

WAYNE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING AGENDA



January 24, 2008 6:00 p.m. District Office Conference Room

6:00 Tour of High School

6:30 Executive Session

7:00 Call to Order

 Pledge of Allegiance

7:05 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. Capital Project Update
2. 2008-09 Budget Discussion – Capital Portion Discussion
3. Internship
4. Sustainable Energy Resolution
5. Student Representative
6. Student Questions

[Att. 2](#)

[Att. 3](#)

[Att. 4](#)

8:30 Board Action

8:35 Public Comment

8:45 Board Member Comments

8:55 Adjournment

Next Meeting Date: February 7, 2007 7:00 p.m. District Office

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, January 10, 2007

TIME: 6:30 p.m.

TYPE: Regular Business Meeting

PLACE: Freewill Elementary School

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

ABSENT: Trustees Johnson, Newman & Wyse

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

I. CALL TO ORDER: 6:30 p.m. by Frank Robusto, Jr., School Board President

Prior to start of the business meeting, trustees and school personnel conducted a tour of the building to fulfill the requirement of §1705 of the Education Law for annual building visits.

II. RECONVENE: 7:00 p.m.

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF AGENDA & MINUTES (December 6, 2007)

Mrs. Lyke offered a **MOTION** seconded by Mr. Nicholson, to approve the agenda for this evening's meeting and the minutes of the meeting of December 6, 2007, each as presented. 5 Ayes, 0 Nays, 3 Absent (Mr. Johnson, Mrs. Newman, Mr. Wyse 1 Abstention (Mr. Griswold), Carried.

V. PUBLIC COMMENT – None

VI. BOARD MEMBER COMMENTS

A. Mrs. Lyke reminded trustees of the legislative and program meetings of the **Four County School Boards Association** on January 16th at Geneva.

B. Mrs. Lyke suggested maintaining our meeting nights on the second and fourth Thursdays to **avoid conflicts with program meetings** of the Four County School Boards Association and to note departures from that schedule in advance to allow board members to attend such events.

- C. Mrs. Lyke noted the program meeting of the **Four County School Boards Association** on February 7th at Geneva about the Rochester Area Colleges' Consortium's Centers of Excellence in Math and Science.
- D. Mrs. Lyke noted the **Community Forum on Autism** scheduled by NYS Senator Michael Nozzolio on January 12th at Webster.
- E. Mr. Nicholson noted that he plans to attend workshop on January 17th in Victor on **success stories of the Top 100 Schools**.

VII. BOARD PRESIDENT'S COMMENTS

- A. Mr. Robust extended **condolences** to the family of retiree Maxine Weeker, a long term teacher at Ontario Primary School, at age 86.
- B. Mr. Robusto extended **congratulations** to varsity wrestling coach Scott Freischlag for his accomplishment of 200 dual meet wins.

VIII. REPORT ON ACTION ITEMS BY THE SUPERINTENDENT OF SCHOOLS

Mr. Havens noted that Mr. Wyse is absent due to a prior commitment, that Mrs. Newman is absent due to her father's surgery and Mr. Johnson is recovering from a minor, successful medical procedure.

IX. REPORTS OF THE SUPERINTENDENT OF SCHOOLS

A. PROPOSAL FOR O'AMBASSADORS PROGRAM AT FREEWILL ELEMENTARY SCHOOL

Mr. Havens introduced staff members Alexandra Balta and Sarah Lohr to present information about the O'Ambassadors' program at Freewill Elementary School to the Board of Education. He noted that the topic will appear on a future meeting agenda for formal consideration

Miss Balta and Miss Lohr shared information on the proposed program for fourth and fifth graders which includes problem-solving on national and international topics they may face as future consumers and leaders. Acceptance in the program was based on a competitive application prepared by Miss Balta.

They added that the program relates to character education themes of tolerance, caring, compassion and citizenship, will occur once a week after school and staff members will volunteer their time to work with the students. Students from additional grade levels may join the program in the future.

Mrs. Lyke asked how the teachers learned about the program and how many children would participate. Miss Balta stated that she received information from a friend who teaches in the Rochester City School District and she anticipates that 20 to 25 students will participate.

Mr. Griswold asked how long weekly sessions would last; Miss Balta stated 45 minutes.

Mr. Robusto asked what costs were associated with the program; Miss Lohr stated there are no additional costs. Mr. Havens stated that the group may conduct some fund-raising events to underwrite activities but the guidelines for the group mandate that staff members volunteer their time.

Mrs. Lyke noted that the program aligns with both district-wide goals and the International Baccalaureate (IB) program which the district is introducing at the high school.

Mr. Havens thanked the teachers for their presentation and information.

B. BUDGET DEVELOPMENT • 2008-09 • DISCUSSION OF INSTRUCTIONAL PRIORITIES

Mr. Havens noted that budget development for the 2008-2009 school year begins this evening with discussion by the Board of Education of instructional priorities for the next school year.

Mrs. Kim Cox, assistant superintendent for instruction, reviewed the district-wide goals in place for this year and how they are used in program review and budget development.

By ***consensus***, the existing district-wide goals were endorsed with ***suggestions for new or revised topics generally summarized below.***

Mrs. Lyke suggested addition of benchmarks for mastery levels and achievement by students, including those with disabilities

Mr. Griswold suggested efforts to find out how successful our graduates of the past 4 to 5 years are when they complete college or post-secondary education given the changing nature of the workplace and society. He added that data of this nature would assist in review of how many graduates complete college and if are they pursuing the career path they sought or if they have done something else.

Mr. Triou noted that a survey of this nature was conducted by local students as a senior project and was reviewed in an educational presentation to the Board of Education.

Mr. Nicholson noted that graduates may chose one direction or major when they enter college or post-secondary education and later change to other career areas.

Mrs. Lyke stated it is important to know if our graduates are successful, if they feel competent in college and if we are preparing them well.

Mr. Triou stated that the budget should not lose sight of the International Baccalaureate (IB) program.

Mr. Schultz noted that the Board of Education has heard staff presentations on several successful programs (e.g. summer transition programs, teacher coaching) for which the proposed budget should include funding.

C. PERFORMANCE BY FREEWILL ELEMENTARY STUDENTS

Flute and trumpet students under the direction of Michael Walker, instrumental music teacher at Freewill Elementary School, presented selections for the Board of Education, school personnel, visitors and family members present.

D. PRESENTATION ON CONNECT ED PROGRAM

Mr. Havens reported on successful, inaugural use of the new district-wide Connect Ed notification program to staff and parents about the power outage at Ontario Primary School on January 9th.

He added that a test of program to announce school closings for inclement weather was conducted in December and updates and efforts made to update phone contact numbers for students in each school. Additional uses of the system in the future are daily calls to parents by the nurse's office about student absences, notification of upcoming events and distribution of announcements by e-mail.

Mr. Robusto asked if parents can provide a primary and back-up contact number; the response was yes. He noted that the announcement feature could include a reminder of school voting times and place,

Mr. Schultz asked who has access to activate Connect Ed in the absence of the superintendent of schools. Mr. Havens stated that the assistant superintendent for instruction is the back-up person.

E. FINANCIAL AND BUDGET UPDATE

Mr. Havens introduced Mr. Atseff to present monthly financial reports for review and consideration by the Board of Education.

Mr. Atseff presented reports and information through 12/31/07, as follows:
(copies filed in clerk's agenda file, this meeting)

Revenue Status Report– General Fund: 72% of budgeted revenues have arrived.

Expense Status Report – General Fund: 36% of allocations spent to date.

F. STUDENT REPRESENTATIVE

Michelle Vendel, sophomore class president, reviewed current and future student achievements and events at the high school and activities of the sophomore class.

G. STUDENT QUESTIONS

- (1) Max De Lorm, 6540 Lakeside Road, Ontario, asked how counselors can increase involvement and orientation with students and parents about college planning, financing, scholarships and admissions during their junior year.
- (2) Donald Hyatt, 5342 Lincoln Road, Ontario, suggested that local students have more opportunities to explore trade, technical and vocational courses at multiple locations.
- (3) Nick Morrison.. 4229 West Walworth Road, Macedon, suggested that the Board of Education revise the goal of 90% of seniors pursuing college to include why they wish to pursue college studies.
- (4) Donald Hyatt, supra, feels opportunities for students to explore varied trade, technical and vocational courses are an important option; Mr. Havens noted that the internship requirement for students' starting with the Class of 2010 provides such options.
- (5) Christina Cretelle, 399 Jacobs Road, Macedon, encouraged the Board of Education to expand courses and emphasis on the arts as part of graduation requirements.

X. **RECESS:** 8:00 p.m.

XI. **RECONVENE:** 8:10 p.m.

XI. **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:

Gary Cooley, reading teacher, (0.60 FTE), assigned to Ontario Elementary School, effective February 1, 2008

Francesca Zucaro, school counselor, assigned to the high school, effective November 23, 2007 (personal reasons)

LEAVE OF ABSENCE:

Diane Hartley, occupational therapist (0.40 FTE), district wide, a combination paid/unpaid FMLA leave of absence effective on or before February 4 through June 30, 2008 (child rearing)

Stephanie Mordaci, elementary education, assigned to Ontario Elementary School, a combination paid/unpaid FMLA leave of absence effective on or before March 8 through June 30, 2008 (child rearing)

SUPPORTIVE STAFF:

RESIGNATIONS:

Nanette Coro, typist, assigned to the high school, effective January 7, 2008 (promotion and transfer to the district office/human resources)

APPOINTMENTS:

Nanette Coro, senior typist, assigned to the district office/human resources, a six (6) month probationary civil service appointment effective January 7, 2008 at \$12.66 per hour (new position, promotion & transfer from typist, assigned to the high school)

Meghan Enright, teaching assistant (1:1), assigned to Ontario Elementary School, a seven (7) month temporary appointment effective November 26, 2007 through June 30, 2008 at \$12.02 per hour (new position to support new student)

Shelly McDonald, typist, assigned to the high school, a six (6) month civil service probationary appointment effective January 7, 2008 at \$11.15 per hour (replacement for Nanette Coro, promoted and transferred to district office/human resources)

Roger Moon, cleaner, assigned to the middle school, a six (6) month probationary civil service appointment effective December 6, 2007 at \$9.15 per hour (replacement for Heather Holberton who transferred to position vacated by retirement of Joyce Hargarther)

Deborah Reil, teacher aide (1:1), assigned to Freewill Elementary School, an eight (8) month temporary civil service appointment effective November 16, 2007 at \$8.67 per hour (replacement for Heidi Ward, resigned).

Erica Roos, teacher aide (1:1), assigned to the middle school, a six (6) month temporary civil service appointment effective November 16, 2007 at \$9.32 per hour (replacement for Lyn Howard, transferred to new temporary teacher aide position).

Mr. Nicholson offered a **MOTION**, seconded by Mr. Griswold, to approve the personnel changes as recommended by the superintendent of schools. 6 Ayes, 0 Nays, 3 Absent (Mr. Johnson, Mrs. Newman, Mr. Wyse), Carried.

F. 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. Nicholson, 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 6 Ayes, 0 Nays, 3 Absent (Mr. Johnson, Mrs. Newman, Mr. Wyse).

G. CONSENSUS AGENDA

- (1) Approve Budget Transfers
- (2) Resolution to Accept Single (Federal) Audit Report, Period Ending 6/30/07

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

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

- (1) Approve ***budget transfers*** pursuant to Policy 5330 (copies attached to these minutes in the minute book)
- (2) Adopt a **RESOLUTION** to accept the single (federal) audit report for the period ending 6/30/07, **TO WIT:**

**RESOLUTION TO ACCEPT THE ANNUAL EXTERNAL
SINGLE AUDIT REPORT OF FEDERAL FUND EXPENDITURES
PURSUANT TO PL 98-502 (Single Audit Act of 1984)
(Fiscal Year Ending June 30, 2007)**

RESOLVED, that the Board of Education does hereby accept the single audit report for the fiscal year ended June 30, 2007 for expenditure of federal funds as prepared by Raymond P. Wager, CPA, P.C., independent auditors, as required by the New York State Education Department and the Single Audit Act of 1984 (Public Law 98-502). and does authorize and direct the district clerk to forward certified copies and publish legal notice, as required. (copy filed in clerk's file)

Mr. Triou asked if funds are budgeted for update of computer equipment; Mr. Atseff stated they are.

On the question, the consensus agenda was approved/adopted by a vote of 6 Ayes, 0 Nays, 3 Absent (Mr. Johnson, Mrs. Newman, Mr. Wyse)..

XIII. COMMITTEE REPORTS - None

XIV. ADDITIONAL PUBLIC COMMENT

- A. Susan Brown, 7528 Knickerbocker Road, Ontario, stated that she appreciated the telephone notification through the Connect Ed program on the recent power shortage at Ontario Primary School.
- B. Mrs. Brown, supra, suggested posting of the school board meeting agenda page on the district web site so the public would know topics prior to the meeting and perhaps plan to attend.
- C. Mrs. Brown, supra, suggested distribution of surveys on post-secondary and college plans and activities through class reunions.

XV. ADDITIONAL BOARD MEMBER COMMENTS

- A. Mrs. Lyke noted recent news *media recognition* for local alumnus Joe Geiger on his college work in mining engineering and related scientific uses for space exploration on Mars. She added that such items illustrate the changing nature of careers and the workplace for our graduates and recalled that Joe spoke about his career plans at a Board of Education meeting while a student at the high school.
- B. Mr. Griswold cited a Discovery Channel feature he viewed during the holiday recess on the *importance of mining engineering* in efforts to reach MARS where survival is based exclusively on self-sufficiency.
- C. Mrs. Lyke noted that the fact that a graduate may change a major course of study or career choice is not a concern; rather, it is the fact that our *students are continual learners* and are happy and successful with their final career choice.
- D. Mr. Nicholson does not expect students to know their final training or career choices without *firsthand experience*.

E. Mr. Robusto reminded board members of the ***deadline this week for reservations*** to attend the annual meeting of the National School Boards Association in March. Mrs. Newman Mr. Robusto and Mr. Griswold indicated they plan to attend.

XVI. ADJOURNMENT

Mr. Triou offered a **MOTION**, seconded by Mr. Nicholson, to adjourn the meeting at 8:20 p.m. 6 Ayes, 0 Nays, 3 Absent (Mr. Johnson, Mrs. Newman, Mr. Wyse), Carried.

Respectfully submitted,

JAMES E. SWITZER
School District Clerk

APPROVAL OF MINUTES S

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

January 24, 2008

School District Clerk

TO: Michael Havens
Superintendent of Schools
FROM: Gregory Atseff
Assistant Superintendent for Business
DATE: January 24, 2008
RE: 2008/2009 Budget

Attached is the first draft of the Capital portion of the 2008/2009 proposed budget. The following are included:

1. A three-part budget comparison, which shows the proposed Capital budget in comparison to the existing Capital budget.
2. The complete breakdown of the budget, by budget code, for the Capital portion of the budget.

Budget highlights for the Capital portion include:

Operation

- Increase in custodial salaries reflecting negotiated salary increases
- Increases in telephone to reflect moving NEXTEL services to this budget code

Maintenance

- Increase in maintenance salaries reflecting negotiated salary increases
- Increase in vehicles to replace the 1997 Ford Dump Truck
- Increase in facilities plan to address building needs

Employee Benefits

- 9.5% increase in TRS costs
- 8.5% increase in health insurance costs

Debt Service

- Principal and interest payments for Capital Project

THREE PART BUDGET COMPARISON - 2008/2009

Expenditure Categories	Administrative Expense		Program Expense		Capital Expense		Total Budget	
	2007/2008	2008/2009	2007/2008	2008/2009	2007/2008	2008/2009	2007/2008	2008/2009
General Support	\$2,604,945		\$0		\$2,971,245	\$3,059,045	\$5,576,190	\$3,059,045
Instruction	1,283,470		19,419,080		0	0	\$20,702,550	\$0
Transportation	0		2,176,120		0	0	\$2,176,120	\$0
Community Service	0		15,000		0	0	\$15,000	\$0
Undistributed	907,072		6,512,537		3,682,946	3,835,145	\$11,102,555	\$3,835,145
Total	\$4,795,487		\$28,122,737		\$6,654,191	\$6,894,190	\$39,572,415	\$6,894,190

OPERATION

Budget Code		2007/2008	Proj. Exp. 2007/2008	Proposed 2008/2009	Budget Change
A1620.161 -08	Custodial Salaries	761,190	742,190	779,215	18,025
.162	Sub/OT Salaries	7,000	7,000	7,000	0
.163	Extra Help Salaries	43,370	40,000	44,000	630
.200	Equipment	10,250	10,250	5,250	(5,000)
.401	Mileage/Conferences	0	0	0	0
.411	Rubbish Disposal	20,000	17,500	20,000	0
.416	Natural Gas	659,025	559,000	659,025	0
.417	Electric	616,710	525,000	616,710	0
.418	Telephone	43,000	57,500	65,000	22,000
.490 -06	BOCES Services	22,000	22,000	22,880	880
.500	Supplies	62,000	61,000	62,000	0
.554	Fuel Oil	0	0	0	0
A1620.0	OPERATION	2,244,545	2,041,440	2,281,080	36,535

	FTE	HS	MS	OE	OP	FW	District	Total
Custodian	6.0	39,155	41,020	33,210	30,155	58,450		201,990
Cleaner	18.0	158,990	126,020	67,085	55,335	42,215	30,030	479,675
Sr. Custodian	2.0	40,175	37,375					77,550
Night Diff.							20,000	20,000

MAINTENANCE

Budget Code		2007/2008	Proj. Exp. 2007/2008	Proposed 2008/2009	Budget Change
A1621.160 -08	Maintenance Salaries	320,850	320,850	335,755	14,905
.162	Sub/OT Salaries	12,000	11,000	12,000	0
.163	Extra Help Salaries	1,200	1,200	1,200	0
.200	Equipment	85,750	85,750	26,700	(59,050)
.209	Non/Transportation Vehicles	0	0	45,000	45,000
.400	Contractual Expenses	18,000	15,000	18,000	0
.401	Mileage/Conferences	1,100	800	1,100	0
.410	Boiler Clean/Repr	7,500	6,500	7,500	0
.412	Building & Equip. Repr/Contr	152,000	152,000	187,505	35,505
.413	Roof Maintenance	3,000	3,000	17,000	14,000
.414	Snow Removal Contracts	1,000	0	1,000	0
.415	Upkeep of Grounds	1,500	1,500	1,500	0
.423	Ins./Liab./Comp.	14,400	10,000	14,400	0
.443	Architects Fees	10,000	5,000	10,000	0
.490 -06	BOCES Services	15,700	15,700	16,605	905
.500	Supplies	68,700	65,700	68,700	0
.508	Health/Safety	500	500	500	0
.571	Gasoline	10,000	8,000	10,000	0
.572	Oil	500	500	500	0
.573	Tires & Tubes	2,500	2,000	2,500	0
.574	Lubricants	500	500	500	0
A1621.0	MAINTENANCE	726,700	705,500	777,965	51,265

Salaries	FTE	Amount
Director of Facilities	1.0	69,020
Sr. Maintenance Mechanic	1.0	59,090
Maintenance Person	5.5	161,970
Clerk/Typist	0.5	12,580
Groundskeeper	1.0	33,095

EMPLOYEE BENEFITS

Budget Code		2007/2008	Proj. Exp. 2007/2008	Proposed 2008/2009	Budget Change
A9010.800 -10	NYS Employees Retirement	475,000	425,000	475,000	0
A9020.800 -10	NYS Teachers Retirement	1,535,000	1,475,000	1,575,000	40,000
A9030.801 -10	Social Security (FICA)/Medicare	1,721,795	1,672,000	1,786,300	64,505
A9040.802 -10	Worker's Compensation	207,260	207,260	215,000	7,740
A9045.803 -10	Life Insurance	8,500	8,500	9,000	500
A9060.805 -10	Hospital/Medical/Disability Insurance	3,530,000	3,530,000	3,830,000	300,000
A9060.806 -10	Dental Insurance	300,000	295,000	300,000	0
A9098.0	EMPLOYEE BENEFITS	7,777,555	7,612,760	8,190,300	412,745

DEBT SERVICE

Budget Code		2007/2008	Proj. Exp. 2007/2008	Proposed 2008/2009	Budget Change
A9711.610 -10	Principal - Serial Bond (School Construction)	2,355,000	1,780,000	2,522,350	167,350
A9711.710 -10	Interest - Serial Bond	895,000	695,000	862,000	(33,000)
A9731.710 -10	Interest - Bond Anticipation Notes	0	0	0	0
A9760.710 -10	Interest - Tax Anticipation Notes	10,000	0	10,000	0
A9770.710 -10	Interest - Revenue Anticipation Notes	0	0	0	0
A9898.0	DEBT SERVICE	3,260,000	2,475,000	3,394,350	134,350

INTERFUND TRANSFERS

Budget Code		2007/2008	Proj. Exp. 2007/2008	Proposed 2008/2009	Budget Change
A9901.950 -10	Transfer to Special Aid Fund	65,000		65,000	0
A9950.970 -10	Transfer to Capital Fund	0		0	0
A9951.0	INTERFUND TRANSFERS	65,000	0	65,000	0

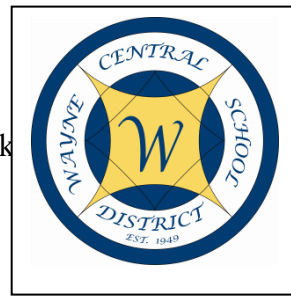
*Internship
Proposal
2007-2008*

Candidate: Tina Cieplinski

**Presented by: Michelle Scheik,
Director of Student Services**

University of Rochester
Warner Graduate School of Education and Human Development
Internship Plan

Tina L. Smith-Cieplinski



Administrative Internship Plan
 Wayne Central School District
 Dr. Stephen Uebbing & Michelle Scheik
 Spring 2008

#	Activity	Standard	Performance Evidence
1	<p>Candidate will serve as the district's Section 504 coordinator /chairperson and will be responsible for:</p> <ul style="list-style-type: none"> • Informing all case managers of their responsibilities to their Section 504 student and their family through training sessions held at each building. • Coordinating all necessary paperwork involved with a student who is identified by the committee. • Coordinating with school psychologists and principals to ensure all necessary evidence is given to the committee before a decision can be made. • Facilitating Section 504 committee meetings. • Maintaining an updated list of current Section 504 students and their case managers. • Maintaining a consistent monthly hearing schedule. 	1, 2, 3, 4, 5, 6	<ul style="list-style-type: none"> • The intern will develop training materials for case managers that reflect current federal mandates. • The intern will attend provide training to case managers, reflecting current federal mandates. A copy of the training agenda will be reviewed and approved by the Director of Student Services. • The intern will attend Section 504 training in January 2008 to learn current Section 504 practices and mandates. • The intern will develop a checklist for school psychologists and principals to make sure all materials are present prior to all Section 504 committee meetings. • The intern will distribute an updated list of all Section 504 students and their respective case managers will be sent to all counselors and principals after all initial eligibility hearings are concluded. • The intern will develop a monthly hearing schedule with deadlines in receiving referral packets.

2	<p>Candidate will serve as the transition coordinator for the district and will be responsible for:</p> <ul style="list-style-type: none"> • Coordinating with the district’s VESID representative to ensure post-secondary transition services for students with disabilities. • Providing opportunities for students and parents to meet with our VESID representative to create a transition plan based on the student’s needs. •Facilitating informational evenings for parents and students with regards to services provided by VESID and other transition agencies such as Wayne County ARC. • Attending transition committee meetings and assist in planning the annual transition fair. •Collaborating with our Midwestern Transition coordinator to ensure we are compliant with the mandates of Indicator 13. 	1, 2, 3, 4, 5, 6	<ul style="list-style-type: none"> • The intern will schedule meetings that include, teachers, parents and students who are juniors or seniors with Jack Burrows, VESID representative for Wayne no later than January of 2008. • The intern will hold two parent evenings with Jack Burrows and other transition providers per school year. •The intern will inform all CSE chairpersons in Wayne County of our annual transition fair. • The intern will assist the transition committee chairperson in any other duties needed to make the transition fair a success. • The intern will assist the special education staff and the transition committee in successfully completing our strategic transition plan by June 2008.
3	<p>Candidate will serve in assisting the middle school principal and assistant principal with their summer school program and will be responsible for:</p> <ul style="list-style-type: none"> •Assisting current administration in planning for the upcoming summer school program. • Planning and providing for student supervision as directed. • Ensuring follow through of student management related issues including applying appropriate behavior consequences. • Providing instructional leadership to summer school staff under the direction of current middle school administration. •Assisting with the overall school operation. 	1, 2, 3, 4, 5, 6	<ul style="list-style-type: none"> •The intern will assist administration with selecting student candidates for summer school through the PST process. • The intern will assist in hiring staff for the summer school program. • The intern will create a daily routine of visiting classrooms on a daily basis. • The intern will process discipline referrals under the direction of the assistant principal. • The intern will monitor and supervise students during arrival and dismissal via bus duty.

			<ul style="list-style-type: none"> • The intern will successfully complete all other assigned duties as given by the middle school principal and assistant principal.
4	<p>Candidate will gain experience in the supervision and evaluation of faculty and staff and will be responsible for:</p> <ul style="list-style-type: none"> • Conducting co-observations with a group of administrators. • Conducting a minimum of 6 observations. 	2 & 5	<ul style="list-style-type: none"> • The intern will conduct at least three co-observations by June 2008. • The intern will conduct at least three independent observations by June 2008.
5	<p>Candidate will assist the CSE chairperson in managing school resources and will be responsible for:</p> <ul style="list-style-type: none"> • Collaborating with the CSE chairperson in developing the Student Services budget for the 2008-2009 school year. • Collaborating with the NYS STAC Unit to ensure all high cost students have been STAC'd properly. • Collaborating with Medicaid Direct and our RIC representative to update our Medicaid records. 	3 & 6	<ul style="list-style-type: none"> • The intern will assist the CSE chairperson in any assigned duties in developing the Student Services budget for the 2008-2009 school year. • The intern will complete STAC forms on high cost students for 2007-2008 school year by June 2008. • The intern will organize all student Medicaid folders to be in compliance with all regulations. • The intern will inform related service providers of all current regulations with regards to Medicaid and train them to use the RS logs on Medicaid Direct by January 2008. • The intern will make regular claims to Medicaid for services provided to students and update the district if there are any back claims that have not been made.

6	Candidate will serve on targeted district and building committees.	1 & 2	<ul style="list-style-type: none"> • The intern will serve on the high school transition committee. • The intern will serve on the middle school PST committee. • The intern will serve as the chairperson to develop an alternative high school based on the model school program. • The intern will serve as a liaison to the middle school special education chairperson and will attend all middle school special education department meetings.
7	<p>Candidate will serve as the chairperson of a committee charged with developing an alternative high school based on the district's model schools program and will be responsible for:</p> <ul style="list-style-type: none"> • Chairing all committee meetings. • Arranging for the committee to visit other alternative high schools in the area to observe "how the do business". •Assisting the committee in developing a vision and mission for the alternative high school. • Assisting the committee in developing admission criteria. • Assisting the committee in gathering data to support the idea of an alternative high school. •Assisting the committee in developing a budget proposal for the BOE. 	1, 2, 3, 4, 5, 6	<ul style="list-style-type: none"> • The intern will arrange for the committee to visit other alternative high schools by January 2008. •The intern will gather specific data that will support the notion of having an alternative high school on or near the campus. • The intern will take part in a group presentation to the administrative council in proposing an alternative high school by September 2008. • The intern will assist the committee in developing a budget proposal for the 2009-2010 school year by September 2008.
8	<p>Candidate will support the Assistant Superintendent of Instruction in professional development and will be responsible for:</p> <ul style="list-style-type: none"> • Providing quality professional development opportunities for district paraprofessionals on Superintendent's conference days. 	1, 2, 3	<ul style="list-style-type: none"> • The intern will collaborate with the Office of Instruction and the Wellness committee in putting together a conference day for the paraprofessionals that focuses on wellness by February 8, 2008.

	<ul style="list-style-type: none"> • Providing quality professional development opportunities for new faculty during new teacher orientation. • Providing quality professional development for special education faculty members during our annual Student Services School Year Kick-Off Program. • Work with teaching staff and the ASI to create a written curriculum in a mutually agreed upon subject. 		<ul style="list-style-type: none"> • The intern will collaborate with the Office of Student Services and the Office of Instruction in providing quality professional development for new faculty during new teacher orientation by August 2008. • The intern will collaborate with the Office of Student Services to plan and carry out quality professional development for the district's special education staff by August 2008. • The intern will facilitate an afternoon of culminating presentations based on the learning communities that were set up in September of 2007 by February 27, 2008. • The intern will present the completed curriculum to the ASI by September 1, 2008.
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Resolution on Sustainability & the Design and Construction of High Performance Schools

_____ School District
Board of Education

Adopted _____
Date

WHEREAS, Students and staff are entitled to a safe and healthy school environment, and studies have indicated that student achievement is greater and attendance higher, and teacher and staff retention is improved, when the learning environment is naturally lit, comfortable and well maintained;

WHEREAS, Schools should employ design, construction and operation strategies that minimize operating costs, in particular for energy and water use as studies show that new facility energy costs, for example, can be reduced by 25 percent or more;

WHEREAS, Schools that follow sustainable design principals can contribute to our community's environment by minimizing waste and air and water pollution;

WHEREAS, the District's program to build new schools and renovate existing ones provides a unique opportunity to move beyond standard designs;

WHEREAS, the Collaborative for High Performance Schools (CHPS) has developed comprehensive design criteria based on the latest available information on sustainable school design, construction, and operation; and

WHEREAS, Schools designed to meet the CHPS criteria incorporate environmental features that provide a context for learning; now, therefore, be it

RESOLVED, That the _____ School District Board of Education recognizes the progress already made by the District's staff and design teams to incorporate sustainable design criteria into the District's school construction program; and

RESOLVED further, That the Board directs staff to expand this effort to ensure that every new school, new building and modernization project, from the beginning of the design process, incorporate CHPS criteria and best practices to the extent feasible; that the next round of construction projects minimally meet the CHPS qualifying criteria and preferably achieve at least _____ points; and that the focus be on criteria in the following priority areas:

- a. (Select priorities that meet your district's needs and location. Examples include:

1) Student performance and staff health through measures such as daylighting, the use of non toxic-emitting materials, and sound insulation or isolation to minimize noise and enhance classroom acoustical quality; 2) operating cost minimization, through resource efficiency; 3) minimizing the impact of District operations on the environment 4) taking advantage of financial incentive programs

RESOLVED further, that the Board of Education directs staff to follow the CHPS Roadmap and scorecard to ensure the efficient and complete implementation of CHPS, including creating a performance tracking system to ensure the effective implementation of the CHPS criteria throughout design, construction and operation; and

RESOLVED further, That the Board of Education endorses District participation in and directs staff to pursue partnerships that further the goal of high performance schools, including Federal, State and utility programs that provide sustainable design financial incentives, and;

RESOLVED further, that the Board of Education directs staff, during the design phase of the remaining projects in the current construction and modernization program and all such future projects, to require architects and staff to verify that their District project(s) have met or exceeded the minimum requirements for CHPS certification, and report the scores for all of the CHPS categories; and

RESOLVED further, that the Board of Education directs staff to report to the Board, within ____ days of the passage of this resolution, on the District's plan to comply with this Resolution; and

RESOLVED, That the Board of Education directs staff to report to the Board annually on the progress of this program, and provide quarterly summary statistics on the number of new schools and modernization projects designed and the percentage which have incorporated CHPS design criteria, and other statistics useful in assessing the progress of this effort.