

# DISTRICT SCAN

School District Name: \_\_\_\_\_

Closing Date: \_\_\_\_\_

Issues to Investigate \_\_\_\_\_

## COMMUNITY

### Geographic Location:

Size and Make-Up    \_\_\_ rural    \_\_\_ suburban    \_\_\_ urban

(Description of community: towns, villages, etc)

- General Type:    \_\_\_ industrial    \_\_\_ bedroom/commuter    \_\_\_ resort-based    \_\_\_ other
- Tax base:    \_\_\_ business/industry    \_\_\_ agricultural    \_\_\_ local property    \_\_\_ other
- Population    \_\_\_\_\_    \_\_\_ growing    \_\_\_ stable    \_\_\_ declining    \_\_\_ transient factor
- Unemployment Rate    \_\_\_\_\_ (public assistance/free or reduced lunches)
- Real Estate    \_\_\_\_\_ availability of suitable housing  
                  \_\_\_\_\_ Types of housing (single family, apartments, condos, townhouses)  
                  \_\_\_\_\_ Visit to realtor
- Community Organizations    \_\_\_ Lion's Club    \_\_\_ Rotary    \_\_\_ Elk's Club  
  \_\_\_\_\_ Volunteer Fire Dept    \_\_\_\_\_ Others

Desirability for Family Relocation    \_\_\_ yes    \_\_\_ no

- Restaurants
- Shopping
- Banks
- Theater
- Recreation
- Other

Presence of Local Politics/Players

- Town Supervisor
- County Legislators
- Village Mayor
- State Legislators

Comments: \_\_\_\_\_

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**FISCAL**

Current Operating Budget \_\_\_\_\_ passed (vote/margin \_\_\_\_\_)  
State Aid \_\_\_\_\_% \_\_\_\_\_defeated  
Increase from Previous Year \_\_\_\_\_% \_\_\_\_\_contingency

- General Support
- Instructional
- Undistributed
- Food Service
- Transportation \_\_\_\_\_ fleet owned \_\_\_\_\_ fleet contracted  
Aid Ratio \_\_\_\_\_%

Reserve Funds \_\_\_\_\_ Capital Reserve \_\_\_\_\_  
\_\_\_\_\_ Tax Certiorari  
\_\_\_\_\_ Retirement

Fund Balance (previous year)

- Expenditure Increase \_\_\_\_\_%
- Tax Levy Increase \_\_\_\_\_%
- History of School Budget Support
- Description of How Budget Is Developed: Active Citizen’s Taxpayer Group \_\_\_ Yes \_\_\_ No
- Relationship with BOCES

Business Administrator/Manager \_\_\_ full time \_\_\_ part-time

Business Office Configuration:

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**DISTRICT DEMOGRAPHICS**

- Student Enrollment \_\_\_\_\_
- Student Ethnicity: \_\_\_\_\_ Comments:
- Student Free/Reduced Lunch % \_\_\_\_\_
  - Geographic Size of the District \_\_\_\_\_
  - Attendance Rate \_\_\_\_\_ %
  - Drop-Out Rate \_\_\_\_\_ %
  - Suspension Rate \_\_\_\_\_ %

Comments: \_\_\_\_\_

**STUDENT ACHIEVEMENT**

- District REPORT CARD DATA
- NYS 4<sup>th</sup> grade ELA Assessment \_\_\_\_\_ % @ Performance Level 3 and Up (PI = \_\_\_\_\_)
- NYS 4<sup>th</sup> grade MATH Assessment \_\_\_\_\_ % @ Performance Level 3 and Up (PI = \_\_\_\_\_)
- NYS 4<sup>th</sup> grade SCIENCE Assessment \_\_\_\_\_ % @ Performance Level 3 and Up (PI = \_\_\_\_\_)
- NYS 5<sup>th</sup> grade SOCSTD Assessment \_\_\_\_\_ % @ Performance Level 3 and Up (PI = \_\_\_\_\_)
- NYS 8<sup>th</sup> grade ELA Assessment \_\_\_\_\_ % @ Performance Level 3 and Up (PI = \_\_\_\_\_)
- NYS 8<sup>th</sup> grade MATH Assessment \_\_\_\_\_ % @ Performance Level 3 and Up (PI = \_\_\_\_\_)
- NYS 8<sup>th</sup> grade SCIENCE Assessment \_\_\_\_\_ % @ Performance Level 3 and Up (PI = \_\_\_\_\_)
- NYS 8<sup>th</sup> grade SOCSTD Assessment \_\_\_\_\_ % @ Performance Level 3 and Up (PI = \_\_\_\_\_)
- English Regents Results (cohort)
- Math Regents Results (cohort)
- Regents Diplomas Awarded \_\_\_\_\_
- Articulated Curriculum Exists \_\_\_\_\_ Yes \_\_\_\_\_ No
- Common Instructional Direction is Evident \_\_\_\_\_ Yes \_\_\_\_\_ No
- Local Standardized Assessment Program \_\_\_\_\_ Yes \_\_\_\_\_ No

Graduate Trends:

- Work Place \_\_\_\_\_ %
- Military \_\_\_\_\_ % Comments:
- 4 Year Colleges \_\_\_\_\_ %
- 2 Year Colleges \_\_\_\_\_ %
- Trade Schools \_\_\_\_\_ %



## PERSONNEL

- Administrative Staff
  - Assignments
  - Tenure/Longevity
  - Director of Special Education?
  - Director of Curriculum & Instruction?
  - Director Level
    - Food Service
    - Buildings & Grounds
    - Transportation
- Instructional Staff
  - Number of Employees \_\_\_\_\_
  - Maturity of Staff (average age) \_\_\_\_\_
  - Stability of Staff (recent hires/retirements)
- Annual Professional Performance Review Process
- Professional Development Plan
  - Staff Development Goals
- Non-Instructional
  - Number of Employees \_\_\_\_\_
  - Maturity of Staff (average age) \_\_\_\_\_
  - Stability of Staff (recent hires/retirements)
- Number of Bargaining Units
  - Unit Presidents
    - Faculty Association
    - CSEA
    - Administrative
    - Other
  - Negotiations
    - Open Units?
  - Relationship/Rapport

Comments: \_\_\_\_\_

**BOARD OF EDUCATION**

- Membership
  - Terms/Expirations
  - Tenure/Stability Comments:
  - Composition: (blue collar/white collar/professional)
- Meeting Format
  - Night of the Week
  - Agenda Development
  - Duration
  - Location
  - Executive Sessions
  - Mandated Attendance
- Publication of BOE Agenda and Minutes
- Communication Style (s)
- Communication Routine
  - Weekly Memo
  - Telephone Calls
  - Email
- BOE Goals are established \_\_\_\_\_ Yes      \_\_\_\_\_ No
- BOE Evaluation Procedure in place \_\_\_\_\_ Yes      \_\_\_\_\_ No

Comments: \_\_\_\_\_

\_\_\_\_\_

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**PUBLIC SUPPORT**

- Does there appear to be public support of the School District evident in the community (ies) (i.e. – posters, signs, logos, indicators of “school spirit”, etc)
  
- How do people speak of the School District in casual conversation?
  
- How do they reference the faculty and staff?
  
- Do community agencies/organizations use the facilities on friendly terms?

Comments: \_\_\_\_\_

**FACILITIES**

- Has there been a recent capital project?
  
- What is the average age of the facilities?
  
- Is there a plan of scheduled maintenance?
  
- How much land is owned by the District at each location?
  
- Personnel
  - Maintenance crew
  - Groundskeeper
  - Custodial/cleaners

Comments: \_\_\_\_\_

\_\_\_\_\_

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## **TECHNOLOGY**

- Acceptable Use Policy (AUP)
- Internet Use Policy (IUP)
- Operation System Orientation    Mac/PC
- Technology Infrastructure        Windows NT/2000/XP
- Server Location(s) and Designations
- Email Client Delivery
- Technology Department Personnel
  - Director
  - Technicians
- District Website Development (philosophy/purpose)
  - Webmaster
- Number of Units
  - Desktops
  - Laptops
  - Handhelds
  - Teacher: Unit Ratio
- Applications of Choice
  - Version (s)
  - Delivery (on-site/remote)

Comments: \_\_\_\_\_

## **ITEMS TO REQUEST:**

- Most recent BEDs Report
- NYS District Report Card
- District C-DEP
- District Code of Conduct
- Copy of the Current Operating Budget
- ST-3
- SA-100
- Most recent Clerk's Report

