

DATE: August 31, 2011

KIND OF MEETING: Special Meeting

LOCATION: District Conference Room

MEMBERS PRESENT: Marice Bright                      David Dufrane                      Valerie Dunning  
Dennis Egan    Valerie Pelkey                      Stephen Perry  
Tracy Warren

MEMBERS ABSENT: George Martin                      Melissa Mills

OTHERS PRESENT: Beverly L. Ouderkirk, Interim Shared Superintendent of Schools  
Angela DeBeer, Treasurer

CALL TO ORDER: The Special Meeting of the Brushton-Moira Central School District’s Board of Education was called to order at 6:07 p.m. by President, David Dufrane.

PLEDGE OF ALLEGIANCE: Members of the Board and those in the audience rose and said the Pledge of Allegiance.

APPR TEMPLATE: Ms. Ouderkirk updated the Board on the recent changes on the previously approved APPR template due to NYSUT’s winning of a lawsuit and charges by the State Education Department. NYSUT will endorse St. Lawrence County’s APPR plan. Ms. Ouderkirk met with the district’s attorney, Don Budmen, who also had a template similar to St. Lawrence County. This is a “place holder” to meet timeline requirements. (She also noted that the NYS Testing Schedule is conflicting with adopted School Calendars.)

APPROVE RESCINDING MOTION: Upon presentation and recommendation of Beverly L. Ouderkirk, Interim Shared Superintendent of Schools, motion made by Dennis Egan, and seconded by Valerie Dunning, that the Board of Education shall approve rescinding the previous motion dated August 17, 2011, approving the prior APPR template. Motion voted and carried.

7-Yes                      0-No

APPROVE REVISED APPR TEMPLATE: Upon presentation and recommendation of Beverly L. Ouderkirk, Interim Shared Superintendent of Schools, motion made by Valerie Pelkey, and seconded by Tracy Warren, that the Board of Education shall approve the revised APPR document, as presented. (attached) Motion voted and carried.

7-Yes                      0-No

APPOINT ACCOUNT CLERK: Upon presentation and recommendation of Beverly L. Ouderkirk, Interim Shared Superintendent of Schools, motion made by Stephen Perry, and seconded by Tracy Warren, that the Board of Education shall appoint Leisha Lewis to the position of 10-month 8-hour Account Clerk, at Step 1, consistent with the Agreement between the Brushton-Moira Central School District’s Board of Education and the Brushton-Moira Support Staffs’ Association, for a probationary period of September 1, 2011 through August 31, 2012. Motion voted and carried.

7-Yes                      0-No

APPROVE EXTRA HELP FOR TRAINING OF ACCOUNT CLERK: Upon presentation and recommendation of Beverly L. Ouderkirk, Interim Shared Superintendent of Schools, motion made by Stephen Perry, and seconded by Dennis Egan, that the Board of Education shall approve allowing Anne Titus work in the Business Office for extra help with the training of the new Account Clerk at a rate of \$20.00 per hour for up to 40 hours. Motion voted and carried.

7-Yes

0-No

APPROVE BOE MEMBERS  
TO ATTEND AREA 6  
DINNER MEETING:

Motion made by Tracy Warren, and seconded by Marice Bright, that the Board of Education shall approve Valerie Pelkey and David Dufrane to attend the Area 6 Dinner Meeting on September 22, 2011 at the Malone Golf Club. Motion voted and carried.

7-Yes

0-No

DISCUSSION ON CAPITAL  
PROJECT:

Mr. Egan expressed concern about some issues with the Capital Project; specifically at the Bus Garage. Ms. Ouderkirk informed the Board that she had several meetings scheduled for Thursday, September 1<sup>st</sup>, with the Architect and Contractors, as well as Dan Durant, Clerk of the Works. Ms. Ouderkirk is hoping to resolve some of these issues and plans to report back to the Board at a later date.

DISCUSSION ON  
HURRICANE IRENE:

Mr. Egan noted that he had seen that two school districts in Prattsville and Middleburg were severally damaged and wanted to know if BMC may be able to donate any of our excess property to them, if it's something that they could utilize.

DISCUSSION ON 2011-2012  
BUDGET:

Mr. Dufrane asked Ms. Ouderkirk had any thoughts on next years budget. Ms. Ouderkirk stated that she has just begun her review of this year's budget and stated that we need to be sure to be careful to not grab at "carrots" that may be dangled in front of us by the State. Ms. Ouderkirk stated that that's all she is prepared to speak about at this time.

DISCUSSION ON LONG-  
TERM SUBSTITUTE RATE:

A discussion occurred regarding the long-term substitute rate. There is some concern that the rate may not be high enough to attract qualified candidates. Some BOE members agree that the rate should be left at the recently approved \$150 per day after the 10<sup>th</sup> day. However, others wanted Ms. Ouderkirk to investigate if it would be discriminatory if the district were to pay \$150 on the first day of a long-term substitute approval, if the teacher were certified in a high demand core subject area. Ms. Ouderkirk will look into it and report back to the Board.

ADJOURNMENT:

Motion made by Tracy Warren, and seconded by Stephen Perry, to adjourn the Special Meeting of the Board of Education. Motion voted and carried.

7-Yes

0-No

The Special Meeting of the Board of Education was adjourned at 6:47 p.m.

Minutes approved by:

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Clerk of the Board

## **Annual Professional Performance Review Plan For Principals Covered By L. 2010, Ch. 103, Effective September 1, 2011**

The Board of Education of the Brushton-Moira Central School District (the "District"), acting in public session, hereby adopts this Annual Professional Performance Plan (the "APPR Plan") for those of its principals who will become covered by the annual professional performance review provisions of Chapter 103 of the Laws of 2010 during the 2011-12 school year.

### **(1) Definition of Covered Principals**

This APPR Plan will apply only to a principal or co-principal of a registered public school building in which classroom teachers of common branch subjects or English language arts or mathematics in grades four to eight are employed during the 2011-12 school year.

### **(2) Ensuring Accurate Teacher and Student Data**

The District shall provide accurate data to the State Education Department (the "SED") in a format and timeline prescribed by the Commissioner. The District shall also provide an opportunity for every covered principal to verify the subjects and/or student rosters assigned to him/her. The CIO/SDB Secretary shall be designated as the Data Coordinator who shall be in charge of collecting the required data, overseeing changes in and maintenance of the local data management systems, and ensuring the accuracy of the data. The Data Coordinator shall have the authority to assign tasks and deadlines, as required.

### **(3) Reporting Individual Subcomponent Scores**

The Data Coordinator shall be responsible for reporting to the SED the individual subcomponent scores and the total composite effectiveness score for each covered classroom teacher and building principal in the District, and shall do so in a format and timeline prescribed by the Commissioner.

### **(4) Development, Security and Scoring of Assessments**

The Data Coordinator shall be responsible for overseeing the assessment development, security, and scoring processes utilized by the District under this APPR Plan, and shall take steps to ensure that any assessments and/or measures used to evaluate teachers and principals 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.

### **(5) Details of the District's Evaluation System**

The details of the District's Chapter 103 evaluation system cannot be described at this time because those details must be determined through collective negotiations with the bargaining agent of the covered principals, and such negotiations have not been finalized. Upon the completion of the negotiations, this APPR Plan will be amended to reflect the agreed-upon procedures.

**(6) Details of Timely and Constructive Feedback Provided to Principals**

The details of how the District shall provide timely and constructive feedback to principals under Chapter 103 cannot be described at this time because those details must be determined through collective negotiations with the bargaining agent of the covered principals, and such negotiations have not been finalized. Upon the completion of the negotiations, this APPR Plan will be amended to reflect the agreed-upon procedures.

**(7) Appeals of Annual Professional Performance Reviews**

The details of the District's procedure for resolving appeals of annual professional performance reviews under Chapter 103 cannot be described at this time because those details must be determined through collective negotiations with the bargaining agent of the covered principals, and such negotiations have not been finalized. Upon the completion of the negotiations, this APPR Plan will be amended to reflect the agreed-upon procedures.

**(8) Duration and Nature of Training Provided to Evaluators and Lead Evaluators**

(a) The "lead evaluator" is the administrator who is primarily responsible for a principal's evaluation under Chapter 103. The term "evaluator" shall include any administrator who conducts an observation or evaluation of a principal.

(b) All evaluators shall successfully complete a training course that meets the minimum requirements prescribed in Chapter 103 and Section 30-2.9 of the regulations thereunder. Such training shall include application and use of the State-approved principal practice rubric(s) selected by the District for use in evaluations.

(c) Once an evaluator has successfully completed a training course meeting the minimum requirements prescribed in the law and regulations, he/she shall be deemed to be certified by the District as a lead evaluator.

(d) Other details of the District's training for evaluators and lead evaluators, including the duration and nature of such training and the process for certifying lead evaluators, cannot be described at this time pending the outcome of collective bargaining negotiations with the representative of the covered teachers over the selection of a principal practice rubric and other related negotiable issues. Upon the completion of these negotiations, this APPR Plan will be amended to reflect the agreed-upon procedures.

(e) Nothing herein shall be construed to prohibit an evaluator who is properly certified by the State as a school administrator from conducting observations as part of an annual professional performance review under Chapter 103 prior to completion of the training required by said Chapter or the regulations thereunder, as long as such training is successfully completed prior to completion of the annual professional performance review.

**(9) Required Certificates**

The District shall include with this APPR Plan any certifications required by the law or regulations upon the completion of collective negotiations with the bargaining agent of the covered principals.

**(10) Effect on Existing Collective Bargaining Agreements**

Nothing herein shall be construed to abrogate any conflicting provisions of collective bargaining agreements in effect on July 1, 2010.

**(11) Filing and Publication of APPR Plan**

This APPR Plan shall be filed in the District Office, and shall be made available to the public on the District's website by September 10, 2011, or within ten days after its adoption, whichever shall later occur.

Adoption Date: August 31, 2011

Legal Reference(s): Education Law §3012-c; 8 N.Y.C.R.R. Part 30-2 and Section 100.2(o).

## **Annual Professional Performance Review Plan For Teachers Covered By L. 2010, Ch. 103, Effective September 1, 2011**

The Board of Education of the Brushton-Moira Central School District (the "District"), acting in public session, hereby adopts this Annual Professional Performance Plan (the "APPR Plan") for those of its classroom teachers who will become covered by the annual professional performance review provisions of Chapter 103 of the Laws of 2010 during the 2011-12 school year.

### **(1) Definition of Covered Teachers**

This APPR Plan will apply only to classroom teachers of common branch subjects or English language arts or mathematics in grades four to eight.

### **(2) Ensuring Accurate Teacher and Student Data**

The District shall provide accurate data to the State Education Department (the "SED") in a format and timeline prescribed by the Commissioner. The District shall also provide an opportunity for every covered teacher to verify the subjects and/or student rosters assigned to him/her. The CIO/SDB Secretary shall be designated as the Data Coordinator who shall be in charge of collecting the required data, overseeing changes in and maintenance of the local data management systems, and ensuring the accuracy of the data. The Data Coordinator shall have the authority to assign tasks and deadlines, as required.

### **(3) Reporting Individual Subcomponent Scores**

The Data Coordinator shall be responsible for reporting to the SED the individual subcomponent scores and the total composite effectiveness score for each covered classroom teacher and building principal in the District, and shall do so in a format and timeline prescribed by the Commissioner.

### **(4) Development, Security and Scoring of Assessments**

The Data Coordinator shall be responsible for overseeing the assessment development, security, and scoring processes utilized by the District under this APPR Plan, and shall take steps to ensure that any assessments and/or measures used to evaluate teachers and principals 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.

### **(5) Details of the District's Evaluation System**

The details of the District's Chapter 103 evaluation system cannot be described at this time because those details must be determined through collective negotiations with the bargaining agent of the covered teachers, and such negotiations have not been finalized. Upon the completion of the negotiations, this APPR Plan will be amended to reflect the agreed-upon procedures.

**(6) Details of Timely and Constructive Feedback Provided to Teachers**

The details of how the District shall provide timely and constructive feedback to teachers under Chapter 103 cannot be described at this time because those details must be determined through collective negotiations with the bargaining agent of the covered teachers, and such negotiations have not been finalized. Upon the completion of the negotiations, this APPR Plan will be amended to reflect the agreed-upon procedures.

**(7) Appeals of Annual Professional Performance Reviews**

The details of the District's procedure for resolving appeals of annual professional performance reviews under Chapter 103 cannot be described at this time because those details must be determined through collective negotiations with the bargaining agent of the covered teachers, and such negotiations have not been finalized. Upon the completion of the negotiations, this APPR Plan will be amended to reflect the agreed-upon procedures.

**(8) Duration and Nature of Training Provided to Evaluators and Lead Evaluators**

(a) The "lead evaluator" is the administrator who is primarily responsible for a teacher's evaluation under Chapter 103. The term "evaluator" shall include any administrator who conducts an observation or evaluation of a teacher.

(b) All evaluators shall successfully complete a training course that meets the minimum requirements prescribed in Chapter 103 and Section 30-2.9 of the regulations thereunder. Such training shall include application and use of the State-approved teacher practice rubric(s) selected by the District for use in evaluations.

(c) Once an evaluator has successfully completed a training course meeting the minimum requirements prescribed in the law and regulations, he/she shall be deemed to be certified by the District as a lead evaluator.

(d) Other details of the District's training for evaluators and lead evaluators, including the duration and nature of such training and the process for certifying lead evaluators, cannot be described at this time pending the outcome of collective bargaining negotiations with the representative of the covered teachers over the selection of a teacher practice rubric and other related negotiable issues. Upon the completion of these negotiations, this APPR Plan will be amended to reflect the agreed-upon procedures.

(e) Nothing herein shall be construed to prohibit an evaluator who is properly certified by the State as a school administrator from conducting classroom observations or school visits as part of an annual professional performance review under Chapter 103 prior to completion of the training required by said Chapter or the regulations thereunder, as long as such training is successfully completed prior to completion of the annual professional performance review.

**(9) Required Certificates**

The District shall include with this APPR Plan any certifications required by the law or regulations upon the completion of collective negotiations with the bargaining agent of the covered teachers.

**(10) Effect on Existing Collective Bargaining Agreements**

Nothing herein shall be construed to abrogate any conflicting provisions of collective bargaining agreements in effect on July 1, 2010.

**(11) Filing and Publication of APPR Plan**

This APPR Plan shall be filed in the District Office, and shall be made available to the public on the District's website by September 10, 2011, or within ten days after its adoption, whichever shall later occur.

Adoption Date: August 31, 2011

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