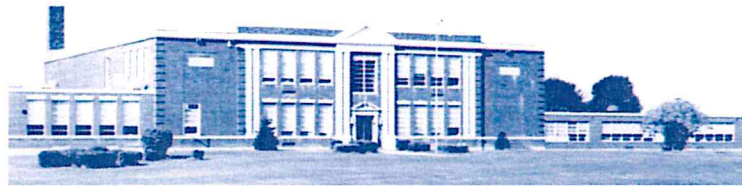


**Board of Education**

**Steven Yancey**  
President  
**Jona Snyder**  
Vice President  
**Tobias Abrams**  
**Mary Bartlett-Linden**  
**Beverly Biedermann**  
**Stephanie Clark-Tanner**  
**Laurie Zbock**



**Madison Central School District**  
7303 Route 20, Madison, New York 13402  
Phone: (315) 893-1878  
Fax: (315) 893-7111

**Steve Szatko**  
Interim Superintendent  
**Larry Nichols**  
Building Principal  
**Brian Latella**  
Elementary Principal  
**Melanie Brouillette**  
Treasurer  
**Tracey Lewis**  
District Clerk

BOARD OF EDUCATION  
SPECIAL MEETING

NOVEMBER 7, 2016  
7:00 P.M. – LGI ROOM

- I. Call to Order
- II. Agenda Additions
- III. Consent Agenda
  - a. Approval of Agenda for This Meeting
  - b. Approval of Minutes from October 17, 2016 Audit Committee and Regular Meeting
- IV. Public Forum
  - a. Review of Public Forum Expectations
- V. Reports
  - a. Superintendent – Approval Items
    1. Approval of MTA Teacher Contract July 1, 2016 – June 30, 2019
    2. Approval of Resolution for Standard Work Day
- VI. Policy
  - a. Second Reading of Policy # 7004 – Non-Resident Students (delete IIIA P2 and IIIC #1)
  - b. Second Reading of Concussion Management Draft Policy
  - c. Second Reading of District-Wide Safety Plans and Building-Level Emergency Response Plans Draft Policy
  - d. Second Reading of Fire and Emergency Drills and Bus Emergency Drills
  - e. Second Reading of Policy # 8200 – Home Instruction

- VII. New Business
  - a. Personnel
    - 1. Appointments
      - a. Kelly Smith – Teacher’s Aid effective 11/28/16
      - b. Professional Development Facilitators with a stipend of \$1,000 each effective 11/7/16
        - a. Bridget Idzi
        - b. Clarissa Siedsma
        - c. Michele Cotter
        - d. Jessica Planck
      - c. Kristen Frawley – Instructional Support Team (IST) Facilitator with a stipend of \$2,000 effective 11/7/16
    - 2. Approval of MOA Resolution between the Superintendent of Madison Central School and the Non-Instructional Employee’s Association of Madison Central School for purposes of insurance into retirement for Thomas Peckham
    - 3. Resignation for Retirement
      - a. Thomas Peckham – Bus Driver effective 10/25/16
    - 4. Coaching Appointments
      - a. Aften Ford – Cheerleading Coach for 2016-17
- VIII. Correspondence
  - a. Thank you letter from Oneida-Madison Electric Cooperative, Inc.
  - b. Thank you card from family of Fay Forward
  - c. Letter on Open Government
  - d. Richard Englebrecht’s monthly BOCES report for November 2016
- IX. Executive Session and appoint temporary District Clerk
  - a. To discuss the medical, financial, credit or employment history of a particular person or corporation or matters leading to the **appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal** of a particular person or corporation
- X. Adjourn Executive Session
- XI. Adjournment

**DRAFT**

The Audit Committee Meeting and the Regular Meeting of the Board of Education of Madison Central School was held on October 17, 2016 at 6:30 pm and 7:00 pm in the large group instruction room.

**MEMBERS PRESENT:** Ms. Beverly Biedermann – 6:50 pm  
Mr. Tobias Abrams  
Mr. Jona Snyder  
Mrs. Stephanie Tanner  
Mr. Steve Yancey  
Mrs. Laurie Zbock – 6:50 pm

**MEMBERS ABSENT:** Mrs. Mary Bartlett-Linden

**OTHERS PRESENT:** Mr. Steve Szatko, Interim Superintendent  
Mr. Larry Nichols, Building Principal  
Mr. Brian Latella, Elementary Principal  
Mrs. Melanie Brouillette, Treasurer  
Ms. Tracey Lewis, District Clerk

- I. Call to Order – Audit Committee Meeting – 6:30 pm  
Mr. Yancey called the meeting to order at 6:40 pm.
- II. Auditor Presentation
  - a. The Auditors presented the 2015-16 Audit Report.
- III. Adjournment of Audit Committee Meeting

**MOTION # 1 – ADJOURN AUDIT COMMITTEE MEETING**

ON THE MOTION of Mr. Abrams, seconded by Mrs. Tanner, the board moved to adjourn the Audit Committee Meeting at 7:08 pm. Motion carried 6 yes, 0 no.

- IV. Call to Order – Regular Meeting – immediately following Audit Committee Meeting  
Mr. Yancey called the Regular Meeting to order at 7:08 pm.
- V. Executive Session – Postponed until the end of the meeting
- VI. Agenda Additions
- VII. Consent Agenda
  - a. Approval of Agenda for This Meeting

**MOTION # 2 – APPROVAL OF AGENDA**

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve the agenda for this meeting. Motion carried 6 yes, 0 no.

- b. Approval of Minutes
  1. September 19, 2016 Regular Meeting Minutes

**MOTION # 3 – APPROVAL OF SEPTEMBER 19, 2016 MINUTES**

ON THE MOTION of Mr. Abrams, seconded by Mrs. Zbock, the board moved to approve the minutes from the September 19, 2016 Regular Meeting. Motion carried 6 yes, 0 no.

- VIII. Public Forum with use of Public Forum Expectations
- a. Jackie Starks provided a Superintendent Search update.
  - b. Questions were asked regarding more clarification on the superintendent selection process.
  - c. Questions were asked about the recent fire on the school grounds. The determination was a malfunction of a part. Everything is back in working order.
  - d. Suggestions were made for changes to the existing Home Instruction policy. This will be discussed later in the meeting.
  - e. Questions were asked about the building project progress as well as comments made about the choices made for this project and how the changes will benefit the students.
  - f. A question was raised about whether the district will have a cheerleading program. The answer is yes and a coaching assignment will be available at the next meeting.

- IX. Reports
- a. Treasurer
    1. Internal Claim Auditor's Report

**MOTION # 4 – APPROVAL OF INTERNAL CLAIM AUDITOR'S REPORT**

ON THE MOTION of Ms. Biedermann, seconded by Mr. Snyder, the board moved to approve the Internal Claim Auditor's Report. Motion carried 6 yes, 0 no.

2. Treasurer's Report dated September 30, 2016

**MOTION # 5 – APPROVAL OF SEPTEMBER 30, 2016 TREASURER'S REPORT**

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Zbock, the board moved to approve the September 30, 2016 Treasurer's Report. Motion carried 6 yes, 0 no.

3. Detail Warrants

**MOTION # 6 – APPROVAL OF DETAIL WARRANTS**

ON THE MOTION of Ms. Biedermann, seconded by Mr. Snyder, the board moved to approve the Detail Warrants as follow: Warrant Number 8 – Fund A – 9/2/16 – 5 pages, Warrant Number 9 – Fund A – 10/7/16 – 1 page, Warrant Number 10 – Fund A – 9/16/16 – 6 pages, Warrant Number 11 – Fund A – 10/3/16 – 9 pages, Warrant Number 4 – Fund C – 9/2/16 – 1 page, Warrant Number 5 – Fund C – 10/7/16 – 1 page, Warrant Number 6 – Fund C – 9/16/16 – 2 pages, Warrant Number 7 – Fund C – 10/3/16 – 2 pages, Warrant Number 3 – Fund TA – 10/7/16 – 5 pages, Warrant Number 2 – Fund HBUS – 10/7/16 – 1 page, Warrant Number 1 – Fund FA17 – 9/16/16 – 1 page, Warrant Number 2 – Fund FA167 – 10/3/16 – 2 pages. Motion carried 6 yes, 0 no.

4. The Financial Status Report was provided to the board.

- b. Superintendent – Information Items
  1. Committee Reports
    - a. Mr. Szatko provided an overview and building project update.
    - b. Mr. Szatko provided a review of the proposed first readings of policy that will be done later in the meeting.
  2. Mr. Szatko discussed the ESSA – Every Student Succeeds Act – with the board.
  3. Information was shared on the October 24, 2016 “Meet the Candidates” Workshop.
  4. Information was shared on the November 10, 2016 “Legal Issues Workshop”.

- c. Superintendent – Approval Items
1. Acceptance of 2015-16 Audit

**MOTION # 7 – ACCEPTANCE OF 2015-16 AUDIT**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Tanner, the board moved to approve the 2015-16 Audit. Motion carried 6 yes, 0 no.

2. Approval of 2016-2019 Strategic Plan

**MOTION # 8 – APPROVAL OF 2016-19 STRATEGIC PLAN**

ON THE MOTION of Mr. Abrams, seconded by Mrs. Zbock, the board moved to approve the 2016-19 Strategic Plan. Motion carried 6 yes, 0 no.

3. Approval of Overnight Trip for Chorus/Band to Toronto, Ontario from April 28-29, 2017

**MOTION # 9 – APPROVAL OF OVERNIGHT TRIP TO TORONTO, CANADA**

ON THE MOTION of Ms. Biedermann, seconded by Mr. Abrams, the board moved to approve the Overnight Trip for Band and Chorus to Toronto, Canada from April 28-29, 2017. Motion carried 6 yes, 0 no.

4. Approval of School Tax correction due to STAR correction to property owned by Julie Suits Parcel # 113.-2-6.2

**MOTION # 10 – APPROVAL OF SCHOOL TAX CORRECTION TO #113.-2.6.2**

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Zbock, the board moved to approve the School Tax Correction to parcel # 113.-2-6.2 owned by Julie Suits. Motion carried 6 yes, 0 no.

5. Approval of Kurt Peavey as an Occasional Driver

**MOTION # 11 – APPROVAL OF KURT PEAVEY AS OCCASIONAL DRIVER**

ON THE MOTION of Mrs. Tanner, seconded by Mr. Abrams, the board moved to approve Kurt Peavey as an occasional driver. Motion carried 6 yes, 0 no.

6. Half day discussion and approval of dates

**MOTION # 12 – APPROVAL OF ADDING FOUR HALF DAYS TO SCHOOL CALENDAR FOR 2016-17**

ON THE MOTION of Mr. Abrams, seconded by Mrs. Tanner, the board moved to approve the revised 2016-17 school calendar to include 4 half days which will be December 9, 2016, February 10, 2017, March 10, 2017 and May 5, 2017. Motion carried 6 yes, 0 no.

- X. Policy – The first readings of the following policies was done at this time.
  - a. First Reading of Policy # 7004 – Non-Resident Students (delete IIIA P2 and IIIC #1)
  - b. First Reading of Concussion Management Draft Policy
  - c. First Reading of District-Wide Safety Plans and Building-Level Emergency Response Plans Draft Policy
  - d. First Reading of Fire and Emergency Drills and Bus Emergency Drills
  - e. First Reading of Policy # 8200 – Home Instruction
  
- XI. Old Business
  - a. None
  
- XII. New Business
  - a. Personnel

**MOTION # 13 – APPROVAL OF ALL PERSONNEL ITEMS AS LISTED**

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve all personnel items as listed below:

- 1. Appointments
  - a. Lindsey Cross – Certified Substitute Teacher effective 10/5/16
- 2. Coaching Appointments
  - a. Tariq Shaw – Modified Boys Basketball for 2016-17
  - b. Payge Lehman – Modified Girls Softball for 2017
- 3. Leave Requests
  - a. Mary Belfield – Leave without pay – February 27-March 3, 2017
- 4. Salary Changes
  - a. Jordan Matteson – from B1, Step 4 to B3, Step 4
  - b. Michelle Nolan from M4, Step 11, to M5, Step 11
  - c. Mark Bankowski from M1, Step 5 with Masters to M6, Step 5 with Masters
- 5. Salary Change
  - a. Thomas Peckham – deletion of one run as no longer needed effective 9/20/16
- 6. Volunteers
  - a. Ryan Bean – Fitness Center – M, W, F from 6-7 am
  - b. Rick Peckham – Boys Basketball Coach Volunteer for 2016-17

Motion carried 6 yes, 0 no.

- b. CSE/CPSE Recommendations – in official packet

**MOTION # 14 – APPROVAL OF CSE/CPSE RECOMMENDATIONS**

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve the CSE/CPSE Recommendations as provided in the official packet. Motion carried 6 yes, 0 no.

- c. Principal Reports
  - 1. Mr. Nichols informed the board that the Emergency Response Plan was being reviewed, the National FFA Convention is this week and that the Varsity Soccer Teams are both in sectional play and we wish them the best!
  - 2. Mr. Latella discussed Fire Safety Week, Jodi Popple’s continued instruction, the Character Education program, the Student of the Month program, the District Wide Safety Plan, the upcoming Lock Down Drills, the eventual Emergency Evacuation Drill, the STEAM Initiatives, and a grant in the works for Afterschool programming.

XIII. Correspondence

- a. Richard Engelbrecht's monthly BOCES newsletter for October 2016 was provided.
- b. The Library Media Center Report for September 2016 was provided.

XIV. Executive Session

**MOTION # 15 – ENTER EXECUTIVE SESSION**

ON THE MOTION of Mrs. Tanner, seconded by Mrs. Zbock the board moved to enter into Executive Session at 8:57 pm to discuss collective negotiations pursuant to Article 14 of the Civil Service Law i.e., the Taylor Law with an invitation for Mrs. Brouillette to join and with Ms. Biedermann serving as temporary District Clerk. Motion carried 6 yes, 0 no.

**MOTION # 16 – ADJOURN EXECUTIVE SESSION**

ON THE MOTION of Mr. Abrams, seconded by Mr. Snyder, the board moved to adjourn Executive Session at 9:48 pm. Motion carried 6 yes, 0 no.

XV. Adjournment

**MOTION # 17 – ADJOURNMENT**

ON THE MOTION of Ms. Zbock, seconded by Mr. Snyder, the board moved to adjourn for the evening at 9:49 pm. Motion carried 6 yes, 0 no.

**Board of Education**

**Steven Yancey**

President

**Jona Snyder**

Vice President

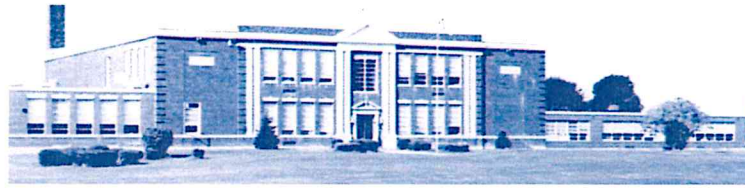
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Treasurer

**Tracey Lewis**

District Clerk

Please approve the following resolution at the November 7, 2016 Board of Education meeting.

RESOLVED: That the Board of Education of the Madison Central School District sets the Standard Work Day as per the attached sheet.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Motion carried \_\_\_ yes, \_\_\_ no.

Date: \_\_\_\_\_ Clerk: \_\_\_\_\_





Office of the New York State Comptroller  
 New York State and Local Retirement System  
 Employees' Retirement System  
 Police and Fire Retirement System  
 110 State Street, Albany, New York 12244-0001

# Standard Work Day Resolution for Employees\* RS 2418 (Rev. 7/11)

BE IT RESOLVED, that the Madison Central School, Location code 72511, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
<u>Bus Driver</u>	<u>7</u>
<u>Food Service</u>	<u>6</u>

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
 (Signature of clerk) Date enacted: \_\_\_\_\_

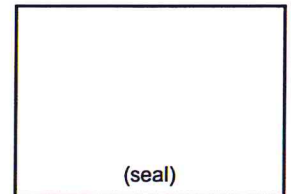
I, \_\_\_\_\_, clerk of the governing board of the \_\_\_\_\_,  
 (Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of \_\_\_\_ members, and that \_\_\_\_ of such members were present at such meeting and that \_\_\_\_ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto  
 Set my hand and the seal of the

\_\_\_\_\_  
 (Name of Employer)



\*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

**See Instructions for Completing Form on Back**

## Instructions for completing the Standard Work Day Resolution

A

B

Title	Standard Work Day (Hrs/day)
Accountant	8.00
Clerk	7.00
Bookkeeper	7.50
Data Collector	6.00
Secretary	7.25
Typist	7.50
Custodian	8.00
Laborers	8.00

- A. **Title:** You must establish a standard work day for each employee title (e.g. clerks, bus drivers, etc.) even if you do not have any full-time employees in that title. You may establish several standard work days for different positions. For example, all laborers may have an eight hour standard work day, all clerical workers seven and a half hours, and all elected officials six hours. Employers may also establish several standard work days for the same title, depending if there are significant variances in the job duties.
- B. **Standard Work Day (Hrs/day):** The minimum number of hours that can be established for a standard workday is six, while the maximum is **eight**. A standard workday is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours a person works. For example, if a clerk is only required to work three hours a day, you must still establish a standard workday between six and eight hours as the denominator for their days worked calculation.

Once the Resolution is passed, it must be kept on file by the employer and made available to the Retirement System upon request.



Office of the New York State Comptroller  
 New York State and Local Retirement System  
 Employees' Retirement System  
 Police and Fire Retirement System  
 110 State Street, Albany, New York 12244-0001

# Standard Work Day and Reporting Resolution for Elected and Appointed Officials

**RS 2417-A**  
 (Rev. 8/15)

BE IT RESOLVED, that the Madison Central School 172511 hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their record of activities:

(Name of Employer) (Location Code)

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check only if member is in Tier 1)	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Record of Activities Result*	Not Submitted (Check only if official did not submit their Record of Activities)
<b>Elected Officials</b>								
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>
<b>Appointed Officials</b>								
District Clerk	8	Tracy Lewis	6932	36894228	<input type="checkbox"/>	7/1/16 - 6/30/17	NO	<input checked="" type="checkbox"/>
Treasurer	8	Melanie Brouillette	4476	38597480	<input type="checkbox"/>	7/1/16 - 6/30/17	NO	<input checked="" type="checkbox"/>
					<input type="checkbox"/>			<input type="checkbox"/>

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

I, \_\_\_\_\_, secretary/clerk of the governing board of the \_\_\_\_\_, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

(Name of secretary or clerk) (Circle one) (Name of Employer)

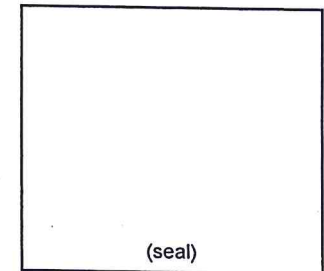
IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Signature of the secretary or clerk) (Name of Employer)

**Affidavit of Posting:** I, \_\_\_\_\_, being duly sworn, deposes and says that the posting of the Resolution began on \_\_\_\_\_ and continued for at least 30 days. That the Resolution was available to the public on the \_\_\_\_\_

(Name of secretary or clerk) (Date)

- Employer's website at \_\_\_\_\_
- Official sign board at \_\_\_\_\_
- Main entrance secretary or clerk's office at \_\_\_\_\_



# Policy

STUDENTS

7004

## NON-RESIDENT STUDENTS

- I. The Board of Education affirms that its primary responsibility is to provide the best possible educational opportunities for the children who are legal district residents and who are of legal age to attend school. The Board of Education will consider acceptance of non-resident students where circumstances permit, as noted in this policy.
- II. A non-resident student shall be defined as a student whose parents or legal guardian(s) reside outside the boundaries of the Madison Central School District.
- III. It shall be the policy of the Madison Central School District to accept non-resident students for attendance in the school district subject to the following guidelines:

- A. All non-resident student(s) must complete an application between January 1<sup>st</sup> and May 1<sup>st</sup> for placement annually. Applications must be filed with the Superintendent of Schools no later than May 1<sup>st</sup> and will be on a first come, first served basis. The parents/guardians must present proof of a student's good academic and disciplinary standing before admission to Madison Central School.

Once a current non-resident student reaches ninth grade he/she will no longer be required to fill out an annual request. If approved for enrollment in grade nine, such approval will be in effect for grades 10-12 in subsequent years. However, the student will still be considered a non-resident student and, therefore, tuition and all non-resident criteria will still be applicable.

*delete entire paragraph*

- B. All non-resident student applications will be subject to approval by the Superintendent of Schools and the Board of Education.

- C. Non-resident students will be accepted on the following conditions:

1. Application is submitted by May 1<sup>st</sup>.
2. A proper educational program exists at Madison Central School.
3. No additional staffing is needed.
4. Space is available. The acceptable number of students per class will not be exceeded as noted below.

*May want to delete #1 - very few follow this rule (May 1<sup>st</sup>)*

<u>GRADE</u>	<u>RANGE</u>
K-3	15-19
4-6	16-20
7-12	17-21

- D. The tuition will be established annually by the Board of Education. The tuition fee provides for the basic educational program. It will not exceed the rate

## POLICY

STUDENTS

7004

### NON-RESIDENT STUDENTS

prescribed by the Commissioner of Education, according to the Seneca Falls Formula.

Tuition rates will be payable in full prior to the start of each semester. If payment is not received by the beginning of each semester (September 1<sup>st</sup> and January 17<sup>th</sup>), the student(s) will not be allowed to attend that semester.

- E. Transportation will be the parent/guardian responsibility.
  - F. A non-resident student's continued attendance will be dependent on a student maintaining a passing average in all subjects in compliance with the District's Code of Conduct and Student Attendance Policy. A student who is denied continued attendance in the District for disciplinary reasons is entitled to due process procedures for a student disciplinary hearing in accordance with the provision of the Education Law Section 3214. A student who is denied continued attendance for academic reasons shall be entitled to an informal conference with the Superintendent of Schools before any decision is made to terminate a student's attendance during or at the end of the school year for this reason.
- IV. In the case whereby a non-resident parent, guardian, or grandparent of a non-resident student pays property taxes in the Madison Central School District for the current school tax year, the amount of tax shall be deducted from the assessed tuition.
  - V. Non-resident students whose behavior is judged by the Superintendent or his/her designee to be unmanageable, disruptive or in violation of the Code of Conduct may be denied continued attendance in the school district, according to the due process procedures in the Education Law Section 3214.
  - VI. Children of parents or guardians who have moved out of the school district during the school year may be permitted to complete the semester. Seniors may request to be allowed to complete the school year. The decision will be based on academic, behavior and attendance records of the senior.
  - VII. Students from other nations who are living with district residents may be enrolled at the discretion of the Superintendent and the Board of Education.
  - VIII. Children placed in foster homes, free family homes, and similar circumstances will be admitted in accordance with the law. The appropriate outside agency or district will be billed for tuition where applicable.
  - IX. School districts may also contract with other school districts for the instruction of non-resident pupils. If class size enrollment allows, a child residing outside the Madison Central School District may be permitted to attend a unique class, course, or program at Madison Central School District provided that the course or class is not available in his/her own school district.

POLICY

STUDENTS

7004

NON-RESIDENT STUDENTS

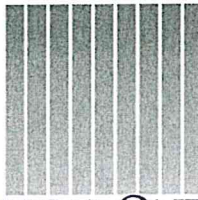
- X. All approval of non-resident students shall be reviewed annually and permission to attend as a non-resident student may be revoked at the discretion of the District for academic or disciplinary reasons in accordance with the procedures set forth in this policy. While attempts will be made to continue the attendance of approved non-resident students from one year to the next, factors such as student-teacher ratio and staffing needs may force the District to withdraw permission to attend, and to limit its acceptance of any non-resident students in any given year. Students whose attendance cannot be continued for these reasons will be entitled to an informal conference with the Superintendent prior to any final decision being made.

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Madison Central School District

Adopted: 1984

Revised: 10/19/95, 06/13/96, 05/19/99, 09/12/02, 08/23/05, 10/11/05, 07/08/15, 09/15/15



**MADISON-ONEIDA**  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

*"Enabling Learners to Excel"*

## **POLICY UPDATE**

**To:** Participating Chief School Officers  
**From:** Multi-BOCES Labor Relations & Policy Office  
**Date:** September 23, 2016  
**Re:** Concussion Management

LABOR RELATIONS  
& POLICY OFFICE  
PHONE: 315.361.5522  
FAX: 315.361.5595

ANDREW V. LALONDE  
Coordinator of Labor  
Relations and Policy Office  
alalonde@moboces.org

DAVID M. PELLOW  
Labor Relations Specialist  
dpellow@moboces.org

JUSTIN R. MURPHY  
Labor Relations Specialist  
jmurphy@moboces.org

GEORGE E. MEAD III  
Labor Relations Specialist  
gmead@moboces.org

JENNIFER L. RUSS  
Policy and Benefits Coordinator  
jruss@moboces.org

KATI L. PARKER  
Senior Office Specialist  
kparker@moboces.org

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### **Why We Have Prepared This Update**

We have revised our template Concussion Management Policy to include not only athletics, but also school sponsored classes and extracurricular activities. The updated policy also includes acknowledgement and heightened awareness of any concussion that may have occurred outside the district or of any suspected concussion observed in the school setting.

### **Requirements of the District/BOCES**

Although a Board adopted Policy is not mandated it is recommended by this office as the District/BOCES is responsible for the following requirements:

- **Instruction:**
  - Each school coach, physical education teacher, nurse and certified athletic trainer, who works with and/or provides instruction to students in school sponsored athletic activities, shall complete, on a biennial basis, a course of instruction relating to recognizing and monitoring mild traumatic brain injuries.
- **Information:**
  - Information posted on the State Education Department's website relating to mild traumatic brain injury, as referenced in Section 136.5(c)(1) of the Commissioner's Regulations, shall be included in any permission or consent form for student's participating in interscholastic sports.
  - The link to the State Education Department's website page relating to mild traumatic brain injury shall be posted on the district's/BOCES website.

- Action:
  - Immediate removal from athletic activities of any student who has sustained or suspected of a mild traumatic brain injury.
  - The student shall only resume athletic activity after twenty-four (24) hours of being symptom free and evaluated and written signed authorization from a licensed physician clearing the student for extra class athletic activities.
    - The authorization shall be kept in the pupil's permanent health record.
    - The district/BOCES shall follow any directives of the student's treating physician.

### **Revised Template Policy**

Attached please find our template "Concussion Management" policy reflecting the recommended changes.

### **Recommended District/BOCES Action Plan**

- Review the content of the template policy.
- Contact Jennifer Russ (jruss@moboces.org) or Kati Parker (kparker@moboces.org) to prepare a revised version of your policy for presentation to the Board.
- If your Board Policy on this subject differs from our template policy, please call or e-mail, and we will consult with you regarding making comparable changes in your existing policy.
- After the Board revises the Policy, take these two steps:
  1. Advise Kati Parker (kparker@moboces.org) of the Policy number, revisions and Board action date, and we will update your Policy manual and your online policies.
  2. Identify which district staff are affected by the Policy or accountable for implementing the Policy, and inform them of the revisions

You have received a copy of this update because your district or BOCES subscribes to our Policy Service. Please feel free to call or e-mail us if you have additional questions about this matter.

Enclosure



# Policy

Draft 09/23/2016

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## STUDENTS

### CONCUSSION MANAGEMENT

#### I. Policy

The Board of Education of the \_\_\_\_\_ School District recognizes the importance of raising awareness about concussion throughout the school community and to educate students, athletes, parents and others about how to prevent, recognize and respond to concussions.

#### II. Definition

~~NYS Education Law Section 305, 42, concussion as a mild traumatic brain injury. A concussion type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious.~~

For purposes of this policy, concussion is defined as a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head or brain to move rapidly back and forth.<sup>1</sup>

#### III. Staff Qualification

Each school coach, physical education teacher, nurse, and certified athletic trainer, who works with and/or provides instruction to pupils engaged in school sponsored athletic activities, shall complete, on a biennial basis, a course of instruction relating to recognizing the symptoms of mild traumatic brain injuries and monitoring and seeking proper medical treatment for pupils who suffer mild traumatic brain injuries. This course must be approved by the State Education Department. Coaches may also meet the mandatory training every two (2) years by taking the approved course Concussion in Sports-V2.0 from the National Federation of State High School Associations or Center for Disease Control and Prevention.

#### IV. Awareness and Acknowledgement

A. While district staff will exercise reasonable care to protect students, head injuries may still occur. Any student exhibiting signs, symptoms or behaviors associated with concussion while participating in a school sponsored class, extracurricular activity, or interscholastic sport shall be removed from the class, game, or activity and be evaluated as soon as possible by an appropriate health care professional. The coach, advisor, school nurse or doctor will notify the student’s parents or guardians and recommend appropriate monitoring to parents or guardians. In the event that there is

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<sup>1</sup> Center for Disease Control and Prevention <http://www.cdc.gov/concussion/sports/index.html>

## STUDENTS

CONCUSSION MANAGEMENT

any doubt as to whether a student has sustained a concussion, it shall be presumed that the student has been so injured until proven otherwise.

- B. If a student sustains a concussion at a time other than when engaged in a school sponsored activity, the district expects the parent/legal guardian to report the condition to the school nurse so that the district can support the appropriate management of the condition.
- C. Any permission form or consent form required to be signed and returned as a condition of participation in interscholastic sports ~~a school-sponsored activity~~ will include a copy of the information posted on the State Education Department's website relating to mild traumatic brain injury, as referenced in Section 136.5(c)(1) of the Commissioner's Regulations.
- D. The District's website shall include a link to the State Education Department's website page relating to mild traumatic brain injury.

~~Any such student will follow the established Return to School and/or Return to Play Protocols as set forth within this policy.~~

V. Return to School and/or Activity

- A. The student shall resume athletic activity only after he/she have been symptom free for not less than twenty-four hours, and has been evaluated by and received written and signed authorization from a licensed physician.
- B. (OPTIONAL) The school district medical director will make the final decision on return to activity including physical education class and interscholastic athletic activity.
- C. Authorization shall be kept on file in the student's permanent health record.
- D. The District shall follow any directives issued by the student's treating physician with regard to limitations and restrictions on school attendance and activities for the student.
- E. Any student who continues to have signs or symptoms upon return to school and/or activity must be removed from school sponsored class, extracurricular activity, or interscholastic athletic activity and re-evaluated by a licensed physician.

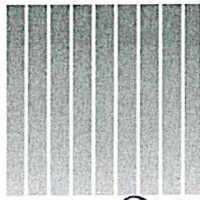
STUDENTS

CONCUSSION MANAGEMENT

- VI. Concussion Management Team (The following provision is OPTIONAL. If a Concussion Management team is desired, it may be created by Policy, or by a Regulation promulgated by the Superintendent.)
- A. A Concussion Management Team shall be responsible for overseeing the implementation in the District of Section 136.5 of the Commissioner's Regulations, and for making recommendations to the Superintendent for the dissemination of information about mild traumatic brain injury to parents and person in parental relation to students. A Concussion Management Team may also establish and implement a program which provides information on mild traumatic brain injuries to parents and persons in parental relation throughout each school year.
  - B. The Concussion Management Team shall consist of: [any combination of the following may be designated]: the athletic director; a school nurse; the school physician; a coach of an interscholastic team; a certified athletic trainer; or other appropriate personnel as designated by the school or school district.

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District \_\_\_\_\_  
Legal Ref: 8 NYCRR 136.5; NYS Education Law Section 305(42)  
Adopted: \_\_\_\_\_



**MADISON-ONEIDA**  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
*"Enabling Learners to Excel"*

## **POLICY UPDATE**

LABOR RELATIONS  
& POLICY OFFICE  
PHONE: 315.361.5522  
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KATI L. PARKER  
Senior Office Specialist  
kparker@moboces.org

**To:** Participating Chief School Officers  
**From:** Multi-BOCES Labor Relations & Policy Office  
**Date:** August 19, 2016  
**Re:** District-Wide Safety Plans and Building-Level Emergency Response Plans  
Fire and Emergency Drills and Bus Emergency Drills

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### **Why We Have Prepared This Update**

Due to the importance of school preparedness in an emergency, the New York State School Safety Improvement Team recommended statutory amendments to improve the scope of school emergency response planning to include reducing the required number of annual fire drills and to add a new requirement that schools conduct four (4) lock-down drills. The 2016-17 enacted State budget included amendments to Education Law Sections 2801-a and 807 effective July 1, 2016 as outlined in the New York State Department of Education's memos dated May 19, 2016 and June 6, 2016. Pursuant to the amendments to Education Law, the Board of Regents approved the proposed amendment of Section 155.17 of Commissioner's Regulations in regard to school safety plans and fire and emergency drills.

### **How have the requirements been changed?**

#### **District-Wide Safety Plans and Building-Level Emergency Response Plans**

- Procedures must be developed for contacting parents, guardians, or persons in a parental relation to a student in the event of an implied or direct threat of violence by a student against themselves, including threat of suicide.
- Training for all school staff on the emergency response plan to include components on violence prevention and mental health.
- The Superintendent must certify to NYSED that all school staff received training by September 15<sup>th</sup> of each school year, or within thirty (30) days of hire, whatever is sooner.
- The Board must designate a Chief Emergency Officer.

- Procedures must be developed for response to emergency situations such as those requiring evacuation, sheltering and lock-down (evacuation routes, shelter sites, procedures for addressing medical needs, transportation and emergency notification to parents and guardians).

#### Fire and Emergency Drills and Bus Emergency Drills

- Fire drill requirements also include emergency drills to prepare students to be able to respond appropriately in the event of a sudden emergency.
- Fire and emergency drills shall be held at least twelve (12) times in each school year, eight (8) of which shall be held between September first and December thirty-first of each such year.
- Eight (8) of the twelve (12) required drills shall be evacuation drills, four (4) of which shall be through the use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress. Four (4) of the twelve (12) required drills shall be lock-down drills.

#### **Template Policies**

Attached please find our template “District-Wide Safety Plans and Building-Level Emergency Response Plans” and “Fire and Emergency Drills and Bus Emergency Drills” policies to conform to the recent legislative changes.

#### **Recommended District/BOCES Action Plan**

- Review the content of the template policies.
- Contact Jennifer Russ (jruss@moboces.org) or Kati Parker (kparker@moboces.org) to prepare a revised version of your policy(ies) for presentation to the Board.
- After the Board revises the Policy, take these two steps:
  1. Advise Kati Parker (kparker@moboces.org) of the Policy number, revisions and Board action date, and we will update your Policy manual and your online policies.
  2. Identify which district staff are affected by the Policy or accountable for implementing the Policy, and inform them of the revisions

You have received a copy of this update because your district or BOCES subscribes to our Policy Service. Please feel free to call or e-mail us if you have additional questions about this matter.

Enclosures

## SUPPORT OPERATIONS

### DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL EMERGENCY RESPONSE PLANS

#### I. Policy

- A. As required by State law, the Board of Education has adopted a comprehensive District-Wide School Safety Plan and a Building Level Emergency Response Plan regarding crisis intervention and emergency response and management for each building in the District, and reviews and updates those plans annually by September 1<sup>st</sup> of each succeeding year.

B. **[Choose One Option]**

The Superintendent is designated as the District's Chief Emergency Officer. The Chief Emergency Officer is responsible for coordinating communication between school staff and law enforcement and first responders, ensuring staff understanding of the district level safety plan, and ensuring the annual review and updating of each building level emergency response plan.

**OR**

The Superintendent shall designate a Chief Emergency Officer. The designation shall be in writing and shall be made on an annual basis no later than July 31 of each school year. The Chief Emergency Officer is responsible for coordinating communication between school staff and law enforcement and first responders, ensuring staff understanding of the district level safety plan, and ensuring the annual review and updating of each building level emergency response plan.

#### II. District-Wide School Safety Plan

A. Safety Team

The Board of Education shall appoint a District-Wide School Safety Team, which shall include, but not be limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel, **(Optional: student)** and other school personnel to develop a comprehensive District-Wide Safety Plan.

- B. The District-Wide Safety Plan shall include at a minimum all the elements required by Commissioner's Regulation s 155.17(c)(1).

C. Review and Update

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL  
EMERGENCY RESPONSE PLANS

1. The District-Wide School Safety Plan is reviewed and updated at least annually by the District-Wide School Safety Team.
2. The District-Wide Safety Plan must be made available for public comment at least thirty (30) days prior to adoption by the Board. The Board may adopt the District-Wide Safety Plan only after at least one public hearing has been held.

D. File with Commissioner of Education

A copy of the District-Wide Safety Plan and any amendments to the Plan shall be filed with the Commissioner of Education no later than thirty (30) days after adoption.

III. Building-Level Emergency Response Plan

A. Response Team

1. The Principal of each school building shall appoint a Building Level Emergency Response Team, which shall include but not be limited to representatives of teacher, administrator, and parent organizations, school safety personnel and other school personnel, community members, local law enforcement officials, local ambulance, fire officials or other emergency response agencies, and any other representatives of the Board.
2. The Building-Level Emergency Response Team shall develop a school emergency response plan, which shall be kept confidential and shall not be disclosed except to authorized school staff and law enforcement officers.

B. The Building-Level Emergency Response Plan shall include at a minimum all the elements required by Commissioner's Regulation 155.17(c)(1).

C. Review and Update

The Building-Level Emergency Response Plan is reviewed and updated at least annually by the Building-Level Emergency Response Team.

D. File with Law Enforcement

A copy of each Building-Level Emergency Response Plan and any amendment shall be filed with appropriate local law enforcement officials and with the State Police within thirty (30) days after adoption but no later than October 15<sup>th</sup> of each year.

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLANS AND BUILDING-LEVEL  
EMERGENCY RESPONSE PLANS

VI. Implementation and Training

- A. The Superintendent shall notify the Commissioner as soon as possible whenever the emergency plan or building level safety plan is activated and results in the closing of a school building in the district.
- B. All district and school staff shall receive annual training by September 15<sup>th</sup> of each school year, or within thirty (30) days of hire, whichever is sooner, on the emergency response plan. This safety training shall include components of violence prevention and mental health. The Superintendent shall be responsible for making the necessary certification of this training to the State Education Department.
- C. The Superintendent shall provide written information, by October 1<sup>st</sup> of each school year, to all students and staff about emergency procedures.
- D. The District shall, at least once every school year, conduct one test of its emergency procedures.

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School District

Legal Ref: Education Law §2801-a; 8 NYCRR 155.17, Safe Schools Against Violence in Education Act (SAVE)

Adopted:



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## SUPPORT OPERATIONS

### FIRE AND EMERGENCY DRILLS AND BUS EMERGENCY DRILLS

#### I. Fire and Emergency Drills

- A. The administration of each school building shall provide instruction for and training of students, through fire and emergency drills, in procedures for leaving the building in the shortest possible time and without confusion or panic. Fire and emergency drills shall be conducted in accordance with Section 807 of the New York State Education Law.
1. Fire and emergency drills shall be held at least twelve (12) times in each school year, eight (8) of which shall be held between September first and December thirty-first of each such year.
  2. Eight (8) of the twelve (12) required drills shall be evacuation drills, four (4) of which shall be through the use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress. Four (4) of the twelve (12) required drills shall be lock-down drills.
  3. At least two (2) additional drills shall be held during summer school in buildings where summer school is conducted, and one (1) of such drills shall be held during the first week of summer school.
  4. Students must also be instructed at one of the drills about procedures to be followed if a fire occurs during a lunch period or assembly, provided however, that such additional instruction may be waived where a drill is held during the regular school lunch period or assembly.
- B. A written record shall be kept indicating the date and time each drill is conducted.
- C. The fire department responsible for the respective school building(s) should be notified immediately prior to each drill.
- D. The Building Principal or his/her designee shall require those in charge of after-school programs, attended by any individuals unfamiliar with the school building, to announce at the beginning of such programs the procedures to be followed in the event of an emergency.
- E. The Superintendent shall insure that the annual fire inspection required by Education Law Section 807-a is conducted, and that any necessary reports are filed and notices are published as required by the statute and applicable regulations of the Commissioner.

## SUPPORT OPERATIONS

FIRE AND EMERGENCY DRILLS AND BUS EMERGENCY DRILLS

- F. The Superintendent shall insure that the instruction in fire and arson prevention required by Section 808 of the Education Law is provided to students in the District.
- II. Bus Emergency Drills
- A. The Board of Education directs the administration to conduct a minimum of three (3) emergency drills to be held on each school bus during the school year. The first drill is to be conducted during the first seven days of school, the second drill between November 1 and December 31 and the third drill between March 1 and April 30.
- B. Each drill shall include instruction in all topics mandated by the Education Law and the Commissioner's Regulations and shall include, but need ~~will~~ not be limited to, the following:
1. Safe boarding and exiting procedures;
  2. The location, use and operation of the emergency door, fire extinguishers, first aid equipment and windows as a means of escape in case of a fire or accident;
  3. Orderly conduct as bus passengers.
- C. Students who ordinarily walk to school shall also be included in the drills.
- IV. Implementation

The Superintendent is authorized to promulgate administrative regulations to implement the terms of this policy. Such regulations shall be consistent with the District-Wide School Safety Plan and ~~the each building level school safety emergency response plan. with provisions to provide~~ Those administrative regulations shall ensure that written information is distributed regarding emergency procedures to all staff and students by October 1 of each school year; an annual drill to test the emergency response procedures under each of its building level schools safety emergency response plan takes place; and the annual updating of the district-wide and building level school safety emergency response plans are updated each year, by July September 1, as mandated pursuant to law and regulation.

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School District

Legal Ref: Education Law Sections 807, 807-a, 808, 2801-a and 3623; 8 NYCRR 155.17, 156.3

Adopted:

# Policy

Draft 10/27/16

INSTRUCTION

8200

## HOME INSTRUCTION

### I. Rationale

Under Sections 3204(2), 3210(2)(d) and 3212(2) of the Education Law, the Board of Education has the responsibility to ensure that all students residing within the School District who are between the ages of six (6) and sixteen (16) receive a quality education and competent instruction. The Board recognizes that such instruction may be provided in the home, pursuant to the Regulations of the Commissioner of Education. The Board also believes that the legality of the concept of home instruction does not diminish the District's responsibility to see that every student of compulsory age receives instruction from a competent instructor that is substantially equivalent to the instruction provided in State-regulated schools. In order to accomplish this goal, a framework of mutual cooperation, respect and interaction must exist between the District and parents who desire home instruction for their children. It is with this framework in mind that the following policy is implemented.

### II. Definitions

#### A. Parent

The term "parent" is used to mean the person or persons standing in parental relation to the student.

#### B. Superintendent

The term "Superintendent" refers to the Superintendent of Schools of the District or the person the Superintendent designates to act on his/her behalf.

#### C. Teacher

The term "teacher" refers to either the parent or a tutor, depending on who is doing the actual teaching and providing the actual instruction to the student.

#### D. IHIP: The term "IHIP" means Individualized Home Instruction Plan.

### III. Notification and Approval Procedure

- A. Parents who desire to provide home instruction for a student of compulsory school attendance age shall annually provide written notice to the Superintendent of their intention by July 1st of each school year. Parents who choose to commence such instruction after the start of the school year, or who establish residence in the District after the start of the school year, shall provide the written

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Draft 10/27/16

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INSTRUCTION

HOME INSTRUCTION

notice within fourteen (14) days following the commencement of home instruction.

- B. Within ten (10) business days of receipt of the written notice of intent, the District shall send to the parent(s) a copy of this policy, a copy of Section 100.10 of the Commissioner's Regulations and a form on which to submit an individualized home instruction plan (hereafter referred to as "IHIP") for a child of compulsory attendance age.
- C. Within four (4) weeks of the receipt of the materials described in (B) above or by August 15th, whichever is later, the parents shall submit the completed IHIP to the District containing the following information:
  - 1. The child's name, age and grade level;
  - 2. A list of the syllabi, curriculum materials, textbooks, or plan of instruction to be used in each of the required subjects listed in Section 100.10(e) of the Commissioner's Regulations;
  - 3. The dates for submission to the School District of the parents' quarterly reports, as required. These reports shall be spaced in even and logical periods; and
  - 4. The names of the individual(s) providing instruction.

The District shall provide assistance in preparation of the IHIP, if requested by the parents

- D. Within ten (10) business days of receipt of the IHIP, or by August 31st, whichever is later, the District shall either notify the parent(s) that the IHIP complies with the Commissioner's Regulations or give the parent(s) notice of any deficiency in the IHIP.
- E. Within fifteen (15) days of receipt of a notice of deficiency in the IHIP, or by September 15th, whichever is later, the parent(s) shall submit a revised IHIP which corrects any such deficiencies.
- F. Within fifteen (15) days of receipt of the revised IHIP, or by September 30th, whichever is later, the Superintendent shall review the revised IHIP and shall notify the parent(s) as to whether the revised IHIP is in compliance. If the revised IHIP is determined not to be in compliance, then the parents shall be notified in writing of the reasons for such determination.

## INSTRUCTION

HOME INSTRUCTION

Such notice shall also contain the date of the next regularly scheduled meeting of the Board of Education that will be held at least ten (10) days after the date of mailing of the notice.

- G. If the parents wish to contest the determination of noncompliance, the parents must notify the Board of Education at least three (3) business days prior to the scheduled meeting. At such meeting, the parents shall have the right to present proof of compliance and the Board shall make a final determination of compliance or noncompliance.

IV. Right of Appeal

- A. The parents shall have the right to appeal any final School District determination of noncompliance to the Commissioner of Education within thirty (30) days after receipt of such determination.
- B. When administrative review of a School District determination is completed (i.e. the parents fail to contest a determination at any level or receive a decision from the Commissioner of Education upholding the School District's final determination), the parents shall immediately provide for the instruction of their children at a public school or elsewhere in compliance with Sections 3204 and 3210 of the Education Law.
- C. Within ten (10) days after administrative review is completed, the parents shall furnish the Superintendent with written notice of arrangements for instruction provided to their children; except that such notice is not required if parents enroll their children in a public school.

V. Attendance Requirements

- A. 1. Each child shall attend the substantial equivalent of one hundred eighty (180) days of instruction each school year.
2. The cumulative hours of instruction shall be nine hundred (900) hours per year for Grades 1-6 and nine hundred ninety (990) hours for Grades 7-12.
- B. Absences shall be permitted on the same basis as provided for District students.
- C. Parents are required to maintain attendance records and such records shall be made available to the District upon request.

VI. Quarterly Reports

## INSTRUCTION

HOME INSTRUCTION

- A. On or before the dates specified in the IHIP, a quarterly report for a child shall be furnished by the parent to the District.
- B. The quarterly report shall contain the following information:
  - 1. The number of hours of instruction during said quarter;
  - 2. A description of the material covered in a subject listed in the IHIP;
  - 3. Either a grade for the child in a subject or a written narrative evaluating the child's progress; and
  - 4. Evidence that the course materials as set forth in the IHIP have been covered.

VII. Annual Assessment

- A. At the time of submission of the fourth (4th) quarterly report, the parents also shall file an annual assessment.
- B. The annual assessment shall include the results of a commercially published norm-referenced achievement test, or an alternative form of evaluation, which meets the requirements of Section 100.1(h)(1) or (2) of the Commissioner's Regulations.
- C.
  - 1. Any commercially published norm-referenced achievement tests shall be administered in accordance with one of the following options, to be selected by the parents:
    - a. At the public school, by its professional staff; or
    - b. At a registered non-public school by its professional staff, provided that the consent of the Chief School Officer of the non-public school is obtained; or
    - c. At a non-registered non-public school, by its professional staff, provided that the consent of the Chief School Officer of the non-public school and of the Superintendent is obtained; or
    - d. At the parents' home, or at any other reasonable location, by a New York State certified teacher or by another qualified person, provided that the Superintendent has consented to said individual administering the test

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2. The test shall be provided by the School District upon request by the parent, provided that the cost of any testing facilities, transportation and/or personnel for testing conducted at any location other than the public school shall be borne by the parents.
  3. The test shall be scored by the person(s) administering the test or by other persons who are mutually agreeable to the parents and the Superintendent.
- D.
1. An alternative form of evaluation shall be permitted to be chosen by the parent, as follows:
    - a. A written narrative for Grades 1-3;
    - b. A written narrative, used no more often than every other year, for Grades 4-8.
  2.
    - a. The person(s) who prepare(s) the written narrative shall be a New York State certified teacher, a home instruction peer group review panel, or other person selected by the parent with the consent of the Superintendent, who has interviewed the child and received a portfolio of the child's work.
    - b. Such person shall certify whether the child has made adequate academic progress.
  3. Any resulting costs shall be borne by the parent(s).
  4. In the event that the child has failed to make adequate progress the home instruction shall be placed on probation pursuant to Section VIII of this policy.

If a dispute arises between the parent(s) and the Superintendent, including disputes over the administration of tests or alternative evaluation methods, the parent(s) may appeal to the Board of Education. If the parent(s) disagree with the determination of the Board of Education, they may appeal to the Commissioner within thirty (30) days of the receipt of such determination.

VIII. Probation

- A. If a child's annual assessment fails to comply with the provisions of Section VII of this policy and the corresponding Commissioner's Regulations, the home

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HOME INSTRUCTION

instruction program shall be placed on probation for a period of up to two (2) school years.

- B. The parent(s) shall be required to submit a plan of remediation which addresses the deficiencies in the child's achievement. Such plan shall be reviewed by the School District. The School District may require the parents to make changes in the plan prior to acceptance.
- C. If after the end of any semester of the probationary period the child progresses to the level specified in the remediation plan, then the program shall be removed from probation.
- D. If the child does not attain seventy-five percent (75%) or more of the objectives specified in the remediation plan at the end of any semester of the probationary period, or if after two (2) years of probation one hundred percent (100%) of the objectives of the remediation plan have not been met, the Superintendent shall issue a notice of noncompliance.
- E. The Board shall review any determination of noncompliance issued in (D) above, except that the parents' consent to such review is not required.
- F. If, during the period of probation, the Superintendent has grounds to believe that the program of home instruction is in substantial noncompliance with this policy and the corresponding Regulations of the Commissioner, the Superintendent may require one or more home visitations. Such visits shall be made only after three (3) days written notice; and shall be conducted by the Superintendent or his/her designee.

IX. Participation in School Activities

- A. Children who receive home instruction may not participate in interscholastic sports, intramural activities, ~~school-sponsored clubs~~, occupational/vocational education programs and gifted programs.
- B. Children who receive education other than in the public school in non-credit bearing school sponsored clubs and activities upon recommendation and approval of the school superintendent and consultation with club advisor.
- B.C. Children who receive home instruction may not participate in instructional programs except that the District must provide special education services, as recommended on the Individual Education Program (IEP) by the Committee on Special Education.



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HOME INSTRUCTION

X. Verification of Preliminary Education Requirements:

A. The District is aware that individuals seeking a college degree may have to verify to college administrators that they have completed certain “preliminary education requirements.” The district will take the following steps to help these individuals provide colleges with that verification:

1. If requested by a student, the Superintendent will perform an evaluation of substantial equivalency of the student’s IHIP.
2. If requested by a student or former student, the Superintendent will certify in writing to the student, whether the student’s program was substantially equivalent to a four year high school program.

B. The District will open Regents Examination admissions to any district resident, including home schooled students, who is seeking to fulfill his/her preliminary education requirements to take five specific Regents Examinations or approved alternative examinations. If possible, the resident should provide the District with reasonable advance notice of his/her intent to take a specific Regents Examination.

XI. Home instruction is highly-individualized approach that can only be undertaken after a great deal of careful preparation. It is the obligation of both parents and school officials to make sure that no child is deprived of the right to an appropriate instructional program.

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Madison Central School District

Legal Ref: Sections 3204(2), 3210(2)(d) and 3212(2) of the New York State Education Law;  
8 N.Y.C.R.R., Section 100.10

Adopted: 1984

Revised: 05/19/99, 09/16/14, \_\_\_\_\_

To: Mr. Steve Szatko, Superintendent of Schools  
From: Mr. Brian J. Latella, Elementary Principal  
Date: November 2, 2016  
Re: Personnel Appointment for the November 7, 2016 BOE Meeting

I would like to recommend to the Madison Central School District Board of Education the appointment of Ms. Kelly Smith as a Teacher Aide.

Ms. Smith graduated from Madison Central School in 2008 and has earned her Associates in Applied Science Business Administration from Morrisville State College. Currently, Ms. Smith is seeking her Bachelor's Degree in Early Childhood Development, with an anticipated graduation date of November 29<sup>th</sup>, 2016.

Ms. Smith has passed her Assessment of Teaching Assistant Skills and is planning to enroll in the DASA workshop, Child Abuse Identification workshop, and School Violence Prevention workshop.

To: Mr. Steve Szatko, Superintendent of Schools

From: Mr. Brian J. Latella, Elementary Principal  
Mr. Larry H. Nichols, Secondary Principal

Date: November 2, 2016

Re: Stipend allocations for the November 7, 2016 BOE Meeting

We would like to recommend to the Madison Central School District Board of Education the appointments of Mrs. Bridget Idzi, Mrs. Clarissa Seidsma, Mrs. Michelle Cotter, and Mrs. Jessica Planck, as Professional Development Facilitators, at a stipend of \$1,000 each. Also, we would like to recommend Mrs. Kristin Frawley as the Instructional Support Team (IST) Facilitator, at a stipend of \$2,000.

The creation of these positions is a direct result of our Strategic Plan's immediate priorities and will allow the District to continue moving the Plan forward. The stipends will be allocated from already budgeted Title I AIS funds.


## MEMORANDUM OF AGREEMENT

This Memorandum sets forth an agreement between the Superintendent of the Madison Central School District ("District") and the Non-Instructional Employees' Association of Madison Central School ("Association") concerning the application of their current (2014-2017) collective bargaining agreement ("the Contract") to the employment of Thomas Peckham, a member of the bargaining unit represented by the Association.

The Contract provides that employees over the age of 55 may resign from the District for purposes of retirement and continue to enroll in the District-sponsored health insurance plan, provided the employee had completed twelve (12) years of service with the District. The District and the Association have previously agreed that Mr. Peckham would be eligible for continued access to health insurance coverage under Article VIII, Part E of the Contract after ten (10) years of service. However, Mr. Peckham has expressed interest in resigning from the District effective October 25, 2016, and the District has expressed interest in permitting Mr. Peckham to resign at this time and continue to access the District-sponsored health insurance plan even though he lacks a full ten (10) years of service.


Therefore, the District and the Association agree that if Mr. Peckham submits a letter of resignation effective October 25, 2016 and the Board of Education accepts that resignation, then Mr. Peckham will be deemed to have satisfied the service requirement set forth in Article VIII, Part E of the Contract and will be treated as an employee eligible to enroll for continued health insurance coverage under that provision, and that access to health insurance will be provided to Mr. Peckham in accordance with the Contract. The District and the Association further agree that this Memorandum of Agreement and its contents may not be cited by either party, and may not be relied upon by any arbitrator, court, or other tribunal, as precedent for the application and interpretation of any provision of the Contract.

For the District



Steve Szatko, Interim Superintendent

For the Association



Agnes Lollman, President Non-Instructional Employee Association

Dated: October 25, 2016

Dated: October 25, 2016

TO: Madison Central School Board of Education

FROM: Thomas Peckham

A handwritten signature in black ink, appearing to be 'T. Peckham', written in a cursive style.

DATE: October 25, 2016

RE: Retirement

Please accept this as my resignation for the purpose of retirement from my position as school bus driver effective October 25, 2016.

It has been a pleasure to work for the district.

To: Mr. Steve Szatko, Superintendent  
From: Mike Lee  
Re: Cheerleading Coach Appointments  
Date: 11/3/2016

At Monday's Board of Education meeting, can you please seek appointment of Aften Ford to the position of Cheerleading coach and also seek approval for Tara Ford as a volunteer assistant with the cheerleading program? Thank you!



*Oneida-Madison Electric Cooperative, Inc.*

P.O. BOX 27  
BOUCKVILLE, NEW YORK 13310  
PHONE: (315) 893-1851 • FAX: (315) 893-1857

October 11, 2016

Madison Central School  
Attention: Mr. Steve Szatko, Superintendent  
7303 Route 20  
Madison, NY 13402

Dear Mr. Szatko:

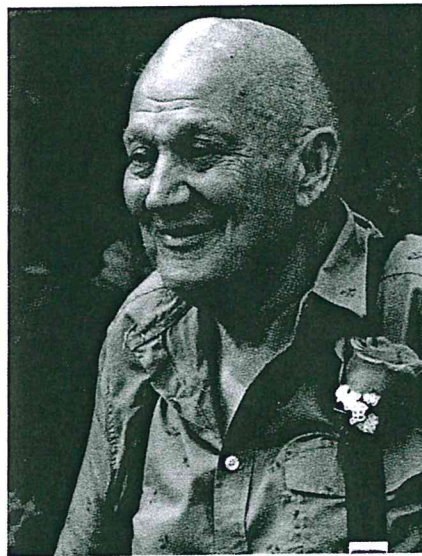
I would like to thank the Madison Central School District for allowing  
Oneida-Madison Electric Cooperative, Inc. to use their facility to host our  
73rd Annual Meeting of the membership held on October 7, 2016.

Sincerely,

Keith D. Pitman  
CEO/General Manager

KDP/lm

*In Memory Of*



*Fay H. Forward*

*Your kind and thoughtful  
expression of sympathy  
is deeply appreciated and  
gratefully acknowledged*

Thank you for the  
acknowledgement of our dad  
& book dedication. MCS has  
been an important part of  
all of our lives.

Jeff, Mishell & Justin  
Forward



## COMMITTEE ON OPEN GOVERNMENT

STATE OF NEW YORK  
DEPARTMENT OF STATE  
ONE COMMERCE PLAZA  
99 WASHINGTON AVENUE  
ALBANY, NY 12231-0001  
TELEPHONE: (518) 474-2518  
FAX: (518) 474-1927  
WWW.DOS.NY.GOV/COOG/

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M. JEAN HILL  
KATHY HOCHUL  
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ROBERT MUJICA, JR.  
ROSSANA ROSADO  
DAVID A. SCHULZ  
STEPHEN B. WATERS

### CHAIRPERSON

FRANKLIN H. STONE

### EXECUTIVE DIRECTOR

ROBERT J. FREEMAN

October 21, 2016

Wayne D. Wratten, DVM  
8039 Water Street  
Oriskany Falls, NY 13425

The staff of the Committee on Open Government is authorized to issue advisory opinions. The ensuing staff advisory opinion is based solely upon the information presented in your correspondence, except as otherwise indicated.

Dear Dr. Wratten:

We are in receipt of your request for an advisory opinion regarding the application of the Open Meetings Law (OML) and the Freedom of Information Law (FOIL) by the Madison Central School District and its Board of Education.

You first express concern that a statement read by the Board president during a public meeting regarding the use of social media by board members was not included in the minutes. The OML includes direction concerning the minimum contents of minutes and the time within which they must be prepared. Specifically, §106 states that:

"1. Minutes shall be taken at all open meetings of a public body which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon."

The Board is not required to include the content of a statement read at the meeting in its minutes.

You also submitted a FOIL request for a copy of the statement. The school district responded by advising that it does not have a copy of the statement requested. When an agency indicates that it does not maintain or cannot locate a record, an applicant for the record may seek a certification to that effect. Section 89(3)(a) provides in part that, in such a situation, on request, an agency "shall certify that it does not have possession of such record or that such record cannot be found after diligent search." You may wish to request such a certification.

Although you did not raise concerns about the district's "Public Forum Information/Guidelines," I offer the following comments. The OML provides the public with the right "to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy" (see Open Meetings Law, §100). The Law is silent, however, with respect to public participation. Consequently, by means of example, if a public body, such as a board of education, does not want to answer questions or permit the public to speak or otherwise participate at its meetings, we do not believe that it would be obliged to do so. On the other hand, a public body may choose to answer questions and permit public participation, and many do so. When a public body does permit the public to speak, we believe that it should do so based upon reasonable rules that treat members of the public equally.

Guideline #1 states: "Please place your name, address, and email or phone number on the sign-up sheet." Please see enclosed OML Advisory Opinion 3518 which reflects the Committee on Open Government's opinion regarding similar requirements.

Guideline #4 states "public forum is not the place to make derogatory comments about specific persons." The Oxford English dictionary defines "derogatory" as "showing a critical or disrespectful attitude." While we certainly encourage all public bodies to conduct meetings in a manner that encourages respect toward all individuals, we believe that a policy that

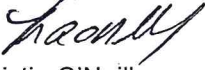


Department  
of State

prohibits "critical" commentary while not prohibiting correlating positive commentary would be inconsistent with the goals of the OML. Please see enclosed OML Advisory Opinion 5296 for a more detailed opinion relating to this issue.

I hope that I have been of assistance.

Sincerely,



Kristin O'Neill  
Assistant Director

Enclosures: OML AO 3518  
OML AO 5296

cc: Perry T. Dewey III, Superintendent



**State of New York  
Department of State  
Committee on Open Government**

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One Commerce Plaza  
99 Washington Ave.  
Albany, New York 12231  
(518) 474-2518  
Fax (518) 474-1927  
<http://www.dos.ny.gov/coog/>

From: Robert Freeman  
To:  
Date: 8/30/02 11:02AM  
Subject: Indicating name and address at meeting

Dear

I have received your letter in which you expressed objection to a requirement that those who choose speak at meetings of a village board of trustees must identify themselves by name and address. In this regard, I do not recall having prepared a written opinion dealing directly with the matter. However, others deal with related issues. It is suggested that you might review opinions on our website in the opinions rendered under the Open Meetings Law. You can click on to "P" and scroll down to "Public Participation"; advisory opinion #3295 is closest to the issue that you raised.

In brief, it has been advised that the Open Meetings Law is silent with respect to the ability of those in attendance to speak or otherwise participate. Therefore, a public body, such as a village board of trustees, is not obliged to permit the public to speak at its meetings. Many public bodies, however, authorize public participation, and in that event, it has been advised that they do so by means of reasonable rules that treat members of the public equally.

With respect to the possibility of distinguishing among those who may speak, since the Open Meetings Law provides the general public with the right to attend meetings, it has been advised that if a public body permits members of the public to speak, it must permit any person to do so, irrespective of the residence of the speaker. It follows in my view, that a person cannot be required to specify his or her residence as a condition that must be met before he or she may speak. Further, in many instances, individuals, due to concerns associated with safety, security and privacy, have valid reasons for choosing not to provide their residence addresses.

A similar contention may be offered in my opinion regarding the disclosure of the speaker's name. Again, if any person may attend a meeting and a public body cannot prohibit a person from attending due to his or her status or interest, the names of those who attend are irrelevant to the right to attend. That being, so I do not believe that a person should be required to give his or her name as a condition precedent to speaking. There may be a variety of reasons for wanting to avoid identifying oneself. For instance, if a parent of a student wants to describe a problem before a board of education, providing a name would likely identify the student. If a member of the public seeks to bring forward a complaint or allegation to a village board, identifying himself or herself could result in personal hardship.

In short, I do not believe that a person can be compelled to identify himself or herself in order to speak in the same manner as others at meetings.

I hope that I have been of assistance.

Robert J. Freeman  
Executive Director  
NYS Committee on Open Government  
41 State Street  
Albany, NY 12231  
(518) 474-2518 - Phone  
(518) 474-1927 - Fax  
Website - [www.dos.ny.gov/coog/coogwww.html](http://www.dos.ny.gov/coog/coogwww.html)

OML-AO-o3518  
3518

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STATE OF NEW YORK  
DEPARTMENT OF STATE  
COMMITTEE ON OPEN GOVERNMENT

---

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Executive Director

Robert J. Freeman

OML-AO-5296

June 12, 2012

E-Mail

TO:

FROM: Camille S. Jobin-Davis, Assistant Director

The staff of the Committee on Open Government is authorized to issue advisory opinions. The ensuing staff advisory opinion is based solely upon the facts presented in your correspondence.

Dear :

This is in response to your request for an advisory opinion regarding application of the Open Meetings Law to a “privilege of the floor policy” limiting “repetitive” or “offensive” remarks, and a policy prohibiting the use of signs, banners, visual displays and audio broadcasts unless expressly permitted by the Board of Trustees of the Village of Cayuga Heights.

In this regard, we note that although the Open Meetings Law provides the public with the right “to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy” (see Open Meetings Law, §100), the Law is silent with respect to public participation. Consequently, by means of example, if a public body, such as a village board, does not want to answer questions or permit the public to speak or otherwise participate at its meetings, we do not believe that it would be obliged to do so. On the other hand, a public body may choose to answer questions and permit public participation, and many do so. When a public body does permit the public to speak, we believe that it should do so based upon reasonable rules that treat members of the public equally.

Furthermore, although public bodies have the right to adopt rules to govern their own proceedings (see e.g., Village Law §4-412, Education Law, §1709), the courts have found in a

variety of contexts that such rules must be reasonable. For example, although a board of education may “adopt by laws and rules for its government and operations”, in a case in which a board's rule prohibited the use of tape recorders at its meetings, the Appellate Division found that the rule was unreasonable, stating that the authority to adopt rules “is not unbridled” and that “unreasonable rules will not be sanctioned” [see Mitchell v. Garden City Union Free School District, 113 AD 2d 924, 925 (1985)]. Similarly, if by rule, a public body chose to permit those who are in favor of a particular issue to speak before any of those who are opposed to the issue, such a rule, in our view, would be unreasonable.

In direct response to your question, this will confirm my opinion that the presiding officer has the authority to limit remarks from the public that are “repetitive” and “offensive”. It would not be unreasonable, in my opinion, for remarks to be limited for either of those reasons.

In our advisory opinions, we note federal court decisions indicating that if commentary is permitted within a certain subject area, negative commentary in the same area cannot be prohibited. It has been held by the United States Supreme Court that a school board meeting in which the public may speak is a “limited” public forum, and that limited public fora involve “public property which the State has opened for use by the public as a place for expressive activity” [Perry Education Association v. Perry Local Educators’ Association, 460 US 37, 103 S.Ct. 954 (1939); also see Baca v. Moreno Valley Unified School District, 936 F. Supp. 719 (1996)]. In Baca, a federal court invalidated a bylaw that “allows expression of two points of view (laudatory and neutral) while prohibiting a different point of view (negatively critical) on a particular subject matter (District employees’ conduct or performance)” (*id.*, 730). That prohibition “engenders discussion artificially geared toward praising (and maintaining) the status quo, thereby foreclosing meaningful public dialogue and ultimately, dynamic political change” [Leventhal v. Vista Unified School District, 973 F.Supp. 951, 960 (1997)]. In a decision rendered by the United States District Court, Eastern District of New York (1997 WL588876 E.D.N.Y.), Schuloff, v. Murphy, it was stated that:

“In a traditional public forum, like a street or park, the government may enforce a content-based exclusion only if it is necessary to serve a compelling state interest and is narrowly drawn to achieve that end. Perry Educ. Ass’n, 460 U.S. at 45. A designated or ‘limited’ public forum is public property ‘that the state has opened for use by the public as a place for expressive activity.’ *Id.* So long as the government retains the facility open for speech, it is bound by the same standards that apply to a traditional public forum. Thus, any content-based prohibition must be narrowly drawn to effectuate a compelling state interest. *Id.* at 46.”

The court in Schuloff determined that a “compelling state interest” involved the ability to protect students’ privacy in an effort to comply with the Family Educational Rights Privacy Act,

but that expressions of opinions concerning “the shortcomings” of a law school professor could not be restrained.

In the context of your inquiry, assuming that the Board of Trustees and/or the Mayor as presiding officer permit those who wish to speak to do so for a particular period of time, each person who wishes to do so must, in our opinion, be given an equal opportunity to do so. Similarly, if the Board and/or Mayor permit positive comments concerning the operation of Village government, we believe that they must offer an equal opportunity to enable those in attendance to offer negative or critical comments. It would not be unreasonable, in our opinion, to limit repetitive comments in support of opinions expressed previously, as well as those that would be offensive to reasonable people of ordinary sensibilities.

In regard to the prohibition concerning signs, banners and visual displays hung, displayed, located, projected or placed anywhere inside the meeting room or building holding said meeting without the prior express permission of the public body, from our perspective, the primary consideration should involve whether or the extent to which those items may be obtrusive or disruptive in some manner. If the presence of a sign blocks a person in attendance at a meeting from observing the proceedings or blocks a person’s path to a meeting, we believe that a rule requiring that the sign be moved or perhaps, due to size, removed. If the sign or banner violates the fire code, restricting it would in our opinion be reasonable. If a sign includes obscene language, we believe that a rule could validly prohibit its presence at a meeting.

Finally, to the extent that the rule you cite prohibits “audio broadcasts” we note that a 2011 amendment to §103 of the Open Meetings Law requires every public body to allow meetings to be photographed, broadcast, webcast or otherwise recorded and/or transmitted by audio or video means (§103[d][1]). To the extent that the rule you cite prohibits “audio broadcasts” of previously recorded material in the building or the meeting room without prior approval, it is our opinion that such rule would be reasonable, and in keeping with the Board’s authority as set forth in Village Law §4-412. It is difficult, in our opinion, to imagine a scenario when audio broadcasts in a public building would not be disruptive or offensive to a reasonable person who either works in the building or is attending a meeting.

CSJ:sb

cc: Mayor Supron

# FYI

FROM OUR BOARD TO YOURS

A Report from the  
MADISON-ONEIDA  
Board of Cooperative Educational Services

From: Richard Engelbrecht  
To: Steve Szatko

Madison Board of Education  
November 2016

## Staff and Curriculum Development

### TEACHER LEADERS ATTEND ECET2 CONFERENCE

Fifty teacher leaders from across the region attended the third annual Elevating and Celebrating Effective Teachers and Teaching (ECET2) conference on October 20-21 at Vernon Downs Conference Center. The two-day event afforded teachers a variety of professional development opportunities led by their colleagues. These opportunities included presentations, hands-on workshops and Colleague Circle discussions. Throughout the conference, participants shared stories about effective teaching strategies, best practices and memorable teachers to help inspire and motivate each other.



Again this year, the conference tied into the national ECET2 movement by asking participants to complete a #whyteach comment, share it on social media and post it to a wall in the conference center for public display.

Teachers who led breakout sessions were from **Canastota, Rome, Stockbridge Valley** and **Vernon-**

**Verona-Sherrill.** Rochelle Jensen, of **Rome**, Kristie Boisen, of **Canastota**, and Brandie Collins, of **VVS**, delivered keynote speeches during the conference; they were among the first group of ECET2 participants three years ago and helped plan the next two conferences.

Participating teachers were from: **Camden, Canastota, MOBOCES, Morrisville-Eaton, Oneida, Rome, VVS, Oneida BOCES, Holland Patent** and **Adirondack.**

## Career and Technical Education

### COMMUNITY ATTENDS OPEN HOUSE, COLLEGE FAIR

Hundreds of parents and students from the region attended the Annual Fall Open House event on October 20. Prospective students and their parents had the opportunity to speak with teachers, visit classrooms and lab spaces, observe student demonstrations and see student projects. The CTE enrollment process was also shared. Students also had the opportunity to meet representatives from more than a dozen colleges about post-secondary options available to them.



The BOCES Consortium of Continuing Education had several displays with information on literacy, vocational and special interest classes open to the community.

## Mohawk Regional Information Center

### SHOWCASE HIGHLIGHTS EDUCATIONAL TECHNOLOGY

Administrators and technology leaders from the region attended the MORIC Technology Showcase on October 6 to learn more about current technology initiatives and trends.

MORIC experts offered 12 breakout sessions during the day on topics that encompassed four key focus areas: Data Leadership, Data Privacy and Security Leadership, Technology Leadership and Instructional Leadership.

The keynote speaker for the conference was Eric Sheninger, a senior fellow with the International Center for Leadership in Education. Prior to that position, he was a trailblazing high school principal in New Jersey who was noted for his digital innovation.

"It's not that kids are learning differently. It's that the environment is different," he said. "What may have worked for us in school is not necessarily going to work for kids today."



November FYI continued on back...

## Alternative and Special Education

### AREA STUDENTS COMPETE IN SPECIAL OLYMPICS

More than 300 area student-athletes from 11 area districts participated in this year's Special Olympics Autumn Games on October 5 at Canastota High School.



Participants from **Camden, Canastota, Cazenovia, Chittenango, Hamilton, Madison, Morrisville-Eaton, Oneida, Stockbridge Valley, Vernon-Verona-Sherrill and Madison-Oneida BOCES** competed in a variety of track and field events. These included: 50-meter, 100-meter, 200-meter and 400-meter runs, shot put, running and standing long jump and a softball throw. The event also includes Adaptive Games for athletes not able to compete in traditional events.

The athletes were joined by hundreds of volunteers who helped run events and assisted athletes in getting to their events on time. They all marched into the

Canastota track complex by school delegation in the traditional Parade of Athletes and Opening Ceremonies.

Student volunteers included MOBOCES Career and Technical Education students from Equine and Animal Science, New Ventures and the Allied Health Partnership. CTE Early Childhood Education students set up and ran the Olympic Village, which had a variety of crafts and games for athletes and spectators to participate in between events. MOBOCES Alternative and Special Programs students also served as volunteers alongside their classmates who were competing.

## Early Childhood Education

### EC STAFF ATTENDS PYRAMID MODEL TRAINING

Early Childhood teachers, teaching assistants and support staff attended a full-day training on October 21 on the Pyramid



Model of addressing social-emotional and behavioral needs in young children. The training, held on Superintendent's Conference Day, focused on Preschool Module 1 and engaged participants in discussions about not pre-judging children, turning negative situations into

positive ones and other strategies to support children.

In addition to MOBOCES pre-k staff from four districts, participants from **Morrisville-Eaton, Vernon-Verona-Sherrill, Brookfield, Madison County Health Department and the Oneida Indian Nation** also attended the training.

## Adult and Continuing Education

### BCCE CELEBRATES STUDENTS' DIVERSITY DURING ANNUAL CULTURAL DESSERT HOUR

The BOCES Consortium of Continuing Education's Utica ACCESS Site hosted its annual Cultural Dessert Hour on October 5, a potluck luncheon celebrating the many ethnicities and nationalities represented in the center's programs.

Dozens of students and staff from English as a Second Language, high school equivalency, nursing and other programs at the Utica center brought dishes and desserts from their native countries and cultures to share. The buffet line included a wide variety of items, including cous cous, sambosa, egg rolls, curry chicken, cheesecake and pizza.

Assemblyman Anthony Brindisi, a longtime supporter of BCCE, attended the luncheon to sample food and talk with students and staff about their successes.



## Management Services

### AREA DRIVERS PARTICIPATE IN BUS RODEO

School bus drivers from seven area districts demonstrated their skills during this year's Bus Rodeo on Saturday.

The Bus Rodeo, an annual event organized by the Mohawk Regional Transportation Supervisors Association (MRTSA), allows school bus drivers from the region to participate in various challenges related to driving, vehicle handling and student safety. This year's event was held at the Costello Transportation Center in Oneida.

Challenges included: student loading and unloading, railroad crossing, parallel parking, K turns, slalom, diminishing clearance and successfully completing a pre-trip inspection. Participants also attended a short training session on emergency evacuations.

The 19 participating drivers were from **Canastota, Morrisville-Eaton, Oneida, Stockbridge Valley, Holland Patent, Mount Markham and Sherburne-Earlville.**



## Center for Instructional Support

### SLS HOSTS REGIONAL CODING WORKSHOP

The MOBOCES School Library System hosted a regional Code.org workshop on October 22 at the Costello Center in Oneida. It was the first time the workshop, sponsored by the national Code.org nonprofit, has been held in this region. The free Saturday event provided participants with hands-on experience using games that teach coding and computer programming skills as well as lesson plans to use in the classroom.

Participants were from **Camden, Canastota, Madison, Stockbridge Valley and Vernon-Verona-Sherrill**, as well as Cortland, the North Country and the Rochester area. SLS will host another coding workshop on November 12.