

Galway Central School District
Board of Education Meeting
MINUTES
Thursday, September 13, 2011

CALL TO ORDER

Vice President Janet Glenn called the meeting to order at 6:30 PM in the Large Group Instruction Room in the elementary school.

Board Members Present: Janet Glenn, John Sutton, Joan Slagle, Nancy Lisicki, Thomas Rumsey, Dennis Schaperjahn and Cheryl Smith (Cheryl Smith arrived at 6:32 PM.)

Board Members Absent: None.

Others Present: Mrs. LaBelle, Superintendent of Schools, Administrators, Chuck Bastian, Rich LaRose, Keith Leal, teachers and community members

PLEDGE OF ALLEGIANCE

Was recited.

ADDITIONS/CHANGES TO THE AGENDA

It was noted that the date on the agenda was incorrect.

PUBLIC COMMENT ON AGENDA ITEMS

None.

PRESENTATIONS

Chuck Bastian, Representative from BPD Municipal, explained in detail several options on how to proceed with the excess money from the Capital Building Project due to the project coming in under budget. Packets of information were distributed to Board members and the Superintendent prior to the meeting. It was recommended that if the District has additional construction needs that they would like to address through the Capital Project that the District should move forward with the work.

Rich LaRose from CSArch was there to answer questions regarding the cost of several options of improvements and/or additional work which this money could be earmarked for. There was a list that had been compiled for the Board's consideration and was prioritized as follows:

- Distance Learning Classroom Technology Equipment & Furniture Fit-Up
- Window/Lintel Replacement (in 400 Wing)
- Selective Roof Work
- Cement Work at Jr/Sr High Entrance
- Chimney Façade Repair
- Signage at Jr./Sr. High Entrance (to reflect the new configuration)

Keith Leal said he hopes to have information regarding the roof scan and window/lintel investigation done by the October Board meeting so that work could move forward as soon as possible. Tom Rumsey asked if they could also verify all safety concerns have been addressed as well.

SUPERINTENDENT'S REPORT

Mrs. LaBelle reported that the two staff days, as well as opening day for the students went great! The staff development days included presentations on Sexual Harassment, Common Core Standards, Common Approach to Discipline, Hazcom Update, as well as departmental, faculty and staff meetings.

Cheryl Smith, BOE President and Mrs. LaBelle, Superintendent, attended a workshop this week explaining the tax cap and how deceiving this is to tax payers. Discussions on how to explain this to the public was held.

Mrs. LaBelle reported her conversation regarding RFP's with Tim Place, the Assistant Superintendent for Business at WSWHE BOCES. He stated that the Cafeteria should be the easiest to proceed with first and often the area that may be the most cost effective to consider. Transportation and Operations and Maintenance, may be more difficult since there are not a significant presence of these two areas in Galway or the surrounding areas to contract with. There are potential Union issues that would need to be addressed. The Board requested Mrs. LaBelle to contact Robert Schofield, the school attorney to discuss potential labor issues at the September 22nd Board of Education meeting.

APPROVAL OF CONSENT AGENDA – SEE ATTACHED

The consent agenda was approved.

Motion: Nancy Lisicki Second: Janet Glenn

All voted aye.

Motion Carried 7-0

BOARD MEMBER COMMENTS

Tom Rumsey stated that he had received parent, as well as bus driver complaints because some busses are seating 3 in a seat and the bus run times are erratic. Mrs. LaBelle said that the timing of the bus runs should even out after the first week of school. The Board members asked if Mr. Sherman, Transportation Director could submit a report to the Board with the bus runs and the number of students per bus periodically.

NEW BUSINESS

Dennis Schaperjahn reported on money saving strategies. He suggested asking for community input. He distributed copies for the Board members with suggestions for survey questions. He would like all the Board members, as well as community members, to come up with additional questions for the survey. The survey that was completed last year would be distributed to him and all Board members to review.

Board of Education goals were discussed at length. This is still a work in progress; however, some modifications were made. Academic Achievement was narrowed down to 2 goals and 21st Century Skills remained the same. Under Culture of Excellence, one was eliminated, one was moved under the category of Academic Achievement, one was agreed upon and the last four will be discussed further at a future Board meeting. Everyone agreed to the Finance goals. The Board directed Mrs. LaBelle to continue revising these goals for the Board meeting on September 22nd.

Several of the Board Policies were discussed. Policy #1500, Public Use of School Facilities, was briefly discussed. With the new software program, School Dude, that the District purchased, there is a fee schedule area that may be implemented. The Board discussed charging a nominal fee to groups who use the facility after hours. The school would input its own fees. It was agreed upon that it should be a fee that would cover custodial care, electric, etc., for the time used. This would not be used for profit. The program also has an area to monitor insurance policies that organizations must have in order to conduct any activities at are held at the school. These options would be looked into further before any decisions are made.

There have been changes in the laws regarding Policy #6700, Purchasing. Mrs. LaBelle drafted a policy based upon recent changes and using the NYSSBA policy as a template.

Policy #1800, Gifts From The Public, will be discussed further at a future meeting.

A motion was made to authorize the expenditure of existing funds, up to \$13K to investigate the window/lintel problem in the 400 hallway.

Motion: John Sutton Second: Nancy Lisicki All voted aye. Motion Carried 7-0

A motion was made to approve the authorization of funds for a roof scan up to \$12,330.

Motion: Janet Glenn Second: John Sutton All voted aye. Motion Carried 7-0

A motion was made to approve the authorization of existing funds from the Capital Project for the completion of Distance Learning Lab.

Motion: Tom Rumsey Second: Dennis Schaperjahn All voted aye. Motion Carried 7-0

A motion was made to approve the Annual Professional Performance Review (APPR) plan as required by NYSED as part of the Race to The Top Initiative.

Motion: John Sutton Second: Janet Glenn All voted aye. Motion Carried 7-0

A motion was made to approve a Jr. Class field trip to Salem, MA at a cost \$60 per student.

Motion: Dennis Schaperjahn Second: John Sutton All voted aye. Motion Carried 7-0

PUBLIC COMMENT

Anne Valente thanked the Board for approving the authorization for the investigation of roof and window issues. She also stated that when she went to school, they rode three in a seat and with budget issues as they are, we all have to make sacrifices.

Kathy Brown suggested that a Board goal should be to meet or exceed the county average for ELA/Math Standards. She will be providing the Board with her research.

Carrie Herron would like to see public comment before the Board votes on a motion.

She also suggested a written procedure on field trips for teacher use because there is great confusion about field trips.

Carrie Herron said that it has not been good or smooth transition for 6th through 12th grade teachers so far this year. By not having a middle school, they can't team teach or block teach. There has been a lack communication regarding issues, which is affecting students. They will have a problem with the transition of 7th grade students because they will be coming from the elementary school. They are also having a problem with announcements in the 6th grade classrooms. They are still getting the high school announcements which are interrupting their teaching time, and not receiving the elementary school announcements.

Jen Yerdon thought the survey was a great idea. She also thought that the sooner, the better. Last year it was too late and people didn't think their opinion counted and that decisions were already made.

EXECUTIVE SESSION

Motion to move into executive session at 9:20 PM.

Motion: John Sutton Second: Tom Rumsey All Voted Aye Motion Carried 7-0

REGULAR SESSION

Motion to return to regular session at 10:30 PM.

Motion: Janet Glenn Second: Joan Slagle All Voted Aye Motion Carried 7-0

ADJORNMENT

Motion to adjourn at 10:31PM.

Motion: Joan Slagle Second: Thomas Rumsey All Voted Aye Motion Carried 7-0

Respectfully Submitted,

Barbara A. Agresta

*Barbara A. Agresta
Interim District Clerk*

CONSENT AGENDA

**GALWAY CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
MEETING DATE: SEPTEMBER 13, 2011**

FINANCIAL REPORTS

MINUTES

Minutes of September 1st will be on the September 22nd meeting.

PERSONNEL

Support Staff

Accept the resignation of Maxine Nadler from the Bus Monitor position effective 8/31/11.

Appoint Maxine Nadler as a Substitute Bus Monitor at a rate of \$8.50/hour effective 9/1/11.

Rescind the appointment of Terri Atwell as Supervisor-Library at the July 21, 2011 meeting.

Appoint Terri Atwell as a substitute supervisor in the Library effective 9/8/11.

Accept the maternity leave request for Hadley Jacobs from her Teacher Aide position effective 11/1/11 through 6/25/12.

Galway Central School District

Annual Professional Performance Review

Classroom Teachers and Building Principals

PLAN ADOPTED BY THE BOARD OF EDUCATION: September 13, 2011

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INTRODUCTION

The Board of Education of the Galway Central School District (the “District”), in public session at its meeting of September 13, 2011, adopts this Annual Professional Performance Plan (the “APPR Plan”) for the 2011-2012 school year pursuant to the requirements of Education Law §3012-c and accompanying regulations of the Board of Regents and the Commissioner of Education.

Annual Professional Performance Review (“APPR”) supports the professional growth of our educators. A successful review system should provide timely feedback, an opportunity to acknowledge educators’ strengths as well as their weakness and an opportunity for growth as an educator.

This APPR system will be a significant factor in all employment decisions including but not limited to:

- Retention
- Tenure Determination
- Termination
- Supplemental compensation
- Promotion
- Professional Development
- Coaching

Education Law, §3012-c establishes new requirements for a comprehensive performance evaluation system for classroom teachers and building principals, to be phased in commencing with the 2011-2012 school year. In the 2011-2012 school year, the law only applies to classroom teachers of the common branch subjects, English Language Arts (ELA) and Mathematics in Grades 4-8 and the building principals of schools in which such teachers are employed. The annual professional performance review for all other teachers and principals will remain unchanged during the 2011-2012 school year. Those teachers and principals will be covered by the new system in the 2012-2013 school year.

The District’s APPR Committee will work with all available resources to assist in designing and implementing these new systems. Any items required to be included in the Plan but not yet finalized due to collective negotiations are specifically identified.

PART I **TRAINING OF EVALUATORS**

The District will ensure that all Lead Evaluators/Evaluators are properly trained and certified to complete an individual's performance review. Evaluator training will be conducted by appropriately qualified individuals or entities. Evaluator training will replicate the recommended SED model certification process.

The District will ensure that all evaluators are trained as lead evaluators. The superintendent will certify lead evaluators upon receipt of proper documentation that the individual has fully completed training. The superintendent will maintain records of certification of evaluators.

Evaluator training will occur regionally in cooperation with Washington, Saratoga, Warren Hudson, Essex (WSWHE) BOCES. Training will be conducted by WSWHE Network Team personnel who have participated in the NYSED evaluator training for Network Teams and/or personnel authorized to train on behalf of an evaluation rubric approved by NYSED. Evaluators will be recertified on a periodic basis, to be determined by the District.

The District will establish a process to maintain inter-rater reliability over time in accordance with NYSED guidance and protocols recommended in training for lead evaluators. The District anticipates that these protocols will include measures such as: data analysis; periodic comparisons of assessments; and/or annual calibration sessions across evaluators.

This training will include the following Requirements for Lead Evaluators/Evaluators:

- New York State teaching Standards and ISSLC Standards
- Evidence-based observation
- Application and use of Student Growth Percentile and Value Added Growth Model data
- Application and use of the State-approved teacher or principal rubrics
- Application and use of any assessment tools used to evaluate teachers and principals
- Application and use of State-approved locally selected measures of student achievement
- Use of Statewide instructional Reporting System
- Scoring methodology used to evaluate teachers and principals
- Specific considerations in evaluating teachers and principals of ELLS and students with disabilities.

Lead Evaluator

The Superintendent, each Principal, the Director of Assessment, Technology and Student Affairs and the Director of Pupil Services will be trained and certified as a lead evaluator according to SED's model to ensure consistency and defensibility.

Responsibilities

The Lead Evaluator(s) and designee will train and certify any necessary party in the District based on the same model. All trained evaluators may do observations, but are prohibited from summative evaluations until they are appropriately certified.

Timing

For the 2011-2012 school year all lead evaluators shall be appropriately trained and certified by March 31, 2012. For the 2012-2013 school year and thereafter, all lead evaluators and other designated evaluators shall be appropriately trained and certified by September 1st of each school year or thirty (30) days after appointment.

Re-Certification and Updated Training

The District will work to ensure that lead evaluators maintain inter-rater reliability over time and that they are re-certified on an annual basis and receive updated training on any changes in the law, regulations or applicable collective bargaining agreements.

PART II **DATA MANAGEMENT**

The District will work with State Education Department (the “SED”) to develop a process that aligns its data systems to ensure that SED receives timely and accurate teacher, course and student “linkage” data, as well as a process for teacher and principal verification of the courses and/or student rosters assigned to them.

Ensuring Accurate Teacher and Student Data

The District shall ensure that SED receives accurate teacher and student data, including enrollment and attendance data and any other student, teacher, school, course and teacher/student linkage data necessary to comply with the Regulations of the Board of Regents and Commissioner of Education by providing such data in a format and timeline prescribed by the Commissioner.

The District’s student data system records now identify teacher assignments and student enrollment and attendance. The District will verify assignments of classroom teachers of common branch subjects, ELA and Mathematics Grades 4-8 (described below). The NYSED *APPR Guidance* provides the following guidance when reporting data for the 2011-2012 school year relating to Teacher of Record:

“For courses included in the 2011-12 school year collection (grades 3-8 ELA and mathematics, grade 4/8 science, and secondary-level courses associated with a Regents exam), the Teachers of Record are those teachers who are primarily and directly responsible for a student’s learning activities that are aligned to the performance measures of the course consistent with guidelines prescribed by the Commissioner.”

The District’s data on student enrollment, attendance, and achievement on Statewide assessments is collected by the Director of Assessment, Technology and Student Affairs. This position is an administrative position within the Galway Central School District. This position holds the responsibility of Chief Information Officer (CIO). All records required to be reported by NYSED are reviewed for accuracy.

The CIO is responsible for the Data Warehousing in the District. The data collection process includes:

- Building principals and teachers administer the grades 3-8 exams and regents exams.
- The building principal ensures security and oversees a vigorous scoring process.
- The data is submitted to Capital Region Northeast Regional Information Center (NERIC).
- NERIC compiles data and moves it to Level O.
- The CIO verifies data with Building Principals.
- Corrections are made to ensure quality review.

The New York State Education Department's *APPR Guidance* and field memos relating to the Student Information Repository System (SIRS) will provide detailed guidance related to the collection and reporting of data, including student-teacher linkage and student attendance. The District will continue to monitor data and develop additional processes, as needed and consistent with NYSED reporting requirements, to verify that the data submitted to the State are complete and accurate. The NYSED advises that it will provide roster verification reports to assist in this process (see *APPR Guidance, LA*). The NYSED also will provide guidelines for the use of student-teacher instructional weighting and student exclusion flags (see *APPR Guidance, L8*).

Verification: The District's student data system identifies teacher assignments and student enrollment and attendance. The District has obtained the NYSED statewide unique identifier for certain certified individuals employed by the District through "TEACH". This information has been entered into the District's data system and will be extracted from the District's system and reported to SIRS in accordance with NYSED guidance. The District will verify assignments of classroom teachers of common branch subjects, ELA and Mathematics Grades 4-8 by using the Star Base student management system. It identifies teacher assignments, student enrollment and attendance.

The District will verify the teacher of record by certification, schedules and the roster of students assigned to the teacher through the use of Star Base System. As new students transfer into the district, or students transfer out, the teachers' roster is updated in Star Base and sent to the teacher.

Reporting Individual Subcomponent Scores: The District will report to the SED the individual subcomponent scores and the total composite effectiveness score for each classroom teacher and building principal in the District in a format and timeline prescribed by the Commissioner. The District will develop a process for timely and accurate extraction of such data and will use SIRS data reporting extracts protocols for reporting these data to NYSED. Total Composite Effectiveness Scores will not be reported until data on student achievement on state assessments is transmitted to the District. The District will maintain the subcomponent scores in the Star Base System.

Development, Security and Scoring of Assessments: The District shall ensure the development, security and scoring processes of all assessments and/or measures used to evaluate teachers and principals under this section are not disseminated to students before administration and that teachers and principals do not have a vested interest in the outcome of the assessments they score.

Development: The District will work with the Board of Education, WSWHE BOCES, Capital Regional BOCES, the Professional Development Committee and the local teacher's association (GTA) to determine decisions about local measures of student achievement; teacher and principal practice rubrics; any other instruments (such as surveys, self-assessments, portfolios); and the scoring methodology for the assignment of points to locally selected measures of student achievement and other measures of teacher or principal effectiveness.

Security: The District will secure and store exams in the district safe to ensure the security of the exams. The only access to the materials is by the Building Principals and the Superintendent. Also, the District will work with SED, and the regional testing center to ensure that all exams are accounted for by having the Building Principals and grade level designee sign off that the assessments are not disseminated to students before administration and that teachers or principals do not have a vested interest in the outcome of the assessments they score.

Scoring: The District will ensure that all assessments are scored in the manner as proscribed by the assessment. Oversight of this process is by the Director of Technology, Assessment & Student Affairs. This administrator has the responsibility of disseminating information on proper scoring procedures, designating a lead scorer and selecting the teachers to score the exams.

PART III
ANNUAL PROFESSIONAL PERFORMANCE REVIEW
GRADES 4-8 COMMON BRANCH TEACHERS AND BUILDING PRINCIPALS
2011-2012 SCHOOL YEAR

Teachers

For the 2011-2012 school year, this APPR Plan will apply only to classroom common branch, teachers who teach English language arts or mathematics in grades four to eight and at least 50% of the teacher's students must be in grades 4-8 English language arts or mathematics. The performance of other teachers within the District will be evaluated in accord with the District's pre-existing Annual Professional Performance Review Plan developed and maintained pursuant to §100.2(o) of the Regulations of the Commissioner of Education. Nothing in this APPR Plan will be construed to abrogate any conflicting provisions of any collective bargaining agreements continuously in effect on July 1, 2010 through the present until a successor collective bargaining agreement is negotiated.

Annual Professional Performance Criteria

1. State Assessments¹ (20%): State Assessments will provide 20% of the total annual professional performance rating.²
2. Locally-Selected Measures (20%): The process for choosing the local assessment shall be negotiated between the District and the Galway Teachers Association within the parameters provided by the New York State Education Department.
3. Other Measures (60%): The Other Measures shall be negotiated between the District and the Galway Teachers Association.

Composite Rating System

The rating system shall define the overall categories of performance as follows:

- Highly Effective: Performing at a Higher Level (91-100)
- Effective: Performing at Level Typically Expected (75-90)
- Developing: Not Performing at Level Typically Expected (65-74)
- Ineffective: Performance is unacceptable (0-64)

Rubric/Formula of Summative Evaluation

The process for choosing the Rubric/Formula of the Summative Evaluation shall be negotiated between the District and the Galway Teachers Association.

Teacher Development

The development of the Teacher Professional Development Plan shall be negotiated between the District and the Galway Teachers Association. The substance will include: coaching, induction support and differentiated professional development.

¹ Baseline for state assessments will be the 2010-2011 school year.

² If the New York State Education Department adopts a value-added scoring methodology, the State Assessments will provide 25% of the total annual professional performance rating.

Principal

For the 2011-2012 school year, this APPR Plan will apply only to Principals in buildings where classroom common branch teachers teach English language arts or mathematics to students in grades four to eight comprise at least 30% of the building. The performance of all other principals within the District will be evaluated with the District's pre-existing Annual Professional Performance Review Plan. The Union will be consulted about section 100.2(o) of the Regulations of the Commissioner of Education. Nothing in this APPR Plan will be construed to abrogate any conflicting provisions of any collective bargaining agreements continuously in effect on July 1, 2010 through the present until a successor collective bargaining agreement is negotiated.

Annual Professional Performance Criteria:

1. State Assessments³ (20%): State Assessments will provide 20% of the total annual professional performance rating.⁴
2. Locally-Selected Measures (20%): The process for choosing the local assessment shall be negotiated between the District and the Galway Administrators Association within the parameters provided by the New York State Education Department.
3. Leadership and Management (40%): A broad assessment of leadership and management skills will be based on the following three (3) sources:
 - a. Direct Supervisory Visit: A direct supervisory visit shall be conducted by the Superintendent or his/her designee. This observation shall assess principal performance as aligned to the ISLLC Standards.
 - b. Second Source: The second source of this assessment shall be negotiated between the District and the Galway Administrators Association within the parameters provided by the New York State Education Department.
 - c. Third Source: The third source of this assessment shall be negotiated between the District and the Galway Administrators Association within the parameters provided by the New York State Education Department.
4. Miscellaneous (20%). The criteria for the remaining twenty percent (20%) of the evaluation shall be negotiated between the District and the Galway Administrators Association.

Rating System: The rating system shall define the overall categories of performance as follows:

- Highly Effective: Performing at a Higher Level (91-100)
- Effective: Performing at Level Typically Expected (75-90)
- Developing: Not Performing at Level Typically Expected (65-74)
- Ineffective: Performance is unacceptable (0-64)

Rubric/Formula of Summative Evaluation

The process for choosing the Rubric/Formula of the Summative Evaluation shall be negotiated between the District and the Galway Administrators Association.

Principal Development

The development of the Principal(s) Professional Development Plan shall be negotiated between the District and the Galway Administrators Association. The procedure is being negotiated. The context of the development will include: differentiated professional development, coaching, observation of area administrators.

³ Baseline for state assessments will be the 2010-2011 school year.

⁴ If the New York State Education Department adopts a value-added scoring methodology, the State Assessments will provide 25% of the total annual professional performance rating.

PART IV
ANNUAL PROFESSIONAL PERFORMANCE REVIEW
ALL TEACHERS
2012-2013

{RESERVED FOR FUTURE USE}

PART V
ANNUAL PROFESSIONAL PERFORMANCE REVIEW
BUILDING PRINCIPALS
2012-2013

{RESERVED FOR FUTURE USE}

PART VI
TEACHER IMPROVEMENT PLANS

If a teacher is rated “developing” or “ineffective” the District shall develop and implement a Teacher Improvement Plan (“TIP”).

Process

The process for developing an individual teacher’s improvement plan shall be negotiated between the District and the Galway Teachers Association

Contents: Each TIP shall contain the following information:

- Identify Areas of Improvement
- Identify Timeline for Improvement
- Identify How Improvement will be Assessed
- Identify Differentiated Activities to Support Improvement
- { Additional Elements May Be Negotiated }

Timing

Each TIP shall be in place no later than ten (10) days after teachers are required to report to the District the next school year.

PART VII
PRINCIPAL IMPROVEMENT PLAN

If a principal is rated “developing” or “ineffective” the District shall develop and implement a Principal Improvement Plan (“PIP”).

Process

The process for developing an individual teacher’s improvement plan shall be negotiated between the District and the Galway Administrators Association.

Contents: Each PIP shall contain the following information:

- Identify Areas of Improvement
- Identify Timeline for Improvement
- Identify How Improvement will be Assessed
- Identify Differentiated Activities to Support Improvement
- { Additional Elements May Be Negotiated }

Timing

Each PIP shall be in place no later than ten (10) days after principals are required to report to the District the next school year.

PART VIII **APPEALS**

The details of the District's procedure for resolving appeals of annual professional performance reviews cannot be described at this time pending the outcome of collective negotiations with the representative of the classroom teachers or principals of the District. Upon the successful completion of these negotiations, this APPR Plan will be amended to reflect the agreed-upon procedures. }

Basis

Teacher or Principal may only appeal an overall evaluation for one of the following reasons:

1. the substance of the APPR;
2. adherence to standards and methodologies;
3. adherence to the Commissioner's regulations;
4. adherence to negotiated procedures; or
5. the implementation of an improvement plan.

Procedure

This procedure is currently being developed. The process will provide for the timely and expeditious resolution of any appeal.

PART IX
MISCELLANEOUS

Required Certificates

The District shall include with this APPR Plan any certifications required by the Board of Regents regulations.

Filing and Publication of APPR Plan

This APPR Plan was reviewed and adopted by the Galway Board of Education on September 13, 2011. The document was posted on the website on September 17, 2011.

Monitoring

The District agrees to collaborate with SED regarding any concerns and/or monitoring of the district regarding evaluation implementation. The District will submit the negotiated items as soon as there is agreement with the Teacher's Association and the Administrator's Association.