Board of Education & Administrative Goals

**Board of Education**

The Board of Education is committed to fostering a cohesive learning community that encompasses pre-kindergarten through twelfth grade.

**Goal #1 Curriculum and Instruction**

The Hamilton Board of Education will continue to support the curricular development of target content areas, will support technology integration and enrichment in every classroom, and will continue to align intervention services with the specific needs of each student by providing multiple methods of instructional delivery.

**Goal #2 – School Culture and Communication**

The Hamilton Board of Education will continue to support open and direct communication among the stakeholders that promotes a positive learning community based on trust and collaboration.

**Goal #3 – Supporting the Physical, Social and Emotional Growth of Students**

The Hamilton Board of Education will foster the development of programs and support systems that actively promote the healthy physical, social and emotional growth of all students.

**Goal #4 – Professional Growth and Development**

The Hamilton Board of Education will continue to provide opportunities and resources to enhance growth and development for all staff in our Professional Learning Community with particular focus on training for use of technology in the classroom.

**Goal #5 – Business and Finance**

The Hamilton Board of Education will endeavor to develop a fiscally sound budget that is aligned with the district’s educational goals and will continue to augment funding for the budget through grants, the Emerald Foundation, and other sources.

**Superintendent**

**Goal #1 - Curriculum and Instruction**

**Pedagogical Refinement:** For the past three years, the Hamilton Central School District has focused on three curricular areas: literacy, mathematics, and learning strategy instruction. Our teachers refined their skill in these areas with the support of staff developers, collegial
interactions, observations, conversations and dedicated readings. This year, our teachers will continue to refine their skills and go deeper in their quests for best practice in their classrooms.

Simultaneously, we will be completing our final year with the PEBC with an overarching focus of Gradual Release of Responsibility in all curricular areas. This practice will highlight the importance of student responsibility and ownership in their own education, while fostering the transference of our students’ knowledge to practical applications that gauge understanding. Students will be asked to apply acquired knowledge to practical applications that are appropriate to the student’s grade level and degree of expertise. These collaborative experiences will produce the skills our students will be required to emulate in the post secondary world. Technology integration will also be an integral component of this practice.

**Response to Intervention (RtI) Development and Implementation:** Our classroom teachers and intervention specialists will be involved in developing a thorough Response to Intervention program that will service our struggling learners in the areas they are deficient in. This multi-tiered approach will provide the instructional practices and intensity necessary to meet an individual student’s needs. Creating well prescribed interventions and progress monitoring techniques will help the process to flow smoothly. This is a very complex process that will require a great deal of time, energy and expertise to create. This plan will become a living document that will be refined as new information and best practice become understood and integrated by HCS or other successful practitioners.

Grant monies necessary to create a fully developed program have been requested through NYSED and the NYS Senate. We are waiting to hear if we are grant recipients to determine the speed by which we can develop our program. Full implementation of this federal mandate is required by 2011.

**Superintendent’s Goal #2 – School Culture and Communication**

For the fourth year, the Hamilton Central School District will focus on open communication with all constituent groups, using various methods of exchange.

During these difficult financial times, open, frank communication is an absolute necessity. As was the case last year, many of our community members had a great interest in the budget development process and gave us outstanding suggestions regarding cost savings measures. As we continue to be challenged in a difficult fiscal landscape, this will be extremely important for our district.

Additionally, we have a number of terrific events and experiences that occur within our walls. We will continue to make these celebrations and events available to our parents and our community members. Information regarding our school will be shared via Board of Education meetings, newsletters, our web-site, Superintendent’s and Principals’ Coffees, and our Global Connect system.

Within our school community, we will be offering Open Forums to our faculty and staff. These monthly meetings will be an additional avenue for information to be shared and questions and suggestions to be heard. The Open Forum Team will include the building principals and the
superintendent. Any employee is welcome to attend and share in the conversation. We hope our Learning Community will take advantage of these opportunities.

**Goal #3 – Supporting the Physical, Social and Emotional Growth of Students**

The Hamilton Central School District is thoroughly dedicated to the holistic growth of our students. We understand that learning will be at its best when our students are happy and healthy. With this in mind, we have realigned our support services personnel and our Academic Intervention Services to maximize the positive impact we can have on our students as we meet their changing social-emotional needs throughout their years at HCS.

At the secondary level, our Support Services Department now includes a social worker and a guidance counselor. Our students will receive encouragement and assistance in their academic classrooms, as appropriate, and individually, as needed. In addition, our special educators, reading specialists, teaching assistants and AIS teachers will provide the support necessary for student success.

At the elementary level, our Support Services Department will include an intermediate guidance counselor and a school psychologist. Reading and math specialists, special educators and teaching assistants will provide the differentiation, encouragement and intervention strategies to keep our students growing and learning at an appropriate rate based on their individual needs.

Our Instructional Support Teams (STaRS at the elementary school) will continue to refine their practices so they are timely and best suited to an individual child’s needs. Recent publications regarding our IST and STaRS will be available to our students and the families of the Hamilton Community, so they may refer students for support services, when desired. The IST’s will serve to enhance instruction and interventions within the classrooms to minimize the difficulties our students face in their daily learning process. The team will monitor the interventions and modify them as needed. Ongoing learning issues will be referred to the CSE if the preliminary interventions offered by the IST and the Intervention Team do not rectify the learning difficulties.

**Social-emotional Educational Supports for our Students:** Within the last two years, we have also included course work in making healthy choices and leadership for our middle level students so they can explore issues and concepts as they move through the most vulnerable stage of their lives. In addition, we now offer intensive reading classes at the middle and high schools and will infuse co-teaching experiences, by strategy specialists, in academic classes that are extremely challenging for specific individuals. The mandates for graduation are, at times, difficult and potentially overwhelming. We hope to provide all necessary supports so all of our students are successful.

Additionally, you will hear about the ongoing development of the HCS RtI program throughout the year and the creation of our new 8:1:1 classroom for high needs first through third grade students. This room will open in September with four students, a teacher, a teaching assistant, and an hour daily of speech and social skills training. This environment will provide a unique learning community that will allow these students to learn and mature in a small classroom.
setting until they are ready for a mainstream setting. There is a substantial cost savings to the district as we return these students to their home district from outside placements.

**Superintendent’s Goal #4 – Professional Growth and Development**

The 2009-10 school year will be our year of “refinement.” The initiatives we have begun are well integrated and our instructional practices will be enhanced as we dig deeper and go “an inch wide and a mile deep.” Our staff developers, from the PEBC, return to us for their final year, with the understanding that we will help to refine our craft as a collective school community and move us towards mastery of the art of teaching. We will build self-efficacy and collective-efficacy as we grow and learn together.

Cris Tovani, noted author, joined our secondary and elementary teachers, for the first three teacher development days of this school year. Cris has written many books that have been used by our faculty to refine their craft including: *Do I Really Have to Teach Reading, I Read It but I Don’t Get It, Thoughtful Reading, and Comprehending Content*. Her expertise will be infused in our classroom, in all content areas, throughout the 2009-2010 school year. Our teachers will support student learning and understanding by fostering responsibility and independence. We will also consider the importance of words and expectations on student success.

Thanks to support we have received from outside donors and grants from the Emerald Foundation and the McNeiece Foundation, teams of teachers were sent to Harvard University to work with Howard Gardner and his team on the Five Minds for the Future, which highlights the skills and ethics structure our students will need to be successful adults in the 21st century. Conversations surrounding these future skills and practices will be part of our “HCS Think Tank” and our science classrooms. A course that explores this new area of research will be taught through our Teachers’ Center for all interested faculty.

Our intermediate teachers took part in Responsive Classroom training that focused on building strong, productive classroom communities; and our primary teachers took part in LLI, literacy training, that will support the needs of our students that struggle with early literacy deficits. All of the new knowledge that was acquired throughout the summer will be seen in our classrooms and Teachers’ Center courses this year. Tech Tuesdays will continue to be offered to our teachers to enhance their technological know-how and infuse more technological practices into the classroom and student learning.

**Goal # 5 Business and Finance**

Last year at this time we had no idea that we were about to face one of the most difficult financial years in education when our goals for the school year were written. This year, however, we anticipate a very difficult budget year and are forewarned of large increases in costs for retirement expenditures through ERS and other related fiscal areas. We are concerned about the level of state aid that we will receive for the 2010-2011 school year and anticipate beginning our budget cycle in the late fall.

As was the case last year, we are actively pursuing grant monies to help offset our budget dollars. We are making a dedicated effort to offset potential budget increases to the Hamilton
taxpayer while maintaining the same degree of pedagogical excellence our community has come to know and expect.

We are acutely aware that our students only have one chance, at each grade level, and a diminished program will have detrimental consequences. Understanding this, we enter this budget season with “out of the box thinking” that will help us maintain the program that presently exists and support the educational needs of our community in a fiscally prudent way. We welcome the thoughts and opinions of our community and look forward to hearing their suggestions at our upcoming budget coffees. More information will follow in the late fall.

**Secondary Principal**

**Goal #1 – Curriculum and Instruction**

I will utilize faculty meetings to address and share best practices within our school. The coordinators will take on a larger role this year. Teachers and coordinators will be asked to share lessons and practices they have had success with, and we will have our book talk about *Choice Words*. We will also continue to build upon the peer visitation program where teachers visit each other’s classrooms. We have two classes being team taught this year.

AIS services will now be delivered at a central point in the Learning Center. I will have to work closely with teachers to help communicate the vision and development of the center, reflecting on communication and assessments to foster student learning and success. Grade level meetings on the second Monday of each month will focus on student performance. RTI development and implementation will have a strong impact on student learning, and it will need my support and input. We need to start evaluating the alignment of curriculum and assessments vertically and horizontally.

**Goal #2 – School Culture and Communication**

This continues to be a central area of focus. Improving parent communication is another area I would like to see improve school wide. Teachers are going to be asked to comment on student progress on all five-week reports. I will also ask them to compile an email list to inform parents on a more frequent basis when needed and to keep logs of parent contacts. Teachers who have room in their schedule will have time built into their schedule to update websites, contact parents, communicate, and collaborate about at-risk students.

A committee is also being formed to look at our current code of conduct and evaluate if it best meets our needs as it is currently written. We will look at several models to determine if there needs to be a more focused, consistent code.

Keeping the community informed is also important. One of the most positive things I can do is to continue to highlight the fantastic things happening at HCS. This can be done through various media such as Radio Free Hamilton, our website, and celebrations in Forum. I will continue to support and bring in programs, classes, speakers, and events that enhance the learning community at HCS. Communication as a leadership team will be a focus this year, also.
Goal #3 – Student Social and Emotional Needs

There have been changes in the structure of our support services this year that will enhance how identification of needs and support is delivered to our students. I need to work to support the people in those new positions and help them be more proactive by pushing into classes and developing a system to monitor those students.

RTI and the learning center will be especially helpful to these students. The addition of a social worker and continuing work with the SRO are other avenues to develop this year.

The Safe Group will meet this year to look at the identification of these students and the support in place to address their needs.

Goal #4 – Professional Growth and Development

This will be a year of refining what we have been developing in the past and building capacity within our building. Work with the PEBC will continue with this in mind, and we will continue to foster collaboration. Teachers will have an array of teacher center opportunities and I will continue to promote peer visitation.

I will attend the Learning and the Brain training in November, and I will continue my professional growth through various training opportunities as well as through membership in professional organizations and collaboration with area principals and administrators.

Goal #5 – Business and Finance

Next year may be a more difficult financial year than this one. I will need to evaluate staffing levels, programs, and services on an ongoing basis. We need to continue to offer our students choices and challenges, but it has to be done in a fiscally responsible manner through proven, successful options that engage them and prepare them for the world ahead.

I have already met with Matt several times, and we will meet several times as a team in order to improve communication and understanding of finances.

Elementary Principal

Elementary Principal’s Goal:

• I will continue to lead in the development of a more functional RtI plan. We need to continue improving our means of identifying struggling learners as early as possible, diagnosing their weaknesses, prescribing the correct interventions, monitoring their progress through regular and useful assessments and record keeping tools, and prescribing new interventions when needed.
District Goal #1
Curriculum and Instruction: I will oversee the refinement of classroom instruction which includes the initiative of “gradual release of responsibility” through regular observations, assisting teachers through professional development, determining master teachers for mentoring, allowing for collaboration and peer observation, and offering professional development when needed.

I will also assist teachers in seeking out effective assessments for monitoring student progress. These assessments will be used to identify strengths and weaknesses of individuals for future instruction.

I will help to develop the role of the “HI Team” in identifying needs of individuals and prescribing interventions when needed. This team will meet regularly to discuss individuals with needs and work together to deliver the best interventions. They will work with the teachers in each of their assigned grade levels in this process. When interventions are unsuccessful, students will be referred to the STaRS committee for further analysis. I will also work with the STaRS committee.

District Goal #2
School Culture and Communication: Communication of this process to the teachers and community is essential. I will use faculty and Primary / Intermediate Team meetings to further develop the understanding of the RtI process. When needed I will use professional developers and master teachers to help communicate this process. I will also develop a district web page that outlines this and other initiatives to the community. Additionally, I have scheduled an open forum at the Colgate Inn to speak to the community about our programs and the RtI model on September 21.

District Goal #3
Supporting the Physical, Social and Emotional Growth of Students: The “HI Team,” STaRS Committee and classroom teachers will also diagnose students with difficulties of physical, social and emotional difficulties that may inhibit academic growth. Second Step Violence Prevention has been purchased for all classroom teachers to help develop this growth within the classroom. I will initiate and oversee the implementation and professional development needed to deliver this program. The HI Team and STaRS Committee will help to identify unique difficulties and prescribe interventions available within the school. When difficulties continue, I will assist in obtaining outside counseling for individuals and families.

District Goal #4
Professional Growth and Development: I will continue to work with the staff developers of the PEBC to assist teachers in delivering quality instruction, which includes the area of gradual release of responsibility. I will also direct master teachers in offering peer observations and Teacher Center courses in areas of need. I will also provide opportunities for support teachers and classroom teachers to collaborate, co-teach, and observe each other. I will also work closely with the PEBC and the Leadership Team to develop protocols for peer observations. When resources are available, teachers will have opportunities to attend professional development seminars.
**District Goal #5**
**Business and Finance:** I will continue to seek out opportunities to team with other like-minded districts in professional development. I will also persist in having our BOCES offer courses and seminars that parallel our districts curricular goals. Additionally, I will work with teachers to obtain grants that help in our professional development and support our student’s growth in all areas.

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**Elementary Principal’s Goal:** *I will make sure that technology and innovation, as well as all other educational opportunities are delivered to every student. Every child, will be offered the highest quality instruction that will prepare them to think, learn and communicate in the twenty-first century.*

**District Goal #1**
**Curriculum and Instruction:** I will coordinate with the technology and innovation teacher to collaborate with all teachers in developing units of study that include the latest and most effective ways to communicate their ideas. Each teacher will be responsible for creating units of study that use twenty-first century communication.

**District Goal #2**
**School Culture and Community:** Teachers will share in the development of this responsibility. I will also coordinate with the technology and innovations teacher to offer teacher workshops that will empower classroom teachers to have the ability to deliver this instruction in their classrooms. I will meet with teachers to discuss with them the types of technology and innovation that will best meet the needs of the their students. I will also ask the IT teacher to showcase student work on our web-site for parents to view student products.

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**Director of Special Education**

**Goal #1 - Curriculum and Instruction**

During the 2009-2010 school year, I will work together with the high school principal to ensure the development of the Learning Center as an effective site to provide struggling learners a place to experience success. I will work with the staff of the Learning Center to maintain focus on meeting the needs of the students that will best support their learning. I will schedule set times to meet with grade level faculty assigned to the Learning Center to discuss the successes and needs of students as the program evolves.

I will facilitate the RTI process to provide high quality instruction and interventions matched to students needs to prevent a cycle of failure and possibly curtail the need for CSE referral. I will work with the Hamilton Intervention team to assist classroom teachers in identifying, monitoring and supporting struggling students. Specific attention will be given to the development of Tier II
and III interventions and progress monitoring. I will work closely with the elementary Support Team and Response Strategies (STaRS) and the secondary Instructional Support Team (IST) to plan interventions that are specific to the individual needs of each student.

I will focus on the needs of the secondary faculty to provide the resources and administrative support necessary to improve the IST process and student support services at the secondary level.

In the development of our new 8:1:1 classroom, I will work closely with the teacher and support services staff to ensure an effective classroom. I will encourage the faculty and staff to explore our new program and get to know our new students, as they become part of our school community.

**Goal #2 – Professional Growth and Development**

I will pursue resources, seek professional development opportunities and engage our reading teachers in an effort to find appropriate evaluations that will define the specific domains of reading that impede our students with severe reading deficits. I will work with faculty to develop interventions and programs that help remediate students’ explicit areas of need.

I will continue to work so that we utilize AIS Edge and the new RTI component of AIS Edge to its best advantage as we grow a database which provides teachers the information needed to develop interventions and drive instruction. Training will be held throughout the year for faculty, as we develop our RTI plan and input our universal screenings, progress monitoring and interventions.

**Goal #3 – School Culture and Communication**

I plan to meet regularly with the newly aligned student support services staff to ensure a smooth transition of personnel. As a department, we are committed to providing social-emotional, as well as behavioral and academic support to students and families in need. I will work closely with our new School Social Worker to expand our outreach to families in need.

I will schedule Open Forums throughout the year, in an effort to address faculty concerns regarding special education services and changes in the special education regulations.

**Goal #4 – Student Social and Emotional Needs**

I will work with the Student Support Services Department, the Learning Center, STaRS and IST to provide counseling, interventions, family support and community outreach that address the needs of our students. All that we do for students lends itself to improving their social and emotional needs, therefore, many of the goals in other areas above fall into this category, as well.
Director of Technology

Goal #1 – Curriculum and Instruction
The BOE has strongly endorsed the use of technology as a learning tool and no longer as an add-on that is used fill voids or merely “wow” the kids to engage them. Technology can be, and in most case is engaging, if students are using it to create, not consume content. Technology will help us provide an avenue to allow Administrators, teachers, students and parents to be “in the know” as to what is going on in school community. E.g. what is being taught, how the students are being assessed, student progress, due dates etc… Technology is now available to us that will allow classroom teachers to provide learning communities that include their students, the parents and their professional colleagues (both in district and out). Putting technology in the hands of all students and teachers will continue to be our focus for the 2009-10 school year.

Goal #2 – School Culture and Communication
Technology can provide us with the ability to monitor our students’ progress more closely and more frequently. Technology will be at the forefront of our communications with everyone involved in the education of our students. Our school website must become the main site that students, parents, district employees think to access for not only school related info, but other community info relevant to our district. We will create an all inclusive calendar that will allow ALL share holders to see what is going on within our walls; from outside groups and where they are meeting, to in house athletic practices, staff meetings, club meetings etc… Users will have the ability to filter and setup the calendar(s) to meet their needs. We will also be expanding our website to include areas for FAQ’s, PDF forms and rumor control.

Email and text messaging will become the conduits for rapid dissemination of information, while our website and other Internet resources will evolve into areas and tools that will bring the entire learning community together.

Goal #3 – Supporting the Physical, Social and Emotional Growth of Students
Through the use of technology our district will supplement it’s Physical Education instruction with wii fitness games and monitoring. We will also be developing an online class for the health program that will focus on school leadership.

Goal #4 – Professional Growth and Development
This year we will be asking teachers to become more involved in the Model Schools Program by becoming committee members and asking them to attend three meetings this year. There will also be opportunities for technology training through Tech Thursdays, NYSCATE and other MORIC sponsored training sessions for teachers and administrators.

Goal #5 – Business and Finance
In close relation to Goal #2, these new technologies will also us to reduce mailings (thus costs) and paper use. Through the use of technology we look to become more efficient with administrative tasks, meetings and information sharing. We will continue to build our archival databases of information (newsletters, BOE Minutes etc…).
**Business Manager**

**Goal 1: Curriculum and Instruction**

Having now made the switch out of the classroom, I will strive to remain in tune to what is happening in our classrooms. To ensure curricular development and technology integration, I will continue to be involved with program development; including the development of an RtI program as well as continued work with the P.E.B.C. I will make every effort to meet the financial needs of our administrative team, teachers, and students in order to continue the strengthening of the HCS Learning Community.

**Goal 2: School Culture and Communication**

Being new in the Business Manager position, I will continue to establish and define my role in the Hamilton Community. I will establish and maintain open channels of communication with students, faculty and staff, as well as community members. I will also make an effort to be visible throughout the school and community to build a strong relationship with students, faculty and staff, and community members.

**Goal 3: Supporting the Physical, Social, and Emotional Growth of Students**

In order to support the physical, social, and emotional growth of our students, I will make sure that the school and its property is a safe, clean place that encourages and enhances student learning and community involvement.

**Goal 4: Professional Growth and Development**

I will continue to grow and develop as a professional by taking advantage of opportunities and resources that are available. By joining certain member organizations, actively participating in the opportunities that they offer, and communicating with my peers, I will continue to grow in this position as well as be up to date with best practice procedures.

**Athletic Director**

**Goal #1 – Curriculum and Instruction**

As I continue to move into an administrative role, I would like to become more involved in the District’s implementation of curriculum and instruction in targeted content areas. I plan on taking an active role on the RtI design team and will work closely with our administrative team as they continue to develop the district’s pedagogical framework.

**Goal #2 – Professional Growth and Development**

In an effort to foster growth in professional competence and leadership I will continue my SBL Certification program at Massachusetts College of Liberal Arts, via my internship program and summer curriculum work.
In addition, being responsible for the administration of all National Federation, New York State, Section III, school district and building rules and regulations, I will attend the New York State Athletic Directors Annual Conference in Saratoga Springs in March.

**Goal #3 – School Culture and Communication**

Through my internship experience, I will work with Mr. Lutsic on student discipline and school culture. I will also continue to explore various avenues to improve communication, trust and collaboration among all stakeholders within our school community.

I will continue to facilitate the Student/Athlete Leadership Council which will meet with me bi-weekly. This group assesses and discusses their team’s challenges, chemistry, confidence and commitment and affords me the opportunity to provide our student/athletes with character development and leadership training.

**Goal #4 – Business & Finance**

As we move into another year of budget uncertainties, I will continue to develop a fiscally sound athletic budget and research avenues to augment our existing budget to help provide safe, state of the art facilities for our student/athletes.

**Goal 5: Business and Finance**

With the many difficult factors having an impact on the District’s finances, and the current uncertainty of State funding, we will be fiscally responsible when drafting a budget as well as in day-to-day operations. The District will continue to seek alternative funding sources in order to meet the educational and professional goals of the District.