

**DRAFT**

The Regular Meeting of the Board of Education of Madison Central School was held on December 18, 2018 at 6:30 pm in the Library.

**MEMBERS PRESENT:** Ms. Jessica Clark  
Ms. Stephanie Clark  
Mrs. Jennifer Lavoie  
Mr. Steven Yancey

**MEMBERS ABSENT:** Mr. Michael Filipovich  
Mr. Jona Snyder

**OTHERS PRESENT:** Mr. Michael Davis, Superintendent  
Mr. Larry Nichols, Building Principal  
Mrs. Melanie Brouillette, Treasurer  
Ms. Tracey Lewis, District Clerk

- I. Call to Order
  - a. Ms. Stephanie Clark, President, called the meeting to order at 6:30 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 4 yes, 0 no.

- b. Approval of Minutes
  - 1. November 20, 2018 Regular Meeting Minutes
  - 2. December 12, 2018 Executive Session Meeting Minutes

**MOTION # 2 – APPROVAL OF MINUTES**

ON THE MOTION of Mrs. Lavoie, seconded by Ms. Clark, the board moved to approve the minutes from November 20, 2018 and December 12, 2018 meetings. Motion carried 4 yes, 0 no.

- IV. Public Forum
  - a. Questions were raised regarding whether the Munnsville windmill farm was working or no longer in use.
  - b. A question was asked to clarify the number of current board members that have been elected versus appointed. Four have been elected, three have been appointed to fill vacated seats until June 30, 2019. Those three seats will all be up for election in May with varying unexpired terms.
  - c. A question was raised asking what the exact date would be in June for the FFA banquet as farmers would appreciate as much notice as possible since it is a busy time of year.
- V. Reports
  - a. Treasurer
    - 1. Internal Claim Auditor's Report

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

ON THE MOTION Mr. Yancey, seconded by Mrs. Lavoie, the board moved to approve the Internal Claim Auditor's Report. Motion carried 4 yes, 0 no.

2. Treasurer's Report dated November 30, 2018

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

ON THE MOTION of Mr. Yancey, seconded by Ms. Clark, the board moved to approve the Treasurer's Report dated November 30, 2018. Motion carried 4 yes, 0 no.

3. Detail Warrants

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

ON THE MOTION of Mrs. Lavoie, seconded by Ms. Clark, the board moved to approve the Detail Warrants as follow: Warrant Number 20 – Fund A – 11/6/18 – 5 pages, Warrant Number 21 – Fund A – 11/12/18 – 7 pages, Warrant Number 22 – Fund A – 11/26/18 – 4 pages, Warrant Number 10 – Fund C – 11/12/18 – 2 pages, Warrant Number 11 – Fund C – 11/26/18 – 2 pages, Warrant Number 5 – Fund TA – 12/6/18 – 4 pages, Warrant Number 5 – Fund HBUS – 12/6/18 – 2 pages, Warrant Number 3 – Fund FA19 – 11/12/18 – 1 page, Warrant Number 4 – Fund FA19 – 11/26/18 – 1 page. Motion carried 4 yes, 0 no.

4. The Financial Status Report was shared.

b. Superintendent – Information and Discussion Items

1. Mr. Davis discussed holding a gun safety assembly which would teach safety in the same ways that other controversial issues have been taught to our youth.
2. Mr. Davis informed the board that Madison has decided to require the use of seatbelts on the bus for students in grades PreK-5<sup>th</sup> grade.
3. A notice of an ESSA workshop to be held January 7, 2019 was shared.
4. The board further discussed the use of chaperones on the Puerto Rico overnight trip.

c. Superintendent – Approval Items

1. Approval to increase substitute teacher pay rates to \$85 per day for certified teachers and \$80 per day for non-certified teachers

**MOTION # 6 – APPROVAL OF INCREASE IN SUBSTITUTE TEACHER RATES**

ON THE MOTION of Mr. Yancey, seconded by Mrs. Lavoie, the board moved to approve the increase in Substitute Teacher pay rates to \$85 per day for certified substitute teachers and \$80 per day for non-certified substitute teachers effective 1/1/19. Motion carried 4 yes, 0 no.

2. Approval to keep two pre-kindergarten classes as long as we have more than twenty (20) students signed up to attend

**MOTION # 7 – APPROVAL TO KEEP TWO PRE-KINDERGARTEN CLASSROOMS**

ON THE MOTION of Mrs. Lavoie, seconded by Mrs. Clark, the board moved to approve keeping two Pre-Kindergarten classrooms as long as there are more than 20 students signed up to attend. Motion carried 4 yes, 0 no.

3. Acceptance of Grant in the amount of \$2500 from Cornell University

**MOTION # 8 – ACCEPTANCE OF GRANT**

ON THE MOTION of Mr. Yancey, seconded by Mrs. Lavoie, the board moved to accept the grant from Cornell University in the amount of \$2500. Motion carried 4 yes, 0 no.

4. Approval of Non-Resident Student for 2018-19 entering 6<sup>th</sup> grade

**MOTION # 9 – APPROVAL OF NON-RESIDENT STUDENT**

ON THE MOTION of Ms. Clark, seconded by Mr. Yancey, the board moved to approve the application for Non-Resident student for 2018-19 entering 6<sup>th</sup> grade. Motion carried 4 yes, 0 no.

5. Approval of EF Chaperone

**MOTION # 10 – APPROVAL OF EF CHAPERONE**

ON THE MOTION of Ms. Clark, seconded by Mrs. Lavoie, the board moved to approve the use of the EF Chaperone as the third chaperone for the overnight trip to Puerto Rico of 24 students. Motion carried 4 yes, 0 no.

VI. Policy

- a. Second Reading of Policy # 0010 entitled “Equal Opportunity and Prohibition of Discrimination and Harassment (Including Sexual Harassment)

**MOTION # 11 – APPROVAL OF SECOND READING OF POLICY #0010**

ON THE MOTION of Mr. Yancey, seconded by Mrs. Lavoie, the board moved to approve the second reading of Policy # 0010 entitled “Equal Opportunity and Prohibition of Discrimination and Harassment (Including Sexual Harassment). Motion carried 4 yes, 0 no.

- b. The First Reading of Policy #6402 entitled “Drug and Alcohol Testing (Transportation) was done at this time.
- c. Notice was given to the board of the Superintendent’s Approval of Regulation # 6402.1 entitled Acknowledgement, Authorization and Consent Form for Drug and Alcohol Testing.

VII. Old Business

- a. None

VIII. New Business

- a. Personnel
  1. Resignation
    - a. Stephen Dodge – Board of Education Member effective 11/27/18
  2. Volunteer Appointments to the Fitness Center when it becomes available to the public
    - a. Debbi Harrington – Tuesday and Thursday from 5-7 pm
    - b. Stephen Tanner – Tuesday, Thursday, Sunday from 5-7 am
  3. Appointment
    - a. Samantha Conklin – Substitute Nurse effective 12/3/18

**MOTION # 12 – APPROVAL OF PERSONNEL SECTION**

ON THE MOTION of Mrs. Lavoie, seconded by Ms. Clark the board moved to approve and accept the resignation of Stephen Dodge from the Board of Education effective 11/27/18, and the appointments of Debbi Harrington and Stephen Clark as Fitness Center volunteers as well as Samantha Conklin as Substitute Nurse effective 12/3/18 all as listed above. Motion carried 4 yes, 0 no.

- b. CSE/CPSE Recommendations – in official packet

**MOTION # 13 – APPROVAL OF CSE/CPSE RECOMMENDATIONS**

ON THE MOTION of Mr. Yancey, seconded by Mrs. Lavoie, the board moved to approve the CSE/CPSE Recommendations. Motion carried 4 yes, 0 no.

c. Principal Reports

1. Mr. Nichols updated the board on spirit week activities, the food drive, the successful concerts being held in the new auditorium, and the anticipated upcoming girls basketball highlights.

IX. Correspondence

- a. Richard Engelbrecht’s monthly BOCES newsletter for December 2018 was shared.
- b. The School Boards Institute Brochure was shared.

- c. The Madison-Oneida BOCES Banner Newsletter was shared.
- d. The Library Media Center monthly report for November 2018 was shared.
- e. A Christmas card from March Associates was shared.

- X. Vote and Motions to fill vacated board seat
  - a. Ballot casting (voting for 1 candidate out of 4 candidates that applied) – voting was done at this time between the 4 eligible and interested candidates by the board of education.
  - b. Motion for the candidate with the most votes to replace the board seat formerly held by Stephen Dodge which will expire on 6/30/19. The new term will start on 7/1/19 and this seat will be filled by vote at the annual meeting for the remaining 2 years of this term, expiring on 6/30/21.

**MOTION # 14 – APPROVAL OF BRITTANY RIZZO TO FILL VACATED SEAT**

ON THE MOTION of Ms. Clark, seconded by Mr. Yancey, the board moved to approve Brittany Rizzo to fill the vacated board seat which will expire on 6/30/19. The new term will start on 7/1/19 and this seat will be filled by vote at the annual meeting for the remaining 2 years of this term, expiring on 6/30/21.

Motion carried 4 yes, 0 no.

- XI. Adjournment

**MOTION # 15 – ADJOURNMENT**

ON THE MOTION of Mr. Yancey, seconded by Ms. Clark, the board moved to adjourn the meeting at 7:03 pm. Motion carried 4 yes, 0 no.

**Madison Central School**  
**2018-19**  
**Board Of Education Members**

**Mr. Steve Yancey**  
3241 Center Road  
Madison, NY 13402  
Home – 315-893-7262  
Work – 315-841-4181  
Cell – 315-527-0744  
Term expires 6/30/21

**Mr. Jona Snyder – Vice President**  
5294 Brouillette Road  
Oriskany Falls, NY 13425  
Cell – 315-750-8720  
Term expires 6/30/20

**Mr. Michael Filipovich**  
3272 Burke Road  
Vernon Center, NY 13477  
Cell – 315-790-9189  
Temp Term expires 6/30/19  
Seat Term expires 6/30/19

**Mrs. Brittany Rizzo**  
5211 Rottomore Road  
Vernon Center, NY 13477  
Cell – 315-269-3595  
Temp Term expires 6/30/19  
Term expires 6/30/21

**Mrs. Stephanie Tanner – President**  
7535 State Route 20  
Madison, NY 13402  
Work – 315-853-1080  
Cell – 315-520-5701  
Term expires 6/30/20

**Mrs. Jennifer Lavoie**  
2448 Huth-Sayer Road  
Oriskany Falls, NY 13425  
Cell – 315-941-1080  
Home – 315-843-9020  
Term expires 6/30/22

**Mrs. Jessica Clark**  
4190 Canal Road  
Madison, NY 13402  
Cell – 315-412-5342  
Temp Term expires 6/30/19  
Seat Term expires 6/30/22

# Agenda

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

## “Legislative Forum”

Thursday, January 31, 2019  
(Snow date, Thursday, February 7<sup>th</sup> 2019)

Oneida BOCES

Middle Settlement Road, New Hartford  
(Oneida Conference Room)

**Registration and refreshments:** 6:00 – 6:30 p. m. Oneida Conference Room

### Coffee & Dessert with Legislators

*(Board members will be encouraged to meet and engage legislators that represent their respective school districts. Districts that have more than one Assembly or Senate Representative should decide which break-out session they wish to attend)*

**Welcome, Pledge of Allegiance :** 6:30 p.m.

- Mr. Michael Head, OMH-SBI President, Jim Van Wormer, Coordinator of Board Training - Introduction of NYS Assembly and Senate representatives

**Program Overview:** 6:35 - 8:10 p.m.

- Facilitators, Russ Stewart and Tom Moats, will address the legislators and our members with the ground rules and format for the evening.
- All legislators will be in the Oneida Room.

NYS Senator 51 <sup>st</sup> District	Senator James Seward
NYS Senator 47 <sup>th</sup> District	Senator Joseph Griffo
NYS Senator 49 <sup>th</sup> District	Senator Rachael May
NYS Assembly 121 <sup>st</sup> District	Assemblyman John Salka
NYS Assembly 118 <sup>th</sup> District	Assemblyman Robert Smullen **
NYS Assembly 101 <sup>st</sup> District	Assemblyman Brian Miller
NYS Assembly 111 <sup>th</sup> District	Assemblyman Ken Blankenbush
NYS Assembly 119 <sup>th</sup> District	Assemblywoman Marianne Buttenschon
- Questions from members (facilitators will move microphones to members for their questions)

**Closing** 8:15 p.m.

Closing remarks by President Michael Head will conclude the evening.

\*\* Asseblyman Smullen has a conflict so we have scheduled a session with him on *Thursday, February 7<sup>th</sup> at 6:00 p.m. at Herkimer BOCES* for those school districts he represents and for any other interested OMH-SBI members.



# School Boards Institute

*"Children First"*

## OMH-SBI General Membership Meeting

### "Legislative Forum"

This workshop will provide members with the opportunity to have conversation with their representatives. In addition, our legislative paper will be presented.

**Date:** January 31, 2019 (Thursday)  
**Time:** 6:00 p.m. "Check in" and Refreshments  
6:30 p.m. Program (Agenda is attached)  
**Site:** Oneida BOCES  
Middle Settlement Road, New Hartford

There is NO CHARGE for this event.

**Note:** Please be advised that this is a General Membership meeting and is open to all district administrators and other staff.

\* \* \* \* \*

**To register for "Legislative Forum":**

Fill out the form and submit by e-mail to [vdevereese@herkimer-boces.org](mailto:vdevereese@herkimer-boces.org). Any questions, contact Vicki Devereese Herkimer BOCES, School Boards Institute, at (315) 867-2007.

**\*\* REGISTER by Thursday, January 25, 2019 \*\***

SCHOOL DISTRICT: \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone \_\_\_\_\_  
Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone \_\_\_\_\_

**MICHAEL HEAD**  
President  
Telephone:  
(315) 794-2891  
E-Mail:  
[mhead@wboro.org](mailto:mhead@wboro.org)

**ROBERT BATSON**  
1<sup>st</sup> Vice President  
Telephone:  
(315) 826-7342  
E-Mail:  
[rbatson@munsonmachinery.com](mailto:rbatson@munsonmachinery.com)

**STEVEN BROEDEL**  
2<sup>nd</sup> Vice President  
Telephone:  
(315) 684- 7838  
E-Mail:  
[sbroedel@m-ecs.org](mailto:sbroedel@m-ecs.org)

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

**VICKI DEVERESEE**  
Secretary for  
Board Training  
Telephone:  
(315) 867-2007  
FAX: 867-2024  
E-Mail:  
[vdevereese@herkimer-boces.org](mailto:vdevereese@herkimer-boces.org)

# Proposed Calendar

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Students: 18 Staff: 20						

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Students: 21 Staff: 22						

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Students: 17 Staff: 17						

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Students: 15 Staff: 15						

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Students: 19 Staff: 19						

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
Students: 15 Staff: 15						

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Students: 21 Staff: 22						

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
Students: 16 Staff: 16						

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
Students: 20 Staff: 20						

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Students: 20 Staff: 20						

Sept 2	Labor Day		
Sept 3-4	Supt. Conf. Days	Dec. 23-Jan.1	Winter Recess
Sept. 5	Classes Begin	Jan. 20	Martin Luther King Day
Oct. 14	Columbus Day	Feb. 17-21	Mid-Winter Recess
Oct. 18	Supt. Conf. Day	April 6-13	Spring Recess
		March 20	Supt. Conf. Day
Nov. 11	Veterans' Day (Observed)	May 25	Memorial Day
		June 26	Rating Day
Nov. 27-29	Thanksgiving Recess		

	School Not in Session
	Supt. Conference Days
	Parent Teacher Conf. Day
	3-8 ELA/Math Assessments
	4 & 8 NYS Science (Written)
	Regents Examinations

	1st Semester	2nd Semester	Total
Student Days	87	94	182
Teacher Days	90	95	186



## NYS Prekindergarten Program Monitoring Report Summary

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**Grantee Name:** Madison Central School District

**Site Name:** Madison Elementary School

**Street Address:** 7303 State Route 20

**City, NY, Zip:** Madison, NY 13402

**Site Type\*:** Public School

**Program Administrator:** Brian Latella

**Title:** Principal

**Email:** [blatella@madisoncentralny.org](mailto:blatella@madisoncentralny.org)

**Phone:** (315) 893-1878

*This program participates in QUALITYstarsNY.*

**Project Number(s):**

**UPK Project # 0409-18-7349**

**Statewide Project # 0545-18-2042**

- |  |
|--|
| <input checked="" type="checkbox"/> Universal Prekindergarten (UPK)        |
| <input checked="" type="checkbox"/> Statewide Universal                    |
| Full-Day Prekindergarten (SUFDPK)  |
| <input type="checkbox"/> Expanded Prekindergarten (EPK)                    |
| <input type="checkbox"/> Federal Preschool Expansion (PDG)                 |
| <input type="checkbox"/> Prekindergarten for Three-Year-Old Students (3PK) |
| <input type="checkbox"/> Additional Expanded Prekindergarten (EPK2)        |

**Reviewer(s):** Meg McNiff

**Site Visit Date:** 10/23/18

**Site Type\* (Key):**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Approved Special Ed. Provider: 4410</li><li>• Charter School: CS</li><li>• Daycare Child Center: DCC</li><li>• Family Day Care Home: FDC</li><li>• Group Family Day Care Home: GFDC</li></ul> | <ul style="list-style-type: none"><li>• Head Start: HS</li><li>• Library: L</li><li>• Museum: M</li><li>• Nonpublic School: NPS</li><li>• Public School: PS</li></ul> |
|---|---|

Appended to this summary are the following:

- NYS Pre-K Self-Assessment and Quality Improvement Action Plan
- NYS Prekindergarten Program Compliance Checklist

**Promising Practices:**

- Very motivated administrator and teachers committed to delivering a high-quality program for all prekindergarten students
- Prekindergarten classrooms are well-supplied and engaging
- Work with Teacher's College implementing Writer's Workshop
- The program is using a valid and reliable tool for screening and establishing a developmental baseline
- The program utilizes a local organization for food for the program, and students share meals family style in their classrooms
- Many efforts are underway to foster strong family engagement and school/home connections
- There are purposeful strategies to facilitate students having a smooth transition to kindergarten

**Required Corrective Actions for Program Compliance:**

- Adopt and implement a curriculum for the prekindergarten program that integrates the academic and developmental domains and aligns with the NYS Prekindergarten Standards

**Recommendations for Program Quality Improvement:**

- Continue professional development for staff on developmentally appropriate instruction that also incorporates deep learning experiences
- Limit morning meeting and direct instruction of the whole group to no more than 10 minutes. Students in prekindergarten learn from interactive, hands-on instruction and play-based learning activities incorporated with rich language and problem-solving
- Art activities should be individual and encourage creative, higher-level thinking. Students should not be copying adult created arts/crafts or told that there is only one way to create something.
- Continue professional development for teachers on asking students questions that promote higher-level thinking, creative thinking, and vocabulary development



**Extra-Classroom Activity Overnight Trip  
Approval Form**

**MUST BE APPROVED BY THE BOARD OF EDUCATION**

Activity: NYS FFA 212/360 Conference

Date of Trip: Jan 26~ 27 2019

Trip Destination: Syracuse, NY  
(attach touring company proposal – need amounts and dates payments are due)

Trip Description and Events Attending While on Trip: See Attached itinerary/ description

Number of Students Attending: 20

Expected Cost Per Student: \$100.00

Chaperones: Paul Perry & Matt Bruno

Expected Cost Per Chaperone: \$100.00

Expected Out of Pocket Expenses Per Student: \$75.00

Expected Out of Pocket Expenses Per Chaperone: \$0.00

Fundraising Activities Planned and Expected Revenue from each Fundraiser:

The Madison FFA Chapter is subsidizing each student \$25.00 of the \$100.00 expense. The remaining \$75.00 can be raised by students using money from their “FFA Thrift Accounts” which have money from fruit sale commissions, antique week parking and other fundraisers conducted in the year.

Board of Education Approval Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_

**Extra-Classroom Activity Overnight Trip  
Approval Form**

**MUST BE APPROVED BY THE BOARD OF EDUCATION**

Activity: NYS FFA State Leaders Experience

Date of Trip: Feb 4 - 5 2019

Trip Destination: Albany, NY  
(attach touring company proposal – need amounts and dates payments are due)

Trip Description and Events Attending While on Trip: See Attached itinerary/ description

Number of Students Attending: 5 (1 student conducting legislative office visits, 4 students conducting interactive well display for legislators / staff members)

Expected Cost Per Student: \$95.00

Chaperones: Paul Perry & Matt Bruno

Expected Cost Per Chaperone: \$95.00

Expected Out of Pocket Expenses Per Student: \$0.00

Expected Out of Pocket Expenses Per Chaperone: \$0.00

Fundraising Activities Planned and Expected Revenue from each Fundraiser:

The trip expense of \$95.00 can be raised by students using money from their “FFA Thrift Accounts” which have money from fruit sale commissions, antique week parking and other fundraisers conducted in the year.

Board of Education Approval Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_



**Madison HS Class of '19**  
**Washington DC**  
(Proposed itinerary 11/29/18)

June 7, 2019

5:00 AM

Depart School  
Breakfast (on your own) stop en route  
Fast food lunch (included) en route

1:00 PM

Arrive Washington DC

2:00 – 5:30 PM

Visit the *Smithsonian Museums, Air & Space, Natural History, American History, American Indian*, etc.

6:00 PM

Dinner at *Uno's Pizzeria* in Union Station

7:30 PM

Now for some real fun! We are off to *Ultrazone* for some heart pounding laser tag action. Strap on a vest and step into the darkened labyrinth and you will become completely immersed in another world - a world where teammates emerge from fog-filled passageways, and a frantic energy pervades your every fiber!

9:30 PM

Board the coach for our hotel.

10:00 PM

It's been a long day, check into your hotel, check out the pool, and crash!

June 8, 2019

7:00 AM

Breakfast at the hotel

8:00 AM

Board the coach for DC.

9:00 AM

It's not all elephants and donkeys in DC. At the *National Zoo*, visitors can find all sorts of animals that don't subscribe to party lines. Lions, tigers, giraffes and the zoo's beloved giant pandas are just some of the 2,000 animals that call the 163-acre park home. Lunch on your own at the zoo.

Noon

On the coach again we off to visit the major monuments, Lincoln, Korean, Vietnam, Jefferson, FDR and MLK.

3:00 PM

Then return to the hotel to change for tonight's dinner dance cruise.

5:30 PM

Depart hotel for dinner cruise.

7:00 PM

Dinner Dance Cruise aboard the *Spirit of Washington*.

10:30 PM

Return to hotel

June 9, 2019

9:00 AM

Breakfast at the hotel

10:00 AM

Check out and load the coach

10:30 AM

Arrive at *Six Flags America*. With over 100 rides, shows and attractions this park has something for everyone. For the hard core thrill seekers there are Superman: Ride of Steel, which takes you through twists and turns 200 feet in the air at over 75 miles per hour; Batwing, a coaster that you ride laying face down and The Joker's Jinx, a truly wicked thrill

machine. For the classic wooden coaster lovers there are the Roar and The Wild One. But don't fret, there are calmer rides as well and the various shows are sure to keep you entertained throughout the day. Lunch (voucher provided) in the park  
Sadly, we must head home.  
4:30 PM Board the coach for the ride home and a buffet dinner en route.  
Midnight Arrive back at school.

Total cost of this tour is \$659 per student based on a minimum of 25 students and includes 3 comped adult chaperones.

Your tour package includes:

- Round trip transportation via deluxe motor coach
- Two breakfasts, two lunches and three dinners
- Tickets/admission to all listed events/attractions
- Two nights hotel accommodations with security
- Services of a professional tour director
- All taxes and gratuities (except for driver and escort, which are at your discretion)

PERSONNEL

DRUG AND ALCOHOL TESTING (TRANSPORTATION)

I. Statement of Policy

It is the policy of the District that no District employee shall operate a District school bus or a District vehicle when the operation of the vehicle requires a Commercial Driver's License (CDL) if that employee is under the influence of drugs or alcohol. To further this policy, the District follows a program of drug and alcohol testing designed to meet the requirements of the New York State Vehicle and Traffic Law (referred to in this Policy as "state law") and the federal Omnibus Transportation Employee Testing Act of 1991, including the implementing regulations adopted by the U.S. Department of Transportation (together referred to in this Policy as "federal law"). No person shall be hired into or assigned to perform the duties of a safety sensitive position (as described below) unless each test administered to that person returns a verified negative result.

II. Scope of Policy

A. Positions to Which This Policy Applies

This Policy applies to employment in any position for which the assigned duties include either the operation of a school bus, as that term is defined in state law, or the operation of a vehicle that requires a CDL, as determined by federal law. These positions are considered "safety sensitive positions", and District employees holding these positions are considered "safety sensitive employees".

B. Persons to Whom This Policy Applies

1. Applicants for employment in safety-sensitive positions who receive a conditional offer of employment are subject to pre-employment testing under this Policy. A person who is employed by the District in a non-safety sensitive position and who seeks to be hired or transferred into a safety sensitive position is considered an applicant relative to that safety sensitive position. When used in this Policy, the term "applicant" refers to these persons.
2. Persons employed by the District in safety sensitive positions are subject to drug and alcohol testing under the circumstances set forth in this Policy and as otherwise required by state or federal law. When used in this Policy, the terms "employee" and "driver" refer to these persons.

III. Communication of Policy

A. Drug and Alcohol Coordinator

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The Superintendent shall designate a Drug and Alcohol Coordinator to answer questions relative to the procedures and materials relative to this Policy. The Coordinator shall ensure that all affected employees are informed of the Policy and related forms and regulations, including the identity of and contact information for the Coordinator, and are provided with either a paper copy of the Policy or a link to an online copy of the Policy.

B. Distribution of Information

The Coordinator shall provide a copy of this Policy and any accompanying documents outlining additional information, procedures and/or regulations developed by the District to effectuate this Policy, to each person employed in a safety sensitive position, and shall ensure that each applicant for employment in a safety sensitive position receives a copy of this material.

C. Documentation

Each person receiving the Policy material shall be required to sign a statement certifying that they have received this information. The District shall maintain the original signed acknowledgement for the duration of the employee's employment or two (2) years, whichever is longer. The District will provide a copy of the certification to the driver upon request. Representatives of applicable collective bargaining units shall be notified of the availability of this information.

IV. Program Standards and Testing Protocols

A. Contracted Services

The Superintendent is authorized to contract with an appropriately credentialed vendor, board of cooperative educational services, or other municipality for the services necessary to implement the District's drug and alcohol testing program, including sample collection and testing, documenting chain of custody, and ensuring that the correct employee is tested and matched with the correct test results. Such contractor must be in compliance with all state and federal regulations including but not limited to calibration of all devices, laboratory certification by the U.S. Department of Health and Human Services, and proper training of the Breath Alcohol Technician (BAT) and other staff.

B. Notice to the Test Subject

Prior to the administration of the following tests the District or its testing agent will notify the driver that the test is required under state law or federal law.



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#### C. Test Standards

1. Collection of specimens to be tested will be taken on-site or at the laboratory, in a secure location that affords visual and aural privacy and with the proper safeguards to ensure the integrity of the specimens collected.
2. The prohibited drugs for which specimens will be tested are: Marijuana (THC), Cocaine, Phencyclidine (PCP), Opioids (including heroin, and the synthetic opioids hydrocodone, oxycodone, hydromorphone and oxymorphone), and amphetamines. The cutoff levels for these drugs will be those set forth in federal law.
3. If an initial breath test reveals an alcohol concentration of .02 or greater, a confirmatory test shall be performed. The confirmatory test result is the final test result for the purposes of this Policy.
4. If a screening or confirmation test cannot be completed, or if an event occurs that would invalidate the test, the technician, shall, if practicable begin a new screening or confirmation test, as applicable, e.g., using a new breath alcohol testing form with a new sequential test number.
5. If a test result is reported as canceled, meaning neither positive nor negative for drugs or alcohol, the test subject shall not be allowed to perform safety sensitive functions if a negative result is required by state or federal law. The District shall order collection of another specimen for the purpose of re-testing in the case of a canceled test result related to pre-employment, return to duty, or follow up testing.

#### D. Specimens Reported as Dilute

1. If a test result is reported as positive dilute, that shall be considered a positive verified test result and no confirmatory test or retest shall be conducted.
2. If a test result is reported as negative dilute for pre-employment testing, return to duty testing, or follow up testing, then the test subject shall be required to take another test. The result of the second test becomes the test of record.
  - a. Persons to be re-tested must be given the minimum possible advance notice of the time to report to the collection site.

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- b. If a person is directed to take another test and declines to do so, that will be categorized as a test refusal for the purpose of this Policy and the federal drug and alcohol testing regulations.

V. Pre-Employment Testing

A. General Rule

Pre-employment testing for drugs and alcohol will be administered by the District to all applicants after a conditional offer of employment has been extended and prior to any applicant's performance of a safety-sensitive function.

B. Information Regarding Prior Test Outcomes

1. Each applicant will be asked whether the applicant has tested positive after, or refused to take, any pre-employment drug or alcohol test administered by a potential employer pursuant to federal law during the past two years.
2. Each applicant will be asked to identify all prior employers or potential employers that required the applicant to submit to drug or alcohol testing in fulfillment of state or federal law within the prior two years, and to sign a written document authorizing those entities to release to the District the following information: alcohol tests with a result of 0.04 or higher alcohol concentration, verified positive drug test, the applicant's refusal to be tested, any other violations of federal law drug and alcohol regulations, and, with respect to any employee who violated a federal law drug and alcohol regulation, documentation of the employee's successful completion of federal law return to duty requirements.
3. The above listed information should be obtained and reviewed before the applicant is assigned to perform any safety sensitive functions. However, the District may employ and assign the applicant to perform safety sensitive functions for a period of up to 30 days if the District has made and documented a good faith effort to obtain this information. The District will not allow any employee to continue performing safety sensitive functions after 30 days if the District has not obtained or made and documented a good faith effort to obtain this information.

C. Withdrawal of Conditional Offer of Employment

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Where an applicant for a position subject to this Policy has received a conditional offer of employment, that conditional offer will be withdrawn if any of the following circumstances occurs:

1. The applicant's pre-employment drug test returns a positive result;
2. The applicant reports as part of the District's pre-employment process that within the prior two years the applicant applied for employment in a position governed by either the New York law applicable to school bus drivers or the federal law applicable to CDL holders, and the applicant either refused to submit to the test or tested positive for drugs or alcohol;
3. The applicant reports that they failed to successfully complete a rehabilitation program (return to duty process) established by a substance abuse professional after violation of a prior employer's policy or applicable law; or
4. The applicant fails to provide a release for the District to request information from a former employer of the applicant or a potential employer to which the applicant applied for employment in a safety sensitive position subject to the state or federal drug and alcohol testing requirements.

#### VI. Drug and Alcohol Tests Administered To Employees

##### A. Reasonable Suspicion Testing

1. An employee in a safety sensitive position is required to submit to a drug or alcohol test whenever a responsible supervisor or administrator has reasonable suspicion to believe that the employee has engaged in conduct prohibited by this policy. Employees are subject to reasonable suspicion alcohol testing at any time the employee is on duty for the district.
2. Reasonable suspicion must be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of an employee by a responsible supervisor or administrator who has been trained to recognize alcohol misuse or drug use.
  - a. The observations may include indications of the chronic and withdrawal effects of controlled substances.
  - b. A written record shall be made of the observations leading to reasonable suspicion, signed by the supervisor or administrator

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who made the observations, within twenty-four (24) hours of the observed behavior or before the results of the drug and/or alcohol test are released, whichever is earlier.

3. The District shall not administer a reasonable suspicion alcohol test more than eight (8) hours following a determination that reasonable suspicion exists to believe that the alcohol prohibitions of this policy have been violated.
4. The Superintendent or the Superintendent's designee shall arrange for the training of all supervisors or other individuals who may be utilized to determine whether "reasonable suspicion" exists to test an employee for prohibited conduct involving alcohol or controlled substance use/abuse.

B. Random Testing

1. The District randomly tests employees subject to this Policy for evidence of drug or alcohol consumption. Random tests are not announced and employees are selected for testing in a statistically random manner throughout the year as required by state and federal law. Each covered employee has an equal probability of selection each time a random test is administered.
2. Random drug and/or alcohol testing may be conducted at any time the covered driver is on duty for the district.
3. All employees assigned to drive a school bus as part of their duties are subject to random testing.

C. Post-Accident testing

1. Following an accident involving a commercial motor vehicle, a post-accident test for alcohol and drugs is administered to each surviving covered driver who:
  - a. was performing safety sensitive functions with respect to the vehicle, and the accident involved the loss of human life; or
  - b. receives a citation under state or local law for a moving violation arising from the accident, and the accident either resulted in one or more motor vehicles incurring substantial structural damages as a result of the accident or resulted in bodily injury to a person who,

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as a result of the injury, immediately received medical treatment away from the scene of the accident.

2. The District will not administer a post-accident alcohol test more than eight hours following the accident and will not administer a post-accident drug test more than 32 hours following the accident.
3. A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the District to have refused to submit to testing. This shall not be construed to require the delay of necessary medical attention for injured individuals following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.
4. The results of a breath or blood test for the use of alcohol or a urine test for the use of drugs, conducted by federal, state, or local officials having independent authority for the test, shall be considered to meet the requirements of this Policy concerning post-accident testing, provided such tests conform to applicable federal, state, or local requirements and that the results of the test are obtained by the District. If such a test results in an alcohol concentration below 0.02, a 24 hour out-of-service order may be issued by the law enforcement official.

D. Return to Duty Testing

Return to duty testing for alcohol and/or drugs is conducted when a covered driver has engaged in prohibited conduct under this Policy, been removed from performing safety sensitive duties, and is scheduled or seeks to return to the performance of safety sensitive functions. The alcohol test result must indicate alcohol concentration of less than .02 and/or a drug test must indicate a verified negative result for illegal drugs.

E. Follow-up Testing

1. Follow-up tests are given following a determination by a substance abuse professional that a driver is in need of assistance in resolving problems associated with misuses of alcohol and/or drugs.
2. Follow-up tests are unannounced.
3. Follow-up tests are conducted at least six (6) times within twelve (12) months. The actual frequency and number of tests will be determined by

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the substance abuse professional, but follow-up testing will not continue beyond 60 months from the covered driver's return to duty. The substance abuse professional may terminate the requirement of follow-up testing at any time after the first six (6) tests have been administered if he or she determines that follow-up testing is no longer necessary.

4. Follow-up drug testing may be conducted at any time the covered driver is on duty for the district.

#### VII. Conduct Standards For Employees Subject To This Policy

- A. No driver shall report for duty or remain on duty in a position requiring the performance of safety sensitive functions while having an alcohol concentration of 0.02 or greater.
- B. A driver shall not be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
- C. A driver shall not use alcohol while performing safety sensitive functions.
- D. No driver shall operate a school bus within eight (8) hours, or operate a vehicle requiring possession of a CDL within six (6) hours, after having consumed a drug, controlled substance, and/or alcohol.
- E. A driver required to take a post-accident alcohol test shall not use alcohol for eight (8) hours following the accident, or until they undergo a post-accident alcohol test, whichever is first.
- F. A driver shall not report for duty or remain on duty requiring the performance of safety sensitive functions when the driver is using drugs, except when the use is pursuant to the instructions of a physician who has advised the driver that the drug does not affect the driver's ability to safely operate a commercial motor vehicle. The driver must provide written notice from the physician to the Drug and Alcohol Coordinator that the driver is using controlled substances pursuant to the instructions of the physician and that the physician advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
- G. No driver shall report for duty, remain on duty or perform a safety sensitive function, if the driver tests positive for controlled substances.
- H. A driver shall not refuse to submit to an alcohol or drug test required under this Policy.

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#### VIII. Consequences Of Non-Compliance By Employees Subject To This Policy

- A. A driver who has an alcohol concentration of at least 0.02 shall be removed immediately from his/her performing safety sensitive position for at least 24 hours and shall not return until they have been evaluated by a substance abuse professional, have completed any other actions required by the SAP and have completed the return to duty testing procedures as required.
- B. A driver who has a verified positive result on a drug test shall be prohibited from performing safety sensitive functions until the employee is evaluated by a substance abuse professional, completes any other steps required by the SAP, and completes a return to duty test that returns a verified negative result.
- C. A driver who refuses to submit to a test shall be prohibited from performing safety sensitive functions until the employee is evaluated by a substance abuse professional, completes any other steps required by the SAP, and successfully completes the return to duty testing procedures as required.
- D. A driver may not perform safety-sensitive functions if there exists a reasonable suspicion that the driver is under the influence of, or impaired by, alcohol as shown by the behavioral, speech, and performance indicators of alcohol misuse, until an alcohol test is administered and the driver's alcohol concentration measures less than .02 or 24 hours have elapsed following a determination that reasonable suspicion exists to believe that the alcohol prohibitions of this policy have been violated.
- E. A driver may not perform safety-sensitive functions even if his or her alcohol concentration is less than 0.02, or the alcohol concentration is unknown, if the District detects the presence of alcohol in the driver by other means.
- F. Independent of the requirements of federal law, a driver may not perform safety-sensitive functions, if there exists a reasonable suspicion that the driver is under the influence of, or impaired by, drugs as shown by the behavioral, speech, and performance indicators of drug abuse, until a drug test is administered and there is a verified negative result.
- G. Independent of the requirements of federal law, drivers who have been found to have engaged in conduct prohibited by this Policy will be immediately suspended from their safety-sensitive function without pay pending a complete review of the test results and what led to the test results, if appropriate. After review, if the driver was found to have an alcohol concentration of 0.04 or greater, a positive drug test, or refused to submit to a test, the employee shall be terminated. If the

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driver was found to have an alcohol concentration between 0.02 and 0.04, he or she shall be required to be evaluated by a substance abuse professional, complete any other steps required by the SAP and take a return to duty test before returning to work.

- H. The above actions consequences shall be applied consistent with the provisions of any applicable collective bargaining agreement and statute, such as §75 of the Civil Service Law and §3020-a of Education Law.

#### IX. Referral And Evaluation

- A. Each employee who engages in conduct prohibited by this policy is required to be evaluated by a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and drug use.

- 1. The costs associated with this evaluation shall be the responsibility of the employee, unless a collective bargaining agreement provides otherwise.

- 2. If the substance abuse professional determines that a rehabilitation program is appropriate before the employee returns to performing safety sensitive functions, the employee is required to complete that program, including any follow-up testing directed by the substance abuse professional. The substance abuse professional shall determine if the driver has properly followed any rehabilitation program prescribed following the evaluation.

- 3. Before an employee returns to duty requiring the performance of a safety sensitive function after engaging in conduct prohibited by this policy, the employee shall complete a return to duty test that returns a verified negative result.

- B. The District shall make available to an employee who has violated this Policy information regarding the resources available for evaluating and resolving problems associated with the misuse of alcohol and use of drugs, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs. The District shall ensure that the listed substance abuse professionals do not refer the employee to the substance abuse professional's private practice, or to a person or organization from which the substance abuse professional receives remuneration, or in which the substance abuse professional has a financial interest.



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- C. The referral and evaluation procedures described in this section do not apply to applicants who refuse to submit to a pre-employment drug and alcohol test or who have a pre-employment drug and alcohol test with a verified positive test result.

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Madison Central School District

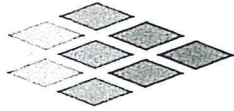
Legal Ref: Omnibus Transportation Employee Testing Act of 1991, 49 USC §§31136 and 31306; Americans with Disabilities Act, 42 USC §§1211112117; 49 CFR Parts 40, 382 and 395.20; NYS Vehicle and Traffic Law, §§142, 509l, 509-g, 1192 and 1193; NYS Labor Law, §201d

Adopted: 03/18/99

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## *FVI: From Our Board to Yours*

From: Richard Engelbrecht

To: Michael Davis

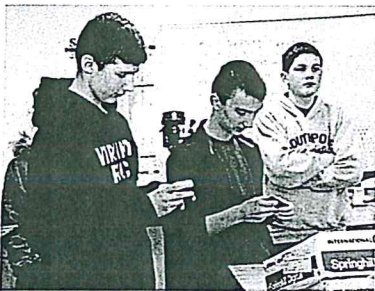
Madison Board of Education

January 2019

### *Career and Technical Education*

#### **AREA 8TH GRADERS EXPLORE CTE PROGRAMS**

**E**ighth grade students from all nine component districts visited the CTE center at MOBOCES this fall as part of the division's annual visitation and exploration process.



During each visit, students heard a brief overview of CTE programs from Outreach Coordinator Rachel Helmer. They then toured the Rossetti building in small groups led by Criminal Justice students.



In classrooms, they had an opportunity to talk with teachers and students about programs, curriculum and possible career pathways.

Some schools also sent their ninth grade students, who toured a handful of specific CTE programs

they are interested in. The process, revamped to the current model several years ago, provides most students in the region with two to three opportunities to explore CTE options before deciding whether or not to enroll in a program as juniors.

#### **ADVISORY MEMBERS DISCUSS CTE CURRICULUM**

**C**TE held a Common Advisory Committee Meeting on December 7 to provide program instructors an opportunity to meet with business and industry and post-secondary representatives about their course design and curriculum. About 150 people attended the meeting, which is a critical component of the NYSED program approval process.

Teachers and advisory committee members discussed instruction, industry trends and innovations, technical assessments, college articulation agreements, work-based learning opportunities, employer needs and demands in specific fields, and the employability profiles that CTE creates for students.

These meetings offer regular opportunities for important conversations that can help shape CTE's work. The committees will meet again in the spring.

### *Early Childhood Education*

#### **PRE-K FAMILIES BUILD GINGERBREAD HOUSES**

**S**tudents in MOBOCES pre-kindergarten programs across the region worked on their annual gingerbread house projects throughout December. The family holiday tradition allows parents to come to school and help their children build edible houses using milk cartons, graham crackers, frosting and candy decorations.



The activity promotes parent involvement and allows the students to practice their colors, shapes, counting, motor skills and creativity in a fun, hands-on way.

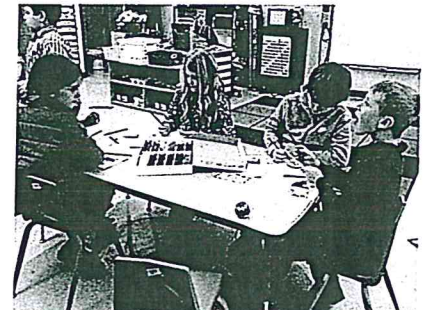


Pre-k students and family members from Canastota, Morrisville-Eaton, Oneida and Stockbridge Valley participated.

### *Management Services*

#### **AFTERSCHOOL PROGRAMS BEGIN IN DISTRICTS**

**P**lanning & Grant Writing Specialist Lisa Seitz secured a grant this summer to support afterschool programming in the **Hamilton** and **Camden** school districts. That program kicked off in Hamilton after Thanksgiving break.



More than 50

Hamilton students are participating in the program, which offers robotics and Spanish clubs four afternoons a week. Ten students are in the Lego Robotics group, 24 students are in the Lego Jr. group and 20 students are in the Hola! Espanol group.

Camden's program begins this month and is expected to have nine program options for students.

## Alternative and Special Education

### STUDENT LEADERS PLAN HOLIDAY SPIRIT WEEK

The Alternative Education High School Leadership Team planned a Holiday Spirit Week to help create a positive, engaging climate as students and staff prepared for winter break. Students planned themed days, encouraging their classmates to wear things like holiday socks and ugly sweaters on specific days during the week.



On Friday before break, each classroom had holiday-themed projects and activities focused around acts of kindness. Some classes baked brownies and cookies for classmates, and others made and wrapped gifts for staff. In addition, the Leadership Team held a holiday party with K-3 students in the building, treating them to snacks, crafts and a Santa visit.



The Spirit Week is part of a year-long series of events Leadership students have developed to align with the regional Youth Summit theme of "Building Communities."



## Adult and Continuing Education

### BCCE HOSTS HEALTHCARE PROFESSIONALS PANEL

The BOCES Consortium of Continuing Education hosted a Healthcare Professionals Panel on November 27 for students in its Health Occupations programs to learn more about working in the field. More than 70 students from the



Practical Nursing, EKG Technician, Medical Assistant and Phlebotomy programs participated.

Employers from the Grand Rehabilitation and Nursing, Eastern Star Home, the American Red Cross,

Presbyterian Home and Masonic Care Community shared information about different positions available at their facilities and answered broader questions about the local healthcare industry. Discussion topics included job openings, benefit packages, professionalism, technology in healthcare, the healthcare worker shortage, and the future of healthcare in the area. After the panel session, students and employers had an opportunity to network.

## Staff and Curriculum Development

### WORKSHOP ADDRESSES RELATIONSHIP BUILDING

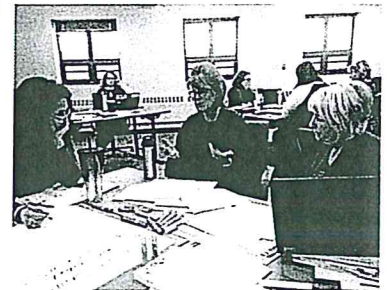
Nearly 50 educators from five districts attended a Capturing Kids' Hearts workshop in December. The two-day training, led by Dr. Kate Cirillo from The Flippen Group, focuses on building relationships between teachers and students. Participants leave with strategies and ideas to better engage and connect with students, which can improve attendance, test scores, climate and leadership skills.



Participating educators were from Camden, Morrisville-Eaton, Rome, Stockbridge Valley and Vernon-Verona-Sherrill.

### LIBRARIANS DISCUSS NEW NATIONAL STANDARDS

The School Library System hosted a recent workshop on "Prioritizing and Refocusing with the New National School Library Standards." School librarians from the region spent an hour videoconferencing with Susan Ballard, a past president of the American Association of School Librarians (AASL) and current member of the AASL's Standards and Guidelines Editorial Board. SLS Coordinator Sue LeBlanc and Vernon-Verona-Sherrill High School Librarian Tina Laramie led the remainder of the workshop.



Participants discussed some the key changes to the National School Library Standards, how to apply them to their work and ways to prioritize inquiry and information literacy. Librarians from Camden, Canastota, Madison, MOBOCES, Oneida, Rome and VVS attended.

## Regional Information Center

### EDUCATORS EXPLORE NEW LEGO ROBOTICS KITS

Six area educators attended a December 11 workshop on Lego Robotics with Model Schools Coordinator Laurie Yager. The "I Do, You Do, WeDO 2.0" workshop was designed for teachers of grades 2-4 and allowed them to explore the newest version of the WeDO kits. These kits include the Lego blocks, robotics pieces and a robust curriculum to help ignite students' curiosity while enhancing their STEM and coding skills.

Participants were from Rome, Adirondack and Oneida BOCES.

