

February 10, 2012

Steven Cerne, President
Eden Central School District
3150 Schoolview Road
Eden, New York 14057

Re: Secondary Scheduling Study - Preliminary Study Proposal

Dear Steve,

Please consider this letter as my response on behalf of HB Solutions, LLC to your January 29 email request and our follow-up telephone conversation today for a proposal to review the secondary block/semester schedule currently in place at the Eden Junior/Senior High School (grades 7-12). This letter is to be considered as a preliminary study proposal.

Your email and our follow-up conversation request that an independent review take place with respect to the current block/semester schedule at the Junior/Senior High School (grades 7-12). You indicated that concerns have surfaced with respect to student performance and the capability to meet District goals. You also indicated that you have heard from some of the teachers and parents about significant concerns relative to the schedule. In order to determine an appropriate path forward I recommend that the following activities take place in order to collect student performance data and identify specific concerns by members of the school community with respect to the block/semester schedule.

SCOPE OF WORK

The study will include the following activities:

1. I will meet with the Board of Education and the Superintendent to determine the study question(s) to be answered/study area(s) of focus. General direction of the study will be approved by a committee of the Board of Education. Preliminary considerations, recommendations and areas noted for further investigation (if determined to be necessary) will be based upon the pre-determined study questions/area(s) of focus.
2. District and secondary administrators, designated secondary teacher leaders, designated parent representatives and secondary students will be engaged both in written and/or interview-based data collection designed to: (a) provide information in order to examine

the current schedule, including its advantages and adverse consequences for students and faculty, as well as its impact on District finances and instructional staff needs; (b) Review and summarize trend data on high school student performance on standardized tests; and (c) assess the extent to which the secondary block/semester schedule supports the recently adopted Board/District goals.

3. A review of current collective bargaining agreements will be completed in order to determine cost implications related to the current secondary schedule as well as to initially identify contractual concerns or possible financial impediments to modifying that schedule.
4. A written report and, if requested an oral report, will be delivered and will include considerations as well as recommendations for a path forward. The report will focus on whether further study is necessary based upon perceived student instructional needs as well as related financial and/or staff needs (e.g., professional development, time for departmental interaction/professional learning teams, building supervision).

STUDY TIMELINE

The completed study, including considerations and recommendations will be delivered to the District on or before June 30, 2012.

STUDY FEES

More specifically and for the stated fee, the following steps will be completed for this preliminary study:

1. Interview the Board of Education to determine the study question(s)/study area(s) of focus.
2. Develop interview protocols. Interview District and secondary administrators, designated secondary teacher leaders, designated parent representatives and secondary students with respect to the efficacy of the current schedule. Assess the extent to which the current schedule contributes to the successful accomplishment of the recently adopted Board/District goals. In addition to the interviews, a survey tool will be used to collect data from the professional staff
3. Review the current schedule and the scheduling process. Conduct interviews with administrators and teachers responsible for the scheduling of students.
4. Review trend data on high school student performance on standardized tests. This data will be normalized to account for changes in state tests and standards.
5. Analyze current collective bargaining agreements as they relate to the implementation of the current block/semester schedule.
6. Write and deliver the final report, including considerations and recommendations for further study.

The fee for the preliminary study as outlined in this proposal will be \$6,500. The fee can be modified by written mutual agreement. Recommended further areas of study would be completed only after approval of the Board with respect to the additional scope and study fee.

Please contact me directly with any further questions that you may have about this proposal. I look forward to working with you, the Board of Education and District staff.

Respectfully,

Howard S. Smith, Ed.D.