

Board of Education

Stephanie Clark-Tanner

President

Jona Snyder

Vice President

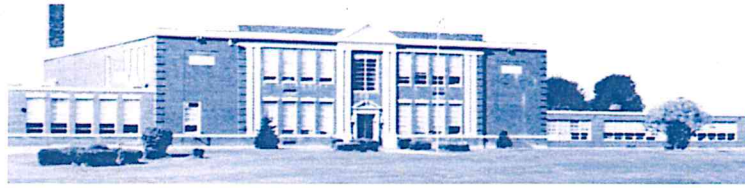
Beverly Biedermann

Stephen Dodge

Jennifer Lavoie

Steven Yancey

Laurie Zbock



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**

**AUGUST 14, 2018
6:30 P.M. – LIBRARY**

- I. Call to Order
- II. Agenda Additions
- III. Consent Agenda
 - a. Approval of Agenda for This Meeting
 - b. Approval of Minutes
 1. July 10, 2018 Reorganizational Meeting Minutes
 2. July 10, 2018 Regular Meeting Minutes
- IV. Public Forum
- V. Reports
 - a. Superintendent – Information Items
 1. June 2018 Reserves Report
 2. Notice of Workshop August 20, 2018 entitled “Board of Education Leadership Development – What Board Officers Need to Know”
 3. Summer School Presentation
 - b. Superintendent – Approval Items
 1. Set Tax Levy
 2. Approval to close Student Activity Drama Account
 3. Approval to change name of Student Activity Jr Chorus Account to Drama
 4. Approval to rename International Club to Foreign Language Club
 5. School Lunch price increase
 6. Acceptance of Auctions International Bids for the buses, tables and boat
 7. Approval of Non-Resident Students
 - a. Student Entering Grade K
 - b. Student Entering Grade 3
 - c. Two Students Entering Grade 7
 - d. Student Entering Grade 8
 - e. Student Entering Grade 9
 - f. Student Entering Grade 12

- VI. Policy
 - a. First Reading of Revised School Food Service Program and Meal Charge Policy #5302
 - b. First Reading of Code of Ethics For All District Personnel Policy # 0020
 - c. First Reading of Education of Homeless Children Policy #
 - d. First Reading of Procedures For Achieving Education of Homeless Children Regulation #

- VII. Old Business

- VIII. New Business
 - a. Personnel
 - 1. Resignations
 - a. Robert Burdick – School Physician effective July 1, 2018
 - b. Brianna Janes – Psychologist effective July 10, 2018
 - c. Emily Dodd – Biology Teacher effective August 18, 2018
 - d. Kristin Frawley – School Counselor effective August 31, 2018
 - 2. Appointments
 - a. Gail Soule – Food Service Helper at Step 1, \$11.78 per hour effective 9/4/18
 - b. Chad Putney – International Club Advisor 2018-19
 - c. Ryan Hobart – Instrumental Director 2018-19
 - 3. Retirements
 - a. Ricky Neff – Head Bus Driver and 19A Coordinator effective July 27, 2019

 - b. CSE/CPSE Recommendations - ?

 - c. Principal Reports

- IX. Correspondence
 - a. Richard Engelbrecht's monthly BOCES newsletter for August 2018

- X. Adjournment

DRAFT

The Reorganizational Meeting of the Board of Education of Madison Central School was held on July 10, 2018 at 6:00 pm in the library.

MEMBERS PRESENT: Mr. Stephen Dodge
Mrs. Jennifer Lavoie
Mr. Jona Snyder
Mrs. Stephanie Tanner
Mr. Steven Yancey
Mrs. Laurie Zbock

MEMBERS ABSENT: Ms. Beverly Biedermann

OTHERS PRESENT: Mr. Michael Davis, Superintendent
Mr. Larry Nichols, Building Principal
Mr. Brian Latella, Elementary Principal
Mrs. Melanie Brouillette, Treasurer
Ms. Tracey Lewis, District Clerk
Additional attendees in audience

- I. Call to Order and Pledge – District Clerk
 - a. Tracey Lewis, District Clerk, called the meeting to order at 6:15 pm.
- II. Oath of Office – The Oaths of Office were taken by the following individuals at this time.
 - a. District Clerk
 - b. Superintendent
 - c. Newly elected members
 1. Jennifer Lavoie
 2. Laurie Zbock
- III. Election of 2018-2019 Board President and Oath of Office – one nomination – Stephanie Tanner

MOTION # 1 – ELECT STEPHANIE TANNER AS BOARD PRESIDENT

ON THE MOTION of Mr. Yancey, seconded by Mrs. Lavoie, the board moved to elect Stephanie Tanner as the 2018-19 Board of Education President. Motion carried 6 yes, 0 no. Mrs. Tanner took her Oath of Office at this time.

- IV. Election of 2018-2019 Board Vice President and Oath of Office – nomination – Jona Snyder

MOTION # 2 – ELECT JONA SNYDER AS BOARD VICE PRESIDENT

ON THE MOTION of Mrs. Lavoie, seconded by Mr. Yancey, the board moved to elect Jona Snyder as the 2018-19 Board of Education Vice President, Motion carried 6 yes, 0 no. Mr. Snyder took his Oath of Office at this time.

- V. Appointment of District Officers
 - a. District Clerk – Tracey Lewis
 - b. District Treasurer – Melanie Brouillette – bonded at \$300,000
 - c. Deputy Treasurer - Larry Nichols – bonded at \$300,000
 - d. District Tax Collector – Laura Fuess
 - e. Internal Claims Auditor – Brian Latella
 - f. Extra-Classroom Activity Accounts – Tracey Lewis
 - g. Purchasing Agent – Melanie Brouillette / Alternate Michael Davis

MOTION # 3 – APPROVAL OF APPOINTMENT OF DISTRICT OFFICERS

ON THE MOTION of Mr. Yancey, seconded by Mr. Dodge, the board moved to approve the Appointment of District Officers as listed above. Motion carried 6 yes, 0 no.

- VI. Appointments
- a. School Physician – Dr. Robert Burdick
 - b. School Attorney – Ferrara, Fiorenza, Larrison, Barrett and Reitz, P.C., Hancock & Estabrook and Costello Cooney Fearon PLLC
 - c. Attendance Officer – Linda Wood
 - d. Independent Auditor – Bowers & Company
 - e. Records Access Officer – Michael Davis
 - f. Records Management Officer – Melanie Brouillette
 - g. Representative to OMH (Tri County) School Boards Association – **Jona Snyder, Alternate Stephanie Tanner**
 - h. Representatives for District Contract Negotiations (2) – **Jona Snyder, Steve Yancey**
 - i. Compliance Coordinator – Building Principal Larry Nichols
 - j. Dignity Act Coordinator – Building Principal Larry Nichols, Elementary Principal Brian Latella, Committee on Special Education Chairperson TBD, Guidance Counselor Michael Lee, and Counselor Kristen Frawley

MOTION # 4 – APPROVAL OF APPOINTMENTS

ON THE MOTION of Mr. Snyder, seconded by Mr. Yancey, the board moved to approve the appointments as listed above. Motion carried 6 yes, 0 no.

- VII. Committee Appointments
- a. Committee on Special Education (CSE)
 - Parent or Person in Parental Relationship to the Student
 - Regular Education Teacher of the Student
 - Special Education Teacher of the Student
 - School Psychologist – Mr. Walter Owens
 - Chairperson/Administrator – TBD
 - Subcommittee Chairperson – Ms. Michele Cotter
 - School Physician – Dr. Robert Burdick
 - Parent Member – Ms. Lori Hepburn
 - Other Persons Having Knowledge or Special Expertise Regarding the Student
 - Student, if appropriate
 - Office Assistant: Johanna Kaul
 - b. Committee on Pre-School Education (CPSE)
 - Parent or Person in Parental Relationship to the Student
 - Regular Education Teacher of the Student
 - Special Education Teacher of the Student
 - School Psychologist – Mr. Walter Owens
 - Chairperson/Administrator – TBD
 - Subcommittee Chairperson – Ms. Michele Cotter
 - School Physician – Dr. Robert Burdick
 - Parent Member – Ms. Lori Hepburn
 - Other Persons Having Knowledge or Special Expertise Regarding the Student
 - Student, if appropriate
 - Office Assistant: Johanna Kaul
 - Early intervention Transition specialist, if appropriate
 - Representative from Madison County – Ms. Rosanne Lewis
 - Representative from Oneida County – Ms. Denise Slack
 - c. Acceptance to use Impartial Hearing Officer List as provided by NYSED Impartial Hearing Reporting System @pd.nysed.gov/specedhelp/ihrs.
 - d. District Safety Team – see enclosed list

MOTION # 5 – APPROVAL OF COMMITTEE APPOINTMENTS

ON THE MOTION of Mr. Yancey, seconded by Mr. Snyder, the board moved to approve the Committee Appointments as listed above. Motion carried 6 yes, 0 no.

- VIII. Designations
Asbestos Designee – Christopher Post
Official Depository – Key Bank, National Bank and Trust, Bank of America, Berkshire Bank, HSBC and First Niagara Bank
Investment Banks – Bank of America, Chase Bank, National Bank and Trust and MBIA (Class), New York Liquid Assets Funds (NYLAF), Citizens Bank, HSBC, Key Bank and First Niagara Bank
Official Newspaper – Oneida Daily Dispatch
Health Consortium Representative – Michael Davis
Health Consortium Alternate Representative – Melanie Brouillette
Homeless Liaison – TBD

MOTION # 6 – APPROVAL OF DESIGNATIONS

ON THE MOTION of Mr. Snyder, seconded by Mrs. Lavoie, the board moved to approve the Designations as listed above. Motion carried 6 yes, 0 no.

- IX. Authorizations
Payroll Certification – Melanie Brouillette
Conference Approval – Michael Davis
Petty Cash Funds – Melanie Brouillette
Signatures for all checks, deposits for all funds except Extra Classroom Activity – Melanie Brouillette / Alternate Larry Nichols
Signatures for Extra Classroom Activity – Michael Davis and Tracey Lewis / Alternate Larry Nichols
Budgetary Transfers – Michael Davis
Applications and Reports for Federal Funds – Michael Davis
School Lunch and Breakfast Claims and Applications – Will Cotter
Authorization to Suspend
a. Michael Davis - Superintendent
b. Larry Nichols – Building Principal
c. Brian Latella – Elementary Principal
d. TBD – Education Coordinator
Authorization for the use of the District Credit Card - Superintendent Michael Davis or his designee with a limit of \$2,500.00

MOTION # 7 – APPROVAL OF AUTHORIZATIONS

ON THE MOTION of Mr. Snyder, seconded by Mr. Yancey, the board moved to approve the Authorizations as listed above. Motion carried 6 yes, 0 no.

- X. Adoption of Board Policies

MOTION # 8 – ADOPTION OF BOARD POLICIES

ON THE MOTION of Mr. Snyder, seconded by Mr. Dodge, the board moved to adopt the board policies as found in the Board Policy Manual. Motion carried 6 yes, 0 no.

- XI. Authorization to borrow up to \$900,000 in revenue anticipation notes for the 2018-2019 school year.

MOTION # 9 – AUTHORIZATION TO BORROW

ON THE MOTION of Mr. Snyder, seconded by Mr. Yancey, the board moved to approve the authorization to borrow up to \$900,000 in revenue anticipation notes for the 2018-19 school year. Motion carried 6 yes, 0 no.

- XII. Approval of Mileage Reimbursement Rate at the IRS variable rate

MOTION # 10 – APPROVAL OF MILEAGE REIMBURSEMENT RATE

ON THE MOTION of Mr. Yancey, seconded by Mrs. Lavoie, the board moved to approve the Mileage Reimbursement Rate at the IRS variable rate. Motion carried 6 yes, 0 no.

XIII. Approval of Annual Reserve Report

MOTION # 11 – APPROVAL OF ANNUAL RESERVE REPORT

ON THE MOTION of Mr. Dodge, seconded by Mrs. Lavoie, the board moved to approve the Annual Reserve Report. Motion carried 6 yes, 0 no.

XIV. Approval of Annual Out of District Student Tuition of \$1,100.00 per year for 2018-2019

MOTION # 12 – APPROVAL OF ANNUAL OUT OF DISTRICT TUITION

ON THE MOTION of Mr. Snyder, seconded by Mrs. Zbock, the board moved to approve the annual Out of District Tuition rate of \$1,100.00 per year for 2018-19. Motion carried 6 yes, 0 no.

XV. Substitute Rate of Pay as per the attached worksheet – Use Revised Version that includes increased minimum wage amount

MOTION # 13 – APPROVAL OF SUBSTITUTE RATE OF PAY

ON THE MOTION of Mr. Snyder, seconded by Mrs. Zbock, the board moved to approve the Substitute Rate of Pay as per the revised version that includes the increase in minimum wage amount. Motion carried 6 yes, 0 no.

XVI. Adoption of Calendars

- a. Board of Education Meetings
- b. Establishment of Hours for Budget Vote and Election – Recommendation 12:00 Noon to 8:00 p.m. on May 21, 2019

MOTION # 14 – ADOPTION OF CALENDARS

ON THE MOTION of Mrs. Lavoie, seconded by Mr. Snyder, the board moved to adopt the calendars for the Board of Education Meetings and the establishment of the Budget Vote and Election. Motion carried 6 yes, 0 no.

XVII. Appointment of Election Inspector and Clerks

- a. Laura Fuess, Inspector
- b. Barbara Andrews
- c. Kathy Burns

MOTION # 15 – APPOINTMENT OF ELECTION INSPECTOR AND CLERKS

ON THE MOTION of Mr. Yancey, seconded by Mr. Dodge, the board moved to approve the appointment of the Election Inspectors and Clerks as listed above. Motion carried 6 yes, 0 no.

XVIII. Acceptance of Free and Reduced Lunch Price Income Eligibility Guidelines for School Lunch 2018-2019

MOTION # 16 – ACCEPTANCE OF FREE AND REDUCED LUNCH PRICE INCOME GUIDELINES

ON THE MOTION of Mr. Dodge, seconded by Mr. Snyder, the board moved to accept the free and reduced lunch price income eligibility guidelines for school lunch for 2018-19. Motion carried 6 yes, 0 no.

XIX. Approval of Extra-Curricular Organizations as listed on enclosed listing

MOTION # 17 – APPROVAL OF EXTRA-CURRICULAR ORGANIZATIONS

ON THE MOTION of Mr. Snyder, seconded by Mrs. Lavoie, the board moved to approve the list of Extra-Curricular Organizations for 2018-19. Motion carried 6 yes, 0 no.

XX. Additional Authorizations

- a. Retiree Drug Subsidy (RDS) Center Authorized Representative Verification – Lisa M. Decker as Authorized Representative

MOTION # 18 – APPROVAL OF ADDITIONAL AUTHORIZATIONS

ON THE MOTION of Mr. Yancey, seconded by Mrs. Lavoie, the board moved to approve the additional authorizations as listed above. Motion carried 6 yes, 0 no.

XXI. Adjournment

MOTION # 19 – ADJOURNMENT

ON THE MOTION of Mr. Yancey, seconded by Mrs. Zbock, the board moved to adjourn the Reorganizational Meeting at 6:27 pm. Motion carried 6 yes, 0 no.

DRAFT

The Regular Meeting of the Board of Education of Madison Central School was held on July 10, 2018 at 6:30 pm in the library.

MEMBERS PRESENT: Mr. Stephen Dodge
Mrs. Jennifer Lavoie
Mr. Jona Snyder
Mrs. Stephanie Tanner
Mr. Steven Yancey
Mrs. Laurie Zbock

MEMBERS ABSENT: Ms. Beverly Biedermann

OTHERS PRESENT: Mr. Michael Davis, Superintendent
Mr. Larry Nichols, Building Principal
Mr. Brian Latella, Elementary Principal
Mrs. Melanie Brouillette, Treasurer
Ms. Tracey Lewis, District Clerk
Additional attendees in audience

- I. Call to Order
 - a. Mrs. Tanner, President, called the meeting to order at 6:32 pm.
- II. Agenda Additions
- III. Consent Agenda
 - a. Approval of Agenda for This Meeting

MOTION # 1 – APPROVAL OF AGENDA

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

- b. Approval of Minutes
 1. June 19, 2018 Regular Meeting Minutes

MOTION # 2 – APPROVAL OF MINUTES

ON THE MOTION of Mr. Dodge, seconded by Mr. Snyder, the board moved to approve the minutes from the June 19, 2018 Regular Meeting. Motion carried 6 yes, 0 no.

- IV. Public Forum
 - a. A community member complimented the dedication of Mr. Mitchell to the basketball program and the fact that he goes above and beyond on his own time. A question was raised regarding what credentials are considered for appointment for a basketball coach considering Mr. Mitchell has 14 years of experience.
 - b. A community member commented on the attendance of the Board of Education members. A question was raised regarding the progress and use of money that was donated to the FFA for the nature trail. Position support was given towards Mr. Mitchell in consideration of a coaching appointment. Also noted that it would be nice if as much energy was focused on academics as there is towards sports programming.
 - c. A community member commented on the professionalism of the interview committee and its qualifications in making a recommendation to the board.
 - d. A moment of silence was asked at this time in support of the Eckrich family during this most difficult time of loss. A letter was then read in support of Mr. Snyder's appointment as the varsity basketball coach for 2018-19.

- e. A letter from Jeff Snyder was read by a family member indicating Mr. Snyder's desire to obtain the basketball coaching position and his qualifications for such position.
- f. Mr. Mitchell spoke on his behalf for his desire to remain the varsity basketball coach.
- g. A community member stressed the importance for students to place more emphasis on education rather than sports.

V. Reports

a. Treasurer

- 1. Mrs. Brouillette discussed the current financial status for the end of the year and made some recommendations after discussion of fund balance.

MOTION # 3 – APPROVAL TO TRANSFER FUNDS FROM GENERAL FUND TO CAPITAL FUND

ON THE MOTION of Mr. Dodge, seconded by Mr. Snyder, the board moved to transfer funds, in an amount not to exceed \$250,000, from the General Fund to the Capital Fund. Motion carried 6 yes, 0 no.

b. Superintendent – Information Items

- 1. The School Boards Institute 2018-19 Calendars were shared.
- 2. Mr. Davis reminded the board of its retreat Thursday, July 12th and provided an agenda for that retreat.

c. Superintendent – Approval Items

- 1. Approval of 20 work days for summer for Kurt Peavey

MOTION # 4 – APPROVAL OF 20 WORK DAYS FOR KURT PEAVEY

ON THE MOTION of Mr. Snyder, seconded by Mr. Dodge, the board moved to approve 20 summer work days for Kurt Peavey. Motion carried 6 yes, 0 no.

- 2. Approval of Overnight Trip for FFA July 29 through August 3, 2018 to various locations

MOTION # 5 – APPROVAL OF OVERNIGHT FFA TRIP

ON THE MOTION of Mr. Snyder, seconded by Mr. Yancey, the board moved to approve the Overnight FFA Trip for July 29 through August 31, 2018 to various locations. Motion carried 6 yes, 0 no.

- 3. Acceptance of Donor Choice Grant to Mr. Perry for “Slicing into the Future with a Plasma Cutter”

MOTION # 6 – ACCEPTANCE OF DONOR CHOICE GRANT

ON THE MOTION of Mr. Dodge, seconded by Mr. Snyder, the board moved to accept the Donor Choice Grant to Mr. Perry for “Slicing into the Future with a Plasma Cutter” valued at \$696.91. Motion carried 6 yes, 0 no.

VI. Policy

- a. Second Reading of School Food Service Program And Meal Charge Policy #5302
- b. Second Reading of Skills and Achievement Commencement Credential Policy # 8504
- c. Second Reading of School Safety and Educational Climate Reporting Policy # 7502

MOTION # 7 – APPROVAL OF SECOND READING OF POLICY

ON THE MOTION of Mr. Snyder, seconded by Mr. Yancey, the board moved to approve the second readings of Policy #5302, #8504, and #7502 as listed above. Motion carried 6 yes, 0 no.

VII. Old Business

- a. None

VIII. New Business

- a. Appointment of Fall Coaches for 2018-19
 - a. Girls Varsity Soccer – Herb Bingel
 - b. Girls Modified Soccer – Payge Lehman
 - c. Boys Varsity Soccer – Michael Strong
 - d. Boys Modified Soccer – Jordan Matteson

MOTION # 8 – APPROVAL OF APPOINTMENT OF FALL COACHES FOR 2018-19

ON THE MOTION of Mr. Snyder, seconded by Mrs. Lavoie, the board moved to approve the appointment of the Fall Coaching staff for 2018-19 as listed above. Motion carried 6 yes, 0 no.

- b. Appointment of Advisors for 2018-19
 - a. Senior Class Advisors – Nichelle Suba/Jessica Palmer
 - b. Junior Class Advisor – Chad Putney
 - c. Sophomore Class Advisor – TBD
 - d. Freshman Class Advisor – TBD
 - e. MADKA Advisor – Amber Barrett
 - f. Athletic Director – Michael Lee
 - g. SADD Advisor – Kurt Peavey
 - h. Colgate Tutor Coordinator – Jon Silkowski
 - i. Choral Director – Nicole Winegard
 - j. FFA Advisor – Paul Perry
 - k. Student Council Advisor – Amber Neiss
 - l. National Honor Society Advisor – Joe Burdick
 - m. Musical/Drama Director (1 play/1 Musical) – Nicole Winegard
 - n. Detention Monitors – Jon Silkowski, Maxine Thurston, Kelly Diehl
 - o. Athletics – Amber Barrett, Jessica Planck
 - p. Tech Club Advisor – Matthew Bruno (unpaid position)

MOTION # 9 – APPROVAL OF ADVISOR APPOINTMENTS FOR 2018-19

ON THE MOTION of Mr. Dodge, seconded by Mrs. Lavoie, the board moved to approve the Advisor appointments for the 2018-19 school year as listed above. Motion carried 6 yes, 0 no.

- c. Table the remaining coaching appointments until August Meeting
 - a. Girls Varsity Basketball – Payge Lehman
 - b. Girls JV Basketball – Spencer Staring
 - c. Girls Modified Basketball – Tricia Coon
 - d. Boys Varsity Basketball – TBD
 - e. Boys JV Basketball – Michael Strong
 - f. Boys Modified Basketball – Tariq Shah
 - g. Cheerleading – Sandy Ford
 - h. Girls Varsity Softball – TBD
 - i. Girls Modified Softball – TBD
 - j. Boys Varsity Baseball – TBD
 - k. Boys Modified Softball – TBD

MOTION # 10 – MOTION TO TABLE REMAINING COACHING APPOINTMENTS

ON THE MOTION of Mr. Yancey, seconded by Mr. Dodge, the board moved to table the remaining coaching appointments until the August Regular Meeting. Motion carried 6 yes, 0 no.

- c. Principal Reports
 - 1. Mr. Nichols spoke on behalf of both principals stating there would be no principal report. Instead he would like the board to remember the Eckrich family at this time and send them all our sympathies during this difficult time.

Mrs. Tanner also spoke on behalf of the board, the administration, and community in sending condolences and love to the Eckrich family.

- IX. Correspondence
 - a. A Letter from Community Member regarding coaching appointments was provided to the board.

- X. Executive Session

MOTION # 11 – ENTER EXECUTIVE SESSION

ON THE MOTION of Mr. Dodge, seconded by Mrs. Lavoie, the board moved to enter into Executive Session at 7:15 pm with Mrs. Lavoie acting as temporary District Clerk to discuss the medical, financial, credit or **employment history** of a particular person or corporation or matters leading to the **appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal** of a particular person or corporation. Motion carried 6 yes, 0 no.

- XI. Adjourn Executive Session

MOTION # 12 – ADJOURN EXECUTIVE SESSION

ON THE MOTION of Mr. Dodge, seconded by Mrs. Tanner, the board moved to adjourn for the evening at 8:38 pm. Motion carried 6 yes, 0 no.

- XII. Adjournment

MOTION # 13 – ADJOURNMENT

ON THE MOTION of Mr. Dodge, seconded by Mr. Snyder, the board moved to adjourn for the evening at 8:38 pm. Motion carried 6 yes, 0 no.

**Madison Central School District
Reserves Report
June 2018**

Capital Reserve

Creation – This reserve was created in 2013.

Purpose – This reserve is used to pay for future capital improvements.

Funding Methods – On May 7, 1996, \$25,000 plus interest was to be moved from the repair reserve as per the Budget Vote. On June 3, 1997 \$25,209 was transferred from the repair reserve to the Capital Reserve. Additional funds of \$79,000 were added in 2001. On May 21, 2013, the voters approved the proposition to establish a Building Capital Reserve Fund and the ultimate amount of such fund be \$500,000 plus earnings. The source from with the funds for said fund will be obtained as follows: (1) amounts from budgetary appropriations from time to time, and (2) unappropriated fund balance made available by the Board of Education from time to time, and (3) New York State Aid received and made available by the Board of Education from time to time, and (4) existing capital reserve funds.

Use of Reserve - Expenditure of funds from this reserve requires pre-approval by the voters. On December 10, 2015, voters authorized the expenditure of \$300,000 from the reserve for the \$9.9 million project.

Monitoring of Reserve – This reserve will be monitored by the District Treasurer along with the Board of Education.

Funding Level- This reserve was created with a maximum funding of up to \$500,000 plus earnings with the vote of May 21, 2013.

6/30/2018 Actual Balance: \$0

Funds used as of 6/30/2017: \$0

Balance (Prior to Restoring Funds and Accruing Interest) = \$0

Recommendation: Fund up to allowable limits from available funds June 30, 2018.

Reserve for Accrued Employee Benefits Liability – (A 867)

Creation – This reserve was created on December 13, 2005.

Purpose – The financing of retirement contributions.

Funding Methods – The source from which the funds for such Reserve Fund will be obtained is as follows: (1) surplus dollars available to the District when it closes its books every June 30, (“surplus” intended to mean the difference between revenues and expenses); (2) such amounts as may be provided therefore by budgetary appropriations or raised by a tax therefore; (3) such revenues as are not required by law to be paid into any other fund or account; and (4) such other funds as may be legally appropriated. Also accrued interest will be added to this fund.

Use of Reserve - This reserve is used when an employee separates from the District and payment of accumulated leave is required. These transactions flow through the budget via a budget revision with the offsetting revenue coming from a drawdown of this reserve. This reserve will continue to be used in this manner to make these payments.

Monitoring of Reserve – This reserve is monitored by the District Treasurer along with the Board of Education. Each year, a detailed analysis of the liability is computed and is used to support the funding of this reserve.

Funding Level – This reserve should be funded at 100% of the accrued liability for the retirement contributions.

6/30/2018 Actual Balance: \$665,419.67

Funds Used as of 6/30/2019: estimated \$8,435

Balance (Prior to Restoring Funds and Accruing Interest) = \$665,419.67 (estimated)

Recommendation: Restore funds if necessary to meet liability.

Reserve for Retirement Contributions – (A 827)

Creation – This reserve was created on June 30, 2006.

Purpose – This reserve is used to pay employer contribution expenses for the NYS Employees' Retirement System. Payments to the Teachers Retirement system are not allowed from this reserve.

Funding Methods – Funds have been placed in this reserve from excess fund balance.

Use of reserve - This reserve is used to pay expenses related to the employees' Retirement System, and to smooth tax levy fluctuations that result from rate changes and cost increases associated with these expenses. The district's ERS expenses have increased substantially over the last ten years.

Monitoring of Reserve – This reserve is monitored by the District Treasurer and the Board of Education.

Funding Level – The reserve balance at June 30, 2018 equals approximately 75% of the projected amount due to the retirement system.

6/30/2018 Actual Balance: \$64,401.69

Funds Used as of 6/30/2018: \$65,987.00

Balance (Prior to Restoring Funds and Accruing Interest) = \$69,987.00

Recommendation: Restore funds to defray future cost increases and levy fluctuations*

*Note: At present, the State does not permit school districts to establish a reserve for Teachers' Retirement Contribution expenses. Legislation has been proposed to authorize such a reserve. If a TRS Reserve is authorized, the district would be building a reserve to help offset the costs.

Reserve for Unemployment Insurance – (A 815)

Creation – This reserve was created prior to June 1, 2003.

Purpose – This reserve is used to reimburse the State for payments made to claimants. The Unemployment Board had changed the methodology for billing school districts for unemployment. The expense will be a fluctuating rate based on payroll expenses, rather than a rate tied to actual cost.

Funding Methods – This reserve was funded entirely from excess fund balance.

Use of Reserve – The district is self-insured for Unemployment Insurance. This reserve is used to pay claims that exceed budgeted appropriations for unemployment claims and expenses. Actual expenses for unemployment vary from year to year.

Monitoring of Reserve – This reserve will be monitored by the District Treasurer along with the Board of Education to access the potential for incurring unemployment claims.

Funding Level – This reserve was initially funded at \$40,058.52. On occasion the Board of Education deemed it necessary to increase the amount to the current level.

6/30/2018 Actual Balance: \$196,868.06

Funds Used As of 6/30/2018: \$0

Balance (Prior to Restoring Funds and Accruing Interest) = \$196,868.06

Recommendation: Reduce current funding level due to the lack of activity in the account.

Reserve for Liability – (A 862)

Creation – This reserve was created prior to July, 2003.

Purpose – This reserve was created for potential liabilities that the district anticipated.

Funding Methods – This reserve was funded entirely from excess fund balance.

Use of Reserve – The purpose of this account is to reserve funds for the payment of any accrued employee benefit due an employee upon termination of the employee's service.

Monitoring of Reserve – This reserve is monitored by the District Treasurer along with the Board of Education.

Funding Level – This reserve was funded by excess fund balance for liabilities that occurred with the direction of the Board of Education.

6/30/2018 Actual Balance: \$433,597.47

Recommendation: Reduce current level due to the inactivity of the account.

Reserve for Tax Certiorari – (A 864)

Creation - This reserve was created in June, 2010.

Purpose – This reserve was created when the District receive a Notice of Petition from Attorney Patrick Raymond in regards to Verizon New York vs. The Assessor, for the Town of Madison, disputing the assessments for taxes. The Board of Education determined it necessary to establish this reserve. As the years went on they transferred it to the Madison Windmills and the potential dispute of the assessments. There was an agreement made in regards to the Madison Windmills and the assessment was set on the agreed amount.

Use of Reserve – The District has at this time decided that the claim is invalid and is looking to liquidate this reserve in the 2017-2018 school year.

Monitoring of Reserve – This reserve will be monitored by the District Treasurer along with the Board of Education.

Funding Level – This reserve was created with excess fund balance.

This Reserve was eliminated on 6/30/2018 as directed by the Board of Education.

6/30/2018 Actual Balance: \$0

Funds to be used: \$0

Recommendation:

The following items are not reserve account, but are equally as important to planning revenues for the District.

Assigned Fund Balance – Appropriated for Subsequent Years

Creation – These funds are funds available in the fund balance which have been set aside for a particular purpose, namely to reduce the tax levy required to support an ensuing years budget.

Purpose – These funds are set aside and returned to the community by lowering the required tax levy to support the district’s budget.

Funding Methods – The funds are assigned from fund balance to offset the next year’s tax levy.

Use of Funds – It is recommended that the practice of returning these funds be reduced as much as possible, as budgets permit. As we develop tighter budgets, the amount of excess funds that will be available at year–end is restricted. This makes it more difficult to guarantee that funds will be available to be returned in a subsequent year.

Monitoring of Balance – The balance and use of these funds are monitored by the District Treasurer along with the Board of Education.

Funding Level – Over time, it is recommended that the planned amount of assigned fund balance included as a revenue source in future budgets be limited.

6/30/2018 Actual Balance: \$150,000 + \$147,272 designated for the 2018-2019 budget : \$297,272.

Anticipated 6/30/2019: At this time the Board of Education is comfortable with having the current amount and they are not looking to increase or decrease the amount.

Unassigned Fund Balance

Creation – Retention of these funds are allowed by law.

Purpose – These funds are unrestricted and may be used for any valid purpose.

Funding Methods – These funds have been accumulated from excess fund balance.

Use of Funds – It is recommended that these funds not be used except for an emergent, unanticipated expense, or revenue shortfall, that cannot be handled either in the budget or with other available reserves.

Monitoring of Balance – These funds are monitored by the District Treasurer and the Board of Education.

Funding Level – The maximum legal limit is recommended (4% of the ensuing budget). Although at times the District feels that there is a need to carry more than the legal limit with cause.

6/30/2018 Actual Balance: \$470,257.50 (approximately)

Recommendation for the 6/30/2019: Maximum 4% of the 2018-2019 budget.

Agenda

Oneida-Madison-Herkimer Counties School Boards Institute
Board Development Workshop

"Board of Education Leadership Development- What Board Officers Need to Know"

In Partnership with NYSSBA

Monday, August 20, 2018

ONEIDA BOCES

Middle Settlement Road, New Hartford, New York

- ❖ **Registration & Light Dinner:** 6:00 - 6:30 p.m.
- ❖ **Program Time:** 6:30 p.m.
- ❖ **Presenter:** Darci D'Ercole-McGinn, NYSSBA
Deputy Director of Leadership Development

As board president or vice president you set the expectations for your board. Learn how your leadership can help build a better performing board. We'll discuss how to navigate the pitfalls, what strategies you can apply to make your meetings more effective, and how to maintain positive relationships on the board.

School Board Leadership is about individual school board members forming a cohesive, engaged, and innovative team with one voice.

We will provide you with the tools and information that will assist you in bringing out the best in your team and your district.

Topics include the following:

- Individual Leadership Styles
- Becoming an Effective Follower - Not a sign of weakness
- Managing School Board Operations
- The school Board President - Leader of Leaders

School Boards Institute

"Children First"



OMH-SBI Registration Form

"Board of Education Leadership Development - What Board Officers Need to Know" In Partnership with NYSSBA

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Secretary for
Board Training
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FAX: 867-2002
E-Mail:
vdevereese@herkimer-boces.org

Date: August 20, 2018 (Monday)
Time: 6:00 p.m. – 6:30 p.m. "Check in" and Light Dinner
6:30 p.m. Program (*Agenda is attached*)
Presenters: Darci D'Ercole-McGinn
Deputy Director of Leadership Development, NYSSBA
Site: Oneida BOCES - Middle Settlement Road, New Hartford

Fee: No Charge for OMH-SBI Members;
Non-members, \$75.00

* * * * *
*

To register for "Board of Education Leadership Development":
Fill out the form and email to vdevereese@herkimer-boces.org. Any questions,
contact: Vicki Devereese, Herkimer BOCES, School Boards Institute, at (315) 867-2007.

**** REGISTER by Friday, August 10, 2018 ****

SCHOOL DISTRICT: _____

Name _____ Title _____ Telephone _____

Name _____ Title _____ Telephone _____

Name _____ Title _____ Telephone _____

Name _____ Title _____ Telephone _____



Tracey Lewis <tlewis@madisoncentralny.org>

Accounts

1 message

Nicole Winegard <nwinegard@madisoncentralny.org>

Thu, Jul 26, 2018 at 4:43 PM

To: mdavis@madisoncentralny.org, Larry Nichols <lnichols@madisoncentralny.org>, Tracey Lewis <tlewis@madisoncentralny.org>

I would like to request to close the Drama Account and rename the Junior Chorus account Drama. Thank you for your consideration.

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.
- D. The District provides each student with the student's meal of choice for that school day of the available reimbursable meal choices for such school day, if the student requests one, unless the student's parent or guardian has specifically provided written permission to withhold a meal.
- E. The District recognizes that the responsibility for payment of meal charges rests with a student's parent or guardian and not the student. Therefore, when a student's meal account is delinquent, as described in this Policy, communications regarding correcting the delinquency shall take place only with the parent or guardian and not with the student, and the student shall not be shamed or treated differently than a student whose meal account is not delinquent.
- ~~F. To the extent consistent with prudent fiscal operation of the food service program and sound nutritional practices, the Cook Manager shall attempt to purchase at least thirty percent of the total food cost for the school lunch service program~~

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

~~from New York State farmers, growers, producers, or processors, and shall take the necessary steps to apply for all State funded subsidies when that goal is met.~~

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, and the procedures for applying for enrollment in the program.
 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.
 3. The information provided to each family at the beginning of each school year shall include a printed application for enrollment in the federal free and reduced price lunch program, or instructions on how to file an electronic application and instructions on how to obtain a paper application at no cost.
 4. The information provided at the beginning of each school year shall identify the District's Cook Manager, provide that person's contact information, and inform families that they may contact that person to request assistance in applying for federal free and reduced price lunch benefits.
 5. When a student owes money for at least five meals, the District will take the following steps to explore the student's eligibility for federal free and reduced price lunch benefits:
 - a. make all reasonable attempts to determine if the student is directly certified as eligible for free meals;
 - b. make at least two attempts (in addition to the packet sent home at the beginning of the year) to reach the student's parent or guardian;

SUPPORT OPERATIONS

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

- c. encourage the parent or guardian to complete the application for federal free and reduced price lunch benefits, and offer assistance in completing that application;
 - d. determine if there are other issues within the household that have caused the student to have insufficient funds to purchase a school meal; and
 - e. offer any other assistance that is appropriate.
 6. If the District becomes aware that a student whose parent or guardian has not submitted an application for free or reduced price lunch or milk benefits is eligible for those benefits, the Cook Manager shall complete and file an application on behalf of the student, in accordance with the procedures set forth in 7 C.F.R. 245.6(d).
 - B. A household may apply for benefits at any time during the school year.
 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 Cook Manager.
 3. A student's status as eligible for free and reduced price meals shall carry over into the next school year for thirty (30) days from the start of school attendance.
 4. A student that transfers from a Community Eligibility Provision (CEP) or Provision 2 (P2) participating school to a non-participating school shall be deemed eligible for free and reduced price meal benefits for thirty (30) days or until a new eligibility determination is made, whichever occurs first.
- III. Meal Payments and Deferred Payments (Meal Charge)
- A. Students may charge meals in accordance with the following rules:
 1. Students are expected to 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.

SUPPORT OPERATIONS

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

2. Students may charge complete reimbursable 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. When the balance on a student's meal card or MySchoolBucks is exhausted, the District will provide the student with the student's meal of choice of the available reimbursable meal choices for that school day, if the student requests one, unless the student's parent or guardian has specifically provided written permission to withhold a meal.
 5. No student with a negative meal card or MySchoolBucks account balance will be allowed to ~~purchase~~ charge any a la carte items, including snacks, extras, or beverages. ~~drinks other than milk.~~
 6. The information provided at the beginning of each school year shall include an explanation of the District's Policy on charging meals, and shall provide each parent or guardian with a procedure for notifying the District that their student should not be allowed to charge meals.
- B. The District is committed to ensuring that federal reimbursements, children's payments and other non-designated nonprofit food service revenues do not subsidize 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. This Policy will be submitted to the Commissioner and then posted on the District's website.
 - B. 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.
 - C. 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.

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SUPPORT OPERATIONS

Draft 07/19/18
5302

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

1. The District's liaison for providing services to homeless, foster, and migrant students shall coordinate with the Cook Manager to insure that these students are eligible to receive free meals in accordance with federal law.
2. Time shall be provided on one or more Superintendent Conference Days to provide staff with training with respect to this Policy and the District's procedures for implementing it. Staff shall be informed that it is the District's Policy to decrease student distress or embarrassment when a meal account is delinquent, and that no staff member is to: publicly identify or stigmatize a student who cannot pay for a meal or who owes a meal debt by any means, including wearing a wrist band or hand stamp; require a student who cannot pay for a meal or who owes a meal debt to do chores or other work to pay for a meal; require that a student throw away a meal after it has been served because of the student's inability to pay for the meal or because money is owed for earlier meals; take any action directed at a student to collect unpaid school meal fees; or discuss any outstanding meal debt in the presence of other students.

V. Nonprofit School Food Service Account (NSFSA)

- A. When outstanding student charges accrue \$15.00 resulting from nonpayment for school meals, a letter and this Policy will be forwarded by mail or email from the Cook Manager 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.
 1. The District's collection efforts shall include communications only with the parent or guardian, not the student.
 2. The District will take the following steps to collect delinquent amounts from a parent or guardian:
 - a. The Cook Manager or his/her designee shall notify the parent or guardian that the student's meal card or account balance is exhausted and meal charges are due. This notice shall include a proposed repayment schedule.
 - b. If after fifteen business days from the notice provided by the Cook Manager the parent or guardian has not responded, or the response has not corrected the problem or established an acceptable repayment plan, then a second notification shall be sent to the

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SUPPORT OPERATIONS

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

parent or guardian, with a copy of this Policy, from the Superintendent.

3. The District will not charge interest or finance charges and will not utilize a debt collector, as defined in federal law (15 U.S.C. 1692a).
- B. The District shall continue efforts to collect delinquent debt until the December 1st following the school year during which the debt was incurred. When this collection period has expired, any remaining delinquent debt will be classified as bad debt for purposes of the District's accounts. Bad debt will be written off into accordance with the District's usual accounting procedure.
- C. 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 30th of each school year using nonfederal funds. However, the District reserves the right to continue debt collection efforts to the next school year.

VI. Breakfast Program

- A. When a District school is identified by the State Education Department as meeting the threshold that seventy percent or more of the students attending the school qualify for free or reduced price lunch meals, the District shall provide a breakfast program at that school in compliance with state law; provided that, if the Superintendent, in consultation with the Cook Manager, determines that the District meets the requirements for a waiver of this requirement, then the Superintendent may apply to the Commissioner of Education for such a waiver.
- B. When the District provides a mandated breakfast program, the Superintendent shall determine the service delivery model that best suits District students, after consulting with teachers, parents, students, and members of the community. Notice will be provided to parents and guardians of students at the affected school that the District will be providing breakfast after the start of the instructional day and the service delivery model being implemented.

POLICY

SUPPORT OPERATIONS

Draft 07/19/18
5302

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

Madison Central School District

Legal Ref: 7 CFR 210.12, 245.5 and 245.6(d); 15 USC 1692a; 42 USC 1758(b)(2)(A); Education Law §908; Ch. 537 of the Laws of 1976 as amended by Ch. 56 of the Laws of 2018; 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*", May 1, 2008 Memo from SED titled "*New York State Legislation – Prohibition Against Meal Shaming*."

Adopted: 12/12/06

Revised: 03/04/14, 09/25/17, 07/10/18, _____

Policy

Draft 07/20/2018

GENERAL COMMITMENTS

0020 Replaces Existing Policy 0020

CODE OF ETHICS FOR ALL DISTRICT PERSONNEL

I. Statement of Policy

The Madison Central School District must act as a careful steward of the resources given to us by the community for the education of our children. Observing ethical standards of conduct promotes public confidence in the District and its officers and employees.

The standard of conduct expected of every District officer and employee is that they will not engage in any conduct that calls into question the integrity of the management or operation of the District. The specific examples of conduct that violates this Code of Ethics which are set forth below are illustrative, and not exhaustive.

II. Scope of Policy

A. Positions to Which the Policy Applies

This Code of Ethics governs the conduct of members of the Board of Education, all District officers, whether paid or unpaid, and all District employees to include individuals working on a volunteer basis for the District.

B. Statutory Obligations

The Board has adopted this Policy to meet its obligation under General Municipal Law Section 806. All District officers and employees are reminded that they may be subject to civil or criminal penalties for conduct that violates Article 18 of the General Municipal Law.

The Board may conclude that a person's conduct violates the general standard of conduct required in Part I of this Policy, even if that conduct is not considered a violation of the General Municipal Law; however, nothing in this Policy shall be interpreted to permit any conduct that is prohibited by the General Municipal Law.

C. Reservation of Rights

It shall not be a violation of this Policy for a present or former officer or employee of the District to file on their own behalf, or on behalf of a family member, a claim, account, demand or suit against the District arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

CODE OF ETHICS FOR ALL DISTRICT PERSONNEL

III. Consequences of Unacceptable Conduct

If the conduct of a Board member or other officer fails to adhere to this Code of Ethics, the Board member or officer may be subject to removal from the Board. If the conduct of an employee fails to adhere to this Code of Ethics, the employee will be subject to adverse employment action, including possible termination of employment, following procedures consistent with any applicable employment contract, collective bargaining agreement, or statute.

IV. Standards of Conduct

A. Gifts Worth \$75 or More

No officer or employee shall solicit or accept or receive a gift, directly or indirectly, under circumstances where it can reasonably be inferred that the gift was intended: (1) to influence them in the performance of their official duties, or (2) as a reward for any official action on their part. Among the prohibited gifts are money, services, loans, travel, entertainment, hospitality, and promises. This prohibition does not apply to gifts having a value less than \$75.

B. Confidential Information

No officer or employee shall disclose confidential information acquired by them in the course of their official duties or use such information to further their personal interest.

C. Services to Parties Coming Before the Board

No officer or employee may receive compensation for rendering any services to an outside party with a matter before the Board; nor may they enter into an express or implied agreement to receive such compensation. These prohibitions apply to agreements whether or not the compensation is to be contingent upon the Board or the District administration taking, or not taking, a particular action.

D. Conflicts of Interest

1. *Definition of "Interest"*: An officer or employee has an interest in a transaction or contract if that person may experience a monetary or material gain or loss, based on the outcome of the contract award or transaction, whether the gain or loss is direct or indirect. An officer or employee is considered to have an interest in a transaction or contract if the contract or transaction is with: (a) that person's spouse, minor child, or

CODE OF ETHICS FOR ALL DISTRICT PERSONNEL

dependent, except a contract of employment with the District which such officer or employee serves (b) a firm, partnership, or association of which that person is a member or employee, or (c) a corporation of which that person is a director, officer, or employee, or of which that person owns or controls any stock.

2. *General Rule:* No officer or employee shall have an interest in any contract to which the District is a party, or in any other matter coming before the Board for action, if that individual's duties include: (a) negotiation, preparation, or approval of the contract or payment under the contract, (b) auditing bills or claims made under the contract, or (c) appointing someone who does any of those things. No chief fiscal officer or treasurer, or their deputy or employee, shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent, or investor of funds of the District.
3. *Exceptions:* The situations described in Section 802 of the General Municipal Law shall not be considered violations of this Code of Ethics.
4. *Disclosure of Interests:* Any officer or employee of the District who has an actual or potential interest, or whose spouse has an actual or potential interest, in any proposed or existing contract to which the District is a party, or other matter coming before the Board for action, must disclose the nature and extent of their interest to the Board, in writing, as soon as that person has knowledge of the circumstances. This disclosure shall be made a part of the Board's minutes.

E. Investment Conflicts

No officer or employee shall invest or hold any investment directly in any financial, business, commercial, or other private transaction that creates a conflict with their official duties.

F. Employment Conflicts

No officer or employee shall hold, seek, or promise to take employment that creates a conflict with, or impairs the proper discharge of, their duties and responsibilities at the District.

G. Post-Service Conflicts

After an officers or employees service with the District has ended, that person may not appear before the Board, or any panel or committee of the Board, in

POLICY

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GENERAL COMMITMENTS

0020 Replaces Existing Policy 0020

CODE OF ETHICS FOR ALL DISTRICT PERSONNEL

relation to any matter in which they had participated as an officer or employee of the District. Where a conflict of interest exists see Section IV. D. of this policy. This provision should only apply to one year post service with the District.

V. Procedure for Seeking an Opinion Involving the Code of Ethics

In those instances where an officer or employee has questions as to whether their actions or involvement in a particular matter may constitute or cause a question as to a potential conflict of interest, that officer or employee may contact the Superintendent or his/her designee for guidance on the issue.

VI. Distribution of Code of Ethics

As part of the Superintendent's general responsibility for implementation of Board Policy, the Superintendent shall ensure that: (1) each officer (including Board members) and employee of the District receives a copy of this Code of Ethics before entering into their duties, and (2) a copy of Article 18 of the General Municipal Law is posted in each building under the control of the District in a place conspicuous to District officers and employees.

Madison Central School District

Legal Ref: General Municipal Law §§800-808

Adopted: 1984

Revised: 08/20/98, 10/16/12, _____

Policy

Draft 08/03/2018

STUDENTS

Policy is Required EDUCATION OF HOMELESS CHILDREN

I. Statement of Policy

- A. A child who is homeless, within the meaning of this Policy, shall be enrolled in a District school or receive other educational services identified in this Policy, whether or not that child otherwise qualifies as a resident of the District. Children who are homeless shall not be segregated in a separate building, or a separate program within a building, based on their status as homeless, and will be provided services comparable to those provided to other students of the District.
- B. This Policy shall be interpreted and applied in a manner such that the District meets its clear obligations under New York State Education Law Section 3209 and related Regulations of the Commissioner, and the McKinney-Vento Homeless Education Assistance Act (42 USC 11431 et seq.), as amended and reauthorized.
- C. The term “child” is used in this Policy to refer to any person who is between the ages of five (5) and twenty-one (21) and who has not obtained a high school diploma, and includes a migratory child as defined in Section 1309(2) of the Every Child Succeeds Act of 2015 and an unaccompanied youth, as that term is defined in the McKinney-Vento Homeless Assistance Act, who is not residing with someone other than a parent or legal guardian for the sole reason of enrolling as a student in the District.
- D. Information about a homeless student’s living situation shall not be treated as directory information for purposes of applying the District’s Educational Records Policy.

II. Status as Homeless

- A. A child is homeless, for purposes of this Policy, if the child:
 - 1. lacks a fixed, regular, and adequate night-time residence, or
 - 2. has a primary night-time location that is either:
 - a. a supervised shelter (publicly or privately operated) that is designed to provide temporary living accommodations, or
 - b. a place (public or private) that is not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- B. Among other possible situations, a child shall be considered to lack a fixed, regular, and adequate night-time residence if that child is:

POLICY

Draft 08/03/2018

STUDENTS

Policy is Required
EDUCATION OF HOMELESS CHILDREN

1. sharing the housing of other persons due to a loss of housing, economic hardship or a similar reason;
 2. living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; or
 3. abandoned in hospitals.
- C. A child who is in foster care, or who is receiving educational services under Sections 3202(4), (5), (6), or (6-a), or Articles 81, 85, 87, or 88 of the Educational Law, is not considered homeless for purposes of this Policy.

III. Homeless Liaison

The Superintendent shall designate a District administrator to serve as the District's local Liaison for Homeless Children, and shall promulgate an administrative regulation that describes the Liaison's responsibilities to ensure that the District complies with applicable statutes and regulations. One responsibility of the Liaison for Homeless Children shall be to review the District's policies and procedures, including transportation guidelines, to identify any policy or practice that acts as a barrier to the enrollment, attendance, school success, or retention of homeless children in the District, and to recommend to the Superintendent how a policy or practice may be revised to eliminate such a barrier.

IV. Designation of School Choice and Enrollment

- A. The District shall use an enrollment form that requests information about the living arrangements of the child being enrolled, sufficient to make an assessment of whether the child should be initially enrolled or provided services as a homeless child, pending final determination. When the information provided on the enrollment form indicates that a child should initially be classified as homeless, the District shall obtain a designation of whether the child chooses to attend school:
1. in a school in the district where the child's temporary housing or residential program for runaway and homeless youth is located, including, where a student enrolled in this District moves to a temporary housing location elsewhere in this District, the District school serving the attendance area in which the temporary housing is located (school of location); or
 2. in a school in the district where the child was last enrolled or attending or was entitled to attend, or where the child had a sibling attending, immediately prior to becoming homeless (school of origin); or

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Policy is Required
EDUCATION OF HOMELESS CHILDREN

3. in a school in a school district participating in a regional placement plan (if there is one).
- B. The designation described in Section A, above, shall be made on the form provided by the Commissioner of Education (STAC-202) and a copy of the completed form shall be provided to the designator. The District shall also use this form to collect information whenever a currently enrolled student initiates a change of address or claims homeless status. The District will honor a designation that is made:
1. by the child's parent, or person in parental relation; or
 2. if the child is not in the physical custody of a parent or legal guardian, by the child with guidance and assistance from the Liaison for Homeless Children; or
 3. if the child is living in a residence for runaway and homeless youth established pursuant to Article 19-H of the Executive Law, by the director of that residence in consultation with the child.
- C. Prior to the end of the first semester of attendance or within 60 days of commencing attendance at a school designated pursuant to this Policy, whichever occurs later, the designator may change the designation if the designator finds the original designation to be educationally unsound.
- D. If this District is designated as the district the child chooses to attend, the Superintendent shall ensure that:
1. the designation form has been completed properly, and copies of the designation form are distributed as required;
 2. the child is admitted to instruction pending a complete evaluation of the child's status as homeless, even if the child is unable to produce the records normally required for enrollment;
 3. the child is provided access to all District programs, activities, and services to the same extent as a resident student;
 4. the school district where the child's records are located is immediately requested to provide a copy, including coordination of the transfer of records for students with disabilities;
 5. the parent or guardian of the student in temporary housing is referred to the District's McKinney-Vento liaison; and

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Policy is Required
EDUCATION OF HOMELESS CHILDREN

6. if this District is also the district of location, and the child's temporary housing location is not operated by the local Department of Social Services or a residential program for runaway youth, SED is provided with a statement of the basis for the determination that the child is homeless and entitled to attend the District's schools, along with the completed designation form.
- E. After the initial assessment of homeless status based on the enrollment form, the Homeless Liaison shall make a complete inquiry into the student's status and make a recommendation to the Superintendent as to whether the child should continue to be classified as a homeless student, or be classified as a resident student or a non-resident student. If the Superintendent determines that the child should not be classified as a homeless child, then the Superintendent shall:
1. provide a written explanation to the person(s) making the designation, including an explanation of the appeal process; and
 2. defer for at least thirty (30) days a decision to deny enrollment, transportation, or other services to the child, and continue that deferral until the conclusion of any appeal process that is commenced with the Commissioner of Education with a stay application.
- F. After receiving the designation form, the Homeless Liaison shall make a determination whether the designation made by the designator is consistent with the best interests of the homeless student.
1. In making the best interests determination, the Homeless Liaison shall presume that keeping the child in the school of origin is in the child's best interests except where it is contrary to the wishes of the parent or guardian or unaccompanied youth; and shall consider student-centered factors such as the effect of mobility on student achievement, education, health and safety of the child, giving priority to the wishes of the child's parent or guardian or the unaccompanied youth.
 2. If it is determined that it is in the best interest of the child to attend a school other than the school of origin or the school designated by the designator, the Homeless Liaison shall provide the parent or guardian, or unaccompanied youth, with a written explanation of the determination and an explanation of their right to appeal.
- G. When a District school is the school of origin of a homeless student, and the student continues to attend that school while in temporary housing elsewhere, the student will be allowed to maintain enrollment in the school of origin for the duration of the homelessness and through the end of the school year in which the

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Draft 08/03/2018

STUDENTS

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student becomes permanently housed. The student may remain enrolled in that school in the school year following the school year in which the student becomes permanently housed, if that additional year will be the student's last year of attendance in that school.

V. Tuition Reimbursement

- A. If a child classified as homeless under this Policy validly chooses to attend school in this District, and the student's temporary housing is located in this District, and the child's school district of origin is within New York State, the Superintendent shall take the necessary steps to obtain reimbursement by the State Education Department or another school district in the State for the direct cost of educational services, services, not otherwise reimbursed under special federalal pro programs, calculated pursuant to regulations of the Commissioner for the period of time for which such services are provided.
- B. Where the school district a homeless child was attending on a tuition-free basis or was entitled to attend when circumstances arose which caused the child to become homeless is located outside the State, and the child's temporary housing is located in this District, the child shall be deemed a resident of this District and shall be entitled to attend the schools of this District without payment of tuition.

VI. Students With A Disability

If a child who has been receiving services as a child with a disability in another school district relocates to this district during the same school year the child has received those services, and that child is classified as homeless for purposes of this Policy, and that child makes a valid election to attend school in this district, then that child will be provided a free appropriate public education, including services comparable to those described in the individual education plan (IEP) prepared in the prior district of attendance.

VII. Transportation

- A. When a child is classified as homeless for purposes of this Policy, the District will provide transportation between the child's temporary housing location and the school the child has designated for attendance, consistent with the following:
 - 1. If the child is living in a facility operated by the Department of Social Services or otherwise eligible for benefits under the Social Services Law, transportation will first be sought from the applicable agency, or transportation will be provided at the request of the agency and the agency will be directly billed for the cost of the transportation;
 - 2. If the child is living in a residential facility for runaway and homeless youth, including a facility located outside the District, and a District

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school is designated as the school of attendance, the District will provide transportation and promptly request reimbursement from the State Education Department using the form provided by the Department;

3. When a District school is the school of origin and that school is designated as the school of attendance, the District will provide transportation between the school of origin and the student's temporary housing, whether that location is within the District or outside the District, if the child is not entitled to receive transportation from the Department of Social Services.
 4. If a District school is designated as the school of attendance (but is not the school of origin) and the child's temporary housing is located within the District, transportation will be provided to the child on the same basis it is provided to resident students, unless this creates a barrier to the child's attendance at school;
 5. If the distance between the child's temporary housing location and the school the child legally attends is more than 50 miles (one way trip), transportation will only be provided when the Commissioner of Education certifies that the transportation is in the best interest of the child;
 6. If the District recommends that a homeless student attending a District school attend a summer educational program, the District will provide transportation between the summer program and the student's temporary housing, if failure to provide that transportation would pose a barrier to the student's participation in the program;
 7. If the District is designated as the district of attendance, the District will provide a homeless student with transportation to extracurricular activities when the student participates or would like to participate in extracurricular or academic activities, the student meets the eligibility criteria for the activity, and the lack of transportation would pose a barrier to the student's participation in the activity;
 8. Transportation to and from the child's temporary housing location and the school the child legally attends will be arranged in the most cost effective manner, including cooperative arrangements with neighboring districts when feasible;
 9. If there is a dispute regarding the child's entitlement to transportation as a homeless child, the District will provide transportation pending a final determination of the child's status.
- B. Expenditures for the transportation of a parent accompanying a homeless child shall be paid by the District only when:

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1. the child is being transported using public transportation, transportation of the child with an accompanying parent has been determined by the District to be the most cost-effective means of transportation, and the District has determined that public transportation unaccompanied by the parent is inappropriate because of the child's age, the distance to be traveled, the complexity of the transportation arrangement, the need to transport the child through a high crime area, or a combination of such factors; or
 2. the child is a student with a disability whose individualized education program (IEP) includes the services of a transportation aide or attendant, and providing transportation with the parent serving as the transportation aide or attendant for the child is the most cost-effective means of transportation; or
 3. transportation by the parent in the parent's vehicle is the most cost-effective means of transportation.
- C. Transportation will be provided to a child classified as homeless for purposes of this Policy during any disputes regarding school enrollment or selection.

VIII. Meals

A child identified as homeless for purposes of this Policy is eligible for free meals without completion of an application.

IX. Dispute Resolution

The Superintendent shall promulgate an administrative regulation that establishes a dispute resolution process that ensures that the District complies with applicable statutes and regulations.

X. Title I Coordination

- A. When a child who qualifies as homeless under this Policy is also eligible for services under Title I, Part A of ESSA, the District will provide those services whether or not that child lives in a Title I school attendance zone or meets the academic requirements for non-homeless children, and Title I, Part A funds will be set aside as necessary to provide homeless children who do not attend participating schools with services comparable to those provided to children in Title I, Part A funded schools.
- B. The District will include in its local plan a description of how the plan is coordinated with McKinney-Vento and services provided to homeless children.

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- C. When the District reports that there are no homeless children or unaccompanied youth in non-Title I schools, the District will describe the efforts it made to identify homeless children and unaccompanied youth. As part of its efforts, the District will contact the local Department of Social Services and Office of Child and Family Services to determine if they have records of homeless youth living within the District.
- XI. Staff Training and Public Notice
- A. The Liaison for Homeless Children shall receive annual training about the rights of homeless children and the District's responsibilities to provide educational services to homeless children.
 - B. Instructional and non-instructional staff responsible for enrolling students or providing other educational services to homeless students shall receive periodic training about the rights of homeless children, the District's responsibilities to provide educational services to homeless children, and the District's policies and procedures for meeting its responsibilities, scheduled with sufficient frequency to ensure that staff are aware of substantive changes in the law or the District's policies and procedures.
 - C. Public notice of the educational rights of homeless children shall be distributed by the District in places where families and youth are likely to be present, and in a manner and form understandable to parents, guardians, and unaccompanied youth. Where feasible, information shall be provided in native languages common in the District and in a format geared for individuals with low literacy skills. The Liaison for Homeless Children shall maintain records of where and when such information is distributed and the format used.
- XII. Coordination With Other Policies
- A. In the event that the District, an academic department, or a teacher maintains a policy or procedure that conditions a student's academic status or participation in a school activity on a seat-time or minimum attendance requirement, a student's absence related to being homeless shall not be counted as absence for purposes of determining the student's academic status or eligibility to participate in the activity.
 - B. A student whose attendance is interrupted by homelessness, as defined in this Policy, shall be awarded full or partial transcript credit, as appropriate, for work completed in a previous school of enrollment, or in the District, and shall be readmitted to continue education without penalty.

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- C. The transportation provisions of this Policy shall be deemed to modify any other District Policy regarding student transportation to the extent necessary to accomplish the purposes of this Policy.
- D. Enrollment of a homeless student, and the eligibility of a homeless student to participate in an educational program or school activity of the District, shall not be denied because of outstanding fees or fines.

School District

Legal Ref: 8 NYCRR 100.2(x) and (y); Education Law §3202(1)

Adopted:

Revised: _____

Regulation

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PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

I. Identification of Homeless Students

- A. The District's enrollment form shall collect information about the living arrangements of the child including asking if he or she is living in a shelter; with relatives or others due to loss of housing or economic hardship; in an abandoned apartment/building; in a motel/hotel, camping ground, car, train/bus station or other similar situation due to the lack of alternative adequate housing.
- B. Whenever the District receives a change of address notice from a parent or guardian, the parent or guardian will be asked to complete a questionnaire to determine whether the new housing situation qualifies the affected student(s) to receive services as a homeless student.

II. Dispute Resolution Procedure

- A. Whenever the District declines to classify a child as homeless or declines to enroll a homeless child in the school designated by or on behalf of the child or declines to transport a homeless child, the child and those acting on behalf of the child will be provided with a written explanation of the District's decision and the date on which the District intends to exclude the student or withdraw transportation or other services. The written explanation shall be accompanied by:
 - 1. a statement regarding the right to appeal the District's decision, to the Commissioner of Education,
 - 2. a statement that the District will provide enrollment, transportation, or other services for a period of at least 30 days, pending the appeal process,
 - 3. contact information for the District's Liaison for Homeless Children and an explanation of the Liaison's availability to assist with the appeal, and
 - 4. the form petition for commencing an appeal to the Commissioner.
- B. Whenever the District declines to classify a child as homeless or declines to enroll a homeless child in the school designated by or on behalf of the child or declines to transport a homeless child the District will defer for at least thirty (30) days a decision to deny enrollment, transportation, or other services to the child, and will continue that deferral when an appeal is commenced with the Commissioner of Education with a stay application.

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PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

1. If the Commissioner grants the request for a stay, implementation of the District's decision will be deferred until the expiration of the stay.
2. If the Commissioner denies the request for a stay, the District's decision will be implemented.

III. Responsibilities of Liaison for Homeless Children

A. Determinations of Homeless Status

1. When the District receives an enrollment form, change of address information, or other information indicating that a child may qualify as homeless, the Liaison shall:
 - a. contact the homeless child or adult working on behalf of the child and explain the Liaison's role, and
 - b. facilitate the timely enrollment and provision of services to the child pending a final determination
2. When a homeless child is not in the physical custody of a parent or legal guardian, the Liaison shall actively assist that child in making a school designation provide direct coordination with the committee on special education if the child is a student with a disability and advise the child of the right to appeal District determinations.
3. After a child is initially classified as homeless and provided appropriate services, the Liaison shall promptly conduct a complete inquiry into the child's housing situation and make a written recommendation to the Superintendent whether the child should be determined to be a resident, a non-resident or homeless.

B. Assistance With Dispute Resolution and Appeals:

1. Be available to the homeless child or adult working on behalf of the child to answer questions about any determination made by the District and to receive written or oral objections to those determinations;
2. Explain the appeal process to the homeless child or adult working on behalf of the child, provide the form petition for appeal and actively assist with the completion of the form;

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PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

3. Provide the homeless child or adult working on behalf of the child with a complete copy of appeal-related documentation, at no cost to them;
4. Accept service of the form petition and supporting papers on behalf of the District and any school district employee or officer named as a party or arranging for service by mailing the form petition and supporting documents to any school district employee or officer named as a party and, if the District is named as a party, to the office of the Superintendent;
5. Provide the homeless child or adult working on behalf of the child with a signed and dated acknowledgment verifying that the Liaison has received the form petition and supporting documents and will either accept service of the form petition and supporting papers on behalf of the District and any school district employee or officer named as a party or arranging for service by mailing the form petition and supporting documents to any school district employee or officer named as a party and, if the District is named as a party, to the office of the Superintendent;
6. On behalf of the homeless child or adult working on behalf of the child, transmit the form petition or any pleading or paper to the Office of Counsel, Education Department, State Education Building, Albany, NY 12234, within five (5) days of their being served;
7. Provide the homeless child or adult working on behalf of the child with a signed and dated acknowledgement verifying that the Liaison has received the form petition and supporting documents and will transmit these documents to the Office of Counsel, Education Department, State Education Building, Albany, NY 12234; and
8. Accept service of any subsequent pleadings or papers, including any correspondence related to the appeal, on behalf of the homeless child or adult working on behalf of the child, if the homeless child or adult working on behalf of the child so elects.

C. Administrative and Coordinating Duties:

1. Coordinate the identification of homeless children and the provision of services to the homeless child with other districts and social service agencies.
2. Receive and respond to requests for student records, insuring that a complete copy of a child's records is provided to a requesting school district within five (5) days.

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PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

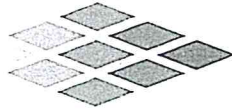
3. Insure timely and accurate preparation of reports required by the Commissioner of Education.
4. Inform each homeless child and parent or guardian of all educational opportunities, transportation services, and other services available to the child, and assist parents and guardians to have a meaningful opportunity to participate in the child's education.
5. Assist each homeless child and parent or guardian in obtaining immunizations and medical records.
6. Assist with coordinating the child's transportation services.
7. Maintain a record of all appeals of enrollment, school selection, and transportation determinations.
8. Maintain an accurate record of the number and identity of all students classified as homeless, their grade level, and their nighttime residence(s).
9. Inform school personnel, service providers, and advocates working with homeless families of the Liaison's duties, according to a plan of communications approved by the Superintendent.
10. Collaborate and coordinate with the State Coordinator for the Education of Homeless Children and Youth and community and school personnel responsible for providing education and related support services to homeless children and youth.

District

Approved by the Superintendent: _____

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1968-2018



Madison-Oneida

Board of Cooperative Educational Services

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FYI: From Our Board to Yours

From: Richard Engelbrecht

To: Michael Davis

Madison Board of Education

August 2018

Alternative and Special Education

MOBOCES OFFERS EXTENDED SCHOOL YEAR

About 100 students from 16 school districts are spending their summer learning at MOBOCES.



The six-week Extended School Year program offers participating students an opportunity to continue developing skills they built during the school year through a mix of classroom-based, project-based, service learning and recreational activities.



For example, classes are studying the life cycles of grasshoppers and butterflies. Another class is collecting donations for Wanderer's Rest Animal Shelter. Later in the summer, parents will be able to

attend an Open House to see what their children are learning.

Management Services

LABOR RELATIONS COORDINATOR PRESENTS ON COMMUNICATION AT STATE CONFERENCE

The Labor Relations team attended the annual New York State Association of Management Advocates for School Labor Affairs (MASLA) in July. The conference is geared toward labor relations professionals and school attorneys.

Labor Relations Coordinator Andy Lalonde led the opening presentation, speaking about Communication and Labor Relations. He focused on communicating with the board of education during negotiations, communicating with the general public, and communicating with district staff in light of the recent Janus case in the U.S. Supreme Court regarding union membership.

The team also attended workshops on diversity and inclusion, employee relations, school security, sexual harassment, collective bargaining, off-duty conduct of employees, minimum wage laws, family leave, and changes to the 180-day school year to improve their expertise and support for client districts.

Staff and Curriculum Development

SUMMER CONFERENCE FOCUSES ON READING

Teachers, librarians, administrators and other educators from across the region are learning strategies to boost student interest in reading at this year's CNY Education Conference.

The conference, in its sixth year, kicked off with keynote speaker Steven Layne, a literacy education professor at Judson University in Illinois. Layne previously taught in public schools and is an award-winning children's book author. In his keynote, "Confessions of a Reading Arsonist," he shared stories from his teaching career and offered strategies for educators to spark a love of reading in their students.

Throughout the two days, the 150 conference participants attended breakout sessions on specific literacy topics, led by literacy education experts. In addition to Layne, breakout session presenters were: Rome elementary teacher Paula Gilroy (Interactive Read

Alouds), educational consultant Kelli Johnson (Reading Instruction) and educational consultant Olivia Wahl (Supporting Struggling Readers). Staff Development Specialist Jon Cornue led the Day 2 keynote, talking with participants about the new state learning standards for literacy.

Day 1 concluded with a "book tasting," allowing participants to explore new titles, resources and practices to help more students read for fun.

Participants were from: Camden, Canastota, Madison, Morrisville-Eaton, NYSSD, Oneida, Rome, Stockbridge Valley, VVS, MORIC, MOBOCES, St. Patrick's School and New Life Christian School, as well as 11 districts and BOCES outside the region.



August FYI continued on back...

Center for Instructional Support

NEW GRANT SUPPORTS LIBRARY PARTNERSHIPS

The School Library System is sponsoring 13 new unique summer partnerships between local school and public libraries through a grant from the Central New York Library Resources Council.



The CLRC's New Initiatives Grant provided nearly \$4,000 for the "From School to Public: Providing a Bridge for Student and Family Use of Public Libraries" project. Through the initiative,

librarians in MOBOCES component school buildings connected with a local public library to develop relevant summer programming, then applied to SLS for funding to support that programming. Programming includes coding, STEAM centers, musical instruments, book clubs and family activities.

The CLRC partnerships funded through the grant are:

Camden: McConnellsville Elementary and Camden Middle, with Camden Public Library

Hamilton, with Hamilton Public Library

Morrisville-Eaton: E.R. Andrews Elementary, with Morrisville Public Library

Oneida: North Broad Street and Seneca Street Elementary, with Oneida Public Library

Rome: Gansevoort, Staley and Stokes Elementary, with Jervis Public Library

Stockbridge Valley, with Morrisville Public Library

Vernon-Verona-Sherrill: McAllister Elementary and VVS High School, with Sherrill Public Library; and Wettel Elementary, with Vernon Public Library

Adult and Continuing Education

18 COMPLETE PRACTICAL NURSING PROGRAM

Eighteen students graduated from an 11-month Adult Practical Nursing program this month through the BOCES Consortium of Continuing Education (BCCE).

The program offers extensive training, coursework and clinical experience in Anatomy & Physiology, Foundations of Nursing, Pharmacology, Growth and Development, Nutrition, Medical Surgical, Mental Health, Maternal-Newborn nursing, Nursing Care of the Child, and Leadership. Graduates are prepared to take their PN-NCLEX state board exam for their nursing license.

Courtney Bohn Pell, of Canastota, was the class valedictorian and Megan Rose Emmerich, of Vernon, was the class salutatorian. Both delivered speeches during the ceremony.

Christian Joel Feliciano, of Rome, received the Outstanding



Performance in Geriatric Nursing award for his class. In addition, Alison Frank, of Canastota, and Maggie Larkin, of Osceola, were recognized for perfect attendance.

Career and Technical Education

CAFETERIA WORKERS ATTEND SUMMER TRAINING

Nearly 200 school food service workers and managers from across the state are receiving hands-on skills development at MOBOCES this summer through a NYSED training program.

During the four weeks, 120 school cooks attended the Professional Cooking workshop. They worked in the Culinary Arts classroom and lab kitchen to improve their cutting and food preparation skills, cooking methods, recipe development and nutritional analysis for their work during the year preparing school lunches.

Stations include cold food, hot food and baking.

Each week, the program creates a lunch buffet, with each participant preparing at least one 24-portion dish – salad, soup, sandwich, hot or cold entrée or dessert – that meets school lunch standards. All remaining food is donated to the Rome Rescue Mission.

In addition, 80 food service administrators participated in the Managing Your Child Nutrition Program workshop during the same four weeks. They worked on cafeteria management, budget and finance development, food purchasing, menu planning and other managerial aspects of the school cafeteria.

NYSED has offered Professional Cooking at MOBOCES since 1998 and Managing Your Child Nutrition since 2015.



Early Childhood Education

CONFERENCE ADDRESSES P3 FRAMEWORK

Early Childhood Director Colleen Wuest attended the NYSED EP3 Summer Institute Conference in July in Albany. The conference focused on Effective Teaching Within a P3 Framework and addressed ideas for more closely aligning curriculum across all elementary grades. It also included discussions on bringing back focused play in all early grades. Several Rome teachers also attended the conference.

Colleen is now working with a Capital Region BOCES counterpart to begin planning local trainings this fall.

Regional Information Center

793 COMMITTEE ADOPTS TWO NEW STANDARDS

The MORIC held its final 793 Committee Meeting of the 2017-18 school year on June 28 in Glenfield. The meeting agenda included discussions of the Transformative Learning Council, Education Law 2-d, ESSA, Enhanced Data Views and Data Security. At the meeting, the Town of Webb district was highlighted for their instructional and technology practices.

The committee also approved two new regional software standards that will be rolled out to districts soon – Filebound, a document management system, and SysCloud, a cloud security and backup system.