

Hosted a **public hearing** and approved the August 8, 2006 update to the **district safety plan**.

Provided a **second reading** and adopted the following policies, in accordance with Peru CSD policy P-2450, providing for ongoing review and updating of district policy: Student Smoking on School Premises; **8832 Bomb Threats** and **9260 Conditional Appointments**.

Perused the agenda for the October 10, 2006 8:30 AM until 12:30 PM **University of the State of New York [USNY] Regional Summit on Education** entitled "Education: A Joint Venture in the North Country", hosted at the Peru Central School District's community room and high school cafeteria, featuring, among others, BOCES Superintendents **Craig King** of CVES and **David J. DeSantis** of the Franklin-Essex-Hamilton BOCES, New York State Regent **Dr. James Dawson**, New York State Commissioner of Education **Richard Mills**, North Country Chamber of Commerce President and CEO **Garry Douglas**, North Country Regional Workforce Investment Board Executive Director **James Calnon**, New York State Council of School Superintendents **Dr. Tom Rogers**. The intent of the gathering is to focus collective attention throughout the North Country on two focus questions for participants from the region's school districts and partnering agencies & organizations: [1] What preparation needs to be completed prior to entering high school to ensure that students will graduate?; and [2] What key things should happen or change in high school to ensure all students, including struggling students, stay in school, become successful, and graduate?

Note: The Superintendent of Schools will collaborate with the high school Principal, faculty and staff to prepare a welcome banner, a welcome message on the school district's sign board, a cadre of high school student greeters for the morning of October 10th, a student council officer who will assist the Superintendent of Schools with brief welcoming remarks at the start of the gathering, recruiting a set of approximately twenty five [25] adults representing the Board of Education, administration, faculty, parents, students and staff to participate with table discussions. It's anticipated there will be twenty to twenty-five discussion tables providing ten seats at each table, thereby providing adequate seating for representatives from the school districts of this multi-BOCES region.

Restored the eighth kindergarten class section for 2006-2007, based updated student enrollment data reflected in the student enrollment report of August 8, 2006 and the customary additional kindergarten registrations during the final days of August and first days of September. As recently as a month ago, student enrollment count allowed for reduction of one kindergarten section. Continued increases in kindergarten enrollment since the July 2006 meeting call for restoration of that kindergarten class section. Student enrollment at each grade level is tracked continuously by Principals.

Authorized approximately **five additional days late summer/fall 2006** at the already established **\$50/hour consultant rate** for just retired Principal and Information Coordinator Bonnie Berry, to reflect an expanded set of state-mandated tasks associated with the state's new student **data warehousing system**. Doing so will to assist Peru CSD ramp-up by Director Irene Stephney, who now serves as Peru CSD chief information officer, associated with statewide and regional student data warehouse migration. The consultant time already used has assisted the newly appointed extra-duty assignment information technology coordinators with providing with a strong start of services. The Superintendent of Schools met with the newly appointed information technology coordinators August 1, 2006, and the transition process has launched successfully.

Approved the school district's intended use of approximately \$7,800 of categorical special education grant funding to accomplish some of the increased clerical tasks associated with school district communications and documentation of federal and state mandated student services such as pre-school special education [some communications that had been the role of the county are now the role of the school district], '504 plans' and individualized education plans via **establishing on a pilot basis a temporary grant-funded part-time, eighteen hours per week or less, typist position associated with the special education department office to begin no earlier than October 2006 and ending no later than June 30, 2007**. Doing so would be **in place of** the customary budgeting of some categorical grant monies for clerical staff overtime associated with the essential communications and documentation functions outlined above. The special education department typically budgets several thousand dollars for staff overtime. The use of the funds varies from year to year, dependent upon the intensity of annual review season. Three years ago the district used part time additional clerical support when the special education laws changed, thereby requiring paper copies of IEPs to all teachers. After that, the district launched use of information technology network software to send the IEPs via e-mail. Since that time, for CSE matters, we have not required additional assistance but we have utilized some overtime. The big change for the CPSE [committee for pre-school special education] is the recent changes via Clinton County. The county previously took the IEP prepared at the CPSE meetings and found providers for the children being served. This function can be lengthy, requiring substantial staff time via phone, contacting service providers and scheduling services with parents. A single child may require up to four different services. Another change is the increase in number of children served. Caseload for Peru CSD regarding CPSE has grown from thirty students in year 2004 to just over sixty students currently. Due process rights call for timely and adequate district follow through with all such CPSE and CSE matters.

Increased by **0.2 FTE the part-time French teacher staffing** from 0.6 FTE [three periods daily] to 0.8 FTE [four periods daily], based on increased student enrollment associated with French language courses.

Established a **0.4 FTE part time teaching assistant** position for the middle/high school library media center, due to the need to shift 0.4FTE of library media specialist staffing from the middle/high school to the primary school as a by product of the recently awarded \$2M reading first grant.

Received the August 8, 2006 **snapshot report** associated with the new K-6 reading series associated with the recently awarded multi-year **Reading First grant** for Peru CSD.

Set the tax levy and tax rate for the 2006-2007 school year.

Approved the Superintendent's proposed **2006-2007 budget development timetable**.

Received a '**snapshot**' **report on all ongoing school district, building level and school board committees**, intended to inform the school board, employees and residents about existing committees at Peru CSD.

Received the Superintendent's snapshot summary 'map' of **information technology coordination services** at Peru CSD for the 2006-2007 school year.

Approved school district purchase the **31st biennial edition of NYS School Law**, co-published by the NYSSBA and the New York State Bar Association, as soon as that publication is available, likely October 2006. The school district purchased only a limited number of copies in fall 2004 of the 30th edition of School Law. Some administrators have had outdated copies for multiple years. The school district will purchase sufficient copies of the 31st edition so that each board member, the district clerk, each administrator and I have updated copies to use as ready reference. NYSSBA anticipates the price to be approximately \$80/copy.

Designated the Superintendent of Schools as the individual authorized to permit **Red Cross or Department of Health** use of campus buildings, grounds and/or equipment for **mass care sheltering, clinics and/or disaster relief activities** upon request by the Red Cross or Department of Health, to the extent the Superintendent of Schools views the request to be within the school district's ability. The Superintendent shall inform the Red Cross and Department of Health the school district has given notice to appropriate agencies regarding the need for emergency power generation capacity identified as a priority for strengthening the utility of the consolidated central campus for such emergency sheltering, disaster relief or clinic services, in the event that normal electrical service is unavailable to the school district for a period of time. Authorized the **President of the School Board** to sign such an agreement on behalf of the Board of Education.

Authorized the Superintendent of Schools to **encumber funds for a 2006-2007** cross-campus subscription to United Streaming, as part of our information technology software, at a cost anticipated to be \$3,490 from budget code A2630.460.0800.

Reassigned faculty member **Kathy Caron** to the 0.4 FTE special education teacher on special assignment position established by the school board June 13, 2006. This reassignment does not require additional staffing or adding another individual to payroll. Staff schedules have been consolidated to accommodate this reassignment. This position will **consolidate** the administration of programs for students with special needs. Funding of this position for the 2006-2007 school year is via special education categorical grant funding. The **purpose** of the part-time position is to enable the Director of Special Education to provide campus-wide case management of **504 plans, protocols and recordkeeping**, by providing the Director with the capacity to delegate some aspects of day-to-day CSE special education program coordination and meeting facilitation to the part-time special education teacher on special assignment.

Authorized up to **twenty hours total of August 2006 overtime** (not to exceed \$750 total cost) in the district office in response to significant expansion of recruitment and associated personnel records management tasks, during this 'peak' time of the year for the district office. The intent is to be sure that all documents and databases associated with this function are accurate and completed in timely fashion, even as the normal brisk pace of the final three weeks of summer preparation are underway. Use of student workers for this summer function is not appropriate, given the confidentiality associated with this personnel function of the district office. Tasks include filing of documents associated with newly appointed employees, updating certification records for state certified employees, notices to faculty members associated with state certification, correspondence with the hundreds of individuals who applied for the various vacancies in recent months. Increased public accountability for fingerprinting and tracking of employee certification are factors, along with the impact of several dozen newly appointed employees and several hundred returning employees. This matter calls for adequate and timely attention.

Continued to have a certain **faculty member on paid administrative leave**, until the next regular monthly meeting, pending advice of counsel.

Authorized the Superintendent of Schools, consistent with policy P-9240 Staff Recruitment and Hiring, adopted May 9, 2006, if and when time is of the essence during August, until the next regular monthly meeting, to **place a finalist candidate on payroll temporarily**, in anticipation of a resolution of employment by the Board soon thereafter.

Set the September 2006 regular monthly meeting as the date for a specific recommendation and plan of approach from administration to implement **renovations and upgrades** to the telecommunications system, via current capital project monies and via BOCES-aid categories for particular services when doing so reduces cost to the school district. Proposals from two telecommunications firms are under examination. Both proposals include state contract pricing. The district is considering factors such as initial price, capacity for on-site support in timely fashion, capacity to meet the communications needs of the school district and the prospect for future expansion of the telecommunications system in cost-effective fashion. Note: A **detail report with specific recommendations** will be provided to the school board. The overall goal is to move ahead September 2006 with telecommunications renovations and upgrades such as use of Voice over Internet Protocol; voice messenger system capable of sending messages to all parents and all staff in a short period of time; easy exchange between and among phone and computer connections including expanded off-campus access by school administrators, supervisors and others designated by the Superintendent to have expanded off-campus access into the telecommunications system; easily expandable system; wireless campus capacity for voice, text and video; portable on-campus communication devices for appropriate staff with greater clarity and range than our current hand-held radios; longer-term economy and value to the school district. The **December 13, 2005** Superintendent's report featured a summary report of an on-campus emergency response training session with Clinton County Emergency Services, to assist with administrative-supervisory review of our capacity for speedy notification to parents, guardians and care providers for routine matters and unforeseen circumstances. The administrative team contacted similar sized school districts in our state with such automated messaging systems in place. Such software systems do offer schools vastly increased capacity to notify parents, guardians and care providers promptly when circumstances warrant. This area is one example of ongoing efforts to **update and strengthen key infrastructure systems** for strengthening normal telecommunications functions while strengthening our capacity to respond appropriately and on a timely basis in crisis intervention situations.

Requested each Principal examine and follow through diligently with district policy **P-5102 Attendance of Students**, adopted August 13, 2002. **Principals** are charged with submitting to the Superintendent of Schools before the end of the first marking quarter the **specific guidelines and processes** that will be used by the Principal and others in the event there is consideration given later that school year to deny a student course credit or to respond appropriately to a student's appeal subsequent to such action.

Commissioned the Superintendent of Schools to coordinate **campus-wide faculty, student, parent and Principal examination of the policy during fall 2006**, with a **February 2006 set of recommendations** from each grade span provided to the school board, via the Superintendent of Schools. The intent is to advance policy and practice at Peru Central School District associated with attendance of students. National studies indicate increased attendance rates correlate with increased student success rates.

Authorized a **Peru CSD fall 2006 'yard sale'** or other method determined by the business office as most suitable and in keeping with district policy, so as to de-clutter the grounds and storage areas across campus in timely fashion and in advance of November 2006. Specific date, time, location and method to be outlined by the School Business Administrator at the September 12, 2006 school board meeting.

Scheduled a September 12, 2006 **meeting of the audit committee**. The school board as a whole serves as the audit committee. The duties of the audit committee include recommending the appointment of the external auditor, reviewing and discussing with the external auditor and any risk assessment of the district's fiscal operations; reviewing and receiving the draft annual audit report and draft management letter, reviewing every collective action plan developed by the school district; assisting in the oversight of the internal audit function. All these tasks are byproducts of the recently expanded fiscal accountability requirements for public school districts.