

Proposal

Presented to the
Morrisville-Eaton Central School District
Board of Education

An Efficiency Study to Examine the Feasibility of a Pre-K – 12 program at the
Morrisville-Eaton Middle-High School

Morrisville, New York



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Introduction

This proposal outlines a study to examine the best way to provide a comprehensive Pre-K–12 grade program utilizing the Middle-High School Building in Morrisville, New York. The proposal is in response to the desire of the superintendent and the board of education to study the most cost effective way to provide a high quality education to the students of the Morrisville-Eaton Central School District.

Principles

The following principles will govern the conduct of this study:

1. The study will be conducted in an open and fair manner
2. All data will be presented to the Board of Education
3. Recommendations will:
 - a. benefit student learning,
 - b. be sensitive to the unique cultural context of Morrisville-Eaton,
 - c. not be influenced by special interest groups,
 - d. be educationally sound, and
 - e. be fiscally responsible and realistic.

Purpose

The primary purpose of this study will be to explore the following questions:

From an instructional and financial perspective, should the board of education consider creating a Pre-K–12 grade program in the Morrisville-Eaton Middle-High School and closing the Edward R. Andrews Elementary School?

What does the school community desire in an educational program that will successfully prepare all students for their future and what strategic initiatives should be implemented to achieve these goals?

Areas of District Operation to be Studied

The following areas will be examined in an effort to explore the above questions:

1. Enrollment projections: examine past student enrollments and project estimates of future student enrollment

2. Program offerings: examine current program (curricular, extra-curricular, co-curricular) offerings and project future program needs and impact on facilities
3. Facilities: review all facilities and provide an assessment of the educational adequacy, now and in the future, to deliver the desired program to the students of the district
4. Transportation: study the existing transportation plan and determine the future need for adjustments, if any (individual routing data will not be examined)
5. Staffing: evaluate existing staffing patterns and project future staffing needs.
6. Finances: determine the impact on district finances of the various options.
7. Strategic goals: identify the desired goals for a Pre-K–12 educational program and develop strategies to achieve the goals.

Methodology

The consultants will act as the facilitators for this efficiency study. They will assist the board in its appointment of a District Advisory Committee. It is suggested that the District Advisory Committee be constituted as follows:

- 3 elementary school teachers
- 3 middle/high school teachers
- 1 special area teacher
- 2 support service staff members
- 1 elementary school principal
- 1 middle/high school principal
- 1 student
- 11- Community Members

The Superintendent and the School Business Official will serve as the administrative support persons for the committee and the consultants.

The role of the District Advisory Committee will be to:

- a. Work closely with the consultants in an advisory capacity as representatives of the school/community;
- b. Serve as key communicators between the consultants and representative constituent groups from the school/community;

- c. Serve as a sounding board for tentative recommendations prior to presentation to the Board of Education; and,
- d. Provide any and all possible support requested by the Board of Education.

The consultants will be responsible for preparing the final report, including an executive summary. It will also be the responsibility of the consultants to make the final recommendation on the study questions to the Morrisville-Eaton Board of Education.

It will also be the responsibility of the consultants to identify meeting dates, prepare agendas for all meetings, and prepare meeting notes after each committee meeting.

The District Advisory Committee members will organize themselves in order to assist in accomplishing the task of completing the study. All meetings of the District Advisory Committee will be conducted in open session to the public for observation and limited comment only. Approximately six meetings of the District Advisory Committee will be held.

Data Gathering and Analysis

The following procedures will be used to collect and analyze data to answer the central questions driving this study. However, as the study unfolds, additional data gathering and analytical techniques may be employed as needed.

1. Document review: various district documents will be gathered and examined (i.e., BEDS reports, master schedules, ST-3 financial report, student performance data, transportation routing data). Each will be scrutinized for relevancy to the central questions.
2. BEDS data will be used to apply the cohort survival method of enrollment projections.
3. Facility Tours: Each school building will be toured by the committee to determine educational adequacy (available and appropriateness of space for intended use). Existing floor plans will be updated to illustrate current space usage.
4. Interviews: Selected staff members will be interviewed (individually and/or in groups) to explore current and future program offerings. Interview notes will be analyzed for common understandings among staff.

Reporting

The consultants will prepare a written report that will summarize the study purpose, method, findings, conclusions, and recommendations. The report will also contain an executive summary. In addition, the consultants will make an oral report to the board of education upon conclusion of the study. Progress reports will be provided to the board as needed throughout the study process.

Timeline

Following is a proposed timeline for completion of the study:

By March 14, 2014: Board agrees to the study proposal and appoints the District Advisory Committee; community is informed of the study via newsletter and other appropriate means

By April 18, 2014: Initial meeting of the District Advisory Committee is held and the outline of the charge is shared. District Advisory Committee organizes itself and understands the plan to complete the study.

April 18-September 19, 2014: District Advisory Committee meetings are held; updates are provided to the community.

By October 3, 2014: Draft report is prepared and reviewed by the District Advisory Committee

By October 17, 2014: Final report is prepared and shared with the Board of Education.

Consultants

After eighteen years in the role, Alan Pole retired as District Superintendent of the Delaware-Chenango-Madison-Otsego BOCES in 2008 where he had extensive experience addressing the issues of small rural schools. Prior to this responsibility, Alan was the Deputy Superintendent at the Onondaga-Cortland-Madison BOCES, where he specialized in personnel, employee relations, and instructional issues. He has been involved in school district reorganization studies and two school building efficiency studies. His experience ensures insight into the issues of small, rural

schools, and accurate and meaningful interpretation of the instructional and personnel dimensions of this study.

On July 31, 2012, Dr. Jessica Cohen retired from the position of District Superintendent of the OCM BOCES in Syracuse after having served in that role for nine years. She has also served as the Assistant Superintendent for Instructional Services for the DCMO BOCES in Norwich for eleven years and the Coordinator of Effective Schools planning at OCM BOCES. Since her retirement, she has been involved in school district reorganization studies and a shared services study. Her experience is with the instructional and planning aspects of public school districts.

Budget

The charge for consultant services to facilitate this feasibility study is \$22,000 plus reimbursement of expenses for mileage, meals, copying, and postage, if necessary. The board might have some incidental costs associated with meetings of the District Advisory Committee (meeting refreshments, copying, etc.).

The schedule of payment to CASTALLO & SILKY will be:

50% with initiation of the study

50% with submission of the final report

Expense reimbursement will be invoiced and reimbursed after completion of the study.

Two paper copies of the final report will be submitted to the district, one bound and one unbound. In addition, one electronic copy of the report will be submitted.

Castallo & Silky,

Jessica F. Cohen & Alan D. Pole

February 14, 2014