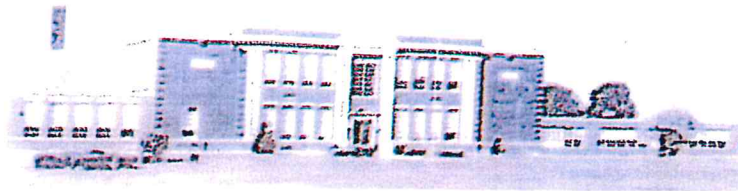


**Board of Education**

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



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

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

**BOARD OF EDUCATION  
REGULAR MEETING**

**JULY 10, 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. June 19, 2018 Regular Meeting Minutes
- IV. Public Forum
- V. Reports
  - a. Treasurer
    1. Internal Claim Auditor's Report
    2. Treasurer's Report dated
    3. Detail Warrants
    4. Financial Status Report
  - b. Superintendent – Information Items
    1. School Boards Institute 2018-19 Calendars
  - c. Superintendent – Approval Items
    1. Approval of 20 work days for summer for Kurt Peavey
    2. Approval of Overnight Trip for FFA July 29 through August 3, 2018 to various locations
    3. Acceptance of Donor Choice Grant to Mr. Perry for "Slicing into the Future with a Plasma Cutter"
- 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
- VII. Old Business

VIII. New Business

a. Appointment of 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
- e. Girls Varsity Basketball – Payge Lehman
- f. Girls JV Basketball – Spencer Staring
- g. Girls Modified Basketball – Tricia Coon
- h. Boys Varsity Basketball – TBD
- i. Boys JV Basketball – Michael Strong
- j. Boys Modified Basketball – Tariq Shah
- k. Cheerleading – Sandy Ford
- l. Girls Varsity Softball – TBD
- m. Girls Modified Softball – TBD
- n. Boys Varsity Baseball – TBD
- o. Boys Modified Softball – TBD

b. Appointment of Advisors for 2018-19

c. Principal Reports

IX. Correspondence

- a. Letter from Community Member regarding coaching appointments

X. Adjournment

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OK MD

**DRAFT**

The Regular Meeting of the Board of Education of Madison Central School was held on June 19, 2018 at 6:30 pm in the library.

**MEMBERS PRESENT:** Mrs. Mary Bartlett-Linden – 7:17 pm  
Ms. Beverly Biedermann  
Mr. Stephen Dodge  
Mr. William Langbein  
Mr. Jona Snyder  
Mrs. Stephanie Tanner  
Mr. Steven Yancey

**MEMBERS ABSENT:** None

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

**MOTION # 1 – APPROVAL OF AGENDA**

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

- b. Approval of Minutes
  - 1. May 15, 2018 Regular Meeting Minutes

**MOTION # 2 – APPROVAL OF MAY 15, 2018 REGULAR MEETING MINUTES**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Tanner, the board moved to approve the minutes from the May 15, 2018 Regular Meeting. Motion carried 6 yes, 0 no.

- IV. Public Forum
  - a. A community member raised questions regarding the criteria used during the interview process for the basketball coaching position, specifically in regards to experience and qualifications. Comments were made regarding the activities the existing coach has done and continues to do in excess during the off season.
  - b. A student athlete commented on how great the existing coach has been to him and his team both during the season and during the off season, praising his dedication to the athletes.
  - c. A community member praised the existing coach for everything he has done to raise up the basketball program, the athletes, and the entire community. He then questioned whether every coach slated to be appointed had gone through the same interview process. He then commented that this decision would likely alienate fans and the community.
  - d. A community member praised William Langbein for all his dedicated years of service to the Madison Central School Board.

- e. A community member and coach to the district kindly asked the board to read his letter and consider it when making a coaching appointment decision.
- f. A community member praised the existing coach's ability to coach and work well with the community.

V. Executive Session

**MOTION # 3 – ENTER EXECUTIVE SESSION**

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to enter Executive Session at 6:43 pm to discuss the medical, financial, credit or **employment history** of a particular person or corporation or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Mr. Latella was asked to attend. Motion carried 6 yes, 0 no.

Mrs. Bartlett-Linden arrived at 7:17 pm.

VI. Adjourn Executive Session and Resume Regular Meeting

**MOTION # 4 – ADJOURN EXECUTIVE SESSION AND RESUME REGULAR MEETING**

ON THE MOTION of Mr. Snyder, seconded by Ms. Biedermann, the board moved to adjourn Executive Session and resume the Regular Meeting at 8:00 pm. Motion carried 7 yes, 0 no.

VII. Reports

a. Treasurer

- 1. Internal Claim Auditor's Report

**MOTION # 5 – APPROVAL OF INTERNAL CLAIM AUDITOR'S REPORT**

ON THE MOTION of Mr. Dodge, seconded by Ms. Biedermann, the board moved to approve the Internal Claim Auditor's Report. Motion carried 7 yes, 0 no.

- 2. Treasurer's Report dated May 31, 2018

**MOTION # 6 – APPROVAL OF TREASURER'S REPORT DATED MAY 31, 2018**

ON THE MOTION of Ms. Biedermann, seconded by Mr. Snyder, the board moved to approve the May 31, 2018 Treasurer's Report. Motion carried 7 yes, 0 no.

- 3. Detail Warrants

**MOTION # 7 – APPROVAL OF DETAIL WARRANTS**

ON THE MOTION of Ms. Biedermann, seconded by Mr. Snyder, the board moved to approve the Detail Warrants as follow: Warrant Number 45 – Fund A – 6/6/18 – 1 page, Warrant Number 46 – Fund A – 5/11/18 – 7 pages, Warrant Number 47 – Fund A – 5/25/18 – 6 pages, Warrant Number 20 – Fund C – 5/11/18 – 2 pages, Warrant Number 21 – Fund C – 5/25/18 – 2 pages, Warrant Number 12 – Fund TA – 6/6/18 – 4 pages, Warrant Number 11 – Fund HBUS – 6/6/18 – 2 pages, Warrant Number 17 – Fund FA18 – 5/14/18 – 2 pages, Warrant Number 18 – Fund FA18 – 6/6/18 – 1 page, Warrant Number 19 – Fund FA18 – 5/25/18 – 1 page. Motion carried 7 yes, 0 no.

- 4. Financial Status Report

- a. Mrs. Brouillette shared the Financial Status Report and discussed the Fund Balance at this time.

**MOTION # 8 – APPROVAL OF BUS PURCHASE USING FUND BALANCE**

ON THE MOTION of Mr. Dodge, seconded by Ms. Biedermann, the board moved to approve the new bus purchase with the use of Fund Balance money. Motion carried 7 yes, 0 no.

**MOTION # 9 – APPROVAL OF USING FUND BALANCE MONEY FOR \$100,000 PROJECT**  
ON THE MOTION of Mrs. Bartlett-Linden, seconded by Ms. Biedermann, the board moved to approve the use of Fund Balance for the \$100,000 building project. Motion carried 7 yes, 0 no.

**MOTION # 10 – APPROVAL OF TRANSFERS**  
ON THE MOTION of Mr. Snyder, seconded by Mr. Dodge, the board moved to approve the Transfers as provided. Motion carried 7 yes, 0 no.

- b. Superintendent – Information Items
  1. The School Board Institute 2018-19 Calendars were provided to the board.
  2. The 2018-19 Board of Education Member List was shared for review.
  3. The 2018-19 Proposed Board Meeting Schedule was shared for review.
  4. Fund Balance Discussion had been done earlier in meeting.
  5. The Board Retreat will be July 12, 2018 at 6 pm in the CSE Conference Room.

- c. Superintendent – Approval Items
  1. Acceptance of Agriculture Literacy Grant of \$1,200

**MOTION # 11 – ACCEPTANCE OF AGRICULTURE LITERACY GRANT**  
ON THE MOTION of Ms. Biedermann, seconded by Mr. Dodge, the board moved to accept the Agriculture Literacy Grant of \$1,200 with many thanks. Motion carried 7 yes, 0 no.

2. Approval of July 10, 2018 at 6 pm as Reorganizational Meeting and 6:30 pm for the first 2018-19 School Board meeting date of 2018-19

**MOTION # 12 – APPROVAL OF REORGANIZATIONAL MEETING DATE**  
ON THE MOTION of Mrs. Tanner, seconded by Mrs. Bartlett-Linden, the board moved to approve July 10, 2018 as the date for the Reorganizational Meeting at 6 pm and the first Regular Meeting of the 2018-19 school year to immediately follow at 6:30 pm. Motion carried 7 yes, 0 no.

3. Approval of Internunicipal Agreement between MO-BOCES and Madison Central School District for July 1, 2018 through June 30, 2019

**MOTION # 13 – APPROVAL OF INTERMUNICIPAL AGREEMENT**  
ON THE MOTION of Mrs. Bartlett-Linden, seconded by Mr. Dodge, the board moved to approve the Intermunicipal Agreement between MO-BOCES and Madison CSD for July 1, 2018 through June 30, 2019. Motion carried 7 yes, 0 no.

4. Approval of Deletion of Library Teacher position effective 6/30/18

**MOTION # 14 – APPROVAL OF DELETION OF LIBRARY TEACHER POSITION**  
ON THE MOTION of Mr. Snyder, seconded by Ms. Biedermann, the board moved to delete the Library Teacher position effective 6/30/18. Motion carried 7 yes, 0 no.

5. Approval of Creation of Library Media Specialist position effective 7/1/18

**MOTION # 15 – APPROVAL OF CREATION OF LIBRARY MEDIA SPECIALIST POSITION**  
ON THE MOTION of Mrs. Bartlett-Linden, seconded by Mr. Dodge, the board moved to approve the creation of a Library Media Specialist position effective 7/1/18. Motion carried 7 yes, 0 no.

6. Approval of Cooperative Bidding Resolution

**MOTION # 16 – APPROVAL OF COOPERATIVE BIDDING RESOLUTION**  
ON THE MOTION of Mrs. Bartlett-Linden, seconded by Mrs. Tanner, the board moved to approve the Cooperative Bidding Resolution. Motion carried 7 yes, 0 no.

7. Approval of Summer Bus Runs as listed

**MOTION # 17 – APPROVAL OF SUMMER BUS RUNS**

ON THE MOTION of Mr. Dodge, seconded by Mrs. Bartlett-Linden, the board moved to approve the Summer Bus Runs as provided. Motion carried 7 yes, 0 no.

8. Approval of Mr. Davis to attend 2018 School Law Conference July 26, 2018

**MOTION # 18 – APPROVAL OF MR. DAVIS TO ATTEND CONFERENCE**

ON THE MOTION of Mr. Dodge, seconded by Mrs. Bartlett-Linden, the board moved to approve the attendance of Mr. Davis at the School Law Conference to be held July 26, 2018. Motion carried 7 yes, 0 no.

9. Approval of Creation of Dale & Florence Slate Annual Scholarship

**MOTION # 19 – APPROVAL OF CREATION OF SCHOLARSHIP**

ON THE MOTION of Mrs. Tanner, seconded by Mrs. Bartlett-Linden, the board moved to approve the creation of the Dale & Florence Slate Annual Scholarship. Motion carried 7 yes, 0 no.

10. Approval to surplus old textbook as per enclosed list

**MOTION # 20 – APPROVAL TO SURPLUS**

ON THE MOTION of Mrs. Tanner, seconded by Mr. Snyder, the board moved to approve the surplus of old textbooks as provided. Motion carried 7 yes, 0 no.

11. Approval of Administrative Retreat July 16-18, 2018

**MOTION # 21 – APPROVAL OF ADMINISTRATIVE RETREAT**

ON THE MOTION of Mrs. Tanner, seconded by Mr. Snyder, the board moved to approve Mr. Davis's attendance at the Administrative Retreat to be held July 16-18, 2018. Motion carried 7 yes, 0 no.

VIII. Policy

- a. The First Readings of the following policies was done at this time:
  1. School Food Service Program And Meal Charge Policy #5302
  2. Skills and Achievement Commencement Credential Policy # 8504
  3. School Safety and Educational Climate Reporting Policy # 7502
- b. Second Reading of Policy # 6301 Leave for Cancer Screening

**MOTION # 22 – APPROVAL OF POLICY # 6301 LEAVE FOR CANCER SCREENING**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Bartlett-Linden, the board moved to approve the second reading of the Leave For Cancer Screening Policy # 6301. Motion carried 7 yes, 0 no.

IX. New Business

a. Personnel

1. Resignations

- a. Agnes Lollman – Food Service Helper effective 5/9/18
- b. Laura Winchester – Library Teacher effective 6/30/18
- c. Lisa Seeley – Elementary Teacher effective 8/31/18
- d. Lindsay (Bailey) Murphy – Reading Teacher effective 6/30/18

**MOTION # 23 – APPROVAL OF RESIGNATIONS**

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Bartlett-Linden, the board moved to approve the resignations as listed above. Motion carried 7 yes, 0 no.

2. Appointments

- a. Lindsay Gallagher – Substitute Nurse effective 6/4/18
- b. Lindsay Gallagher - Full Time School Nurse effective 9/4/18 with a certification as a Registered Professional Nurse, off step, at \$33,630 per year
- c. Nicole LeClair – Full Time Probationary Library Media Specialist effective 9/4/18 with certification in Library Media Specialist with tenure recommendation of 9/4/22 at M1, Step 1, \$41,964 per year
- d. Amanda Goodenough – Long Term Substitute Teacher for Elementary for the 2018-19 school year at B5, Step 1, \$39,411 per year
- e. Lindsay Murphy – Probationary Elementary Teacher effective July 1, 2018 with a tenure date of 9/4/21 with Professional Certification in Early Childhood Education (B-2), Professional Certification in Childhood Education (1-6) and Professional Certification in Literacy (B-6) at M1, Step 9, with Masters, \$49,536 per year.
- f. Michelle Nolan – Probationary Elementary Teacher effective July 1, 2018 with a tenure date of 9/4/22 with Professional Certification in Early Childhood Education (B-2) and Professional Certification in Childhood Education (1-6) at M5, Step 12, with Masters at \$55,246 per year
- g. Matthew Bruno – Summer Help to maintenance department per diem at \$10.40 per hour
- h. Brianna Jones – Full Time Probationary Psychologist effective 9/4/18 with tenure recommendation for 9/4/22 at M6, Step 1, with Masters plus CAS at \$47,576 per year
- i. Ryan Hobart – Full Time Probationary K-12 Instrumental Music Teacher effective 9/4/18 with Initial Certification in Music (all grades) with tenure recommendation for 9/4/21 at M1, Step 5 with Masters at \$44,058 per year
- j. Johanna Kaul – Probationary Office Assistant II effective 6/20/18 as per non-instructional contract at 7 hours per day, 11 months per year at Step 3, \$14.61 per hour

**MOTION # 24 – APPROVAL OF APPOINTMENTS**

ON THE MOTION of Ms. Biedermann, seconded by Mrs. Bartlett-Linden, the board moved to approve the appointments as listed above. Motion carried 7 yes, 0 no.

All coaching appointments as listed below were tabled pending further review of evaluations.

3. Coaching Appointments 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
- e. Girls Varsity Basketball – Payge Lehman
- f. Girls JV Basketball – Spencer Staring
- g. Girls Modified Basketball – Tricia Coon
- h. Boys Varsity Basketball – Jeff Snyder
- i. Boys JV Basketball – Michael Strong
- j. Boys Modified Basketball – Tariq Shah
- k. Cheerleading – Sandy Ford
- l. Girls Varsity Softball – TBD
- m. Girls Modified Softball – TBD
- n. Boys Varsity Baseball – TBD
- o. Boys Modified Softball – TBD

4. Corrections
  - a. Appointment of Matt Bruno from April 15, 2018 to April 17, 2018

**MOTION # 25 – APPROVAL OF APPOINTMENT CORRECTION**

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve the appointment correction for Matthew Bruno from April 15, 2018 to April 17, 2018. Motion carried 7 yes, 0 no.

5. Unpaid Leave Request
  - a. Christine Buschor – April 16, 2018 and May 24, 2018 afternoon

**MOTION # 26 – APPROVAL OF UNPAID LEAVE REQUEST**

ON THE MOTION of Mrs. Bartlett-Linden, seconded by Ms. Biedermann, the board moved to approve the unpaid leave request of Christine Buschor for April 16, 2018 and the afternoon of May 24, 2018. Motion carried 7 yes, 0 no.

- b. CSE/CPSE Recommendations – In official Packet

**MOTION # 27 – APPROVAL OF CSE/CPSE RECOMMENDATIONS**

ON THE MOTION of Mrs. Tanner, seconded by Ms. Biedermann, the board moved to approve the CSE/CPSE Recommendations as provided in the official packet. Motion carried 7 yes, 0 no.

- X. Correspondence
  - a. Richard Engelbrecht's monthly BOCES newsletter for June 2018 was provided.
  - b. The Library Media Center Monthly Report for May 2018 was provided.
  - c. The NYSIR 2017 Annual Report was provided.
  - d. The Banner Newsletter was provided.

The board would like to thank William Langbein and Mary Bartlett-Linden for their year dedicated years of service to the board.

- XI. Adjournment

**MOTION # 28 – ADJOURNMENT**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Tanner, the board moved to adjourn for the evening at 8:22 pm. Motion carried 7 yes, 0 no.

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COUNTIES

# School Boards Institute

*“Children First”*

6/28/18

## Calendar – 2018-19

### GENERAL MEMBERSHIP MEETINGS

(These meetings are open to all board members and superintendents)

September 20, 2018 (Thursday)	<b>Topic:</b>	<b>“School Safety – Proactive and Reactive Strategies to Protect Students, Staff and our School Communities”</b>
	<b>Time:</b>	Registration and Light Dinner 6:00 p.m. Program starts at 6:30 p.m.
	<b>Site:</b>	Oneida BOCES
November 8, 2018 (Thursday)	<b>Topic:</b>	<b>SED Update and Future Direction Commissioner Elia</b>
	<b>Time:</b>	Registration and Light Dinner 6:00 p.m. Program starts at 6:30 p.m.
	<b>Site:</b>	Oneida BOCES
January 24, 2019 (Thursday) January 31, 2019 (Snow date)	<b>Topic:</b>	<b>“Legislative Forum - Assembly &amp; Senate Educational Forum”</b>
	<b>Time:</b>	Registration, Coffee and Dessert Reception 6:00 p.m. Program starts at 6:30 p.m.
	<b>Site:</b>	Oneida BOCES
March 28, 2019 (Thursday)	<b>Topic:</b>	<b>“School and Community Program Showcase of Component Districts from the Oneida BOCES Region”</b>
	<b>Time:</b>	Program Fair visitation and presentations 5:30 – 6:30 p.m. Dinner 6:30 – 7:15p.m. Program 7:15 p.m. – Synopsis of programs by appropriate individuals & Technology update
	<b>Site:</b>	Oneida BOCES
May 9, 2019 (Thursday)	<b>Topic:</b>	<b>Distinguished Service Awards &amp; Student Achievement Awards</b>
	<b>Time:</b>	“Check in” 5:15 - 5:45 p.m. Student Musical Group 5:45 p.m. - 6:00 p.m. Dinner at 6:00 p.m. Program begins immediately after dinner
	<b>Site:</b>	Twin Ponds Golf and Country Club



# School Boards Institute

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## Calendar – 2018-19

### EXECUTIVE COMMITTEE MEETINGS

(These meetings are for district representatives)

September 17, 2018  
(Monday)

**Topic: Reorganization & Business Meeting**  
Site: Oneida BOCES

December 17, 2018  
(Monday)

**Topic: Business Meeting & Legislative Agenda & Draft Calendar**  
Site: Oneida BOCES

March 4, 2019  
(Monday)

**Topic: Business Meeting & Nominations**  
Site: Oneida BOCES

June 3, 2019  
(Monday)

**Topic: Business Meeting & Election of Officers**  
Site: Oneida BOCES

Light Dinner will be served beginning at 5:30 p.m.  
Meetings start at 6:00 p.m.

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**OFFICER AND COMMITTEE CHAIRS MONTHLY MEETINGS TBD (Legislative, Program, Membership, Nominating)** historically on the first Monday of each month with exceptions as dictated by calendar and conflicts

March 25, 2019- 9:00 a.m. - 10:30 p.m. SAA / SDA Selection Committee  
10:30 a.m. – 11:15 a.m. Officers Meeting @ Sammy's Café, New Hartford



# School Boards Institute

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## Calendar – 2019-2020: BOARD MANDATED TRAINING WORKSHOPS FOR BOARD MEMBERS ELECTED MAY 2019

June 6, 2019                   **Topic:**            **New BOE Member Orientation & Required Training**  
(Thursday -Part 1)           **Time:**            8:30 a.m. "Check in" and breakfast; Program 9:00 - 12:00 p.m.  
                                      **Site:**                Oneida BOCES (Oneida Room)

June 10, 2019                   **Topic:**            **New BOE Member Orientation & Required Training**  
(Monday - Part 2)           **Time:**            12:00 -12:30 p.m. Lunch; Program 12:30 - 3:30 p.m.  
                                      **Site:**                Oneida BOCES (Oneida Room)

*\* (NOTE: BOTH SESSIONS ARE REQUIRED FOR NEWLY ELECTED BOE MEMBERS)\**

June 13, 2019                   **Topic:**            **Fiscal Oversight Fundamentals Training (FOT)**  
(Thursday - Part 1)           **Time:**            5:30 p.m. "Check in" and Light dinner; Program 6:00 - 9:00 p.m.  
                                      **Site:**                Oneida BOCES

June 17, 2019                   **Topic:**            **Fiscal Oversight Fundamentals Training (FOT)**  
(Monday -Part 2)           **Time:**            5:30 p.m. "Check in" and Light dinner; Program 6:00 - 9:00 p.m.  
                                      **Site:**                Oneida BOCES

*\* (NOTE: BOTH SESSIONS ARE REQUIRED FOR NEWLY ELECTED BOE MEMBERS)\**

## 2018-19 BOARD DEVELOPMENT / INFORMATION / RECOGNITION WORKSHOPS

August 20, 2018                   **Topic:**            **"Board of Education Communication Between the Leadership Team  
Members"**  
(Monday)    NYSSBA Partnership Program open to current Superintendents, BOE officers and  
potential BOE officers  
**Time:**               6:00 p.m. "Check In" and Light dinner  
**Site:**                Oneida BOCES

September 24, 2018               **Topic:**            **"Meet our Congressional Candidates for the 22<sup>nd</sup> District"**  
(Monday)    **Candidates: TBD**  
*(Please note: Meeting dates and times may change due to Legislators and Candidates schedules.)*  
**Time:**               6:00 p.m. "Check In" and Light dinner  
                              6:30 p.m. Program  
**Site:**                Oneida BOCES

October 15, 2018                   **Topic:**            **"Meet our NYS Assembly and NYS Senate Candidates"**  
(Monday)    **Time:**               5:15 p.m. Registration and Light Dinner  
                                      5:45 p.m. Congressional Program  
                                      6:45 p.m. NYS Senate and Assembly Candidates  
**Site:**                Oneida BOCES



ONEIDA  
MADISON  
HERKIMER  
COUNTIES

# School Boards Institute

*“Children First”*

2018-19 BOARD DEVELOPMENT / INFORMATION / RECOGNITION WORKSHOPS continued...

October 25-27, 2018 NYSSBA Convention in New York City  
(Thursday - Saturday)

November 15, 2018 **Genesis “Honor Education Celebration”**  
(Thursday) *This is not an SBI function but we usually have over 65% of our Member schools, individuals, programs or Board members receiving recognition.*

Time: 6:00 p.m.  
Site: Harts Hill Inn

December 10, 2018 **Topic: “Fiscal Planning for 2019-20 & Advocacy Initiatives”**  
(Monday) **Presenter:** NYSSBA Governmental Relations Staff  
**Time:** 6:00 p.m. “Check in” and Light dinner  
**Site:** Oneida BOCES

January 7, 2019 **Topic: “Every Student Succeeds Act (ESSA) – What it Means to your Students, Staff and School Community”**  
(Monday) **Presenter:** Oneida/Madison/Herkimer Professional Development Team  
**Time:** 6:00 p.m. “Check in” and Light dinner  
**Site:** Oneida BOCES

February 10-11, 2019 **Topic: NYSSBA Capital Conference - Lobby Day is Monday, February 11th**  
(Sunday - Monday) **Time:** Appointments with Legislators/ (First meeting 9:30 am)  
**Site:** State Legislative Offices, Albany, NY  
*OMH-SBI Legislative Committee will schedule times with Assembly and Senate Representatives*

February 27, 2019 **Topic: “BOE Clerk Round Table & Legal Updates” Workshop**  
(Wednesday) **Time:** 9:00 a.m. - 3:00 p.m. – Continental Breakfast, snacks and lunch  
**Site:** Oneida BOCES

March 30, 2019 **Topic: “How to become a School Board of Education Candidate and what you need to know”**  
(Saturday) **Time:** 8:30 a.m. Continental Breakfast  
9:00 a.m. – 12:00 p.m. Program  
**Site:** Oneida BOCES

May/June/July 2019 **Local Legislative Lobbying Initiative**  
Local Assembly and District Offices of NYS Representatives & Congressional Representatives for the OMH-SBI Region



C O U N T I E S

# School Boards Institute

*“Children First”*

## **Calendar – 2019-2020: BOARD MANDATED TRAINING WORKSHOPS FOR BOARD MEMBERS ELECTED MAY 2019**

**(Scheduled on 2018-19 Calendar: BOARD MANDATED TRAINING WORKSHOPS)**

June 6, 2019      **Topic:**      **New BOE Member Orientation & Required Training**  
*(Thursday - Part 1)*      **Time:**      8:30 a.m. “Check in” and breakfast; Program 9:00 - 12:00 p.m.  
      **Site:**      Oneida BOCES (Oneida Room)

June 10, 2019      **Topic:**      **New BOE Member Orientation & Required Training**  
*(Monday - Part 2)*      **Time:**      12:00 -12:30 p.m. Lunch; Program 12:30 - 3:30 p.m.  
      **Site:**      Oneida BOCES (Oneida Room)

**\*(NOTE: BOTH SESSIONS ARE REQUIRED FOR NEWLY ELECTED BOE MEMBERS)\***

June 13, 2019      **Topic:**      **Fiscal Oversight Fundamentals Training (FOT)**  
*(Thursday - Part 1)*      **Time:**      5:30 p.m. “Check in” and Light dinner; Program 6:00 - 9:00 p.m.  
      **Site:**      Oneida BOCES

June 17, 2019      **Topic:**      **Fiscal Oversight Fundamentals Training (FOT)**  
*(Monday -Part 2)*      **Time:**      5:30 p.m. “Check in” and Light dinner; Program 6:00 - 9:00 p.m.  
      **Site:**      Oneida BOCES

**\*(NOTE: BOTH SESSIONS ARE REQUIRED FOR NEWLY ELECTED BOE MEMBERS)\***

## Member Boards

Oneida-Herkimer-Madison  
BOCES  
Brookfield Central  
Clinton Central  
Holland Patent Central  
New Hartford Central  
New York Mills Union Free  
Oriskany Central  
Renssen Central  
Sauquoit Valley Central  
Utica City Schools  
Waterville Central  
Westmoreland Central  
Whitesboro Central

Madison-Oneida BOCES  
Camden Central  
Canastota Central  
Hamilton Central  
Madison Central  
Morrisville-Eaton Central  
New York State School for the Deaf  
Oneida City Schools  
Rome City Schools  
Stockbridge Valley Central  
Vernon-Verona-Sherrill Central

Herkimer-Fulton-Hamilton-  
Otsego BOCES  
Central Valley Central  
Dolgeville Central  
Frankfort-Schuyler Central  
Herkimer Central  
Little Falls City Schools  
Mount Markham Central  
Owen D. Young Central  
Poland Central  
Richfield Springs Central  
West Canada Valley

## Officers

Michael Head - Whitesboro  
*President*  
William Lennox – Central Valley  
*1st Vice President*  
Steven Broedel – Morrisville-Eaton  
*2nd Vice President*  
James Van Wormer  
*Coordinator for Board Training*  
[jvwormer@gmail.com](mailto:jvwormer@gmail.com)  
*for more information contact:*  
Vicki Devereese  
*Secretary for Board Training*  
[vdevereese@herkimer-boces.org](mailto:vdevereese@herkimer-boces.org)  
352 Gros Blvd. • Herkimer, NY 13350  
Phone: 315-867-2007  
Fax: 315-867-2002  
Website: [www.omhsbi.org](http://www.omhsbi.org)

## OMH-SBI Information and 2018-19 Calendar of Major Events

(Other workshops and training activities are scheduled on our calendar which is on our website, [www.omhsbi.org](http://www.omhsbi.org) and available from your local BOE Clerk)

# General Membership, Board Development & Training Workshops

Date	Function	Location
August 20, 2018	BOE Leadership & Communication Strategies for BOE Officers	Oneida BOCES
September 20, 2018	School Safety - Proactive & Reactive Strategies to Protect Students, Staff & Our Communities	Oneida BOCES
October 25-27, 2018	NYSBBA Convention in New York City	New York City
November 8, 2018	SED Commissioner Elia: SED Perspective, Positions and Programs	Oneida BOCES
December 10, 2018	Fiscal Planning for 2019-20 budget & Advocacy Initiatives	Oneida BOCES
January 7, 2019	Every Student Succeeds Act – Implementation and Impact on Districts & Students	Oneida BOCES
January 24, 2019 January 31 (snow date)	NYS Assembly & Senate Legislative Forum	Oneida BOCES
February 27, 2019	BOE Clerk Round Table & Legal Update Workshop	Oneida BOCES
March 28, 2019	School & Community Program Showcase of Component Districts from the Oneida BOCES Region	Oneida BOCES
March 30, 2019	How to Become a School BOE Candidate & What You Need to Know	Oneida BOCES
May 9, 2019	Student Achievement Award & Distinguished Award Celebration	Twin Ponds

Sept. 17, Dec. 17, Mar. 4 & June 3

Executive Committee

Oneida BOCES

Detailed program descriptions and registration forms are sent to all District Clerk 4-6 weeks prior to all of the above programs and are available at [www.omhsbi.org](http://www.omhsbi.org)

Serving the counties of

ONEIDA  
MADISON  
HERKIMER

2018-19

Oneida, Madison & Herkimer Counties  
School Boards Institute

Children First

## *Oneida-Madison-Herkimer Counties School Boards Institute History*

- The OMH – SBI is an outgrowth of the Tri-County School Board Association. The Tri-County was formed in 1960 to promote interaction and cooperation among member school boards on matters involving public education. The aim of this association is to support and service the 35 school districts within the Association’s geographical area. Over the years this aim has expanded in response to the changing needs of Board members. In 2005 in an effort to move forward in a cost efficient manner a BOCES Co-Ser was established with the Herkimer BOCES. This Co-Ser allows a variety of programs that are educational and informational in nature to receive BOCES aid at each member schools respective aid ratio.
- While the governing structure has changed, the mission of both the Tri-County School Board Association and the Oneida-Madison-Herkimer Counties School Boards Institute remains the same. The OMH-SBI continues to look to the future and to promote its concern for putting “Children First” and to serve and support the membership by providing informative opportunities to learn, network and share success.

## *Oneida-Madison-Herkimer Counties School Board Institute Mission and Goals*

### **Mission Statement:**

*To promote interaction and cooperation among member boards in the pursuit of excellence in the education of all children.*

### **Goals - The primary goals of the OMH-SBI are:**

- Advocacy
- Communication among our members and member schools
- Education for School Board members

The OMH-SBI achieves its mission and goals by the active participation of member schools in the various programs and committees offered by the OMH-SBI.

### **OMH – SBI Organization**

The General membership consists of the 32 individual school districts and 3 BOCES.

### **Committee:**

*The legislative, membership, and program committees are made up of volunteer board members from member schools. All board members need to do is contact any OMH-SBI officer, executive member, coordinator for board training or OMH-SBI secretary and let them know they are interested in serving on one or more committees.*

**Executive Committee** - The OMH-SBI Executive Committee is a critical piece of the governing structure. The Executive Committee is comprised of 36 members, one representative from each member board. Districts are asked to name their SBI Executive Committee member and an alternate at their July reorganization meeting. The Executive Committee is active in a variety of roles and is pivotal in achieving the goals of Advocacy, Communication and Education. This group meets in September, December (via Distance Learning), March and June. Occasionally there are program presentations featuring students and staff from member schools.

**Legislative Committee** - This committee is active in keeping member schools abreast of the ever changing dynamics in Albany and Washington D.C. They work closely with other groups to advocate for our school communities with state and federal legislators.

**Membership Committee** - This committee reaches out and connects with members through a variety of activities and initiatives.

**Program Committee** - This committee works with the Executive Committee to develop programs to educate and communicate with Board members.

### **OMH- SBI Officers and governing body**

Officers are nominated by the nominating committee and elected by the Executive Committee on an annual basis. Current offices are:

**President,**  
**First Vice President,**  
**Second Vice President**

**Coordinator for Board Training** - Upon the recommendation of the officers and committee chairs, this position is an annual appointment by the Herkimer BOCES. The Coordinator for Board Training works with the Officers and Executive Committee in the coordination and delivery of all OMH-SBI programs.

**Committee Chairs** – Meet monthly with the Officers and Coordinator for Board Training, and quarterly with the Executive Committee. They implement committee programs, activities and strategies as developed.

**General Membership/Board Development programs are open to all school board members and school administrators.**

### **OMH- SBI Services**

In addition to the above programs the OMH-SBI can also provide customized services to member districts as requested. Customized programs can be arranged by contacting any officer or the Coordinator for Board Training. Contact information is located on the front of this brochure.

# Extra-Classroom Activity Overnight Trip Approval Form

## MUST BE APPROVED BY THE BOARD OF EDUCATION

Activity: NYS FFA Intense College and Career tour

Date of Trip: 07/29/2018 – 08/03/2018

Trip Destination: Drop off @ SUNY Cobleskill, pick up @ Alfred State, various college visits in between

Trip Description and Events Attending While on Trip: 5 day overnight college and career experience around New York State. See attached

Number of Students Attending: 5

Expected Cost Per Student: \$100.00

Chaperones: none – students supervised by chaperones provided by / selected by NYS FFA

Expected Cost Per Chaperone: \$0.00

Expected Out of Pocket Expenses Per Student: \$100.00

Expected Out of Pocket Expenses Per Chaperone: \$0.00

Fundraising Activities Planned and Expected Revenue from each Fundraiser:

Students are able to pay for this activity either by paying cash out-of-pocket, or they have opportunity to raise funds through money in FFA member thrift accounts from activities such as commission earned during annual fruit sale, parking cars during antique week and selling ice cream sandwiches and water during antique week.

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

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





THE AGRICULTURAL CAREER EXPERIENCE

## 2018 Draft Schedule

(Schedule is tentative and exact times and experiences offered may be subject to change.)

### Sunday July 29, 2018

6:00pm- Arrive at SUNY Cobleskill  
8:15pm- Evening Activities  
9:30pm- Group Meetings  
10:00pm- Curfew/Room Checks

### Monday July 30, 2018

7:30am- Breakfast on Campus  
8:00am- Morning Group Meetings  
8:15-9:45am- Campus Tour/Campus Store  
10:00am- On Campus Experiences Begin  
11:10am- Experience Groups Switch  
12:15pm- Lunch  
1:00pm- Load busses and Travel to Paul Smith's College  
5:00pm- Arrival and Check in  
6:00pm- Dinner  
7:00pm- Group Meetings  
8:30pm- Evening Activities  
10:00pm- Curfew/ Room Checks

### Tuesday July 31, 2018

7:15am- Breakfast  
7:50am- Morning Group Meetings  
8:00am- On Campus Experiences Begin  
9:30am- Experience Groups Switch  
11:00am- Lunch  
12:00pm- Campus Tour/Visit Campus Store  
1:00pm- Load Busses  
1:30pm- Afternoon Activity  
4:00pm- Depart Afternoon Activity  
7:00pm- Arrive at Morrisville State College  
7:30pm- Dinner on Campus  
9:00pm- Group Meetings  
10:00pm- Curfew/Room Checks

### Wednesday August 1, 2018

7:15am- Breakfast  
7:50am- Morning Group Meetings  
8:00am- On Campus Experiences Begin  
10:00am- Campus Tour/ Visit Campus Store  
11:00am- Lunch  
12:00pm- CFFA Seminar (TENATIVE)  
1:00pm- Afternoon Activity  
2:00pm- Business and Industry Visit #1

3:30pm- Business and Industry Visit #2  
5:00pm- Dinner  
6:00pm- Load Busses  
7:30pm- Arrive at Cornell University  
8:00pm- Evening Activity  
9:45pm- Evening Activity Ends  
10:30pm- Curfew/ Room Checks

### Thursday August 2, 2018

7:15am- Breakfast  
8:00am- Ag Ed Seminar (TENATIVE)  
9:30am- Admissions Seminar (TENTATIVE)  
10:00am- Campus Tour/ Visit Campus Store  
12:30pm- Lunch  
1:30pm- On Campus Experiences Begin  
4:00pm- Load Busses  
4:15pm- Group Meetings  
5:00pm- Dinner  
6:00pm- Load Busses  
8:00pm- Arrive at Alfred State  
8:30pm- Evening Activity  
10:00pm- Curfew/ Room Checks

### Friday August 3, 2018

7:30am- Morning Group Meetings  
8:00am- Breakfast  
8:40am- On Campus Experiences Begin  
10:00am- Experience Groups Switch  
11:30am- Lunch  
12:30pm- Campus Tour/ Visit Campus Store  
1:45pm- Student Celebration and Recognition  
3:00pm- Conference Concludes

\*Students must provide information to conference staff regarding who will be picking them up and, if they are not their legal guardian or their FFA advisor, they must provide a signed letter of permission for their student to travel with that adult.

\*\* If a student will not be adhering to the written schedule for any reason (early departure, late arrival) they will need to provide a signed letter indicating this.

At any point, parents can reach Catie Rowe for emergencies or conference questions at 516-984-3009.

TO: Principal and Administrators at Madison Central School  
FROM: DonorsChoose.org (212-239-3615)  
RE: Mr. Perry got funding for his classroom

Give Mr. Perry a high five! Mr. Perry recently earned funding at DonorsChoose.org for a classroom project called "Slicing Into the Future With a Plasma Cutter". A list of your donors is at bottom of this fax!

The resources for this project will arrive soon, and we hope you'll ensure they promptly reach Mr. Perry's classroom.

1. Antra AH6-260-0000 Solar Power Auto Darke... quantity 1, \$43.99 each
2. Lotos set of Nozzle Electrode and Cup 40-Pi... quantity 1, \$99.22 each
3. Lotos LTP5000D 50Amp Non-Touch Pilot Arc Pl... quantity 1, \$410.01 each

Please tell your front office to expect delivery of any materials within the next few weeks, and ask them to inform Mr. Perry when packages arrive.

If Mr. Perry is no longer teaching at your school, or if there is another reason this donation should not be made, please contact us immediately at principals@donorschoose.org. Save this notice if you need documentation of grants received.

DonorsChoose.org is a free nonprofit website where teachers at your school can receive funding for student resources. All we ask teachers to provide in return is a "thank-you package" for their donors. For information about control or use of resources funded through our site, visit [www.donorschoose.org/resourcepolicy](http://www.donorschoose.org/resourcepolicy).

Thank you for fostering an environment where teachers go above and beyond for their students!

The DonorsChoose.org Team

P.S. Mr. Perry inspired donations from:

Anonymous (New York) \*has given to your school 3+ times!  
Anonymous (Utica, NY)  
Matt Nolan (Pleasanton, CA) \*has given to your school 3+ times!  
Matt Nolan (California) \*has given to your school 3+ times!  
Pauline Vanech (New York)  
Sheila Sreca (New York)  
Jennifer Lavoie (New York)  
Amy Bernstein (Claremont, CA) \*has given to your school 3+ times!  
General Motors Corporation (New York, NY) \*has given to your school 3+ times!

See why these donors gave at  
<https://www.donorschoose.org/project/slicing-into-the-future-with-a-plasma-cu/3192829/>.

134 West 37th Street, 11th Floor | New York, NY 10018  
www.donorschoose.org | principals@donorschoose.org | 212-239-3615

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*Build momentum for your project. Share it with your friends and family!*

[Share via email](#)
[Share on Facebook](#)
[Share on Twitter](#)
[Copy link](#)

10 DONORS

\$696 GOAL

HOORAY! THIS PROJECT IS FULLY FUNDED

Keep the momentum going! Make a donation to Mr. Perry for his next project!

\$

[Give](#)

## Slicing Into the Future With a Plasma Cutter

*My students need modern equipment for metal cutting and fabrication. My students often struggle to fabricate pieces without a plasma cutter. Without modern tools, my students will not learn the skills that they will need.*


### My Students

Our school is a small, rural school in a high-poverty area. Agriculture and the agriculture program is very important, but sometimes this program can be expensive and therefore struggles to provide basic expendable equipment. The Instruction that I provide will hopefully provide a lifetime of knowledge and good habits.

*These students are wonderful, excited young men and women, many of whom come from conflicted families and we try to use their education as one way to give them a leg up and help them to do better than their parents did.*

### My Project

Plasma cutters are modern tools for metal fabrication and design. This essential educational tool is missing in our shop.


Mr. Perry 

Grades 6-8



Madison Central School

Madison, NY

Half of students from low-income households 

10 donors have given to this project.

This project will reach 50 students.

6/16/2018

Slicing Into the Future With a Plasma Cutter | DonorsChoose.org project by Mr. Perry

*It is difficult to teach students to succeed if they do not have the tools of success, my students are hungry to learn, but starved for the tools.*

Madison, NY Grades 6-8

Half of students from low-income households

College & Career Prep Applied Sciences

This plasma cutter will teach my students how to cut and fabricate metal as they will in college or in a career.

Not every student goes on to a career in metallurgy. Regardless of their chosen college or career path, the skills they learn in my classroom set them up for future success!

SHARE MR. PERRY'S PROJECT



## Where Your Donation Goes

MATERIALS	COST	QUANTITY	TOTAL
Lotos LTP5000D 50Amp Non-Touch Pilot Arc Plasma Cutter, Dual Voltage 110V/220V, 1/2 Inch Clean Cut • AMAZON BUSINESS	\$410.01	1	\$410.01
Lotos set of Nozzle Electrode and Cup 40-Piece PCON40 for Lotos LTP5000D LTP6000 LTPDC2000D LTPAC2500 • AMAZON BUSINESS	\$99.22	1	\$99.22
Antra AH6-260-0000 Solar Power Auto Darkening Welding Helmet with AntFi X60-2 Wide Shade Range 4/5-9/9-13 • AMAZON BUSINESS	\$43.99	1	\$43.99
Materials cost			\$553.22
Vendor shipping charges			FREE
State sales tax			\$0.00
3rd party payment processing fee			\$8.30
Fulfillment labor & materials			\$30.00
Total project cost			\$591.52
Suggested donation to help DonorsChoose.org reach more classrooms			\$104.39
Total project goal			\$695.91
Still needed <a href="#">View calculation</a>			\$0.00

Our team works hard to negotiate the best pricing and selections available.

^  
Show less

# Policy

Draft 05/29/18  
5302

## 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 to operate the District's program within the requirements of the federal and state regulations and guidelines applicable to the programs.~~
- B. ~~To extend the benefit of the program to all eligible student, 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.~~
- C. ~~The District's food service program shall be managed so that the nonprofit school food service account does not operate at a deficit, and so that subsidies from the general fund are limited.~~

#### II. Eligibility for Free and Reduced Meals

- A. ~~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.~~
- B. ~~The letters may be distributed by the mail, e mailed to the parent or guardian, or included in information packets provided to students.~~
- C. ~~A household may apply for benefits at any time during the school year.~~
- D. ~~Only one application is required for all children in the household.~~
- E. ~~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 the School Lunch Director.~~

#### III. Meal Payments and Deferred Payments (Meal Charge)

- A. ~~Students may charge meals in accordance with the following rules:~~
  - 1. ~~Students will pay for meals at the school's published meal rate each day. Families are expected to maintain funds in accounts to minimize the possibility that a child may be without meal money on any given day. If a~~

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

~~student is without meal money on a consistent basis, the administration will investigate the situation and take further action as needed. If financial hardship exists, parents/guardians will be encouraged to apply for free or reduced price lunches.~~

- ~~2. Students may charge complete meals only.~~
  - ~~3. All students will be provided with meal charge opportunities pursuant to this policy, regardless of whether they receive full price, reduced price, or free meals.~~
  - ~~4. A student will be allowed to charge a maximum of 15 meals to their account after the balance on their meal card or MySchoolBucks is exhausted. The charge meals offered to students during this grace period will be a reimbursable meal that is available to all students (or allergy specific alternate).~~
  - ~~5. A student with an unpaid balance 15 meals will receive a reimbursable alternate meal (or allergy specific alternate) until their account balance has been paid in full.~~
  - ~~6. No student with a negative meal card or MySchoolBucks account balance will be allowed to purchase any a la carte items, including snacks, extras, or drinks other than milk.~~
- ~~B. The District is committed to ensuring that federal reimbursements, children's payments and other non-designated nonprofit food service revenues do not subsidize meals for adults. The District therefore adheres to a "no charge" meal purchase policy for adults.~~

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

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

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SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

~~contacted by families with unpaid meal charges), and any staff involved in enforcing any other aspects of this policy.~~

~~V. Nonprofit School Food Service Account~~

~~A. Outstanding student charges (also called delinquent debt) resulting from nonpayment for school meals are 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.~~

~~B. When outstanding student charges accrue \$30.00 resulting from nonpayment for school meals a letter and this Policy will be forwarded by mail or email from the School Lunch Director notifying the parent/guardian of the insufficient account balance. This notification may include a repayment schedule for unpaid meal charges.~~

~~C. Unpaid student meal charges may be carried over at the end of the school year as a delinquent debt and collection efforts may continue into the new school year to allow longer repayment plans.~~

~~D. The District closes student meal charges on August 30<sup>th</sup> and classifies as "bad debt" and therefore, paid through the district's general fund. Once meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements.~~

**ALL NEW**

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.



SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

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 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.

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SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

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;
  - 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).

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

- 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.
    - 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.

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    - 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 any a la carte items, including snacks, extras, or drinks other than milk.

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SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

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.
    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

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

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 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.

POLICY

Draft 05/29/18

SUPPORT OPERATIONS

5302

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

- 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 30<sup>th</sup> of each school year using nonfederal funds. However, the District reserves the right to continue debt collection efforts to the next school year.

VI. 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. \_

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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, \_\_\_\_\_

# Policy

Draft 04/09/18  
8504

## INSTRUCTION

### SKILLS AND ACHIEVEMENT COMMENCEMENT CREDENTIAL

- I. ~~Beginning with the 2013-14 school year and thereafter, severely disabled s~~Students who are eligible to take the New York State Alternate Assessment (NYSAA) and meet other specified conditions pursuant to 8 NYCRR 100.6 shall be provided with the appropriate opportunities to earn a skill and achievement commencement credential.
- A. The credential shall be similar in form to the diploma issued by the district, with a clear annotation to indicate that the credential is based on achievement of alternate achievement standards;
  - B. The credential shall be issued together with a summary of the student's academic achievement and functional performance as required by 8 NYCRR 200.4.
- II. The District will ensure that the following conditions are met:
- A. The student has been recommended by the committee on special education to take the alternate assessment in lieu of a regular State assessment;
  - B. The student meets the definition of a student with a severe disability as defined in 8 NYCRR 100.1;
  - C. The student has been afforded appropriate opportunities to participate in community experiences and development of employment and other instructional activities to prepare the student for post-secondary living, learning and employment.
  - D. The student has attended school for at least 12 years, excluding kindergarten, or has received a substantially equivalent education elsewhere, or the student has attained the age of 21;
  - E. If the credential is awarded before the student turns 21 years of age, it must include a written statement of assurance that the student continues to be eligible to attend public school until the student has earned a regular high school diploma or the end of the school year in which the student turns 21, whichever occurs first.

### III. Reports

The District shall submit to the State Education Department, a report concerning students awarded skills and achievement commencement credential in that school year.

### IV. Graduation

POLICY

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8504

INSTRUCTION

SKILLS AND ACHIEVEMENT COMMENCEMENT CREDENTIAL

- A. Students may elect to participate in the graduation ceremony of their high school graduation class and all related activities if the student:
1. Qualified to receive a skills and achievement commencement credential or career development and occupational studies commencement credentials; and
  2. Has not otherwise qualified for a regents or local diploma.
- B. If the student's individualized education program prescribes special education, transition planning, transition services, or related services beyond the student's four academic years after the student's entry into high school, the student may elect to participate in the graduation ceremony and activities for the twelfth grade class with which the student entered ninth grade.
- C. The Superintendent will consider the recommendation, if any, of the student's committee on special education as well as the student's own expressed preference regarding participation.
- D. The District shall provide annual written notice to all students with disabilities and their parents/guardians of this policy.

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Madison Central School District

Legal Ref: 8 NYCRR 100.1, 100.6, 200.4; Education Law §4402(9)

Adopted: 12/18/00

Revised: 11/18/14, \_\_\_\_\_



# Policy

Draft 05/23/18

7502

STUDENTS

## UNIFORM VIOLENT INCIDENT REPORTING SCHOOL SAFETY AND EDUCATIONAL CLIMATE REPORTING

### **I. — PURPOSE**

- A. — ~~The 2000 Project SAVE (Safe Schools Against Violence in Education) legislation and 8NYCRR Section 100.2(gg) of the Regulations of the Commissioner of Education require school districts to record information on “violent or disruptive incidents.”~~
- B. — ~~Pursuant to the provisions of N.Y.S. Education Law, Section 2802, entitled “Uniform Violent Incident Reporting System,” the Commissioner of Education has been directed by the State Legislature to establish a statewide uniform violent incident reporting system, as well as promulgate regulations defining “violent or disruptive incidents.”~~
- C. — ~~The Violent and Disruptive Incident Report (VADIR) Form implemented by the Department of Education serves two purposes:~~
1. — ~~To provide documentation of each incident to be used by school administrators and Department staff, and~~
  2. — ~~To assist schools in compiling the summary data that must be reported on the BEDS School Data Form.~~

### **II. — DEFINITIONS**

- A. — ~~“Violent or disruptive incident” shall mean one or more of the categories of incidents listed on the Violent and Disruptive Incident Report (VADIR) form that occurs on the property of the District. (Regulation #7502.1)~~
- B. — ~~School “property,” as set forth in N.Y.S. Education Law Section 2801(1), entitled “Codes of Conduct on school property,” shall be defined to mean “...in or within any building, structure, athletic playing field, playground, parking lot and land contained within the real property line of a public elementary or secondary school; or in or on a school bus as defined in Section 142 or the N.Y.S. Vehicle and Traffic Law; and a school function which shall include a school sponsored or school authorized extracurricular event or activity, regardless of where such activity or event takes place.(see also: 8 NYCRR Section 100.2 (gg))~~

## STUDENTS

UNIFORM VIOLENT INCIDENT REPORTING SCHOOL SAFETY AND EDUCATIONAL  
CLIMATE REPORTING~~III. VIOLENT & DISRUPTIVE BEHAVIORS~~

- ~~A. An incident must be reported if it meets the following criteria; (1) it involved physical injury or the threat of physical injury, or (2) it disrupts the educational process and is serious enough to lead to disciplinary or referral action.~~
- ~~B. Incidents involving physical injury, with or without the use of a weapon; the “use or possession of drugs or alcohol,” and/or bomb threats or false alarms must all be reported regardless of the type of disciplinary or referral action that results. Incidents must also be reported regardless of whether or not the perpetrator(s) is identified.~~
- ~~C. Alleged incidents of Intimidation, Harassment, Menacing or Bullying that are reported to a building principal or other school administrator responsible for school discipline must be reported, regardless of whether the complaint is subsequently determined to be deemed unfounded.~~
- ~~D. Incidents defined I Categories 1-8, 14-15, and 17-19 of the VADIR Form that occur on school property (or during school sponsored or school authorized extracurricular events or activities,) are reportable in all circumstances, regardless of both the time when they occurred, and whether or not the person committing the act was an enrolled student.~~
- ~~Incidents in categories 9-13, 16 and 20 of the VADIR Form that occur on school property (or during school sponsored or school authorized extracurricular events or activities,) are reportable if the incident resulted in one or more of the disciplinary responses listed on the Summary Form, or would have resulted in one or more of the disciplinary response listed on the Summary form, in the case of an unknown perpetrator, regardless of the time when the incident occurred and whether or not the person committing the act was an enrolled student.~~

~~IV. STATE REPORTING AND RECORD KEEPING~~

- ~~A. The district is required to submit the data to the Department for each reportable violent or disruptive incident using the NYSED application business portal.~~
- ~~B. The district must report incidents that occur in common areas or on school property that are under the control of the school district or on school buses that the school district operates or provides by contract.~~

POLICY

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7502

STUDENTS

UNIFORM VIOLENT INCIDENT REPORTING SCHOOL SAFETY AND EDUCATIONAL CLIMATE REPORTING

- ~~C. In addition, each the district must provide a summary of all reportable incidents on the Basic Educational Data System (BEDS) School Data Form the following school year.~~
- ~~D. Violent and Disruptive Incident Report Forms must be kept on file in the School District until the youngest person involved in an incident reaches the age of 27, and must be made available to State Education Department staff on request.~~

ALL NEW

I. Statement of Policy

The District files the required annual School Safety and Educational Climate (SSEC) report on the form prescribed by the Commissioner in a timely fashion.

II. Local Procedures

- A. The Superintendent of Schools shall adopt local procedures for the reporting of violent or disruptive incidents by each District school building and program in a form and format that allows the preparation of an accurate annual report for each school and for the District.
- B. The Superintendent may designate another District staff member to be responsible for the collection and compilation of the information necessary to prepare the annual report.

III. Record Management and Retention

- A. The local procedures approved by the Superintendent shall assure that copies of all SSEC related documents are retained until the youngest person involved in the incident is 27 years of age, whether or not the reported incident is verified as the result of the fact finding process. SSEC related documents include all reports of violent incidents, all reports of DASA infractions, Individual Incident Report (IIR) forms completed for an incident, copies of SSEC Summary Data Collection reports, action plans to eliminate unsafe and hostile environments, and investigative notes.
- B. The confidentiality of SSEC related documents that include personally identifiable student information will be maintained in accordance with state and federal law.

POLICY

Draft 05/23/18  
7502

STUDENTS

UNIFORM VIOLENT INCIDENT REPORTING SCHOOL SAFETY AND EDUCATIONAL  
CLIMATE REPORTING

- C. SSEC related documents are not treated as part of a student's permanent or cumulative record, and shall not be forwarded to another school if the student enrolls elsewhere.
- D. SSEC related documents shall be available to the State Education Department.

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Madison Central School District

Legal Ref: Education Law §§2801 (1) and 2802; ~~Chapter 425 of the Laws of 2002 relevant to Unsafe School Choice, Provisions of Part 120 of the Commissioner's Regulations relevant to Unsafe School Choice; 8 NYCRR 100.2(ss gg)~~

Adopted: 12/16/15

Revised: \_\_\_\_\_