

BOARD MEETING: Regular
DATE: Wednesday, October 16, 2013
TIME: 7:00 p.m.
PLACE: Naples Central School Elementary Cafeteria

I. Meeting Called to Order

II. Roll Call

III. Adopt the Agenda of the Regular Meeting of October 16, 2013 (Board Action)

IV. Pledge of Allegiance

V. Public Comments: The Board of Education invites you, the residents of our school community, to feel comfortable in sharing matters of interest or concern that you might have with us. The Board President will be happy to recognize those of you who wish to speak. We would ask that you come forward and please identify yourself before presenting your thoughts.

Those items brought to the attention of the Board during this time may be taken under consideration for future response or action. (*Individual comments will be limited to three minutes.*)

As a matter of courtesy, we ask that issues related to specific School District personnel or students be brought to the attention of the Superintendent of Schools privately. Thank you for this consideration.

- Board Reponse: The Board of Education is committed to keeping communication open and transparent. The Board of Education President will be working with the Board and the Superintendent to make every effort to respond to public comments directed to the Board of Education at previous meetings, during the next scheduled meeting.

VI. Points of Interest

VII. Superintendent Recognitions & Updates

- Boy Scout Achievement Badges
- Department Chair Reports:
 - Foreign language
 - Science
 - Career Science

VIII. Administrative Reports

- Elementary Principal
- Secondary Principal
- Director of Pupil Personnel
- School Business Administrator
- Student Representative

IX. Board Reports

- Facility Committee
- Policy Committee
- Budget Committee
- Community Education Committee
- Internal Claims Auditor Report

X. Minutes

- Regular Meeting of October 2, 2013

(Board Action)

XI. Certification of Lead Evaluators

(Board Action)

XII. Contractual Agreements

- CSEA Memorandum of Agreements

(Board Action)

XIII. Business

- 2014-2015 Budget Development Calendar
- Policy Approvals

(Board Action)

XIV. Personnel

- Resignation
 - Extra-Curricular Advisor: Musical Co-Director
- Appointments
 - Bus Driver
 - Teacher Aide
 - Extra-Curricular Advisor: Musical Co-Director

(Board Action)

XV. Consent Agenda Items

- CSE & CPSE Placements
- Volunteers
- Substitute

(Board Action)

XVI. Executive Session

(Board Action)

Regular Meeting

October 16, 2013

Minutes of a Regular Meeting of the Board of Education of Naples Central School held on Wednesday, October 16, 2013 at 7:02 p.m. in the Naples Elementary Cafeteria.

Members Present:	Michael Boggs	Barbara Howard
	Ronald Burke	Gail Musnicki
	Joseph Callaghan	Mona Sage-Cardinale
	Carter Chapman	Margo Ulmer
	Brent Gerstner	Lissa Brautigam

Members Absent: None

Also Present: Kimberle A. Ward, Mitchell Ball, Kristina Saucke, Matthew Frahm, and Alan Moore.

Guests: Rob Brautigam, Dahl Schultz, Evelyn Letta, Libby Pompeo, John McCabe, Scott Petrie, Diann Payne, Tracey Cratsley, and Mike Cratsley.

A quorum being present, the meeting was called to order at 7:02 p.m. by Board President Margo Ulmer.

Motion: Barbara Howard
2nd: Brent Gerstner

Resolved, that the Board of Education approves the agenda of the Regular Meeting of October 16, 2013 as presented.

Voting Yes:	9	Motion Carried
Voting No:	0	

Motion: Barbara Howard
2nd: Gail Musnicki

Resolved, that the Board of Education approves the minutes of the Regular meeting October 2, 2013.

Voting Yes:	9	Motion Carried
Voting No:	0	

Public Comment:

Naples Community Park Foundation Board President Mr. Chris Abraham introduced members of the Boy Scouts who have been working hard to clear trails at the park, indicating that the Scouts are working towards their outdoorsman badges. Superintendent Kimberle Ward and Board of Education President Margo Ulmer distributed bracelets to Boy Scouts, commending them for their hard work. Elementary School Principal Kristina Saucke noted that the students are hardworking and announced that they had received certificates in recognition of their efforts.

Mr. Abraham also indicated that the Naples Community Park Foundation has halted new development in the park and will be focusing on finishing current projects and the ongoing maintenance of previously completed projects. Mr. Abraham stated that the Naples Community Park Foundation is looking to better partner with all community groups, including the Board of Education.

Mrs. Ulmer announced that this would be the last Board of Education Meeting for Board Member Mona Sage-Cardinale and acknowledged her service with a gift from the Board.

Superintendents Updates & Recognitions

Superintendent Kimberle Ward introduced Cynthia Bero, Foreign Language Department Chair; Maureen Russell, Science Department Chair; and Kathryn Herman, Career Science Department Chair who presented reports for their respective departments.

Career Science Department: Mrs. Herman indicated that Technology teachers Chad Ayers and Tab Wilde have settled into their new lab and are looking forward to the completion of the project so they can utilize the new Computer Aided Design (CAD) lab and additional storage space. Mrs. Herman noted that Mr. Ayers is interested in a new 3-D printer to be incorporated into the new CAD lab, adding that the technology department has an initiative to work at increasing female enrollment in their field. Mrs. Herman stated she is teaching keyboarding to seventh graders with a goal of having students recognize all keys by the end of a ten week period, also noting that the Career Science Department is investigating some new courses including, "Production, Design, and Engineering" for Technology and the Gemini "Introduction to Nutrition" for Family and Consumer Science.

Foreign Language Department: Mrs. Bero noted that the Foreign Language department is proud to be hosting the regional checkpoint A and B assessment with as many as twenty schools participating on December 6th and that the cafeteria will be providing lunch. Mrs. Bero indicated that the Foreign Language department has been using authentic foreign documents to foster the development of 21st century skills for success. Mrs. Bero indicated that Spanish teacher Sarah Shainfeld is receiving all of the proficiency Spanish; Spanish teacher Analisa Chapman is receiving all of the Regents level Spanish; and Mrs. Bero is responsible for the French curriculum. Mrs. Bero stated the primary goal of the department this year will be to introduce three new kinds of reading in each thematic unit, which will help to increase test scores and understanding, adding that as a final goal, the Foreign Language department will work towards using the APPR thoughtfully, indicating that I-Pad's as a learning tool have greatly increased their ability to teach with real life scenarios.

Science Department: Mrs. Russell stated that there are many women in regional colleges and the field that are involved in Science, Technology, Engineering, and Mathematics, but that the Naples Central School District has a disproportionately low enrollment in these areas versus the field, indicating that she would like to look at this more closely and work towards finding a way to increase enrollment in these areas by female students. Mrs. Russell noted there have been some stumbling blocks to getting the Next Generation Science standards adopted in New York State, suggesting that it does not support the rigor of the Regents Program. Mrs. Russell indicated that she will be attending a workshop at Monroe 1 BOCES on integrating common core into science curriculum, noting that she will turnkey this to staff. Mrs. Russell stated the Science Department goals include the strengthening the K-12 Science curriculum; looking at the accelerated science grade 7 science program; keeping students in accelerated programs engaged and challenged; and offering more Gemini courses including "Soils, Water, and Forestry" and possibly "Human Anatomy and Physiology". Lastly, Mrs. Russell requested that number of students in science lab classes continue to remain small.

Superintendent Ward indicated that the Board of Education appreciation dinner will be held on October 29th at Jules' Kitchen and thanked the Board of Education for all their hard work.

Administrative Reports

Claims Auditor Evelyn Letta indicated that she is working with the Business Office to address a few issues and that overall things are going well.

Elementary Principal Kristina Saucke indicated that 351 students had family members attend the open house, noting that the Food Service Department offered dinner to families at very reasonable prices;

the NSA ice cream sales were great as expected; and the earlier start time for open house was a big success. Ms. Saucke then thanked Jody Schwartz and Tammy Brace for starting a robotics team at the Elementary School noting that currently 5th and 6th graders are involved and the intention is to add 2nd, 3rd, and 4th grade prior to the end of January. Ms. Saucke indicated that they would be looking to organize a science fair over the next few months.

Superintendent Ward noted that three different surveys including “Climate and Culture” to staff, “Parent Attitude Satisfaction” to parents, and “Student Attitude Satisfaction” to students, will be going out sometime between November 4th and the 15th. Mrs. Ward indicated that these surveys were created with a goal of gathering feedback on areas such as foods, food service, activities, and events for students, families, and staff.

Secondary School Principal Matthew Frahm stated that Homecoming Week was last week, thanking Bill Murphy and students for their hard work in setting up the events. Mr. Frahm noted that although the district had a half day for professional development on Friday, 97.7% of students showed up for classes and the pep rally. Mr. Frahm indicated that Friday night was activity night, including activities such as movies, basketball, volleyball, and ping pong in the newly renovated gym, and pizza from Luigi’s with a bon fire late later in the evening at the Community Park. Mr. Frahm noted that on Saturday, there was a breakfast at Trinity Church, athletic events for students, and a dance in the evening.

Director of Pupil Personnel Alan Moore Services stated that October is big month for planning. Mr. Moore added that the Quality Improvement Plan is kicking off with a half day planning meeting on October 17th, noting that there were many volunteers and they would be looking at ways to help students with special needs compete with new common core. Mr. Moore indicated that workshops for co-teachers are scheduled and the department will be looking at training for embedded teaching. Mr. Moore noted that he will be attending a Science, Technology, Engineering, and Mathematics (STEM) conference with the goal of using this training to help students with special needs.

Board of Education Student Representative Lissa Brautigam reported on fall sports teams including the boys varsity soccer, the girls varsity soccer, the girls varsity tennis, and the boys varsity golf teams. Miss Brautigam indicated that senior privileges started last week; colleges will begin doing early action and early decision; and that senior pictures and senior quotes are due November 1st. Miss Brautigam indicated that Operation Santa has started seasonal preparation; National Honor Society is working on preparing for the ARC gift wrapping and game night at Eastview Mall on November 14th; the Robotics Team had a successful Grape Fest fundraiser and will have a competition at McQuaid High School; and the Hiking Club is open to all interested individuals and integrates technology through geocaching hikes.

School Business Administrator Mitchell Ball indicated that there has been an adjustment to the budgeting process, noting that there will be a change from doing the traditional incremental budgeting to zero based budgeting as a means of increasing budgetary oversight. Mr. Ball presented the 2014-2015 Budget Calendar, pointing out important dates, including December 13th as the day that building and department budgets are due to the business office; March 1st as the date the Tax Levy Limit calculation is due to the Office of the State Comptroller; April 4th as the date that notices are published in newspapers; and May 20th as the Annual Vote and Board of Education Election. Mr. Ball provided information on the Statewide School Consortium, noting that the Gap Elimination Adjustment (GEA) has reduced funding to Naples over the last 4 years by \$2.6 million; the district is disproportionately funded compared to downstate districts; the GEA will last for at least the next three years, and that it is likely that the GEA will continue to negatively impact the Naples Central School District budget. Mr. Ball also indicated that due to increases in property wealth and income wealth in the district, it is likely that there will be additional reductions in state funding.

Facility Committee

Superintendent Ward noted the Board of Education and Superintendent are working with Bob Hotchkiss to put together a public video that outlines updates to the capital project, adding the intention is to have the video completed on or before November 20th. Superintendent Ward stated that there would be another tour of the secondary school addition at the November 6th Board of Education meeting.

Policy Committee

Board of Education member Ronald Burke indicated that the following policies were recently reviewed at the Policy Committee meeting. Topic recap:

- Smoking and Tobacco Use
- Evaluation of Personnel
- Student/Staff Relations
- Social Networking
- Temporary Personnel
- Staff Use of Computerized Information and Resources
- Staff Computer Network and Internet Procedures
- Health Insurance
- Comprehensive Student Attendance
- Diploma and Credential Options for Students with Disabilities
- Student Records
- Student Use of Personal Technology
- Student Discipline
- Transfer of Students

Mr. Burke stated the policies are reviewed using recommendations through a service provided by Erie 1 BOCES.

Budget Committee

Board Member Barbara Howard stated that zero based budgeting will put the onus on the administrative team to really look closely at the budget and determine what is really necessary with a goal of reducing the tough decisions that need to be made in the spring. Mrs. Howard

indicated the budget committee reviewed the operations and maintenance budgets, noting Director of Facilities and Transportation, George English, will be looking at long term replacement plans for equipment and the district is exploring the long term impact on utilities costs as a result of the additional square footage at the secondary school. Mrs. Howard also indicated that the budget committee reviewed the transportation budget and the school lunch budget, looking at the long term impact of the movement of benefits being covered by the school lunch fund versus the general fund. Mrs. Howard then noted that budgets from the administrative team would be due prior to the Holiday break.

Community Education Committee

Mr. Burke indicated there is a lot of excitement surrounding the completion of the capital project and what programs can be offered as a result of it, noting that the community education committee will be taking some trips to other districts to see what programs they offer to help support student and community wellness. Board Member Carter Chapman indicated that there was an unprecedented turn out for the first night of adult volleyball in the new gym.

Motion: **Barbara Howard**

2nd: **Joseph Callaghan**

Resolved, that the Naples Central School District Board of Education approves the following Lead Evaluators as presented:

- **BE IT RESOLVED THAT Kimberle A. Ward is hereby certified as a Qualified Lead Evaluator of building principals, having successfully completed the following training requirements prescribed in 8 NYCRR §30-2.9 (b):**
 - (1) The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;
 - (2) Evidence-based observation techniques that are grounded in research;
 - (3) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2;
 - (4) Application and use of the State-approved rubrics selected by the school district for use in the evaluation of building principals, including training on the effective application of such rubric to observe a building principals practice;
 - (5) Application and use of the assessment tools that the school district utilizes to evaluate its building principals, including, but not limited to structured portfolio reviews; student, parent, teacher, community feedback; professional growth goals*; school improvement goals, etc.;
 - (6) Application and use of the State-approved locally selected measures of student achievement used by the school district to evaluate its building principals;
 - (7) The scoring methodology utilized by the Department and the school district to evaluate a building principal under 8 NYCRR §30-2, including:
 - (a) how scores are generated for each subcomponent and the composite effectiveness score of building principals, and
 - (b) application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of building principals and their subcomponent ratings; and

- (8) Specific considerations in evaluating building principals of English language learners and students with disabilities.

Training on the use of the Statewide Instructional Reporting System, also required by 8 NYCRR §30-2.9 (b), will be provided once the NYS Education Department makes available the information required for such training.

This certification has been issued in accordance with the process for certifying lead evaluators described in the district's annual professional performance review plan.

- **BE IT RESOLVED THAT Director of Pupil Personnel Alan Moore, Elementary Principal Kristina Saucke, and Secondary Principal Matthew Frahm are hereby certified as Qualified Lead Evaluators of classroom teachers having successfully completed the following training requirements prescribed in 8 NYCRR §30-2.9 (b):**

- (1) The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;
- (2) Evidence-based observation techniques that are grounded in research;
- (3) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2;
- (4) Application and use of the State-approved rubrics selected by the school district for use in the evaluation of classroom teachers, including training on the effective application of such rubric to observe a classroom teacher's practice;
- (5) Application and use of the assessment tools that the school district utilizes to evaluate its classroom teachers, including, but not limited to structured portfolio reviews; student, parent, teacher, community feedback; professional growth goals*; school improvement goals, etc.;
- (6) Application and use of the State-approved locally selected measures of student achievement used by the school district to evaluate its classroom teachers;
- (7) The scoring methodology utilized by the Department and the school district to evaluate a classroom teacher under 8 NYCRR §30-2, including:
 - (a) how scores are generated for each subcomponent and the composite effectiveness score of classroom teachers, and
 - (b) application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of classroom teachers and their subcomponent ratings; and
- (8) Specific considerations in evaluating classroom teachers of English language learners and students with disabilities.

Training on the use of the Statewide Instructional Reporting System, also required by 8 NYCRR §30-2.9 (b), will be provided once the NYS Education Department makes available the information required for such training.

This certification has been issued in accordance with the process for certifying lead evaluators described in the district's annual professional performance review plan.

- * Professional growth goals constitute one of the assessment tools available for the evaluation of classroom teachers under the "other measures of effectiveness" subcomponent of annual professional performance reviews conducted during the 2012-2013 school year only.

Voting Yes: 9

Motion Carried

Voting No: 0

Motion: Michael Boggs
2nd: Gail Musnicki

Resolved, that the Board of Education approves the following Contractual Agreement:

- Resolved, that the Naples Central School District Board of Education does hereby approve the Memorandum of Agreement between the Naples CSEA and the Naples Central School District for the purpose of establishing FMLA eligibility for CSEA employee, Jeffrey B. Allaire, Bus Driver as presented.

Voting Yes: 9 **Motion Carried**
Voting No: 0

Motion: Barbara Howard
2nd: Mona Sage-Cardinale

Resolved, that the Board of Education approves the Business resolutions as presented:

- Resolved, that upon the recommendation of Mitchell Ball, School Business Administrator, the Board of Education approves the Naples Central School District 2014-2015 Budget Development Calendar as presented.
- Resolved, that the Board of Education, upon the recommendation of the Policy Committee, with no second required as per Policy #1410, hereby approves the following Policies:
 - Policy # 1332: Duties of the District Treasurer
 - Policy # 5640 Smoking/Tobacco Use
 - Policy # 6130 Evaluation of Personnel
 - Policy # 6180 Staff-Student Relations (Fraternization)
 - Policy # 6181 Social Networking Sites (SNU) Guidelines
 - Policy # 6220 Temporary Personnel
 - Policy # 6470 Staff Use of Computerized Information Resources
 - Policy # 6470A Staff Computer Network and Internet Use Procedures
 - Policy # 6510 Health Insurance
 - Policy # 7110 Comprehensive Student Attendance Policy
 - Policy # 7222 Diploma and/or Credential Options for Students with Disabilities
 - Policy # 7240 Student Records: Access and Challenge
 - Policy # 7316 Student Use of Personal Technology
 - Policy # 7317 Student Discipline -Transfer Students

Voting Yes: 9
Voting No: 0

Motion: Barbara Howard
2nd: Michael Boggs

Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following personnel items as presented:

- Resolved, that the Board of Education approves the resignation of Kathleen Goyette, Musical Co-Director, with regret, effective for the 2013-2014 School Year.
- Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following appointment:
 - Heather A. Fox, 32 North Main Street, Cohocton, NY 14826, as Bus Driver, at a rate of \$25.00/trip, effective October 17, 2013.
 - Cindy Meyers, 6265 Edson Road, Naples, NY 14512, as Teacher Aide, at a rate of \$9.65, effective October 16, 2013.

- Resolved, that the Board of Education approves the following Extra-Curricular Advisor for the 2013-2014 School Year:

- Musical Co-Director: Jennifer Gundy

Voting Yes: 9

Motion Carried

Voting No: 0

Motion: Mona Sage-Cardinale

2nd: Joseph Callaghan

Resolved, that the Board of Education, upon the recommendation of Superintendent Kimberle A. Ward, approves the Consent Agenda Items as presented:

- Resolved, that the Board of Education approves student placements as per the recommendations of the Committee on Special Education and the Committee on Preschool Special Education.

- Resolved, that the Board of Education approves the following Student Teachers:

<u>Name</u>	<u>Placement</u>	<u>Supervising Teacher</u>
Steven M. Furbush	Social Studies: Oct. 28, 2013-Dec. 11, 2013	Matthew Green

- Resolved, that the Board of Education approves the following Volunteers:

<u>Name</u>	<u>Position</u>	<u>Address</u>
Theresa Clayton-Hays	Volunteer	6272 State Route 64, Naples, NY 14512
William Grove, Jr.	Volunteer	8677 State Route 53, Naples, NY 14512
Jodie Schwartz	Volunteer	6094 State Route 21, Naples, NY 14512
Ginger Shaffer	Volunteer	6555 Gulick Road, Naples, NY 14512

- Resolved, that the Board of Education hereby approves the following list of Substitutes Appointments:

<u>Name</u>	<u>Position</u>	<u>Address</u>
Elizabeth Bell	Teacher	6938 Lawyer Road, Naples, NY 14512

Voting Yes: 9

Motion Carried

Voting No: 0

Motion: Barbara Howard

2nd: Brent Gerstner

Resolved, that the Board of Education approves calling an executive session at 8:28 p.m. for the purpose of discussing the employment history of a particular person or person(s).

Voting Yes: 9

Motion Carried

Voting No: 0

Time out of closed session: 9:40 p.m.

Motion: Barbara Howard

2nd: Mona Sage-Cardinale


There being no further business, the Regular Meeting of October 16, 2013 is hereby adjourned at 9:41 p.m.

Voting Yes: 9

Motion Carried

Voting No: 0

Dated this 16th day of October, 2013


 Mitchell Ball
 District Clerk

