

Highland Central School District

AGENDA

Board of Education Meeting

Tuesday, September 16, 2014

5:00 pm Board Retreat

Executive Session (Pending on Board approval)

7:00 pm Open Meeting

To be held in the High School Cafeteria



BOARD RETREAT

BOCES Meeting Room

EXECUTIVE SESSION (Pending on 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:

- 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

PUBLIC COMMENTS:

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

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.

PRESENTATION

Lacrosse coach, Kim Caso, will update the Board on proposed JV team.

ACCEPTANCE OF REPORTS:

BE IT RESOLVED that the Board of Education acknowledges reviewing the following report(s):

- a) Board of Education Meeting Minutes – August 26, 2014 and September 2, 2014

CURRICULUM AND INSTRUCTION:

- a) **Principal's Report:**

Each month the Principals will report on important information and events occurring in their schools.

- b) **Director of Student Services Report:**

Director of Student Services will report on operations of the Student Services Department.

PERSONNEL:

- a) **Appointment**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the appointment for the following individual with an Emergency Conditional Appointment consistent with SAVE legislation requirement:

David Berryann

Position: Head Custodian – Middle School
Step / Salary: Grade 15, Step 6 / \$38,077
Effective Date: September 17
Probationary Period: September 17, 2014 – March 17, 2015
Purpose: Vinnie Wyant, retirement

- b) **Resignation**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, accepts, with regrets, the resignation from the following individual as follows:

Employee: Judi Beaulieu
Position: School Monitor - Elementary School
Effective Date: September 19, 2014
Purpose: Resignation

Employee: Deidra Cappillino
Position: School Monitor – Elementary School
Effective Date: September 1, 2014
Purpose: Resignation

Employee: Patrick Gethings
Position: School Monitor – Middle School
Effective Date: July 16, 2014
Purpose: To accept a full-time custodian position

September 16, 2014

Employee: Julius (Ted) T. Uecker
Position: Head Custodian
Effective Date: September 4, 2014
Purpose: Retirement

BUSINESS AND OPERATIONS:

a) **Audit Findings & Corrective Action Plan**

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, accepts the External Auditor's Report *and* the Corrective Action Plan for the period ending June 30, 2014 after being reviewed by the District's Audit Committee.

b) **SHARED SERVICES**

BE IT RESOLVED that the Board of Education, based upon the recommendation of the Superintendent of Schools, hereby authorizes the agreement to share services for the Director of Curriculum and Instruction with Marlboro Central School District pursuant to the "Municipal Cooperation Agreement Shared Services" .

SUPERINTENDENT COMMENTS

ASSISTANT SUPERINTENDENT'S COMMENTS

BOARD OF EDUCATION:

New Business

a) **Department Leader/ Team Leader / Grade Level Coordinator**

Review draft.

b) **UCSBA** – Meeting October 9, 2014 (RSVP)

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

d) **Future BOE Agenda Items**

Old Business:

a) **Second Reading (2nd) – Student Wellness**

BE IT RESOLVED that the Board of Education upon the recommendation of the Superintendent of Schools adopts the 2014-2015 Student Wellness Policy.

b) **Second Reading (2nd) – 2014-2015 Code of Conduct**

BE IT RESOLVED that the Board of Education upon the recommendation of the Superintendent of Schools adopts the 2014-2015 Code of Conduct Policy.

PUBLIC COMMENTS:

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

EXECUTIVE SESSION: Anticipated upon Board approval

September 16, 2014

BE IT 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. x 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 or securities held by such public body, but only when publicity would substantially affect the value thereof.

ADJOURNMENT

HIGHLAND ELEMENTARY SCHOOL
Principal's Report
September 11, 2014

Enrollment:

K: 113H + 1M 1st: 146H + 1M 2nd: 1146 3rd: 144 4th: 115 5th: 133
Total: 797H + 2M = 799 (as of 9/11/2014) *Note: We have two students attending from Marlboro as tuition students.
Notice this distinction in the kindergarten and first grade enrollment number.

Kindergarten Orientation:

We held our annual Kindergarten Orientation program on Thursday, August 28th. Parents were met in the auditorium for an overview of the school and introductions by key members of the staff were made. During this time, the new students were greeted by their teachers, heard a story in their own kindergarten classroom, attended a bus safety session, went for a ride on a school bus and were introduced to the process used in our cafeteria during lunch time. The end of the orientation consisted of a snack in the cafeteria before parents and students were reunited. It was evident from the smiling faces that the program was successful and provided the students and their families with an introduction and familiarity with many aspects of the building.

Opening Day:

We had a very smooth opening day. There were parent volunteers on-hand to assist with escorting our kindergarten students from their buses to their respective classrooms. Students were eager to get back to school and exhibited much enthusiasm throughout the day. Administration visited each classroom to welcome the students and make sure that all was well. We had plenty of volunteers on hand to assist during the kindergarten lunch period. It was a great day.

Curriculum Nights:

Our annual Curriculum Nights have concluded and were successful. We hosted three evenings of parents from different grade levels. Each evening began with a full group meeting in our intermediate cafeteria with welcoming remarks by the principal and members from the Highland Education Foundation, PTA and BOE. We continued the practice of setting up information tables in our lobby so that parents had access to the Boy Scouts, our PTA, the Educational Foundation and the Highland Music Boosters. Additionally, there was a table with information pertaining to the upcoming referendum in the lobby.

Bus Drills:

Our transportation department held its first bus drills on Wednesday, September 10th.

SAFETY Drills:

Parents were informed that our fire drills will begin in coming days. Parents were informed that our first lockdown drill will occur next week. This information was also sent home to parents on our monthly calendar and is posted on the online website calendar.

Wireless Generation/DIBELS Next:

We have imported all student information into their web-based system and the reading inventories are being started. The reading department is using i-pads to collect the DIBELS data and will make determinations in the coming week regarding who needs additional supports put in place.

School Pictures:

Picture day was held on Friday, September 12th. Lifetouch also photographed staff so that new identification badges could be made. Many bus drivers, custodians, cafeteria workers and other district staff stopped in to have their pictures taken so their badges could be updated.

Concern:

Busses have been arriving at the elementary school later than normal causing our dismissal procedure to be lengthened. This has been reported to the Transportation Department. We are hoping that changes can be made in the coming days to bring our afternoon dismissal back to our regular time.

**Highland Middle School
Principal's Report
September 11, 2014**

Enrollment: 08/21/14

6th grade: 128
7th grade: 143
8th grade: 139
Total: 410

Calendar:

Sept 15 PTA meeting
Sept 15-19 Book Fair
Sept 18 Meet the Teacher Night
Sept 19 PTA Dance
Sept 19 School Pictures

AIS: We currently have 55 students enrolled in 15 sections of AIS Reading and 72 students enrolled in 18 sections of AIS Math. By Friday the 19th, we will have had every student in the building take a curriculum based test on Moby Math. On the 22nd, at a faculty meeting, our math teachers will review these scores, along with state math test scores and determine which additional students need to be placed in AIS math classes. We will begin running students through Easy CBMs very shortly and will engage in the same process to identify any additional students who may need AIS reading services.

HIRING: On Tuesday, we interviewed candidates for the ELA opening. We are currently checking references to determine if we will move a finalist forward to the Superintendent.

SCHEDULING: Our schedule is running very well to this point. We are very happy with the 9 period school day. Common planning time meetings are running. Parent meetings and student discussion meetings are already taking place. Not every teacher is available during this time, but most are.

SCIENCE: We have selected the location for the garden associated with our 8th grade agriculture course. It will be placed near the fence separating the elementary and middle school fields. The determination for location was done by Mr. Rizzo, the course teacher, myself and Mr. Miller.

PBIS: We ran our opening PBIS assembly on Friday. Once again our students had a blast. Thanks to all the teachers that made this possible. The assembly is held to reinforce positive student behavior and review the PBIS lessons that were taught as part of the first three days of instruction. Additionally, through our PBIS COSER with BOCES, Mr. Joakim Larhty will be working with a group of boys that we have previously identified as in need of tier 2 or 3 interventions.

Our PBIS fund raiser for this year is a trash bag sale. Everybody needs trash bags, so we hope that people will buy them from us. To kick off the fund raiser, students, with the help of Ms. Osburn, made outfits from trash bags and modeled them at our PBIS assembly on Friday. It was hysterical.

**Highland High School
Principal's Report
September 11, 2014**

Enrollment: 09/09/14	Staffing:	Teachers	Support Staff
9th grade: 163	Full time HHS: 35		Teacher Assistants: 3
10th grade: 136	Full time travel: .8 Music		Teacher Aides: 0
11th grade: 138		.4 ESL	Monitors: 1
12th grade: 149	Part Time: .6 Math		
Total 586			

Calendar:

September 15	School Pictures
September 17	Open House
September 25	Rosh Hashanah – No School
September 26	Superintendent Conference Day – No School
October 3	End of First Marking Period
October 10	P.M. Superintendent's Conference
October 13	No School Columbus Day
October 16	Senior Portraits – Make Up Day

Instrumental Music

Ben Ratick, a tuba player, has been selected to represent HHS at the NYSSMA All-State Conference. The event will be held December 4-7, 2014 in Rochester.

Open House

The High School Open House will be held from 6:30 PM to 9:00 PM on Wednesday, September 17th.

Student Driver Assembly

On Wednesday, September 24th an assembly will be held for student drivers. The purpose of the assembly will be to inform student drivers of school parking lot expectations and traffic patterns. Presentations will be made by our security department, our transportation department and the Town of Lloyd Police.

Lunch / Academic Period

Please see attached the newly developed expectations for student lunch periods.

Safety/Preparedness

On daily basis the Town of Lloyd police have been conducting walk throughs of the building. It is a great support for welfare and safety to have this presence. Two fire drills have been held to this point. Each drill went smoothly and efficiently. Chief Waage and I have been in contact to discuss the Town of Lloyd's participation in future emergency drills for this fall.



2014-15 Highland High School Flex Period

Previously referred to as Academic Period, the ***Flex Period*** will allow all students to engage in cognitive, social or kinesthetic opportunities. Students not scheduled for lunch during these alternating lunch/flex periods will report to the gymnasium, where students may utilize their time by catching up on academics, partaking in physical activity or engaging in social interactions with their classmates. Students are expected to act in a responsible and dignified manner and in accordance with the district's code of conduct.

Flex Period Structure

- Each half period will last 22 minutes and be supervised by multiple faculty/staff members.
- Gymnasium will be divided in half with at least one faculty/staff member supervising each side of the gymnasium.
- Students wishing to utilize their time for academic/social purposes will be provided with designated tables in auditorium lobby.
- Auditorium lobby will be monitored by at least one faculty/staff member
- Locker Rooms will be locked and off limits during Flex Periods
- Auditorium Lobby bathrooms will be available for students during Flex Periods
- Students will not be granted access to other classrooms/cafeteria during Flex Periods unless prior permission or passes have been granted to Guidance, the School Nurse or Main Office.

Flex Period Lobby Protocol

- Students must be respectful to others by conversing at a level 2.
- No food or drink will be permitted in the auditorium lobby
- Students may use smart devices and listen to music but must have one ear unobstructed in accordance with green zone policies.

Flex Period Gymnasium Protocol

- Students must enter and exit the gymnasium in an orderly manner.
- No food or drink will be permitted in the gymnasium.
- Students participating in physical activity must wear proper athletic footwear, i.e. sneakers. **[No street shoes or sandals]**
- Students without proper footwear may not partake in any physical activity.
- Students may not open or exit external gymnasium doors.
- Equipment must be handled safely and respectfully.
- Equipment must be returned 2 minutes prior to lunch room transition