented a Special Education Program Evaluation performed by LEAD Consulting and Coaching, Diane Albano, Ed.D. The purpose of the study was to assess the effectiveness and efficiency of the Special Education Services in the District.

Mrs. Brady highlighted the following areas of the study:

- Strengths
 - Administration and staff acknowledge the increasing gap in performance for general education students, disadvantaged learners and students with disabilities.
 - Professional development opportunities have been offered and provided during the 2013-2014 school year.
 - Teachers report students are respectful and accepting of individual differences fostering a sense of school community and culture.
 - Special education programs and services are provided in District to 96% of the identified students.
- Data Analysis
 - The 2013-2014 classification rate for students with disabilities is 15% (84 students).
 - During the 2012-2013 school year, 53.4% of students with disabilities received services for the majority of their day in general education classes. The State target is 60% or higher.

- Data Analysis Continued
 - The 2007 cohort graduation rate was 40%, and, was not measured as a data point to meet the State target with less than 30 students with disabilities in the cohort.
 - NYS fiscal accountability supplement reports the average District cost per special education student is \$29,006. The State average is \$29,262.
- Findings: Continuum of Special Education and CSE
 - The rigor of the curriculum and instruction in the special classes is not aligned to the Common Core Learning Standards. Students' IEP growth is measured solely on goal attainment.
 - Placement of students is not based on clearly defined learner characteristics. Students are sometimes placed on availability or preference versus student need.
 - Related services are overprescribed; clearer student data is needed to determine eligibility and exit criteria for OT, PT, Counseling and Speech.
 - There are no criteria or consistent process being used to determine appropriate CSE and 504 student accommodations. Currently 100% of the students with disabilities receive an average of four accommodations per student. This reflects an oversubscription of accommodations.
 - Referral forms used for CSE and the Instructional Support Team/School-based Support Team lack specificity and data driven information to address individual students' needs.
 - The CSE office uses IEP Direct student management system to standardize meeting invitations, BOE recommendations, and parent notifications.
- Findings: Teaching and Learning and Instructional Rigor
 - There appears to be inconsistent implementation of the alignment of the ELA and math curriculum to the Common Core Learning Standards (CCLS).
 - The District is requiring the implementation of a Reading Program K-2, and all teachers will use the Common Core Learning Standards. A new math series aligned to the State's Modules for the 2014-2015 school year.
 - The instructional Services Team/School-based Support Team does not have consistent practices to address teacher strategies for struggling learners. There is no common understanding or implementation of the criteria for AIS or RtI.
 - Data is not used consistently to evaluate program effectiveness, monitor student progress or inform instructional practice.

- Recommendations
 - Develop a comprehensive 3-year plan for special education redesign to be submitted to the Superintendent and Board of Education.
 - Revise the K-12 special education continuum to more effectively support the instructional and behavioral needs of students.
 - Convene an advisory team of pupil services staff, regular and special education teachers, instructional teacher leaders, administrators and parents to develop a vision that aligns to District goals for all learners.
 - Integrate the use of data throughout for program planning, development and assessment. Support teachers to use data to inform instructional planning.
 - The District should develop a long-term job-embedded professional development for special education and general education staff.
 - Revise eligibility criteria for related services (Speech, OT, PT, and Counseling).
 - Design special education guidelines and protocols to meet Federal Law and Regulations of the Commissioner of Education.
 - Define learner characteristics of students who will be recommended by the CSE for each of the programs and services represented in the continuum.
 - There needs to be a consistent communication mechanism between all administrators and faculty to ensure a common understanding of special education policies, procedures and criteria for the appropriate placement of students with disabilities.
 - There is an urgency to realign the leadership needed to support curriculum, instruction and assessment.
- In Summary
 - Improve results for students with disabilities by redesigning the special education continuum, developing criteria for specific placement and using data to monitor student progress and inform instruction
 - Improve the skills and knowledge of staff in literacy, math, positive behavior management and other prioritized professional development needs.
 - Engage all administrators, staff and parents in the decisions regarding special education.

The issues faced by the District are not solely those related to special education. In fact, they are closely and intrinsically related to the instructional practices for all students.

Mrs. Brady stated that there needs to be more professional development to support teachers in the development of IEP’s. An RtI workshop was held on 8/11 with discussion on how to use data to better place students. There will be another workshop held on 8/19. A new form with more specificity will be put in place for the Response to Intervention which will help with the special education process as well. Currently, work is being done to implement an RtI model for this year and perhaps leveraging RtI Direct to help students with interventions.

This year Michele French will be working on Curriculum, Instruction and Assessment, Deirdre Hill will be overseeing the Committee on Special Education. This is a distributive model with Susan Kearing as PreK – 2 Special Education Coordinator and Theresa Andrew overseeing 9 -12. The CSE office has been moved downstairs making it much more accessible to parents and moving in a direction of a pupil services model to better serve the needs of students.

The Board discussed the results of the study and the need for more professional development.

Mrs. French presented an iReady Program Overview & Summer Pilot update. iReady is being used for the first time this year. Mrs. French stated she is working with teachers preparing for the September rollout. The pilot is helping to determine pitfalls. There are 82 students enrolled in the pilot this summer: 30-Math; 31-Reading; 15-Reading & Math. iReady can be used K-12 for diagnostics and K-8 for diagnostics and lessons. All K-12 will take the diagnostic in September.

Ms. Smit asked if iReady can be used in AIS. Mrs. French stated that it could be used as a support tool.

Mrs. Brady stated that iReady can be used for IEP development. All students at a K-8 level can use the lessons. Data from iReady may be accessed by teachers. The parent component will be rolled out over time.

Warrants
Approved

Motion by Mr. Erickson seconded by Mr. Hill to approve warrants 73, 79 and 80.

Voting Yes – 5
Abstaining - Hiller
Motion carried.

Budget Status
Report
Accepted

Motion by Mr. Erickson, seconded by Mr. Robbins to accept the Budget Status Report.

Motion carried unanimously.

June
Treasurer’s
Report
Accepted

Motion by Mr. Hiller, seconded by Ms. Smit to accept the June Treasurer’s Report.

Motion carried unanimously.

Motion by Mr. Hill, seconded by Mr. Erickson to approve the IEP's: 4957 (6/4/14), 4957 (7/23/14), 6638, 6673.

IEP's
Approved

Motion carried unanimously.

Motion by Mr. Hiller, seconded by Mr. Hill to declare the items on the attached list as surplus. The Surplus sale date will be August 22nd.

Surplus Items
Declared

Motion carried unanimously.

Motion by Mr. Erickson, seconded by Mr. Hiller to approve the Budget Transfer dated August 4, 2014.

Budget
Transfer
Approved

Motion carried unanimously.

Motion by Ms. Smit, seconded by Mr. Robbins to accept the Claims Auditor's quarterly report.

Claims
Auditor's
Quarterly
Report
Accepted

Voting Yes – 5
Abstaining – Hiller
Motion carried.

Motion by Mr. Hiller, seconded by Mr. Hill to accept the Central District Treasurer's quarterly report.

Central
District
Treasurer's
Quarterly
Report
Accepted

Motion carried unanimously.

Motion by Mr. Hill, seconded by Ms. Smit to appoint John Remington as JV Soccer Coach for the 2014 season, pending completion of all coaching requirements.

John
Remington
Appointed JV
Soccer Coach

Motion carried unanimously.

Motion by Mr. Hiller, seconded by Mr. Erickson to appoint Judith Peyton as School Library Media Specialist. This is a three year probationary period from September 1, 2014 to August 31, 2017 in the School Library tenure area on Masters, Step 1 of the NWT A contract. This appointment is pending NYS certification.

Judith Peyton
Appointed
School
Library Media
Specialist

Motion carried unanimously.

Mr. Hiller asked when NYS certification will be obtained.

Mrs. Brady stated that she believes NYS certification has been obtained.

Mrs. Carstensen stated that the tax levy document is not a final run due to the transitional assessment on state owned land coming from Essex. According to the Real Property Director it has been approved but not keyed in but is represented in the final Essex number of \$1,035,030. This does not affect the tax levy. This is what was presented to the taxpayers at the Budget Vote - 8.7 million. It's a 1.62 levy increase over last year. Equalization rates for Horicon and Chester are at 100%. Last year they were 106%. Even if, for some reason, the transitional assessment does not get approved it does not affect the rate. The levy information will not be submitted to the county until next week. The levy amount of \$8,740,000. which assumes the \$350,000. of fund balance. The total unreserved undesignated fund balance audited as of last Friday is 1.4 million. This allocates \$350,000 of that.

Tax Levy Set

Motion by Mr. Hill, seconded by Mr. Erickson to set the tax levy at \$8,740,000.
Motion carried unanimously.

Charlotte
Hewitt 1yr
Leave of
Absence as
Claims
Auditor
Granted

Motion by Mr. Hill, seconded by Mr. Robbins to grant Charlotte Hewitt a one year leave of absence as Claims Auditor.
Motion carried unanimously.

Mrs. Brady stated that the position for an interim replacement will be posted.

Margaret
Bradley
Appointed .6
FTE Media
Teacher

Motion by Mr. Robbins, seconded by Mr. Erickson to appoint Margaret Bradley to a .6 FTE position as Media teacher effective September 1, 2014 to June 30, 2015 on Masters, Step 1 of the NWTA contract. (This appointment is pending NYS certification)
Motion carried unanimously.

Helpers Fund
Request
Approved

Motion by Mr. Robbins, seconded by Mr. Hill to approve the request from the Helpers Fund to deduct any voluntary donations to the Helpers Fund Scholarship program from North Warren employees' payroll.
Motion carried unanimously.

Mrs. Brady stated that the Helpers Fund funds scholarships. Previously it was Dollars for Scholars. The Dollars for Scholars national organization made demands on our local Dollars for Scholars due to increasing administrative costs. Our Dollars for Scholars organization put their money into the Helpers Fund, which is a 5013c organization. The Helpers Fund administers those scholarships.

The scholarships only go to North Warren students. The goal is to give every graduating senior some kind of award with the minimum being \$25 and the maximum \$500.

Ms. Andrew stated that the student must apply to receive a scholarship.

Mrs. Brady stated that the Helpers Fund has been struggling in the past because they are competing against other organizations for funds. Mr. Carl Lamb suggested allowing employees to contribute on a voluntary basis through payroll deduction. Mrs. Brady checked with the BOCES labor relations attorney who confirmed that this is allowable with the CSEA and teachers contract.

Motion by Ms. Smit, seconded by Mr. Erickson to appoint Mrs. Karen Hilton to a part-time position as Teacher Aide effective September 1, 2014. This is a 2.5 hour per day 180 day position on Step 1 of the CSEA contract.

Karen Hilton
Appointed
Part-Time
Teacher Aide

Motion carried unanimously.

The Board discussed the need for this position.

Mrs. Brady stated that currently, there are study halls uncovered due to teacher retirement. Some positions were not replaced and feels it would be a better use of resources to cover study halls with teaching assistants. Mrs. Brady also pointed out that the Kindergarten classes are very large this year and would like to utilize teaching assistants, if possible. This position would provide for more consistent expectations in the lunch room.

The Board discussed what kind of training/monitoring would be provided.

Mrs. Brady stated that managing the cafeteria is very challenging. There needs to be a very specific management system. On the first day of school there will be training for the aide and also support as needed in the cafeteria. The teachers will also prepare students on lunch room expectations before they go to the cafeteria.

The Board discussed the status of the sound proofing in the cafeteria.

Motion by Mr. Hiller, seconded by Mr. Hill to appoint Mr. James Walsh as Impartial Hearing Officer.

James Walsh
Appointed
Impartial
Hearing
Officer

Motion carried unanimously.

Motion by Mr. Erickson, seconded by Ms. Smit: BE IT RESOLVED that the Board of Education of the North Central School District \ hereby authorizes and directs the District Clerk, in the event a special education \ impartial hearing is requested, to make a selection from the approved list of Impartial Hearing Officers (IHOs) on a rotational basis beginning with the first name appearing after the IHO who last served. If the District Clerk is unavailable, selection shall be made by a person designated by the Superintendent. The District Clerk, or the designated person, shall inform the prospective IHO the terms and conditions in the District policy on compensation and reimbursement of expenses for hearing-related activities. Should the IHO decline appointment, or if, the impartial hearing officer fails to respond or is unreachable within 24 hours, the District Clerk shall offer appointment to each successive hearing officer whose name next appears on the list until such appointment, pursuant to the terms of the District's policy attendant thereto, is accepted

District Clerk
Authorized to
Appoint IHO

Motion carried unanimously.

Request to
Lower Tuition
Denied

Motion by Mr. Erickson, seconded by Mr. Hiller to deny the request to lower tuition.

Motion carried unanimously.

The Board discussed the request to lower tuition with review of how the tuition fee is derived and also reviewed Board Policy regarding tuition.

Payment of
Lodging for
Susan Kearing
Approved

Motion by Mr. Robbins, seconded by Mr. Hill to approve payment of lodging for one night for Susan Kearing for a conference in Albany on Monday, August 4th in the amount of \$134.95.

Motion carried unanimously.

Mrs. Brady will present the District Diagnostic Assessment at the September Board of Education Meeting.

The next meeting of the Board of Education will be September 15, 2014 at 6:30 PM.

Motion by Mr. Erickson, seconded by Mr. Hill to adjourn to executive Session at 8:12 PM to discuss matters regarding proposed, pending or current litigation and matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.

Motion carried unanimously.

Motion by Mr. Erickson, seconded by Mr. Robbins to come out of Executive Session at 8:45 PM.

Motion carried unanimously.

Motion by Mr. Erickson, seconded by Ms. Smit to adjourn at 8:46 PM.

Motion carried unanimously.

District Clerk