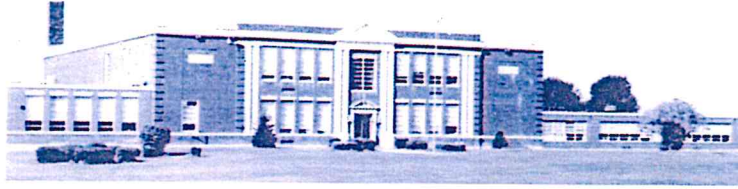


**Board of Education**

**Steven Yancey**  
President  
**Jona Snyder**  
Vice President  
**Mary Bartlett-Linden**  
**Beverly Biedermann**  
**Stephanie Clark-Tanner**  
**Stephen Dodge**  
**William Langbein**



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

**Michael Davis**  
Superintendent  
**Larry Nichols**  
Building Principal  
**Brian J. Latella**  
Elementary Principal  
**Melanie Brouillette**  
Treasurer  
**Tracey Lewis**  
District Clerk

BOARD OF EDUCATION  
REGULAR MEETING

DECEMBER 19, 2017  
6:30 P.M. – LIBRARY

- I. Call to Order
  - a. Photo of Board Members for the Yearbook
  
- II. Agenda Additions
  
- III. Consent Agenda
  - a. Approval of Agenda for This Meeting
  - b. Approval of Minutes
    1. November 21, 2017 Regular Meeting Minutes
  
- IV. Public Forum
  
- V. Reports
  - a. Treasurer
    1. Internal Claim Auditor's Report
    2. Treasurer's Report dated November 30, 2017
    3. Detail Warrants
      - a. Warrant Number 20 – Fund A – 12/5/17 – 1 page
      - b. Warrant Number 21 – Fund A – 11/10/17 – 5 pages
      - c. Warrant Number 22 – Fund A – 11/29/17 – 6 pages
      - d. Warrant Number 7 – Fund C – 11/10/17 – 2 pages
      - e. Warrant Number 8 – Fund C – 11/29/17 – 1 page
      - f. Warrant Number 5 – Fund TA – 12/5/17 – 4 pages
      - g. Warrant Number 5 – Fund HBUS – 12/5/17 – 2 pages
      - h. Warrant Number 5 – Fund FA18 – 11/10/17 – 1 page
      - i. Warrant Number 6 – Fund FA18 – 11/29/17 – 1 page
    4. Financial Status Report
  - b. Superintendent – Information Items
    1. Notice of workshop entitled “Building an Effective Orientation Framework for Newly Elected School Board Members” to be held January 8, 2018
  - c. Superintendent – Approval Items
    1. Approval of Resolution to Amend the District's Flexible Spending Plan
    2. Approval of Non-Resident Student entering 1<sup>st</sup> grade for 17-18 year

- VI. Policy
  - a. Second Reading of Revised Template Policy # 1200 entitled “Parent and Family Engagement in Title I Program”
  - b. Second Reading of Revised Template Regulation #1200.1 entitled “Annual Notification of Teacher Qualifications”
  - c. First Reading of Revised Template Policy for “Drug and Alcohol Testing (Transportation)”
  - d. First Reading of Revised Template Policy for “School Food Service Program and Meal Charge Policy”
  
- VII. Old Business
  
- VIII. New Business
  - a. Personnel
    - 1. Appointments
    - 2. Tenure
      - a. Brian Latella – Elementary Principal effective 1/1/18
    - 3. Leave Request
      - a. Michele Cotter – Sabbatical leave for Fall 2018
    - 4. Resignations
      - a. Agnes Lollman – Teacher’s Aide (bus monitor) effective December 25, 2017
  - b. CSE/CPSE Recommendations – in official packet
  - c. Principal Reports
  
- IX. Correspondence
  - a. Richard Engelbrecht’s monthly BOCES newsletter for December 2017
  - b. Madison-Oneida BOCES Banner Newsletter
  - c. Library Media Center monthly report for November 2017
  
- X. Executive Session with appointment of temporary district clerk
  - a. To discuss collective negotiations pursuant to Article 14 of the Civil Service Law i.e., the Taylor Law
  
- XI. Adjourn Executive Session
  
- XII. Adjournment

**DRAFT**

The Regular Meeting of the Board of Education of Madison Central School was held on November 21, 2017 at 6:30 am in the library.

**MEMBERS PRESENT:** Mr. Stephen Dodge  
Mr. William Langbein  
Mr. Jona Snyder  
Mrs. Stephanie Tanner  
Mr. Steven Yancey

**MEMBERS ABSENT:** Mrs. Mary Bartlett-Linden  
Ms. Beverly Biedermann

**OTHERS PRESENT:** Mr. Michael Davis, Superintendent  
Mr. Brian Latella, Elementary Principal  
Ms. Tracey Lewis, District Clerk  
Additional attendees in audience

- I. Call to Order
  - a. Mr. Yancey called the meeting to order at 6:31 pm.
- II. Agenda Additions
- III. Consent Agenda
  - a. Approval of Agenda for This Meeting

**MOTION # 1 – APPROVAL OF AGENDA**

ON THE MOTION of Mr. Snyder, 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. October 17, 2017 Regular Meeting Minutes

**MOTION # 2 – APPROVAL OF MINUTES**

ON THE MOTION of Mr. Dodge, seconded by Mrs. Tanner, the board moved to approve the minutes from the October 17, 2017 Regular Meeting. Motion carried 5 yes, 0 no.

- IV. Public Forum
  - a. None
- V. Reports
  - a. Treasurer
    1. Internal Claim Auditor's Report

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

ON THE MOTION of Mr. Snyder, 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 October 31, 2017

**MOTION # 4 – APPROVAL OF TREASURER'S REPORT**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Tanner, the board moved to approve the October 31, 2017 Treasurer's Report. Motion carried 5 yes, 0 no.

3. Detail Warrants

**MOTION # 5 – APPROVAL OF DETAIL WARRANTS**

ON THE MOTION of Mr. Dodge, seconded by Mrs. Tanner, the board moved to approve the Detail Warrants as follow: Warrant Number 16 – Fund A – 10/13/17 – 10 pages, Warrant Number 17 – Fund A – 10/27/17 – 5 pages, Warrant Number 19 – Fund A – 11/6/17 – 1 page, Warrant Number 5 – Fund C – 10/13/17 – 2 pages, Warrant Number 6 – Fund C – 10/26/17 – 2 pages, Warrant Number 4 – Fund TA – 11/6/17 – 4 pages, Warrant Number 4 – Fund HBUS – 11/6/17 – 3 pages, Warrant Number 3 – Fund FA18 – 10/13/17 – 2 pages, Warrant Number 4 – Fund FA18 – 10/26/17 – 2 pages. Motion carried 5 yes, 0 no.

4. The board acknowledged receipt of the completed Uniform Guidance-Internal Controls document.

b. Superintendent – Information Items

1. Mr. Davis provided notice of the “Fiscal Planning for 2018-19 & Advocacy Initiatives” to be held December 4, 2017.
2. Mr. Davis provided a Labor Relations Update: New York State Paid Family Leave for the board to review.
3. The 2018 Timeline and information for Annual Budget Vote and Elections was shared with the board.
4. Mr. Davis provided the Department of Health Audit results to the board. It was a clean audit.
5. The board discussed options for the Science Boat.
6. The Wall of Fame was discussed.
7. The options for the score board(s) on the athletic fields were discussed.
8. Mr. Davis provided a Building Project Slide Show
9. Mr. Davis praised Betsy Lopata and Michele Cotter for being awarded the Unsung Heroes Award which is a grant for \$2,000 for the district.
10. Mr. Davis discussed the upcoming Educational Summit which will be held December 18, 2017 with Claudia Tenney in attendance.

c. Superintendent – Approval Items

1. Approval to surplus list as provided

**MOTION # 6 – APPROVAL TO SURPLUS PROVIDED LIST OF EQUIPMENT**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Tanner, the board moved to surplus the items on the provided list. Motion carried 5 yes, 0 no.

2. Approval of Resolution Authorizing Participation in Cooperative Energy Purchasing Service (NYSMEC) for Electricity

**MOTION # 7 – APPROVAL OF RESOLUTION REGARDING NYSMEC**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Tanner, the board moved to approve the Resolution Authorizing Participation in Cooperative Energy Purchasing Service (NYSMEC) for Electricity. Motion carried 5 yes, 0 no.

3. Approval of Overnight Field Trip for FFA January 27-28, 2018

**MOTION # 8 – APPROVAL OF OVERNIGHT FFA TRIP**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Tanner, the board moved to approve the overnight FFA Trip to Syracuse from January 27-28, 2018. Motion carried 5 yes, 0 no.

4. Approval of Tax Collection Status Report for 2017

**MOTION # 9 – APPROVAL OF TAX COLLECTION STATUS REPORT FOR 2017**

ON THE MOTION of Mr. Dodge, seconded by Mr. Snyder, the board moved to approve the Tax Collection Status Report for 2017. Motion carried 5 yes, 0 no.

5. Approval of Resolution SEQR for Purchase of Maintenance Equipment Project ID # 7339

**MOTION # 10 – APPROVAL OF RESOLUTION SEQR FOR PURCHASE OF MAINTENANCE EQUIPMENT**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Tanner, the board moved to approve the Resolution SEQR for the Purchase of Maintenance Equipment for Project ID # 7339. Motion carried 5 yes, 0 no.

6. Approval of Non-Resident student for 2017-18 entering grade 12

**MOTION # 11 – APPROVAL OF NON-RESIDENT STUDENT FOR 2017-18**

ON THE MOTION of Mr. Snyder, seconded by Mr. Dodge, the board moved to approve the non-resident student application for a student entering grade 12 for the 2017-18 school year with the understanding that the Top10 consideration is not applicable to this student. Motion carried 5 yes, 0 no.

7. Approval of overnight trip for Superintendent Davis to Mohawk Regionals Association of School District Administrators from February 5-6, 2018 in Albany, NY

**MOTION # 12 – APPROVAL OF CONFERENCE FOR MR. DAVIS**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Tanner, the board moved to approve the overnight conference for Mr. Davis at the Mohawk Regionals Association of School District Administrators to be held in Albany, NY on February 5-6, 2018. Motion carried 5 yes, 0 no.

- VI. Policy – The first readings of the following policies were done at this time:
  - a. First Reading of Revised Template Policy # 1200 entitled “Parent and Family Engagement in Title I Program”
  - b. First Reading of Revised Template Regulation #1200.1 entitled “Annual Notification of Teacher Qualifications”
- VII. Old Business
  - a. None
- VIII. New Business
  - a. Personnel
    1. Leave Request
      - a. Carolee Snyder – January 3-14, 2018 utilizing 3 personal days and the rest as unpaid leave days

**MOTION # 13 – APPROVAL OF LEAVE REQUESTS**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Tanner, the board moved to approve the leave request of Carolee Snyder from January 3-14, 2018 utilizing her personal time and then unpaid leave. Motion carried 5 yes, 0 no.

- b. Michele Cotter - Sabbatical leave for Fall 2018 – this will be discussed in Executive Session and then put on the December 2017 agenda

## 2. Volunteer Appointments

### **MOTION # 14 – APPROVAL OF VOLUNTEER APPOINTMENTS**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Tanner, the board moved to approve the following volunteers:

- a. Amy Coleman – Volunteer coach to Girls Basketball for 2017-18
- b. Megan Peckham – Volunteer coach to Cheer for 2017-18
- c. Tyler Eaton – Volunteer coach to Boys Basketball for 2017-18

Motion carried 5 yes, 0 no.

## 3. Appointments

### **MOTION # 15 – APPROVAL OF APPOINTMENTS**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Tanner, the board moved to approve the following appointments:

- a. Susan Tice – Non-Certified Substitute Teacher effective 11/8/17
- b. Susan Tice – Full Time Teacher’s Aide effective 11/21/17
- c. Chad Billings – Snow plow driver effective 11/21/17
- d. Mentors
  - a. Megan Barnes to mentor Emily Dodd
  - b. Amber Neiss to mentor Chad Putney
  - c. Tanna Sreca to mentor Maggie Towers
- e. Lindsay Bailey – Literacy Committee Chairperson for 2017-18 with a stipend of \$1,000
- f. Ed Jeffers – Substitute Kitchen Helper effective 11/1/17
- g. Heather Misiaszek – Long Term Substitute for Courtney Heim effective 11/27/17 through approximately 2/9/18

Motion carried 5 yes, 0 no.

- b. CSE/CPSE Recommendations – in official packet

### **MOTION # 16 – APPROVAL OF CSE/CPSE RECOMMENDATIONS**

ON THE MOTION of Mrs. Tanner, seconded by Mr. Dodge, the board moved to approve the CSE/CPSE Recommendations as found in the official packet. Motion carried 5 yes, 0 no

#### c. Principal Reports

1. Mr. Latella discussed the Elementary Food Drive and the fact that they collected over 500 items, the new layout for the elementary report cards, provided some explanation to the grading used, discussed the positives of the report cards being delivered prior to the parent/teacher conferences, and the PBIS (Positive Behavior Intervention Support) that has been part of the professional development of our teachers.

2. Mr. Nichols gave credit to Mrs. Umstead and her students for a successful Veteran’s Day Breakfast, shared that Debbie Patrick from the Kelberman Center has been providing professional development, that star training continues with Amy Combs, the success of the high school parent/teacher conferences implemented this year, his encouragement of his staff to use “Good News Calls” for parents to know their students are excelling, and the upcoming High School food drive in correlation to spirit week.

## IX. Correspondence

- a. Richard Engelbrecht’s monthly BOCES newsletter for November 2017 was provided.
- b. The Library Media Center Monthly report for October 2017 was shared.

X. Executive Session and appoint Temporary Clerk for Executive Session

**MOTION # 17 – ENTER EXECUTIVE SESSION**

ON THE MOTION of Mr. Dodge, seconded by Mr. Snyder the board moved to enter into Executive Session at 7:46 pm with Mr. Dodge acting as temporary District Clerk to discuss collective negotiations pursuant to Article 14 of the Civil Service Law i.e., the Taylor Law. Motion carried 5 yes, 0 no.

XI. Adjourn Executive Session

**MOTION # 18 – ADJOURN EXECUTIVE SESSION**

ON THE MOTION of Mrs. Tanner, seconded by Mr. Snyder, the board moved to adjourn Executive Session at 8:15 pm. Motion carried 5 yes, 0 no.

XII. Adjournment

**MOTION # 19 – ADJOURNMENT**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Tanner, the board moved to adjourn for the evening at 8:15 pm. Motion carried 5 yes, 0 no.



ONEIDA-MADISON-HERKIMER COUNTIES  
School Boards Institute

*"Children First"*

O-M-H SBI will sponsor this very informative and important presentation:

***"Building an Effective Orientation Framework for  
Newly Elected School Board Members"***

**☞ Monday, January 8, 2018 ☞**

**Oneida BOCES, Middle Settlement Road, New Hartford**

**6:00-6:30 p.m.: Registration & Light Refreshments**

**6:30-8:15 p.m.: Presentation by: **Jamie McPherson**  
NYSSBA Leadership Development Team Member**

**This workshop will provide our board members with information on:**

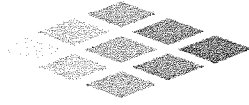
- What information to present to new school board members in an orientation
- Documents that are necessary for new school board members to review
- District leadership team members who will help facilitate new school board orientation
- Current school board members who will be helpful in the orientation process
- Current board communication strategies, committee standings and leadership structure that would be helpful to new school board members
- District resources that are available to new school board members
- Questions, discussion and opinions on items from members during and at the closure of the presentation

***This OMH-SBI Workshop is free for all members (\$75.00 fee for non-members)***

***❖NOTE: This program is open to all Board Members, Superintendents, School Business Officials and other school staff and community members who wish to attend.***

**To register, please use the attached registration form (by January 3<sup>rd</sup>)**





# Madison-Oneida

Board of Cooperative Educational Services

Lead • Partner • Innovate • Excel

*Celebrating 50 years  
1968-2018*

LABOR RELATIONS & POLICY OFFICE  
Phone: 315.361.5522 ♦ Fax: 315.361.5595

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*You have received a copy of this Update because your district subscribes to our office's  
Board Policy Service.*

**October 31, 2017**

## **BOARD POLICY UPDATE**

### **REVISED Template Policy and Regulation: Parent and Family Engagement in Title I Programs Annual Notification of Teacher Qualifications**

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

Congress reauthorized the Elementary and Secondary Education Act (ESEA) by passing the Every Student Succeeds Act (ESSA). Instead of requiring a “family involvement” plan, ESSA requires a “family engagement” plan and made some changes to how that plan is described. We have modified our template Policy to reflect those changes. *The most significant change is the addition of language regarding the required Complaint and Appeal process (Section VII).*

Under federal law, parents are entitled to ask the school for certain information about their child’s teacher. ESSA changed the scope of the teacher-qualification information that parents may ask the school to provide. We have modified our template Policy and Regulation to reflect those changes.

#### **Template Policy and Regulation**

Attached please find our new template policy “Parent and Family Engagement In Title I Programs” and regulation “Annual Notification of Teacher Qualifications.”

**Recommended District/BOCES Action Plan**

- Review the content of the template policy and regulation. Determine how your district/BOCES will complete the Policy and Regulation.
- ***Take note of the new Section VII, Complaint and Appeal Process, and be sure you have assigned internal responsibility for compliance.***
- 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(ies) 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.

Enclosures

# Policy

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## COMMUNITY RELATIONS

### PARENT AND FAMILY ENGAGEMENT INVOLVEMENT IN TITLE I PROGRAMS

#### I. Introduction

- A. The \_\_\_\_\_ School District recognizes that the purpose of Title I funding is to improve the educational opportunities of educationally deprived children. The District therefore shall use Title I resources to help educationally deprived children succeed in regular district programs, attain grade level proficiency, and improve achievement in basic and advanced skills.
- B. The District also recognizes the importance of a active parent and family participation in the education of his/her child. The District therefore shall involve parents and family members of eligible children in the development and implementation of innovative programs and activities to ensure the delivery of appropriate educational services to eligible students.
- C. The purpose of this policy is to establish the District's expectations for parent and family engagement ~~al involvement~~ in Title I programs.

#### II. Definitions: For the purposes of this policy:

- A. The terms "student" and "child" shall mean a student eligible for Title I services in the District Central School District.
- B. Except where specifically noted in this policy, the term "parent" shall mean the parent/guardian of a student who is eligible for Title I services in the District Central School District.

#### III. District Obligations:

- A. The District will:
  - 1. Convene and invite parents and family members to a District Annual Title I meeting.
  - 2. At the beginning of each school year, notify the parents of each student attending a school that which receives Title I money (even if their child is not in a Title I program) of their right to request and receive information regarding the following credentials of the professionals providing educational services to their children:

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- a. Whether your child's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - b. Whether your child's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
  - c. Whether your child's teacher is teaching in the field of discipline of the certification of the teacher; and
  - d. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- a. ~~Whether their child's teacher is certified for the grade levels and subject areas in which the teacher provides instruction (or whether the teacher is providing instruction under an exception to such qualifications).~~
  - b. ~~The relevant teacher's academic credentials and baccalaureate degree major.~~
  - c. ~~The relevant classroom teacher's graduate certification (or degree) and the field of discipline of such certification (or degree)~~
  - d. ~~Whether the child is receiving services from paraprofessionals and, if so, the qualifications of those paraprofessionals.~~
3. Involve parents and family members in the joint development of:
- a. The District's Local Educational Agency Plan. ~~(20 USCA 6212; section 1112 of the No Child Left Behind Act)~~. If the District's Local Educational Agency Plan is not satisfactory to parents, the District will submit any parent comments to the State when the District submits its plan to the State.
  - b. The process of school review and improvement. ~~(20 USCA 6312; section 1116 of the No Child Left Behind Act)~~.
  - c. The school-wide program plan. ~~(20 USCA 6314; section 1114(b)(2) of the No Child Left Behind Act)~~. If a school-wide program is not satisfactory to parents, the school will submit any

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parent comments on the plan when the school makes the plan available to the District.

4. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent and family involvement activities to meet the State academic standards. ~~improve student academic achievement and school performance.~~
5. Build the schools' and parents' capacity for strong parent and family involvement.
6. Coordinate and integrate parent and family engagement involvement strategies in Title I programs with parent and family engagement involvement strategies under other programs (such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction for Preschool Youngsters, and State-run preschool programs).
7. Conduct, with the involvement of parents and family members, an annual survey and/or evaluation of the content and effectiveness of the parent and family engagement involvement policy in improving the academic quality of schools receiving Title I funding.
  - a. The District will identify barriers to greater participation by parents and family members in Title I activities.
  - b. The District will design or revise strategies to overcome such barriers.
  - c. When designing or revising strategies to overcome such barriers, the District will pay particular attention to barriers faced by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or of any racial or ethnic minority background.
8. Involve parents and family members in the activities of Title I schools and programs.
9. Jointly develop with parents and family members the school-parent compact described by this policy.

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10. Provide other reasonable support for parent and family involvement activities as parents and family members may request.

B. The District may:

1. Use Title I funds to provide transportation, childcare, or home visits as such services relate to parent and family involvement.
2. Involve parents and family members in the development of training for teachers, principals and other educators to improve the effectiveness of such training.
3. Provide necessary literacy training from Title I funds if the District has exhausted all other reasonably available sources of funding for such training.
4. Pay reasonable and necessary expenses associated with local parent and family involvement activities, including transportation and childcare costs, to enable parents and family members to participate in school-related meetings and training sessions.
5. Train parents and family members to enhance the involvement of other parents and families.
6. Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with children, with parents and family members who are unable to attend such conferences at school, in order to maximize parent and family involvement and participation.
7. Adopt and implement model approaches to improving parent and family involvement.
8. Establish a district-wide parent advisory council to provide advice on all matters related to parent and family involvement in Title I programs.
9. Develop appropriate roles for community-based organizations and businesses in parent and family involvement activities.

IV. Partnership With Parents and Family:

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- A. The District believes parents should be partners in their child's education. A parent's active and meaningful participation in his/her child's education increases the child's potential for educational success.
  
- B. To promote meaningful parent and family involvement, the District encourages parents:
  - 1. To attend and actively participate in the District's annual Title I Meeting.
  - 2. To act as consultants who assist the District in completing periodic Title I grant applications.
  - 3. To assess, and if necessary, help the District develop or revise its Title I programs.
  - 4. To play an integral role in their child's learning.
  - 5. To periodically assess and, if necessary, help the District revise this policy.
  - 6. To otherwise become active and full partners in their child's education.
  
- C. The District will fulfill its Parental and Family Engagement ~~Involvement~~ obligations by:
  - 1. Offering a flexible number of meetings, such as meetings in the morning or evening.
  - 2. Involving parents in an organized, ongoing and timely way, in the planning, review, and improvement of Title I programs, including the planning review and improvement of this policy.
  - 3. Providing parents with timely information about Title I Programs.
  - 4. Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of State academic standards. ~~proficiency levels students are expected to meet.~~
  - 5. Providing requesting parents with opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

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6. Responding to suggestions made by parents as soon as practicably possible.
7. Building capacity for parent and family involvement by:
  - a. Providing assistance to parents, as appropriate, in understanding such topics as the challenging State academic standards ~~State's academic content standards~~, State and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children.
  - b. Providing materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement.
  - c. Educating teachers, specialized instructional support personnel, principals and other leaders, ~~pupil services personnel, principals~~ and other staff:
    - i. About the value and utility of parental contributions to education.
    - ii. So that they may develop skills to reach out to, communicate and work with parents as equal partners.
    - iii. So that they may implement and coordinate parent programs and work to build ties between parents and the school.
  - d. Coordinating and integrating, to the extent feasible and appropriate, parent and family involvement programs and activities with other Federal, State and local programs including public preschool programs. ~~Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs.~~
  - e. Conducting other activities, such as parent resource centers, which encourage and support parents in more fully participating in the education of their children.



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- f. Ensuring that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.
  8. Developing jointly with parents innovative programs, activities and procedures that have the goals and objectives outlined by this policy.
  9. Informing parents of the reasons their children are participating in the program and of the specific instructional objectives and methods of the program.
  10. Supporting the efforts of parents, and train parents, to the maximum extent practicable to:
    - a. Work with their children in the home to attain the instructional objectives of the program.
    - b. Understand the program's requirements.
  11. Providing, to the extent practicable, opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
  12. Providing information and school reports required under section 1111 of the Every Student Succeeds Act ~~No Child Left Behind Act~~ in a format and, to the extent practicable, in a language such parents understand.
  13. Informing parents and parental organizations of the existence and purpose of any parental resource centers available to provide training, information or support to parents.
  14. Scheduling student conference between parents and Title I teachers as necessary.
- V. Annual Title I Parent Meeting:
- A. Notification:
    1. At the beginning of the school year, the District will formally invite parents to attend the District's annual Title I Parent Meeting.

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2. The annual notification will be provided to parents in an understandable and uniform format and, to the extent practicable, will be provided in a language that parents can understand.

B. Purpose: The purpose of the District's annual Title I Parent Meeting is:

1. To inform parents of the general purpose of Title I funding and to further inform these parents of the reasons their children are participating in Title I programs.
2. To inform parents of the specific Title I programs, activities and services currently available to their children.
3. To inform parents of their right to be active participants in the education of their children.
4. To allow parents the opportunity to ask questions, make suggestions and have input into the District's Title I program.
5. To encourage parents to become active participants in the education of their children.

VI. Parent – School Compact

- A. The District will jointly develop with parents and family members a “Parent – School Compact” that outlines how parents, the entire school staff, and teachers will share the responsibility for meeting improved State academic standards ~~student academic achievement~~ and the means by which the school and parents will build and develop a partnership to help the children achieve state standards.

B. The compact will:

1. Describe the school's responsibility to improve high-quality curriculum and instruction in a supportive and effective learning environment that enables the challenging State academic standards. ~~children to meet state academic standards.~~
2. Describe the ways in which each parent will be responsible for supporting their child's learning, such as ~~Monitoring attendance, homework completion, and television watching.~~ volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.

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3. Address the importance of communication between teachers and parents on an ongoing basis, by:
  - a. Scheduling parent-teacher conferences in elementary schools on an annual (or more frequent) basis. Such conferences will include a discussion of how the parent – teacher compact relates to the individual child’s achievement.
  - b. Providing frequent reports to parents on their children’s progress.
  - c. Ensuring reasonable access to staff.
  - d. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
  - e. Providing opportunities to observe classroom activities, and to volunteer and participate in their child’s class.

VII. Complaint and Appeal Process

- A. The District distributes to parents and appropriate private school officials, free of charge, information about the State Complaint and Appeal Procedures available for use when parents have complaints regarding the District’s fulfillment of its obligations under ESSA Title I, Parts A, C, and D, or under the General Education Provisions Act, or under Section 100.2(ee) of the Commissioner’s Regulations.
- B. A complaint regarding the District’s administration or implementation of its ESSA Title I Grant or of Academic Intervention Services for students identified under Commissioner’s Regulations Part 100 must be submitted in writing to the Superintendent.
  1. The District will attempt to resolve the complaint within thirty (30) business days.
  2. If the complainant is not satisfied with the District’s response after thirty (30) business days, the complainant may submit the complaint to the New York State Education Department, Title I School and Community Services Office, Room 320 EB, 89 Washington Avenue, Albany, New York 12234.
  3. If the complainant is not satisfied with the New York State Education Department’s response, the complainant may submit the complaint to the

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U.S. Department of Education, Compensatory Education Programs, 400 Maryland Avenue – S.W., Room 3W230 FOB#6, Washington, DC 20202-6132.

VIII. Accessibility:

To the extent practicable, the District will provide full opportunities for the informed participation of parents and family members (including parents and family members who have with limited English proficiency, parents and family members with disabilities and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language parents understand.

IX. Incorporation:

This policy shall be incorporated into the District's Local Educational Agency Plan under Section 1112 of the Every Student Succeeds Act ~~No Child Left Behind Act~~.

X. Policy Development, Distribution, Revision and Review:

- A. This policy was developed jointly with, and is agreed to by parents and family members. This policy is subject to periodic review and/or revision with help from parents and family members.
- B. This policy will be distributed to parents and family members in a format understandable to them, and, to the extent practicable, in a language they can understand.
- C. This policy will be made available to the local community.

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School District

Legal Ref: The Elementary and Secondary Educational Act of 1965; Hawkins-Stafford Act of 1988, P.L. 100-297; Section 1116 of Every Student Succeeds Act 2015 ~~No Child Left Behind Act of 2001~~, P.L. 107-110.

Adopted: \_\_\_\_\_

# Regulation

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COMMUNITY RELATIONS

## ANNUAL NOTIFICATION OF TEACHER QUALIFICATIONS

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

Dear Parent or Guardian:

Your child attends a school that receives Title I funds from the federal government. Under federal law, you may request that we provide you with the following information: ~~The Every Student Succeeds Act allows you to request:~~

1. Whether your child's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  2. Whether your child's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
  3. Whether your child's teacher is teaching in the field of discipline of the certification of the teacher; and
  4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
1. ~~Whether your child's teacher is certified for the grade levels and subject areas in which the teacher provides instruction (or whether the teacher is providing instruction under an exception to such qualifications);~~
  2. ~~Your child's teacher's academic credentials and baccalaureate degree major;~~
  3. ~~Your child's teacher's graduate certification (or degree) and the field of discipline of such certification (or degree);~~
  4. ~~Whether your child is receiving services from paraprofessionals and, if so, the qualifications of those paraprofessionals.~~

If you are interested in receiving any of this information ~~you are entitled to under the Every Student Succeeds Act,~~ please direct your inquiry to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**District**  
**ADDRESS**  
**ADDRESS**  
**ADDRESS**  
**Telephone:** \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Superintendent of Schools

Approved by the Superintendent: \_\_\_\_\_



# Madison-Oneida

Board of Cooperative Educational Services

Lead • Partner • Innovate • Excel

*Celebrating 50 years  
1968-2018*

## LABOR RELATIONS & POLICY OFFICE

Phone: 315.361.5522 ♦ Fax: 315.361.5595

ANDREW V. LALONDE, Coordinator of Labor Relations and Policy Office, [alonde@moboces.org](mailto:alonde@moboces.org)  
DAVID M. PELLOW, Labor Relations Specialist, [dpellow@moboces.org](mailto:dpellow@moboces.org)  
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JENNIFER L. RUSS, Policy and Benefits Coordinator, [jruess@moboces.org](mailto:jruess@moboces.org)  
KATI L. PARKER, Senior Office Specialist, [kparker@moboces.org](mailto:kparker@moboces.org)

*You have received a copy of this Update because your district subscribes  
to our office's Board Policy Service.*

November 28, 2017

## BOARD POLICY UPDATE

### REVISED Template Policy: Drug and Alcohol Testing (Transportation)

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#### Why We Have Prepared This Update

The U.S. Department of Transportation has amended its drug-testing program to require testing for synthetic opioids. The new regulations now conform to existing Department of Health and Human Services guidelines for workplace drug-testing programs. The new regulations expand the list of substances that are screened for in drug-testing to include four synthetic opioid drugs (hydrocodone, hydromorphone, oxycodone, and oxymorphone).

Employers are required to revise their drug and alcohol testing policies before January 1, 2018.

#### Template Policy

Attached please find our new template policy, "Drug and Alcohol Testing (Transportation)".

#### Recommended District/BOCES Action Plan

- Review the content of the template policy. Determine how your district/BOCES will complete the Policy.
- Contact Jennifer Russ ([jruess@moboces.org](mailto:jruess@moboces.org)) or Kati Parker ([kparker@moboces.org](mailto:kparker@moboces.org)) to prepare a revised version of your policy for presentation to the Board.
- If your Board Policy(ies) 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

PERSONNEL

DRUG AND ALCOHOL TESTING (TRANSPORTATION)

I. Purpose

To establish a District-based alcohol and drug testing program to help prevent accidents and injuries resulting from the misuse of alcohol and drugs by covered drivers of commercial motor vehicles in compliance with the Department of Transportation regulations and pursuant to the Omnibus Transportation Employee Testing Act of 1991 (the Act) and 49 CFR Part 40.

II. Applicability

This policy applies to all District employees or applicants who have been extended a conditional offer of employment who operate commercial motor vehicles and are subject to the commercial drivers license (CDL) requirements established by the DOT.

III. Objectives

To establish rules and procedures to deter all illegal drug use, and deter on-duty, pre-duty and post-accident alcohol use, as well as on-duty alcohol impairment stemming from pre-duty use, for all covered drivers who perform safety sensitive functions;

To detect and eliminate the possibility that District covered drivers will perform safety-sensitive functions after testing positive for alcohol or drugs;

To comply with applicable federal and state laws, including the Omnibus Transportation Employee Testing Act of 1991;

To provide reasonable measures for the early detection of personnel not fit to perform activities within the scope of this policy;

To maintain a workplace free of drugs and alcohol; and

To inform employees through education, in service training and other appropriate forums, about illegal drugs, and alcohol abuse, their use, possession, distribution, and the effects of such substances.

IV. Testing

There are several occasions when an individual will be subject to drug and alcohol tests pursuant to this policy. Prior to the administration of the following tests, the District or its testing agent will notify the covered driver that the test is required under the Code of Federal Regulations.



DRUG AND ALCOHOL TESTING (TRANSPORTATION)

The testing occasions shall include:

1. **Pre-duty testing**

- a. Pre-duty testing for drugs will be administered by the District after a conditional offer of employment has been extended and prior to any covered driver's performance of a safety-sensitive function. The District will not allow any covered driver to commence the performance of any safety-sensitive function unless the drug testing reveals a verified negative test result.
- b. The District may, in its sole discretion, forego pre-duty testing where the exceptions promulgated by the regulations relating to drug and alcohol testing of covered drivers by their previous employers, are satisfied.

2. **Reasonable Suspicion testing**

- a. Reasonable suspicion testing is alcohol and drug testing that the District will conduct when it has reasonable suspicion to believe that a covered driver has engaged in conduct prohibited by this policy. Reasonable suspicion must be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of a covered driver by the Director of Special Education, Occupational Education, Assistant Directors of such programs or any other supervisor as determined by the District who is specially trained to recognize alcohol misuse or drug use. The observations may include indications of the chronic and withdrawal effects of controlled substances.
- b. A written record shall be made of observations leading to reasonable suspicion, signed by the supervisor or person who made the observations, within twenty-four (24) hours of the observed behavior or before the results of drugs test are released, whichever is earlier.
- c. The District shall not administer a reasonable suspicion alcohol test more than eight (8) hours following a determination that reasonable suspicion exists to believe that the alcohol prohibitions of this policy have been violated. Covered drivers are subject to reasonable suspicion alcohol testing as follows: Immediately prior to performing safety sensitive functions, while performing safety sensitive functions, or immediately following the performance of safety sensitive functions. Reasonable suspicion drug testing may be conducted at any time the covered driver is on duty for the district.

DRUG AND ALCOHOL TESTING (TRANSPORTATION)**3. Random testing**

- a. Random testing is unannounced testing for alcohol and drugs administered in a statistically random manner throughout the year to covered drivers employed by the District in ratios as required by the DOT regulations, so that all covered drivers have an equal probability of selection each time a random test is administered.
- b. Covered drivers are subject to random alcohol testing as follows: immediately prior to performing safety sensitive functions, or while performing safety sensitive functions, or immediately following the performance of safety sensitive functions. Random drug testing may be conducted at any time the covered driver is on duty for the district.

**4. Post Accident testing**

- a. A post-accident test for alcohol and drugs is administered following an accident involving a commercial motor vehicle to each surviving covered driver:
  1. who was performing safety sensitive functions with respect to the vehicle, if the accident involved the loss of human life; OR
  2. who receives a citation under state or local law for a moving violation arising from the accident; AND
    - i. if the accident resulted in one or more motor vehicles incurring substantial structural damages as a result of the accident; OR
    - ii. if the accident resulted in bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident.
- b. The District will not administer a post-accident alcohol test more than eight hours following the accident and will not administer a post-accident drug test more than 32 hours following the accident. A covered driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the District to have refused to submit to testing. This shall not be construed to require the delay of necessary medical attention for injured individuals following an accident or to prohibit a covered driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

## PERSONNEL

DRUG AND ALCOHOL TESTING (TRANSPORTATION)

- c. The results of a breath or blood test for the use of alcohol or a urine test for the use of drugs, conducted by federal, state, or local officials having independent authority for the test, shall be considered to meet the requirements of the policy concerning post-accident testing, provided such tests conform to applicable federal, state, or local requirements and that the results of the test are obtained by the District. If such a test results in an alcohol concentration below 0.02, a 24 hour out-of-service order may be issued by the law enforcement official.

**5. Return to duty testing**

Return to duty testing for alcohol and/or drugs is conducted after a covered driver has engaged in prohibited conduct under this policy prior to the employee's return to the performance of a safety-sensitive function. The alcohol test result must indicate an alcohol concentration of less than .02 and/or a drug test must indicate a verified negative result for illegal drugs.

**6. Follow-up testing**

Follow-up tests are given following a determination by the Substance Abuse Professional (SAP) that a driver is in need of assistance in resolving problems associated with misuses of alcohol and/or drugs. This is an unannounced test, given at least six (6) times within twelve (12) months with the actual frequency and number of tests determined by the substance abuse professional (SAP), but in no event may the follow up testing continue for a period beyond 60 months from the covered driver's return to duty. The substance abuse professional may terminate the requirement of follow-up testing at any time after the first six (6) tests have been administered if he or she determines that follow-up testing is no longer necessary.

Covered drivers are subject to follow-up alcohol testing as follows: immediately prior to performing safety sensitive functions, or while performing safety sensitive functions, or immediately following the performance of safety sensitive functions. Follow-up drug testing may be conducted at any time the covered driver is on duty for the district.

**V. Testing Procedures**

The District shall retain an approved company to perform collection and testing, to ensure chain of custody requirements, and to ensure the correct employee is tested and matched with the correct test results. Such company will be required to be in compliance with federal regulations including follow the federal regulations to ensure compliance with the blind sample, calibration of the EBT, laboratory certification, and proper training of the Breath Alcohol Technician (BAT). Testing for alcohol and/or controlled substances will be taken on-site or at the laboratory, in a secure location that affords visual and aural privacy and with the proper safeguards to ensure the

## PERSONNEL

DRUG AND ALCOHOL TESTING (TRANSPORTATION)

integrity of the specimens collected. The Drug and Alcohol Coordinator (see appendix) can be contacted to request the name of the company hired to perform the drug and alcohol testing services.

If the test comes back positive dilute, that shall be considered a positive verified test and the covered driver shall not be allowed to take another test.

If the test comes back negative dilute for pre-employment testing, return to duty testing and follow up testing, then the covered driver shall be required to take another test. If re-tested, there will be a fee for the second test. Employees to be re-tested must be given the minimum possible advance notice that he or she must go to the collection site. The result of the second test becomes the test of record. If an employee is directed to take another test, and the employee declines to do so, the employee has refused the test for the purpose of this policy and the federal drug and alcohol testing regulations. If the test comes back canceled, neither positive nor negative for drugs or alcohol, the employee shall not be allowed to perform safety sensitive functions if a negative result is required by the regulations. The District shall order a recollection in the case of a canceled test for the purpose of re-testing in the case of pre-employment, return to duty or follow up testing.

1. **Alcohol**

Alcohol testing will be administered by a trained and qualified BAT. The evidential breath testing device (EBT) used for testing shall meet the standards promulgated by the DOT and have a quality assurance plan developed by the manufacturer to insure proper calibration.

If the initial test reveals an alcohol concentration of .02 or greater, a confirmatory test must be performed. The confirmatory test result is the final test result for the purposes of this policy.

2. **Drugs**

A Department of Health and Human Services certified laboratory will perform drug testing on urine samples provided by covered drivers. The drugs for which tests will be conducted are: Marijuana (THC), Cocaine, Phencyclidine (PCP), ~~Opiates~~ Opioids (including the synthetic opioids hydrocodone, oxycodone, hydromorphone and oxymorphone), and Amphetamines. The cutoff levels for these drugs will be those set forth in the DOT regulation.

3. **Uncompleted testing**

If a screening or confirmation test cannot be completed, or if an event occurs that would

## PERSONNEL

DRUG AND ALCOHOL TESTING (TRANSPORTATION)

invalidate the test, the BAT, shall, if practicable begin a new screening or confirmation test, as applicable, e.g., using a new breath alcohol testing form with a new sequential test number.

VI. Requirements Prior to Commencing Safety Sensitive Position1. **Pre-duty request for prior employment drug and alcohol testing**

In the case of all new safety sensitive employees, the District shall request the following written information, after obtaining the prospective employee's written consent, from DOT regulated employers who have employed the employee at any time during the two years prior to the date of the employee's application or transfer:

- a. Alcohol tests with a result of 0.04 or higher alcohol concentration
- b. Verified positive drug test
- c. Refusal to be tested
- d. Other violations of DOT agency drug and alcohol testing; and
- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return to duty requirements.

The above listed information should be obtained and reviewed before the prospective employee commences performing any safety sensitive functions. However, the District has a 30 day grace period from the day the employee starts to perform safety sensitive functions in which to obtain or make and document a good faith effort to obtain this information. The District must not allow any employee to continue performing safety sensitive functions after 30 days if District has not obtained or made and documented a good faith effort to obtain this information.

The District must ask the prospective employee whether he/she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee applied for but did not obtain safety sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years.

If the prospective employee admits that he/she has tested positive or has refused to test, then the District may choose not to hire the prospective employee. However, if the District does choose to hire a prospective employee who has admitted that he/she has tested positive or refused to test, the District must not use the employee to perform safety sensitive functions, until and unless the employee documents successful completion of return to duty process.

VII. Prohibited Conduct

## PERSONNEL

DRUG AND ALCOHOL TESTING (TRANSPORTATION)

1. No covered driver shall report for duty or remain on duty requiring the performance of safety sensitive functions while having an alcohol concentration of 0.02 or greater.
2. A covered driver shall not be on duty or operate a commercial motor vehicle while the covered driver possesses alcohol.
3. A covered driver shall not use alcohol while performing safety sensitive functions.
4. No covered driver shall perform safety-sensitive functions within six (6) hours after using alcohol.
5. A covered driver required to take a post accident alcohol test shall not use alcohol for eight (8) hours following the accident, or until he/she undergoes a post accident alcohol test, whichever is first.
6. A covered driver shall not report for duty or remain on duty requiring the performance of safety sensitive functions when the driver is using drugs, except when the use is pursuant to the instructions of a physician who has advised the driver that the drug does not affect the driver's ability to safely operate a commercial motor vehicle.
7. No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.
8. Independent of the requirements of the Act and the regulations promulgated thereunder, the covered driver must provide written notice from the physician to the Drug and Alcohol Coordinator that he or she is using controlled substances pursuant to the instructions of the physician and that he or she advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
9. A covered driver shall not refuse to submit to an alcohol or drug test required under this policy.
10. An applicant for employment, who has been given a conditional offer of employment may not refuse to sign a release authorizing the District to request from all former employer's, where the employee was a covered driver, his or her drug and alcohol testing records.

VIII. Consequences for covered drivers

Pursuant to the Act and the regulations:

1. A covered driver who has an alcohol concentration of at least 0.02 shall be removed immediately from his/her performing safety sensitive position for at least 24 hours and shall not return until he/she is evaluated by a substance abuse professional, completes any other steps required by the SAP and takes a return to duty test.
2. A covered driver who has a verified positive result on a drug test shall be prohibited from performing safety sensitive functions until the employee is evaluated by a substance abuse professional, completes any other steps required by the SAP and takes a return to duty test.

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3. A covered driver who refuses to submit to a test shall be prohibited from performing safety sensitive functions until the employee is evaluated by substance abuse professional, completes any other steps required by the SAP and takes a return to duty test.
4. A covered driver may not perform safety-sensitive functions, if there exists a reasonable suspicion that the driver is under the influence of, or impaired by, alcohol as shown by the behavioral, speech, and performance indicators of alcohol misuse, until an alcohol test is administered and the driver's alcohol concentration measures less than .02 or 24 hours have elapsed following a determination that reasonable suspicion exists to believe that the alcohol prohibitions of this policy have been violated.
5. A covered driver may not perform safety-sensitive functions even if his or her alcohol concentration is less than 0.02, or the alcohol concentration is unknown, if the employer detects the presence of alcohol in the driver by other means.

Independent of the requirements of the Act and the regulations promulgated thereunder, a covered driver may not perform safety-sensitive functions, if there exists a reasonable suspicion that the driver is under the influence of, or impaired by, drugs as shown by the behavioral, speech, and performance indicators of drug abuse, until a drug test is administered and there is a verified negative result.

Independent of the requirements of the Act and the regulations promulgated thereunder, covered drivers who have been found to have engaged in the prohibited conduct under this policy will be immediately suspended from their safety-sensitive function without pay pending a complete review of the test results and what led to the test results, if appropriate. After review, if the covered driver was found to have an alcohol concentration of 0.04 or greater, a positive drug test, or refused to submit to a test, the employee shall be terminated. If the covered driver was found to have an alcohol concentration between 0.02 and 0.04, he or she shall be required to be evaluated by a substance abuse professional, complete any other steps required by the SAP and take a return to duty test before returning to work.

A covered driver who is an applicant for employment who has been extended a conditional offer of employment shall have such conditional offer revoked if:

1. He/she undergoes a drug test which reveals a verified positive test result, or
2. He/she admits, during the pre-duty request for prior employment drug and alcohol testing, they had a positive test or refused to test on any pre-employment drug or alcohol testing administered by the employer to which the employee applied for, but did not obtain safety sensitive transportation work covered by DOT agency drug and alcohol

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testing rules during the past two years and the Board chooses not to hire the prospective employee, or

3. He/she previously failed to successfully complete a rehabilitation program (return to duty process) established by a substance abuse professional resulting from a violation of that employer's policy or the Act, or
4. He/she fails to provide a release for the District to request from former employer's where the individual was a covered driver.
5. The above actions shall be taken in accordance with the provisions of the employee's collective bargaining agreement, §75 of the Civil Service Law and/or §3020-a of Education Law, whichever is applicable.

IX. Referral, evaluation, and treatment

The requirements of this section do not apply to applicants who refuse to submit to a pre-duty drug test or who have a pre-duty drug test with a verified positive test result.

1. The District shall make available to a covered driver who has violated this policy, information regarding the resources available for evaluating and resolving problems associated with the misuse of alcohol and use of drugs, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs. The District shall ensure that the listed substance abuse professionals do not refer the covered driver to the substance abuse professional's private practice, or to a person or organization from which the substance abuse professional receives remuneration, or in which the substance abuse professional has a financial interest.
2. The District requires that each covered driver who engages in conduct prohibited by this policy shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and drug use. The substance abuse professional shall also determine if follow up testing is necessary and if so, the number and frequency of such tests. The costs associated with this evaluation shall be the responsibility of the covered driver.
3. Before a covered driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by this policy, the covered driver shall undergo a return to duty test.
4. The substance abuse professional will determine if the covered driver has properly followed any rehabilitation program prescribed following the evaluation.



PERSONNEL

DRUG AND ALCOHOL TESTING (TRANSPORTATION)

X. Employee Notification

The District shall provide a copy of this policy to each covered driver and to his/her collective bargaining agent. Each covered driver is required to sign a statement certifying that (s)he has received this information. The District shall maintain the original signed certification for the duration of the employee's employment or two (2) years, whichever is longer. The District will provide a copy of the certification to the covered driver upon request.

XI. Savings Clause

If any provision of this policy is, or shall at any time be contrary to the law, then such policy provision shall be considered modified or deleted so as to comply with the superseding legal requirements, without any effect on the remaining policy provisions.

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District/BOCES

Legal Ref: U.S. Constitution, 4th Amendment; Omnibus Transportation Employee Testing Act of 1991, 49 USC §§31136, 31306; Americans with Disabilities Act, 42 USC §§12111-12117; 49 CFR Parts 40, 382 and §§395.20 and 521(b); Vehicle and Traffic Law, §§509-l; 1192; 1193; Labor Law, §201-d

Adopted:

Appendix A  
Drug and Alcohol Testing Definitions

***Alcohol:*** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol's, including methyl and isopropyl alcohol.

***Alcohol use:*** The consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

***Breath Alcohol Technician (BAT):***

An individual who operates an evidential breath testing device and instructs and assists individuals in the alcohol testing process.

***BAC or Alcohol Concentration:***

Breath Alcohol Concentration (BAC), or alcohol concentration, is the amount of alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

***Commercial Motor Vehicle:***

A motor vehicle or a combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

1. has a gross combination weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
2. has a gross vehicle weight rating of 26,001 or more pounds; or
3. is designed to transport 16 or more passengers, including the driver; or
4. is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Material Regulations.

***Confirmation test :***

In drug testing, a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the screening test and that uses a different technique and chemical principle from that of a screening test in order to ensure reliability and accuracy. Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine. In alcohol testing, a second test, following a screening test with a result of .02 or greater, that provides quantitative data of alcohol concentration.

***Covered driver:***

District employees who operate commercial motor vehicles and applicants for employment with the district who are applying for positions as drivers of commercial motor vehicles (for the purposes of pre-duty testing only).

***Drug and Alcohol Coordinator:***

The Drug and Alcohol Coordinator shall be the Jefferson - Lewis DISTRICT Health and Safety Coordinator who is located at 20104 NYS Rt. 3, Watertown, NEW YORK 13601, and may be reached at 779-7000.

***Evidential breath testing device (EBT):***

A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's Conforming Product's List of Evidential Breath Measurement Devices."(CPL)

***Medical Review Officer (MRO):***

A licensed physician responsible for receiving laboratory results generated by the District's drug test program, who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's positive test result together with his or her medical history and any other relevant biomedical information.

***Refuse to submit (to an alcohol or drug test):***

Means that a covered driver refuses to take a drug test if they:

- (1) fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer,
- (2) fail to remain at the testing site until the testing process is complete, provided that an employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test,
- (3) fail to provide a urine specimen for any drug test required by this policy or DOT agency regulations,
- (4) in the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of his or her provision of a specimen,
- (5) fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure,
- (6) fail or decline to take a second test the employer or collector has directed the individual to take,
- (7) fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process,
- (8) fail to cooperate with any part of the testing process, or
- (9) if the MRO reports that he/she has a verified adulterated or substituted test result or he/she refuses to take a drug test.

***Screening test:***

In alcohol testing, means an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In drug testing, an immunoassay procedure to eliminate "negative" urine specimens from further consideration.

***Safety sensitive function:***

Any of those on-duty functions (promulgated at 49 CFR §395.2 On-Duty time) as listed below:

1. All time at a carrier or shipping plant, terminal, facility, or other property, waiting to be dispatched, unless the driver had been relieved from duty by the District.
2. All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations (FMCSR'S), or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
3. All time spent at the driving controls of a commercial motor vehicle in operation.
4. All time, other than driving time, spent on or in a commercial motor vehicle (except for time spent resting in the sleeper berth.)
5. All time spent loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
6. All time spent performing the driver's requirements associated with an accident promulgated at 49 CFR §§392.40 and 392.41.
7. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

***Substance Abuse Professional:***

A substance abuse professional means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drugs-related disorders.



# Madison-Oneida

Board of Cooperative Educational Services

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## LABOR RELATIONS & POLICY OFFICE

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*You have received a copy of this Update because your district subscribes to our office's Board Policy Service.*

**December 1, 2017**

## **BOARD POLICY UPDATE**

### **REVISED Template Policy: School Food Service Program and Meal Charge Policy**

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

On June 23, 2017, the Madison-Oneida BOCES Board Policy Service circulated a Policy Update with a new template Policy on School Food Service Program and Meal Charge.

Since circulating the Update, we have had discussions with school districts that receive funding through the Community Eligibility Provision (CEP) and are therefore providing all students with meals without cost to the students. Based on those discussions, we have further reviewed our template Policy to include language that covers situations in which the school district is eligible to receive funding under CEP.

We have also revised language in part V of the template Policy to clarify the relationship between accounting for delinquent debt and the collection of bad debt.

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

If your district receives CEP funding, or may be eligible for CEP funding in a future school year, then we recommend that your Board adopt a Policy consistent with the template policy.

If your district does not receive CEP funding and is unlikely to receive such funding in the future based on current eligibility criteria, then you may choose to adopt the revised template Policy for the benefit of the clarified language in part V, but without the language in Part I-B.

- Review the content of the template policy. Determine how your district/BOCES will complete the Policy.
- Contact Jennifer Russ ([jruss@moboces.org](mailto:jruss@moboces.org)) or Kati Parker ([kparker@moboces.org](mailto:kparker@moboces.org)) to prepare a revised version of your policy for presentation to the Board.
- If your Board Policy(ies) 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](mailto: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

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SUPPORT OPERATIONS

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

I. Statement of Policy

- A. The District participates in the USDA Child Nutrition Programs including the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and operates the District's program within the requirements of the federal and state regulations and guidelines applicable to the programs.
- B. The District shall apply for funding under the Community Eligibility Provision (CEP) for each school year for which CEP is available and the District meets the eligibility criteria.
  - 1. If the District receives funding pursuant to CEP then meals will be provided to all students without cost to the student, consistent with all regulations applicable to CEP and the amount of funding received. Records shall be maintained in the form necessary to ensure the District's compliance and continued eligibility.
  - 2. If the District does not receive CEP funding for a particular school year, free and reduced price meals shall be provided to students in accordance with this Policy, as set forth below.
- C. The District's food service program shall be managed so that the nonprofit school food service account does not operate at a deficit, and so that subsidies from the general fund are limited.

II. Eligibility for Free and Reduced Meals

- A. To extend the benefit of the program to all eligible students, the District will communicate to families the eligibility for free and reduced meals, the procedures for applying and the district's policies and procedures regarding meal charges set forth in this Policy.
  - 1. At the beginning of each year, information letters shall be sent to households of children attending the school to inform families about the Child Nutrition Programs and that free or reduced price meals or free milk may be available to children.
  - 2. The letters may be distributed by regular mail, e-mail addressed to the parent or guardian, or included in information packets provided to students.
- B. A household may apply for benefits at any time during the school year.

## SUPPORT OPERATIONS

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

- 1 Only one application is required for all children in the household.
2. No application is necessary if the household was notified by the District that all children have been directly certified. If the household is not sure if their children have been directly certified, they should contact \_\_\_\_\_ (School Lunch Director, etc.).

III. Meal Payments and Deferred Payments (Meal Charge)

## A. Students may charge meals in accordance with the following rules:

1. Students will pay for meals at the school's published meal rate each day. Families are expected to maintain funds in accounts to minimize the possibility that a child may be without meal money on any given day. If a student is without meal money on a consistent basis, the administration will investigate the situation and take further action as needed. If financial hardship exists, parents/guardians will be encouraged to apply for free or reduced price lunches.
2. Students may charge complete meals only.
3. All students will be provided with meal charge opportunities pursuant to this policy, regardless of whether they receive full price, reduced price, or free meals.
4. A student will be allowed to charge a maximum of [(#) meals or (\$) amount] to their account after the balance on their meal card or [MySchoolBucks; PayPams:etc.] is exhausted. The charge meals offered to students during this grace period will be [reimbursable meals that are available to all students (or allergy specific alternate)].
5. A student with an unpaid balance [for more than (#) meals or in excess of (\$) amount] will receive a [reimbursable alternate meal (or allergy specific alternate)] until their account balance has been paid in full.
6. No student with a negative meal card or [MySchoolBucks; PayPams:etc.] account balance will be allowed to purchase any a la carte items, including snacks, extras, or drinks other than milk.

## B. The District is committed to ensuring that federal reimbursements, children's payments and other non-designated nonprofit food service revenues do not subsidize



POLICY

Draft 12/01/2017

SUPPORT OPERATIONS

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

meals for adults. The District therefore adheres to a “no charge” meal purchase policy for adults.

IV. Communication of Policy to Families, Students, and Staff

- A. The District will communicate this policy to parents/guardians in writing at the start of each school year and upon enrollment during the school year through [the student handbook, newsletter, letter, and website].
- B. The District will provide this policy to all school staff responsible for enforcement, including but not limited to, school food service professionals for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, school social workers, school nurses, the homeless liaison, other staff members assisting children in need (or who may be contacted by families with unpaid meal charges), and any staff involved in enforcing any other aspects of this policy.

V. Nonprofit School Food Service Account (NSFSA)

- A. When outstanding student charges accrue \$\_\_\_\_\_ resulting from nonpayment for school meals, a letter and this Policy will be forwarded by mail or email from the School Lunch Director notifying the parent/guardian of the insufficient account balance. This notification may include a repayment schedule for unpaid meal charges. These outstanding meal charges shall be classified as delinquent debt.
- B. Delinquent debt is not an allowable cost to the nonprofit school food service account and cannot be absorbed by that account at the end of the school year or carried forward to the next school year. The District will therefore subsidize the nonprofit school food service account for all unpaid meals by June 30<sup>th</sup> of each school year using nonfederal funds. However, the District reserves the right to continue debt collection efforts to the next school year.

VI. OPTIONAL Continued Collection Efforts

- A. The District shall continue efforts to collect delinquent debt until the \_\_\_\_\_(date) following the school year during which the debt was incurred or for a period of \_\_\_\_\_(months) after the last partial payment was made against the debt, whichever is later.
- B. When the collection period described in A, above, has expired, any remaining delinquent debt will be classified as bad debt for purposes of the District’s accounts.

POLICY

Draft 12/01/2017

SUPPORT OPERATIONS

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

Bad debt will be written off into accordance with the District's usual accounting procedure.

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School District

Legal Ref: 7 CFR 210.12 and 245.5; 42 USC 1758(b) (2)(A); May 2006 Memo from SED's Frances N. O'Donnell to Food Service Directors/Managers; August 2005 Memo from USDA titled "*Establishing A Meal Charge Policy.*" July 8, 2016 Memo from USDA titled "*Clarification on Collection of Delinquent Meal Payments.*"

Adopted: \_\_\_\_\_



## FYI: From Our Board to Yours

From: Richard Engelbrecht

To: William Langbein

Madison Board of Education

December 2017

### Alternative and Special Education

#### STUDENTS HAVE THANKSGIVING CELEBRATIONS

MOBOCES Special Programs students at J.D. George Elementary School joined their VVS peers on November 21 for a school-wide Thanksgiving feast in the cafeteria. Students helped prepare the meal, including decorating



placemats, making butter, decorating pumpkins, rolling silverware and making desserts. Students enjoyed a traditional Thanksgiving meal served by parents and prepared by the cafeteria staff.



Special Programs students at VVS Middle School also had a traditional Thanksgiving feast on November 20. The students helped prepare and cook turkey, mashed potatoes, corn, sweet potatoes and salad. Staff said the annual tradition is a good way for some students to try new foods. They also watched some of last year's Macy's Thanksgiving Day Parade while they ate and participated in other holiday-themed activities.



On campus, the Alternative Education High School program celebrated with an ice cream social. Students and staff from Alternative Education also donated food to support six students' families with a full turkey dinner. Staff and students divided up the donations into boxes, which also included additional food for the long weekend.

### Career and Technical Education

#### CULINARY STUDENTS SUPPORT RESCUE MISSION

Seniors in the Culinary Arts class spent the morning before Thanksgiving break at the Rome Rescue Mission, helping staff there prepare food for their annual community Thanksgiving dinner. The Rescue Mission serves homeless and other needy community members with a special holiday meal each year.



CTE students helped Rescue Mission staff and volunteers peel potatoes and sweet potatoes and prepare turkeys to be roasted.



This is the first year the Culinary Arts program has worked with the Rescue Mission, and instructor Mona Chandler said she wanted to combine students' classroom instruction with a community service project to show they can "use their skills for good."



### Adult and Continuing Education

#### ROME SITE COLLECTS CLOTHES FOR FAMILIES

The Rome ACCESS Site staff recently held a winter clothing drive to benefit adult learners and their families who attend RAS programs. Staff spent a few weeks collecting their own gently used coats, shoes and clothing and brought them into a room at the RAS. This is an annual tradition for RAS staff.

On November 9 and 10, students were able to browse the collection and take the items they needed. Items that had not been taken after November 10 were donated to a local church's community clothing pantry.

## Staff and Curriculum Development

### WORKSHOP FOCUSES ON INTERACTIVE NOTEBOOKS

Staff Development Specialist Jody Popple led two half-day workshops for secondary math teachers on developing and using interactive notebooks. Interactive notebooks are generally bound notebooks with student work on one side and teacher feedback on the other, so students can correlate the two pieces.



This approach allows room for students think creatively and direct their own learning in a place teachers can see their processes.

During the workshops, participating teachers had hands-on

time to explore new strategies for effectively using these notebooks and engaging students and create pieces to use in their classrooms. High school teachers attended a morning session and middle school teachers attended an afternoon session.

## Early Childhood Education

### WORKSHOP ADDRESSES CHALLENGING BEHAVIORS

The Early Childhood division will host a parent workshop on December 6 at Willard Prior Elementary School in Oneida on "Positive Solutions: Making the Connection and Making it Happen." The workshop, led by Assistant for Family Services Eileen Allen, will focus on building parent-child relationships, increasing quality parent-child time together, and empowering children through positive comments and encouragement. These strategies are ways parents and educators can help reduce challenging behaviors in children.

## BOCES-wide

### MOBOCES RECEIVES FOUR GENESIS AWARDS

The Genesis Group held its 12th annual Celebration of Education on November 16 and presented MOBOCES with four recognitions for our work in supporting education in the region.

Two staff members and a program were recognized:

- *Bryan Fairbrother, Data Analysis and Verification Team Leader at the Mohawk Regional Information Center* who serves as a data expert and resource at the regional and state levels
- *Renee Worn, who recently retired as Assistant Director of Alternative and Special Education* and was recognized for her longtime dedication to meeting the needs of all learners
- *The Integrated Education and Training (IET) program*, which was successfully launched last year by Adult and Continuing Education to combine literacy and job training

In addition, Genesis announced a new recognition category this year – the Distinguished Educator Service Award, intended to honor non-educators who have made significant contributions. *MOBOCES Board President Richard Engelbrecht, of Madison*, received the inaugural award. District Superintendent Jackie Starks presented him with the award, noting his 45 years of board service, dedication to students and commitment to the MOBOCES mission.

## Center for Instructional Support

### SLS SUPPORTS REGIONAL STEM EVENT AT VVS

CIS Media Librarian Cathi Brewer participated in the first local Regional STEM Night held on November 2 at VVS Middle School. The events, which will be held around Central New York throughout the school year, provide a way for area middle and high school students to learn about STEM careers and connect with area employers.

VVS Middle School Principal Carrie Hodkinson was looking for a way to keep students and parents engaged during the half-hour registration period before the program officially began. Cathi worked with librarian Amy Austin to set up STEM stations with different tools, gadgets and design challenges that are available for districts to borrow through the SLS media catalog.



## Mohawk Regional Information Center

### TECH COORDINATORS MEETINGS FOLLOW NEW FORMAT

The Mohawk Regional Information Center held a regional Technology Leadership Meeting on November 15 at Oneida BOCES for technology coordinators from all component districts and BOCES. The agenda included an overview of several MORIC initiatives, including the Transformative Learning Council, the NYSED Tech Survey, district network design best practices and data security planning. Participants included technology leaders from Camden, Canastota, Madison, Oneida, Rome and Stockbridge Valley.

The meeting was the first of the year and launched a new format for MORIC's regional update meetings. Two more in-person meetings like this one will be held during the year as a way to provide regional and state information to district representatives and allow discussion and networking across the region. In addition, three webinars will be held to help support communication with more of a district and user focus. The first webinar will be held December 12.

## Management Services

### GRANT WOULD EXPAND LOCAL FOOD IN SCHOOLS

MOBOCES has partnered with Cornell Cooperative Extension of Oneida County on a new grant application that would help increase the region's capacity to utilize local foods in schools. The School Chef Project would build upon the MOBOCES Farm to School Coordinator service, now in its second year in Vernon-Verona-Sherrill and Waterville.

If funded, the grant would help make state-level training available to school food service staff in three counties and include hands-on instruction in processing and preparing large quantities of raw, local food and how to safely and appropriately offer samples or tastings to students. Awards are expected to be announced in the spring.



# Madison-Oneida

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DISTRICT SUPERINTENDENT

Phone: 315.361.5510 ♦ Fax: 315.361.5517

JACKLIN G. STARKS, [jstarks@moboces.org](mailto:jstarks@moboces.org)

TO: Component Boards of Education

FROM: Jacklin G. Starks  
District Superintendent

DATE: November 20, 2017

RE: Madison-Oneida BOCES Banner Newsletter

It is my pleasure to present you with this copy of the Madison-Oneida BOCES Banner Newsletter. This publication highlights programs, activities and student successes throughout our component districts. Please note this is also available on our website at [www.moboces.org](http://www.moboces.org).

I hope you will find this newsletter enjoyable and informative. If you have any questions, please feel free to call my office.

**Madison Central School Library Media Center  
November Monthly Report**

*November 2017*

Total number of materials borrowed or renewed:	1248
Number of instructional days:	16

***High School:***

Total number of JH/HS study hall students utilizing the library: 479

Additional students/classes:

Mr. Merkt's 8<sup>th</sup> grade Social Studies (4 class pds.): Presidents  
Books and reference materials for this project were placed on reserve for students to use during study halls in addition to their class library visit.

Mrs. Dodge's 10<sup>th</sup> grade Social Studies (2 class pds):  
World History narrative book selection (Books from our library as well as titles from inter-library loan were placed on reserve for students to select)

***Elementary:***

**Pre-K**

Book selection and story time introducing some classic children's book characters

**Kindergarten**

Completed our Owl unit with a makerspace owl puppet activity

Library stories about pilgrims and feasts

Vocabulary: author, title, illustrator

**1st Grade**

Author study: completed Mo Willems—we learned how to draw the pigeon!

Vocabulary: author, title, illustrator, character, non-fiction

**2nd grade**

Completed folktale units on West Africa

Other resources: Maps, globes, easy non-fiction, DVD country series

### **Grades 3<sup>rd</sup>-5<sup>th</sup>**

**Reminders each week regarding our passwords for the databases.**

**user name: mcsblue**

**password: info4u**

### **3rd grade**

Using the easiest Discovery Encyclopedia to practice locating subjects

Began a *Horrible Harry* read-aloud

### **4th grade**

To extend their classroom learning:

4R Researched Native American tribes for a compare/contrast to the Iroquois

4H Selected animals and researched to create food webs

Continued our *Tales of a 4<sup>th</sup> Grade Nothing* read-aloud

### **5th grade**

In collaboration with their classroom teachers during library we used the databases for animal research, and the library's fairy tale and folktale collection

### *Library Upkeep*

- Assisted faculty members with resource searches and interlibrary loans
- Began preparing book orders for the School Library System's Cooperative Collection Co-ser
- On Nov. 21<sup>st</sup> I met with the Garrett book rep to complete a book order
- Added 11 new titles

Our most circulated title was Don't Let the Pigeon Drive the Bus

Laura Winchester---Madison Library-Media Specialist