

**RHINEBECK CENTRAL SCHOOL DISTRICT
CDEP COMMITTEE MEETING
MINUTES**

**January 17, 2008
8:30a.m. - 11:30a.m.**

Members Present

Ed Davenport	Katelin Grande	Jane Ebaugh	John Kemnitzer	Susan VanVlack
Ed Sullivan	Kathy Younger	Jennifer King	Joseph Phelan	Marvin Kreps
Deirdre Burns	Pat Sexton	Beth Graziano	Shaun Ramsey	

Members Absent

Bonnie Murphy	Brent Kacur
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- The meeting opened with a review of the proposed agenda and invitation for additional items.
 - Distribution of minutes from previous CDEP meeting
 - Discussion of the agenda with an explanation of the distributed handouts to CDEP members.
 - regarding Commissioner's regulations on Professional Development and the District's PD Plan, the committee discussed the Title IIA requirements for PD, PD tracking on MLP.com and the survey administered in the 2006-2007 school year
 - faculty requests future surveys be District specific and agrees on administering the survey annually
 - Joe Phelan suggested that the team continue the practice of revising and updating the CDEP annually so the team can avoid the task of updating a three year plan in one year.
 - Marvin Kreps provided a brief explanation of Vertical Team purpose/process and emphasized that the scheduling of vertical team meetings is a consistent problem. The CDEP team was asked to comment and provide suggestions to assist in solving this problem. During discussion of this topic Pat Sexton suggested it be considered under the professional development umbrella and if so, how could it be implemented? Would it be possible for the teams to meet after school and be compensated with curriculum pay. Perhaps incorporated into summer curriculum projects? Perhaps Superintendent's Conference days could possibly be used as meeting time for the teams. Is it possible for on-line data to be made accessible to Vertical Team Members? This is an ongoing challenge to the District and will continue to be a discussion topic.
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VERTICAL TEAM REPORTS:

STUDENT SUPPORT SERVICES:

- Reviewed CDEP Implementation Plan-Goal #1
- Review/discussion of building level projects

Chancellor Livingston Elementary School:

- Team discussed the rationale for hiring a full-time social worker at Chancellor Livingston Elementary School and based upon the rationale that was presented the team agreed to send the recommendation to the board of education for inclusion in the 2008-2009 budget deliberations.
- Chancellor Livingston Elementary School brought in four organizations to assist in developing a student support services program for the elementary school. The group elected to go with the Northeast Foundation for Children's 'Responsive Classroom' model. The faculty and staff at Chancellor are

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currently involved in the Responsive Classroom training institute that will be delivered on five consecutive Superintendent's Conference Days. The expected completion date is October 2008.

- A building level Cadre has been assembled pursuant to the recommendation of the student support services vertical team.
- Chancellor faculty and administration are considering strategies to support long term implementation of the Responsive Classroom model. One suggestion is to have one or two faculty members attend a training of trainers program. This would allow them to provide ongoing support to Chancellor faculty and staff.
- Responsive Classroom training will be provided to non-instructional personnel.

Bulkeley Middle School:

- Continues work with David Levine on issues relating to Peer Mediation, Bully-Proofing and creating an emotionally safe school.
- Faculty/Staff developed a curriculum that is delivered by David Levine and faculty.
- David Levine has facilitated the implementation of the social skills curriculum however how to move this project forward is currently under review.
- The option of using the Responsive Classroom model for middle school is being considered with the hope of identifying middle schools using this model.
- The middle school is reviewing the NYS Middle School Essential Elements with Linda Ruest, an expert in this field. With the possible goal of participating in some professional development regarding the implementation of the Middle School Elements.
- Someone asked for an explanation regarding the distinction between a middle school program and a junior high school program. Mr. Kemnitzer explained that middle school tends to focus on the whole child in a developmentally appropriate fashion whereas junior high schools tend to deliver instruction similar to how a traditional high school is organized. Middle schools often have advisory programs but implementation of advisory at Bulkeley will pose some challenges as the middle school and the high school share campus/bell schedule as well as shared staff and space.
- In accordance with Student Support Services Goal #1, Bulkeley Middle School is working to create a program addressing the requirement for a K-12 approach to character education, bully-proofing and social-emotional development of students in a developmentally appropriate fashion. While the program is being developed, much work is being done in the background
- It was suggested that Lake George middle school utilizes the Responsive Classroom model. Children were observed working very independently and successfully with the program

Rhinebeck High School:

- Administered the High School Survey of Student Engagement
- Results from the survey were provided to faculty and staff. At the last conference day the faculty analyzed data from the survey and the following information surfaced as a result of conversations. There are three areas of concern that require attention: 1. decrease # of students who feel bullied, 2. decrease # of students not being able to access the reading and writing curriculum, 3. decrease # of students whose perceive that rules are not enforced fairly.
- Ad Hoc committee of teachers will be formed to address these items
- A positive outcome of the survey is that students feel at least one adult cares about them and positive social relationships between staff and students are present.
- The high school is considering administering survey every other year in order collect data on the effectiveness of interventions that are selected in light of analysis of current data.

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RHINEBECK CENTRAL SCHOOL CLIMATE SURVEY

At the time of the CDEP meeting, the School Climate Survey was being administered. Faculty and staff surveys have completed that survey, parent surveys will be made available during the week of January 21-January 25, 2008. Parents will be notified by District mailings, email distribution lists and the District website. Parents will be encouraged to complete the survey on-line to expedite the processing of data and returning the reports to the District.

Susan VanVlack expressed staff concerns regarding demographic information requested on the last page and if it compromised confidentiality. Marvin Kreps will contact Darlene Faster at the Center for Social and Emotional Education for clarification on this point.. The students in each building will take the survey at the same time with an option to 'opt out'. Results of the survey are expected to be available by the February 15, 2008 Superintendent's Conference Day. Darlene Faster will return to the District to report on the results.

Marvin Kreps would like the committee's recommendation for future administration of the survey. It was decided that the Student Support Services Vertical Team would be asked to discuss this and make a recommendation.

BUDGET

- Student Support Services Vertical Team discussed budget items for 2008-2009
- Team provided CDEP committee with rationale for hiring a full-time social worker at Chancellor Livingston Elementary School (please refer to document distributed at the meeting)
- Ed Sullivan explained why this position is significant for CLS
 - C.A.P.E. (Council on Alcohol Prevention and Education) has a narrow scope focusing primarily on substance abuse and prevention
 - campus has seen an increase in number of students in crisis and facing significant challenges
 - children bring issues to school that need a forum for expression and professional intervention.
- Student Support Services Vertical Team provided data to support Ed Sullivan's remarks.

Joe Phelan thanked Ed Sullivan and the student support services team and asked for clarification on the role of the Student Assistance Counselor. The social worker would replace the current student assistance counselor position thus offering the faculty and staff greater collaboration and consistency of service. Student Assistance Counselor is funded through Title IV grant money; Marvin Kreps will explore whether or not this grant could also offset some of the social worker's salary. It was further stated that CDEP does not drive all budgetary requests. The final decision regarding budget decisions ultimately rests on the community vote. Every year the list of items for consideration grows; items not included in the budget for one year are revisited in following years if the need is still there and can be justified. Pat Sexton asked about flexibility in funding for Chancellor Livingston Elementary School social worker; are there other options for funding and, if so, would it present union issues to explore them. Joe Phelan referenced similar positions in Bulkeley Middle School and Rhinebeck High School and the benefit to having the position full-time and specific to Chancellor all day and everyday. The goal is to have consistency over the K-12 continuum.

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SCIENCE VERTICAL TEAM

- It was reported that science kits were purchased for the elementary school and that it is posing a challenge to maintain and refurbish them.
 - The Rhinebeck Science Foundation received the faculty recommendations; direction has yet to be determined.
 - Team discussed an expansion of Bill Worrell's position to full-time science facilitator and science education coach.
 - Team will develop a rationale and present it to the Superintendent for consideration during the budget development process.
 - Requests professional development to support inquiry-based hands-on science at CLS
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MATH VERTICAL TEAM

- Team would like to build the capacity at Chancellor by creating a full-time Academic Intervention Math teacher and Math Coach to focus on remedial math, a part-time AIS math enrichment coach in the middle school and full-time AIS math coach/math lab in the high school
- Marvin Kreps will work with Science and Math Vertical Teams to develop the rationale
- Team discussed/reviewed the math goals in the CDEP Implementation section
- K-12 Curriculum is under development in draft form.
- Team discussed 3rd course at the High School. The state requires that students earn three credits in math while in high school. There will be some students who will need an alternate course to Algebra II. The course under development is math Applications.
- Team discussed professional development projects for the summer of 2008
- Budget items for 2008-2009
- Goal #4 of the CDEP Implementation Plan needs further review/revision

Deirdre Burns requested that all teams consider providing the Board with multi-year plans and a written rationale to assist with overall budgetary planning. Often the Board is not aware of building level staffing needs; communication of long-term goals is vital. Joe Phelan added that all staffing requests will not make the budget cut; generally speaking, items backed with a solid rationale tend to have greater consideration. Marvin Kreps provided the Math Vertical Team with a list of similar schools who performed as well as or better than Rhinebeck. The math vertical team is considering how to conduct visits to these schools to determine how they are achieving success. Joe Phelan requested that this list be provided to his office.

ACADEMIC INTERVENTION SERVICES

- Reviewed and discussed CDEP Implementation Plan with attention to time lines for objectives
- Reviewed/discussed AIS Plan
 - Is the plan being implemented?
 - Is it working? Jennifer King
 - Jennifer King and Karen Signor conducted an analysis of the effectiveness of the Academic Intervention services received by students. It is their intention to continue this project in the summer of 2008.
 - Response to Intervention was discussed at the meeting. The state education department will be mandating this service delivery model in future years. It was determined that the District requires further information prior to making any recommendations for change in the existing Academic Intervention Plan.

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- R.T.I. (Response to Intervention) K-12 addresses 'first teaching'; a change in thinking with regard to teaching students at risk. General education must be aligned with research-based best practices (Tier I), AIS (Tier II), IEP (Tier III). IDEA requires a general education research-based best practice program such as R.T.I. Before a child is referred for an IEP. District must prove that the child needs additional assistance. AUSSIE program ties into the RTI model. Presently, teaching assistants provide AIS Math in grades K-1 and it is suggested that this is not enough time to adequately support the students identified as eligible.

ELA AND SOCIAL STUDIES

These Vertical Teams continue to work on their objectives and will report their progress to the CDEP Committee at the meeting on May 14, 2008.

- ELA discussed the on-going AUSSIE and curriculum projects
- Review and discussion on the ELA CDEP objectives
- Team expressed concern that more members should be on this Vertical Team
- Social Studies Vertical Team reviewed and discussed CDEP objectives
- Vertical team suggested that an important next step is to consistently teach and re-enforce literacy skills across the curriculum

SUPERINTENDENT'S CONFERENCE DAY
February 15, 2008

The following schedule has been developed:

Chancellor Livingston Elementary School

8:00a.m. - 8:30a.m.	Coffee and refreshments in the CLS Café
8:30a.m. - 11:30a.m.	Morning Responsive Classroom Training
11:30a.m. - 12:30p.m.	Lunch in the CLS Café
12:30p.m. - 3:30p.m.	Afternoon Responsive Classroom Training

Bulkeley Middle School

7:30a.m. - 8:00a.m.	Coffee and refreshments in the BMS Café
8:00a.m. - 10:00a.m.	Darlene Faster (CSEE) - Climate Survey
10:00a.m. - 12:00p.m.	BMS Activity: Climate/Culture
12:00p.m. - 1:00p.m.	Lunch in the BMS Café
1:00p.m. - 2:00p.m.	BMS Activity: Climate/Culture
2:00p.m. - 3:00p.m.	Bill Berard re: Bullying (Auditorium)

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Rhinebeck High School

7:30a.m. - 8:00a.m.	Coffee and refreshments in the BMS Café
8:00a.m. - 10:00a.m.	RHS Activity
10:00a.m. - 12:00p.m.	Darlene Faster (CSEE) - Climate Survey
12:00p.m. - 1:00p.m.	Lunch in the BMS Café
1:00p.m. - 2:00p.m.	Bill Berard re: Bullying (Auditorium)
2:00p.m. - 3:00p.m.	RHS Activity

**** 8:30a.m.-11:00a.m. - Sexual Harassment Training with Bill Berard-Auditorium****

This training is for all employees who have not taken the online course.

CDEP committee finished the meeting with a discussion on the Climate Survey results.

- Clarification on communication with parents re: results
- Committee will use data to drive further recommendations and build into action plans
- Ed Sullivan suggested it be brought up at the CLS faculty meeting in March
- Deirdre Burns stressed that people need to have knowledge of the survey results since they participated in it
- District needs to explore options for disseminating results especially negative items.
- BLPTs can be tasked with generating suggestions
- PTSO is interested in increasing interactions with the parents and school
- CSEE offers options to schools with regard to community outreach
- Profiles of results will drive action plans which will generate the type of outreach

Committee reviewed the Commissioner's regulations on Shared Decision-making; Joseph Phelan, Superintendent signed the Statement of Assurances upon the CDEP Committee's review of the Statement of Success' required components.