

**SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT  
REGULAR BOARD OF EDUCATION MEETING**

**MONDAY, NOVEMBER 9, 2009**

**7:00 pm  
HIGH SCHOOL LIBRARY**

**Agenda**

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- I. **CALL TO ORDER/PLEDGE OF ALLEGIANCE:** President of the Board
- II. **APPROVAL OF AGENDA**
- a. Members of the community are requested to sign in and obtain this evening's Agenda.
  - b. Calendar:
    - Veterans' Day Holiday** – Wednesday, November 11; No School
    - Drama Club Show; Table Scraps: An Evening of One Act Comedies** – Thursday, November 12 thru Saturday, November 14; snow date November 15
    - Ag Booster Club Event; Second Annual Farmers' Challenge Quiz Bowl, Sunnyside Farms;** Friday, November 13
    - BOE Work Session** – Monday, November 16, 7:00 pm
    - Regular BOE Meeting** – Monday, November 23, 7:00 pm
- III. **PRESENTATIONS --**
- World Food Prize Field Trip Report; Erin Mattoon and Patrick Brennan
- IV. **VISITOR RECOGNITION:** The Board of Education believes that fostering open communication and listening to concerns and issues raised by community members will help contribute to making the Southern Cayuga Central Schools a positive learning environment. Members of the Board would like to recognize school district residents who wish to speak to them; however, to protect the confidentiality of the individual, they cannot address inquiries relating to individual employees or students. Items such as these should be referred to the Superintendent at another time.
- Individuals wishing to address the Board about a matter relating to the educational operations of the school district should give his/her name and address and sign the visitor's log for the evening. The Board believes it is important to contact the individual who is most directly responsible for the various areas of school operation. Therefore, individuals will be asked if they have raised their item with this individual. If not, the Board will not address the item at this time.
- Inquiries or comments should be limited to one item and their duration should be kept to a reasonable length, four minutes or less. Items requesting responses should be put in writing and submitted to the Superintendent. Board members will not respond directly to questions during the meeting and will request that the Superintendent have the appropriate staff members address the item at the earliest possible time.

V. **BOARD OF EDUCATION ACTION ITEMS**

- A. **Consent Agenda Action Items** (*one motion*): It is recommended that the Board of Education approve the following items.

**RECOMMENDED BOARD ACTION**

**Approve consent items.**

-- Minutes, October 26: It is recommended that the Board of Education approve the minutes of the October 26, 2009, regular meeting.

-- Minutes, November 2: It is recommended that the Board of Education approve the minutes of the November 2, 2009, work session.

-- CSE Recommendations: It is recommended that the Board of Education approve the recommendations of the Committee on Special Education.

-- Policy #2220: It is recommended that the Board of Education review for a second reading, and approve, policy **#2220 Visits to the Schools – Board Members**, as reviewed by the BOE on October 13.

-- Policy #7632: It is recommended that the Board of Education review for a second reading, and approve, policy **#7632 Appointment and Training of Committee on Preschool Special Education (CPSE) Members**, as reviewed by the Policy Committee on October 20.

-- Policy #7640: It is recommended that the Board of Education review for a second reading, and approve, policy **#7640 Student Individualized Education Program (IEP): Development and Provision**, as reviewed by the Policy Committee on October 20.

-- Policy #7670: It is recommended that the Board of Education review for a second reading, and approve, policy **#7670 Impartial Hearings/Selection of Impartial Hearing Officers**, as reviewed by the Policy Committee on October 20.

\* \* \* \* \* end of consent action items \* \* \* \* \*

- B. Surplus Books: It is recommended that the Board of Education approve as surplus a list of books from the Emily Howland building; see attached list.

RECOMMENDED BOARD ACTION                      Approve surplus books.

- C. Personnel Agenda: The Superintendent recommends the following.

**RESIGNATIONS**– none

**CHANGE IN EMPLOYMENT STATUS** – none

**APPOINTMENTS** -- Resolution: The Board of Education hereby gives notice of its intent to appoint the following individuals to the designated positions with an emergency conditional appointment in accordance with Policy #6170, subject to their submission of clearance for employment by the State Education Department Office of School Personnel Review and Accountability (OSPRA). Upon the receipt of conditional employment clearance, the appointment shall be changed to a conditional appointment and upon receipt of final clearance for employment granted by the State Education Department, the appointment shall be changed to a regular or substitute appointment as designated below.

**Consent Agenda Personnel Items** (*one motion*)

RECOMMENDED BOARD ACTION                      Approve personnel consent items.

-- Substitutes: It is recommended that the Board of Education approve the appointment of substitutes for the 2009/10 school year.

-- Jill Dugan, substitute clerical (typist, senior typist, receptionist)

-- Co-Curricular Positions: It is recommended that the Board of Education approve the following appointments for the 2009/10 school year.

-- Joanne Baum, choreographer; \$1,435

-- Mariah Noden, lifeguard; \$10 per hour

-- Lisa Stauderman, lifeguard; \$10 per hour

-- David Hewitt, varsity baseball coach; \$2,475

-- Food Service Helper: It is recommended that the Board of Education approve the appointment of **Kimberly Thompson** as Food Service Helper, effective November 10, 2009, three hours per day, with a 52-week probationary period, at a rate of \$9.34 per hour.

-- Typist: It is recommended that the Board of Education approve the appointment of **Betsy Jo Perkins** as Typist, effective November 10, 2009, four hours per day, with a 52-week probationary period, at a rate of \$11.89 per hour.

\*\*\* end of personnel consent agenda items \*\*\*

-- Co-Curricular: It is recommended that the Board of Education approve the appointment of **Shelby Tyrrell** and **Bradley Lasagna** as Varsity Cheerleading Co-Advisors for 2009/10, with a stipend of \$1,500 each.

RECOMMENDED BOARD ACTION

Approve appointment.

**VI. BUSINESS OFFICE REPORTS/INFORMATIONAL ITEMS**

- Sale of Excessed Items; memo for BOE
- Middle School Gym Lighting; memo for BOE

**VII. SUPERINTENDENT'S REPORT/INFORMATIONAL ITEMS**

- Transportation Department Training; memo to BOE
- STAR Reading and Math Information
- H1N1 Update
- Ann Frank Tree Project Update

**VIII. BOARD OF EDUCATION REPORT**

- BOCES Minutes, October 22, 2009
- BOE Goals, 2009/10; discussion, editing and adoption if ready (*please bring document from October 30 update*)
- BOE Committee Reports/Discussions
  - Long-Range Facilities Planning Committee; Ted Rejman, Dean Winspear
  - **Discussion**; (*please provide written notes from November 2*)
- Cayuga Onondaga School Boards Association (COSBA) Executive Committee Representative; Robb Jetty
- **Report on** October 29 CASE event

- District Audit Committee; Teresa Lipfert, Dean Winspear, Bruce Kopp
  - Management Response to Payroll Audit
  - Audit Committee Charter; discussion (*please bring draft from October 30 update*)

It is recommended that the Board of Education approve the Audit Committee Charter, as revised.

RECOMMENDED BOARD ACTION      Approve Charter.

-- Internal Audit Report; Academic Year 2008/09: It is recommended that the Board of Education acknowledge receipt of the Internal Audit Report prepared by internal auditor Julie Burnham and dated October 26, 2009.

RECOMMENDED BOARD ACTION      Acknowledge receipt of report.

- Long-Range Education Planning Committee: Teresa Lipfert, Ted Rejman
- Policy Committee; Ted Rejman, Dean Winspear, Lisa Killian
  - **Next Meeting**, November 17
- Wellness Core Committee or Sub-Committees; Joe Lonsky; Dean Winspear
  - **Next Meeting** November 17, 7:45 am
- Transportation Committee; Dean Winspear, Joe Lonsky
- Athletics; Lisa Killian
- SCCS/Union Springs Merged Sports Committee; Bruce Kopp, Dean Winspear, Lisa Killian
- SCCS/Wells Partnership; Ted Rejman
  - **Minutes** November 4
- Safety Committee: Robb Jetty

**IX. QUESTIONS FROM THE AUDIENCE REGARDING AGENDA ITEMS**

(This item is reserved for questions about the Board's discussion and action on topics relevant to this agenda. The duration of comments should be kept to a reasonable length, four minutes or less.)

**X. PROPOSED EXECUTIVE SESSION –**

**Note:** The President of the Board of Education has requested an executive session to discuss the medical, financial, credit or employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.

**XI. RETURN TO OPEN SESSION**

**XII. ADJOURNMENT**

**SUBJECT: VISITS TO THE SCHOOLS -- BOARD MEMBERS**

The Board encourages its members to visit the district schools and supportive school departments. However, such visits shall be made in accordance with the following guidelines:

- a) All visits shall be recorded in the main office, stating the purpose of the visit;
- b) Such visits are for the purpose of becoming acquainted with school programs, personnel, operation and facility and should not interfere with the operation of the school or any employee **or student**;
- c) Board members should refrain from giving directions or making evaluations of personnel or operating procedures during their visit;
- d) If a school visit leaves a Board member with a concern, this concern should initially be discussed with the Superintendent and President of the Board.

Board members may have children in the schools and therefore have parental opportunities to converse with their child's teacher, counselor or administrator. In those instances, the Board member should make it clear that he/she is visiting as a parent and not as a member of the Board of Education.

*SCCS BOE DRAFT for second reading November 9, 2009*

Adopted: 6/7/04

**SUBJECT: APPOINTMENT AND TRAINING OF COMMITTEE ON PRESCHOOL  
SPECIAL EDUCATION (CPSE) MEMBERS**

**Committee on Preschool Special Education (CPSE) Membership**

The Board of Education shall appoint a Committee on Preschool Special Education (CPSE) whose membership shall include, but not be limited to, the following members:

- a) The parent(s) of the child;
- b) At least one (1) regular education teacher of such child (if the child is, or may be, participating in the regular education environment);
- c) At least one (1) special education teacher of the child or, where appropriate, at least one (1) special education provider (i.e., related service provider) of such child;
- d) A representative of the School District who is qualified to provide, or supervise the provision of, special education and who is knowledgeable about the general curriculum and about the availability of preschool special education programs and services and other resources of the District (who shall serve as Chairperson of the CPSE);
- e) An individual who can interpret the instructional implications of evaluation results, who may be a member of the team selected from the regular education teacher, the special education teacher or provider, the school psychologist, the School District representative described above, or a person having knowledge or special expertise regarding the student as determined by the District;
- f) At the discretion of the parent or the District, other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate. The determination of knowledge or special expertise shall be made by the party (parents or School District) who invited the individual to be a member of the committee;
- g) A parent of a child with a disability who resides in the School District or a neighboring school district, and whose child is enrolled in a preschool or elementary level education program provided that such parent shall not be employed by or under contract with the School District or municipality; and provided further that such parent shall not be a required member if the parents of the child request, in writing, that the additional parent member not participate in the meeting.
- h) For a child's transition from early intervention programs and services (Infant and Toddler Programs), the appropriately licensed or certified professional from the County Early Intervention Program. This professional must attend all meetings of the CPSE conducted prior to the child's initial receipt of services; and

*(continued)*

**SUBJECT: APPOINTMENT AND TRAINING OF COMMITTEE ON PRESCHOOL SPECIAL EDUCATION (CPSE) MEMBERS (continued)**

- i) A representative of the municipality of the preschool child's residence. Attendance of the appointee of the municipality is not required for a quorum.

**Training**

The training of qualified personnel is essential to the effective implementation of the Regulations of the Commissioner of Education regarding the education of all students with disabilities.

**The Director of Committee on Special Education and Preschool Special Education Chairperson (CSE/CPSE)** shall be responsible to the Superintendent for establishing administrative practices and procedures for training all District personnel responsible for carrying out the provisions of Part 200 of the Commissioner's Regulations as well as members of the Committee on Preschool Special Education.

Education Law Section 4410  
20 United States Code (USC) Sections 1400-1485,  
Individuals With Disabilities Education Act (IDEA)  
34 Code of Federal Regulations (CFR) Part 300  
8 New York Code of Rules and Regulations  
(NYCRR) Sections 200.2(b)(3) and 200.3

NOTE: Refer also to Policies #7613 -- The Role of the Board of Education in Implementing a Student's Individualized Education Program  
#7614 -- Preschool Special Education Program  
#7631 -- Committee on Special Education/Subcommittee on Special Education Members

*DRAFT for Second Reading; SCCS BOE, November 9, 2009*  
Adopted: 6/7/04

**SUBJECT: STUDENT INDIVIDUALIZED EDUCATION PROGRAM (IEP):  
DEVELOPMENT AND PROVISION**

**Development of Individualized Education Program**

The Board of Education directs that the Committee on Special Education (CSE) or Committee on Preschool Special Education (CPSE) shall have prepared a written statement (program) for each child with a disability.

**The CSE or CPSE is responsible for the development of an Individualized Educational Program (IEP) for every child identified as a student with a disability. Every child's IEP will be reviewed annually and revised to meet the needs of the student. Program reviews may occur prior to the annual date if deemed necessary by the parent, teacher or related service providers or CSE or CPSE Chairperson.**

~~—Such an Individualized Education Program (IEP) will be developed by the CSE or CPSE upon referral, and reviewed or revised, whichever is appropriate, for every child with a disability at least annually or in the event that the program no longer appears to be appropriate to meet the student's needs and ability level.~~

**Provision of Individualized Education Program**

The Board of Education directs that the Superintendent/designee(s) establish administrative practices and procedures to ensure that each regular education teacher, special education teacher, related service provider and/or other service provider who is responsible for the implementation of a student's IEP is *provided a paper or electronic copy of such student's IEP prior to the implementation of such program*. For purposes of this policy, "other service provider" means a representative of another public school district, charter school, Board of Cooperative Educational Services (BOCES) or school enumerated in Articles 81, 85 or 89 of the Education Law where the student receives or will receive IEP services. Further, the District will designate at least one school official who shall be responsible for maintaining a record of the personnel who have received IEP copies for each student.

*Any copy of a student's IEP shall remain confidential* in compliance with the Individuals with Disabilities Education Act, the Family Educational Rights and Privacy Act, and District policy regarding confidentiality of student records; and shall not be disclosed to any other person other than the parent of such student, except in accordance with federal and state laws and/or regulations. Appropriate training and information will be provided to designated school personnel, as applicable, to ensure the confidentiality of such information. Procedures will be established to ensure that copies of students' IEPs are stored in secure locations and retrieved or destroyed when such professionals are no longer responsible for implementing a student's IEP.

**SUBJECT: STUDENT INDIVIDUALIZED EDUCATION PROGRAM (IEP):  
DEVELOPMENT AND PROVISION** *(continued)*

The Chairperson of the CSE, CSE subcommittee, or CPSE *shall designate* for each student one or, as appropriate, more than one professional employee of the School District with knowledge of the student's disability and education program *who will be responsible to, prior to the implementation of the IEP, inform* each regular education teacher, special education teacher, related service provider, other service provider, paraprofessional (i.e., a teaching assistant or a teacher aide as defined in Commissioner's Regulations), and other provider and support staff person of his/her responsibility to implement the recommendations on a student's IEP, including the responsibility to provide specific accommodations, program modifications, supports and/or services for the student in accordance with the IEP. In selecting the professional staff person(s), the Chairperson could select him/herself for this responsibility, another administrator, or a teacher, related service provider or other professional based on the particular circumstances of the student's disability and education program.

The School District shall also ensure that each teaching assistant, teacher aide and each other provider responsible for assisting in the implementation of a student's IEP has *the opportunity to review* a copy of the student's IEP prior to the implementation of such program. Further, each teaching assistant, teacher aide and such other provider responsible for assisting in the implementation of a student's IEP shall have *ongoing access* to a copy of the IEP, which may be the copy provided to the student's special education teacher or the teacher or related service provider under whose direction the paraprofessional or other provider works. However, the District may, at its discretion, provide a copy of the IEP to teaching assistants and/or teacher aides.

A copy of a student's IEP shall be provided to the student's parents at no cost to the student's parents.

**Individual Re-evaluations of Individualized Education Program**

A committee on special education (CSE/CPSE) shall arrange for an appropriate re-evaluation of each student with a disability if conditions warrant a re-evaluation, or if the student's parent or teacher requests the re-evaluation; however, a re-evaluation must take place at least once every three years. The re-evaluation will be conducted by a multi-disciplinary team or group of persons, including at least one teacher or other specialist with knowledge in the area of the student's disability. The re-evaluation shall be sufficient to determine the student's individual needs, educational progress and achievement, the student's ability to participate in instructional programs in regular education and the student's continuing eligibility for special education. The results of any re-evaluations must be addressed by the CSE/CPSE in reviewing, and as appropriate, revising the student's IEP.

**SUBJECT: STUDENT INDIVIDUALIZED EDUCATION PROGRAM (IEP):  
DEVELOPMENT AND PROVISION** *(continued)*

**Use of Recording Equipment at IEP Meetings**

The Board of Education shall allow recording equipment to be used at meetings regarding individualized education programs for students with disabilities.

Education Law Section 4402(7)  
Education Law Articles 81, 85 and 89  
8 New York Code of Rules and Regulations  
(NYCRR) Sections 200.1(hh), 200.2(b)(11),  
200.4(b)(4), 200.4(e)(3), 200.4(f), and 200.16(e)(6)

*DRAFT for Second Reading; SCCS BOE, November 9, 2009*  
Adopted: 6/7/04

**SUBJECT: IMPARTIAL HEARINGS/SELECTION OF IMPARTIAL HEARING OFFICERS**

The School District is committed to making every effort to amicably resolve differences involving the educational programs for students with disabilities. When outside assistance is needed to aid in resolving a disagreement about the identification, evaluation, educational placement or provision of a free appropriate education for a student with a disability, mediation is encouraged. For those exceptional circumstances where a more formal method is required, the impartial hearing process will be utilized. The impartial hearing officer (IHO) renders a written decision after the parties present and refute evidence before him/her. The decision of the IHO is final and binding on both parties unless appealed to the State Review Officer (SRO).

**Impartial Hearing Process**

The following is an overview of the Impartial Hearing process:

- a) Either the parent or the School District may request an impartial hearing. If a parent makes the request it must be in writing to the Board of Education describing the nature of the dispute and a proposed resolution of the problem. The District will provide a form for this purpose. However, the District may not deny or delay a parent's right to an impartial hearing if the written request is not complete.

If the District is the party initiating an impartial hearing, the District will provide prior written notice to the parent including a statement of the action proposed and any explanation of why the District proposes to take such action.

- b) Upon receipt of or initiation of a request for an impartial hearing, the District will inform the parent of the availability of mediation, of any free or low-cost legal and other relevant services available in the area, and provide them with a copy of the District's Procedural Safeguards Notice.

The District must immediately [but not later than two (2) business days after receipt of the written request] initiate the process to select an IHO. The District selects the IHO through a rotational selection process in accordance with regulatory timelines. ~~The Superintendent's Secretary/District Clerk~~ **A person appointed by the Superintendent (ie CSE secretary)** will be responsible for contacting IHOs and maintaining appropriate records.

*(continued)*

**SUBJECT: IMPARTIAL HEARINGS/SELECTION OF IMPARTIAL HEARING OFFICERS** *(continued)*

- d) The IHO must be certified by the Commissioner of Education, be independent and have access to the support and equipment necessary to perform the duties of an IHO. When the selected IHO indicates availability, the Board of Education must immediately appoint him/her. To expedite this process the Board may designate one (1) or more of its members to appoint the IHO on behalf of the Board.
- e) The impartial hearing will be conducted at a location that is reasonable and convenient to the parent and the student involved. The hearing shall be closed to the public unless the parent requests an open hearing.
- f) The IHO presides over the hearing at which the parties have an opportunity to present evidence and testimony.
- g) The student remains in his/her current placement during the pendency of the impartial hearing unless both parties agree and except as otherwise provided for expedited impartial hearings for certain disciplinary suspensions or removals of a student.
- h) The IHO renders and forwards the finding of fact and decision to the parties and to the State Education Department in accordance with regulatory timelines.
- i) The decision of the IHO is final and binding on both parties unless appealed to the State Review Officer (SRO).

**Recordkeeping and Reporting**

The District will maintain an alphabetical list of the names of each IHO who is certified in New York State and available to serve in the District. The District will record and report to the State Education Department required information relating to the selection of IHOs and the conduct of impartial hearings according to the manner and schedule specified by the department. The Superintendent shall designate a staff member(s) who will be responsible for reporting such information as required relating to the impartial hearing process into the State Education Department's web-based reporting system.

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*DRAFT for Second Reading; SCCS BOE, November 9, 2009*

Adopted: 6/7/04

**SUBJECT: IMPARTIAL HEARINGS/SELECTION OF IMPARTIAL HEARING OFFICERS** *(continued)*

**Compensation of Impartial Hearing Officers**

The District will be responsible for compensating the IHO for pre-hearing, hearing and post-hearing activities at the rate agreed upon at the time of the IHO's appointment. The rate of compensation may not exceed the maximum rate approved by the Director of the Division of the Budget. The District will also reimburse the IHO for travel and other hearing-related expenses (e.g., duplication and telephone costs) pursuant to an annually determined schedule. On an annual basis, the District will forward a copy of its compensation rates to each IHO on the District's rotational list.

**Mediation**

Mediation is voluntary and does not deny or delay a parent's right to an impartial hearing. If mediation is initiated after a request for an impartial hearing has been received, the impartial hearing must continue unless the request for the impartial hearing is withdrawn. However, a party may request an extension to an impartial hearing in order to pursue mediation.

**Guardians ad Litem at Impartial Hearings**

Unless a surrogate parent has been previously appointed, the IHO must appoint a guardian ad litem when he/she determines that the interests of the parent(s) are opposed to or inconsistent with those of the student or whenever the interests of the student would be best protected by such appointment.

*Confidentiality*

All issues relating to a request for and conduct of an Impartial Hearing must be kept confidential by all District staff.

**Administrative Procedures**

Administrative procedures will be developed for the selection and appointment of an IHO consistent with regulatory requirements.

Education Law Sections 4404(1) and 4410(7)  
8 New York Code of Rules and Regulations  
(NYCRR) Sections 200.1, 200.2, 200.5, 200.16,  
200.21 and 201.11

*DRAFT for Second Reading; SCCS BOE, November 9, 2009*  
Adopted: 6/7/04

Board of Education Agenda  
 Attachment  
 November 9, 2009

Surplus Books from the Emily Howland Building

<b>LOCATION</b>	<b>ITEM</b>	<b>DESCRIPTION &amp; MANUFACTURER</b>	<b>AGE (ESTIMATE)</b>	<b>RATIONALE FOR DISPOSAL</b>
Emily Howland	19 Encyclopedias	World Book	1960-1980	Outdated
	143 Social Studies Books	Cornerstone of Freedom	1979	Outdated
	68 Math Grade 4	Scott Foresman Addison-Wesley	1999	Outdated
	2 Teachers Editions	Math Grade 4 Text Books	1999	Outdated
	68 The Music Book	Holt, Rinehart & Winston & 2 teachers editions	1984	Outdated
	25 Primary reading practice books	Scott Foresman	1987	Outdated
	22 All Together Social Studies Books	Scott Foresman	1988	Outdated
	8 About My World	Harcourt Horizons Social Studies Books	2005	Samples
	6 Goodness Gracial	MacMillan/McGraw/Hill Social Studies	1993	Samples
	492 Assorted Library Books			Outdated
	28 Wishes	MacMillan Reading Texts plus 2 teacher's editions	1986	Outdated
	9 Sing a Sweet Song	MacMillan/McGraw/Hill	1993	Outdated
	25 Math Grade 1	Scott Foresman – Addison Wesley & 4 teacher's editions	1999 & 2000	Outdated
	11 Here We Grow	MacMillan/McGraw/Hill primary math	2001	Outdated