

Board of Education

Steven Yancey

President

Jona Snyder

Vice President

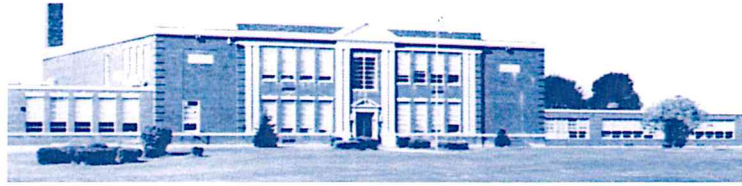
Tobias Abrams

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
AUDIT COMMITTEE MEETING
REGULAR MEETING

October 17, 2016
6:30 P.M. – LGI ROOM
7:00 P.M. – LGI ROOM

- I. Call to Order – Audit Committee Meeting – 6:30 pm
- II. Auditor Presentation
- III. Adjournment of Audit Committee Meeting
- IV. Call to Order – Regular Meeting – immediately following Audit Committee Meeting
- V. Executive Session
 - 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
- VI. Adjourn Executive Session and Resume Regular Meeting
- VII. Agenda Additions
- VIII. Consent Agenda
 - a. Approval of Agenda for This Meeting
 - b. Approval of Minutes
 1. September 19, 2016 Regular Meeting Minutes
- IX. Public Forum with use of Public Forum Expectations
 - a. Jackie Starks – Superintendent Search Update

- X. Reports
 - a. Treasurer
 - 1. Internal Claim Auditor's Report
 - 2. Treasurer's Report dated September 30, 2016
 - 3. Detail Warrants
 - a. Warrant Number 8 – Fund A – 9/2/16 – 5 pages
 - b. Warrant Number 9 – Fund A – 10/7/16 – 1 page
 - c. Warrant Number 10 – Fund A – 9/16/16 – 6 pages
 - d. Warrant Number 11 – Fund A – 10/3/16 – 9 pages
 - e. Warrant Number 4 – Fund C – 9/2/16 – 1 page
 - f. Warrant Number 5 – Fund C – 10/7/16 – 1 page
 - g. Warrant Number 6 – Fund C – 9/16/16 – 2 pages
 - h. Warrant Number 7 – Fund C – 10/3/16 – 2 pages
 - i. Warrant Number 3 – Fund TA – 10/7/16 – 5 pages
 - j. Warrant Number 2 – Fund HBUS – 10/7/16 – 1 page
 - k. Warrant Number 1 – Fund FA17 – 9/16/16 – 1 page
 - l. Warrant Number 2 – Fund FA167 – 10/3/16 – 2 pages
 - 4. Financial Status Report
 - b. Superintendent – Information Items
 - 1. Committee Reports
 - a. Building Project Update
 - b. Policy Review
 - 2. ESSA – Every Student Succeeds Act
 - 3. October 24, 2016 “Meet the Candidates” Workshop
 - c. Superintendent – Approval Items
 - 1. Approval of 2016-2019 Strategic Plan
 - 2. Approval of Overnight Trip for Chorus/Band to Toronto, Ontario from April 28-29, 2017
 - 3. Approval of School Tax correction due to STAR correction to property owned by Julie Suits Parcel # 113.-2-6.2
 - 4. Approval of Kurt Peavey as an Occasional Driver
- XI. Policy
 - 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
- XII. Old Business
- XIII. New Business
 - a. Personnel
 - 1. Appointments
 - a. Lindsey Cross – Certified Substitute Teacher effective 10/5/16
 - 2. Leave Requests
 - a. Mary Belfield – Leave without pay – February 27-March 3, 2017
 - 3. 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
 - 4. Salary Change
 - a. Thomas Peckham – deletion of one run as no longer needed

5. Volunteers

a. Ryan Bean – Fitness Center – M, W, F from 6-7 am

b. CSE/CPSE Recommendations – in official packet

c. Principal Reports

XIV. Correspondence

a. Richard Engelbrecht's monthly BOCES newsletter for October 2016

XV. Adjournment

DRAFT

The Regular Meeting of the Board of Education of Madison Central School was held on September 19, 2016 at 7:00 pm in the large group instruction room.

MEMBERS PRESENT: Mr. Tobias Abrams
Ms. Beverly Biedermann
Mrs. Stephanie Tanner
Mr. Steve Yancey
Mrs. Laurie Zbock – 7:01 pm

MEMBERS ABSENT: Mrs. Mary Bartlett-Linden
Mr. Jona Snyder

OTHERS PRESENT: Mr. Perry Dewey, Superintendent
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
 - a. Mr. Yancey, president, called the meeting to order at 7:00 pm.
- II. Oath of Office
 - a. Interim Superintendent
 - 1. Steve Szatko took his oath of office at this time.

Ms. Zbock arrived at 7:01 pm.

- III. Agenda Additions
- IV. Consent Agenda
 - a. Approval of Agenda for This Meeting

MOTION # 1 – APPROVAL OF AGENDA

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Tanner, the board moved to approve the agenda for this meeting. Motion carried 5 yes, 0 no.

- b. Approval of Minutes
 - 1. August 15, 2016 Regular Meeting Minutes
 - 2. August 18, 2016 Special Meeting Minutes
 - 3. August 24, 2016 Special Meeting Minutes
 - 4. September 13, 2016 Special Meeting Minutes

MOTION # 2 – APPROVAL OF MINUTES

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Tanner, the board moved to approve the minutes from the meetings held on August 15, 2016, August 18, 2016, August 24, 2016 and September 13, 2016. Motion carried 5 yes, 0 no.

- V. Public Forum
 - a. Review of Public Forum Expectations
 - b. Comments were made regarding college credits transferring into transfer colleges.
 - c. Questions on the progress of the building project were raised.

- d. New Teacher Introduction and Celebration – The district welcomed Jessica Palmer, Matthew Bruno, Payge Lehman, Amanda Hinman, Paul Perry, Hannah Matteson, Michelle Nolan and Steve Szatko to the staff with a small reception.

VI. Reports

a. Treasurer

1. Internal Claim Auditor's Report

MOTION # 3 – APPROVAL OF INTERNAL CLAIM AUDITOR'S REPORT

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Tanner, the board moved to approve the Internal Claim Auditor's Report. Motion carried 5 yes, 0 no.

2. Treasurer's Report dated June 30, 2016

MOTION # 4 – APPROVAL OF TREASURER'S REPORT DATED JUNE 30, 2016

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Tanner, the board moved to approve the June 30, 2016 Treasurer's Report. Motion carried 5 yes, 0 no.

3. Treasurer's Report dated July 31, 2016

MOTION # 5 – APPROVAL OF TREASURER'S REPORT DATED JULY 31, 2016

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve the July 31, 2016 Treasurer's Report. Motion carried 5 yes, 0 no.

4. Treasurer's Report dated August 31, 2016

MOTION # 6 – APPROVAL OF TREASURER'S REPORT DATED AUGUST 31, 2016

ON THE MOTION of Mr. Abrams, seconded by Mrs. Zbock the board moved to approve the August 31, 2016 Treasurer's Report. Motion carried 5 yes, 0 no.

5. Detail Warrants

MOTION # 7 – APPROVAL OF DETAIL WARRANTS

ON THE MOTION of Mrs. Tanner, seconded by Mrs. Zbock, the board moved to approve the Detail Warrants as follow: Warrant Number 2 – Fund A – 7/11/16 – 4 pages, Warrant Number 3 – Fund A – 7/25/16 – 3 pages, Warrant Number 1 – Fund C – 7/25/16 – 1 page, Warrant Number 1 – Fund TA – 8/9/16 – 3 pages, Warrant Number 1 – Fund FA16 – 7/25/16 – 1 page, Warrant Number 5 – Fund A – 8/5/16 – 4 pages, Warrant Number 6 – Fund A – 8/19/16 – 3 pages, Warrant Number 2 – Fund C – 8/5/16 – 1 page, Warrant Number 3 – Fund C – 8/19/16 – 1 page, Warrant Number 2 – Fund TA – 9/7/16 – 3 pages, Warrant Number 1 – Fund HBUS – 9/7/16 – 1 page, Warrant Number 2 – Fund FA16 – 8/19/16 – 1 page. Motion carried 5 yes, 0 no.

6. The Financial Status Report was provided for review.

b. Committee Reports

1. Budget - no meeting, no report
2. Building & Grounds - project is on track, expecting a spring 2017 start with the athletic fields being the starting point – spring sports may need to relocate home games at neighboring schools or compete in all away games depending on progress of project
3. Curriculum, Sports, Music & Drama – no meeting, no report
4. Negotiations & Labor – no meeting, no report
5. Policy – did not meet, no report
6. Strategic Plan – draft plan has been shared with board for future approval
7. Technology - no meeting, no report
8. Safety – no meeting, no report

c. Superintendent – Information Items

1. The board considered the options of naming the gym or creating a wall of fame for the gym for the upcoming building project gym makeover.
2. The SBI meeting notices were shared with the board.
3. The final draft of the Strategic Plan for 2016-2019 was shared for future approval.
4. The Media Project was presented by Sapna Kollali. This can be found on our website under “Community” and it promotes Madison School with personal testimonies. The board encourages everyone to take the time to review this area.

d. Superintendent – Approval Items

MOTION # 8 – APPROVAL OF AUTHORIZATIONS AND APPOINTMENTS OF STEVE SZATKO AS INTERIM SUPERINTENDENT

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve all the authorizations and appointments of Steve Szatko as Interim Superintendent as needed as per reorganizational meeting effective 10/1/16 as follow:

1. Approval of all authorizations and appointments of Steve Szatko as Interim Superintendent as needed as per reorganizational meeting effective 10/1/16 as listed below:
 - a. Purchasing Agent Alternate
 - b. Records Access Officer
 - c. Member of District Wide Safety Team
 - d. Health Consortium Representative
 - e. Conference Approval
 - f. Signature for Extra Classroom Activity
 - g. Budgetary Transfers
 - h. Applications and Reports for Federal Funds
 - i. Authority to Suspend
 - j. Authority for us of the District Credit Card with a limit of \$2,500.00

Motion carried 5 yes, 0 no.

2. Advisor Stipend Clarification

- a. Junior and Senior advisors for the year will each receive the contracted stipend amount

MOTION # 9 – APPROVAL OF STIPENDS FOR JUNIOR AND SENIOR CLASS ADVISORS

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve the full contracted stipend amount for Junior and Senior Class Advisors. Motion carried 5 yes, 0 no.

3. Approval of FFA Trip to National Convention

MOTION # 10 – APPROVAL OF FFA TRIP TO NATIONAL CONVENTION

ON THE MOTION of Ms. Biedermann, seconded by Mr. Abrams, the board moved to approve the FFA Overnight Trip to the National Convention from October 18-23, 2016. Motion carried 5 yes, 0 no.

4. Approval of Surplus Book List

MOTION # 11 – APPROVAL OF SURPLUS BOOK LIST

ON THE MOTION of Mrs. Zbock, seconded by Mrs. Tanner, the board moved to approve the Surplus Book list as provided. Motion carried 5 yes, 0 no.

- VII. Policy
- a. None

- VIII. Old Business
 - a. None

- IX. New Business
 - a. Personnel

- 1. Appointments

- a. Amanda Hinman – Probationary Elementary Education Teacher effective 9/6/16 – 9/6/20 with tenure recommendation for 9/6/20 with Initial Certification in Early Childhood Education Birth –Grade 2 and Initial Certification in Childhood Education Grade 1-6 at B1, Step 1, at \$33,560 per year as per contract

MOTION # 12 – APPOINTMENT OF AMANDA HINMAN

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Tanner, the board moved to approve Amanda Hinman as a Probationary Elementary Education Teacher effective 9/6/16 – 9/6/20 with tenure recommendation for 9/6/20 with Initial Certification in Early Childhood Education Birth – Grade 2, and Initial Certification in Childhood Education Grade 1-6 at B1, Step 1, at \$33,560 per year as per contract. Motion carried 5 yes, 0 no.

- 2. Leave Requests

- a. Betsy Lopata – Leave without pay September 29, 2016
 - b. Kristin Smith – Leave without pay October 3-7, 2016

MOTION # 13 – APPROVAL OF LEAVE REQUESTS

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Tanner, the board moved to approve the leave requests of Betsy Lopata for leave without pay for September 29, 2016 and for Kristin Smith for leave without pay for October 3-7, 2016. Motion carried 5 yes, 0 no.

- 3. Volunteer Approvals

- a. Megan Miller – Classroom observations

MOTION # 14 – APPROVAL OF MEGAN MILLER AS SCHOOL VOLUNTEER

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Tanner, the board moved to approve Megan Miller as a school volunteer to do classroom observation. Motion carried 5 yes, 0 no.

- 4. Mentors

- a. Maxine Thurston mentoring Amanda Hinman
 - b. Brenda Millson mentoring Hannah Matteson and Michelle Nolan
 - c. Megan Barnes mentoring Paul Perry
 - d. Duane Willsey mentoring Matthew Bruno
 - e. Jessica Planck mentoring Jessica Palmer
 - f. Seth Howard mentoring Payge Lehman

MOTION # 15 – APPROVAL OF MENTORS

ON THE MOTION of Mrs. Tanner, seconded by Mr. Abrams, the board moved to approve the following mentors: Maxine Thurston to mentor Amanda Hinman, Brenda Millson to mentor Hannah Matteson and Michelle Nolan, Megan Barnes to mentor Paul Perry, Duane Willsey to mentor Matthew Bruno, Jessica Planck to mentor Jessica Palmer, and Seth Howard to mentor Payge Lehman. Motion carried 5 yes, 0 no.

- 5. 2016-17 Advisor Appointments

- a. Tech Club – Matthew Bruno

MOTION # 16 – APPROVAL OF MATTHEW BRUNO AS TECH CLUB ADVISOR

ON THE MOTION of Ms. Biedermann, seconded by Mr. Abrams, the board moved to approve Matthew Bruno as the Technology Club Advisor. Motion carried 5 yes, 0 no.

c. Principal Reports

1. Mr. Nichols shared the June Regent results with the board, discussed the STEAM (Science, Technology, Engineering, Arts, and Math) curriculum, shared with the board that Jodi Popple would be working closely with our staff again this year, and reported on the Summer Enrichment program with a slide show presented by Clarissa Siedsma.
2. Mr. Latella discussed the new design of the Elementary Computer lab to assist with hands-on STEAM educating, the benefits of Jodi Popple trainings, the combination of PreK orientation with the first day of school for PreK students, the new Character Education theme of “emotions” and how that is correlating with Student of the Month, and the success of the boys and girls varsity soccer teams thus far. The boys are ranked 14th in the state for Class D schools and the girls are on a winning streak.

X. Correspondence

- a. Richard Engelbrecht’s monthly newsletter for September 2016 was provided.
- b. The Summer 2016 Library Media Center Report was provided.

XI. Enter Executive Session

MOTION # 17 – ENTER EXECUTIVE SESSION

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Tanner the board moved to enter into Executive Session at 8:04 pm 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. Mr. Nichols, Mr. Latella, Mr. George Mead, and Mr. Szatko were invited to attend with Ms. Biedermann acting as temporary District Clerk. Motion carried 5 yes, 0 no.

Mr. Snyder arrived at 8:30 pm.

Mrs. Tanner left at 9:01 pm.

XII. Adjourn Executive Session

MOTION # 18 – ADJOURN EXECUTIVE SESSION

ON THE MOTION of Mr. Snyder, seconded by Mr. Abrams, the board moved to adjourn Executive Session at 9:31 am. Motion carried 5 yes, 0 no.

XIII. Adjournment

MOTION # 19 – ADJOURNMENT

ON THE MOTION of Mr. Snyder, seconded by Mr. Abrams, the board moved to adjourn for the evening at 9:32 pm. Motion carried 5 yes, 0 no.

MAJOR WORK ITEMS

SITework

Expanded Parking

New Flag Pole

Exterior Basketball Court/Overflow Parking Lot

Playfield Upgrades

- 2 Soccer Fields
- 1 Softball Field
- 1 Baseball Field with Dugouts

Add Alternate GC-1: Gravel Driveway connecting Madison Lake Road and North Street

(No work will be performed along the main entrance drive as it is Madison Lake Road and owned by the Town)

MAIN PRE-K - 12 BUILDING WORK

New Kitchen and Cafeteria

New Auditorium with Rigging, Sound System & Lighting Improvements (in existing Cafetorium)

Expanded Gymnasium Seating - south side, Relocated Main Basketball Court

New Boys, Girls, and Team Locker Rooms

Fitness Room

Miscellaneous Space Changes

Mechanical, Plumbing, and Electrical System Upgrades to support above work

Add Alternate GC-2: New Resilient Flooring at Rooms 217, 218 and 222

Add Alternate GC-3: Stage Floor Replacement

BUS GARAGE

Temperature Control Upgrades

The Contract Documents were submitted to SED - Facilities Planning in early August for review and approval. We anticipate approval/Building Permit in late-January/early-February 2017. The following tentative schedule is based on those dates:

Receive Building Permit..... say early-February 2017
Print Documents, Advertise, Distribute Plans & Specs to Contractors mid-February 2017
Receive Bids mid to late-March 2017
Award early-April 2017
Construction May 1, 2017 - November 30, 2018 (substantial completion)
Punchlist Work and Final CompletionDecember 1 - December 31, 2018

Currently Construction Associates, the Construction Manager, is preparing an estimate of probable construction cost, as well as a phasing plan for use during bidding/construction.

TOTAL PROJECT COST: \$9,978,000.00

Agenda

Oneida-Madison-Herkimer Counties School Boards Institute
General Membership Meeting

“Meet the Candidates”

New York State Assembly and Senate Candidates
Monday, October 24, 2016

Twin Ponds Golf and Country Club
169 Main Street, New York Mills 13417

Registration and Coffee/Dessert with Legislators and Candidates 6:00 p.m. - 6:30 p.m.
(Board members who have multiple legislative candidates should divide up accordingly)

Welcome, Pledge of Allegiance & Program Overview 6:30 p.m. - 6:40 p.m.
Robert Group, OMH-SBI President
Jim Van Wormer, Coordinator for Board Training

Session I - NYS Senate & NYS Assembly Candidates 6:40 p.m. – 7:00 p.m.
Candidates will give brief verbal presentation on why they are the best candidate for the respective legislative district.

Session II - Questions from OMH-SBI Members & closing comments by legislative candidates
Facilitators: Tom Moats and Russ Stewart 7:00 p.m. – 8:20p.m.

Confirmed candidates as of 9/23/16:

Assembly District: 101st Candidate Brian Miller
Candidate Arlene Feldmeier

118th Assemblyman Marc Butler

121st Assemblyman William Magee
Candidate John Salka

Senate District: 51st Candidate Jermaine Bagdall-Graham

Closing: Mr. Robert Group, OMH-SBI President 8:20 p.m.



School Boards Institute

"Children First"

Submit by E-mail

Print

OMH-SBI

"Meet the Candidates"

NYS Assembly and Senate Candidates

Date: October 24, 2016 (Monday)
Time: 6:00 p.m. "Check in" and Coffee/Dessert
6:30 p.m. Program (Agenda is attached)
Site: Twin Ponds Golf & Country Club
169 Main Street, NY Mills

There is NO CHARGE for this event.

* * * * *

To register for "Meet the Candidates":

Fill out the form & Click the "Submit by E-mail" button. Any questions, contact Heather Nitti, Herkimer BOCES, School Boards Institute, at (315) 867-2032

**** REGISTER by Wednesday, October 19th ****

SCHOOL DISTRICT: Select District

Name _____ Title _____ Telephone _____

Name _____ Title _____ Telephone _____

Name _____ Title _____ Telephone _____

Name _____ Title _____ Telephone _____

Name _____ Title _____ Telephone _____

Name _____ Title _____ Telephone _____

Name _____ Title _____ Telephone _____

Name _____ Title _____ Telephone _____

Name _____ Title _____ Telephone _____

Name _____ Title _____ Telephone _____

ROBERT GROUP
President
Telephone:
(315) 363-5021
E-Mail:
rgroup@oneidacsd.org

MICHAEL HEAD
1st Vice President
Telephone:
(315) 794-2891
E-Mail:
mshead1006@netzero.com

WILLIAM LENNOX
2nd Vice President
Telephone:
(315) 895-5655
E-Mail:
bblennox47@gmail.com

JAMES VanWORMER
Coordinator for
Board Training
Telephone:
(315) 941-6229
E-Mail:
jvwormer@gmail.com

HEATHER NITTI
Secretary for
Board Training
Telephone:
(315) 867-2032
FAX: 867-2002
E-Mail:
hnitti@herkimer-boces.org

Extra-Classroom Activity Overnight Trip Approval Form

MUST BE APPROVED BY THE BOARD OF EDUCATION

Activity: **Chorus and Band Annual Trip**

Date of Trip: **April 28 & 29, 2017**

Trip Destination: **Toronto, Ontario**

Trip Description and Events Attending While on Trip: **While in Toronto, we anticipate visiting the Toronto Zoo and/or Aquarium, the CN Tower (Sight-seeing), attending a play or musical, visiting museums, and traveling to Niagara Falls.**

Number of Students Attending: **Approximately 30**

Expected Cost Per Student: **\$300**

Chaperones: **Nicole Winegard, Maveret Umstead, Craig Umstead. The following parents have expressed interest in chaperoning as well: Beverly Biedermann, Holly Baker, & Sandy Ford.**

Expected Cost Per Chaperone: **\$300**

Expected Out of Pocket Expenses Per Student: **This is dependent on how much fundraising the student does. On average, based on previous years, students pay approximately \$100-\$150 out of pocket after they have fundraised.**

Expected Out of Pocket Expenses per Chaperone: **\$300**

Fundraising Activities Planned and Expected Revenue from each Fundraiser:

Frozen Food Fundraiser (approximately 30% profit)
Easter Candy Fundraiser (approximately 30% profit)
Auction (proceeds go toward the cost of the bus)

Board of Education Approval Date: _____

Superintendent: _____



MADISON COUNTY TREASURER'S OFFICE

CINDY J. EDICK, TREASURER

SALLY G. MAKARCHUK – DEPUTY, ACCOUNTING & FINANCE
REBECCA S. MARSALA – DEPUTY, DELINQUENT TAX ENFORCEMENT

P.O. Box 665, Wampsville, NY 13163 ▪ Phone (315) 366-2371 ▪ Fax (315) 366-2705

September 27, 2016

Madison Central School District
Attn: Melanie Brouillette
7303 Route 20
Madison NY 13402

Re: 2016-17 School Tax
Julie A Suits
MAP# 113.-2-6.2

Dear Melanie:

Enclosed please find the approved Correction of Error form for the above referenced parcel of land. The original 2016-17 School Tax bill did not have the basic STAR exemption on it.

This error is a "clerical error" in accordance with §550 (2) (c) of the NYS Real Property Tax Law.

If you have any questions or need anything else from me, please feel free to contact me.

Very sincerely yours,

A handwritten signature in blue ink that reads "Rebecca S. Marsala".

Rebecca S Marsala
Deputy Treasurer

/rsm
Enc.

Cc: Steve Harris, Assessor
Laura Fuess, Tax Collector
Julie A Suits



NEW YORK STATE DEPARTMENT OF TAXATION AND FINANCE
OFFICE OF REAL PROPERTY TAX SERVICES

RP-554 (9/04)

APPLICATION FOR CORRECTED TAX ROLL
FOR THE YEAR 2016

Part I: To be completed in duplicate by Applicant. APPLICANT MUST SUBMIT BOTH COPIES TO COUNTY DIRECTOR OF REAL PROPERTY TAX SERVICES. (In Nassau and Tompkins Counties, submit to Chief Assessing Officer). NOTE: To be used only prior to expiration of warrant for collection. For wholly exempt parcel, attach statement signed by assessor or majority of board of assessors substantiating that assessor(s) have obtained proof that parcel should have been granted tax exempt status on tax roll.

Julie A Suits _____ Day _____ Evening (816) _____
1a. Name of Owner 2. Telephone Number

354 Crow Hill Rd _____
Bouckville, NY 13310 _____

1b. Mailing Address 3. Parcel Location (if different than 1b.)

254089 113.-2-6.2 210-Single Family Residence
4. Description of real property as shown on tax roll or tax bill (Include tax map designation)

5. Account No. _____ 6. Amount of taxes currently billed _____

7. I hereby request a correction of tax levied by Madison Central School District
(county/city/school district; town in Westchester County; non-assessing unit village)

for the following reasons (use additional sheets if necessary): Owner had a correction for last year tha was approved
for basic STAR. The 2015 file was changed, but the 2016 file was not, therefore exemption was not on.

September 26, 2016
Date

Signature of Applicant *[Signature]*

PART II: For use by COUNTY DIRECTOR: Attach written report (including documentation of error in essential fact) and recommendation. Indicate type of error and paragraph of subdivision 2, 3 or 7 of Section 550 under which error falls.

Date application received: 9-27-16 Period of warrant for collection of taxes: 9/1/16 - 10/31/16

Last day for collection of taxes without interest: 9/30/16

Recommendation: Approve application* Deny Application
9/27/16 _____
Date Signature of County Director *[Signature]*

* If box is checked, this copy is for assessor and board of assessment review of city/town/village of _____ which are to consider attached report and recommendation as equivalent to petition filed pursuant to section 553.

PART III: For use by TAX LEVYING BODY or OFFICIAL DESIGNATED BY RESOLUTION _____
(Insert Number or Date)

APPLICATION APPROVED Amount of taxes currently billed: \$ _____
Notice of approval mailed to applicant on (enter date): _____
Order transmitted to collecting officer on (enter date): _____
Corrected tax: \$ _____

APPLICATION DENIED Reason: _____

Seal of Office

Date Signature of Chief Executive Officer or Official Designated by Resolution

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 1st and May 1st for placement annually. Applications must be filed with the Superintendent of Schools no later than May 1st 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 1st.
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 1st)

<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 1st and January 17th), 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

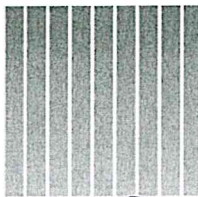
NON-RESIDENT STUDENTS

- 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.

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

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

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

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

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.¹

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

¹ 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

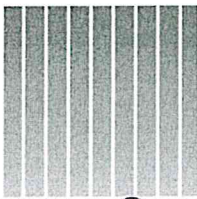
CONCUSSION MANAGEMENT

- 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.

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
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

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

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 15th 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 1st 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 15th 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 15th 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 1st 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.

School District

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

Adopted:

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.

School District

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

Adopted:

To: Mr. Steve Szatko, Superintendent of Schools
From: Mr. Brian J. Latella, Elementary Principal
Date: October 11, 2016
Re: Personnel Appointment for the October 11, 2016 BOE Meeting

I would like to recommend to the Madison Central School District Board of Education the appointment of Mrs. Lindsay Cross as a Certified Substitute Teacher.

*Emergency appointment as of October 5th, 2016

Madison Central School District

Board of Education

I am requesting Leave Without Pay for the week of February 27-March 3, 2017. I will be away.

A handwritten signature in black ink that reads "Mary S. Belfield". The signature is written in a cursive style with a small circle above the letter 'i' in "Belfield".

Mary S. Belfield

TO: Board of Education
FROM: Thomas Peckham
DATE: October 5, 2016
RE: Change of Bus Run Request

I would like to request that the board consider a change in my contract due to the change in the needs of a student. This student no longer needs transportation and I have been filling in coverage for the cafeteria in the absence of this child's bus run need. Since the run is no longer necessary, I would like to have this run removed from my contracted time, and also stop fulfilling that time requirement in the cafeteria. My last day providing coverage to the cafeteria was on September 30, 2016. Therefore, please adjust my contract as of this date. I thank you for your consideration.



MADISON CENTRAL SCHOOL
7303 STATE ROUTE 20
MADISON, NY 13402

SCHOOL VOLUNTEER INFORMATION

****Volunteering to:** Fitness Room Supervisor

Name Ryan D. Bean

Address 2215 Augusta Solsville Road, Oriskany Falls NY

Telephone 315-264-5079 **E-Mail Address** ryandavidbean@gmail.com

Employment Information:

Place of Employment: The Ad Group Advertising Agency, Inc.

Address: 114 Cottage Street, Oriskany Falls NY **Phone:** 315-306-4009

Related Experience: Winners Soccer Club Coach, Volunteer Tutor, President of CMYSSL, Madison Optimist Club Craft Show Volunteer Organizer, 10+ Years of Gym + Fitness Use/Experience.

Name and Phone Number of Two (2) Personal References:

1. Mike Lee - Guidance Counselor / Athletic Director
2. Jeff Robinson - President of Whitestown Youth Association Softball (272-9413)

CPR/AED Certified: Yes No

****For Fitness Center Supervision – Please include days and times that you can definitely commit to.**

Mon, Wed, Fri Mornings 6:00AM + 7:00AM

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
October 2016

Career and Technical Education

CTE STUDENTS OBSERVE WORLD ALZHEIMER'S DAY

Students and staff at Madison-Oneida BOCES took part in the annual World Alzheimer's Day on September 21, participating in the "Walk to Remember" and other fundraising activities. World Alzheimer's Day raises awareness about Alzheimer's disease, a common form of dementia affecting over 5 million Americans.

This is the first year our students have observed World Alzheimer's Day. Health Related Careers students took the lead by researching the disease and creating informational posters around campus. The research for this event will also help students prepare for their work later in the year with Alzheimer's patients at local long-term care facilities through their work-based learning hours.

Health and Culinary Arts students held fundraisers to support the event. In addition, Carpentry students made stakes and placed posters along the walking route, and Cosmetology students offered paraffin wax dips, hand massages and manicures with purple polish topped with white polish painted in a ribbon.

The event raised more than \$400. Proceeds will be split equally between the MOBOCES food pantry and the Central New York Alzheimer's Association.



Staff and Curriculum Development

NYSSD TEACHERS CREATE NEW IN-SCHOOL PLC

Teachers and administrators from the New York State School for the Deaf in Rome are working with MOBOCES Staff Development Specialist Jon Cornue on developing a Professional Learning Community (PLC) to enhance the school's structures and better support students. The NYSSD team met at MOBOCES for two days before returning to school to discuss their goals for the year.



MOBOCES began supporting both regional and in-district PLCs three years ago as part of a state grant focused on professional development. Although the grant ended, the regional PLC movement was so successful that teachers and administrators continued to meet and have developed new PLCs on their own, with support from MOBOCES professional development experts.

SCD LEADS UTICA COLLEGE WORKSHOP

Staff Development Specialist Jonathan Cornue and Mentor Coordinator Ann Pangburn led a September 16 workshop on Classroom Management for Pre-Service Teachers enrolled in the Utica College Teacher Program. Topics included: discipline beginning with good classroom management; the power of a good lesson design; classroom organization; engagement strategies; differentiation; transitions; high expectations; voice and demeanor; using cell phones in instruction; and maintaining boundaries. This type of collaboration allows pre-service teachers to gain insights from more experienced colleagues.

Mohawk Regional Information Center

NEW WORKSHOPS ALIGN WITH REGIONAL INITIATIVES

The MORIC recently released its 2016-17 professional development catalog. This year's catalog focuses on Technology Leadership, Technology Integration, Data Leadership and Systems Management. MORIC leaders worked with each of the four BOCES to align workshops with regional instructional and technology initiatives. These include: Social Studies C3 Framework, Next Generation Science Standards, Project-Based Learning, Literacy, Instructional Rounds, Graduation Reports, Professional Learning Communities and Response to Intervention. This focused agenda will result in more effective professional development throughout the school year.

October FYI continued on back...

Alternative and Special Education

AREA TEACHERS COMPLETE NYSAA TRAINING

Seventeen special education teachers from the region completed a two-day training in September for the New York State Alternate Assessment (NYSAA). The training was led by



MOBOCES Special Programs Coordinator Carla Fountain, the regional lead trainer for NYSAA, a state assessment for students with moderate to severe disabilities in grades 3-8 and high school.



During the training, new teachers reviewed a completed assessment, then were trained in the steps required to complete the assessment process for students. They also learned how to use Profile, an online software used for this assessment.

The following day, all teachers viewed a training module reviewing best practices in completing the assessment and had an opportunity to set up their students and tasks in Profile.

In addition, teachers worked collaboratively to select student tasks for the assessment. They will meet again twice this fall to review students' work to date as a group before submission for state scoring.

Participating teachers were from Camden, Canastota, Rome, VVS and MOBOCES.

Early Childhood Education

PRE-K LEARNS ABOUT ROUTINES, SOCIAL SKILLS

Regional pre-kindergarten classes kicked off in four districts with students learning about their daily routines in school and practicing social skills that will help them learn throughout the year. These lessons included transitioning on and off the school bus, standing in a line, washing and drying hands, sharing, taking turns and playing well with others.

MOBOCES operates pre-k classes in Camden, Oneida, Stockbridge Valley and Morrisville-Eaton.



Adult and Continuing Education

BCCE GRADUATE EARNS STATEWIDE RECOGNITION

BCCE High School Equivalency graduate Shirell Gamble has been chosen as a Student of the Year by the New York Association of Continuing and Community Education (NYACCE).

Shirell, a Utica resident, earned her New York State High School Equivalency diploma last year by passing the rigorous TASC exam. She was selected to deliver a speech at the June 2016 adult literacy graduation ceremony at MOBOCES, sharing with her fellow graduates and their families her struggles over 16 years to earn her high school diploma. Since graduating, Shirell has enrolled as a full time student in MVCC's Human Services degree program.

NYACCE will hold a recognition ceremony on October 25 in Albany. At that time, student honorees will have an opportunity to meet with their legislative representatives.



Center for Instructional Support

SLS HOSTS INFORMATION FLUENCY WORKSHOP

The School Library System hosted a half-day workshop on "Teaching for Inquiry and the Empire State Information Fluency Continuum" on September 23. The workshop was led by Pam Berger, director of information for the Southern Westchester BOCES School Library System and author of two



books: "Teaching Inquiry: Engaging the Learner Within," and "Choosing Web 2.0 Tools for Learning and Teaching in a Digital Age."

The workshop helped participants learn about instructional strategies and tools to help embed the Information Fluency Continuum into instruction to increase the use of inquiry-based learning in schools. The Continuum is a framework for K-12 library instruction aligned with the Common Core. Participants were from the Camden, Canastota, Hamilton, Madison, Morrisville-Eaton, Oneida, Rome, Stockbridge Valley, Vernon-Verona-Sherrill, MOBOCES, General Brown and Lyncourt districts.

Management Services

MOBOCES RECEIVES SIX COMMUNICATION AWARDS

The MOBOCES School Communication Service received six awards in this year's New York School Public Relations Association (NYSPPRA) Communications Contest. This is the highest number of awards MOBOCES has received in a single year. The awards were:

- Three for Excellence in Writing for articles about the BCCE Medical Office Assistant Pilot Program (Merit), the New Visions STEM Program (Honor), and the Allied Health Program (Merit).
- An Award of Honor for the 2014-15 Annual Report.
- An Award of Excellence for the MOBOCES Facebook Page.
- An Award of Honor for the "Love Where You Learn" marketing brochure completed for Rome.

The awards will be presented at the NYSPPRA luncheon on October 28, held during the NYSSBA Convention in Buffalo.