



OFFICE OF CURRICULUM, INSTRUCTION AND FIELD SERVICES
Office of Educational Design and Technology
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*Encl. 9, 4
Sept 29, 2011*

*** COVER PAGE ***
**2011-2012 Application For Variance From Section 100.2(a)
of the Commissioner's Regulations**

School Name: Horseheads Intermediate School

School District Name: Horseheads Central School District

Address: One Raider Lane, Horseheads, NY 14845

Name of Person Completing Form: Alice Learn

Title: Assistant Superintendent

Address: One Raider Lane, Horseheads, NY 14845

Telephone Number: (607)739-5601 ext. 4264 FAX: (607) 795-2435

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The Horseheads Central School District hereby requests consideration of the attached variance from Section 100.2 (a) of the Regulations of the Commissioner. This request is based on the district's efforts to improve student learning outcomes in the pursuit of excellence in education. The attached application has been completed in accordance with the accompanying instructions in developing the variance or waiver proposal.

Date of Board of Education Approval: September 29, 2011

Ralph Marino, Jr.
Name of Superintendent of Schools

Signature of Superintendent of Schools

District Superintendent Recommendation:

YES NO Further Work

Dr. Horst Graefe
Name of BOCES District Superintendent Date Signature of BOCES District Superintendent

Please forward this application for Part 100.2 (a) variance to:

Lawrence M. Paska, Ph.D.
Office of Educational Design and Technology New York State Education Department
89 Washington Avenue – Room 319M EB
Albany, NY 12234

Application for Variance

The Horseheads Central School District is seeking a variance to allow for the re-configuration of its grades 5 – 8 Administrators.

1. What is the proposed administrative arrangement? How will it differ from the current arrangement?

Currently, the Horseheads Central School District houses students in grades 5-8 in one facility. In the 2010-11 school year, the Horseheads Intermediate School, grades 5 and 6, was administered by one principal and assistant principal; the Horseheads Middle School, grades 7 and 8, was administered by one principal and one assistant principal.

The 2011-12 administrative arrangement would maintain the school names but would be administered by one principal assigned to grades 5 – 8 and two assistant principals also assigned to grades 5-8, but with one working primarily with grades 5-6 and one working primarily with grades 7-8.

The Middle and Intermediate Schools are connected and share a library, gymnasium, kitchen, and several classrooms. Students move between the facility for various classes and activities. The Middle and Intermediate School also currently share some staff.

As of September 15, 2011 the grades 5-8 student enrollment was 1332.

2. Roles and responsibilities of each administrator

The principal will be responsible for oversight of students, staff and the entire facility for grades 5-8.

Each assistant principal (2) is assigned to grades 5-8, but one works primarily with grades 5-6 and one works primarily with grades 7-8.

3. Describe the background and certification of each administrator involved in the new arrangement.

Mrs. Bobbi Brock – Principal

Mrs. Brock holds a Bachelor of Science Degree from Indiana University and a Masters of Special Education from Mansfield State University. She holds a School Administrator and Supervisor Certificate. She came to the District in 2000 as an Assistant Principal at the Middle School. In the 2002-03 school year, she applied for and received the Principalship to the Intermediate School. The Intermediate School (grades 5 and 6) was a new building configuration for the district. Mrs. Brock has successfully led the creation of this new school and has been successfully serving in that position since that school year.

Mrs. Robin Doubrava – Assistant Principal, Grades 5-8

Mrs. Doubrava holds a Master of Science in Education from Elmira College. She received a C.A.S. in Educational Administration from SUNY Cortland and holds a School District Administrator Certificate. She has worked for the Horseheads Central School District since 1990, initially serving as an Elementary Teacher, an Administrative Intern in 1998 and in 2004 as Dean of Students at the Intermediate School. In 2005, she became the Intermediate School's Assistant Principal and in 2011 was appointed as one of the two Assistant Principals, Grades 5-8.

Mr. Rance Sechrist – Assistant Principal, Grades 5-8

Mr. Sechrist holds permanent teaching certifications in Business, Social Studies and Mathematics. He has a Master of Science in Education from Elmira College and a C.A.S. in Educational Administration from SUNY Cortland and holds a School District Administrator Certificate. Prior to coming to the Horseheads Central School District, he was a teacher and Dean of Students at Corning Free Academy. In 2006 he was hired as the Middle School Assistant Principal and in 2011 was appointed as one of the two Assistant Principals, Grades 5-8.

4. Describe how this new arrangement will promote effective teaching and learning in the buildings affected.

This arrangement will permit the continuance of effective teaching and learning initiatives that are currently in place at both schools. It will provide for increased collaboration and communication between the two teaching staffs. It will also provide additional opportunities for students to work across grade levels and to have opportunities for both enrichment and remediation.

5. Describe how this arrangement will promote collaboration with parents and community

- Improved coordination, collaboration, and communication amongst administrators and staff regarding curriculum, instruction and assessment; improved consistency to overall educational program.
- Opportunity to better prepare 6th grade students for the rigor of grade 7, reduce the fear of transition for students.
- Opportunity to bring continuity to the character education program. Currently each school has their own character education program. This configuration will allow the staff to examine and implement the strengths of both programs.
- More opportunities for staff to share resources with each other.
- Opportunity to achieve consistent approaches to student discipline.
- Greater opportunity to plan and coordinate the multiple community service projects that each school currently conducts independent of each other.
- Administration will be able to work with parent organizations from the two schools to facilitate fund raising and other projects that benefit students and the school.