

*Oneonta City School District
Regular Meeting
of the
Board of Education
October 10, 2012*

Location: Greater Plains Elementary School

Time: 7:00 p.m.

I. Opening

A. Call to Order

B. Roll Call

C. *Resolved*, to adopt the agenda as presented.

Action Item

D. *Resolved*, to accept the minutes of the September 26, 2012 Board of Education meeting as presented.

Action Item

II. Communications

Opportunity to Address the Board

III. Personnel

Approval of Personnel Memorandum 2012-16

I. Non-Certificated

Action Item

Resolved, that the reading of the Non-Certificated Personnel Memorandum #2012-16 be waived and that the action items dated October 10, 2012 be approved as recommended by the Superintendent of Schools.

2. Teaching and Administrative *Action Item*
Resolved, that the reading of the Teaching and Administrative Personnel Memorandum #2012-16 be waived and that the action items dated October 10, 2012 be approved as recommended by the Superintendent of Schools.

IV. New Business

A. Superintendent's Report

1. *Resolved*, to approve a trip for the OHS Girls Softball team to attend a tournament in Walt Disney World, Orlando, Florida during Spring break (March 24-30, 2013). All expenses will be paid by the participants and fund raising efforts. *Action Item*
2. *Resolved*, to approve a First Reading of the following policies as presented: *Action Item*

Concussion Management Policy
Use of a Time Out Room

3. *Resolved*, to appoint Nick Savin, ONC BOCES District Superintendent as Search Consultant for the OCSD Superintendent search process. *Action Item*
4. *Resolved*, to approve the District Strategic Objectives as presented by the OCSD Network Team. *Action Item*

5. Transportation Report *Information Item*

B. Business Official's Report

1. *Resolved*, that the reading of Financial Memorandum #2012-16 dated October 10, 2012 be waived and that the financial action items be approved as recommended by the Superintendent of Schools. *Action Item*

2. *Resolved*, to accept the Audit Report for the fiscal year ending June 30, 2012 as presented. *Action Item*

3. Tax Rate and Levy Information *Information Item*

V. Opportunity to Address the Board

VI. Roundtable/Committee Reports

VII. Executive Session

VIII. Adjournment

*Oneonta City School District
Minutes from the
Board of Education Meeting
of
September 26, 2012*

Location: Riverside Elementary School

Time: 7:00 p.m.

Members Present: Darren Gaisford, Rosalie Higgins, Susan Kurkowski (arrived at 7:04 p.m.)
Grace Larkin, Marilyn Rosas, Jamie Reynolds

Members Absent: Bill Grau

Others Present: Michael P. Shea; *Superintendent*; Lisa Weeks; *Business Manager*, Kevin Johnson, Nancy Osborn, Tim Gracy, Melinda Murdock, Bonnie Nobiling, Coleen Lewis, Eileen Lishansky, *District Clerk*; news media.

Grace Larkin, President called the meeting to order at 7:00 p.m.

Resolved, to adopt the agenda as presented.

Resolution Moved: Darren Gaisford	Resolution Passed
Seconded: Marilyn Rosas	(5-0)

Resolved, to accept the minutes of the September 12, 2012 Board of Education meeting as presented.

Resolution Moved: Jamie Reynolds	Resolution Passed
Seconded: Marilyn Rosas	(5-0)

Susan Kurkowski now present to vote.

Resolved, that the reading of the Non-Certificated Personnel Memorandum #2012-15 be waived and that the action items dated September 26, 2012 be approved as recommended by the Superintendent of Schools.

*Personnel
Memo
#2012-15*

Resolution Moved: Darren Gaisford	Resolution Passed
Seconded: Marilyn Rosas	(6-0)

Resolved, that the reading of the Teaching and Administrative Personnel Memorandum #2012-15 be waived and that the action items dated September 26, 2012 be approved as recommended by the Superintendent of Schools.

Resolution Moved: Darren Gaisford
Seconded: Marilyn Rosas

Resolution Passed
(6-0)

Superintendent Rowley addressed some of the concerns of the public regarding bus transportation.

Resolved, to appoint the following individuals to be Dignity for All Students Act Coordinators for the Oneonta City School District.

*Dignity
Act
Coordinators*

*Thomas Brindley
Michael Morelli
Lisa Depperman*

Resolution Moved: Darren Gaisford
Seconded: Marilyn Rosas

Resolution Passed
(6-0)

Resolved, that the reading of Financial Memorandum #2012-15 dated September 26, 2012 be waived and that the financial action items be approved as recommended by the Superintendent of Schools.

*Financial Memo
#2012-15*

Resolution Moved: Darren Gaisford
Seconded: Marilyn Rosas

Resolution Passed
(6-0)

Being no further business the Chair entertained a motion to adjourn and move to Executive Session to discuss Special Education and a particular person(s). At 7:42 p.m. Darren Gaisford motioned, seconded by Marilyn Rosas. Motion passed unanimously (6-0) and the Board of Education moved to Executive Session.

At 7:50 p.m. the Board convened in Executive Session.

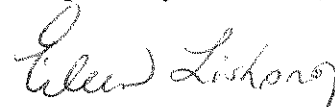
Resolved, to approve as presented the CSE/CPSE recommendations for students as listed on Special Education Memorandum #2012-14 dated September 26, 2012.

Resolution Moved: Anne Payne
Seconded by: Bill Grau

Resolution Passed
(5-0)

At 10:00 p.m. Jamie Reynolds motioned seconded by Darren Gaisford to adjourn. Motion passed unanimously (6-0) and the meeting was adjourned @ 10:00 p.m..

Respectfully Submitted,



Eileen Lishansky
District Clerk

ENLARGED CITY SCHOOL DISTRICT
PERSONNEL MEMORANDUM NO. 2012 – 16

TO: Board of Education
 FROM: David Rowley, Superintendent of Schools
 DATE: October 10, 2012
 RE: Personnel Memorandum No. 2012 – 16

NON-CERTIFIED

A. Discontinuance

1. Retirement

<u>Name</u>	<u>Position</u>	<u>Effective</u>
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2. Resignation

<u>Name</u>	<u>Position</u>	<u>Effective</u>
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3. Termination due to elimination of position

<u>Name</u>	<u>Position</u>	<u>Effective</u>
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B. Civil Service Appointments

1. Provisional (Temporary)

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
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2. Permanent with Probationary Period

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Regina McGuinness	Account Clerk	\$24,289.00	Sept. 4, 2012 – Jan. 3, 2013
3. Permanent

<u>Name</u>	<u>Position</u>	<u>Effective</u>
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4. Exempt/Non-Competitive effective
5. Contract Salary

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
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6. Additional Assignment

<u>Name</u>	<u>Position</u>	<u>Stipend</u>	<u>Effective</u>
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7. Long-term Substitute

<u>Name</u>	<u>Position</u>	<u>Effective</u>
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8. School Monitor

<u>Name</u>	<u>Initial Assignment</u>	<u>Hourly Rate</u>
→ Dawn Holcomb	Substitute (GP)	\$9.50*
Shawn Mattison	Substitute (RS)	\$9.50*
Colleen Miller	Substitute (District)	\$10.00

*pending fingerprint clearance
9. Substitute Clerical
10. Substitute Custodial/Maintenance
11. Substitute School Nurse
12. Student Worker/Peer Tutor
13. Game Staff
14. Adult Education
 - a. Non-Instructional Appointments

<u>Name</u>	<u>Hourly Rate</u>
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 - b. Adjustments

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
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 - c. Resignations

<u>Name</u>	<u>Position</u>	<u>Effective</u>
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15. Extended Day Programs Non-Instructional staff – Before/After School Programs

a. Appointments

Name Initial Placement Hourly Rate

b. Adjustment

Name Placement from To Hourly Rate From To

c. Terminated

C. Other

1. Leave of Absence

<u>Name</u>	<u>Position</u>	<u>Type Leave</u>	<u>Approximate Effective Date</u>
→ Justin Hughes	Custodial Worker	Family Sick/FMLA	November 19 – 30, 2012*
→ Justin Hughes	Custodial Worker	Sick/FMLA	December 3 -14, 2012*
Erwin Vega	Custodial Worker	one year unpaid leave**	November 7, 2011 – November 6, 2012

*These leaves will run concurrently, with pay, as designated by availability of time and physicians documentation.

**refer to Article IX of the CSEA Agreement

2. Abolish Position

Title Effective

3. Create Position

Position Effective Hourly Rate

4. Contract Continuation

Name Position Effective Through

5. Hourly Rates/Game Fee Schedule

Position Hourly Rate*

6. Job Title Change/One Year Transfer

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Craig Goodrich	Groundsperson	Custodial Worker (3 rd Shift)	December 4, 2011-December 3, 2012*

*Mr. Goodrich will continue to receive his current salary plus night differential as per his agreement with Mr. Shea.

7. Transfer

Name From To Effective

8. Emergency Clearance

TEACHING AND ADMINISTRATIVE

A. Discontinuance

1. Retirement

Name Position Effective

2. Resignation

Name Position Effective

3. Termination

Name Position Effective

B. Appointments

1. Tenure

Name Tenure Area Effective

2. Administrative/Teaching

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date of Hire</u>
→ Suzanne Hammond-Moore	Licensed Teaching Asst.	\$18,343.73 pro.	October 11, 2012
	<u>Tenure Area</u>	<u>90 Day Notif. Date</u>	<u>Tenure Date</u>
	Teaching Assistant	NA	NA

This individual is being re-hired from the preferred eligibility list.

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date of Hire</u>
→ Wendy Loucks	Licensed Teaching Asst.	\$18,343.73 pro.	October 11, 2012
	<u>Tenure Area</u>	<u>90 Day Notif. Date</u>	<u>Tenure Date</u>
	Teaching Assistant	NA	NA

This individual is being re-hired from the preferred eligibility list.

3.	Long-term Substitute			
	<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date of Hire</u>
→	4. Substitute Teacher/Teaching Assistant			
	Michael Hillman*	Colleen Miller		
	*pending fingerprint clearance			
5.	Volunteers effective 2012-13			
→	<u>Name</u>	<u>Position</u>		
	Amy Blechman	Extended Day Program – PAWS to Read		
	Kaitlin Culpepper	JV Girls Soccer Team		
	Tim Greenberg	JV Boys Soccer Team		
	Kerry Mattison	RS Classroom/Library/Field Trip Assistant		
	Shawn Mattison	RS Classroom/Library/Field Trip Assistant		
6.	Administrative Contract Adjustment			
	<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
7.	Other			
	<u>Name</u>	<u>Position</u>	<u>Stipend</u>	

C. Additional Assignments

1.	Coach: 2012 – 2013*			
→	<u>Name</u>	<u>Position</u>	<u>Stipend</u>	
	Tim Greenberg	Varsity Winter Track Assistant	\$2,315.00**	
	Michael Hamilton	Modified Boys Basketball	\$2,315.00	
	Robert Velasco	Modified Wrestling	\$3,595.00	
	Appointments Pending: Modified Track Assistant			
	*appointments contingent upon completion of First Aid/AED/CPR certifications and other criteria as designated by NYSED			
	**pending fingerprint clearance			

2.	Extra-Curricular Advisors			
	<u>Name</u>	<u>Position</u>	<u>Stipend</u>	
3.	Other effective 2012 - 2013			
	<u>Name</u>	<u>Assignment</u>	<u>Stipend</u>	

D. Adult Education

1.	Appointment			
	<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	
2.	Resignation			
	<u>Name</u>	<u>Position</u>	<u>Effective</u>	

E. District Extended Day Program – Instructional Staff

1.	Appointment			
→	<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>	
	Stephanie Reeves	VV After School Program	\$9.50	
2.	Resignation			
	<u>Name</u>	<u>Position</u>	<u>Effective</u>	

F. Continuation Administrative/Teaching

1.	First Year Probation				
	<u>Name</u>	<u>Position</u>	<u>Effective Date of Hire</u>	<u>90 Day Contractual Notification</u>	<u>Tenure Effective</u>
2.	Second Year Probation				
	<u>Name</u>	<u>Position</u>	<u>Effective Date of Hire</u>	<u>90 Day Contractual Notification</u>	<u>Tenure Effective</u>
	Caitlin Moreland	Spec. Ed. Teacher	9/1/11	6/2/13	8/31/14
3.	Third Year Probation				
	<u>Name</u>	<u>Position</u>	<u>Effective Date of Hire</u>	<u>90 Day Contractual Notification</u>	<u>Tenure Effective</u>
	Katie (Finch) Boshart	Phys. Ed. Teacher	9/1/10	6/2/13	8/31/13
	Amy (McCann) Lamb	For. Lang. Teacher	9/1/10	6/2/13	8/31/13

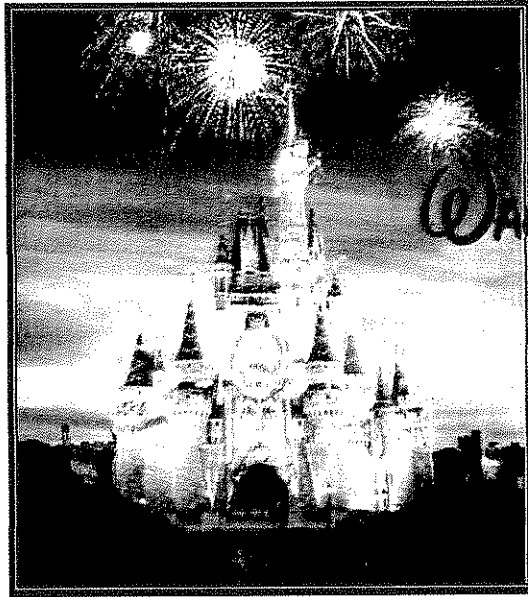
4. First of Two Years Probation
- | <u>Name</u> | <u>Position</u> | <u>Effective Date of Hire</u> | <u>90 Day Contractual Notification</u> | <u>Tenure Effective</u> |
|-------------|-----------------|-------------------------------|--|-------------------------|
|-------------|-----------------|-------------------------------|--|-------------------------|
5. Second of Two Years Probation (Jarema Credit)
- | <u>Name</u> | <u>Position</u> | <u>Effective Date of Hire</u> | <u>90 Day Contractual Notification</u> | <u>Tenure Effective</u> |
|-------------|-----------------|-------------------------------|--|-------------------------|
|-------------|-----------------|-------------------------------|--|-------------------------|
6. Second of Two Years Probation (Previous Tenure)
- | <u>Name</u> | <u>Position</u> | <u>Effective Date of Hire</u> | <u>90 Day Contractual Notification</u> | <u>Tenure Effective</u> |
|-------------|-----------------|-------------------------------|--|-------------------------|
|-------------|-----------------|-------------------------------|--|-------------------------|
7. First of Two Years Probation (Jarema Credit)
- | <u>Name</u> | <u>Position</u> | <u>Effective Date of Hire</u> | <u>90 Day Contractual Notification</u> | <u>Tenure Effective</u> |
|-------------|-----------------|-------------------------------|--|-------------------------|
|-------------|-----------------|-------------------------------|--|-------------------------|
8. First of Two Years Probation (Previous Tenure)
- | <u>Name</u> | <u>Position</u> | <u>Effective Date of Hire</u> | <u>90 Day Contractual Notification</u> | <u>Tenure Effective</u> |
|-----------------|--------------------|-------------------------------|--|-------------------------|
| Jennifer Allers | For. Lang. Teacher | 9/1/12 | 6/3/14 | 9/1/14 |
| Abbe Furnari | Home & Careers Tch | 9/1/12 | 6/3/14 | 9/1/14 |
| Nicole Gelbsman | Special Ed Teacher | 9/1/12 | 6/3/14 | 9/1/14 |
9. Fourth Year Probation (Juul Extension)
- | <u>Name</u> | <u>Position</u> | <u>Effective Date of Hire</u> | <u>90 Day Contractual Notification</u> | <u>Tenure Effective</u> |
|-------------|-----------------|-------------------------------|--|-------------------------|
|-------------|-----------------|-------------------------------|--|-------------------------|
- G. Other
1. Leaves of Absence
- | <u>Name</u> | <u>Position</u> | <u>Type of Leave</u> | <u>Approximate Effective Date</u> |
|------------------|-----------------------|----------------------|-----------------------------------|
| Melissa Brockway | English Teacher | child rearing | Jan 30, 2012 – Jan. 25, 2013** |
| Adriane Cej | Science Teacher | personal | 2011– 2013** |
| Li-Ju Chen | Music Teacher | personal | Jan 8 – June 21, 2013** |
| Julie Costanzo | Spec. Ed. Teacher | sick/FMLA* | Sept. 4 – Oct. 20, 2012*** |
| Shannon Forbes | Teaching Assistant | personal | 2012 - 2013 |
| Jamie Gabriel | Elementary Teacher | sick/FMLA* | Sept. 4, 2012 – Nov. 3, 2012 |
| Melinda Gelbsman | Science Teacher | sick/FMLA* | Sept. 4, 2012 – to be determined |
| Carrie Hall | Music Teacher | personal | 2012 – 2013 |
| Mary Harrison | Business Teacher | sick/FMLA* | Sept. 4, 2012– to be determined |
| Megan Nader | Music Teacher | personal | 2011 – 2013** |
| Todd Scanlon | .6 Guidance Counselor | personal | 2011 - 2013** |
- * leaves will run concurrently and be with pay as determined by a physician's note and available time.
 ** as per Memo of Understanding between Superintendent and OTA.
 ***leave will end upon retirement on 10/20/12
2. Abolish Position
- | <u>Position</u> | <u>Effective</u> |
|-----------------|------------------|
|-----------------|------------------|
3. Create Position
- | <u>Position</u> | <u>Effective</u> |
|---|-------------------------|
| → Licensed Teaching Assistants (2) | October 11, 2012 |
4. Contract Continuation
- | <u>Name</u> | <u>Position</u> | <u>Extension Through</u> |
|-------------|-----------------|--------------------------|
|-------------|-----------------|--------------------------|
5. Hourly/Per Diem Rate Schedule
- | <u>Position</u> | <u>Stipend</u> |
|-----------------|----------------|
|-----------------|----------------|
6. Emergency Fingerprint Clearance

Spring Softball Trip to Florida

Head Coach: Randy Brockway – Oneonta High School

- Attached is the travel information provided by Boscov's Travel – Binghamton
- Players and parents are responsible for all costs involved along with our ongoing fundraising efforts
- Bus transportation will be provided by Birnie Bus Service at no cost to district
- Airfare provided by Boscov's exclusive non-stop charter
- Six night accommodations at Disney's Caribbean Beach Resort
- Trip will be over Spring Break, March 24-30th
- Trip provides an opportunity for the team to travel and bond in a different environment, have a positive social experience outside the "typical" sports season, and meet and play against students from different states
- Have an opportunity to play and practice in good weather early in the year, and to prepare us for the upcoming season
- Questions can be directed to Randy Brockway at Oneonta High School – 433-8200 or rbrockway@oneontacsd.org

ONEONTA YELLOWJACKETS



Walt Disney World®
WALT DISNEY WORLD RESORT

March 24 - 30, 2013



Your trip to Orlando includes:

- ❖ Round trip air transportation from Harrisburg to Orlando on Boscov's Exclusive Non-stop Charter (*including air taxes, fees and fuel surcharges – subject to change/increase at any time and without notice at the discretion of the airline)
- ❖ Round trip airport/resort transfers in Florida on Disney's *Magical Express*
- ❖ Six (6) nights accommodations at Disney's *Caribbean Beach* resort
- ❖ All hotel taxes
- ❖ Three (3) day *Disney Sport Magic Your Way Ticket with Park Hopper* option. Entitles guests to unlimited theme park admission per day for Three days to: **Magic Kingdom® Park, Epcot®, Disney's Hollywood Studios, and Disney's Animal Kingdom® Theme Park**, with the freedom to visit multiple parks in the same day
- ❖ Credentials and entry for participants to *Disney's Wide World of Sports* for the length of the Event
- ❖ Length of Event *Tournament Pass* for spectators booked as part of the group
- ❖ Transportation to Disney's Wide World of Sports

Rate Per Person:

Participants		Coaches		Spectators	
Quad Occupancy	Double Occupancy	Triple Occupancy	Double Occupancy	Triple Occupancy	Child 2-17 yrs*
\$1,072	\$1,423	\$1,196	\$1,515	\$1,271	\$1,110

All rates and space are subject to availability at time of booking

*Child rate is applicable only when the child shares a room with 2 adults paying the full double occupancy rate. A maximum of 2 children per room.



POLICY B. 36

REQUIRED POLICIES

Concussion Management Policy

The Board of Education of the Oneonta City School District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and recreational activity and can have serious consequences if not managed carefully. Therefore, the District adopts the following policy to support the proper evaluation and management of head injuries. The policy is developed in accordance with New York State Law.

A concussion is a mild traumatic brain injury. A concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head or body resulting in rapid acceleration/deceleration of the brain. Recovery from concussion will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management. While district staff will exercise reasonable care to protect students, head injuries may occur.

Physical education teachers, coaches, nurses and other appropriate staff will receive training to recognize and/or notification of the signs, symptoms and behaviors consistent with a concussion. Any student exhibiting those signs, symptoms and or behaviors while participating in a school sponsored class, extracurricular activity or interscholastic athletic activity shall be removed from the game or activity immediately. The student will not be permitted to return to activity until authorized by a physician. Once a student is evaluated by a physician it is required that the results and any diagnosis be shared with the school.

If a student sustains a concussion at a time other than when engaged in a school-sponsored activity, the District expects the parent/legal guardian to report the condition to the school nurse so that district personnel can support the appropriate management of the condition.

Information regarding concussion management is available on the District website and will be provided to each student athlete with the parental participation permission slip.

We recommend that students participating in contact sports complete baseline testing where appropriate to be used as part of the return to play procedure.

The following protocol has been adapted from the National Federation of State High School Associations and the International Conference on Concussion in Sport, Prague 2004. It details our concussion protocol and return to play procedure.

When a student shows **any** signs of a concussion:

1. Immediately remove the student from all games or practice activities for the remainder of the day. If the student has lost consciousness, call EMS.
2. Do not leave the student alone. Regularly monitor the athlete for deterioration. If deterioration occurs, call EMS.
3. Make direct contact with a parent or guardian and inform them of the suspected injury. Discuss with the parent/guardian the symptoms, treatment, and return to play procedure.
4. The student must be medically evaluated following the injury.
5. If a concussion is confirmed by a doctor, the student will be referred to their personal physician for treatment and clearance. The student must then be cleared by the school doctor before beginning the Return to Play procedure. The school nurse will notify academic teachers of the student's condition with possible modifications.
6. The Return to Play procedure must follow a medically supervised stepwise process described below.

Possible concussion symptoms include, but are not limited to the following:

Dizziness/Vacant Stare/Glassy Eyed Seizure
Headache/ "Don't Feel Right"/ Blurred Vision
Ringing in Ears/Loss of Orientation/Drowsy, Sleepy
Nausea/Vomiting/Poor Balance and/or Coordination
Feeling "Dazed"/Fatigue/Low Energy/Sensitivity to Light or Noise

The cornerstone of proper concussion management is rest until all symptoms resolve and then begin a program of gradual exertion before returning to a sport. The Return to Play procedure is broken down into six steps in which only one step is covered per day. The six steps involve the following:

1. No exerting activity until asymptomatic for 24 hours.
2. Light aerobic activities such as walking or stationary bike. No resistance training.
3. Sport specific exercises such as skating and running. Progressive addition of resistance training may begin.

4. Non-contact training skills/drills. When appropriate the athlete will perform an Impact Test.
5. Full contact training in practice setting.
6. Return to competition.

If any concussion symptoms recur, the student should see his/her primary care physician.

*Education Law Sections 207; 305(42), and 2854
8 NYCRR 135.4 and 136.5
Guidelines for Concussion Management in the
School Setting, SED Guidance Document, June 2012*

Adopted: _____

POLICY G. 12

STUDENTS

SUBJECT: USE OF A TIME OUT ROOM

The Board of Education recognizes that use of a time out room may be an effective and safe means for a student with a disability to safely deescalate, regain control and prepare to meet the expectations to return to his or her education program. It also recognizes that it may be necessary to remove a student from a potentially dangerous situation:

- to protect oneself from physical injury;
- to protect another pupil or teacher or any person from physical injury;
- to protect the property of the school, school district or others; or
- to restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school or school district functions, powers and duties, if that pupil has refused to comply with a request to refrain from further disruptive acts.

Except where there is an unanticipated and immediate concern for the physical safety of a student or others, a time out room is to be used only in conjunction with a student's behavioral intervention plan.

A student may not be placed in a locked room as a means of "time out" and may not be placed in a room, or in a space within a room, where the student cannot be continuously observed and supervised. Any and all time out rooms must conform to the requirements set forth below.

A student may be placed in a time out room (1) in accordance with that student's behavioral intervention plan, which is to include specification of factors to determine the need for use of the time out room and limitations for the time to be spent in the time out room or (2), if not designated on a behavioral intervention plan, when the student's behavior poses an immediate and unanticipated concern for the physical safety of that student or of others and it is determined by the professional staff working with the student that the use of the time out room is the least restrictive means to enable the student or others to remain safe and/or to enable the student to safely deescalate and regain control.

Use of the time out room for an individual student may not exceed that time designated on the student's behavioral intervention plan or, if not so designated, may not exceed ninety minutes per incident.

If the student is not able to safely return to his or her education program after the time specified in the behavioral intervention plan, the staff shall adhere to the behavioral intervention plan for other behavioral interventions.

If there is not a behavioral intervention plan, or if the behavioral intervention plan does not specify use of the time out room, the student's parent will be called and arrangements made for the student's removal from the school if the student is not able to safely return to his or her education program after ninety minutes.

All parents of students with a disability whose behavioral intervention plan specifies the use of a time out room shall be provided with a copy of this policy and shall be notified prior to its' implementation that the plan incorporates the use of a time out room and that they have the right to view the physical space to be utilized as a time out room.

Staff shall continuously monitor any student in the time out room. The school will establish and implement procedures to document the use of the time out room. Data will be gathered to monitor the effectiveness of the use of the time out room. Such information is to be made available to the CSE and, upon request, to the student's parents.

The Director of Special Education is to arrange for training of staff regarding this policy and procedures related to the use of the time out room.

Time Out Room Requirements

The time out room must be of adequate width, length and height to allow the student to move about and recline comfortably. It must provide a means for continuous visual and auditory monitoring of the student and must have adequate lighting and ventilation. Wall and floor coverings should be designed to prevent injury. The temperature of the room is to be within the normal comfort range and consistent with the rest of the building. The room is to be clean and free of all objects and fixtures that could be potentially dangerous to a student. It is to meet all local fire and safety codes. The time out room shall be unlocked and able to be opened from the inside.

Adopted: _____

District Strategic Objectives

- Have high level 1 students become level 2 for math and ELA in Grades 3-8
 - Have high level 2 students become level 3 for math and ELA in Grades 3-8
 - Have high level 3 students become level 4 for math and ELA in Grades 3-8
 - Support low level 3 and level 4 students to continue to show growth in learning
 - K-12 students will be at or above proficiency based upon local and state assessments
- Success points:
- 60% at or above 2011-2012 (Grades 3-12)
 - 65 % at or above 2012-2013
 - 70% at or above 2013- 2014
- Increase graduation rate to 85%
- Success points:
- 75% of students will graduate within 4 years in 2012-2013
 - 77% of students will graduate within 4 years in 2013-2014
 - 80% of students will graduate within 4 years in 2014-2015
- Students with disabilities should maintain or increase their raw scores from the prior year's assessments.

District Strategic Focus:

- Integrate the New York State Common Core Learning standards for English Language Arts (including content area literacy) into curriculum and instruction with an emphasis on writing:
 - Having writing emphasize use of evidence to inform or make an argument and have students' responses to be text based. Students are expected to learn from the readings and demonstrate through writing across all content areas.
 - Focus on comprehension of pivotal and commonly found words such as discourse, generation, theory, and principled using vocabulary strategies in writing.

- Implement a Response to Intervention Plan for grades K-6 in areas of English Language Arts
- Meet the mandates for Race to the Top: common core , data driven instruction, and annual professional performance review
- Provide job embedded professional development to guide instruction of content area reading and writing

District Strategic Actions:

- Provide training for all teachers in the writings of Student Learning Objectives
- Provide time for teachers to create benchmark assessments
- Provide training for all teachers with the use of interim assessments
- Have teachers develop appropriate content indicators for the report cards PreK-4to align with the Common Core
- Have teachers trained in literacy: providing scaffolding in lessons that allows for difficult reading and writing (students must read it closely and carefully)
- Provide training for all content areas to include and assess writing within their curriculum

ONEONTA CITY SCHOOL DISTRICT
FINANCIAL MEMORANDUM #2012-16
October 10, 2012

TO: DAVID P. ROWLEY
INTERIM SUPERINTENDENT OF SCHOOLS

FROM: LISA J. WEEKS *lw*
BUSINESS MANAGER

DATE: October 10, 2012

RE: FINANCIAL MEMORANDUM #2012-16

RESOLVED, that the reading of Financial Memorandum #2012-16, dated October 10, 2012 be waived and that the financial action items be approved as recommended by the Superintendent of Schools.

1. External Auditor Management Letter Response Action Item (To Accept)

Resolved, upon the recommendation of the Superintendent and Audit Committee, that the responses to the External Independent Auditor Management Letter for FYE 06/30/12 be accepted as presented.

2. Food Service Management Bid Award Action Item (To Approve)

Resolved, upon the recommendation of the Superintendent, to award the Food Service Management Bid to Compass Group-USA, Chartwells Division, in the amount of \$555,672.66. They were the sole responsible bidder meeting specifications.

3. Donations Action Item (To Accept)

Resolved, upon the recommendation of the Superintendent, to accept the following donations:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
Charlotte K. Hyzer In memory of Dr. Jarvis E. Hyzer	VV Kindergarten Pumpkin Patch Trip	\$ 400.00
Kiwanis Club Young Child Priority One Program	VV School K-2 Reading Materials	\$ 300.00
Soda Jerks @ Action Lube	OHS Volleyball 2013	\$ 50.00
GP PTO	GP School Smartboards	\$7,742.00

4. Surplus Items Action Item (To Approve)

*Resolved, upon the recommendation of the Superintendent,
to declare the following items as surplus for sale:*

- 20 VCR cartridges*
- 34 Audiocassettes*
- 23 Camcorder videocassettes*
 - 1 Audio Cleaner*
 - 2 8mm videocassettes*
 - 5 VCR and DVD players*
- 10 teacher desks*
 - 9 tables, various sizes*
 - 4 metal shelves*
 - 2 lab tables, green top*
 - 9 televisions on carts*
 - 8 file cabinets (2 are 2-drawer)*
- 14 cafeteria tables*
 - 4 racks of folding chairs, 30/rack*
- 20 small stools*
- 130 student chairs*
- 99 student desks*

5. Upstate Temperature Control Contract Action Item (To Approve)

*Resolved, upon the recommendation of the Superintendent,
to approve the contract with Upstate Temperature Control,
Skaneateles, NY, for temperature control services in the
high school and middle school complex metasys, including
the boiler house in the amount of \$11,300, effective from
11/01/12 to 10/31/13.*

ONEONTA CITY SCHOOL DISTRICT
Office of the Business Manager
31 Center Street
Oneonta, NY 13820
Phone: (607)433-8230 ext. 302 Fax: (607)433-8290

M E M O R A N D U M

TO: DAVID P. ROWLEY
SUPERINTENDENT OF SCHOOLS

FROM: LISA J. WEEKS *LW*
BUSINESS MANAGER

DATE: October 10, 2012

RE: AUDIT MANAGEMENT LETTER RESPONSE, FYE 6/30/12

A. Payroll Salary Acknowledgement

During our testing of controls over payroll, we noted that the district does not send salary notices to their employees to make them aware of their salary for the upcoming school year. While the employees are aware of their salaries based on their contract, we believe it is a best practice to notify them and have them acknowledge their upcoming year salary amounts. This will also ensure that the proper amounts are paid to employees each year and an error will be less likely in calculating their salary for the following year. The current method relies on rolling forward the previous amount along with the contract increase. This method could result in an error that follows in each succeeding year.

RESPONSE: The district does send an annual salary notice to employees. However, we have not requested that they sign and return this document for their file. In the future, we will ask that each employee sign and return their contract salary document, and will place it in their personnel file upon receipt of the signed document.

B. Extraclassroom Cash Receipts

During our audit, we noted that certain extraclassroom receipts were not supported by adequate documentation. The students and advisors should provide a reconciliation of actual and expected receipts from fundraisers.

The following are some suggestions:

- For events, pre-numbered tickets should be used and then reconciled to total sales.
- For the sale of items, an inventory should be kept of the items for sale and reconciled to receipts.
- For the sale of items where money is collected before the items are delivered, a list of all money collected and from whom, should be submitted with the receipt. That will make it clearer how much money was paid in the event of a refund.

AUDIT MANAGEMENT LETTER RESPONSE, FYE 6/30/12

We suggest that a review of these activities be performed to determine their status. Should it be determined that these amounts are no longer required to be held for the purposes originally established, the residual funds should be transferred to the Student Council account.

RESPONSE: Although the district has controls in place and sends regular reminders regarding handling of cash in the Student Activity Accounts, we don't believe that it is possible to perfect this procedure due to the nature of student activity collections. We have a very capable advisor who supervises all of the other advisors and has regular meetings to remind them of the controls that need to be in place. The district believes that they are doing everything possible to minimize risk but we cannot totally eliminate it.

LJW:nlm:audit:response-6-30-12

ONEONTA CITY SCHOOL DISTRICT
Office of the Business Manager
31 Center Street
Oneonta, NY 13820
Phone: (607)433-8230 ext. 302 Fax: (607)433-8290
lweeks@oneontacsd.org

M E M O R A N D U M

TO: DAVID P. ROWLEY
FROM: LISA J. WEEKS
DATE: October 10, 2012
RE: FOOD SERVICE MANAGEMENT BID AWARD

Enclosed are the results of the bid solicitation for Food Service Management for the 2012-13 school year.

It is recommended that the bid be awarded to Compass Group USA, Inc. (Chartwells), Rye Brook, NY, as they are the sole responsible bidder.

	CHARTWELLS
TOTAL SFA COST	\$555,672.66

If you have any questions, please contact me.

LJW:nlm:3829

CHARLOTTE K. HYZER
131 CIRCLE DRIVE
OTEGO, NEW YORK 13825
607-988-9751
Sept. 19, 2012

Oneonta City School District

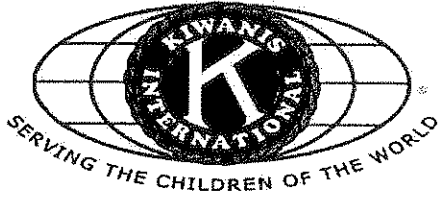
As a memorial for my husband, Dr. Jarvis E. Hyzer, I wish to underwrite the cost of a trip to the Pumpkin Patch for the Kindergarten Class at Valleyview School. Dr. Hyzer was a long time resident of Oneonta and always took an interest in the educational programs there. I enclose a check for \$400.00 to cover the cost of the adventure.

Sincerely yours,

Charlotte K. Hyzer

Charlotte K. Hyzer

encl. 1



Kiwanis Club of Oneonta
PO Box 491
Oneonta, NY 13820

RECEIVED
SEP 24 2012

September 20, 2012

Valleyview Elementary School
Walt Baskin
Valleyview Street
Oneonta, NY 13820

Dear Walt,

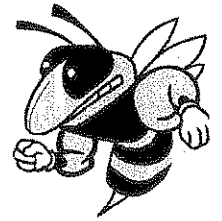
The Kiwanis Club of Oneonta would like to thank you for your request for grants funds through our Young Child Priority One Mini-Grant Program. The grant funds are used to support youth activities and organizations that service the needs of children age 6 and younger.

Enclosed is our check for \$300 from our grant program to assist your organization with programs and services to help our local youth.

The Kiwanis Club is a community service organization that has annual fundraising events such as selling roses and a pancake breakfast to raise these funds for Young Child Priority One . We hope you will in return support our future fundraising efforts. Thank you.

Sincerely,

Michelle Catan
YCPO Chair



Oneonta High School Volleyball Sponsorship Form

YES! We will be glad to support Oneonta High School Volleyball for their 2013 KSA Volleyball Tournament.

We will sponsor you at the \$50 - \$149 level (our company name will be listed on your team t-shirt).

We will sponsor you at the \$150 - \$250 level (our company logo will be printed on your team t-shirt).

We will sponsor you at the \$500 or more level (our company name and logo will be displayed on your competition jersey/uniform worn at both local and travel tournaments).

Business: Soda Jerks @ Action LUBE

Contact Name: Linda Bughner

Contact Phone: 433-1226

Amount Enclosed: \$50.00 - cash BN

Please make your tax-deductable donation check payable to "Oneonta City School District" and clearly designate on the Memo "Oneonta HS Volleyball 2013". Enclose the check with this form when mailing to Oneonta High School Volleyball, 135 Angel Drive, Oneonta, NY 13820 by June 1, 2012.

Thank you so much!

AUDIO-VIDEO CORPORATION

Established 1946

PAGE 1

CORPORATE HEADQUARTERS
213 BROADWAY
ALBANY, NY 12204-2770
518-449-7213 (TEL) 518-449-1205 (FAX)
Fed. ID No. 14-1426006

QUOTATION - SALES ORDER
QUOTE NO. 83557 -00 NYSC
DATE: 10/02/12
TERMS: NET 20 DAYS
DELIVERY: Best Way, Prepaid

TO: Julie Ward
Oneonta Sr. High School
Computer Services
130 East Street
Oneonta, NY 13820
607-433-8241

Please reference Quote No. on
correspondence & purchase orders.
Prices firm for 20 days.

WE ARE PLEASED TO QUOTE YOU AS FOLLOWS:

QTY	DESCRIPTION	UNIT PRICE	TOTAL
2	SB680 Smart Board 77" Diagonal Interactive White Board	1,300.00	2,600.00
2	XD360UEST Mitsubishi XGA Short Throw DLP Projector, 2500 Ansi Lumen	1,015.00	2,030.00
2	PROJEST Mistubishi Wall Mount for Ultra Short Throw Projectors	85.00	170.00
2	USBXT* Smart USB Active Extension Cable, 16'	17.00	34.00
2	CABLE SET Extron Cable Set (Modified - 50' VGA & P2DA2)	326.00	652.00
2	RBSB565/LOCKING KOH Kit w/56" Bracket and 5' of Rail, Locking Saddle/Glide	250.00	500.00

ORDERS SUBJECT TO SHIPPING & HANDLING AND SALES TAX IF APPLICABLE

TERMS SUBJECT TO CREDIT REVIEW

BY Courtney Remington

89

TELEPHONE (518) 449-7213

THIS QUOTATION DOES NOT CONSTITUTE A SALES ORDER UNLESS SIGNED BY YOU, OUR CLIENT. SEE TERMS AND CONDITIONS OF SALE ATTACHED.

Accepted
by _____ P.O. No. _____
LEGAL NAME OF PURCHASER

AUTHORIZED SIGNATURE Date _____



QTY	DESCRIPTION	UNIT PRICE	TOTAL
2	<p>93K2678</p> <p>Volex - 17966 - Unshielded Power Supply Cord, 15'</p>	21.00	42.00
			<u>6,028.00</u>
<p>MITSUBISHI NYSC #PC64108 SMART NYSC #PC64216 EXTRON NYSC #PC64992</p> <p>All Warranties, Service and Technical Support provided through Audio-Video Corporation's Authorized Full Service Facility in Albany, NY</p> <p>THANK YOU FOR THE OPPORTUNITY!</p>			

AUDIO-VIDEO CORPORATION

Established 1946

PAGE 1

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213 BROADWAY
ALBANY, NY 12204-2770
518-449-7213 (TEL) 518-449-1205 (FAX)
Fed. ID No. 14-1426006

QUOTATION - SALES ORDER
QUOTE NO. 83558 -00 NYSC
DATE: 10/02/12
TERMS: NET 20 DAYS
DELIVERY: Best Way, Prepaid

TO: Julie Ward
Oneonta Sr. High School
Computer Services
130 East Street
Oneonta, NY 13820
607-433-8241

Please reference Quote No. on
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ORDERS SUBJECT TO SHIPPING & HANDLING AND SALES TAX IF APPLICABLE

TERMS SUBJECT TO CREDIT REVIEW

BY Courtney Remington 89 TELEPHONE (518) 449-7213

THIS QUOTATION DOES NOT CONSTITUTE A SALES ORDER UNLESS SIGNED BY YOU, OUR CLIENT. SEE TERMS AND CONDITIONS OF SALE ATTACHED.

Accepted
by _____ P.O. No. _____
LEGAL NAME OF PURCHASER

AUTHORIZED SIGNATURE Date _____



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UPSTATE TEMPERATURE CONTROL, INC.

Established 1975

24 HOUR TEMPERATURE CONTROL SERVICE
ENERGY MANAGEMENT

24 HOUR TEMPERATURE CONTROL SERVICE AGREEMENT

ONEONTA CITY SCHOOL DISTRICT
TO: 189 Main Street, Suite 302
Oneonta, NY 13820

DATE: 9/18/12

We propose to do temperature control maintenance and service at the following locations:

Complete High School and Middle School Complex Metasys, including Boiler House

We will calibrate and maintain thermostats, temperature controls, pressure controls, humidistats, damper motors, relays, control air compressors, PRV's, valve linkages, damper linkages, control panels, and all other control systems components.

This is a "labor only" contract and any materials used (such as repair parts or complete control devices) are not included in this agreement. Reasonable access to controls will be provided by the owner.

Emergency service calls, all replacement parts, labor to replace parts, and repairs of damage due to vandalism, fire, theft, flood or lightning strikes, when required, will be done on a time and materials basis. Our T&M labor rate is \$98/hr for regular service and \$135 for DDC service.

The control systems covered by this agreement are:

Johnson Metasys systems in the High School and Middle School, including the Boiler House and the NAE controls in the Middle School

You agree to pay for this service agreement the sum of \$11,300.00 per year, payable in advance upon presentation of our invoice for \$2,825.00 quarterly.

This contract shall run from year to year. Either party may amend or cancel with written notice thirty (30) days prior to the anniversary date.

Purchaser: Oneonta City School District

Effective Date: November 1, 2012

Accepted by: *Glenn Walker*

Upstate Temperature Control

Title: BOARD PRESIDENT

By: *Joseph W. Spalding*

Date: _____

Joseph W. Spalding, President

ONEONTA CITY SCHOOL DISTRICT TAX RATE AND TAX LEVY

	2011	2012	
			% Increase
TAX LEVY	2011-2012	\$19,045,125	1.81%

	ASSESSED VALUES		FINAL EQUALIZATION RATES	
	2011-12	2012-13	2011-12	2012-13
CITY OF ONEONTA	321,144,275	319,845,521	70.00%	77.00%
TOWN OF ONEONTA	495,130,151	490,979,328	100.00%	100.00%
TOWN OF LAURENS	6,470,351	6,479,351	100.00%	100.00%
TOWN OF MARYLAND	700	700	100.00%	106.25%
TOWN OF MILFORD	29,515,364	29,588,869	54.00%	54.00%
TOWN OF DAVENPORT	32,543,322	32,306,161	72.50%	72.66%
	<u>884,804,163</u>	<u>879,199,930</u>		

	TRUE	VALUE
	2011-12	2012-13
CITY OF ONEONTA	458,783,964	415,389,638
TOWN OF ONEONTA	495,131,651	490,980,828
TOWN OF LAURENS	6,470,351	6,479,351
TOWN OF MARYLAND	700	659
TOWN OF MILFORD	54,660,859	54,796,980
TOWN OF DAVENPORT	44,887,341	44,462,099
	<u>1,059,934,866</u>	<u>1,012,109,555</u>

	PERCENT OF LEVY		LEVY IN DOLLARS	
	2011-12	2012-13	2011-12	2012-13
CITY OF ONEONTA	43.284166%	41.041964%	\$8,096,969	\$7,816,493
TOWN OF ONEONTA	46.713404%	48.510641%	\$8,738,460	\$9,238,912
TOWN OF LAURENS	0.610448%	0.640183%	\$114,194	\$121,924
TOWN OF MARYLAND	0.000066%	0.000065%	\$12	\$12
TOWN OF MILFORD	5.157002%	5.414135%	\$964,696	\$1,031,129
TOWN OF DAVENPORT	4.234915%	4.393012%	\$792,206	\$836,655
	<u>100.000000%</u>	<u>100.000000%</u>	<u>\$18,706,537</u>	<u>\$19,045,125</u>

	TAX RATE		TAX RATE INC/DEC \$/%	
	2011-12	2012-13	2011-12	2012-13
CITY OF ONEONTA	\$25.21	\$24.44	(\$0.77)	-3.06%
TOWN OF ONEONTA	\$17.65	\$18.82	\$1.17	6.61%
TOWN OF LAURENS	\$17.65	\$18.82	\$1.17	6.61%
TOWN OF MARYLAND	\$17.64	\$17.69	\$0.05	0.26%
TOWN OF MILFORD	\$32.68	\$34.85	\$2.17	6.64%
TOWN OF DAVENPORT	\$24.34	\$25.90	\$1.56	6.40%

**ONEONTA CITY SCHOOL DISTRICT
Special Education Department**

Memorandum 2012- #15

TO: Board of Education
FROM: Timothy A. Gracy
DATE: October 10, 2012
RE: Committee on Special Education / Committee on Preschool Special Education

Resolved, that the special programs and services required by the recommendations in the Special Education **Memorandum #15**, dated **October 10, 2012**, shall be implemented by the Board of Education within the time period provided by law, and

Be it further resolved, that the proposed appointments set forth below to the CSE and CPSE are hereby confirmed.

1. **COMMITTEE ON SPECIAL EDUCATION RECOMMENDATIONS REACHED AT THE FOLLOWING MEETING(S):** 09/21/12
2. **COMMITTEE ON PRESCHOOL RECOMMENDATIONS REACHED AT THE FOLLOWING MEETING(S):** 09/24/12, 09/28/12, and 10/02/12
3. **APPOINTMENTS TO COMMITTEE ON SPECIAL EDUCATION:**

<u>MEMBER NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
--------------------	-----------------	------------------
4. **APPOINTMENTS TO COMMITTEE ON PRESCHOOL SPECIAL EDUCATION:**

<u>MEMBER NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
--------------------	-----------------	------------------
5. **APPOINTMENTS OF SURROGATE PARENTS:**

<u>MEMBER NAME</u>	<u>EFFECTIVE</u>
--------------------	------------------
6. **APPOINTMENTS OF IMPARTIAL HEARING OFFICERS:**
7. **PROGRAM MODIFICATION/IEP AMENDMENT(S):** 09/21/12, 09/24/12, and 09/27/12

Board Date: October 10, 2012

Student ID#

Student's confidential files can be found in the Special Education office during office hours. Please feel free to ask about details of program or placement of any student on this Board Action Sheet during the discussion in Executive Session.

#	Student ID	Meeting Date	Committee
1	139503039	09/24/2012	Oneonta High School
2	088800031	09/21/2012	Oneonta High School
3	119307162	09/24/2012	Oneonta High School
Sub count for CSE/CPSE:			Oneonta High School = 3
4	000010971	09/24/2012	CPSE
5	000011193	10/02/2012	CPSE
6	000011002	09/28/2012	CPSE
7	000011020	10/02/2012	CPSE
Sub count for CSE/CPSE:			CPSE = 4
8	000010302	09/27/2012	Riverside - Leslee
Sub count for CSE/CPSE:			Riverside - Leslee = 1
9	000010375	09/27/2012	Riverside
10	000001741	09/24/2012	Riverside
Sub count for CSE/CPSE:			Riverside = 2
11	000011262	09/21/2012	Valleyview
Sub count for CSE/CPSE:			Valleyview = 1
			Grand Total = 11