ONTEORA CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION
BOICEVILLE, NEW YORK 12412

REGULAR MEETING
Minutes 6:00 p.m.
TUESDAY, NOVEMBER 8, 2011
Bennett Elementary School

1. Opening Items

1.01 Call to Order 6:00
1.02 Tobacco Policy Statement
1.03 Pledge of Allegiance
1.04 Roll Call

2. Executive Session

2.01 The Board will vote to enter into executive session to discuss negotiations. (proposed 6:05 duration 60 minutes)
6:05
Motion: Motion to enter into executive session to discuss negotiations, the discipline of a particular employee and pending litigation
Motioned By: Trustee Hickey
Second By: Trustee Spencer

Results: Unanimous
Yea: Trustee McGillicuddy, Trustee Hickey, Trustee Spencer, Trustee Kurnit, Trustee McKeon
Not Present: Trustee Fletcher, Trustee Osmond

Now Present

Trustee Fletcher arrived at approximately 6:10 pm

2.02 The Board will vote to exit executive session (proposed 7:00)
Motion: Motion to exit executive session at approximately 7:25
Motioned By: Trustee Fletcher
Second By: Trustee Kurnit

Results: Unanimous
Yea: Trustee McGillicuddy, Trustee Fletcher, Trustee Hickey, Trustee Spencer, Trustee Kurnit, Trustee McKeon
Not Present: Trustee Osmond

2.03 The Board will vote to re-enter public session (proposed 7:00)
Motion: The Board will vote to re-enter the public session
Motioned By: Trustee Spencer
Second By: Trustee Fletcher

Results: Unanimous
Yea: Trustee McGillicuddy, Trustee Fletcher, Trustee Hickey, Trustee Spencer, Trustee Kurnit, Trustee McKeon
Not Present: Trustee Osmond

3. Acceptance of Minutes

3.01 The Board of Education accepts minutes (proposed 6:45)

Motion: The Board of Education hereby accepts the minutes of the 10/11/11 Student Board meeting and the 10/25/11 Workshop meeting
Motioned By: Trustee Spencer
Second By: Trustee Fletcher

Results: Unanimous
Yea: Trustee McGillicuddy, Trustee Fletcher, Trustee Hickey, Trustee Spencer, Trustee Kurnit, Trustee McKeon
Not Present: Trustee Osmond

4. Welcome

4.01 Principal Gabriel Buono will give the welcome address (proposed 6:50 duration 10 min)

Principal Gabriel Buono welcomed the Board

- Showed a video presentation of the community members who are serving the country now.
    - Assembly coming up to recognize Veteran's Day
        - officers from VFW are coming to present
- Within Infinite Campus, the district is tracking student's use of food services
    - increased usage of Parent Portal at Elementary level
    - Students can go to Parent Portal to see what assignments they might be missing
        - Starting at 5th grade
    - New application can be used on mobile devices
- Theater program - Stories on Stage with Gordon Brown
    - Once a week actors come to rehearse with the students
    - Background and stage production another day
    - Production will be the middle of February
    - 5th and 6th graders participate

5. Board District News

5.01 The Board will announce district news (proposed 7:05 duration 15 min)

Report on NYSSBA convention

Trustee Spencer:

- Networking was very helpful
    - being with others that had the same goals and problems and are looking for direction
- Workshops every 2 hours
    - Learned about numerous topics to help in the role as a Board member

Trustee Kurnit:

- Went to 10 different seminars
- Diverse seminars and workshops
- Helped to have so much information about Board governing

Trustee McGillicuddy:

- Main themes
    - concentrate on the student – advocate for children
    - bring back local control, maintain governance over own school district
    - Talked about the various seminars she attended

Trustee McGillicuddy reminded the Board that a decision needs to be made about the tool to use for Superintendent evaluation

Trustee McKeon reported on the Fiscal training he attended

- learned about state data
- better understanding of schema of financial and accounting data

Trustee Fletcher reported on an announcement in the NYSSBA publication "On Board" that Onteora won an award for excellence in communications with the newsletters by a PR Association

Trustee McKeon reported that in Tech Valley School the teachers have common space to share where they can collaborate

6. Superintendent District News

6.01 The Superintendent will report on District News (proposed 7:25 duration 10 min)

Dr. McGill reported on the NYSSBA convention

- Learned about APPR litigation with NYSUT and State
    - Still being negotiated
- Accountability on teachers effectiveness

Dr. McGill reported on the Budget talks

- Woodstock PTA
- Phoenicia Staff
- Wed. is Phoenicia PTA and Bennett PTA
- Thursday Rotary
    - All very good talks with good feedback
    - Discussed problems
        - Decreasing finances
        - Decreasing enrollment
        - Increasing student performance

7. Student Representative Report

7.01 Student Representative Jessica Moss will report to the Board (proposed 7:35)

Student Representative Jessica Moss was not present

8. Public/Student Comment

8.01 The public and students may comment on any agenda or non agenda item. Please limit comments to 3 minutes (proposed 7:35 duration 10 min)

Wendy Wolfenson – Need more than 1 class per grade, decrease transportation costs and

time. Close a building – call 2 elementary schools East and West. Look at liability and responsibility when utilizing the buildings with the towns. Impact all the towns equally.

9. Discussion

9.01 Ongoing Discussion about planning for the future of the district (proposed 7:45 duration 30 minutes)

8:10
Dr. McGill reviewed from the last Board meeting.

Communicate

- Are meeting with PTAs and communicate with faculty and staff the problems
  - decreasing enrollment, improve performance, budget
- Looking for relief and grants for shared services
  - Communicate within associations and BCOES to get guidance and advice to meet demands
- Approach people when already together i.e. football game ½ time – distribute letter, outreach propaganda
  - Take advantage of time to speak to people who may not come out to a function

Data

- Facility use - can the Middle School/High School hold 6th grade
  - still discussing in cabinet
  - educational benefits
- What happens if we convert to one bus run
- Look at bringing grades together in one building
- West Hurley – what will we do?

Opportunities to Explore

- One bell schedule
- Classes online
- Tutoring online

Tiered levels

- What will community support?
- 3 schools have inefficient class size
  - Found that small class size does not improve performance
- Feedback from teachers is that it is difficult to be a single class grade level
  - Lose collaboration opportunity
- By collapsing across grade levels, can reduce one elementary teacher per grade level to be more efficient - except kindergarten
  - Can keep class sizes relatively small
  - Not sure what the numbers will be in kindergarten next year
  - having January screening of incoming kindergarteners
  - Right now incoming kindergarten looks like:
    - 41 at Woodstock
    - 23 at Bennett
    - 24 at Phoenicia
  - Looking at making special education more efficient

- Meeting with BOCES on shared services
- Make transportation more efficient
- Discussion on one bus run
    - Social issue of putting k-12 on one bus
    - One bell schedule
    - Which schedule to use?
    - Advantages and disadvantages to one bus run

Number of students in BOCES programs:
60 student out of 275 in Vocational program
Approximately 20 students Alternative Education

I. Communication

1. President and Superintendent go to Town Board meetings during budget building not at the end of the process
2. Search out social networking avenues for communication
    a. Facebook
    b. Twitter feed
3. Superintendent and Board of Education to visit Governor's office, county executive to research grants for shared services
4. Legislative Action Committee
5. Communication Manager
6. Workshops/coffee meetings with staff/panel with towns to establish shared priorities and be on the same page

II. Data

1. Need to review current information to ensure it is complete
2. Still need
    a. Cost savings converting to one bus run
    b. Actual costs for individual schools
    c. Math data similar to ELA data
    d. Comparative data for surrounding districts
    e. Baseline for buildings to optimize our facilities
        i. # rooms
        ii. # students
    f. Review assumptions
    g. Costs to make West Hurley operational
    h. Identify variables that lead to success
    i. Run focus groups to identify what programs are most valuable to the community/ various stakeholders

III. Opportunities to Explore

1. Professional Learning Communities
2. Grouping students in buildings in support of grades
    a. More balance, more flexibility
3. Blended learning
4. Project Lead the Way
5. Items in Board Goals
6. Shared services opportunities
7. Bridging with UCCC
8. Combining across grades, reconfiguring district - Princeton Plan
    a. 4, 5, 6 in one building (Bennett), put music there, and start early
        i. Integrated, multi-disciplinary arts program
        ii. Not cuts to the students, but cuts in staff
        iii. Makes a stronger program
    b. K, 1, 2, 3 in two other buildings (Woodstock and Phoenicia)
        i. Early childhood literacy centers
        ii. Provide RTI the way it needs to
        iii. Concentrate on children in 3rd grade who are not reading

iv. Phoenicia Move Head Start into school and have town use offices into school
v. Woodstock – can town use some of the space?

c. Teacher collaborating
d. Just one idea

IV. Tiered Levels of Budget Reductions

1. Shared Services
2. Dual purposes for buildings, gaining possible revenue by forming partnerships with towns, community colleges, BOCES, etc.
3. Contracts unsustainable
4. Foreign students attending with tuition
5. Identify operational budget with public
    a. Core program, mandated programs
        i. Frequencies mandated
        ii. What do we value most
    b. Building priorities
    c. Seems to be room in PPS schedules, i.e. Speech – look at everything
        i. But always give children what they need
        ii. More is not always better
    d. Everything is on the table
    e. Then what is left over
    f. What are we facing?
    g. Identify deficit and find a way to live within our budget

9.02 First Reading of the Impartial Hearing Officer Policy (proposed 8:15 duration 10 min) 8:45

Superintendent Phyllis McGill explained that the district needed to better define the reimbursements of IHOs so the district did not have undo expenses

~~2008~~2011 7670 1 of 9 Students **SUBJECT: IMPARTIAL DUE PROCESS HEARINGS/SELECTION OF IMPARTIAL HEARING OFFICERS**

The parent/person in parental relation of a student with a disability may file a written request with the Board for an impartial due process hearing with respect to any matter relating to the identification, evaluation, educational placement, provision of a free appropriate public education (FAPE), manifestation determination or other matter relating to discipline. The Board may also initiate such hearing.

The School District is committed to making every effort to amicably resolve differences involving the educational programs for students with disabilities. Mediation will be available to resolve disputes involving any matter, including matters arising prior to the filing of a request for an impartial due process hearing. In addition, the District may establish procedures providing the opportunity to meet with a disinterested party from a community dispute resolution center for an explanation of the benefits of the mediation process.

For those exceptional circumstances where a more formal method is required, the impartial hearing process will be utilized. The Impartial Hearing Officer (IHO) renders a written decision after the parties present and refute evidence before him/her. The decision of the IHO is final and binding on both parties unless appealed to the State Review Officer (SRO).

Impartial Due Process Hearing Process

The request for an impartial due process hearing must be submitted within two (2) years of the date the parent or the District knew or should have known about the alleged action forming the basis of the complaint. However, the two (2) year timeline does not apply if the parent was prevented from requesting the hearing due to specific misrepresentations by the District that it had resolved the problem or the District's withholding of information from the parent that is required by Commissioner's Regulations.

The following is an overview of the impartial due process hearing process/prehearing conference:

a) Due Process Complaint Notification

1. The parent or the School District may request an impartial due process hearing by first submitting a due process complaint notice.

A hearing may not be held until a due process complaint notice is filed. Either the parent, the District, or the attorney representing either party may present a complaint with respect to any matter relating to the identification, evaluation or educational placement of a student with a disability or a student suspected of having a disability, or the provision of a free appropriate public education to such student.

This written due process complaint notice must include:

(a) The name of the student;

(b) The address of the student's residence or, in the case of a homeless student, available contact information;

(c) The name of the school the child is attending;

(d) A description of the nature of the problem of the student relating to the proposed or refused initiation or change, including facts relating to the problem; and

(e) A proposed resolution of the problem to the extent known and available to the party at the time.

2. The due process complaint notice will be deemed sufficient unless the party receiving the notice notifies the other party and the IHO in writing within fifteen (15) days of receiving the notice that they believe the notice requirements have not been met.

3. Within five (5) days of the receipt of the notice of insufficiency, the IHO shall make a determination on the face of the notice of whether the notification meets the notice requirements and shall immediately notify the parties in writing of the determination.

4. If the District has not sent a prior written notice (notice of recommendation) to the parent regarding the subject matter of the complaint notice, the District will send a response to the parent within ten (10) days of receiving the complaint which includes:

(a) An explanation of why the District proposed or refused to take the action raised in the complaint;

(b) A description of other options the Committee on Special Education (CSE)/Committee on Preschool Special Education (CPSE) considered and why those options were rejected;

(c) A description of each evaluation procedure, assessment, record, or report the District used as a basis for the proposed or refused action; and

(d) A description of the factors relevant to the District's proposal or refusal.

5. Upon receipt or filing of the due process complaint notice, the District will provide the procedural safeguards notice to the parents. The District will also inform parents in writing of the availability of mediation and of any free or low-cost legal and other relevant services available in the area.

6. Within ten (10) days of receiving the complaint notice, the non-complaining party must send a response specifically addressing the issues raised in the notice.

7. A party may amend its due process complaint notice only if:

(a) The other party consents in writing and is given the opportunity to resolve the complaint through a resolution process;

(b) The IHO grants permission, but not later than five (5) days before the impartial due process hearing commences.

Applicable timelines for the impartial due process hearing will recommence at the time of the filing of the amended notice.

8. No issues may be raised at the impartial due process hearing that were not raised in the due process complaint notice.

b) Resolution Process

1. Within fifteen (15) days of receiving the due process complaint notice from the parent and prior to the due process hearing itself, the District shall convene a meeting with the parents and relevant members of the CSE/CPSE, as determined by the District and the parent, who have specific knowledge of the facts identified in the complaint. A representative of the District who has decision-making authority must attend. The attorney for the District may not attend unless the parent is

accompanied by an attorney. At this resolution meeting, the District has the opportunity to resolve the complaint after the parents discuss their complaint and the facts forming its basis.

2. The District will take steps to ensure that one (1) or both of the parents of the student with a disability are present at the resolution meeting, including notifying parents of the meeting early enough to ensure that they will have the opportunity to attend and scheduling the resolution meeting at a mutually agreed on time and place and in a location that is physically accessible to the parents.
3. When conducting meetings and carrying out administrative matters (such as scheduling), the parent and District may agree to use alternative means of meeting participation such as video conferences or conference calls.
4. The parent and District may agree in writing to waive the resolution process or agree to use the mediation process to resolve the dispute.
5. If a settlement is reached, the parties shall execute a legally binding agreement signed by the parent and the representative of the District who has authority to bind the District. This agreement is enforceable in court. However, either party may void the agreement within three (3) business days of the agreement's execution.
6. If the District has not resolved the due process complaint to the satisfaction of the parents within thirty (30) days of receipt of the complaint notice, the impartial hearing process may begin.
7. Except where the parties have jointly agreed to waive the resolution process or use mediation, the failure of a parent filing a due process complaint to participate in the resolution meeting will delay the time line for the resolution process and due process hearing until the meeting is held:
   (a) If the District is unable to obtain the participation of the parent in the resolution meeting after reasonable efforts have been made (and documented), the District may, at the conclusion of the thirty-day period, request that an IHO dismiss the parents' due process complaint.
   (b) If the District fails to hold the resolution meeting within fifteen (15) days of receipt of the parent's due process complaint or fails to participate in the resolution meeting, the parent may seek the intervention of the IHO to begin the due process hearing timeline.

c) Pre-Hearing Conference

1. A pre-hearing conference (which may take place via telephone) may be scheduled by the IHO to simplify or clarify issues; establish dates for the completion of the hearing; identify evidence to be entered into the record; identify witnesses expected to provide testimony; and/or address other administrative issues. A transcript or written summary shall be entered into record by the IHO.

d) Impartial Due Process Hearing

In the event the complaint is not resolved in a resolution process, the Board will arrange for an impartial due process hearing to be conducted. When carrying out administrative matters relating to an impartial due process hearing, such as scheduling, exchange of witness lists and status conferences, the parent and District may agree to use alternative means of meeting participation such as video conferences or conference calls.

1. The District must immediately (but not later than two (2) business days after receipt of the due process complaint notice or mailing of the due process complaint notice to the parent) initiate the process to select an IHO. The District selects the IHO through a rotational selection process in accordance with regulatory time lines. The Superintendent's Secretary/District Clerk will be responsible for contacting IHOs and maintaining appropriate records.
2. The IHO must be certified by the Commissioner of Education, be independent and have access to the support and equipment necessary to perform the duties of an IHO. When the selected IHO indicates availability, the Board of Education must immediately appoint him/her. To expedite this process, the Board may designate one (1) or more of its members to appoint the IHO on behalf of the Board.
3. The IHO may not accept appointment unless he/she is available to make a determination of sufficiency of a due process complaint notice within five (5) days of receiving such a request and (unless an extension is granted) to initiate the hearing in a timely fashion.

(a) When the District files the due process complaint notice, the hearing or pre-hearing conference must commence within the first fourteen (14) days after the date the IHO is appointed;
(b) When a parent files the due process complaint notice, the hearing or pre-hearing conference must commence within the first fourteen (14) days after whichever of the following occurs first:

   1) The date the IHO receives the parties' written waiver of the resolution meeting; or
   2) The IHO receives the parties' written confirmation that a mediation or resolution meeting was held but no agreement could be reached; or
   3) The expiration of the thirty-day resolution period unless the parties agree in writing to continue mediation at the end of the thirty-day resolution period. In such case, the hearing or pre-hearing conference will commence within the first fourteen (14) days after the IHO is notified in writing that either party withdrew from mediation.

4. The hearing, or a prehearing conference, shall commence within the timeframe specified in c) above, unless an extension is granted pursuant to Commissioner's Regulations.

5. Each party must disclose to all parties all evaluations completed by that date and recommendations based on the offering party's evaluation that they intend to use at the hearing not less than five (5) days prior to the hearing. The IHO may bar any party that fails to comply with this requirement from introducing the relevant evaluation or recommendation at the hearing without the consent of the other party.
6. The hearing will be conducted at a time and location that is reasonable and convenient to the parent and the student involved. The hearing shall be closed to the public unless the parent requests an open hearing.
7. The role and responsibilities of the IHO will be as enumerated in Commissioner's Regulations.
8. The student shall remain in his/her current placement during the pendency of the impartial due process hearing unless both parties agree or except as otherwise provided for expedited impartial due process hearings for certain disciplinary suspensions or removals of a student. For a preschool child not currently receiving special education services and programs, he/she may, during any impartial due process hearings or appeals, receive special education services and programs if the parent/person in parental relation and the District agree. However, during the pendency of an appeal for a preschool child who is transitioning from an Early Intervention (EI) program and is no longer eligible for the EI program due to age, the District is not required to provide the services the child had been receiving under EI. If found eligible for special education as a preschool student with a disability, and if the parent consents to the initial provision of services, the District will provide those programs and services that are not in dispute.
9. The IHO renders and forwards the finding of fact and decision to the parties and to the State Education Department in accordance with regulatory time lines but not later than forty-five (45) days from the date required for commencement of the impartial due process hearing specified in c) above. For expedited hearings the deadline is within ten (10) school days after the hearing; for preschool hearings the timeframe is thirty (30) days after the receipt by the Board of a request for a hearing or after the initiation of such hearing by the Board.
10. The decision of the IHO is final and binding on both parties unless appealed to the State Review Officer (SRO).

Burden of Proof

In accordance with New York State law, the burden of proof and persuasion in an impartial due process hearing dispute relative to a student's special education placement rests upon the School District. However, a parent/person in parental relation seeking tuition reimbursement for a unilateral parental placement shall have the burden of persuasion as to the appropriateness of the placement.

Recordkeeping and Reporting

The District will utilize the New York State Education Department's Impartial Hearing Reporting System (IHRS) to access the alphabetical list of the names of each IHO who is certified in New York State and available to serve in the District. The District will record and report to the State Education Department required information relating to the selection of IHOs and the conduct of impartial due process hearings according to the manner and schedule specified by the Department. The Superintendent shall designate a staff member(s) who will be responsible for reporting such information as required relating to the impartial hearing process into the State Education Department's web-based reporting system.

Compensation of Impartial Hearing Officers

The District will be responsible for compensating the IHO for prehearing, hearing and post-hearing activities:

1. The District will not pay the IHO the rate prescribed by the Division of the Budget for time traveled;
2. The District will reimburse the IHO for reasonable, actual and necessary expenses for travel, and if by automobile, at the prevailing IRS reimbursement rate;
3. The District will not reimburse the IHO for administrative assistance, secretarial or other overhead expenses;
4. The District will not pay any cancellation fee;
5. The District will not accept charges for lodging or meals, except in extraordinary circumstances and upon prior application, in writing, by the IHO, describing the extraordinary circumstance and receiving prior approval from the District.

~~at the rate agreed upon at the time of the IHO's appointment. The rate of compensation may not exceed the maximum rate approved by the Director of the Division of the Budget. The District will also reimburse the IHO for travel and other hearing-related expenses (e.g., duplication and telephone costs) pursuant to an annually determined schedule. On an annual basis, the District will forward a copy of its compensation rates to each IHO on the District's rotational list.~~

At the completion of the impartial due process hearing, the IHO shall submit an itemized bill of hourly charges and expenses, which will be promptly paid by the District.

Mediation

The District will inform the parent in writing of the availability of mediation and any free or low-cost legal and other relevant services available in the area at the request of the parent or when an impartial due process hearing is requested.

Mediation is voluntary and does not deny or delay a parent's right to an impartial due process hearing. If mediation is initiated after a request for an impartial due process hearing has been received, the impartial due process hearing must continue unless the request for the impartial due process hearing is withdrawn. However, a party may request an extension to an impartial due process hearing in order to pursue mediation.

Guardians ad Litem at Impartial Due Process Hearings

Unless a surrogate parent has been previously appointed, the IHO must appoint a guardian ad litem when he/she determines that the interests of the parent(s) are opposed to or are inconsistent with those of the student or whenever the interests of the student would be best protected by such appointment.

Confidentiality

All issues relating to a request for and conduct of an impartial due process hearing must be kept confidential by all District staff.

Administrative Procedures

Administrative procedures will be developed for the selection and appointment of an IHO consistent with regulatory requirements.

Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Section 1400 et seq.
34 Code of Federal Regulations (CFR) Part 300
Education Law Sections 4005, 4202, 4404(1) and 4410(7)
8 New York Code of Rules and Regulations (NYCRR) Sections 200.1, 200.2, 200.5, 200.16, 200.21 and 201.11

NOTE: Refer also to Policy #7690 -- Special Education Mediation

9.03 Alarm Bids Discussion (proposed 8:25 duration 10 min)

Assistant Superintendent McLaren explained:

- Opened buds for fire alarms last week
- Board approved $400,000
  - Bids were very different
- Lowest vendor withdrew bid
- Next bid is above budget
- Recommend that board Reject all bids and rebid for summer work – can have day time labor
- Vote at next meeting

10. ** 10 Minute Break

10.01 The Board will take a 10 minute break at approximately 8:35
9:00 – 5 min.

11. Discussion and Possible Action

11.01 Second reading and adoption of Policy 5230 Gifts to the School District (proposed 8:40 duration 5 minutes)
9:15
Motion: The Board of Education hereby adopts policy 5230 as written
Motioned By: Trustee Fletcher
Second By: Trustee Hickey

Results: Unanimous
Yea: Trustee McGillicuddy, Trustee Fletcher, Trustee Hickey, Trustee Spencer, Trustee Kurnit, Trustee McKeon

Not Present: Trustee Osmond

2011 5230 Non- Instructional/Business Operations
SUBJECT: GIFTS TO THE SCHOOL DISTRICT

The term "Gift" is understood to mean any bequest, gift, money, property good or grant

Only the Board of Education may accept for the school district any gift.

Any gift accepted by the Board shall become the property of the District, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the district.

It shall be the policy of the district to accept a gift, provided it is made within the statutory authority granted to school districts and has received the approval of the Board of Education.

The Board reserves the right to refuse any gift which does not contribute towards the achievement of the district's goals or the ownership of which would tend to deplete the resources of the district.

In granting or withholding its consent, the Board will review the following factors:

1. The terms of the gift must identify:
   a. the subject of the gift
   b. the purpose of the gift
   c. the beneficiary or beneficiaries if any
   d. all conditions or restrictions that may apply.
2. The gift must not benefit a particular or named individual or individuals.
3. If the purpose of the gift is an award to a single student, the determination of the recipient of such award shall be made on the basis that all students shall have an equal opportunity to qualify for it in conformance with federal and state law.
4. If the gift is in trust, the obligation of the investment and reinvestment of the principal shall be clearly specified and the application of the income or investment proceeds shall be clearly set forth.
5. No gift or trust will be accepted by the Board unless:
   a. it is in support of and a benefit to all or to a particular public school in the district, or
   b. it is for a purpose for which the school district could legally expend its own funds, or
   c. it is for the purpose of awarding scholarships to students graduating from the district.

Any gift rejected by the Board shall be returned to the donor or his/her estate within 60 days together with a statement indicating the reasons for the rejection of such gift.

Ref: Education Law §1709(12) and (12-a) and 1718(2)
New York State Constitution Article 8, Section 1
General Municipal Law Section 805-a(1)
Onteora Policy 6110 Code of Ethics for All District Personnel

Adoption date:

11.02 Second Reading and Adoption of Policy 5110 Budget Planning and Development (proposed 8:45 duration 5 minutes)

Motion: The Board of Education hereby adopts policy 5110 as written
Motioned By: Trustee Hickey
Second By: Trustee Spencer
Results: Unanimous

Yea: Trustee McGillicuddy, Trustee Fletcher, Trustee Hickey, Trustee Spencer, Trustee Kurnit, Trustee McKeon
Not Present: Trustee Osmond

2011 5110 Non-Instructional/Business Operations
SUBJECT: BUDGET PLANNING AND DEVELOPMENT

Budget planning and development for the District will be an integral part of program planning so that the annual operating budget may effectively express and implement programs and activities of the School System. Budget planning will be a year-round process involving participation of District-level administrators, Principals, directors, coordinators, teachers, and other personnel. The process of budget planning and development should allow for community input and contain numerous opportunities for public information and feedback.

The Superintendent will have overall responsibility for budget preparation, including the construction of and adherence to a budget calendar. Program managers will develop and submit budget requests for their particular areas of responsibility after seeking the advice and suggestions of staff members.

Principals will develop and submit budget requests for their particular schools in conjunction with the advice and suggestions of staff members and their own professional judgment. Each school's budget request will be the Principal's recommendation as to the most effective way to use available resources in achieving progress toward the approved educational objectives of the school. Program budgets and school budgets will reflect state and/or federal requirements, special sources of funding, and District objectives and priorities.

The Board will give consideration to budget requests, and will review allocations for appropriateness and for their consistency with the School System's educational priorities.

All budget documents for distribution to the public shall be in plain language and organized in a manner which best promotes public comprehension of the contents. Documents shall be complete and accurate and contain sufficient detail to adequately inform the public regarding such data as estimated revenues, proposed expenditures, transfers to other funds, fund balance information, and changes in such information from the prior's submitted budget.

The budget will be presented in three (3) components which are to be voted upon as one (1) proposition:

a. A program component which shall include, but need not be limited to, all program expenditures of the School District, including the salaries and benefits of teachers and any school administrators or supervisors who spend a majority of their time performing teaching duties, and all transportation operating expenses;

b) A capital component which shall include, but need not be limited to, all transportation capital, debt service, and lease expenditures; costs resulting from judgments and tax certiorari proceedings or the payment of awards from court judgments, administrative orders or settled or compromised claims; and all facilities costs of the School District, including facilities leases expenditures, the annual debt service and total debt for all facilities financed by bonds and notes of the School District, and the costs of construction, acquisition, reconstruction, rehabilitation or improvement of school buildings, provided that such budget shall include a rental, operations and maintenance section that includes base rent costs, total rent costs, operation and maintenance charges, cost per square foot for each facility leased by the District, and any and all expenditures associated with custodial salaries and benefits, service contracts, supplies, utilities, and maintenance and repairs of school facilities; and

c) An administrative component which shall include, but need not be limited to, office and central administrative expenses, traveling expenses and salaries and benefits of all certified school administrators and supervisors who spend a majority of their time performing administrative or supervisory duties, any and all expenditures associated with the operation of the Office of the School Board, the Office of the Superintendent of Schools, General Administration, the School Business Office, consulting costs not directly related to direct student services and programs, planning and all other administrative activities.

Each component must be separately delineated in accordance with Commissioner's Regulations.

Additionally, the Board of Education shall append to the proposed budget the following documents:

a. A detailed statement of the total compensation to be paid to the Superintendent of Schools, and any Assistant or Associate Superintendent of Schools in the ensuing school year, including a delineation of the salary, annualized cost of benefits and any in-kind or other form of remuneration;

b. A list of all other school administrators and supervisors, if any, whose annual salary for the coming school year will be at or above that designated in law for such reporting purposes, with the title of their positions and annual salary identified;

c. A School District Report Card, prepared pursuant to Commissioner's Regulations, which includes measures of the academic performance of the School District, on a school by school basis, and measures of the fiscal performance of the District; and

d. A Property Tax Report Card prepared in accordance with law and Commissioner's Regulations (see subheading "Property Tax Report Card").

The proposed budget for the ensuing school year shall be reviewed by the Board of Education and publicly disseminated, in accordance with law, prior to its submission to District voters for approval.

District funds may be expended to inform the public regarding the annual budget and to present the annual budget to District voters; however, such funds shall not be utilized to promote either a favorable or negative opinion of the proposed budget.

Property Tax Report Card

Each year, the Board of Education shall prepare a Property Tax Report Card, pursuant to Commissioner's Regulations, and shall make it publicly available by transmitting it to local newspapers of general circulation, appending it to copies of the proposed budget made publicly available as required by law, making it available for distribution at the Annual Meeting, and otherwise disseminating it as required by the Commissioner.

The Property Tax Report Card shall include:

a. The amount of total spending and total estimated school tax levy that would result from adoption of the proposed budget, and the percentage increase or decrease in total spending and total school tax levy from the School District budget for the preceding school year; and

b. The projected enrollment growth for the school year for which the budget is prepared, and the percentage change in enrollment from the previous year; and

c. The percentage increase in the Consumer Price Index, from January first of the prior school year to January first of the current school year.

A copy of the Property Tax Report Card prepared for the Annual District Meeting shall be submitted to the State Education Department in the manner prescribed by the Department by the end of the business day next following approval of the Property Tax Report Card by the Board of Education, but no later than twenty-four (24) days prior to the statewide uniform voting day (i.e., the third Tuesday in May).

The State Education Department shall compile such data for all school districts whose budgets are subject to a vote of the qualified voters, and shall make such compilation available electronically at least ten (10) days prior to the statewide uniform voting day.

The budget shall be designed to reflect the Board's objectives for the education of the children of the district. It shall be carefully organized and planned to provide adequate accounting for each program expenditure, understanding of the financial needs of anticipated program developments, and be within the financial limitations of the district, taking into consideration the statutory limits on the tax levy, and the possibility of voters overriding the limit if necessary. To assist in budget and long-range planning, ongoing studies of the district's educational programs will include estimates of the fiscal implications of each program.

Education Law §§1608(2)-(4); 1716(2)-(4); 1804(4); 1906(1); 2002(1); 2003(1); 2004(1); 2022(2); **2023; 2023-a;** 2601-a
Fiscal Management (NYSSBA, 1997)
8 New York Code of Rules and Regulations (NYCRR) Sections 170.8, 170.9 and 170.11
General Municipal Law Section 36
State Education Department
Handbook No. 3 on Budget

11.03 Approve Volunteers (proposed 8:50 duration 5 min)
Motion: The Board of Education hereby approves the list of volunteers below:
Motioned By: Trustee McKeon
Second By: Trustee Kurnit

Birgitte Bentivenga - Phoenicia
Joseph DePasquale - Phoenicia
Kristen Robideaux - Phoenicia
Rena Baker - Phoenicia
Posie Strenz - Phoenicia
Raissa Corey - Woodstock
Elizabeth Johnson - HS

Explanation of volunteer process

Results: Unanimous
Yea: Trustee McGillicuddy, Trustee Fletcher, Trustee Hickey, Trustee Spencer, Trustee Kurnit, Trustee McKeon
Not Present: Trustee Osmond

11.04 Approve Side letter of agreement (proposed 8:55 duration 5 min)
Motion: BE IT RESOLVED, by the Board of Education of the Onteora Central School District that it hereby approves the side letter of agreement between the District and the Onteora Non-Teaching Supervisor's Association dated November 3, 2011 regarding the temporary Directory of Transportation.
Motioned By: Trustee Spencer
Second By: Trustee Hickey

To extend the Interim Transportation Director contract to the end of year.
Position is posted internally – seeing if one of the candidates can take position

Results: Unanimous
Yea: Trustee McGillicuddy, Trustee Fletcher, Trustee Hickey, Trustee Spencer, Trustee Kurnit, Trustee McKeon
Not Present: Trustee Osmond

11.05 CSE CPSE Alternate Chairs
Motion: The Board of Education hereby approves the revised list of CSE & CPSE Chairpeople as attached
Motioned By: Trustee Spencer
Second By: Trustee Fletcher

Superintendent Phyllis McGill explained that there will be a substitute psychologist will be coming in for a month

Results: Unanimous
Yea: Trustee McGillicuddy, Trustee Fletcher, Trustee Hickey, Trustee Spencer, Trustee Kurnit, Trustee McKeon
Not Present: Trustee Osmond

11.06 Inter-School Transfers

Motion: The Board of Education hereby approves the Inter-School Transfers as listed.
Motioned By: Trustee Spencer
Second By: Trustee Fletcher

Family returning from private school and needed to be at a different school

Results: Unanimous
Yea: Trustee McGillicuddy, Trustee Fletcher, Trustee Hickey, Trustee Spencer, Trustee Kurnit, Trustee McKeon
Not Present: Trustee Osmond

12. Consent Agenda

12.01 Approve consent agenda item numbers 12.02- 12.07(proposed 9:00 duration 5 min)

Motion: Approve consent agenda item numbers 12.02-12.07
Motioned By: Trustee Fletcher
Second By: Trustee Hickey

Results: Unanimous
Yea: Trustee McGillicuddy, Trustee Fletcher, Trustee Hickey, Trustee Spencer, Trustee Kurnit, Trustee McKeon
Not Present: Trustee Osmond

12.02 Personnel Agenda

APPOINTMENTS: ADMINISTRATIVE

INTERIM APPOINTMENT

NAME	CERTIFICATION	POSITION	EFFECTIVE DATE FROM - TO	SALARY/ STEP	REMARKS
Jacobs, Mona	School District Administrator	Director of Pupil Personnel Services	8/16/11 – 11/30/11*	$475.00 per day	Replacing J. Walker

***Ending date amended**

APPOINTMENTS: INSTRUCTIONAL

EXTRA DUTY STIPENDS 2011-2012

NAME	POSITION	AMOUNT
Adler, Marianne	DECA Assistant Advisor	$1,150.00
Allison, Bridget	6th Teaching Assignment – HS (English 11R) [pro-rated 10/26/11 – 06/24/12]	$6,150.00
Blank, Jeanne	National Honor Society Advisor 2	$ 653.00
Cahill, Karen	Computer Advisor – Phoenicia **RESCIND**	$ 0
Cahill, Karen	Computer Co-Advisor – Phoenicia (split w/M.Funccius)	$2,453.00
Cayea, Krista	Liaison – Music (pro-rated 10/05/11 – 06/24/12)	$1,712.36
Cayea, Krista	Production Account Manager	$ 500.00
Douglas, Jean	National Honor Society Advisor 1	$ 653.00
Funccius, Michele	Computer Co-Advisor – Phoenicia (split w/K.Cahill)	$2,453.00
Gale, Wyatt	Wrestling – Modified – Assistant Coach **UNPAID**	$ 0
Godfrey, Diane	Yearbook Co-Advisor – MS (split w/C.Wiltsie)	$ 801.00
Grady, James	Theater/Drama Club Advisor	$1,500.00
Haaland, Kenneth	Elementary Resource – Bennett 2 (.50 FTE)	$ 988.50

Hoy, Laurie	Elementary Resource – Phoenicia 2 (.50 FTE)	$ 988.50
Maouris, George	Wrestling – Modified – Assistant Coach **UNPAID**	$ 0
Persons, Jacqueline	Elementary Resource – Phoenicia 2 (.50 FTE)	$ 988.50
Savatgy, Shelley	Elementary Resource – Bennett 2 (.50 FTE)	$ 988.50
Wiltsie, Candice	Yearbook Co-Advisor – MS (split w/D.Godfrey)	$ 801.00
Chartrand, Louis	Wrestling – Varsity – Head Coach	$ 0
	(approved at BOE meeting of 10/25/11)	
	- 1st Longevity	$ 153.00
	- 2nd Longevity	$ 204.00
	- 3rd Longevity	$ 306.00
*Galm, Samantha	Basketball – JV – Head Coach (Girls)	$3,619.00
Guest, Samuel	Basketball – Varsity – Head Coach (Boys)	$4,736.00

***Pending pre-employment processing**

ADDITION - Perrotta, Jeremy Track - Cross Country Coach Unpaid

PER DIEM SUBSTITUTES

NAME	POSITION	AMOUNT
Bucher, Donald	Certified Substitute Teacher	$95.00/day
Bucher, Donald	Home Tutor	$36.00/hour
Hutton, Kaitlyn	Certified Substitute Teacher	$95.00/day
Pelesz, Stacy	Certified Substitute Teacher	$95.00/day

LONG-TERM SUBSTITUTE

NAME	CERTIFICATION	POSITION	EFFECTIVE DATE FROM – TO	SALARY	REASON
Schiappa, Elizabeth	Childhood Education (Grades 1-6) – Initial	Elementary – BN	09/01/11 – 06/30/12*	1BA	LOA replacement
****Extension of LOA replacement**					
Paetow, Rowena	Music	Music - MS	09/28/11 – 11/04/11	1MA	LOA replacement

LEAVE OF ABSENCE: INSTRUCTIONAL

EMPLOYEE NUMBER	EFFECTIVE DATE FROM – TO	REASON
#2857	09/26/11 – 11/04/11*	Medical – Paid Family Medical Leave
#2319	09/01/11 – 06/30/12*	Parental Leave - Unpaid

***Extension of leave**

LEAVE OF ABSENCE: NON-INSTRUCTIONAL

EMPLOYEE NUMBER	EFFECTIVE DATE FROM – TO	REASON
#3196	09/16/11 – 11/04/11*	Medical – Paid Family Medical Leave

***Extension of leave**

SALARY CHANGES: INSTRUCTIONAL S**CHEDULE T 11/11**

Board Meeting – November 8, 2011

The Superintendent of Schools hereby recommends the APPROVAL of the following SALARY CHANGE (INSTRUCTIONAL), as the result of **EDUCATIONAL INCREMENT**, effective **September 1, 2011**.

NAME	POSITION/SCHOOL	CURRENT STEP (SALARY)	REC'D STEP/SALARY
Karen Cahill	Elementary – PH	22M*+42 ($116,122) *(*30M longevity*)*	22*M+48 ($116,902) *(*30M longevity*)*
Nicole Mastrangelo	Special Education – PH	13M+30 ($84,656)	13M+36 ($85,436)

12.03 Instruction - Schedule U-The Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE) Recommendations
Motion: The Board hereby approves the Instruction - Schedule U-The Committee on Special Education (CSE) and Committee on Pre-Special Education (CPSE) Recommendations, Schedule U, #10/11, Confidential, as reviewed by Trustee McGillicuddy

12.04 Accept Donation - James Cox Gallery
Motion: The Superintendent recommends acceptance of a donation totaling $760.00 CASH, from the James Cox Gallery to be used for the Woodstock Elementary School Art Program. The Superintendent recommends approval to increase the 2011-2012 Budget per the following donations: James Cox Gallery A2110.431.07 Supplemental $760.00

12.05 Accept donation - Woodstock Playground Committee
Motion: The Board of Education hereby accepts the donation from the Woodstock Elementary Playground committee of Swings, chains and hardware with an approximate value of $706.10 for the Woodstock Elementary Playground

12.06 Financial Report August
Motion: BE IT HEREBY RESOLVED, upon recommendation of the Superintendent of Schools, that the Board of Education accept the Financial Management Report for the month of August 2011.

12.07 Warrant Schedule
Motion: BE IT HEREBY RESOLVED on the recommendation of the Superintendent of Schools that the Board of Education of the Onteora Central School District has reviewed and hereby accepts the Warrant Schedule

13. Committee Reports -5 min each

13.01 Audit Committee - Trustee Spencer to report. Next meeting is 4:30 at Central Administration on 12/5/11. (proposed 9:05)
9:30
Trustee Spencer reported:

- Narrowed down list of people for Internal Auditor to 2 groups
- Some questions led to alternate group
- Will have answers this week
- Next Board meeting will bring recommendation forward
- Present numbers – internal auditor employee vs. outside agency

13.02 Facilities Committee - Trustee Kurnit to report. Next meeting is 3:30 at Central Administration on 11/21/11
Trustee Kurnit reported that the committee has not met since the last Board meeting

13.03 Green Committee - Trustee Osmond to report. Next meeting at 2:40 in the HS Conference Room on TBD
Trustee McGillicuddy reported that the committee has not met since the last Board meeting

13.04 Policy Committee - Trustee McGillicuddy to report. Next meeting is 9:30 at Central Administration on 12/5/11
Trustee McGillicuddy reported that they reviewed:
Animals in the Schools and IHO policy that came before the Board tonight for a 1st reading

13.05 Legislative Action committee - Trustee McGillicuddy to report. Next meeting is at 7:00 in the Central Administration Conference room on 11/10/11
Trustee McGillicuddy reported that the first meeting was on 10/20/11:

- Talked about getting all school districts to lobby together
  - reaching out to other districts.
- Starting up Facebook page, Google group and Twitter account to get information out to as many people as possible
- Second meeting was on 11/3/11
  - Creating top 3 list of actions that they want to present to legislatures
- Next meeting 12/8

13.06 District Committee: Health and Wellness Committee. Next meeting is in Room 120A of the High School at 2:45 on 11/17/11
Trustee Fletcher reported:

- Review of goals for next meeting
- Request input from Board of Education as to what goals to be achieved
- Impact on change in food regulations
  - Use
- Nutrition education program – 8th grade unit
- PBIS rewards
  - tangible rewards for good news referrals
- Concussion management policy needed
- Develop Comprehensive Wellness plan to identify strengths and weaknesses and opportunities for grants

13.07 District Committee: Technology - Superintendent McGill to report. Next meeting is in room 120A of the High School at 4:00 on 11/14/11
Superintendent Phyllis McGill reported that the committee has not met since the last Board meeting

14. Old Business

14.01 The Board will discuss the district's Facebook account (proposed 9:40 duration 10 min)
9:40
Discussion on Facebook

- A BOCES employee takes care of the Highland Facebook page
  - District Clerk, Fern Amster to discuss Onteora page with her
- How to deal with guidelines of public comments
- Consensus to have a Facebook page that does not take comments right now

Phoenicia school web pages need to be updated

14.02 The Board will discuss the UCSBA goals (proposed 9:50 duration 10 min)

Tabled until a future meeting

- Phasing out reliance on local property tax to provide a "sound basic education" state-wide in favor of a broader state-wide taxing system including income tax.
- To attract and retain regional education leaders, eliminate the salary and benefit cap on District Superintendents.
- Revision of the Contingency Budget Law to exclude increases in Special Education, energy expenses, and health costs for staff and retirees from the formula.
- Update and enhance the BOCES Aid Formula and encourage additional shared services.
- Wicks Law Reform.
- Full funding of mandates.
- Legislation that provides full funding and supports legal reforms (including Triborough Amendment Reform) for the State's public schools to eliminate the need to fund Charter School initiatives.
- Reduce reporting requirements.

14.03 The Board will discuss Old Business (proposed 10:00 duration 10 min)
No old business was raised

15. New Business

15.01 The Board will discuss New Business (proposed 10:10 duration 10 min)
10:00
Trustee Fletcher reported that the Winter Law Conference is 12/9/11

- cope with property tax cap and levies in Albany
- Someone on Board should go

Trustee Fletcher reported that the Student Representative needs to be present

Trustee Spencer had questions posed to him that information can be put on web site:

- More info about Princeton Plan
  - Description, advantages
- Questions about the Future planning
- Posting contracts on the web
- Information about 0% tax levy
- Triborough step – what that means

Trustee McGillicuddy asked if David Little to come to January Board meeting to explain tax cap to them?

16. Request For Information

16.01 The Board will request information (proposed 10:20 duration 10 min)
10:10
Why are coaches coming on unpaid? (From Consent Agenda)

Trustee Fletcher asked for more information about the Princeton Plan:

- Educational advantages
- Why it's popular
- Why it works

Superintendent Phyllis McGill to ask other Superintendents about BOCES programs if there was one bus run and started High School later

Trustee McGillicuddy asked for:

- hard cost of saving for one bus run
- BOCES transportation: numbers of students and cost
- Special Education transportation numbers

17. Public Comment

17.01 The public will comment on any agenda or non-agenda item Please limit comments to 3 minutes (proposed 10:30 duration 10 min)
No public comment was made

18. Adjournment

18.01 Adjourn Meeting. Next meeting is Tuesday, November 29, 2011 at the Phoenicia Elementary School (proposed 10:40)
Motion: The meeting is adjourned at 10:15

Board of Education: Ann McGillicuddy, Tony Fletcher, Laurie Osmond, Dan Spencer, Tom Hickey, Rob Kurnit, Michael McKeon

Minutes Recorded By:
Fern Amster, District Clerk

