

WILLIAMSVILLE CENTRAL SCHOOLS BOARD OF EDUCATION

DISTRICT OFFICES BOARDROOM
105 CASEY ROAD, EAST AMHERST, NY

AGENDA - TUESDAY, JANUARY 9, 2018, 7:00 PM

Visit our web site-www.williamsvillek12.org

REGULAR BOARD MEETING

Video recordings of the meetings are also available on line at the District web site www.williamsvillek12.org.

		TIME ITEM BEGINS
I.	PUBLIC SESSION CALL TO ORDER	6:00 PM
II.	EXECUTIVE SESSION (Employment Matters relating to Particular Person(s), Collective Negotiations & Current Litigation)	6:01 PM
III.	PUBLIC SESSION CALL TO ORDER <i>PLEDGE OF ALLEGIANCE TO THE FLAG</i> ANNOUNCEMENTS EMERGENCY FIRE ANNOUNCEMENT AGENDA REVIEW	7:00 PM
IV.	RECOGNITION A. STAFF 1. NATIONAL ART EDUCATION ASSOCIATION (NAEA) ELEMENTARY ART EDUCATION AWARD EASTERN REGION ELEMENTARY ART EDUCATOR AWARD THOMAS KNAB, Dodge Elementary Art Teacher B. BOARD ACKNOWLEDGEMENTS C. PUBLIC EXPRESSION (Three minute limit per person.)	
V.	CONSENT AGENDA (CF.V.17-18-8)	7:17 PM
	A. PERSONNEL 1. CERTIFIED STAFF 2. CLASSIFIED-SUPPORT STAFF	ACTION ACTION
	B. BUSINESS ITEMS 1. BID AWARDS 2. MONTHLY CASH REPORT - NOVEMBER 3. CLAIMS AUDITOR REPORTS - NOVEMBER 4. GENERAL FUND ANALYSIS - NOVEMBER 5. CHILD NUTRITION REPORT - NOVEMBER 6. EXTRA CLASSROOM ACTIVITY REPORT - NOVEMBER 7. EXTRA CLASSROOM ACTIVITY FUND DISTRICT INTERNAL AUDIT	ACTION INFORMATION INFORMATION INFORMATION INFORMATION INFORMATION
	C. SPECIAL NEEDS & STUDENT ACTIVITIES 1. COMMITTEE ON SPECIAL EDUCATION 2. COMMITTEE ON PRE-SCHOOL EDUCATION	ACTION ACTION
VI.	MINUTES (CF.VI.17-18-8)	7:21 PM
	A. APPROVE MINUTES OF THE REGULAR BOARD MEETING 12-12-17	ACTION
VII.	PRESIDENT'S REPORT (CF.VII.17-18-8)	7:22 PM
	A. EVENTS	INFORMATION
	B. ECASB	INFORMATION
	C. NYSSBA	INFORMATION

	D. BOARD VISITATIONS	INFORMATION
	E. ADDING A SECOND PUBLIC EXPRESSION TO REGULAR BOARD MEETINGS	ACTION
	F. CONFIRM BOARD RETREAT DATE- MARCH 3, 2018, LOCATION, FACILITATOR & ATTENDEES	DISCUSSION
	G. COMMUNITY FORUM, WEDNESDAY, JANUARY 31, 2018, 7:00 PM, NORTH HIGH SCHOOL	INFORMATION
	H. 2017-2018 BOARD GOALS PROGRESS REPORT	INFORMATION
VIII.	SUPERINTENDENT'S REPORT (CF.VIII.17-18-8)	7:40 PM
	A. COMMUNITY UPDATE	INFORMATION
	B. 2017-2018 DISTRICT GOALS PROGRESS REPORT	INFORMATION
	C. DISTRICT SHARED DECISION MAKING TEAM REPORT	INFORMATION
	D. APPROVE THE BIENNIAL REVIEW AND REVISED PLAN FOR PARTICIPATION IN SHARED DECISION MAKING	ACTION
IX.	FINANCE (CF.IX.17-18-8)	8:15 PM
	A. 2018-2019 BUDGET DEVELOPMENT: BUDGET DEVELOPMENT DISCUSSION REVIEW OF PROGRAM CONTINUATION – REQUIRED EXPENSE INCREASES	INFORMATION
	B. APPROVE MEDICAID COMPLIANCE PROGRAM CONTINUATION	ACTION
	C. APPROVE PROPERTY TAX SETTLEMENT	ACTION
X.	LIAISON REPORTS	8:30 PM
XI.	LEGISLATIVE MATTERS	8:31 PM
XII.	CURRICULUM (CF.XII.17-18-8)	8:31 PM
XIII.	PERSONNEL (CF.XIII.17-18-8)	8:50 PM
	A. APPROVE TENURE RECOMMENDATIONS	ACTION
XIV.	DISTRICT FACILITIES & SUPPORT SERVICES (CF.XIV.17-18-8)	8:51 PM
	A. FACILITIES IMPROVEMENT & PRESERVATION PLAN UPDATE	INFORMATION
XV.	SPECIAL NEEDS AND STUDENT ACTIVITIES (CF.XV.17-18-8)	8:53 PM
XVI.	COMMITTEE OF THE WHOLE	8:52 PM
XVII.	CORRESPONDENCE	INFORMATION
XVIII.	ADJOURNMENT	9:00 PM

UPCOMING TUESDAY BOARD MEETINGS:

February 13, 2018, 7:00 PM Regular Board Meeting, District Office Boardroom
 March 13, 2018, Regular Board Meeting 7:00 PM
 Repair Reserve Hearing 7:45 PM
 Budget Forum 8:00 PM
 March 27, 2018, 7:00 PM, Budget Work Session

BOARD VISITATIONS:

January 19, 2018, Friday, 7:30 AM, Forest Elementary School (Lemay, McClary and Meyer)
 February 2, 2018, Friday, 8:00 AM, Heim Middle School (Lemay, Leatherbarrow and McClary)
 February 9, 2018, Friday, 8:00 AM, Mill Middle School (Lemay and McClary)
 March 5, 2018, Monday, 8:00 AM, Casey Middle School (Lemay, McClary and Van Sice)

Time Warner Cable: Channel 20 will televise Board of Education meetings on the
 Saturday, at 7:30 PM and Sunday, at 1:00 PM following the Tuesday night meeting.

DATE: January 9, 2018

AGENDA ITEM: CF.VII.17-18-8

VII. PRESIDENT'S REPORT (Correlated File CF.VII.17-18-8)

A. EVENTS

1. 33rd ANNUAL SCHOOL CLIENT CONFERENCE HODGSON RUSS
FRIDAY, JANUARY 12, 2018, MILLENNIUM HOTEL BUFFALO,
9:00 AM-3:30 PM
(Lemay, McClary)

B. ECASB

1. DESSERT FORUM- DR. RICK TIMBS- ERIE 1 BOCES
THURSDAY, JANUARY 25, 2018, 6:30 PM
\$12. REGISTRATION FEE
Analysis of the Executive Budget Proposal:
Potential Impact on Your School District"

C. NYSSBA

1. 2018 CAPITAL CONFERENCE
FEBRUARY 11-12, 2018, ALBANY, NY

D. BOARD VISITATIONS

- JANUARY 19, 2018, FOREST ELEMENTARY, 7:30 AM
(Lemay, McClary, Meyer)
- FEBRUARY 2, 2018, HEIM MIDDLE, 8:00 AM
(Lemay, Leatherbarrow, McClary)
- FEBRUARY 9, 2018, MILL MIDDLE, 8:00 AM
(Lemay, McClary)
- MARCH 5, 2018, CASEY MIDDLE, 8:00 am
(Lemay, McClary, Van Sice)

E. ADDING A SECOND PUBLIC EXPRESSION TO REGULAR BOARD MEETINGS

MOVED () SECONDED () TO ADD A SECOND PUBLIC EXPRESSION PERIOD AFTER THE COMMITTEE OF THE WHOLE BEGINNING WITH THE FEBRUARY 13, 2018, REGULAR BOARD MEETING AND CONTINUE AT REGULAR BOARD MEETINGS ON A FOUR MONTH TRIAL PERIOD.

F. CONFIRM BOARD RETREAT DATE- MARCH 3, 2018
LOCATION, FACILITATOR AND ATTENDEES

G. COMMUNITY FORUM
WEDNESDAY, JANUARY 31, 2018, 7:00 – 9:00 PM
NORTH HIGH SCHOOL CAFETERIA

PREPARED BY: Mitzie S. Serafin, District Clerk



BOARD MEETING DATE: January 9, 2018

AGENDA ITEM #: VII.H.17-18-8

TOPIC: 2017-2018 BOARD GOALS
PROGRESS REPORT

BOARD ACTION REQUESTED: REVIEW PROGRESS IN IMPLEMENTING
2017-2018 BOARD GOALS

BACKGROUND INFORMATION: Each year the board of education discusses and adopts its board goals for implementation during the upcoming school year.

PERTINENT INFORMATION: The Board agreed to review their progress on the Goal implementation plans in January with a final summary at the June Regular Board Meeting.

PREPARED BY: Mr. Shawn P. Lemay, Board President
Mrs. Teresa A. Leatherbarrow, Board Vice-President

2017-2018 SCHOOL BOARD GOALS AND ACTIVITIES

We understand that the mission of the Board is to serve the community by providing quality education for our students, and we adopt the following goals and activities for 2017-2018

BOARD, DISTRICT AND COMMUNITY ENGAGEMENT			
<ul style="list-style-type: none"> Foster and enhance relationships while continuing to improve two-way communications with students, families, and community stakeholders. 			
ACTIVITIES	TIMELINE	PROGRESS INDICATORS	JANUARY UPDATE
1) Serve as liaisons to PTA/PTSA/SEPTSA meetings and submit liaison reports.	Ongoing.	Board members complete liaison reports 100% of the time and share Board related contacts with fellow Board members.	<p>Liaison reports completed; have not seen contacts</p> <p>I believe both are done.</p> <p>Still needs some improvement – liaison reports are missing or turned in a month or two late. Reports should be turned in within a few days of the event. Worst case – one week.</p>
2) Showcase the work of District subset groups, at regularly scheduled Board meetings.	Ongoing.	Identify at least one group that would be willing to attend a Board meeting and give a brief presentation on their group's mission, goals, and activities.	<p>Not met</p> <p>The work of the district is showcased at monthly meetings but perhaps the progress indicator should be reworded so that it is not limited to a presentation. Board acknowledgments for example can showcase accomplishments.</p> <p>We typically do something along these lines towards spring.</p>

2017-2018 SCHOOL BOARD GOALS AND ACTIVITIES

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3) Respond to individuals who contact or speak before the Board.	Ongoing.	Listen and acknowledge all feedback from stakeholders.	Met Done We do this.
4) Hold three Board Community Forums throughout the year.	Nov, Jan, Apr	Forums are offered and attended by community members	Community Forum held 11-18-17
5) Visit all of the schools and district facilities throughout the year to listen to employees.	Scheduled visits and other activities.	Board President to complete a report on each visit representing information shared by all Board members in attendance. Strive for three Board members in attendance for each visit.	Met Done Accomplished, so far only one school visit was below three board members.
6) Schedule 3 meetings with union leaders	Sep, Dec, Apr	Board and Superintendent to meet with various union leaders and their executive committees throughout the school year	Incomplete; needs modification; WTA mtgs very productive Goal needs to be modified to say "invite" instead of "schedule" and should also specify which unions. Should modify goal to say "Invite" and remove the 3 meetings, as some groups may not wish to meet while others may wish to meet 3-4 times.

2017-2018 SCHOOL BOARD GOALS AND ACTIVITIES

We understand that the mission of the Board is to serve the community by providing quality education for our students, and we adopt the following goals and activities for 2017-2018

STUDENT WELLNESS			
<ul style="list-style-type: none"> Support physical, mental and emotional needs of students by providing necessary, appropriate resources for wellness programs and initiatives. 			
ACTIVITIES	TIMELINE	PROGRESS INDICATORS	JANUARY UPDATE
1) Monitor and review an annual wellness report and use data to guide decision making (ex: Mindfulness initiative and K-4 recess program).		Reports, presentations by District Wellness Committee	No report yet
2) Introduce new programs to help with opioid epidemic as well as mental health.	By year end (2017)	Request district introduce new programs to educate both students and parents at all levels of our education system, not just middle and high. Programs should be tiered to offer more support and assistances for those in need at the later grades. Programs should offer a way to help 24/7 – this could be by teaming up with existing services, or introducing new services. All aspects should promote what signs to look for and not to wait – to act now!	<p>No proposals yet</p> <p>Need to look at district on this one. Board will approve / fund.</p>
3) Encourage community education programs regarding drug use, creating safety networks, including health professionals in parent education		Parent, student, community feedback – possibly branch Community Forum into “Wellness Forum” for district? Health professionals, students, parents might sit on the panel to encourage open, honest conversations	<p>No actions yet</p> <p>Need to look at district on this one. Perhaps a forum one night at each high school? Inviting middle / elementary school parents to attend? Need to work on.</p>

2017-2018 SCHOOL BOARD GOALS AND ACTIVITIES

We understand that the mission of the Board is to serve the community by providing quality education for our students, and we adopt the following goals and activities for 2017-2018

STUDENT ACHIEVEMENT			
<ul style="list-style-type: none"> Continually work to support student learning, creativity and engagement. 			
ACTIVITIES	TIMELINE	PROGRESS INDICATORS	JANUARY UPDATE
1) Receive data on instructional programs and student performance and use data to guide decision making.	Ongoing.	Vote on issues brought before the board by the superintendent. <i>This goal, IMHO, does nothing for us. We already do this. [needs to be removed]</i>	ongoing
2) Monitor program alignment with NYS Standards and state requirements to report college- and career- ready high school graduation rates. Function of Board or District Admin?	Ongoing.	Receive reports on student achievement. <i>This goal, IMHO, does nothing for us. We already do this. [needs to be removed]</i>	ongoing
3) Remain informed and advocate on the issues affecting children and public education including but not limited to legislative matters, the impact and changes in federal and state laws and regulations including the New York State reform agenda; educational funding; and instructional program and curricular enhancements.	Ongoing.	Meet at least once this year with state or federal politicians and attend and be active in the ECASB as well as NYSSBA in their political endeavors.	Several meetings already Done At least twice so far, board members have met with politicians – would like to see continued and perhaps have one-on-one with district.
4) Monitor that the District's Professional Development Plan is meeting data team goals, connects to District curriculum standards, and aligns with the NYS Teaching Standards and the District APPR Plan (as set forth by the District).	Ongoing.	Reports, presentations by the Professional Development Committee and Data Team Members. <i>This goal, IMHO, does nothing for us. We already do this. [needs to be removed]</i>	ongoing

2017-2018 SCHOOL BOARD GOALS AND ACTIVITIES

We understand that the mission of the Board is to serve the community by providing quality education for our students, and we adopt the following goals and activities for 2017-2018

BOARD EFFICACY			
<ul style="list-style-type: none"> • Use technology to operate more effectively. • Identify additional methods for increasing effectiveness. 			
ACTIVITIES	TIMELINE	PROGRESS INDICATORS	JANUARY UPDATE
1) Transition to searchable digital format of packets, agendas, and attachment and anything that is made available to both board members and general public.	Ongoing.	Complete activity discussion at November 4 retreat. Purchase required software (Adobe Acrobat?) and then educate those involved with any information distribution on how best to prepare for this format. Move away from scanning to PDF/OCR – as ineffective. Encourage presentations to the board (with handouts) to also use this new format. Align board related material on web site (currently board packet is in one area, presentations in a different area).	Goal not started We need to look into starting this goal. Either by doing what other districts do (Board Docs @ \$1000 / month) or doing it via a manual process (Adobe Acrobat).
2) Share all board related correspondences through email with all board members.	Ongoing.	Evaluate at spring board retreat.	ongoing
3) Schedule board time to monitor and evaluate board goals.	Winter/Spring	Complete evaluation and present during public board meeting.	January meeting Met (so far)
4) Hold two retreats to discuss board operations and/or board development.	Fall/Spring	Conduct retreats with Board quorum in attendance.	Held Retreat 11-4-17

2017-2018 SCHOOL BOARD GOALS AND ACTIVITIES

We understand that the mission of the Board is to serve the community by providing quality education for our students, and we adopt the following goals and activities for 2017-2018

5) Transition to more technologically efficient programs for evaluations and goal-setting activities.	Ongoing	New tools utilized- SuperEval, Google, NYSSBA	<p>Not started yet</p> <p>Board received training at fall retreat.</p> <p>SuperEval – trained on, won't realize it's use until spring (although we should see mid-term report from it in January). Other tools we haven't looked into yet.</p>
BUDGET DEVELOPMENT AND FISCAL OVERSIGHT			
<ul style="list-style-type: none"> Create and oversee a fiscally responsible budget that upholds the mission and values of the school community. 			
ACTIVITIES	TIMELINE	PROGRESS INDICATORS	JANUARY UPDATE
1) Request that administration provide implications to budget offerings at varying tax rate levels.	Ongoing.	Administration provides requested information prior to budget adoption.	<p>Upcoming</p> <p>Winter - Spring</p>
2) Collaborate with District administration to establish priorities related to the instructional program and facility needs.	Ongoing.	Make budget recommendations to the District.	<p>Upcoming</p> <p>Winter - Spring</p>

BOARD MEETING DATE:

January 9, 2018

AGENDA ITEM:

CF.VIII.B.17-18-8

TOPIC:

2017-2018 District Goals Progress Report

BOARD ACTION REQUESTED:

N/A

BACKGROUND INFORMATION:

At the work session of the Board of Education held on August 8, 2017, the Board developed and adopted District Goals for the 2017-2018 school year. An implementation plan to carry out those Goals was presented to the Board on September 12, 2017.

PERTINENT INFORMATION:

A timeline to present a progress report for January 9, 2018 and a year-end report for June 12, 2018 was established. The progress report is presented for the Board's review.

ALTERNATIVES:

N/A

TIMELINE:

2017-2018 School Year

PREPARED BY:

Marie Balen, Assistant Superintendent
Instruction

Anna Cieri, Assistant Superintendent
Exceptional Education & Student Services

Scott G. Martzloff, Ed.D
Superintendent of Schools

Tom Matuski, Assistant Superintendent
Finance & Management Services

John McKenna, Assistant Superintendent
Human Resources

RECOMMENDED BY:

Scott G. Martzloff, Ed.D
Superintendent of Schools

2017-2018 District Goals and Activities

District Wide

GOAL: Begin to gather feedback from Williamsville Central School District stakeholder groups in order to focus on priorities for the future in an organized and systematic way.							
Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
Engage with third party to assist our District.	Fall 2017	Leadership Team	Contract signed.	\$50,000	Contract with Thoughtexchange agreed to.		
Develop surveys for use in our community.	December 2017	Leadership Team	Survey developed.	N/A	Survey questions developed.		
Finalize and distribute first survey.	January 2018	Leadership Team	Survey finalized and distributed.	N/A	Surveys going out via WITS mail in early January 2018.		

2017-2018 District Goals and Activities

Instruction

GOAL: Continue with efforts to expand and enhance the Williamsville Central School District instructional coaching model.

Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
To the greatest extent possible, infuse and implement the recommendations of the instructional coaching work group into a comprehensive plan and related action steps to support the enhancement of the instructional coaching model.	September 2017- June 2018	Office of Instruction, Superintendent, Leadership Team	Recommendations and action steps within the articulated plan are reflective of the work group's efforts.	Staff time;TBD	The recommendations from the Instructional Coaching Work Group have been revisited, and feedback provided by district and building administrators and staff currently involved in their second book study on this topic has been collected. A plan for implementation incorporating this stakeholder feedback has informed the refinement process. The implementation plan addresses items such as goals, organizational structure, framework, success indicators, roles and responsibilities, professional development, and communication. Planning documents also reflect the vision and beliefs of coaching and guiding principles of the coaching program. If expansion of coaching occurs, elements of the plan will be reflected in a job posting for these roles and an associated evaluation process will be utilized.		
Based on best practice, research conducted, and stakeholder feedback and input, continue to further develop and refine the comprehensive plan for instructional coaching.	September 2017- June 2017	Office of Instruction, Superintendent, Leadership Team, School Administration, Faculty, and Staff	Information gained is used to make enhancements and refine the comprehensive plan, as needed.	Staff time;TBD	Utilizing extensive feedback and dialogue on this topic, as well as additional research conducted, the comprehensive planning documents are and will continue to be refined, as necessary. Consultation with resources in the field ongoing.		
If these collective efforts are supported through the approved budget for the 2018-2019 school year, make plans to expand the instructional coaching model in the District (in accordance with the comprehensive plan).	Spring 2017	Office of instruction, Superintendent, Leadership Team	Financial support for coaching enhancements is provided and utilized.	TBD	While a tentative draft proposal has been prepared, this item is budget dependent.		

2017-2018 District Goals and Activities

Instruction

GOAL: Explore and implement enhancements to professional development models and opportunities for teachers, staff, administrators, and parents.

Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
Conduct a thorough review and analysis of professional development models and opportunities in the District. Include a review and analysis of work group recommendations/notes as critical information to inform next steps.	Fall 2017	Office of Instruction, Superintendent, Leadership Team, School Administration, Faculty, and Staff	Work group information and findings are revisited, and analysis of professional development models and opportunities are reviewed and analyzed. A comprehensive list is compiled and is reflective of possible refinements, enhancements, and increased opportunities for professional development.	Staff time; TBD	<p>Professional development models in the District and work group recommendations are being reviewed thoroughly to reflect upon delivery models, priorities, and to determine any necessary refinements or enhancements or additional need areas. A list of possible refinements has been undertaken, and this list will be further refined in the upcoming months.</p> <p>Areas of focus include a framework for administrative induction, mentoring, and support. In addition, the recommendations and input from completed music workgroup (comprised of teachers and administrators) is being used to expand PD opportunities for music educators. A professional learning community facilitated at the district level continued for assistant principals and assistant administrators. With regard to teacher professional development, teacher input and feedback is collected to inform planning. Administrative feedback and guidance is also a component of the planning process.</p> <p>At the school level, principals shared that their faculty and team/department meetings are utilized for professional learning. Schools also host building-level professional development, as appropriate. Schools reported the involvement of their PTAs and SDM teams in providing</p>		

2017-2018 District Goals and Activities

Instruction

GOAL: Explore and implement enhancements to professional development models and opportunities for teachers, staff, administrators, and parents.

Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
					ideas/opportunities for parents/guardians.		
Gather feedback and input from stakeholders with regard to professional development refinements and enhancements.	Fall 2017	Office of Instruction, Superintendent, Leadership Team, School Administration, Faculty, and Staff, Parent/Community Members	Information is gathered and informs planning for and implementation of professional development refinements and enhancements.	Staff time; TBD	Feedback from stakeholders is a hallmark of this process, as are the leadership and perspectives of building and district administrators and members of the school community. Information and input will continue to be gathered to assist in determining areas of interest and need and to explore further opportunities or supports necessary.		
Enhancements and refinements are identified and implemented.	2017-2018 school year (and in future school years, as appropriate)	Office of Instruction, Superintendent, Leadership Team, School Administration	Identified enhancements and refinements are realized.	Staff time; TBD	<p>The process articulated with regard to stakeholder input and administrative leadership has been and will continue be used to make ongoing changes, as needed.</p> <p>Two significant areas of professional development this year include the Units of Study (readers/writers workshop) and Early Literacy training. Early Literacy professional development provides a cohort of teachers (who expressed interest and willingness to participate) with a year-long program of college-level study focused on student-focused best practices for literacy (e.g., reading, writing, word study, and assessment).</p>		

2017-2018 District Goals and Activities

Instruction

GOAL: Further develop and facilitate increased opportunities for student learning, creativity, and engagement at all levels of instruction.

Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
Continue efforts to further identify and explore what opportunities currently exist and any new opportunities that could be implemented to further enhance student learning, creativity, and engagement.	Fall 2017	Office of Instruction, Superintendent, Leadership Team, School Administration, Faculty, and Staff, Students	Opportunities and enhancements are articulated and continued or implemented.	Staff time;TBD	<p>Principals and district office are working in partnership to support this district goal. Principals shared a number of opportunities for students, including readers and writers workshop; additional clubs (e.g., chess); mystery science; maker spaces; and Science, Engineering, Technology and Math (STEM) activities, including a middle school and high school STEM fair planned for the spring. Schools have also planned for opportunities in music and performing arts, including musical productions and talent shows.</p> <p>Collaboration with teachers and our instructional coach for math, as well as our technology integrators, has resulted in enhanced engagement for students and additional strategies and tools for teachers across the grade levels and curriculum.</p>		
Continue to work in partnership with district and building administrators and staff to increase opportunities for student learning, creativity, and engagement.	September 2017-June 2018	Office of Instruction, Superintendent, Leadership Team, School Administration, Faculty, and Staff	Increased opportunities are identified and implemented.	Staff time;TBD	<p>Schools reported various initiatives to facilitate student engagement, interest and creativity. This will be a continued effort and will remain a priority.</p> <p>Review of gifted programming services is presently underway.</p> <p>In addition, increased opportunities for college credit have been added and additional opportunities will continue to be explored.</p>		

2017-2018 District Goals and Activities

Exceptional Education and Student Services

GOAL: Review and enhance special education programming and instructional practices to facilitate student learning within the least restrictive environment.

Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
Review existing district programs, teacher staffing and aide allocation processes, as well as current and projected needs to develop an appropriate, viable and fiscally responsible long-range plan for the provision of student services.	September 2017-June 2018	Coordinators of Special Education; Coordinator of Student Services; Teacher on Special Assignment; School Administration, Faculty and Staff; Assistant Superintendent for Exceptional Education and Student Services; Superintendent & Leadership Team.	Needs identified and recommendations developed; review of existing District classes completed and revisions articulated as needed; plan prepared.	Staff time; TBD	Projected needed classes identified and recommendations to be reflected in the budget development process. Input from stakeholders received to inform professional development opportunities; planning discussions underway. Review of aide allocation process, roles and responsibilities in progress. Schools reported pilot of math universal screening tool for possible inclusion as RtI data element and building-based CST processes to promote research-based interventions.		
Review existing staffing models and implement changes as warranted.	September 2017-March 2018	Coordinators of Special Education; Coordinator of Student Services; Teacher on Special Assignment; School Administration, Faculty and Staff; Assistant Superintendent for Exceptional Education and Student Services; Superintendent & Leadership Team.	Meetings with building administration completed; trend data gathered and analyzed; meetings with high school team leaders and administration to discuss services and programming completed; recommendations prepared.	Staff time; TBD.	Meetings with special education teachers in progress. Building specific reviews to be held with each Principal. Assessment of potential implications of instructional delivery models (e.g., reader's/writer's workshop) initiated.		
Examine Committee on Preschool Special Education procedures and outcome data to determine efficacy of programming.	September 2017-June 2018	Coordinators of Special Education, Teacher on Special Assignment, Elementary Principals and Building CSE Chairpersons, School Psychologists, Related Service Providers, Assistant Superintendent for Exceptional Education and Student Services.	Existing classification and assessment processes reviewed; historical and trend data considered; revisions to current structures defined and implemented as needed.	Staff time; TBD.	Initial review conducted; further analysis planned.		

2017-2018 District Goals and Activities

Exceptional Education and Student Services

GOAL: Continue to expand wellness, social-emotional learning, and student health and safety initiatives.

Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
Promote asset development, resiliency and prevention initiatives.	August 2017- June 2018	Coordinator of Student Services, School Administration, Faculty and Staff; Students; Assistant Superintendent for Exceptional Education and Student Services; Superintendent & Leadership Team.	Administration of the Search Survey completed; results received. Continued provision of professional development opportunities specific to suicide prevention; train-the-trainer model implemented; possible expansion of Sources of Strength to the middle school level explored; peer leader and adult advisor trainings provided. Recently released NYSED regulation pertaining to school guidance programs reviewed and plan for implementation developed.	TBD; Cost of Search Survey administration, analysis and summary reports approximately \$18,000; Staff time.	Awaiting date of survey administration from Town of Amherst. SOS Training for adult advisors and peer leaders completed. Train-the-trainer model implemented. Planning for suicide prevention presentations to faculty in progress. District staff member trained in 'creating safer communities.' District staff member trained in providing Lifelines Postvention Training. Review of guidance plan requirements initiated.		
Continue Social-emotional learning efforts in the District to include mindfulness practices.	September 2017- June 2018	Coordinator of Student Services, Instructional Specialist for Professional Development; School Administration, Faculty and Staff; Assistant Superintendent for Exceptional Education and Student Services; Consultant/Trainers.	Staff development opportunities for initial training in mindfulness practices completed; ongoing course catalog offerings made available to those previously trained to provide overview of social-emotional learning and extend mindfulness practices as related to each of the five core competencies; implementation teams and core mental health group meetings held; train-the-trainer plans formalized and completed.	TBD; Cost for staff development approximately \$10,000; Staff time.	Multiple in-service professional development sessions offered during the day and through the catalog addressing SEL and/or Mindfulness-based practices. Implementation Teams in multiple buildings have been established. Continued planning meetings with building designee held. Train-the-trainer program defined and in progress.		

2017-2018 District Goals and Activities

Exceptional Education and Student Services

GOAL: Continue to expand wellness, social-emotional learning, and student health and safety initiatives.

Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
Further expand and enhance student health, safety, school climate and supports.	August 2017 - June 2018	Coordinator of Student Services; District Nurse Practitioner; School Administration, Faculty and Staff; Students; Instructional Specialist for Physical Education, Health & Athletics; Office of Communications; Assistant Superintendent for Instruction; Assistant Superintendent for Exceptional Education and Student Services; Superintendent & Leadership Team; Consultants; Agency Collaborators.	Revisions to WITS to align with newly revised School Safety and Educational Climate (SSEC) reporting requirements completed; training for administrators provided. DASA reporting further enhanced and prevention activities expanded. Exploration of alternative support structures for 'at-risk' middle-level learners continued with recommendations articulated. Development of new health elective for freshman/sophomore students completed. Opioid prevention program implemented; New York SEES program researched; implementation of life threatening medical conditions policy; District health manual expanded and updated.	TBD; Printing Costs; Curriculum Writing Costs; Staff Time.	WITS revisions completed to conform with NYSED revised reporting requirements; training for DASA Administrators completed. Posters identifying DASA Coordinators for each building and for District office prepared and distributed. DASA reporting form for external use prepared and posted. Exploration of supports for middle level learners initiated and recommendation from review to be included in the budget development process. Health elective review conducted; revision to plan required as a result. Participation in 'healthy relationships initiative' under consideration. Approved as an Opioid Prevention provider with certification documentation submitted to NYDOH. Required training for school nurses scheduled; supplies for health offices to be ordered. Health manual updates completed.		

2017-2018 District Goals and Activities

Exceptional Education and Student Services

GOAL: Continue to expand wellness, social-emotional learning, and student health and safety initiatives.

Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
Examine existing disciplinary practices and implement changes as warranted.	August 2017- June 2018	Building Administration; Coordinator of Student Services; Manager of Technology Services; Developers; Assistant Superintendent for Exceptional Education and Student Services; Legal Counsel.	Existing practices reviewed with potential changes identified. Discipline report defined and prepared for BOE consideration; preliminary investigation of restorative justice practices initiated.	Staff time.	Draft of WITS discipline report developed. Schools report building-level analysis of discipline data in relation to student subgroups and identification of potential patterns/trends. In addition, schools have offered targeted student presentations addressing various topics (e.g., valuing differences; perspective-taking; stress management; help-seeking and advocacy; positivity; student choice and exploration). Restorative practices work group established and meeting dates scheduled. Participation in Safe and Civil Schools Project.		

2017-2018 District Goals and Activities

Exceptional Education and Student Services

GOAL: Further explore supports and structures to facilitate inclusive social systems and culturally responsive learning environments.

Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
Sustain and extend initial efforts to facilitate an inclusive, respectful learning environment for all students.	August 2017-June 2018	Work group members; Coordinator of Student Services; School Administration, Faculty and Staff; Students; Instructional Specialist for Social Studies, LOTE, Libraries & ENL; Assistant Superintendent for Instruction; Assistant Superintendent for Exceptional Education and Student Services; Consultants.	Work group established to examine culturally responsive practices. Review of social studies curriculum completed in collaboration with Department of Instruction. Need areas identified and professional development activities articulated; targeted in-service sessions offered; student voice and participation in various initiatives explored and supported. Regulations for supporting LGBTQ, transgender and gender non-conforming students developed. Review of existing practices and supports for students and families new to the country conducted.	TBD; Staff Time.	Series of staff development sessions on topic of culturally responsive education offered; administrative in-service held and follow-up planned for January. Review of middle level social studies curriculum in planning stages. Work group established, meeting dates selected, initial meetings held. Building-based student presentations and review of social justice standards. Exploration of high school student panel presentations in progress. Participation in Challenge 2 Change initiative. Review of work group considerations in progress with building administration to facilitate the articulation of District regulations to support LGBTQ, transgender and gender non-conforming students; Creating LGBTQ Inclusive Schools training conducted for student services personnel with subsequent offering for all staff in spring catalog and administration in January 2018.		

2017-2018 District Goals and Activities

Technology Services

GOAL: Pending approval by NYSED, move forward with the implementation of the Smart Schools Bond Act and all associated elements.

Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
Pursue approval options that may accelerate the approval process for the construction plans that have been submitted to the New York State Education Department Facility Services area for the Smart Bonds project.	July 2018 - March 2019	Assistant Superintendent for Finance and Management Services, District Architect.	Contact NYSED Facility department to determine if there is another option to facilitate a reduction in the wait time for document review.	Administrative time.	Approval received in July 2018.		
Develop a construction plan that minimizes the impact on the installation of wiring and technology equipment on the education program.	August - November 2018	Technology department, Assistant Superintendent for Exceptional Education and Student Services, Assistant Superintendent for Instruction, and Assistant Superintendent for Finance and Management Services	Develop a construction plan that facilitates the most expedient installation of smart bond project equipment.	Administrative time.	Construction plan developed and incorporated in public bid.		
Initiate equipment and contractor bids as required by policy and law for the smart bond project	TBD	Assistant Superintendent for Finance and Management Services, and the district architect.	Bids issued and contracts awarded, equipment purchased	TBD	Project bid award made in November 2017. Equipment purchase in October 2017.		
Installation of wiring, access points, switches begins.	TBD	Assistant Superintendent for Finance and Management Services, district architect, technology department.	Upgrades to infrastructure completed; testing of systems conducted; new wireless network becomes available to all district users	TBD - Smart Bond allocation	Contractor to begin installation process in December 2017. Work to continue in 2018 with a required completion date of August 2018.		

2017-2018 District Goals and Activities Technology Services

GOAL: Further explore evolving technology infrastructure, security, professional development and staffing needs.

Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
Undertake a review of the major responsibilities of identified technology positions/areas within the technology department that support the overall delivery of technology services to Williamsville Central School District.	September 2017- November 2017	Technology management team	Report created that lists the major responsibilities for key positions as well as key areas that must be performed on an ongoing basis by the technology department.	Staff time	Review process is underway. Information is being reviewed with the Leadership team and the recommended changes will become part of the 2018-19 budget process.		
Assess the linkage between the efficiency of current technology services against the system demands of the Instructional program.	November 2017 - January 2018	Technology management team	Internal needs assessment conducted; redundancies and areas requiring expansion identified; potential changes and areas requiring further research defined; articulated plan of action to improve system operations articulated.	Staff time	Review process is underway. Information is being reviewed with the Leadership team and the recommended changes will become part of the 2018-19 budget process.		
Analyze and integrate the information obtained from technology department service review with the demands required by the Instructional program.	January 2018- March 218	Technology Management Team	Draft report prepared; possible considerations to further enhance the delivery of technology services to District programs and structures identified; review of roles/responsibilities, processes and/or procedures conducted to provide recommendations on how to better assist Technology staff in addressing current and emerging demands of their positions.	Staff Time; TBD	Long-range equipment purchase plan in preparation. Review of efficacy and usage of instructional software in progress. Consideration of staff roles/responsibilities underway with recommendations to be included in the budget development process.		
Creation of a final report that provides recommendations that will position the Technology department to address current and future Instructional and District technology requirements.	March 2018-May 2018	Technology Management Team	Creation of the final report	Staff time.	Recommendations to be articulated as part of the District Technology Plan development process. NYSED guidance received in December 2017 with initial training offered in early January 2018.		

2017-2018 District Goals and Activities

Human Resources

GOAL: Leadership transition with the new Assistant Superintendent for Human Resources, including the continuation of the positive culture of the Human Resources office.							
Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
New Assistant Superintendent for Human Resources to meet with the HR Department to discuss roles/responsibilities.	Mid-October	New Assistant Superintendent for Human Resources and entire HR Department.	All involved understand the workings of the Department.	N/C	Conducted initial meeting with HR Department to discuss roles and responsibilities. A regular schedule of meetings has been developed to foster constant communication and teamwork to keep current on all Human Resource issues and to accomplish department goals.		
New Assistant Superintendent for Human Resources to meet with all Administrative Council - Meet-and-Greet	End of October	New Assistant Superintendent for Human Resources and all Administrative Council.	Put names/faces/positions together.	N/C	New Assistant Superintendent for Human Resources is in progress meeting with the Administration and the Leadership of all bargaining units. He has met with Central Office Administration, Building Principals, and with the leadership of six of the eight bargaining units. Meetings are established with the remaining two bargaining units.		

2017-2018 District Goals and Activities

Human Resources

GOAL: Review and improve the hiring process for teachers and administrators.

Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
Establish two teams, teachers/administrators, to review hiring process.	Fall 2017	Teacher: Representation from WTA, WAA, and District Office Administration: Representation from WAA, WTA, and District Office.	Written Teacher Hiring Process. Written Administrator Hiring Process.	N/C	Teams will be established to review the hiring process and procedures beginning February 2018.		

2017-2018 District Goals and Activities

Human Resources

GOAL: Review the changes in the structure of the extra-curricular activities including the selection process and pay schedule.							
Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
Establish a committee to restructure the selection process and pay schedule for extra-curricular activities.	Fall 2017	Representation from: WTA, WAA, Assistant Superintendent for Human Resources, Instructional Specialist for PE.	Production of a document that articulates the selection process and pay schedule of extra-curricular activities.	N/C	This was discussed during negotiations with the WTA, and this goal will begin in the Fall of the 2018-19 school year.		

2017-2018 District Goals and Activities

Non-Instructional Support Operations

GOAL: Implement the project work associated with the cooperative partnership between the District and the New York Power Authority for the energy savings initiatives as soon as the District receives approval from the New York State Education Department.

Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
New York Power Authority and District Administration finalize the Customer Installment Commitment agreement.	July - September	NYPA, Assistant Superintendent for Finance and Management Services, Superintendent, Board of Education	Customer Installment Commitment agreement presented to and approved by the Board of Education	TBD	The New York Power Authority completed the schematic design phase of the project. They are now creating construction documents for submission to the New York State Education Department. A schedule was presented to the District in November for construction documents to be completed in March 2018. Submission to occur to the New York State Education department with approval being received in October-November 2018. This will be the point that the District will request that the Williamsville CSD Board of Education approve the CIC agreement.		
Work with the New York Power Authority (NYPA) on the submission of construction plans and related documents to the New York State Education Department.	July - September 2017	NYPA, Assistant Superintendent for Finance, Director of Facilities	Plans are submitted.	Administrative time.	To be completed in the first quarter of 2018.		
Contact the New York State Education department to cooperatively discuss options that may allow the plans to be reviewed in a more expedient manner than the current review time of 32 weeks.	July - September	NYPA, Assistant Superintendent for Finance and Management Services	Reduction in review time.	TBD	To be reviewed in May 2018.		
Upon receiving plan approval from the New York State department the NYPA will work with the district on the selection of contractors for the installation of the energy savings measures of the project.	TBD based on NYSED plan approval	NYPA, Assistant Superintendent for Finance and Management Services, Director of Facilities	Contracts awarded	TBD			
Develop construction plan that does not impact the educational program but allows for the installation of energy saving measures in an expedient timeline.	After NYSED approval	NYPA, Assistant Superintendent for Finance and Management Services, Director of Facilities, School Building Administrators.	Construction timeline created.	Administrative time.			
Commencement of construction work. Monitoring of construction work per contract specifications.	TBD	NYPA, Assistant Superintendent for Finance and Management Services, Director of Facilities.	Installation of energy saving project items.	TBD			

2017-2018 District Goals and Activities

Non-Instructional Support Operations

GOAL: Provide detailed financial information related to audit, reserve funding, and budget development that allows for the development of an appropriate budget for the 2018-19 school year that supports the Williamsville Central School District's education programs.

Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
Provide the Board of Education and the Community with pertinent information concerning the budget and financial plan of the school district.	October 2017- April 2018	Superintendent and Assistant Superintendent for Finance and Management Services.	Provide historical budget information, review of the financial audit, response to the New York Comptroller's report, Long Range Financial Plan, Long Range Reserve Plan, and other relevant financial information as requested.	Administrative time.	All information listed in this activity has been presented to the Board of Education.		
Provide financial information that is relevant to the support of the District's existing educational programs. Project the expense budget necessary to support new education programs or adjustments to their current programs.	December 2017 - April 2018	Superintendent, Assistant Superintendent for Finance and Management Services.	Financial reports presented to the Board of Education and the Community that provide the financial impact of changes necessary for the 2018-19 district budget.	TBD	The first report on budget increases will be presented to the Board of Education at the January meeting.		
Presentation of revenue budget information including the tax cap amount, estimates State Aid, and the impact of changes in other revenue categories.	February 2018	Assistant Superintendent for Finance and Management Services	Revenue information presented and explained to the Board of Education	Administrative time.			
Presentation of a preliminary budget that supports the current educational programs of the District plus the inclusion of enhancements that have been requested or required to address emerging program needs.	March 2018	Superintendent, Assistant Superintendent for Finance and Management Service	Preliminary budget developed and presented to the Board of Education and the Community.	Administrative time.			
Obtain community approval of the proposed 2018-19 budget.	May 15, 2018	Board of Education, Superintendent, and the District's Community	Voter passage of the 2018-19 school budget.	TBD			

2017-2018 District Goals and Activities

Non-Instructional Support Operations

GOAL: Initiate a review of our professional services that may result in the issuance of Request for Proposals for specific services as selected by the District.							
Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
Initiate a review of professional services that have had a request for proposal completed in the past.	July - September 2018	Superintendent, Assistant Superintendents	Creation of the professional services RFP list.	Administrative time	An RFP listing has been drafted and is being reviewed by the District Leadership team.		
Review and discussion of the RFP list that involves analyzing the positive and negative aspects of completing new RFP's for selected professional services.	October - December 2018	Superintendent, Assistant Superintendents	Summary information on professional services that may be considered for the issuance of an RFP.	Administrative time.	The District will be completing an RFP for athletic trainer services in 2018.		
Prioritization/selection of a particular or multiple professional services that will result in the future issuance of an RFP or RFP's	December 2017 - March 2018	Superintendent, Assistant Superintendents	RFP issuance plan created	Administrative time.	Professional services will continue to be reviewed by the Leadership team to determine when it is appropriate to issue a particular RFP.		
Development of RFP issuance timeline.	January 2018	Superintendent, Assistant Superintendents	RFP timeline is reviewed and implementation begins with creation and issuance of the number one prioritized RFP.	Administrative time.			
RFP's are issued, responses reviewed by an RFP committee, determination made on selection of a firm or firms for the RFP service.	TBD	TBD	RFP process occurs for the selected professional services.	TBD			

2017-2018 District Goals and Activities

Non-Instructional Support Operations

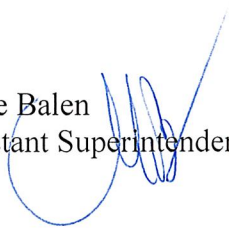

GOAL: Continue to provide management control and oversight of the 2015 Facility Improvement capital project and the 2015 Athletic Field capital projects so that the work is completed according to the approved plans and specifications.							
Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
Initiate architect and construction manager meetings pertaining to the project work occurring at our nine school buildings and sites for the purpose of monitoring work completion per timelines.	7/1/17 - 6/30/18	Assistant Superintendent for Finance and Management Services, Director of Facilities, Architects, Construction Manager, Contractors	Meetings completed and issues, problems, change orders analyzed and resolved allowing work to continue per the planned schedules.	Proposition cost	Individual meetings were held with each architect and the construction manager in November. Joint meetings with the team were held in December to prepare for the completion of the remaining capital project work that is scheduled to occur in the summer of 2018.		
Verification that construction issues that are questioned by contractors are addressed by the District's consultant's in a timely manner. The responses are documented appropriately and cross-checked to bid specifications. When change orders are required, the work scope in the change order minimizes cost implications to the District.	7/1/17 - 6/30/18	Assistant Superintendent for Finance and Management Services	All change orders have received proper sign-offs by both the architect and construction manager prior to District approval. The sign-offs verify that the change orders are required and that the cost quotation is deemed fair and reasonable.	TBD	Correspondence has occurred throughout the construction process and the payment process to verify that work is completed per specifications and that change orders are due to valid issues.		
Monitor the capital project budget versus expenses. Track individual school project number budget expenses as well as the overall proposition budget versus expenses. Verify that the change order total is within the proposition budget.	7/1/2017 - 6/30/2018	Assistant Superintendent for Finance and Management Services, Construction Manager.	Final project expenses are less than the proposition budget.	TBD	Project expenses are being monitored. Current expenses result in the total project being within the proposition budget.		
Prompt close-out of contractor contracts upon completion of their project work. Final contractor payments processed.	11-1-2017 - 3-31-2018	Assistant Superintendent for Finance and Management Services, Architect, Construction Manager.	Final contractor payments processed for contractors who have completed all of their work per contract by 3-31-2018.	TBD	Contractor close-outs are proceeding according to schedule. Projects that are able to be closed out will be done by January 15, 2018. Other projects must remain open due to project work that will continue in those school buildings in 2018.		
Following contractor close-out, New York State Education final cost reports will be completed and filed. This action will allow for building aid to be calculated for payment in the next school year.	After contractor close-out	Assistant Superintendent for Finance and Management Services.	Submission of New York State Final Cost Reports. Receipt of final New York State project expense reports (SA-4). Verification that associated project numbers are included in the building aid calculation for the next school year.	Administrative time			

2017-2018 District Goals and Activities

Non-Instructional Support Operations

GOAL: Continue to provide management control and oversight of the 2015 Facility Improvement capital project and the 2015 Athletic Field capital projects so that the work is completed according to the approved plans and specifications.

Goal Activities	Timeline	Those Involved	Success Indicators	Cost	Progress 01/09/2018	Progress 06/12/2018	Next Steps
Revise work schedule for spring and summer of 2018. Develop contractor work plan, inform schools of 2018 construction plan, advise district users in early spring 2018 on the impact of summer construction.	1-1-2018 - 6-30-2018	Assistant Superintendent for Finance and Management Services, Director of Facilities, Construction Manager, and the Architect.	All schools have been made aware of the impact of construction in the summer of 2018. Appropriate adjustments have been made by schools for their summer work activities as needed.	TBD			

BOARD MEETING DATE:	January 9, 2018
AGENDA ITEM #	CF.VIII.C.17-18-8
TOPIC:	District Shared Decision-Making Team Report
BOARD ACTION REQUESTED:	Information Only
BACKGROUND INFORMATION:	Helen Meosky, chairperson of the District Shared Decision-Making team, will share a report on the status of the team for the 2017-2018 school year.
PERTINENT DATA:	N/A
ALTERNATIVES:	N/A
TIMELINE:	N/A
COST TO DISTRICT:	N/A
PREPARED BY:	Marie Balen Assistant Superintendent for Instruction 
RECOMMENDED BY:	Scott G. Martzloff Superintendent of Schools 

Biennial Review of Shared Decision Making

Section 100.11 of Commissioner's Regulations requires school districts and BOCES to biennially review their school-based planning and shared decision making plans and to keep the results of the review on file and available for review. Regulations also require districts and BOCES to submit information about the review to the State Education Department.

Following your board of education's endorsement of the biennial review, please complete this form and click on the "submit" button at the bottom of the page.

Part I. District/BOCES Information Sheet

School District: Williamsville CSD – 140203060000

Contact Information:

Name: Marie Balen

Title: Assistant Superintendent for Instruction

Telephone: 716-626-8030

Email address: mbalen@williamsvillek12.org

Were endorsements received from:

- | | | |
|--|--------------------------------------|--------------------------|
| ✓ Administrators? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| ✓ Teachers? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| ✓ School Related Parent Organizations? | <input checked="" type="radio"/> Yes | <input type="radio"/> No |

Part II. Statement of Success: Required Components

Boards of education, in collaboration with district planning committees, must submit a statement of success of the district plan in achieving its objectives. Part 2 provides an opportunity to collectively reflect on the required components of the plan.

For each of the six component areas shown below, check the box for the rating which most closely reflects the agreement of the board of education and the district committee regarding the overall level of implementation for that component of the plan by the Building Teams.

	Not Addressed or Implemented	Inconsistent Implementation and Success	Minimal Implementation and Success	Moderate Implementation and Success	Consistent Implementation and Success
Educational Issues Subject to Shared Decision Making					✓
Involvement of all Parties					✓
Means and Standards Used to Evaluate Improvement of Student Achievement					✓
Accountability for Decisions					✓
Dispute Resolution Process					✓
Coordination of State and Federal Requirements for Parental Involvement					✓

Statement of Assurances

By submitting this form to the State Education Department, the President of the Board of Education of this School District or BOCES assures that the district's (or BOCES') plan for the participation of teachers and parents with administrators and school board members in school-based planning and shared decision making was:

- ✓ AMENDED and will be submitted to the State Education Department at rss@mail.nysed.gov with amendments underlined: or
- RECERTIFIED as previously approved by the Commissioner.

Electronic submission affirms that the board of education reviewed the district plan previously adopted and submitted to the Commissioner for approval. The amended/recertified plan was adopted at a public meeting, after consultations with and full participation by the district committee convened for the purpose of the biennial

review as required by CR.100.1 (b), (d), and (f), and after seeking the endorsement of the following representatives of the committee:

- The superintendent of schools (or BOCES district superintendent);
- Administrators selected, where represented, by the administrators' collective bargaining organization;
- Parents (not employed by the district or a collective bargaining organization representing teachers selected by the teachers' collective bargaining organization representing teachers or administrators in the district [or BOCES] selected by a school-related parent organization(s) or, where no such organization(s) exists, by their peers under a process developed by the board of education.)

The amended/recertified plan incorporates all of the components listed in CR 100.11(c). As required by CR 100.11(f) the statement of success reflects the 6 required parts of the plan and the planning success indicators. The amended/recertified plan has been made available to the public, and has been filed with the local BOCES District Superintendent.

	date		date
Scott G. Martzloff		Shawn P. Lemay	
Signature of the Superintendent of Schools	and	Signature of the President of the Board of Education	

BOARD MEETING DATE:

January 9, 2018

AGENDA ITEM #

CF.VIII.D.17-18-8

TOPIC:

Approve the Biennial Review and Revised Plan for Participation in Shared Decision Making

BOARD ACTION REQUESTED:

It is recommended that the Board of Education approve the Revised Plan for Participation in Shared Decision Making to be submitted to the State Education Department.

BACKGROUND INFORMATION:

The Williamsville Central School District Shared Decision-Making Team meets according to its yearly established schedule and is responsible for monitoring and supporting the process of shared decision-making throughout the District.

PERTINENT DATA:

See attached Plan for Participation

ALTERNATIVES:

N/A

TIMELINE:

On-going

COST TO DISTRICT:

None

PREPARED BY:

Marie Balen
Assistant Superintendent for Instruction

RECOMMENDED BY:

Scott G. Martzloff
Superintendent of Schools



SDM
Shared Decision Making

PLAN FOR PARTICIPATION
In accordance with the
New York State Education
Department,
Commissioner's Regulation 100.11





WILLIAMSVILLE CENTRAL SCHOOL DISTRICT

PLAN FOR PARTICIPATION

**In Accordance with the New York State Education Department
(NYSED)
Commissioner's Regulation 100.11**



Adopted by the Board of Education January 4, 1994
Revised April 2, 1996
Revised September 1997
Revised October 1997
Revised May 1998
Revised January 2010
Revised January 2012
Revised January 2016
Revised December 2017

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Williamsville Central School District
Mission and Belief Statements

MISSION STATEMENT

The mission of the Williamsville Central School District, a community characterized by diversity, high expectations and support for learning, is to empower all students

- To develop their unique potential and character,
- To assume responsibilities of citizenship and leadership and
- To thrive in a challenging and rapidly changing global community

through the commitment of our quality staff, working in partnership with students, parents and community, and utilizing visionary programs in a nurturing environment of mutual respect and dignity.

BELIEF STATEMENTS

We believe that:

- Our highest priority is our students.
- Each person has intrinsic value.
- Communities and schools are interdependent and are only successful in an ongoing, mutually responsible partnership.
- The opportunity for learning is everywhere.
- Learning how to learn is as important as what is learned.
- Everyone can learn.
- Everyone can experience success.
- Continuous improvement of existing skills and acquisition of new skills are essential for success in a rapidly changing world.
- Positive self-esteem enhances learning.
- People who think critically and creatively will make better decisions throughout life.
- Excellence in our program requires continual evaluation.
- Optimism is essential.
- Everyone needs a global perspective to thrive in a world of diversity.
- Parent and family involvement is essential to successful learning.
- People achieve when effort and perseverance toward excellence are encouraged, supported, and celebrated.

INTRODUCTION

In March 1991, the Board of Regents of the State of New York adopted “A New Compact for Learning” which targeted the improvement of student learning in elementary, middle and secondary public schools during the 1990s. A key feature within the context of the New Compact for Learning was the implementation of mandated, site-based decision making in every school district or Board of Cooperative Educational Services (BOCES). Section 100.11 of the Regulations of the Commissioner of Education governs this mandate and required that by February 1, 1994, each Board of Education and each BOCES adopt a plan for participation by teachers and parents with administrators and school board members in school-based planning and shared decision making.

In response to Section 100.11, the Board of Education of the Williamsville Central School District authorized a representative committee to formulate a plan for shared decision making within the district. The committee became known as the District Planning Team and began meeting in January 1993. Membership included the Superintendent, three principals, three teachers, three parents, one support staff, one Board of Education member, one student, one SEPTSA parent, and one member from the business community. With the assistance of a professional facilitator, the group developed the plan for participation. The plan was reviewed with stakeholder groups during the month of October 1993 and presented to be the Board of Education for review and approval in November 1993.

The implementation of the plan began in February 1994. Thirteen building teams and a district team began meeting and working within the guidelines of the plan. A training cadre was formed to provide support and training in the shared decision making process. By November 1994, each of the building teams had developed a plan to guide their work through the following year. The district team reviewed the building plans and developed its 1995 plan, including mission, goals and objectives for the following year. The Board of Education reviewed and approved the 1995 plan in February 1995.

During 1995, the State Education Department forwarded self assessments for shared decision making teams to complete. The self assessments indicated the need and opportunity to focus on Means and Standards. As a result, a draft Means and Standards for the Williamsville Central School District was developed and circulated for review and comment. As in the previous year, each of the building teams had developed a plan to guide its work through the following year.

1996 was a year of continued work for the building teams and a period of debate around the purpose and direction of the district team. As a result, the district team decided to redraft the Plan for Participation in 1997.

In 2009 the District Shared Decision Making Team revised the plan in order to align it with the Data Team Process implemented in each building. With the required implementation of the New York State Reform Agenda and associated mandates, as well as significant

feedback from stakeholders, this plan for participation was further revised in 2012 and 2016. Minor changes were made in 2017 to reflect the process used to identify the high school student representative (to ensure that student representation is secured prior to the first District SDM meeting) and to provide additional detail regarding parental involvement.

I. The Plan for Participation

The key components to the plan for participation are a definition of Shared Decision Making (SDM) and identification of stakeholder groups who will participate in the decision making process.

A. Definition of Shared Decision Making

Shared Decision Making is a collaborative process of the Williamsville Central School District which invites representative participation from the community and supports the District mission and belief statements.

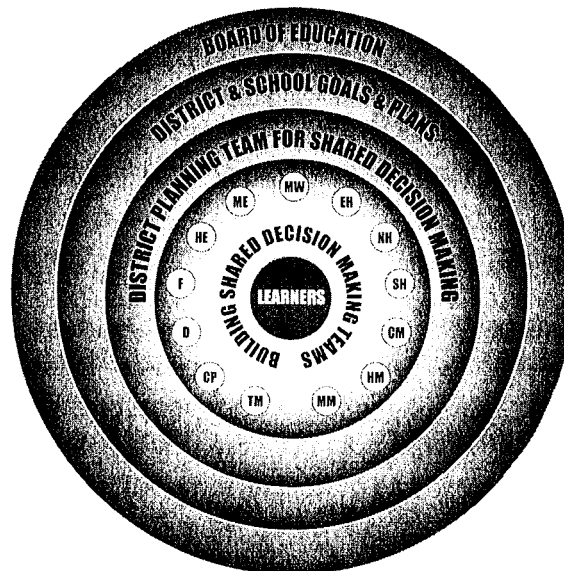
B. Principles

The members of the Shared Decision Making Teams will operate as equal partners. Decision will be made by consensus.

C. Purpose

The Shared Decision Making Teams have the responsibility and accountability for planning and making decisions which will improve student achievement and character development.

D. Spirit of Shared Decision Making



E. Identification of Stakeholder Groups within the District

1. Parent – adult with child currently enrolled in the school
2. Instructional and Student Services Personnel – NYS certified or licensed
3. Building Administrator – NYS certified
4. Support Staff – to include Clerical, Custodial, Food Service and Teacher Assistants
5. Business/Community Member – any adult living or working in the school attendance area
6. Student – individual enrolled in District schools
7. Board of Education
8. District Administration

II. District Shared Decision Making Team (DSDMT)

A. Purpose

The District Shared Decision Making Team has responsibility for coordinating, facilitating, and supporting Shared Decision Making. In order to accomplish this purpose the District team will:

1. Lead and revise the Plan for Participation.
2. Facilitate an ongoing network of communication among the District Team, building teams, and stakeholder groups.
3. Facilitate technical assistance and guidance to building teams. Using the established checklist, review building SDM Plans consistent with the Plan for Participation.
4. Model high performance and assess on an ongoing basis the functioning of the District team and the building teams.
5. Continually promote awareness, interest, and support for Shared Decision Making.

B. Membership

Membership represents representative group of stakeholders who agree to facilitate Shared Decision Making within the District.

The DSDMT will set up a procedure for assuring staggered terms by its members. Each term will be three years. Student members will be selected for up to three years, not extending beyond the student's graduation.

Membership on the DSDMT will be selected by the following:

<u>Number of Members</u>	<u>Selected By</u>
1 Superintendent of Schools	Position
1 Asst. Superintendent for Instruction	Position
3 Building Administrators	Williamsville Administrators Association
3 Teachers	Williamsville Teachers Association Council
3 Parents	Parent Teacher Association Council
1 SEPTSA Parent	Special Education Parent Teacher Student Association
1 Board of Education	Board of Education
1 High School Student	High School Principals (by high school, on a rotational basis)
1 Business/Community	Ad hoc committee of Community Representatives
1 Support Staff	Collaboration – Williamsville Association of Educational Related Personnel; Williamsville Transportation Association; Civil Service Employees Association Local

C. Procedural Guidelines

The District SDM Team will use the following guidelines:

1. The District team will revisit its Mission Statement and Operational Principles on an annual basis.
2. The District team will develop an Annual Action Plan to achieve its purpose.
3. The District team will operate and make decisions according to its purpose within those areas designated for Shared Decision Making and consistent with established laws, regulations, policies and contracts.
4. It is understood that decisions will be made by consensus and be based on data.

D. Accountability

The District SDM Team is responsible for carrying out its outlined purposes. The District team will report results to the Board of Education by February 1 of each year. This report will contain the following items:

1. Information on the completion of school's current year's SDM plans
2. The District Team's review of the plans for compliance

The District SDM team is empowered to support Shared Decision Making within the District and may, accordingly, on an annual basis recommend structural changes regarding the Plan for Participation. The District SDM team is not empowered to alter any decisions made by building SDM teams.

III. Timelines and Agenda for District Meetings*

September	Reorganization, revisits, communications, emerging issues Hold first District Team meeting of the new school year; discuss and establish meeting dates and review timelines and responsibilities
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<u>November 15</u> (or the first business day thereafter)	<u>Receive School Improvement Plans</u>
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December	Review and discuss SDM Plans; provide feedback to the District and building teams; recommend team training for the following year
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June	Complete end-of year activities; Receive recommendations from schools regarding their SDM Teams and Leaders
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*ongoing meetings may be scheduled as needed

IV. Building Shared Decision Making Teams (BSDMT)

A. Purpose

The building team has the responsibility to design a school improvement plan that sets goals for student achievement and character development.

In order to accomplish this the team will:

1. Prepare, lead, and manage a data-driven plan focusing on building and data team goals.
2. Collaborate with existing building and District committees and personnel within the district, PTAs, and building staff development committees.
3. Build support for decisions and facilitate their implementation.
4. Communicate issues and results with the District team, other building SDM teams, and the building community.
5. Foster throughout the building innovation, creative thinking, and meaningful problem solving through a team approach.
6. Continually assess and improve the functioning and effectiveness of the building SDM team.

B. Membership

The building team will set up a procedure for assuring staggered terms for its members. Each term will be three years (except for teams with student members).

Individual building plans are always reviewed by a District Team member who is not a sitting member of that particular building's SDM team.

Membership on the building SDM team will be as follows:

For Elementary Schools, Grades K-4

<u>Number of Members</u>	<u>Selected By</u>
3 Parents	Building PTA/PTSA
3 Instructional Staff	Building WTA
1 Building Principal	By Position
1 Support Staff	Collaboration by Building Reps - Process to Elect a Representative
1 Business/Community Member	Ad Hoc Committee of Community Representatives

For Middle Schools, Grades 5-8

Same as K – 4

For High Schools, Grades 9-12

Same as K-4 with:

1 High School Student	High School
1 Recent Graduate (recommended, not required)	Building Team

C. Procedural Guidelines

1. Each building SDM team will revisit its Mission Statement and Operational Principles on an annual basis.
2. Teams should collect and use available student achievement and other data to identify goals and develop yearly action plans.
3. Building SDM teams will operate and make decisions within those parameters established by the District team and consistent with established laws, regulations, policies, and contracts. Variances may be sought from the appropriate governing agency.
4. It is understood that decisions will be based on data and made by consensus.
5. Each building team will conduct an annual self assessment.

D. Accountability

Each building Shared Decision Making team will accept responsibility for carrying out its outlined purposes. Further, building teams are required to function in a manner consistent with the guidelines outlined in this document. Building teams will submit SDM Plans to the District SDM Team by November 15 of each year (or the first business day thereafter).

V. Training

A. Definition and Purpose

Training will be provided by for the following, as needed:

1. Training all new team members
2. Assisting in the development of procedural guidelines and SDM teams' plans
3. Providing supportive service to SDM teams

As needed, training activities will be scheduled in collaboration with the District Team and/or District Administration.

VI. Areas for Decision Making

Building SDM teams may consider the following areas to support, focusing on student achievement and character development.

- A. Academic goals and expectations
- B. School wellness and character education efforts
- C. Home, school, and community partnerships
- D. Rewards and recognition (processes)

It is incumbent upon teams to use appropriate discretion and sensitivity in all discussions. Furthermore, personally identifiable data and personnel matters shall not be disclosed or discussed.

When concerns or issues arise from stakeholders or stakeholder groups, the prescribed method of resolution will be to follow through with the appropriate team, whether building or District level. The dispute resolution process is not intended to be an appeals process.

VII. State/Federal Guidelines for Parental Involvement

The Williamsville Central School District conducts various programs that receive funding through state or Federal sources.

Title I

Title I is a Federally-funded program to address the educational needs of economically-disadvantaged students. Family engagement and involvement are required and essential components of Title I. Families have the opportunity to provide their input and ideas with regard to the Title I program. Schools develop parent and family involvement activities designed to further engage family members in the educational program and to provide them with strategies and resources to be used at home with students. Any barriers or challenges to education should be identified and addressed.

Special Education

The Williamsville Central School District is committed to providing all students with a free and appropriate public education (FAPE). To meet the needs of a diverse population, the District offers special education programs and supports, access to supplementary aids and services, and alternative instructional strategies.

Special Education consists of specially designed instruction for students who have been identified by the District Committee on Special Education (CSE) as having a disability that interferes with learning and/or educational progress. A multidisciplinary team of professionals and parents/persons in parental relation are responsible for determining eligibility, coordinating evaluations, and recommending programs or services within the least restrictive environment (LRE). At least once annually, the CSE meets to recommend the continuation, modification, or termination of the provision of special education programs and supports. Parents/persons in parental relation are strongly encouraged to attend these meetings, typically held at the child's school of attendance.

The Shared Decision Making Teams will not interfere with parental involvement as mandated by Federal or state legislation or regulation.

VIII. Implementation Timelines

April	Begin recruiting process for new members
June 1	Team self-assessment New team members selected (May instead?) Team chairs selected (May instead?)
September	Teams begin work Data analysis by building groups New members trained (as needed)
<u>September – November 15</u>	Building teams develop SDM Plans
<u>November 15</u> <i>(or the first business day thereafter)</i>	Building teams submit SDM Plans to District team
<u>November 15 – December 15</u>	District team Reviews Building SDM plans with feedback to Building teams
<u>January – February</u>	District team chair reports to Board of Education including a statement of compliance. Plan for Participation changes recommended to BOE, if necessary.

SHARED DECISION MAKING

GLOSSARY

Action Plan: A set of steps to be followed in order to achieve a specific goal identified in the SDM Plan.

Chairperson (Leader): Directs and focuses the team on task; responsible for helping the team to achieve desired outcomes; coordinates with other roles. This is the only non-rotating (one year) role.

Character Development: The conscious effort of families, school and community groups to teach, advocate and model ethical behavior.

Consensus: Decision making model used in WSCD SDM. Consensus is achieved when each member of the Team agrees to support the decision.

Data: Facts and information obtained from test scores and other sources, reports, PTA surveys, etc

Decision Making: A process using diverse data and input wherein information is analyzed and discussed in a systematized manner in order to reach a solution

Goal: A measurable level of achievement as detailed in the School Improvement Plan.

Operational Principles: A set of guidelines developed from values; serve as a frame of reference for a team's interaction.

Quorum: A minimum number of team members and/or stakeholders present required for a decision to be made. If a position has not been filled for that meeting, the quorum will be reduced by one.

School Improvement Plan: SDM Plan; An annual plan that identifies goals related to data based needs. Included are methods to achieve school-wide activities and participation to reach these goals.

Student Achievement: Student attainment of WCSD and New York State content and performance standards as measured by scores on state tests, progress toward attainment of District performance standards and other appropriate evidence of student learning.

Support: A willingness to actively promote the decision.

BOARD MEETING DATE:

January 9, 2018

AGENDA ITEM #:

CF.IX.A.17-18-8

TOPIC:

Review of Program Continuation and Support -
Projected Expense Increases

BOARD ACTION REQUESTED:

For information only

BACKGROUND INFORMATION:

The information provided at this Board of Education meeting will be the first presentation of the District's 2018-19 Program Continuation and Support expense increases.

The budget increase information that is being presented is calculated for costs associated with staffing requirements, contractual benefit costs, and required program needs for the District's current programs. Information is also being provided on new program initiatives.

The report does not provide information on revenue. The District does not expect to receive New York State Aid information until late January 2018.

PERTINENT DATA:

It is important to state that program changes that occur in the 2018-19 budget process will impact future budgets. The budget estimates provided at the January meeting will be updated throughout the budget development process.

TIMELINE:

Presentation of this material complies with the 2018-19 Budget Development Process/Timeline


COST TO DISTRICT:

Administrative time to research and prepare the information.

PREPARED BY:

Thomas R. Matuski 
Assistant Superintendent for Finance & Management Services

REVIEWED BY:

Scott G. Martzloff
Superintendent of Schools 

BOARD MEETING DATE:

January 9, 2018

AGENDA ITEM#:

CF.IX.B.17-18-8

TOPIC:

Approve Medicaid Compliance Program Continuation

BOARD ACTION REQUESTED:

Resolve to adopt the District's Annual Medicaid Compliance Program.

BACKGROUND INFORMATION:

Chapter 442 of the Laws of 2006 established the New York State Office of the Medicaid Inspector General. These laws also created a new Social Services Law, Section 363-d that requires that Medicaid providers develop, adopt, and implement effective compliance programs aimed at detecting fraud, waste, and abuse in the Medicaid program. This mandatory compliance program is part of an agreed upon settlement on Medicaid processing between New York State and the Federal Government.

New York State school districts were informed on the need to undertake these programs in November 2009. The law specifically requires that each Medicaid provider that bills \$500,000 or more of services within a 12-month period adopt and implement Medicaid Compliance Program. The District's 2016-2017 Medicaid revenue was \$515,047. The revenue received to-date in this fiscal year is \$36,718.

PERTINENT DATA:

The law requires that there be an annual certification of compliance in December of each year. The Medicaid Compliance program that is being recommended for adoption by the Board of Education was created by the District's legal counsel in December 2009. The District's compliance officer and certifying official is Thomas Matuski. The Medicaid compliance certification was completed on December 15, 2017. This certification is in compliance with the certifying timeline and it allows for the governing body to formally adopt the annual Medicaid compliance program at this meeting.

TIMELINE:

January 9, 2018

COST TO DISTRICT:

Administrative time

PREPARED BY:Thomas R. Matuski 
Assistant Superintendent for Finance & Management Services**REVIEWED BY:**Scott G. Martzloff
Superintendent of Schools 

**ADOPTION OF THE WILLIAMSVILLES CENTRAL SCHOOL DISTRICT'S
MEDICAID COMPLIANCE PROGRAM**

WHEREAS, the Williamsville Central School District participates in programs that provide services to Medicaid eligible individuals and receives Medicaid reimbursement for such programs, including the School Supportive Health Services Program;

WHEREAS, the New York State Office of the Medicaid Inspector General requires Medicaid providers to implement compliance programs aimed at detecting fraud, waste and abuse in the Medicaid program; and

WHEREAS, the Williamsville Central School District is committed to compliance with all applicable laws and regulations related to Medicaid billing and reimbursement; and

WHEREAS, the Williamsville Central School District has developed a Medicaid Compliance Program aimed to prevent inaccurate billing or inappropriate practices in accordance with New York Social Services Law §363-d.

NOW, THEREFORE, the Board of Education resolves as follows:

1. The District's Medicaid Compliance Program is hereby approved.
2. Assistant Superintendent Matuski and Assistant Superintendent Cieri are designated as the District's Medicaid Compliance Officers in accordance with the Program.
3. The Superintendent and the District's Medicaid Compliance Officers are hereby directed to take steps to implement the District's Medicaid Compliance Program.

WILIAMSVILLE CENTRAL SCHOOL DISTRICT MEDICAID BILLING COMPLIANCE PROGRAM

INTRODUCTION

This Program is an integral part of the District's ongoing efforts to achieve compliance with federal and state laws relating to Medicaid billing for School Supportive Health Services ("SSHS") and other school programs. The Program creates a comprehensive system of oversight for Medicaid billing, reporting and practices.

The goal of this Program is to ensure that Medicaid eligible services are properly documented and accurately billed and that services rendered, but not properly documented are not billed. Moreover, the program establishes systematic checks and balances to detect and prevent inaccurate billings and inappropriate practices in the Medicaid Program.

The Program shall be overseen by the District's Medicaid Compliance Officer(s) who shall report directly to the District's Superintendent of Schools. It remains, however, the responsibility of each individual involved in the provision of services and the billing process, to comply with the provisions of the law.

MEDICAID COMPLIANCE OFFICER(S)

The District shall designate annually Medicaid Compliance Officer(s). The Compliance officer(s) shall be responsible for:

1. Day to day operations of the Compliance Program.
2. Providing guidance to District employees to ensure Medicaid billing compliance;

3. Development and delivery of District in-service training on compliance issues, expectations, and maintenance of documentation for the same;
4. The coordination of system-wide and/or department-specific audits of records on an ongoing basis;
5. Communications to District employees and to service providers on any changes to the laws and regulations regarding Medicaid billing and this Program;
6. The investigation of allegations of improper billing practices and the reporting of the same.

The Compliance Officer(s) shall report directly to the District's Superintendent of Schools and shall periodically report to the Board of Education on the District's Compliance Program.

COMPLIANCE

Billing for Medicaid eligible school services will be done in compliance with all applicable state and federal laws and regulations. Specifically, no bill for reimbursement shall be submitted unless it was actually performed and documented by the service provider.

The District is committed to maintaining the accuracy of every claim it processes and submits. Any false, inaccurate, or questionable claims should be reported immediately to the District's Medicaid Compliance Officer(s).

False billing is a serious offense. Federal and State rules prohibit knowingly and willfully making or causing to be made any false statement or representation of a material fact in an application for benefits or payment. It is also unlawful to conceal or fail to disclose the

occurrence of an event affecting the right to payment with the intent to secure payment that is not due.

In addition to criminal penalties, the Federal False Claims Act permits substantial civil monetary penalties against any person who submits false claims. The Act provides a penalty of triple damages as well as fines up to \$10,000 for each false claim submitted. The persons involved in submitting false claims (as well as the District) may be excluded from participating in the Medicaid programs.

Numerous other federal laws prohibit false statements or inadequate disclosure to the government and mandate exclusion from Medicaid programs. It is illegal to make any false statement to the federal government, including statements on Medicaid claim forms. It is illegal to use the U.S. mail to scheme to defraud the government. Any agreement between two or more people to submit false claims may be prosecuted as a conspiracy to defraud the government.

The District promotes full compliance with each of the relevant laws by maintaining a strict policy of ethics, integrity, and accuracy in all its financial dealings. Each employee and professional, including outside consultants, who is involved in submitting charges, preparing claims, billing, and documenting services is expected to maintain the highest standards of personal, professional, and institutional responsibility. Individuals who fail to report suspected problems, participate in non-compliance behavior and/or encourage, direct or facilitate non-compliance behavior may be subject to disciplinary action in accordance with the provisions of New York law and any applicable collective bargaining agreement.

EDUCATION AND TRAINING

It is the Compliance Officer(s)'s responsibility is to ensure that every employee, District Official and Board member involved with the Medicaid service and billing process is educated about the applicable laws and regulations governing provider billing and documentation. Moreover, the District's Compliance Program shall be shared with all District employees, be available for inspection and shall be published on the District's website.

The Compliance Officer(s) shall also develop, oversee and/or provide in-service training on Medicaid billing and documentation requirements for all staff, District officials and Board members involved in providing and/or billing for Medicaid services periodically and at other times, including initial employment, assignment or appointment. Such training shall be mandatory and the District shall maintain records of all trainings.

REPORTING AND INVESTIGATION

Reporting

Every employee in the District has the responsibility not only to comply with the laws and regulations, but to ensure that others do as well.

Employees must report non-compliance to their immediate supervisors, or the District's Compliance Officer(s). Supervisors are required to report these issues through established channels in Human Resources/Personnel and/or directly to the District's Medicaid Compliance Officer(s) at 716-626-8000. Calls may be made anonymously, although the District encourages employees to provide their name and telephone number so that reports may be more effectively investigated.

Every attempt will be made to preserve the confidentiality of reports of non-compliance. All employees must understand, however, that circumstances may arise in which it is necessary or appropriate to disclose information. In such cases, disclosures will be on a “need to know” basis only.

Investigation

The Compliance Officer(s) will, personally or through his/her designee, investigate every report of non-compliance as soon as practicable. Investigations may include interviewing employees and/or reviewing documentation. Each employee must cooperate with such investigations.

Once the Compliance Officer(s) completes an investigation, he/she will make a report to the Superintendent of Schools and/or the Board of Education. The report will be the basis for the Compliance Officer(s)’s Program or recommendation of corrective action and/or discipline. Reports will be retained for a period of six years.

Non-Retaliation

It is the policy of the district that no person shall retaliate, in any form, against a person who reports in good faith, an act or suspected act of non-compliance (although employees may be disciplined for making intentionally false reports of non-compliance). Any person who is found to have retaliated for such a report shall be subject to discipline. In addition, the Federal False Claims Act and New York State Law provide certain protections to individuals who are discharged, demoted, suspended or threatened, harassed or discriminated against by their

employer in retaliation for assisting in the investigation, initiation or prosecution of a False Claims Act violation or which constitutes health care fraud under the New York State Penal Law.

Corrective Action/Sanctions

In order to make this Compliance Program effective, the Compliance Officer(s) will have authority to impose corrective action.

If a service provider or employee is found to be non-compliant in a single instance or relatively insignificant percentage of cases over a short period, the Compliance Officer(s) may require that person to undergo a session of education or training.

If a provider or other employee fails to comply with billing or documentation requirements repeatedly, sanctions may be more severe.

Plans of correction and discipline may include, but are not limited to:

1. A requirement to undergo training;
2. A period of required supervision or approval of documentation before bills can be issued;
3. Expanded auditing, internal or external, for some period of time until compliance improves;
4. Self-reporting of violations; and
5. In sufficiently egregious cases, discipline.

In addition, the Compliance Officer(s) may recommend some other appropriate course of action to correct non-compliance.

AUDITING/REVIEW

Monitoring of compliance with billing rules is essential. The Compliance Officer(s) must be able to ensure compliance through an understanding of current regulations and overall levels of compliance throughout the District at any given time.

Under this Plan, there will be both internal and external (i.e. by an independent consultant or other professional) auditing of Medicaid billing documentation. Internal auditing is done by the professional staff of the Compliance Officer(s), who will conduct periodic reviews.

The Compliance Officer(s) may engage an external auditing firm as deemed necessary to assess the District's overall compliance. All employees must cooperate fully with this effort by making themselves and/or any pertinent documents available.

The external auditor will report to the Compliance Officer(s) concerning the results of its investigation. The Compliance Officer(s) will report, in turn, to the Superintendent of Schools and the Board of Education.

ONGOING ASSESSMENTS

The Compliance Officer(s) will make an annual assessment of the success of this Compliance Program. That assessment will be based on the examination of results of internal audits and investigations, reports of any outside audits that may have been conducted, and on his/her own personal experience with the functioning of the Program over the previous year. A summary of this assessment shall be provided to the Superintendent of Schools and the Board of Education.

BOARD MEETING DATE: January 9, 2018

AGENDA ITEM #: CF.IX.C.17-18-8

TOPIC: Approve Property Tax Settlement

BOARD ACTION REQUESTED: Approve Settlement and Transfer Amount from Tax Certiorari Fund

BACKGROUND INFORMATION: Resolve to accept the resolution of this tax assessment challenge as ordered for 16 Hidden Pines, East Amherst NY 14051.

PERTINENT INFORMATION: The petitioners have filed a challenge of their property tax assessment for the 2017-18 tax year. It has been ordered that the total assessment be reduced from \$1,000,000 to \$800,000. This assessment change results in a total reduction of \$200,000 and a refund of \$3,358.53

ALTERNATIVES: None

TIMELINE: January 9, 2018

COST TO DISTRICT: Non-budget impact due to use of reserve funds.

PREPARED BY: Zulfiqar A. Jaffri, CPA
Business Office Manager *Z.J.*

REVIEWED BY: Thomas R. Matuski *TRM*
Assistant Superintendent for Finance & Management Services

RECOMMENDED BY: Scott G. Martzloff
Superintendent of Schools *SGM*

BOARD MEETING DATE: January 9, 2018

AGENDA ITEM #: CF.IX.C.17-18-8

TOPIC: Approve Property Tax Settlement

BOARD ACTION REQUESTED: Approve Settlement and Transfer Amount from Tax Certiorari Fund.

BACKGROUND INFORMATION: Resolve to accept the resolution of this tax assessment challenge as ordered for 35 Rollingwood, Williamsville NY 14221.

PERTINENT INFORMATION: The petitioners have filed a challenge of their property tax assessment for the 2017-18 tax year. It has been ordered that the total assessment be reduced from \$655,000 to \$600,000. This assessment change results in a total reduction of \$55,000 and a refund of \$923.60.

ALTERNATIVES: None

TIMELINE: January 9, 2018

COST TO DISTRICT: Non-budget impact due to use of reserve funds.

PREPARED BY: Zulfiqar A. Jaffri, CPA
Business Office Manager *Z.J.*

REVIEWED BY: Thomas R. Matuski *TRM*
Assistant Superintendent for Finance & Management Services

RECOMMENDED BY: Scott G. Martzloff
Superintendent of Schools *SGM*

BOARD MEETING DATE: January 9, 2018

AGENDA ITEM #: CF.IX.C.17-18-8

TOPIC: Approve Property Tax Settlement

BOARD ACTION REQUESTED: Approve Settlement and Transfer Amount from Tax Certiorari Fund.


BACKGROUND INFORMATION: Resolve to accept the resolution of this tax assessment challenge as ordered for 531 Farber Lakes Drive, Williamsville NY 14221.


PERTINENT INFORMATION: The petitioners have filed a challenge of their property tax assessment for the 2017-18 tax year. It has been ordered that the total assessment be reduced from \$1,400,000 to \$1,200,000. This assessment change results in a total reduction of \$200,000 and a refund of \$3,358.53, property owned by CJJ, LLC.


ALTERNATIVES: None

TIMELINE: January 9, 2018

COST TO DISTRICT: Non-budget impact due to use of reserve funds.

PREPARED BY: Zulfiqar A. Jaffri, CPA
Business Office Manager 

REVIEWED BY: Thomas R. Matuski 
Assistant Superintendent for Finance & Management Services

RECOMMENDED BY: Scott G. Martzloff
Superintendent of Schools 

BOARD MEETING DATE: January 9, 2018

AGENDA ITEM #: CF.IX.C.17-18-8

TOPIC: Approve Property Tax Settlement

BOARD ACTION REQUESTED: Approve Settlement and Transfer Amount from Tax Certiorari Fund

BACKGROUND INFORMATION: Resolve to accept the resolution of this tax assessment challenge as ordered for:
115 Village Pointe Lane, Williamsville, NY 14221.
54 Raphael Court, Williamsville, NY 14221.
66 Raphael Court, Williamsville, NY 14221.
304 Village Pointe Lane, Williamsville, NY 14221.
Note: All these properties were settled by one Attorney.

PERTINENT INFORMATION: The petitioners have filed challenges of their property tax assessments for the 2017-18 tax year. It has been ordered that the assessments be reduced and refunded as follows:


ADDRESS	OLD ASSESSMENT	NEW ASSESSMENT	REDUCTION	REFUND
115 Village Pointe Lane	\$825,000.00	\$800,000.00	\$ 25,000.00	\$422.89
54 Raphael Court	\$900,000.00	\$850,000.00	\$ 50,000.00	\$845.78
66 Raphael Court	\$880,000.00	\$840,000.00	\$ 40,000.00	\$676.62
304 Village Pointe Lane	\$680,000.00	\$620,000.00	\$ 60,000.00	\$1,014.93


ALTERNATIVES: None

TIMELINE: January 9, 2018

COST TO DISTRICT: Non-budget impact due to use of reserve funds.

PREPARED BY: Zulfiqar A. Jaffri, CPA 
Business Office Manager

REVIEWED BY: Thomas R. Matuski 
Assistant Superintendent for Finance & Management Services

RECOMMENDED BY: Scott G. Martzloff 
Superintendent of Schools

BOARD MEETING DATE: January 9, 2018

AGENDA ITEM #: CF.XIV.A.17-18-8

TOPIC: Facilities Improvement Plan Update

BOARD ACTION REQUESTED: For Information Only

BACKGROUND INFORMATION:

2015 Athletic Field Improvement and Enhancement Plans

The community approved the 2015 Athletic field improvement and enhancement plans on May 19, 2015. New York State Education department has approved this construction work. The South and East high school fields were completed in September 2017. The North field was completed in 2016.

2015 Facility Improvement

The community approved the 2015 Facility Improvement plan on May 19, 2015. The summer of 2017 has seen roof replacement at South high, and renovation work associated with this proposition at North, East, Heim, Heim middle, Mill middle, Forest, Maple West, and Country Parkway. The remaining project work will be completed in the summer of 2018.

2018 Music Improvement and Facility Infrastructure Project

The intent of this project is to update the District's high school and middle school music space and to address specific infrastructure items at school buildings.

PERTINENT INFORMATION:

2015 Athletic Field Improvement and Enhancement Plans

The last remaining item associated with this project is the final paving and coating of South high school's tennis courts. All other project related work is being reviewed for compliance to the design documents.

2015 Facility Improvement

The work plan for the summer of 2018 is being reviewed by the District project team. This review includes the scheduling of contractor meetings to verify that materials and contractor work plans are aligned with the respective construction timelines. Schools that will have construction work occurring in the summer of 2018 include South high, East high, Forest elementary, Maple East elementary, Heim middle, Casey middle, Transit middle and Dodge elementary.

State Reporting

Once the District's Project Team has confirmed compliance and acceptance of a contractor's work the District is able to process their final payment request. It is expected that school projects that do not have additional work scheduled for the summer of 2018 will be closed out in January 2018. Once the contracts are officially closed it will be possible for the District to complete the appropriate State reports for each school project number and submit them to the New York State Education Department. This submission will allow for State Aid to begin to be paid to the District for the respective projects.

2018 Music Improvement and Facility Infrastructure Project

In the fall of 2017 the District requested and received a list of music space related improvements from each high school and middle school. The project lists were summarized into a single format and provided to the District's architect and construction manager. The District Music and Facility Infrastructure Committee scheduled a meeting with each Principal to ask them to provide the committee with their thoughts on the items their school requested for the proposed project. Additionally, they were asked to share any information that they felt would be helpful for the architect and construction manager to be aware of as they review their school's list. All of the information that the committee received from these meetings was passed on to the architect and construction manager. Subsequent to the receipt of the school lists the architect requested input from each school on specific acoustical issues that they would like considered in the design process. All schools answered these questions in December and the information has been provided to the architect.

The next major step in the planning of this project is for the receipt of an initial cost estimate for all of the submitted project items. This estimate will be available in January 2018. Following the receipt of this estimate the District will schedule meetings with each school's Music Input team to review their cost estimate. The total project costs will be reviewed against the projected proposition budget. It is normal that the initial project costs will far exceed the budget for a proposition. The process that will follow involves a detailed review of each requested item with each school to further define what items will become their highest priority. Meetings will be scheduled with the School Music Input teams that will include the Architects, Construction Manager, consultants, and the District Music and Facility Infrastructure Committee. These work sessions will begin in January. Throughout the development phase of the project the construction manager will continue to update cost estimates thereby allowing each school to finalize their project scope. All project scopes will be reviewed against the District's financial plan. Project scope adjustments will occur until project costs equal the final project budget. This project development work is expected to continue through April 2018.

PREPARED BY:

Thomas R. Matuski 
Assistant Superintendent for Finance & Management Services

RECOMMENDED BY:

Scott G. Martzloff
Superintendent of Schools 