

Highland Central School District

**AGENDA**

Board of Education Meeting

**Tuesday, April 16, 2013**

6:00 Executive Session Pending on Board Approval

7:00 pm Regular Meeting held in the High School Cafeteria



**EXECUTIVE SESSION: Anticipated upon Board Approval**

BE IT RESOLVED, that the Board of Education of the Highland Central School District conduct an Executive Session to discuss the following topics:

- Collective Negotiations pursuant to Article 14 (Taylor Law) of the Civil Service Law;
- The Medical, financial or credit, employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**SPECIAL PRESENTATION**

Project Ignition Team Members

**BUDGET PRESENTATION**

**PUBLIC COMMENTS:**

Any topic related to the agenda may be addressed except for personnel or specific student issues.

*Protocol for Public Comment:*

*The school board encourages public participation at its meetings. To allow for efficiency in conducting meetings and to give each speaker a fair opportunity to present his/her views the following shall apply to the public speaking portion of the agenda.*

- *Each speaker shall state their name;*
- *Any questions/concerns be submitted in writing with speaker's contact information (name/address/phone number);*
- *Each speaker shall be limited to a time agreed upon by the Board;*
- *The Board will not permit discussion involving individual personnel or students;*
- *Direct all remarks to chair. Community members may not poll individual Board members nor debate other community members in attendance.*

*Members of the community are encouraged to also present their comments in writing. Undue interruption or other interference with the orderly conduct of the Board of Education business will not be allowed. Defamatory or abusive remarks are always out of order.*

**ACCEPTANCE OF REPORTS:**

BE IT RESOLVED that the Board of Education acknowledges reviewing the following reports:

- a) Enrollment and Attendance Report – Period 6 – 3/01/2013 – 3/22/2013
- b) Claims Auditor Report – March 2013

**CURRICULUM AND INSTRUCTION:**

- a) **Principal's Report:** (Reports on file in District Office)  
Each month the Principals will report on important information and events occurring in their schools.
- b) **Director of Student Services Report:** (Report on file in District Office)  
Director of Student Services, Barbara E. Chapman, will report on operations of the Student Services Department.
- c) **Approval of Committee on Special Education Minutes**  
BE IT RESOLVED that the Board of Education hereby accepts the recommendations of the Committee on Special Education according to the minutes of the CSE meetings of March 5<sup>th</sup>, 14<sup>th</sup>, 20<sup>th</sup>, 22<sup>nd</sup>, April 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>, 2013, and the amendment – no meetings of March 19<sup>th</sup> and April 3<sup>rd</sup>, 2013, and authorizes the arrangements for such students' special education programs and services.
- d) **Approval of Committee on Preschool Special Education**  
There are no meetings to report for this period for CPSE.

**PERSONNEL:**

- a) **Addendum to Advisor Appointment**  
BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, appoints the following employee as follows:  
Carole Delia / Co-Advisor / National Junior Honor Society Middle School
- b) **Substitute Teaching Appointments/Non-Teaching Substitute Appointments**  
A scheduled training session for new substitutes (Teaching and/Non-Teaching) will be held on the evening of April 11<sup>th</sup>. The new substitute list will be available in May.

**BUSINESS AND OPERATIONS:**

- a) **Electric Supply Bid Contract**  
BE IT RESOLVED that based upon the recommendation of the Superintendent of Schools, the Board approve the contract for Electric Supply with **HESS Corporation**, which was bid and awarded by Genesee county on February 27, 2013 in accordance with General Municipal Law §103, Subdivision 16..
- b) **Accept Donation & Budget Increase**

April 16, 2013 Agenda

BE IT RESOLVED that based upon the recommendation of the Superintendent of Schools the Board of Education accept the donation in the amount of \$3,000 from the Highland Lacrosse Club Inc.

BE IT RESOLVED that based upon the recommendation of the Superintendent of Schools the Board of Education approves the budget increase of \$3,000.

<u>Appropriations</u>	<u>Total</u>	<u>\$3,000</u>
Coaching A2855-250-07-0000		\$3,000
<u>Revenues</u>	<u>Total</u>	<u>\$3,000</u>
Donations A2705		\$3,000

c) **CBO – Payroll Resolution**

d) **Adoption of the General Budget for the 2013-2014 School Year**

BE IT RESOLVED that the Highland Central School District Board of Education adopt the General Fund Budget for the 2013-2014 school year in the amount of \$38,524,337 as presented at the April 16, 2013 Board of Education Meeting, and that the following proposition for approval and disapproval of the adopted budget be put on the ballot for the district voters to vote upon at the Annual Budget Vote on May 21, 2013:

“ SHALL THE BOARD OF EDUCATION of the Highland Central School District, be authorized to expend the sums of money which will be required for School District purposes for the 2013-2014 fiscal year, in the amount of \$38,524,337, and to levy the necessary tax therefore?”

**STUDENT REPRESENTATIVE COMMENTS** – Nikhil Tikoo

**SUPERINTENDENT COMMENTS**

**BOARD OF EDUCATION:**

**New Business:**

- a) **School Calendar for 2013-2014 - Draft**
- b) **BOCES Vote – April 24, 2013 – 9:00am @ HHS**
- c) **Poll Voting Resolution**

RESOLUTION OF THE HIGHLAND CENTRAL SCHOOL DISTRICT, HIGHLAND, NEW YORK, ADOPTED APRIL 19, 2013, APPOINTING THE CHAIRMAN FOR THE BOARD ELECTION TO BE HELD ON MAY 21, 2013 AND APPOINTING THE INSPECTORS OF ELECTION TO ACT AT SUCH ANNUAL DISTRICT MEETING AND ELECTIONS.

RESOLVED BY THE BOARD OF EDUCATION OF HIGHLAND CENTRAL SCHOOL DISTRICT, ULSTER COUNTY, NEW YORK, AS FOLLOWS:

Section 1. Pursuant to the provisions of the Education Law, Section 2025, MaryAnn Ingraham, a qualified voter of this School District, is hereby appointed to act as the CHAIRMAN of the ANNUAL DISTRICT MEETING AND ELECTION to be held in the School District on May 21, 2013, and the District is hereby authorized and directed to give written notice of appointment to such qualified voter so appointed by this Board of Education, not later than ten (10) days prior to the Election to be held on May 21, 2013.

Section 2. Pursuant to the provisions of the Education Law, and being not less than (10) days prior to the holding of the annual District Meeting and Board Election on May 21, 2013 the following qualified voters are hereby appointed to act as INSPECTORS OF ELECTION, and Lisa M. Cerniglia to act as the CHIEF ELECTION INSPECTOR, each to perform such duties and to take such action as prescribed by the Education Law:

Barbara Terping	Michelle McGrath
Angelo Greico	Melissa McGrath
Barbara Vache	Sally Bellacicco
Pat Winchell	Robin Bogdanowicz
Samantha Bacchi	Gina Hansut
Sue Bacchi	Mary Parker
Nicole Bellacicco	Cassidy Woodruff

and the District Clerk is hereby authorized and directed to give written notice of the appointments so made by the Board to all of the persons so appointed, all not less than ten (10) days prior to the date of said Annual District meeting and Elections to be held on May 21, 2013.

Section 3. The District Clerk is hereby authorized and directed to notify this Board of Education forthwith if any such persons hereinabove appointed to the respective offices refuses to accept such appointment or fails to serve, in which case this Board of Education is to take such further action as may be authorized in such circumstances pursuant to the Education Law. In the event that this Board of Education is unable to hold a meeting to appoint a qualified voter of this School District to fill a vacancy caused by the refusal of any person herein designated to accept his/her appointment or the failure of any such persons to serve, the District Clerk is hereby authorized to appoint a qualified voter of this School District to fill such vacancy.

Section 4. This resolution shall take effect immediately

d) **Correspondence** – Any correspondence received by the Board may be discussed.

e) **Future BOE Agenda Items**

**Old Business:**

a) **Capital Project – Discussion**

b) **Board Priorities**

1) Improving Building Facilities;

April 16, 2013 Agenda

- 2) Education Improvement;
- 3) Improving Community Relations;
- 4) Improving Fiscal Fitness

**PUBLIC COMMENTS:** Any topic related to the agenda may be addressed except for personnel or specific student issues.

**EXECUTIVE SESSION: Anticipated upon Board approval**

RESOLVED, that the Board of Education of the Highland Central School District conduct an Executive Session to discuss the following topics:

1. ☐ Matters which will imperil the public safety if disclosed;
2. ☐ Any matter which may disclose the identity of law enforcement agent or informer;
3. ☐ Information relating to current or future investigations or prosecution of criminal offices, which would imperil effective law enforcement if disclosed;
4. ☐ Discussions regarding proposed, pending, or current litigation;
5. ☒ Collective Negotiations pursuant to Article 14 (Taylor Law) of the Civil Service Law;
6. ☒ The Medical, financial or credit, employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
7. ☐ The preparation, grading or administration of examinations;
8. ☐ A proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

**ADJOURNMENT**



## **Memorandum to the Board of Education Highland Central School District**

From: Kathleen Valentino, Claims Auditor  
Re: March 2013 Warrants

April 4, 2013

Attached is a spread sheet listing the Warrants I Reviewed and Approved during the month of March 2013. A total of 200 Claims, 175 Checks and were approved for payment and represents the total of \$1,128,117.92. The General Fund (A) payments were \$1,074,191.81, Cafeteria Fund (C) payments were \$34,189.25, Specialty Fund (F) payments were \$11,422.16, Special Revenue Fund (CM) payments were \$8,314.70 and Capital Fund (H) payments were \$0.00.

During the month of March, I reviewed claims for

- ❖ mathematical accuracy
- ❖ purchase order and matching purchase order number
- ❖ signature of authorization
- ❖ receipt of goods
- ❖ sales tax exclusion
- ❖ appropriateness of expenditure
- ❖ properly itemized travel expenses
- ❖ mileage verification and meal claims
- ❖ excessive shipping fees

After reviewing each set of warrants, and where discrepancies were noted, a report/log was given to Tina Long for claim resolution prior to claim approval. Discrepancies or issues noted included

\*Claim, T. Eckert, M. McFarlane, Requested reimbursement for student meals while at State Tournaments (Bowling/Wrestling). There is no policy warranting this type of reimbursement. Louise Lynch denied reimbursement and directed the Bowling and Wrestling teams to utilize Varsity Letter Club funds for such reimbursements.

\*P.O.#13-00691, Red Barn Produce, exceeded purchase order amount by \$353.05.

\*P.O.#13-00177, Jennie O Turkey, exceeded purchase order amount by \$86.17.

\*P.O.#13-00044, Lowes, exceeded Purchase order amount by \$50.26.

\*P.O.#13-00055, All Star Water, exceeded Purchase order amount by \$41.70.

\*P.O.#13-00038, NYS Employee Health, exceeded P.O. amount by \$123,933.73.

\*P.O.#13-00775, WB Mason, exceeded Purchase order amount by \$229.03.

\*P.O.#13-00851, Mardi Bob Mgmt, exceeded Purchase order amount by \$39.00.

(All purchase orders exceeding amount were sent to Louise Lynch for approval).

Overall, the discrepancies, errors and/or issues were expediently corrected, credited or provided. If there are any questions or concerns regarding the information provided, please do not hesitate to contact me. Thank you.

# Highland Central School District - 2012- 2013

## Warrants Approved - March 2013

These are the warrants I reviewed and approved for payment.

<u>Warrants</u>		<u>Funds</u>						
#	A	C	F	CM	H	Total Paid	Claims	Checks
70	\$ 491,946.21	\$ 1,212.60	\$ 10,265.93	\$ 1,198.50			66	56
72	\$ 318,182.12	\$ 31,082.92	.	\$ 5,753.20			73	65
73	\$ 264,063.48	\$ 1,893.73	\$ 1,156.23	\$ 1,363.00			61	54
Totals	\$ 1,074,191.81	\$ 34,189.25	\$ 11,422.16	\$ 8,314.70	\$ -	\$ 1,128,117.92	200	175



# Enrollment Report 2012-2013

Enrollment	J '03	J '04	J '05	J '06	J '07	J '08	J '09	J '10	J '11	J '12	S '12	O '12	N '12	D '12	JA '13	F '13	M '13	A '13	MY '13	J '13
K	116	136	121	145	113	136	128	139	111	148	158	158	158	157	157	157	154	0	0	0
1	128	128	139	122	148	134	145	126	133	114	149	148	147	149	148	147	144	0	0	0
2	150	128	138	147	125	146	135	134	132	137	118	118	118	117	117	115	116	0	0	0
3	134	151	138	155	151	122	154	137	136	129	141	141	140	140	141	140	139	0	0	0
4	141	133	146	144	151	149	133	153	137	133	131	131	130	130	130	130	131	0	0	0
5	170	147	138	155	149	154	144	128	151	141	138	138	138	139	139	138	137	0	0	0
HES	839	823	820	868	837	841	839	817	800	802	835	834	831	832	832	827	821	0	0	0
6	142	170	143	138	153	154	151	152	121	155	144	143	141	140	140	138	138	0	0	0
7	151	143	169	153	142	157	151	152	152	139	161	160	159	159	158	157	158	0	0	0
8	152	152	142	167	148	143	152	147	155	150	134	134	134	134	135	135	135	0	0	0
HMS	445	465	454	458	443	454	454	446	428	444	439	437	434	433	433	433	430	0	0	0
9	159	164	170	151	184	154	151	168	149	159	162	164	160	159	157	155	153	0	0	0
10	157	140	152	160	147	169	152	143	160	137	164	164	164	165	162	163	162	0	0	0
11	141	145	151	148	154	133	165	144	137	162	130	130	130	128	129	131	129	0	0	0
12	128	136	135	145	146	151	135	161	143	137	172	168	167	167	167	166	165	0	0	0
HHS	585	585	608	604	631	607	603	616	589	595	628	626	621	619	615	615	609	0	0	0
Sub-total	1869	1873	1882	1930	1911	1902	1896	1879	1817	1841	1902	1897	1886	1884	1880	1872	1861	0	0	0
Alternative School	7	5	4	7	8	15	19	11	11	12	8	9	9	11	12	9	9			
Anderson	2	1	1	0	0	1	1	1	1	1	1	1	1	1	1	1	1			
Astor Day Treatment	1	1	1	3	1	2	2	4	2	2	1	1	1	1	1	1	1			
BOCES 1:12:1	11	13	8	6	7	6	0	1	0	1	1	1	1	1	1	1	1			
BOCES 1:6:1	15	11	9	7	3	5	5	8	3	2	1	1	1	1	1	1	1			
BOCES 1:6:2																				
BOCES 1:8:1	6	4	6	8	5	5	6	5	5	7	8	8	7	7	8	7	8			
BOCES A-PIE						6	6	6	4	3	2	2	2	2	2	2	2			
BOCES X-Contract		4	2	4	5	3	5	7	9	7	7	7	7	7	7	7	7			
Center for Discovery	2	3	3	3	3	1	1	1	1	0	0	0	0	0	0	0	0			
CRC - Children's Rehab Center				0	0	0	0	0	1	1	2	2	2	2	2	2	2			
Brookside	0	4	1	2	4	1	1	1	0	0	1	1	1	1	1	1	1			
Center for Spectrum Services-Kingston	1	1	1	2	3	2	2	3	3	4	7	7	6	6	6	6	6			
Home Instruction	30	32	28	32	34	24	19	15	13	17	13	13	12	12	12	12	12			
Home Placed by CSE	4	5	3	1	0	1	1	0	0	0	0	0	0	0	0	0	0			
Hospital or Other Non-School	2	1	1	2	2	0	0	0	0	1	0	0	0	0	0	0	0			
Green Chimneys Residential										1	2	2	2	2	2	2	2			
New Paltz CSD		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Greenburgh North Castle Residential		0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1			
Private Placed by Parent	159	169	191	189	183	157	148	156	155	97	86	92	92	88	92	92	92			
Tutoring	4	9	7	11	6	5	7	4	7	6	1	1	3	4	6	7	7			
Sub-total	240	255	260	266	258	229	216	219	211	158	141	148	145	143	149	145	146	0	0	0
TOTALS	2109	2128	2142	2196	2169	2131	2112	2098	2028	1999	2043	2045	2031	2027	2029	2017	2007	0	0	0



# Attendance Report 2012 - 2013

Attendance		S '12	O '12	N '12	D '12	JA '13	F '13	M '13	A '13	MY '13	JU '13
	K	98.29%	95.63%	94.97%	90.34%	94.97%	93.08%	92.48%	0.00%	0.00%	0.00%
	1	97.29%	96.22%	95.38%	93.29%	95.16%	94.83%	94.33%	0.00%	0.00%	0.00%
	2	97.61%	96.46%	96.33%	94.63%	94.29%	94.32%	93.91%	0.00%	0.00%	0.00%
	3	96.50%	97.03%	96.02%	90.45%	93.43%	93.91%	92.67%	0.00%	0.00%	0.00%
	4	97.98%	97.03%	95.93%	92.97%	94.33%	95.38%	94.96%	0.00%	0.00%	0.00%
	5	97.31%	97.25%	96.54%	94.24%	93.53%	94.79%	93.82%	0.00%	0.00%	0.00%
	6	97.02%	96.25%	96.43%	93.66%	94.62%	95.77%	94.20%	0.00%	0.00%	0.00%
	7	97.42%	97.03%	95.38%	93.33%	94.47%	95.01%	93.92%	0.00%	0.00%	0.00%
	8	96.42%	96.66%	94.73%	94.83%	94.42%	96.12%	94.72%	0.00%	0.00%	0.00%
	9	95.61%	95.51%	94.48%	92.08%	91.93%	92.47%	91.48%	0.00%	0.00%	0.00%
	10	95.26%	94.45%	93.67%	91.88%	91.23%	92.85%	93.21%	0.00%	0.00%	0.00%
	11	96.95%	95.71%	93.38%	92.31%	93.97%	93.58%	92.98%	0.00%	0.00%	0.00%
	12	93.61%	95.80%	94.64%	92.10%	93.11%	91.89%	92.40%	0.00%	0.00%	0.00%
	<b>Average</b>	<b>96.71%</b>	<b>96.23%</b>	<b>95.22%</b>	<b>92.78%</b>	<b>93.80%</b>	<b>94.15%</b>	<b>93.47%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Suspensions</b>											
HHS	OSS	1	6	6	4	4	11	1			
	OST	0	0	0	0	0	0	0			
	ALC	6	5	19	16	7	5	5			
HMS	OSS	3	4	2	2	2	2	3			
	OST	0	0	0	0	0	0	0			
	ALC	2	11	5	9	10	14	18			
HES	OSS	0	0	0	0	0	2	0			
	OST	0	0	0	0	0	0	0			
	ALC	0	2	2	2	1	6	0			



Attendance Enrollment  
Period 7  
03/01/2013-03/31/2013

Grade	Days in Session	Begin Enroll	Pupils Added	Pupils Left	End Enroll	Total Absent	Drop Outs	Percent Attend
K	15	157	0	3	154	177		92.48%
1	15	147	0	3	144	125		94.33%
2	15	114	2	0	116	106		93.91%
3	15	140	0	1	139	154		92.67%
4	15	130	1	0	131	99		94.96%
5	15	138	0	1	137	128		93.82%
6	15	138	0	0	138	120		94.20%
7	15	157	1	0	158	144		93.92%
8	15	135	1	1	135	107		94.72%
9	15	155	0	2	153	198		91.48%
10	15	163	0	1	162	166		93.21%
11	15	131	0	2	129	138		92.98%
12	15	165	0	0	165	188		92.40%
<b>Totals</b>		1870	5	14	1861	1850	0	93.47%

Highland Central School District

Student Services Office



# HIGHLAND CENTRAL SCHOOL DISTRICT

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Business Office, 320 Pancake Hollow Road, Highland, New York 12528  
Phone: (845) 691-1008 ~ Fax: (845) 691-1003

TO: Deborah Haab, Superintendent of Schools  
FROM: Louise M. Lynch, School Business Administrator  
DATE: April 5, 2013  
RE: Electric Supply Bid Contract

*Louise M. Lynch*

The Hess Corporation contract for the supply of electricity is due to expire, and the district will again generate savings by contracting with Hess Corp., the lowest responsible bidder. Please have the Board approve the following resolution:

**BE IT RESOLVED** that based upon the recommendation of the Superintendent of Schools, the Board approve the contract for Electric Supply with **HESS Corporation**, which was bid and awarded by Genesee County on February 27, 2013 in accordance with General Municipal Law §103, Subdivision 16.





# HIGHLAND CENTRAL SCHOOL DISTRICT

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Business Office, 320 Pancake Hollow Road, Highland, New York 12528  
Phone: (845) 691-1008 ~ Fax: (845) 691-1003

TO: Deborah Haab, Superintendent of Schools  
FROM: Louise M. Lynch, School Business Administrator  
DATE: April 5, 2013  
RE: ACCEPT DONATION & BUDGET INCREASE

*Louise M Lynch*

The District is in receipt of a donation in the amount of \$3,000 from the Highland Lacrosse Club Inc. Approximately \$1,000 was spent for equipment for Lacrosse directly, but additional funds of \$1,000 will be forthcoming.

Please have the Board authorize the following:

**BE IT RESOLVED that** based upon the recommendation of the Superintendent of Schools the Board of Education accept the donation in the amount of \$3,000 from the Highland Lacrosse Club Inc.

**BE IT RESOLVED that** based upon the recommendation of the Superintendent of Schools the Board of Education approve the budget increase of \$3,000

<u>Appropriations</u>		<u>Total</u>	<u>\$3,000</u>
Coaching	A2855-150-07-0000		\$3,000

<u>Revenues</u>		<u>Total</u>	<u>\$3,000</u>
Donations	A2705		\$3,000



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# Highland Central School District

Office of Student Services, 320 Pancake Hollow Road, Highland, NY 12528

Barbara E. Chapman  
Director of Student Services

bchapman1@highland-k12.org  
845.691.1023  
Fax: 845.691.1024

## Director's Report April 16, 2013

**Annual Reviews** – Middle School annual reviews begin on April 29<sup>th</sup>. We had a very meaningful and productive day on April 2<sup>nd</sup> of individual teacher meetings to plan for those meetings. This is a part of an intensive, multi-step process to review each special education student individually and make recommendations for future programming. Teachers come to the meeting with the drafts of each student's IEP developed (we view the information electronically) and we review their current progress and performance and give feedback on the section of the IEP that describes the student's present levels of performance and programming needs and supports. Subsequent to this meeting, each teacher calls every family and discusses the programming suggestions for the coming year. They have a sheet that they fill out and return to Student Services. They notify the Special Ed Coordinator if there are any significant concerns as a result of that conversation. See attached form.

**District-Wide PBIS Meeting** – On May 9<sup>th</sup> we will have our year end District-Wide PBIS meeting and will be honoring a key person or persons from each building that has gone above and beyond to make a difference and aide in the continued implementation of the PBIS initiative. We continue to show impressive, positive changes in the number and type of referrals from each building as the teachers and staff become more proficient and consistent in the use of the PBIS systems.

**AIS/RTI** – We had a very productive meeting prior to the spring break with a thorough discussion of what currently exists in each building and what we need to support students. At our next meeting, we will be fleshing out the nuts and bolts of the plan to have ready for your approval in June.

**Out of District Placements & Percentage of SWDs for Ulster County 2012-13** – At our monthly Pupil Personnel Directors meeting, we share our numbers of classified students and out of district placements to help in the preparation of the BOCES Space Plan and to look at how to best share services. We are still waiting for Rondout and New Paltz information, but we've attached the chart of the other districts for your information.

### Attachments:

- form – Summary of Parent Annual Review Conference 2013
- chart – Out-of-District Placements and Percentage Classified
- article – "How Technology is Helping Special-Needs Students Excel"
- article – "Hiring Heats Up in K-12 Teaching Specialties"

**Vision Statement:** The Highland Central School District, in collaboration with its community and partners, is a student-centered learning community focused on the development of independent, lifelong learners while providing a quality education and promoting positive and healthy student growth.



**Highland Central School District  
Office of Student Services**

Student's name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent(s) attending conference: \_\_\_\_\_

Teacher/Service Provider: \_\_\_\_\_

☐ by phone @ #: \_\_\_\_\_ ☐ in person ☐ email

**Summary of Parent Annual Review Conference 2013**

- ☐ I reviewed student's progress for the current school year.
- ☐ Program recommendations and transition were discussed with Student (required for MS & HS).  
☐ Student agrees with program or suggests changes:  
☐ Student's career goals include:
- ☐ The parent(s) agreed that the placement/program suggestions for 2013-2014 were appropriate.
- ☐ The parent(s) agreed that the suggested goals are appropriate for their child.
- ☐ The parent(s) did not agree with program suggestions and/or goals and the parents made the following suggestions:
- ☐ We agreed on an appropriate program for 2013-2014 except for the following elements:
- ☐ We could not agree on any aspects of an appropriate program for 2013-2014.
- ☐ Reminded parents of the date & time of the Annual Review.  
Date of AR: \_\_\_\_\_ Time of AR: \_\_\_\_\_
- ☐ The parent(s) hopes and dreams for their student's career are:
- ☐ The parent(s) would like to receive information via email. Their email address is:
- ☐ I notified the Special Education Coordinator of any disagreements with program and/or goals and they will inform the building administration and the Student Services Office.
- ☐ Parent was made aware that their child is invited to the Annual Review
- ☐ Parent will/will not bring child to Annual Review

Signature: \_\_\_\_\_



Out-of-District Placements & Percentage of School Aged SWD 2012-13						
District	Total School Aged	Total Students with Disabilities SWD	% SWD	BOCES Placements	Other Public & Private Placements	Total Out-of-District Placements
Highland	2045	272	13.30%	20	14	34
Wallkill	3314	466	14.10%	25	15	40
Ellenville	1822	292	16.00%	28	15	43
Onteora	1702	277	16.30%	15	25	40
Saugerties	2896	532	18.40%	17	32	49
Kingston	6694	1357	20.10%	33	83	116
Rondout						
New Paltz						







View caption

Wendy Burkhardt, seen here with student Kevin O'Brien, says the convergence of traditional assistive technologies with consumer technologies has given San Ramon Valley Unified School District's special education department a "much bigger toolbox to work with."

All photography by Deanne Fitzmaurice

## How Technology Is Helping Special-Needs Students Excel

Educators in California, Montana and Washington explain how technology makes it easier to engage students with physical and learning disabilities.

Heather B. Hayes

posted March 28, 2013 | Appears in the Spring 2013 issue of *EdTech Magazine*.

For Kevin O'Brien, a seventh-grader with physical disabilities who attends Charlotte Wood Middle School in Danville, Calif., **there's a definite difference between good and great when it comes to assistive technology**. For years, he used a desktop version of Tobii Technology's eye-gaze device, which allowed him to type papers, participate in art classes, conduct online research, communicate with his teacher and do well academically. But it also tethered him to the classroom in which the wired device was located.

So when a wireless version of the product came out last year, Wendy Burkhardt, assistive technology - coordinator for the San Ramon Valley Unified School District of which CWMS is a part, immediately got it for O'Brien, who attached it to his wheelchair. Now, she explains, "Kevin can be far more involved in group activities. He can converse with his peers, participate in class discussions, and do his homework, no matter where he is. This has increased his ability to be an independent member of the school and the community."

Successfully educating a special-needs child has always hinged on matching him or her with the best assistive learning device or application available. Fortunately, what's available has expanded and

improved by quantum leaps over the past five years as **traditional assistive technologies have converged with consumer technologies**, giving the district's special education department a "much - bigger toolbox to work with," Burkhardt says. "Everything has snowballed because of these innovative technologies."

For example, today's smartphones, tablets and other mobile devices come equipped with universal access functionality, making it possible for users to deploy built-in or easily downloaded assistive technologies. These include speech recognition, screen-reading tools, Braille displays and text-to-speech solutions for the visually impaired; and sound amplifiers, closed-captioning applications and video conferencing technologies that facilitate sign language and lip-reading for the hearing-impaired. Students with motor and mobility disabilities also can use speech recognition tools to turn speech into sharable text, e-books to eliminate page turning and portable eye-gaze devices that are powered by blinks.

Such technologies not only help students better understand concepts and keep up with their peers, they also **allow the school to better and more easily integrate special-needs students into general education classes**, says Tracy Gray, director of PowerUp What Works, the National Center for Technology Innovation and the Center for Implementing Technology in Education — three programs of the American Institutes for Research that work to improve the educational achievement of students with disabilities.

"The devices available to students with disabilities are no longer these big clunky things on a desk in a separate space away from the classroom," Gray explains. "Students now have access to assistive capabilities on technologies that are smaller, more mobile, more integrated and inexpensive. They're mainstream too, so that makes them cool. All students want to use them."

## Opening Up the Classroom

This mainstreaming of assistive technologies is having a significant impact on students — and not just on those who have traditionally required accommodations, says Karen Heilbronner, director of secondary special education for SRVUSD. Among those who benefit most are children with learning disabilities.

"We're no longer limited to helping one particular student with a single specialized technology," Heilbronner says, noting that newer assistive technologies are facilitated by the district's recent investments in upgraded wired and wireless networks and a one-to-one tablet initiative. "These tools are easily extended to any student who needs them."

Those with communication, cognitive, reading, short-term memory or developmental issues are now using tools such as Nuance's Dragon NaturallySpeaking, which reads text back to them; Livescribe Smartpens, which capture everything spoken in class and written by the student; and web-based tools that help students organize their thoughts and assignments.

"We can now give students who have trouble reading every word on a page an e-book reader and text-to-speech capability, and they can sit in class with headphones on, listen to the words as they're read to them and then weigh in on core literature discussions," Burkhardt explains. "In the past, these would have been the students in the back who wouldn't participate, who would have been considered either

the shy introvert or the behavioral problem because they weren't able to effectively engage. These tools are really making a difference."



In fact, **many technologies designed for mainstream use can be successfully repurposed to teach students with disabilities.** The Montana School for the Deaf & Blind in Great Falls, Mont., for example, relies on interactive whiteboards — a mainstay for most traditional K–12 schools — to better engage its students.

Diane Moog, a teacher in the school's department for the deaf and hard of hearing, says that the technology helps motivate and engage students in the subject they're studying. "For the kids who have difficulty with the whole language concept, what helps solidify vocabulary and language structure is being able to relate to what you're teaching them," she explains. With an interactive whiteboard, "they can touch the screen, see and manipulate visuals illustrating the vocabulary words, move words around to make sentences — it gives them something to which they can attach language."

As her students work at the whiteboard, Moog also requires them to explain what they're doing and why, which not only helps them further develop skills, but also **helps her determine their level of understanding.** "I can meet their needs a lot better if I know how they're processing what I'm trying to teach them," she says, noting that the whiteboards are currently being evaluated by the school's department for the visually impaired. "If a student is making errors in a math problem, I can see where the process is breaking down for them and then show them what it's supposed to look like and why."

## From a Distance

The Washington State School for the Blind also has turned to mainstream technologies to enhance teaching and learning. With help from Microsoft Lync, a unified communications platform that provides video, voice, instant messaging and telepresence, the Vancouver, Wash., school is offering distance instruction in algebra, geometry, pre-calculus and other topics to its 79 students and to special-needs students at other schools.

According to Digital Research and Curriculum Development Coordinator Sherry Hahn, WSSB's technology team initially went in search of a distance learning system as a way to acquire the services of math teacher Robin Lowell, who lives 170 miles away and, for family reasons, couldn't teach in person on campus.

"Math is an extremely difficult subject to teach to a blind or visually impaired student because it is, of course, so visual," Hahn explains. "It takes a unique, experienced teacher to help these students really understand and get the concepts and skills they need to be able to do it independently. Robin is a teacher who can do that, and we wanted to be able to make her available for our students."

After testing and rejecting different variations on basic two-way video and web conferencing, Hahn and her IT team stumbled across Microsoft Lync. Combined with Braille display software, a screen-reading program and a specialized language known as MathSpeak, **Lync enables Lowell to see and communicate with her students and to share the different screens on her desktop.** "It's like being at a control center," Lowell says. "I can watch all my kids and see their work at the same time."

One of the most incredible features of Lync, Lowell adds, is the ability to instant-message with her students. "It's really a new avenue for kids to be able to reach their teacher in the middle of the lesson without interrupting," she says. "Then, I can seamlessly put questions into my lecture or our discussion without changing topics or disrupting the flow of the class."

Since implementing the solution in 2010, Lowell has been shocked by the academic improvement she's seen. "This technology has been an amazing eye-opener," she says.

# Hiring Heats Up in K-12 Teaching Specialties

Changing curriculum standards and demographics are driving demand for teachers in various specialties.

By RETT FISHER

April 2, 2013

Job openings for K-12 teachers who specialize in special education and STEM fields are increasing.

Big changes in education, driven by changing curriculum standards, demographics and diagnoses of kids with special needs, are creating opportunities for graduates with the right skill sets. Josh

Fernandez is one new teacher who has capitalized on these changes. In 2008, Fernandez, a communications grad of East Carolina University, began working as a paraprofessional at Maryland's Gaithersburg High School, helping a paraplegic student with his day-to-day activities.



Realizing that he'd found his calling, Fernandez pursued a master's in special education part time at the Johns Hopkins University School of Education. After graduating in June 2012, he was immediately hired by his high school to teach special ed.

Around the country, many districts are adding staff in response to the burgeoning number of students diagnosed with special needs; the Bureau of Labor Statistics projects hires will grow 17 percent between 2010 and 2020.

The increasing prevalence of autism (affecting 1 in 88 children in 2008 versus 1 in 150 in 2000, reports the Centers for Disease Control and Prevention) and attention deficit hyperactivity disorder (9 percent of 5- to 17-year-olds in the CDC's latest survey, up two points since the late '90s) have contributed to the sudden surge.

Special ed is such a "critical need area at all levels," says Jeffrey Martinez, director of the department of recruitment and staffing for Montgomery County Public Schools, where Fernandez teaches, that the district offers to pick up a substantial portion of the costs for tuition, books and fees for employees pursuing a master's at Johns Hopkins who agree to work in the school system for two years.

Demographic shifts are fueling hiring in another hot area: English as a second language. According to the Pew Research Center, a record 23.9 percent of children in pre-K through 12th grade were Hispanic in 2011.

This trend will only continue: By 2050, Hispanics will represent 38 percent of all school-age children. Jeff Edmundson, director of master's degree programs in the department of education studies at the University of Oregon, says having a "bilingual endorsement," too, is better yet – meaning the teacher is also proficient in the language of the students being taught.

Meanwhile, the U.S. effort to stay globally competitive is creating an urgent push to get scientists and mathematicians into the classroom. In 2012, President Barack Obama

challenged schools to "recruit 100,000 math and science teachers within the next 10 years" to help bring student performance up to snuff.

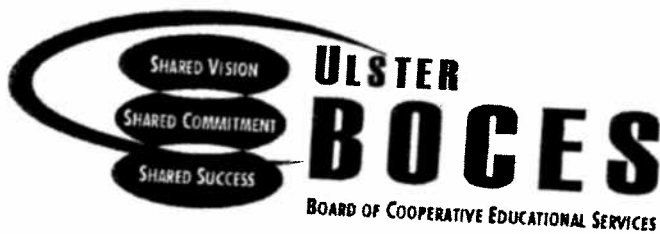
While the challenge of finding qualified teachers has "been going on forever," it is even greater now, says Steve Head, director of education portfolios and career services at the University of Wisconsin—Madison School of Education.

That's because new Common Core standards, adopted by almost all states and the District of Columbia, establish more rigorous uniform national learning goals for students in math, and a second movement is afoot to boost science standards. The College Board is also overhauling the way Advanced Placement science is taught.

Job candidates must now be "able to teach at the level that our students are going to be assessed at," explains Laurie deBettencourt, associate dean of educator preparation programs at Hopkins' School of Education. Several school districts deBettencourt works with have teamed up with universities to provide financial incentives to students with backgrounds in math and science who agree to get their master's and certification to teach K-12.

Anecdotally, the incentives seem to be working, she says. Many grads who before would have moved into other careers or higher education positions are opting instead to teach in grade school or high school.

*This story is excerpted from the U.S. News Best Graduate Schools 2014 guidebook, which features in-depth articles, rankings and data.*



BOARD OF EDUCATION  
Barbara Carroll, *President*  
Regina Tantillo-Swanson, *Vice President*

Roxanne Babcock, *Board Clerk*  
175 Route 32 North • New Paltz, NY 12561  
Telephone: 845-255-3040 • Facsimile: 845-255-7942  
Email: rbabcock@ulsterboces.org • www.ulsterboces.org

## Memorandum

TO: District Clerks  
FROM: Roxanne Babcock, Board Clerk  
Ulster County Board of Cooperative Educational Services  
DATE: April 10, 2013  
RE: **BOCES Administrative Budget Vote and Board Member Election – April 24, 2013**

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On April 24, 2013, your Board of Education is conducting a public meeting for the purpose of *electing* members of the Board of Cooperative Educational Services and adopting a public resolution concerning the *approval or disapproval* of the Proposed Administrative Budget.

Attached is a ***Certification and a Ballot for Election to Board of Cooperative Educational Services***, which is to be used at this meeting. According to Education Law: "Each component school district shall mail or deliver its completed ballot to the clerk of the Board of Cooperative Educational Services no later than one (1) business day after the election."

Also attached is a copy of the ***Proposed Administrative Budget and a Certification***. Regarding the budget, Education Law states: "Each component school district shall transmit the resolution either approving or disapproving the Board of Cooperative Educational Services Proposed Administrative Budget no later than one (1) business day after the adoption of such resolution."

If you have any questions, please do not hesitate to call me at 255-3040.

cc: Superintendent of Schools



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# ***BOCES Administrative Budget Vote***

I, \_\_\_\_\_ District Clerk of the  
\_\_\_\_\_ School District do hereby certify that at a  
public meeting held on April 24, 2013, the Board of Education of the  
\_\_\_\_\_ School District adopted a resolution casting its vote or  
vote for the Proposed Administrative Budget for the Board of Cooperative Educational  
Services for the 2013-2014 school year as follows:

The Board of Education of each component school district of the Ulster BOCES, by resolution, may cast one (1) vote to approve or disapprove the Board of Cooperative Educational Services Administrative Budget in the amount of **\$2,336,036.00**. The District Clerk, or other officer authorized to certify that a board resolution has been adopted, shall complete the ballot by placing an "X" next to the approval or disapproval for how the vote has been cast.

**APPROVE**

BOCES Administrative Budget

☐

**DISAPPROVE**

BOCES Administrative Budget

☐

## **Vote Tally**

\_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**      \_\_\_\_\_ **Abstained**

\_\_\_\_\_  
**District Clerk**

\_\_\_\_\_  
**Date**

# ADMINISTRATIVE BUDGET

The Central Administration of Ulster BOCES functions similarly to a Central Office in a local school district. In addition to the responsibilities performed by the District Superintendent's Office, the Administration provides many internal support services as part of its day-to-day operations. These include payroll, human resources, benefits coordination, fingerprinting, accounting, auditing, bidding, purchasing, budgeting, planning, and recruitment. Central Administration also provides local school district administrators with support and leadership on local, statewide, and national policy.

The budget includes the full-time equivalent of 2.10 certified administrators and 10.01 non-certified staff to support the execution of these functions for the benefit of all component school districts.

For 2013-2014, the proposed expenses for the Administrative Budget DECREASED by 3.63%, or \$87,921. This is well below the allowable threshold for an austerity budget. However, due to significantly reduced miscellaneous revenues (interest earnings and revenues for administrative charges received from cross-contracts with non-component districts), the actual cost to Ulster BOCES districts will increase 4.8%. In better economic times, these miscellaneous revenues would lower district costs by providing an alternative revenue stream. To offset the lost revenue, the Capital Budget was also reduced by 3.61%, or \$37,266. The net result is a \$125,187 reduction to allowable expenses, resulting in a 2% increase in cost to our districts.

Code Description	PROPOSED FTE	ACTUAL 2011-2012 EXPENSES	CURRENT 2012-2013 BUDGET	PROPOSED 2013-2014 BUDGET
150 Certified Salaries	2.10	\$396,256	\$416,887	\$296,285
160 Other Salaries	10.01	\$622,488	\$628,232	\$609,483
200 Capital Outlay-Equipment		\$198	\$0	\$0
300 Supplies & Materials		\$16,269	\$17,634	\$20,831
400 Contractual & Other		\$170,956	\$250,317	\$241,787
440 Contract Professional Services		\$5,467	\$4,000	\$0
490 School District & Other BOCES		\$12,300	\$11,800	\$11,800
700 Interest on Revenue Notes		\$0	\$0	\$0
800 Employee Benefits		\$397,041	\$456,587	\$522,363
899 Other Post Retirement Benefits		\$198,837	\$284,477	\$400,000
950 Transfer Charges from Operations & Maintenance		\$210,241	\$329,367	\$202,402
960 Transfer Charges from Service Programs		\$55,459	\$63,674	\$69,080
970 Transfer Credits from Service Programs		\$0	\$0	\$0
990 Transfer Credits from Other Funds		(\$37,696)	(\$39,018)	(\$37,995)
<b>SUBTOTAL</b>	<b>12.11</b>	<b>\$2,047,816</b>	<b>\$2,423,957</b>	<b>\$2,336,036</b>
Interest & Earnings				(\$35,000)
Unclassified Revenues				(\$125,000)
<b>CHARGES TO COMPONENTS</b>				<b>\$2,176,036</b>

# ***BOCES Board Election Certification***

I, \_\_\_\_\_ District Clerk of the  
\_\_\_\_\_ School District do hereby certify that at a  
public meeting held on April 24, 2013, the Board of Education of the  
\_\_\_\_\_ School District adopted a resolution casting its vote  
or votes in the annual election of members of the Board of Cooperative Educational  
Services for the person or persons indicated on the attached ballot.

\_\_\_\_\_  
District Clerk

\_\_\_\_\_  
Date

Board of Cooperative Educational Services  
of the Sole Supervisory District of  
Ulster County

**BALLOT FOR ELECTION  
TO  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

There are three (3) vacancies on the Board of Cooperative Educational Services to be filled at the annual election to be held on April 24, 2013. The trustees or board of education of each component school district, by resolution, may cast one vote for each vacancy to be filled, provided that no more than one vote may be cast for any candidate. No more than one person residing in a particular component school district may be elected to serve on the Board of Cooperative Educational Services at one time, except as provided in Education Law 1950(2-A). The district clerk, or other officer authorized to certify that a board resolution has been adopted, shall complete the ballot by placing an "X" next to the name of each candidate for whom a vote has been cast, and by completing the attached certification. Candidates are listed in alphabetical order by seat with their addresses and school districts of residence:

**Seat #1 - Rondout Valley (3-year term)**

**Gail Hutchins**  
2 Romney Way  
Cottekill, NY 12419

☐

**Seat #2 New Paltz (3-year term)**

**Barbara Carroll**  
678 Old Post Road  
New Paltz, NY 12561

☐

**Seat #3 "At-Large" (3-year term)**

*The candidate with the highest number of votes  
will receive the At-Large 3-year seat.*

**Select Only One**

**Patrick Rausch (New Paltz)**  
19 Meadow Road  
New Paltz, NY 12561

☐

**Christopher Farrell (Kingston)**  
114 Hardenburg Road  
Ulster Park, NY 12487

☐

**HIGHLAND ELEMENTARY SCHOOL**  
**Principal's Report**  
**April 10, 2013**

**ENROLLMENT**

K: 155	1 <sup>st</sup> : 144	
2 <sup>nd</sup> : 117	3 <sup>rd</sup> : 139	
4 <sup>th</sup> : 131	5 <sup>th</sup> : 137	Total: 823 (as of 4/10/2013)

**CDEP / CURRICULUM / OTHER**

**Kindergarten Registration**

Parents continue to call and meet with the registrar to complete the registration packet. Appointments for the annual screening day are being arranged and will be held on May 1<sup>st</sup>. At this point, one-hundred eight (108) packets have been signed out. Eighty-four (84) packets have been returned.

**APPR**

This year's APPR process is underway. All formal announced teacher observations/evaluations have been completed. Thirty-two (32) unannounced teacher observations/evaluations have been completed. It is expected that the remainder of the unannounced will be completed by early May. Composite score reports will be done once all observations/evaluations are done – it is expected that these will be done by mid-May.

**NYS Testing Program**

We are preparing for the upcoming state assessments. They will be held over six days in April. ELA will take place April 16, 17, 18. Math will take place April 24, 25, 26.

**PTA**

The PTA sponsored an ice cream social on April 3<sup>rd</sup> which was very successful. Although we do not have an exact count, there seems to have been more participation this year than in previous years. We came very close to running out of ice cream. A good time was had by all who attended.

**Math/Science/Technology Symposium & Mad Science**

Our annual MST Symposium was held Wednesday, March 20<sup>th</sup>. Students were actively engaged in showing their scientific knowledge to others. It was a great evening! Additionally, we held a Mad Science Assembly for all students during the day as a kick-off to the evening's event!

## **PBIS**

Our second McTeacher Night of the year will be held on Thursday, April 10<sup>th</sup> at the Highland McDonalds. A portion of the evening's proceeds will go to help fund the incentives used in our PBIS School Store.

### **Upcoming Events**

#### **April**

- 10 McTeacher Night at Highland McDonalds – 4:30 pm – 7:30 pm
- 16-18 NYS ELA Assessment Gr. 3-8
- 24-26 NYS Math Assessment Gr. 3-8

#### **May**

- 1 Kindergarten Screening  
County-wide Common Scoring Day  
Superintendent's Conference Day – No School for Students
- 6 Elementary PTA 6:30 pm  
NYSESLAT Assessment period begins
- 16 Kindergarten Alphabet Concert 10:30 am
- 17 Kindergarten Alphabet Concert 10:30 am  
NYSESLAT Assessment period ends
- 22 NYS Science Assessment – Grade 4