

WAYNE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING AGENDA



September 27, 2007

6:30 p.m.

District Office Conference Room

6:30 Call to Order

Executive Session

7:00 Reconvene/Call to Order

7:05 Pledge of Allegiance

Approval of Agenda/Approval of Minutes

[Att. 1](#)

7:10 Public Comment

7:15 Board Member Comments

7:20 Board President Comments

7:25 Action Item

7:30 Superintendent's Report

1. High School Internship
2. NYSSBA Conference Voting Delegate Nomination
3. Facilities Report
4. Upcoming Events
5. Student Questions

[Att. 2](#)

[Att. 3](#)

8:00 Governance Committee Update

8:05 Public Comment

8:10 Board Member Comments

8:15 Adjournment

Next Meeting Date: October 11, 2007

7:00 p.m.

Ontario Primary School

District Mission Statement

Based on the belief that all students can learn, the staff of the Wayne Central School District accepts the responsibility to teach all students, regardless of differences, the fundamental skills. We further accept the responsibility to challenge all students to attain higher levels of achievement. Wayne Central will provide the opportunity, environment, and encouragement to meet this goal while developing the whole child, physically, socially, emotionally, and culturally.

WAYNE CENTRAL SCHOOL DISTRICT
Ontario Center, New York 14520

BOARD OF EDUCATION MINUTES

UNOFFICIAL UNTIL APPROVED

DATE: Thursday, September 13, 2007
TYPE: Regular Business Meeting

TIME: 6:30 p.m.
PLACE: District Office

PRESENT: Trustees Griswold, Johnson, Lyke, Newman, Nicholson, Robusto, Schultz, Triou, Wyse; District Clerk Switzer; Administrators Havens, Siracuse, Armocida, Shaffer, La Ruche, Schiek, Atseff, Cox, Callahan, Blankenberg, Green

GUESTS: Visitor's Roster filed in clerk's agenda file, this meeting

I. **CALL TO ORDER:** 7:00 p.m. by Frank Robusto, Jr., School Board President

II. **PLEDGE OF ALLEGIANCE**

III. **APPROVAL OF AGENDA & MINUTES** (August 16, 2007)

Mr. Robusto presented consideration of a bid for purchase of a new piano at the high school as a consensus agenda item. Mr. Wyse offered a **MOTION**, seconded by Mr. Johnson, to approve the agenda for this evening's meeting, as revised, and the minutes of the meeting of August 16, 2007, as presented. 9 Ayes, 0 Nays, Carried.

IV. **PUBLIC COMMENT** – None

V. **BOARD MEMBER COMMENTS**

A. Mrs. Lyke extended **compliments to Mr. La Ruche and Mrs. Wright**, principals of Ontario Primary School and Freewill Elementary School, respectively, on the **first day program for entering kindergarten children** which allowed parents to accompany their children to and from school on an abbreviated schedule and provided re-assurance and alleviate apprehension.

B. Mrs. Lyke extended **compliments to Mr. Havens** for his foresight to provide an on-site day care center and opportunities for job sharing as support for teachers and incentives for potential new employees.

C. Mrs. Lyke reminded trustees of the general meeting of the **Four County School Boards Association** on October 18th, at Geneva, with guest speaker Dr. Manuel Rivera, former superintendent of schools of the Rochester City School District who is now Deputy Secretary for Education in the Governor's Office.

VI. **BOARD PRESIDENT'S COMMENTS** - None

REPORTS OF THE SUPERINTENDENT OF SCHOOLS

A. ELECTROINIC AGENDA ITEMS

Based on prior discussions about paperless meetings, Mr. Havens noted that this evening's agenda and meeting materials are available during the meeting on laptop computers for trustees. He thanked Mrs. Green, Mr. Harris and Mrs. Eaton-Smith for their efforts in preparing materials and equipment to accomplish this new approach. He noted that few other local school boards have adopted this concept yet.

B. REPORT ON OPENING DAY & OPENING WEEK

Mr. Havens reported on a highly ***successful opening day and week of school*** and reviewed modifications on bus unloading and loading procedures at Ontario Elementary School and re-location of the teacher resource center to the middle school.

C. REPORT ON SUMMER “Bridges” TRANSITION PROGRAM • Middle School

Mr. Havens introduced Mr. Christopher Shaffer, assistant middle school principal, to provide an update the Board of Education on the summer program for at-risk students.

Mr. Shaffer noted that fifty (50) of the ninety (90) students invited from grades 6, 7 and 8 participated. He outlined a Power Point presentation on details of the reading, writing and math programs offered and reviewed results of student achievement. (copy filed in clerk's agenda file, this meeting)

Mrs. Lyke asked why some students would decline to participate in the program. Mr. Shaffer cited family vacations, split-family visitations and a perception among some about summer programs as the major reasons. He added that the success among students has created a positive image in the program and helped increase interest and participation in the past two (2) years.

Mr. Johnson noted the excellent progress and results in the program and commended Mr. Shaffer and staff members involved on their efforts to create and expand it.

D. DISCUSSION ON POTENTIAL CAPITAL FACILITIES PROJECTS

Mr. Havens stated that trustees reached tentative agreement at the August 16th meeting to seek additional information on the following ***options***:

- replace Ontario Elementary School with new space adjacent to Ontario Primary School
- plan for potential incorporation of Freewill Elementary School at that site

He asked if trustees wished to proceed with detailed review and cost estimates of these options.

Mr. Wyse stated that he has participated in the capital improvement efforts since the initial discussions and supports compilation of additional information on the two options noted above.

Mr. Griswold stated he concurs with seeking additional information on these two options.

Mr. Havens shared information on two **proposed timelines** for review and decisions on final proposals for presentation to district voters. If a referendum was presented and approved in March, 2008, completion would occur in fall, 2011. A referendum in October, 2008, would allow completion by fall of 2012.

Mr. Triou asked when the referendum occurred for the 2002 Capital Improvement Project; Mr. Havens stated in the fall of 2002.

Mr. Johnson stated he does not believe there is sufficient time to prepare complete information for consideration by voters in March, 2008.

Mrs. Lyke concurred, noting that there are numerous items for consideration by the Board of Education for a proposed capital project to provide “state-of-the art” and energy-efficient facilities for consideration by voters.

Mr. Johnson stated he is in favor of a strong informational campaign for the community as part of any referendum on proposed capital improvements.

Mrs. Lyke stated that each trustee must have full knowledge and understanding of all options and details of a proposed capital project before presentation to the public.

Mr. Wyse believes that a fall, 2012 date is the earliest for occupancy of any new space no matter whether a spring or fall referendum occurs based on potential construction or supply delays. He added that he does not favor rushing a project to meet an early completion date.

By **consensus**, trustees agreed to pursue the two (2) options outlined above with presentation of detailed information to trustees by school officials by January, 2008 and a potential referendum date of fall, 2008.

Mrs. Lyke asked if there was agreement among trustees to “go green” to achieve energy conservation in any potential capital project. The **consensus** among trustees was yes.

Mr. Nicholson noted that consideration of energy saving efforts should occur in the planning and design phases of a proposed capital project and those efforts could occur as long as they make good financial sense.

Mr. Havens asked Mr. Robusto to share discussions he had with a resident whose first child entered Ontario Elementary School this fall. Mr. Robusto relayed the comments by the resident, who is a teacher in a neighboring school district, about the need to replace the older facilities at Ontario Elementary School as part of any potential capital projects.

Mr. Triou asked if the state aid ratio for new construction remains the same; Mr. Atseff and Mr. Havens noted that the ratio is a ten-year average and is now appx. 77.8% for our district.

Mr. Havens asked Mr. Blankenberg to share a comment at a recent athletic event. Mr. Blankenberg stated that the athletic director from a visiting school complimented him on the excellent condition of the football field, which is due to the fine work of our buildings and grounds staff.

E. UPCOMING EVENTS

Mr. Havens reviewed building-level events and activities that trustees may wish to attend

VII. ITEMS FOR BOARD OF EDUCATION ACTION

A. PERSONNEL CHANGES

Mr. Havens presented the following personnel changes for review and consideration by the Board of Education:

INSTRUCTIONAL STAFF

RESIGNATIONS:

Melissa Banks, ELA Teacher, assigned to the middle school, effective August 31, 2007 (personal reasons)

Jason LaDue, social studies teacher, assigned to the high school, effective August 13, 2007 (personal reasons)

Julie Geesler, special education teacher, assigned to Ontario Elementary School, effective August 31, 2007 (personal reasons)

APPOINTMENTS:

Jennifer Colucci, elementary education teacher (0.50 FTE), NYS Control No. 878923981 (Permanent, effective 9/1/98), assigned to Freewill Elementary School, a one (1) year temporary appointment effective September 1, 2007 through June 30, 2008 at \$18,925 (job share) (replacement for Deborah Knox who was transferred to the reading recovery program)

Stacy Cogle, ELA teacher, NYS Control No. 941145991 (Permanent, effective 9/1/1999), assigned to the middle school, a two (2) year probationary appointment effective September 1, 2007 through August 31, 2009 at \$44,044 (replacement for Melissa Banks, resigned)

Bradford Daly, school psychologist, NYS Control No. 120096071 (Provisional, valid through 9/1/2012), assigned to the high school, a three (3) year probationary appointment effective September 1, 2007 through August 31, 2010 at \$42,596 (replacement for Penny Barry, resigned)

Virginia Hammond Di Risio, Spanish Teacher, NYS Control No. 298649031 (Provisional, valid through 9/1/2008), assigned to the middle school, a one (1) year temporary appointment effective September 1, 2007 through June 30, 2008 at \$37,850 (replacement for Maureen Nagel while serving as teacher on special assignment)

Ann Marie Evans, elementary education teacher, NYS Control No. 126079071 (Initial, valid through 9/1/2012), assigned to Ontario Primary School, a one (1) year temporary appointment effective September 1, 2007 through June 30, 2008 at \$36,600 (replacement for Becky Groff who was transferred to reading recovery program)

Nicole Favreau, health teacher (0.50 FTE), NYS Control No. 484282041 (Provisional, valid through 9/1/2010), assigned to the high school, a part time appointment effective September 1, 2007 at \$18,660.50 (new position due to increased enrollment in Gemini course)

Michelle Goodwin, reading teacher, NYS Control No. 965880001 (Permanent, effective 9/1/1999), assigned to Ontario Elementary School, a two (2) year probationary appointment effective September 1, 2007 through August 31, 2009 at \$41,970 (replacement for Diane Cameron, retired)

Sharon Gruttadauria, kindergarten teacher, NYS Control No. 895854991 (Permanent, effective 9/1/97), assigned to Freewill Elementary School, a two (2) year probationary appointment effective September 1, 2007 through August 31, 2009 at \$40,998 (replacement for Bonnie Zelazny who was transferred to reading recovery program).

Betsy Irvine, special education teacher, NYS Control No. 113228071 (Initial, valid through 9/1/2012), assigned to Ontario Elementary School, a one (1) year temporary appointment effective September 1, 2007 through June 30, 2008 at \$36,600 (vacancy created by Rice/Van Buren job share)

Kenneth Lumb, school counselor, NYS Control No. 611796051 (Provisional, valid through 9/1/2010), assigned to the high school, a three (3) year probationary appointment effective September 1, 2007 through August 31, 2010 at \$39,495 (replacement for Jacob Arndt, resigned)

Timothy McBride, social studies teacher (.60 FTE), NYS Control No. 83230071 (Initial, valid through 9/1/2011), assigned to the middle school, a one (1) year temporary appointment effective September 1, 2007 through June 30, 2008 at \$36,600, pro-rated (replacement for Ryan Van Allen who was transferred to the high school)

Patricia Morton, elementary education teacher (.50 FTE), NYS Control No. TBD (Permanent, effective 9/1/97), assigned to Ontario Primary School, a five (5) month temporary appointment effective September 1, 2007 through January 25, 2008 at \$18,925 (job share with Rebecca Feistel)

Maureen Nagel, Spanish, teacher on special assignment in curriculum development teacher, assigned to the middle school, a one (1) year appointment effective September 1, 2007 through June 30, 2008.

Kathy Perconti, vocal music teacher, NYS Control No. 974252001 (Permanent, effective 2/1/2000), assigned to the high school, a two (2) year probationary appointment effective September 1, 2007 through August 31, 2009 at \$54,246 (replacement for Peter Derse, appointed assistant principal, high school)

Colleen Pudup, special education teacher, NYS Control No. TBD (Initial, valid through 2/1/2012), assigned to Ontario Elementary School, a three (3) year

probationary appointment effective September 1, 2007 through August 31, 2010 at \$37,850 (replacement for Fran McCarthy, retired)

Kim Shultz, reading teacher, NYS Control No. 148452021 (Permanent, effective 2/1/2001), assigned to the middle school, a two (2) year probationary appointment effective September 1, 2007 through August 31, 2009 at \$47,423 (new position)

Joseph Sarratori, Science Teacher, NYS Control No. 651119051 (Permanent, effective 9/1/2005), assigned to the high school, a three (3) year probationary appointment effective September 1, 2007 through August 31, 2010 at \$39,014 (replacement for Emory Roethel, resigned)

Corinne Wagner, special education teacher, NYS Control No. 3318061 (Initial, valid thru 9/1/2011), assigned to the tutoring center, a one (1) year temporary appointment effective September 1, 2007 through June 30, 2008 at \$37,765 (replacement for Tina Cieplinski-Smith, serving as teacher on special assignment as assistant to the director of student services)

Holly Wright, special education teacher, NYS Control No. 64653071 (Initial, valid through 2/1/2012), assigned to Ontario Elementary School, a three (3) year probationary appointment effective September 1, 2007 through August 31, 2010 at \$37,850 (replacement for Julie Geesler, resigned)

Elizabeth Uetz, elementary education teacher (0.50 FTE) NYS Control No. 882029981 (Permanent, effective 9/1/97), assigned to Freewill Elementary School, a one (1) year temporary appointment effective September 1, 2007 through June 30, 2008 (job share) (replacement for Deborah Knox, transferred.....).

Ryan VanAllen, social studies teacher, NYS Certificate No. 63881071 (Initial, valid through 2/1/12), assigned to the high school, a one (1) year temporary assignment effective September 1, 2007 through June 30, 2008 at \$38,625 (replacement for Jason La Due, resigned)

Francesca Zucaro, school counselor, NYS Control No. 621396051 (Provisional, valid through 9/1/2010), assigned to the high school, a three (3) year probationary appointment effective September 1, 2007 through August 31, 2010 at \$42,762 (new; drug and alcohol counselor)

Amended Extra-Duty Appointments/Designations • 2007-2008 School Year

See Listing, Clerk's Agenda File, This Meeting

SUPPORTIVE STAFF:

RESIGNATION:

Christine Kerr, food service helper, assigned to Ontario Elementary School, effective September 1, 2007 (personal reasons)

APPOINTMENTS:

Joan DiFabio, teaching assistant, 1:1, assigned to Freewill Elementary School, a temporary civil service appointment effective September 1, 2007 through June 30, 2008 at \$14.85 per hour

Suzanne Gresens, teacher aide, 1:1, assigned to Ontario Primary School, a temporary civil service appointment effective September 1, 2007 through June 30, 2008 at \$9.11 per hour

Lisa Northrup, teaching assistant, 1:1, assigned to Ontario Primary School, a temporary civil service appointment effective September 1, 2007 through June 30, 2008 at \$13.45 per hour

Colleen Pechulis, food service helper, assigned to Ontario Elementary School, a six (6) month probationary civil service appointment effective September 4, 2007 through March 6, 2008 at \$9.00 per hour (replacement for Christine Kerr, resigned)

Russel Watson, teaching assistant, 1:1, assigned to Freewill Elementary School, a temporary civil service appointment effective September 1, 2007 through June 30, 2008 at \$15.58 per hour

LEAVE OF ABSENCE:

Karin Pickard, teacher aide, 1:1, assigned to the high school (Project Show), a paid leave of absence effective September 5, 2007 to on or about October 18, 2007 (FMLA)

Mr. Wyse offered a **MOTION**, seconded by Mr. Johnson, to approve the personnel changes as recommended by the superintendent of schools. 9 Ayes, 0 Nays, Carried.

B. PUPIL PLACEMENT RECOMMENDATIONS • C.S.E. & C.P.S.E.

Mr. Havens presented the pupil placement recommendations of the Committees on Special Education and Pre-School Special Education for review and consideration by the Board of Education.

Mr. Triou offered a **MOTION**, seconded by Mr. Griswold, to adopt the following **RESOLUTIONS** for pupil placements by the CSE/CPSE, **TO WIT:**

(1) to approve the recommendation for pupil placements by the Committee on Special Education:

**RESOLUTION TO APPROVE RECOMMENDATIONS OF THE
COMMITTEE ON SPECIAL EDUCATION AND
AUTHORIZE ARRANGEMENT OF RECOMMENDED
SPECIAL PROGRAMS & SERVICES**

RESOLVED, that the Board of Education approves the recommendations of the Committee on Special Education and authorizes the Director of Student Services to arrange the recommended special programs and services.

(2) to approve the recommendation for pupil placements by the Committee on Pre-School Special Education:

**RESOLUTION TO APPROVE RECOMMENDATIONS OF THE
COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION AND
AUTHORIZE ARRANGEMENT OF RECOMMENDED
SPECIAL PROGRAMS & SERVICES**

RESOLVED, that the Board of Education approves the recommendations of the Committee on Pre-School Special Education and authorizes the Director of Student Services to arrange the recommended special programs and services.

On the question, the **RESOLUTIONS** were adopted by a vote of 9 Ayes, 0 Nays.

C. CONSENSUS AGENDA

- (1) Reports of the School District Treasurer (A/O 7/31/07)
- (2) Award Bids for Xerographic, Personal Computing & Fine Papers • 2007-2008
- (3) Award Bids for Custodial Supplies & Equipment • 2007-2008 (B.O.C.E.S. Co-op Bid)
- (4) Award Bids for Cafeteria Food & Paper Products • 2007-2008 (B.O.C.E.S. Co-op Bid)
- (5) Approve Budget Transfers • 2007-2008 School Year (Policy 5330)
- (6) Approve Budget Transfers • FY Ending June 30, 2007 (Policy 5330)
- (7) Annual Fire Safety Inspection Appointments & Designations
- (8) Accept Gift to to the School District (Soccer Shelters – Varsity Athletic Fields)
- (9) Award Bid for Purchase of a Yamaha Baby Grand Piano (High School Vocal Classroom)

Mr. Havens presented the consensus agenda for review and consideration by the Board of Education.

Mr. Wyse offered a **MOTION**, seconded by Mr. Johnson, to approve/adopt the consensus agenda, as presented by the superintendent of schools, as follows:

- (1) Receive and file **reports of the school district treasurer** for the period ending July 31, 2007)(copies attached to these minutes in the minute book)
- (2) Award **bids for xerographic, personal computing & fine papers** to Ricoh Corporation, 1531 Boettler Road, Suite E, Uniontown, OH 44685, the lowest responsible bidder, estimated local district cost of \$9,900.00 (cooperative bid, W-F.L. B.O.C.E.S) (bid summary filed in clerk's agenda files)
- (3) Award bids for **custodial supplies & equipment** for the period May 7, 2007 to March 31, 2008, to the lowest responsible bidders, multiple bid awards (cooperative bid, W-F.L. B.O.C.E.S) (bid summary filed in clerk's agenda files)
- (4) Award bids for **cafeteria food & paper products** for 2007-2008 to the lowest responsible bidders, as follows: (cooperative bid, W-F.L. B.O.C.E.S) (bid summary filed in clerk's agenda files)

Ice Cream and Ice Cream Products: (August 1, 2007 to July 31, 2008)
Perry's Ice Cream Co, One Ice Cream Plaza, Akron, NY 14001

Cafeteria Paper Products: (August 1, 2007 to July 31, 2008)
Regional Distributing, 1143 Lexington Ave., Rochester, NY 14606
Palmer Distributing, 100 Hoffman St., Newark, NY 14513

Bread and Bread Product: (September 1, 2007 to August 31, 2008)
Midstate Bakery Distributors, Inc., 402 Babcock St., Buffalo, NY 14206

Snack and Specialty Food Items: (September 1, 2007 through August 31, 2008)

Palmer Distributing Inc., 320 Hoffman St., Newark, NY 14513, (General/Bulk Products, Specialty Food Products, Frito-Lay Brand Products, Juices and Drinks, Non-Carbonated Waters & X-treme Fruit)
McKee Foods Corp., PO Box 750. Collegedale, TN 37315-0750 (Little Debbie Products).

Milk, Milk Products, and Juices: (September 1, 2007 to August 31, 2008,) Upstate Niagara Cooperative, Inc., 25 Anderson Road, Buffalo, NY 14225.

Meat, Meat Products, Cheese & Frozen Foods, Canned & Packaged Foods: (August 1, 2007 to July 31, 2008) Palmer Distributing Co., 100 Hoffman St., Newark, NY 14513 negotiated price below NYS Contract PC60164

- (5) Approve **budget transfers for the 2007-2008 school year** pursuant to Policy 5330 (copy attached to these minutes in the minute book)
- (6) Approve **budget transfers fiscal year ending June 30, 2007** pursuant to Policy 5330 (copy attached to these minutes in the minute book)
- (7) Approve annual **appointments and designations for fire safety inspections** for 2007-2008 (copy filed in clerk's agenda file, this meeting)
- (8) Accept **a gift to the school** district of two (2) soccer shelters from the Wayne Central Soccer Booster Club and the Wayne Wings Soccer Club with an approximate value of \$11,000 for use on Porray Field (copy filed in clerk's agenda file, this meeting)
- (9) Award bids for **a Yamaha Baby Grand Piano** to the Piano & Organ Center, 1225 Jefferson Road, Rochester, New York 14623, the sole bidder, in a total amount of \$21,695 (bid summary filed in clerk's agenda files)

Mr. Wyse stated that the new piano in the vocal classroom will eliminate movement of the Steinway Baby Grand Piano, which was restored in 2003, to and from the performing arts center.

On the question, the consensus agenda was approved/adopted by a vote of 9 Ayes, 0 Nays.

VIII. COMMITTEE REPORTS

A. AUDIT COMMITTEE

Mr. Schultz reported that the committee met prior the business meeting this evening for the quarterly meeting with and report by Mr. Harris, the internal claims auditor. This report noted the expense to the school district when pre-paid travel plans or accommodations are cancelled by staff members and trustees and refunds are not available. Careful review of availability is recommended before travel plans are confirmed.

At future meetings, the committee will meet with the independent auditor, Mr. Wager, on the annual audit, and the internal auditor, Freed, Maxick et al, on their examination and the pre-Comptroller's audit. Mr. Wager will present his report to the Board of Education in November.

Mrs. Newman noted that the recommendation on travel plans is a timely reminder for trustees.

Mr. Robusto noted that he attended a portion of the meeting and was impressed by the thought and planning for the meeting.

B. POLICY COMMITTEE

Mrs. Newman reported that the committee is developing its work plan for 2007-2008.

IX. ADDITIONAL PUBLIC COMMENT

- A. Mrs. Susan Brown, 7518 Knickerbocker Road, Ontario, stated that members of non-profit boards reimburse agencies if they cancel travel plans for which no refunds are issued and that failure of school trustees or staff members to do so is offensive to her as a taxpayer.
- B. Mrs. Brown, supra, speaking as president for Ontario Primary-Ontario Elementary PTA, noted that 2007 the 110th year for the national organization which was organized to address daily hot lunches and polio immunizations for children. She reviewed the numerous projects and contributions of the local PTA chapter and invited trustees and school officials to consider membership for the new school year.

X. ADDITIONAL BOARD MEMBER COMMENTS

- A. Mr. Johnson complimented Mr. Shaffer and the staff on the **excellent summer program** described earlier this evening. He noted that it shows the creativity and innovation of our schools.
- B. Mr. Griswold noted participation by several local students, represented all ages, parents and volunteers in a 2K and 5K **cross-country fund-raisers** last Saturday using course on the perimeter of the Ontario Center campus. He gained a new perspective on the school district's total holdings and He invited trustees to do the same.
- C. Mr. Triou extended **thanks to the booster club and Wayne Wings for** the donation of the new soccer shelters and construction efforts of Dennis Landry. Mr. Havens noted that the dedication of the new shelters will occur during Homecoming Weekend on October 6th....
- D. Mr. Triou noted participation by his family in the **recent orientation for sixth graders** on opening day and during the first weeks and thanked Mr. Armocida and staff members for their efforts to make the transitions smooth and uneventful for them.
- E. Mr. Robusto stated that the use if **laptops for agenda materials** appears to work well and thanked everyone who assisted in the effort. By **consensus**, trustees agreed to continue the procedure at future meetings and to eliminate the paper copies of agenda materials.

XI. EXECUTIVE SESSION (Legal Matters)

Mr. Johnson offered a **MOTION**, seconded by Mr. Wyse, to adjourn the meeting, at 7:59 p.m., for an executive session on pending legal matters. 9 Ayes, 0 Nays, Carried.

XII. RECESS: 8:00 p.m.

XIII. RECONVENE: 8:10 p.m.

XIV. COMMENCE EXECUTIVE SESSION

XV. RECONVENE: 9:00 p.m.

XVI. ADJOURNMENT

Mr. Triou offered a **MOTION**, seconded by Mr. Johnson, to adjourn the meeting at 9:01 p.m. 9 Ayes, 0 Nays, Carried.

Respectfully submitted,

JAMES E. SWITZER
School District Clerk

APPROVAL OF MINUTES

The foregoing minutes of the Board of Education were submitted for review & (approved as presented)(corrected as noted) at the meeting of

September 27, 2007

School District Clerk

Internship Proposal
2007 - 2008

Candidate: **Kristin Miller**

Presented by: **Joseph A. Siracuse, High School Principal**

Candidate Name: Nikki (Kristin) Miller

#	Activity	Standards	Performance Evidence
1	<p>Candidate will serve as the senior project co-coordinator with the building principal and will be responsible for</p> <ul style="list-style-type: none"> • Organizing the senior project training. • Organizing the process and timelines related to senior project. • Facilitating the Senior Project Steering Committee meetings. • Developing and maintaining the Senior Project budget. • Establishing policies and procedures for Senior Project. • Developing and maintaining public relation strategies to communicate with staff, parents, students and community members. • Assisting and monitoring the development of the curricular aspects related to the senior project. • Developing and maintaining Senior Project web-based resources. 	<p>1 2 3 4 5 6</p>	<ul style="list-style-type: none"> • Senior Project Steering Committee and 90% of the English department will be trained in senior project by October 19th. • A principal approved timeline will be in place by October 31. • Minutes and Agendas for Senior Project Steering Committee meetings will be sent to all members, administrators and to the superintendent. • A projected budget will be submitted for 08-09 and 09-10 to principal by November 2007. • An Information Night for PTSO will be held by June 2008. • A presentation on the progress of model schools will be presented by June of 2008. • A Senior Project informational brochure will be distributed to staff, faculty and community members by June of 2008. • Curriculum proposals will be developed for summer 2008. • A Senior Project webpage will be added to the Graduation Requirement information on the website by June of 2008.
2	<p>Candidate will coordinate the co-curricular participation graduation requirement and will be responsible for</p> <ul style="list-style-type: none"> • Maintaining an updated list of club advisors. • Providing training for club advisors • Ensuring all clubs are in compliance with club policies and procedures. • Developing and maintaining the club portion of the school webpage. • Updating and maintaining the district's co-curricular participation publications. • Establishing processes and procedures to ensure students are becoming involved and participating in co-curricular activities. 	<p>1 2 3 4 5 6</p>	<ul style="list-style-type: none"> • Training of all Club Advisors will be completed by 11/01/07. • A binder with club policies and procedures will be presented to the principal and superintendent by 12/07. • A club webpage will be added to the HS webpage by 6/08. • A Co-Curricular Participation Information Packet will be distributed by 9/07. • An updated Club Brochure will be distributed by 3/08. • A databank will be maintained throughout the academic school year with co-curricular information.

	<ul style="list-style-type: none"> • Verifying and maintaining data regarding students' completion of their co-curricular participation graduation requirement. • Maintaining a data base analyzing student participation in co-curricular activities. • Develop and successfully implement an action plan to target the 20% of students in the class of 2010 that have not completed their co-curricular participation requirement. • Submitting a quarterly list of all freshman and sophomores that indicates what club they were or are participating as well as the % of students that have completed the requirement. 		<ul style="list-style-type: none"> • Advisory teachers, the principal and superintendent will be informed of students that have not met the co-curricular requirement at 9/07; 2/08; 6/08. • The intern, will prior to student scheduling meetings with counselors, 1)meet with counselors to review students not meeting the requirement 2) Counselors will work with students to sign-up for clubs. • 95% of all sophomores will have completed their co-curricular requirement by June of 2006 • 85% of all freshmen will have completed their co-curricular requirement.
3	<p>Candidate will coordinate the portfolio graduation requirement and will be responsible for</p> <ul style="list-style-type: none"> • Providing training and on-going support for teachers to be effective at implementing the portfolio requirement. • Developing and/or managing curriculum, policies and procedures related specifically to the portfolio requirement. • Establishing timelines, schedules and deadlines for the portfolio requirements, including maintaining, organizing and publishing the Advisory Calendar with portfolio related dates and activities. • Managing resources, materials and supplies for student portfolios. • Developing and maintaining the web pages related to the portfolio requirements. • Developing, maintaining and dealing with communication to staff, parents, students and community members regarding portfolio related issues. 	<p>1 2 3 4 5 6</p>	<ul style="list-style-type: none"> • The intern will train the Class of 2011 advisory teachers on the portfolio requirements by June 2008. • The intern will attend monthly attendance at Freshman Academy meetings. • The intern will meet as needed with Class of 2010 advisors. • 90% of students will complete their portfolio requirements. • The webpage will remain current throughout the school year. • The intern will develop and present a PowerPoint at 8th grade information night.

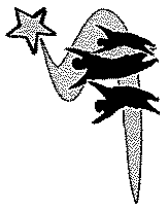
4	<p>Candidate will coordinate the community service requirement and will be responsible for</p> <ul style="list-style-type: none"> Updating and maintaining the Community Service Handbook which will contain curriculum, policies and procedures related to community service graduation requirement. Developing and managing data regarding community service completion for students. 	<p>1 2 3 4 5 6</p>	<ul style="list-style-type: none"> The handbook will be posted on the website and distributed at freshman orientation by 9/07. The annual status report will be presented to the principal and superintendent by June 2008. A template and database for community service will be completed and presented to the HS principal by December 1, 2007. 40% of the class of 2010 will have successfully completed their community service by June of 2008. 20% of the class of 2011 will have successfully completed their community service by June of 2008.
5	<p>Candidate will supervise and oversee the technology application graduation requirement program.</p> <ul style="list-style-type: none"> Oversee the operation including the policies, procedures and publication of the program to ensure student success. Oversee the curriculum and ensure it is standards based, rigorous and relevant and meets district graduation requirements. Assist in looking at student work to ensure the program is getting the results we are striving for. 	<p>1 2 3 4 5</p>	<ul style="list-style-type: none"> 10% of the class of 2011 will successfully complete test out option. 90% of those who take the course will successfully complete that course.
6	<p>Candidate will serve on the targeted district and building committees.</p>	<p>1 2</p>	<ul style="list-style-type: none"> The intern will attend PDT meetings. The intern will attend the high school PTSO meetings.
7	<p>Candidate will be involved in student supervision and management and will</p> <ul style="list-style-type: none"> Plan for and provide student supervision as directed Ensure follow through of student management related issues including applying appropriate behavior consequences. 	<p>2 3 5</p>	<ul style="list-style-type: none"> The intern will monitor and supervise 2nd lunch. The intern will manage the main office during administrative council including dealing with student management and discipline.

			<ul style="list-style-type: none"> The intern will successfully process a minimum of 20 discipline referrals before June 2008.
8	<p>Candidate will gain experience in the supervision and evaluation of faculty and staff.</p> <ul style="list-style-type: none"> Conduct co-observations with high school administration. Conduct individual observations Conduct a minimum of 6 observations Responsible for observing the high school health department. Responsible for observing the Internship Coordinator. 	2 5	<ul style="list-style-type: none"> The intern will conduct at least three independent observations by 6/08, including at least one from another building. The intern will conduct at least three co-observations by 6/08.
9	<p>Candidate will serve as the AIS Coordinator and will be responsible for</p> <ul style="list-style-type: none"> Collaborating with the high school instructional leaders to establish AIS policies and procedures utilizing the intervention map. Managing, analyzing and communicating the AIS data to assist in the identification, tracking and prescribing instructional support to students that are not academically successful. 	2 3 5	<ul style="list-style-type: none"> A simplified tracking and recording system will be in place by the first 5 week progress reporting period. At each 5 week reporting period the intern will generate and distribute failure lists to establish AIS lists. The intern will process discipline referrals related to AIS. 100% of students will either attend regularly scheduled AIS as assigned by their teachers or will face disciplinary consequences. A minimum of 90% of students will attend assigned AIS sessions.
10	<p>Candidate will work with and support the high school administration to assist with the overall school operation and instructional effectiveness.</p>	1 2 3 5	<ul style="list-style-type: none"> The intern will successfully complete all other assigned duties as given by the high school principal.
11	<p>Candidate will assist the ASI with coordinating the development of the curriculum, policies and procedures for the district's K-12 HIV/AIDS and Abduction instruction which are outlined in BOE Policy 8210 Prevention Instruction.</p>	2 3 6	<ul style="list-style-type: none"> A completed curriculum document will be completed in compliance with Policy 8210.

12	Candidate will implement and ensure district compliance with the policies and procedures outlined in the Wellness and Nutrition policy adopted by the BOE in June of 2006. A summary report will be developed and presented to the superintendent of schools.	2 3 4 5 6	<ul style="list-style-type: none"> • The intern will present a Summary Report to Superintendent by June 2008. • The intern will ensure the development of curriculum and procedures within the Wellness and Nutrition policy by September of 2008. • The district will be in compliance with the nutrition and wellness policy by 9/08.

Candidate's Signature/Date: _____

Field Supervisor's Signature/Date: _____



Michael Havens (9)
Wayne Central School District
6200 Ontario Center Rd
Ontario Center, NY 14520-0155

Helping Students Soar
New York State School Boards Association

VOTING DELEGATE CERTIFICATE
Annual Business Meeting -
Sheraton Hotel & Towers
811 Seventh Avenue, New York City
1:00 p.m., October 27, 2007

VOTING DELEGATE CERTIFICATE – 2007 NYSSBA ANNUAL MEETING

Take this card to New York City. (Do not mail it to NYSSBA.) Voting Delegate must be registered at the Convention before exchanging this card for official credentials.

This is to certify that _____, a member of the above named school board, has been designated as its **VOTING DELEGATE** for the Annual Business Meeting of the New York State School Boards Association to be held at the Sheraton Hotel & Towers, 811 Seventh Avenue, New York, NY at 1:00 p.m. on Saturday, October 27, 2007.

The Voting Delegate must be present from the opening of the meeting at 1:00 p.m. on Saturday until the termination of Association Business.

If the Voting Delegate, after arrival at the Convention, is unable to serve, it is his/her responsibility to transmit the "Voting Delegate" identification to an alternate designated by the board.

Our alternate, also a board member, is _____

Date _____, 2007

Superintendent

DO NOT MAIL THIS CARD TO NYSSBA

To the Superintendent:

1. Please fill out and sign after your board has designated its Voting Delegate and Alternate.
2. Instruct the Voting Delegate to:
 - a. Take the card to the convention in New York City. (Do not mail it to NYSSBA.)
 - b. Present this card when registering. The Convention registrar will give him/her Voting Delegate materials for admission to the Annual Business Meeting.

New York State School Boards Association
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