

**DRAFT**

The Regular Meeting of the Board of Education of Madison Central School was held on August 14, 2018 at 6:30 pm in the library.

**MEMBERS PRESENT:** Mrs. Jennifer Lavoie  
Mr. Jona Snyder  
Mrs. Stephanie Clark-Tanner  
Mr. Steven Yancey  
Mrs. Laurie Zbock

**MEMBERS ABSENT:** Ms. Beverly Biedermann  
Mr. Stephen Dodge

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

- I. Call to Order
  - a. Mrs. Clark-Tanner, 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 5 yes, 0 no.

- b. Approval of Minutes
  1. July 10, 2018 Reorganizational Meeting Minutes
  2. July 10, 2018 Regular Meeting Minutes

**MOTION # 2 – APPROVAL OF MINUTES**

ON THE MOTION of Mr. Yancey, seconded by Mrs. Lavoie, the board moved to approve the minutes from both of the July 10, 2018 meetings. Motion carried 5 yes, 0 no.

- IV. Public Forum
  - a. A community member asked whether the board would be making a decision on the varsity basketball coaching position at this meeting and then praised Mr. Mitchell's work as a coach. He also questioned whether how same situation would be handled if another person decided they wanted a particular teaching position.
  - b. A community member praised the successful basketball history led by Mr. Mitchell. He then commented on the parking lot renovations, questioning entrance availability to the building from those parking areas. He asked whether the building would be ready for students first day of school and the answer is yes. He also noted the attendance of the board members, specifically noting the legal options of the board when members are consistently absent.
  - c. A community member requested that the outdoor bathrooms attached to the bus garage remain open and available for use when there are activities on the school grounds.

- V. Reports
  - a. Treasurer
    - 1. Internal Claim Auditor's Report

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

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

- b. Superintendent – Information Items
  - 1. Mr. Davis took time to inform the board and the public on his decision to rescind all coaching appointments until further review of all candidates can be done. Focus for this position, as well as all school related positions, needs to be on the students, not the adults.
  - 2. Mr. Davis and Mrs. Brouillette provided the board with the June 2018 Reserves Report for review.
  - 3. The notice for the workshop to be held on August 20, 2018 entitled "Board of Education Leadership Development – What Board Officers Need to Know" was shared with the board.
  - 4. Michele Cotter presented a Summer School Presentation, with statistics on attendance, curriculum options, and coverage areas.
- c. Superintendent – Approval Items
  - 1. Set Tax Levy

**MOTION # 4 – APPROVAL OF TAX LEVY**

ON THE MOTION of Mr. Yancey, seconded by Mrs. Lavoie, the board moved to approve the Tax Levy for the 2018-19 school taxes of 1.31% which is \$3,262,175. Motion carried 5 yes, 0 no.

- 2. Approval to close Student Activity Drama Account
- 3. Approval to change name of Student Activity Jr Chorus Account to Drama

**MOTION # 4 – APPROVAL TO CLOSE EXISTING DRAMA ACCOUNT, TRANSFER FUNDS TO JR CHORUS ACCOUNT AND RENAME JR CHORUS AS DRAMA ACCOUNT**

ON THE MOTION of Mr. Yancey, seconded by Mrs. Lavoie, the board moved to close the existing Drama account in Student Activities, transfer the existing \$.30 to the Jr. Chorus Account and then rename the Jr. Chorus account to Drama. Motion carried 5 yes, 0 no.

- 4. Approval to rename International Club to Foreign Language Club

**MOTION # 5 – APPROVAL TO RENAME INTERNATIONAL CLUB**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Zbock, the board moved to rename the International Club to Foreign Language Club to align with the teacher's contracted stipend for an advisor to the Foreign Language Club. Motion carried 5 yes, 0 no.

- 5. School Lunch price increase from \$1.75 to \$1.85 and from \$2.00 to \$2.10

**MOTION # 6 – APPROVAL TO INCREASE SCHOOL LUNCH PRICES**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Lavoie, the board moved to increase all school lunch prices by \$.10 each going from \$1.75 to \$1.85 and from \$2.00 to \$2.10 per lunch. Motion carried 5 yes, 0 no.

6. Approval of updated District Mission Statement

**MOTION # 7 – APPROVAL OF UPDATED DISTRICT MISSION STATEMENT**

ON THE MOTION of Mrs. Lavoie, seconded by Mrs. Zbock, the board moved to approve the updated Mission Statement to read “Commitment to Excellence The Madison Central School District educates all students to achieve their personal and academic potential. Motion carried 5 yes, 0 no.

7. Acceptance of Auctions International Bids for the buses, tables and boat
- a. Bus # 95 for \$3,050

**MOTION # 8 – ACCEPTANCE OF BUS #95 BID**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Lavoie, the board moved to accept the Auctions International Bid of \$3,050 for bus # 95. Motion carried 5 yes, 0 no.

- b. Boat for \$5,800

**MOTION # 9 – ACCEPTANCE OF BOAT BID**

ON THE MOTION of Mrs. Lavoie, seconded by Mrs. Zbock, the board moved to accept the Auctions International Bid of \$5,800 for the board. Motion carried 5 yes, 0 no.

- c. Tables for \$155

**MOTION # 10 – DENIAL OF TABLE BID**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Zbock, the board moved to deny the Auctions International Bid of \$155 for the tables. Instead, these tables which have already been surplussed will be offered to community organizations as a donation for community uses such as fire departments and townships. Motion carried 5 yes, 0 no.

- d. Bus # 96 for \$4,050

**MOTION # 11 – REJECTION OF BUS # 96 BID**

ON THE MOTION of Mr. Yancey, seconded by Mrs. Lavoie, the board moved to reject the Auctions International Bid of \$4,050 for bus # 96. Instead, the district will advise Auctions International to offer the high bidder the option of purchasing the bus for the \$9,000 trade in value. If the buyer agrees, the Auctions International price of \$9,000 will be accepted. If the buyer declines, the bus will be traded in for the \$9,000 trade in value. Motion carried 5 yes, 0 no.

8. Approval of Non-Resident Students

- a. Student Entering PreK
- b. Student Entering Grade K
- c. Student Entering Grade 2
- d. Two Students Entering Grade 3
- e. Two Students Entering Grade 7
- f. Student Entering Grade 8
- g. Student Entering Grade 9
- h. Student Entering Grade 10
- i. Student Entering Grade 12

**MOTION # 12 – APPROVAL OF 11 NON RESIDENT STUDENTS**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Lavoie, the board moved to approve 11 non resident students as listed above for enrollment at Madison Central School for the 2018-19 school year. Motion carried 5 yes, 0 no.

- VI. Policy – The first readings of the following policies were done at this time:
  - a. First Reading of Revised School Food Service Program and Meal Charge Policy #5302
  - b. First Reading of Code of Ethics For All District Personnel Policy # 0020
  - c. First Reading of Education of Homeless Children Policy # 7002
  - d. First Reading of Procedures For Achieving Education of Homeless Children Regulation # 7002.1
  
- VII. Old Business
  - a. None
  
- VIII. New Business
  - a. Personnel
    - 1. Resignations
      - a. Robert Burdick – School Physician effective July 1, 2018
      - b. Brianna Janes – Psychologist effective July 10, 2018
      - c. Emily Dodd – Biology Teacher effective August 18, 2018
      - d. Kristin Frawley – School Counselor effective August 31, 2018

**MOTION # 13 – ACCEPTANCE OF RESIGNATIONS**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Lavoie, the board moved to accept the resignations of Robert Burdick, Brianna Janes, Emily Dodd, and Kristin Frawley as listed above. Motion carried 5 yes, 0 no.

- 2. Appointments
  - a. Gail Soule – Food Service Helper at Step 1, \$11.78 per hour effective 9/4/18
  - b. Chad Putney – Foreign Language Club Advisor 2018-19
  - c. Ryan Hobart – Instrumental Director 2018-19
  - d. Amber Thrasher – Probationary Special Education Teacher with Certifications in Childhood Education 1-6 and Students with Disabilities 1-6 effective August 14, 2018 with tenure recommendation for September 4, 2022 at B1, Step 2, \$36,454 per year
  - e. Mikaela McGuire – Probationary Teacher’s Aide effective August 14, 2018 with tenure recommendation for September 4, 2022 at \$11.96 per hour as per non-instructional contract

**MOTION # 14 – APPROVAL OF APPOINTMENTS**

ON THE MOTION of Mrs. Lavoie, seconded by Mr. Snyder, the board moved to approve the appointments of Gaile Soule, Chad Putney, Ryan Hobart, Amber Thrasher, and Mikaela McGuire as listed above. Motion carried 5 yes, 0 no.

- 3. Volunteer Appointments
  - a. Brett Lewis – Boys Soccer
  - b. Joseph Sitts – Boys Soccer
  - c. Spencer Staring – Girls Soccer

**MOTION # 15 – APPROVAL OF VOLUNTEERS**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Zbock, the board moved to approve the volunteer appointments of Brett Lewis, Joseph Sitts, and Spencer Staring as listed above. Motion carried 5 yes, 0 no.

4. Retirements

- a. Ricky Neff – Head Bus Driver and 19A Coordinator effective July 27, 2019

**MOTION # 16 – ACCEPTANCE OF RETIREMENT**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Lavoie, the board accepted, with regrets, the retirement of Ricky Neff as Head Bus Driver and 19A Coordinator effective 7/27/19. Motion carried 5 yes, 0 no.

- b. CSE/CPSE Recommendations – none provided

c. Principal Reports

1. Mr. Latella provided updates to the board on the summer program, the summer professional development opportunities, the transition of many elementary teachers to new assignments for the 18-19 school year as well as many new appointments. He also suggested that people read the book entitled “Mick Harte was here” as it has great perspective that directly relates to our recent tragedy for our students and staff.

2. Mr. Nichols updated the board on the vacant positions that are in the process of interviews, the orientations that will be held on the 28<sup>th</sup>, the summer regents that will be held on the 16<sup>th</sup> and 17<sup>th</sup>, and the continued counseling for students that will be available.

IX. Correspondence

- a. Richard Engelbrecht’s monthly BOCES newsletter for August 2018 was shared.

X. Executive Session and appoint temporary District Clerk for Executive Session

- a. For discussion regarding proposed, pending or current litigation

**MOTION # 17 – ENTER EXECUTIVE SESSION**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Lavoie, the board moved to enter into Executive Session at 7:25 pm for discussion regarding proposed, pending or current litigation with Jennifer Lavoie acting as temporary District Clerk. Motion carried 5 yes, 0 no.

XI. Adjourn Executive Session

**MOTION # 18 – ADJOURN EXECUTIVE SESSION**

ON THE MOTION of Mr. Yancey, seconded by Mr. Snyder, the board moved to adjourn Executive Session at 7:53 pm. Motion carried 5 yes, 0 no.

XII. Adjournment

**MOTION # 19 – ADJOURNMENT**

ON THE MOTION of Mr. Snyder, seconded by Mrs. Zbock, the board moved to adjourn for the evening at 7:54 pm. Motion carried 5 yes, 0 no.

**DRAFT**

The Executive Session Meeting of the Board of Education of Madison Central School was held on September 6, 2018 at 6:30 pm in the library.

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

**MEMBERS ABSENT:** Ms. Beverly Biedermann  
Mr. Jona Snyder

**OTHERS PRESENT:** Mr. Michael Davis, Superintendent

- I. Call to Order
  - a. Mrs. Tanner, President, called the meeting to order at 6:30 pm.
  
- II. Executive Session and appoint temporary District Clerk for Executive Session
  - a. To discuss the medical, financial, credit or employment history of a particular person or corporation or matters leading to the **appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal** of a particular person or corporation.

**MOTION # 17 – ENTER EXECUTIVE SESSION**

ON THE MOTION of Mrs. Lavoie, seconded by Mrs. Zbock, the board moved to enter into Executive Session at 6:30 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 with Jennifer Lavoie acting as temporary District Clerk. Motion carried 5 yes, 0 no.

- III. Adjourn Executive Session

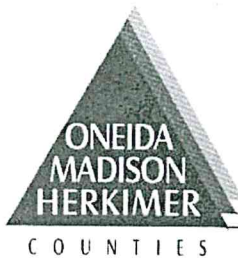
**MOTION # 18 – ADJOURN EXECUTIVE SESSION**

ON THE MOTION of Mrs. Tanner, seconded by Mr. Yancey, the board moved to adjourn Executive Session at 7:30 pm. Motion carried 5 yes, 0 no.

- IV. Adjournment

**MOTION # 19 – ADJOURNMENT**

ON THE MOTION of Mr. Yancey, seconded by Mrs. Zbock, the board moved to adjourn for the evening at 7:30 pm. Motion carried 5 yes, 0 no.



# School Boards Institute

*"Children First"*

## OMH-SBI Registration Form

### *"School Safety: Proactive and Reactive Strategies to Protect Students, Staff, and Our School Communities"*

**Date:** September 20, 2018 (Thursday)

**Time:** 6:00 p.m. – 6:30 p.m. "Check in" and Light Dinner  
6:30 p.m. Program (*Agenda is attached*)

**Presenters:** **Safety experts and liaisons from local and state organization including, Homeland Security, Oneida BOCES, Herkimer BOCES, and County organizations**

**Site:** **Oneida BOCES - Middle Settlement Road, New Hartford (Oneida room)**

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\* \* \* \* \*

**To register for "School Safety: Proactive and Reactive Strategies to Protect Students, Staff, and Our School Communities."**

Fill out the form and submit by email 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 Monday, September 10, 2018 \*\***

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

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

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

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

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

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

# Agenda

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

## “School Safety: Proactive and Reactive Strategies to Protect Students, Staff, and Our School Communities.”

*Thursday, September 20, 2018*

ONEIDA BOCES (Oneida room)  
*Middle Settlement Road, New Hartford, New York*

6:00 – 6:30 p.m.

**Registration & Light Dinner**

6:30 p.m.

**School Safety Presentation**

### *Why you should attend this program*

Your school communities place their trust in their school boards, administrators and staff to provide a safe environment for their children. While schools continue to be safe and secure environment for the most part, there have been high profile school violence incidents that continue to force a constant review of a District’s approach to School Safety. This program will provide up to date information on the topics listed below.

#### **Introductions:**

Mr. Michael Head, OMH-SBI President

#### **Presenters:**

Safety Experts and liaisons from local and state organization including Homeland Security, Oneida BOCES, Herkimer BOCES, County Organizations

#### **Topics will include:**

- Addressing Mental Health issues in a proactive way for your students and communities
- Using your DFAS policies and staff to assist students and communities
- Using profile characteristics to prioritize student services
- Creating a School Safety Approach that Survives Changes in School District Leadership
- Using our Local Resources to Improve Your School Safety Approach by proper planning and school safety drills
- Upgrading building safety features using technology and construction techniques

The program will close with a Q and A from individual school district participants to the above School Safety Specialist.





# School Boards Institute

*"Children First"*

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**To:** OMH-SBI Members

**From:** Jim Van Wormer

**Re:** 1. Meet the Congressional Candidates program  
2. NYS Meet the Assembly and Senate Candidates  
3. Bus transportation to the NYSSBA Convention

**Date:** August 30, 2018

1. Please be advised we have been in contact several times with the candidates for our local 22<sup>nd</sup> Congressional District. Based on conversations, we were told the only date available for our "Meet the Congressional Candidates" program was Monday, October 1. The Anthony Brindisi campaign staff indicated they would be willing to participate. We have not heard from Congresswoman Tenney's campaign regarding an agreement of that date.

At our OMH-SBI Legislative Committee meeting on August 22<sup>nd</sup> the committee agreed that if both candidates were not available then we would cancel the program.

We are currently keeping the October 1<sup>st</sup> date for the Congressional program. We will report out at our September 17<sup>th</sup> Executive Committee for review and direction.

2. Our New York State Meet the Candidates for the Assembly and Senate has been changed to October 22. There are a number of candidates running this year. Our legislative committee will advise on the format of the evening program.

3. We will **definitely** have bus transportation to the NYSSBA Convention in New York City. We have 32 signed up which is enough to sponsor a bus. It is a 55-passenger bus so we still have room. If you are interested, please contact Vicki Devereese for a reservation.

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

Give Ms. Hinman a high five! Ms. Hinman recently earned funding at DonorsChoose.org for a classroom project called "Building Kindergartners' Love of Reading ". 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 Ms. Hinman's classroom.

1. It's a Busload of Pigeon Books! (NEW ISBN) quantity 2, \$17.49 each
2. Pete the Cat: Out of This World quantity 2, \$4.95 each
3. Alexander and the Terrible, Horrible, No Go... quantity 3, \$5.24 each
4. Pete the Cat's Super Cool Reading Collectio... quantity 2, \$12.91 each
5. Guided Science Readers Parent Pack: Level B... quantity 1, \$17.99 each
6. Guided Science Readers Parent Pack: Level A... quantity 1, \$13.20 each
7. Little Leveled Readers: Level A Box Set: Ju... quantity 1, \$24.47 each
8. And some additional requested resources.

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

If Ms. Hinman 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. Ms. Hinman inspired donations from:

Amanda Hinman \*has given to your school 3+ times!  
Anonymous (Chico, CA)

See why these donors gave at  
<https://www.donorschoose.org/project/building-kindergartners-love-of-reading/3563318/>.

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

# MADISON CENTRAL SCHOOL DISTRICT

**PROJECT SAVE**  
**(Safe Schools Against Violence In Education)**  
**DISTRICT-WIDE SCHOOL SAFETY PLAN**  
**as required by Commissioner's Regulation 155.17**

## INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, as well as from natural and manmade disasters. To address these threats, the State of New York has enacted the Safety Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Madison Central School District ("District") supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going District-wide cooperation and support of Project SAVE.

## SECTION I: GENERAL CONSIDERATION AND PLANNING GUIDELINES

### Purpose

The Madison Central School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Education, the Superintendent of Schools appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan

### A. Identification of School Teams

The District has created a District-wide School Safety Team including the following persons:

#### Position

Board of Education Representative: J. Lavoie; Alternate: J. Snyder
Administration Representative: M. Davis, L. Nichols, B. Latella
Teacher Representative: J. Burdick, M. Thurston, M. Bruno, P. Perry
Parent Representative: K. Peavey
Student Representative: J. Hummer
School Safety Personnel: J. Angrisano (BOCES), W. Wilcox (Madison Co. Sheriff Dept.)
Other School Personnel: M. Brouillette, C. Post

## **B. Concept of Operations**

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual building-level emergency response plans.
- This Plan has been developed using the New York State Education guidance document as well as checklists and other resources provided by the BOCES Safety Office. It has been reviewed and revised by members of the District-wide School Safety Team prior to public comment.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions, including Crisis Response, may be supplemented by involving County and State resource through established protocols.

## **C. Plan Review and Public Comment**

- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The District-wide and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education.
- While linked to the District-wide School Safety Plan, building-level emergency response plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level emergency response plans will be supplied to both local and State Police within 30 days of adoption.
- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year. A copy of the plan will be available at District Main Office.

## SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

### A. Identification of sites of potential emergency

The District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies, and the use of a Risk Probability Checklist. Appendix 2 of this Plan includes the risk probability checklist and the results of this evaluation.

### B. Actions in response to an emergency

The District has identified the following general response actions to emergency situations. These actions include: **See Appendix 10 for general response guidelines.**

- School cancellation (prior to start of day)
- Early dismissal
- Evacuation
- Sheltering (Shelter-in-Place, Hold-in-Place, Lockout, Lockdown)

The confidential Building-level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

**See Appendix 10 and Appendix 11 for general response guidelines.**

Emergencies include, but are not limited to:

Anthrax/Suspicious Mail	Intruder
Bomb Threat	Lock-Out Procedures
Building and/or Campus Evacuation	Medical Emergencies
Building Collapse/Earthquake	Missing Student
Bus Accident	Public Demonstration
Crime Scene/Break-In	Sexual Assault
Drugs and Drug Dealers	Suicide
Emergency Numbers	Weapons
Fights	Weather
Fire/Explosion	
Gas Odor/Leak	
Go Home Plan	
Hazardous Material Exposure	

### C. District resources and personnel available for use during an emergency

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the confidential Building Level Emergency Response Plans as deemed appropriate by the Incident Command Team.

Specific personnel and resources are identified in the confidential Building Level Emergency Response Plans.

The following functions are available to assist in the event of an emergency:

Function	Role, skill, or assignment
School Nurse	First Aid/Medical
CPR/ First Aid Trained staff	First Responders
Head Custodian	Physical Plant

Transportation Supervisor	Bus drivers
Counselors/School Psychologist	Crisis Team
Volunteer Staff	Suspicious Object Identification Team

**Additional District Resources Available for Use in an Emergency**

During an emergency, the District has the following resources available:

Equipment	Location
Defibrillator	Internal and Fire Department – via 911
Smoke ejectors	Fire department – via 911
Emergency lighting	Each building
Portable fire extinguishers	Building-wide and each bus
Spill cleanup / absorbent materials	Custodial Dept.
First aid Supplies	Nurses Office

**D. Procedures to coordinate the use of school resources during emergencies**

The District uses the Incident Command System model for emergency actions. For District-wide emergencies, the Chief Emergency Officer will be the Superintendent of Schools or his/her designee. In building-level emergencies, the Chief Emergency Officer or designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the confidential Building Level Emergency Response Plan. Building-level Incident Command staff is identified in the confidential Building Level Emergency Response Plans.

The Incident Command System for the District, and for individual buildings, is better defined in Appendix 8 of this plan.

**E. Annual multi-hazard school training for staff and students.**

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the Superintendent of Schools, and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills or other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing plans will be revised in response to post-incident evaluations of these drills.

Training procedures and framework are included in Appendix 3.

**F. Staff development**

- All candidates applying for teacher certification as of February 2, 2001 will have completed two hours of training in school violence prevention and intervention prior to that application.
- Provision for staff development with respect to school violence prevention, intervention, and response will be included in professional development plans.

- School violence prevention and intervention training for all staff will be included annually in a superintendent's conference day.

Superintendent will be responsible for implementing instructional staff development programs.

Superintendent will be responsible for non-instructional staff development with respect to school violence.

Staff development resources and other related information are listed in Appendix 3.

### **SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE**

#### **A. Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school**

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence. A listing of policies and their respective policy numbers are included in Appendix 4 of this document (see also District Code of Conduct.)

#### **B. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident**

Law enforcement officials will be contacted by the Chief Emergency Officer (Superintendent or designee) in line with the confidential Building Level Emergency Response Plan, and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as rapid as possible. In most cases, law enforcement agencies will be contacted through the 911 system which will dispatch the appropriate agency. Appendix 9 includes a table listing district buildings and closest response agencies with contact names and numbers for use in non-emergency situations.

#### **C. Appropriate response to emergencies**

The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The confidential Building Level Emergency Response Plans detail the appropriate response to such emergencies. See Appendix 9 for general response agency listing.

#### **D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal**

The District will contact appropriate parents, guardians or person in parental relation via media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the confidential Building Level Emergency Response Plans. See Appendix 12 for television and radio station listing.



## SECTION IV: COMMUNICATION WITH OTHERS

### **A. Procedures for obtaining assistance during emergencies from emergency services organizations and local government agencies**

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. District's local emergency management office information:

<b>Emergency Management Office</b>
Emergency Management Office - <b>Ted Halpin, Wampsville, NY 315-366-2789</b>

### **B. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law**

In an emergency, the Superintendent/Designee will contact the 911 center for fire, law enforcement, or EMS response. In large-scale emergencies, the Superintendent may be assisted by the BOCES District Superintendent or their designee. On occasion, the Superintendent/Designee may need to contact the highest-ranking local government official for notification and/or assistance

The District will rely on the advice of the local emergency management office listed above.

### **C. A system for informing all educational agencies within the District of a disaster**

The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery. A list of these agencies and the contact information is located in Appendix 1.

### **D. Maintaining certain information about each educational agency located in the school district**

The following information concerning educational agencies located within the district is included with the confidential Building-level Safety Plans:

- School population
- Number of staff
- Transportation needs, and
- Business and home telephone numbers of key officials of each such educational agency  
Home telephone numbers will be maintained by the district office to maintain confidentiality.

The Superintendent or their designee will ensure that this information is current and accurate. See Appendix 1 for school enrollment and transportation information.



**D. Strategies for improving communication among students and between students and staff, and for the reporting of potentially violent incidents**

The District recognizes that communication is a vital key in the prevention and intervention of violence in schools. To that end, the District will continue to explore strategies and programs based on the District's needs.

The campus referral process is utilized for the reporting of potentially violent incidents according to the building chain of command and following the District Code of Conduct. Additionally, student counselors are available each day for students to share information where the source can remain confidential.

**E. Description of duties, hiring and screening process, and required training of hall monitors and other school personnel**

See Appendix 7

**SECTION VI: RECOVERY**

**A. Post-Incident Response**

The Post-Incident/Crisis Response Team will institute the Crisis Response Plan as outlined in the confidential Building-level Plan.

**B. Disaster Mental Health Services**

The Superintendent, or their designee, will assist in the coordination of Disaster Mental Health Resources and the implementation of the Crisis Response Plan. During the recovery phase of an incident, the District will reevaluate its current violence prevention and school safety activities and consider what the school can do to improve its plan.

# APPENDICES

## Appendix 1:

Listing of all school buildings covered by the District-wide school safety plan with addresses of buildings, and contact names and telephones numbers of building staff.

<b>Building Name</b>	<b>Address</b>	<b>Contact Name</b>	<b>Telephone Number</b>
Madison CSD	7303 State Rt. 20	Superintendent	315-893-1878
<b>Enrollment and Transportation</b>			
496 students/83 staff 7 Buses 2 Handicapped Bus 1 Suburban vehicles 1 Van			

Listing of other educational agencies (day care, parochial school, pre-school, etc.) located within the District:

<b>Educational Agency</b>	<b>Address</b>	<b>Contact Name</b>	<b>Telephone Number</b>

In an emergency, the Superintendent or his designee will notify these agencies as appropriate.

### EDUCATIONAL AGENCIES

<b>Ms. Jacklin Starks</b>	<b>(BOCES)</b>	<b>361-5510</b>
<b>Dr. Ravo Root</b>	<b>(Camden)</b>	<b>245-4075</b>
<b>Ms. June Clarke</b>	<b>(Canastota)</b>	<b>697-2025 Ext. 6302</b>
<b>TBD</b>	<b>(Hamilton)</b>	<b>824-6300</b>
<b>Mr. Gregory Molloy</b>	<b>(Morrisville-Eaton)</b>	<b>684-9300</b>
<b>Ms. Mary-Margaret Zehr</b>	<b>(Oneida)</b>	<b>363-2550</b>
<b>Mr. Peter Blake</b>	<b>(Rome)</b>	<b>334-7434</b>
<b>Ms. Cynthia Stocker</b>	<b>(Stockbridge)</b>	<b>495-4400</b>
<b>Ms. Martha Group</b>	<b>(VVS)</b>	<b>829-2520</b>

Home telephone numbers are maintained in the district office.

## Appendix 2:

### District-wide Risk Determination

Using the Risk Probability Checklist on p. 13, and the recommendations of local law enforcement and emergency response personnel, the District has determined that the following risks apply to all district buildings:

- Winter storms and blizzards
- High winds
- Severe thunderstorms
- Hazardous materials
- Transportation accidents

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In addition, the District recognizes that every school building has the potential for violent incidents, including:

- Hostage Situation
- Weapons Incident
- Kidnapping
- Intruder
- Threats of Violence
- Bomb Threat

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The District has determined that the following buildings have the potential for additional emergency situations based upon their proximity to external hazards (dams, flood prone areas, industrial sites, etc.) or to internal hazards.

#### Building Risk Determination

<b>Building</b>	<b>Address</b>	<b>Internal Hazards</b>	<b>External Hazards</b>
Madison CSD	Rt. 20	Science storage	Rt. 20 Transportation
		Kitchen	Bus fuel storage
			Propane Gas

## RISK PROBABILITY CHECKLIST

	YES	NO	COMMENT
1. Has you region ever been short of water due to <b>drought</b> conditions? Natural Hazard: Drought and Extreme Heat	<b>X</b>		
2. Have you ever felt an <b>earthquake</b> tremor while in your community? Natural Hazard: Earthquake	<b>X</b>		
3. Do you live in or adjacent to a major forest region? Natural Hazard: Forest Fire		<b>X</b>	
4. Have <b>forest fires</b> ever occurred within 25-mile radius of your district? Natural Hazard: Forest Fire		<b>X</b>	
5. Do you live in a state having great or moderate risk from <b>landslides</b> occurring? Natural Hazard: Landslide		<b>X</b>	
6. Is you district located in a valley downstream from a man-made dam? Natural Hazard: Mudflow		<b>X</b>	
7. Has your community ever experienced a <b>winter storm</b> ? Natural Hazard: Winter Storms and Blizzards	<b>X</b>		
8. Are severe winter storms a frequent occurrence? Natural Hazard: Winter Storms and Blizzards.		<b>X</b>	
9. Is your community in an area visited by thirty or more <b>thunderstorms</b> per year? Natural Hazard: Severe Thunderstorms		<b>X</b>	
10. Do you live in a state with a coastline on the Atlantic Ocean or Gulf of Mexico? Natural Hazard: Hurricane		<b>X</b>	
11. Has you state ever been crossed by the path of a <b>hurricane</b> ? Natural Hazard: Hurricane	<b>X</b>		
12. Is your district on or near a river or stream floodplain? Natural Hazard: Flood and Flash Floods		<b>X</b>	
13. Have <b>floods</b> or <b>flash floods</b> ever affected your home or community? Natural Hazard: Floods and Flash Floods		<b>X</b>	
14. Do <b>tornadoes</b> present a major or moderate risk to your region? Natural Hazard: Tornado		<b>X</b>	
15. Do you live in a western state that has been or might be affected by ashfall from a <b>volcanic eruption</b> ? Natural Hazard: Volcanic Hazard		<b>X</b>	
16. Are there any factories, warehouses, or disposal areas near your community which produce or use toxic chemicals or other <b>hazardous materials</b> ? Technological Hazard: Hazardous Materials		<b>X</b>	
17. Is your district within a few miles of a main highway, waterway or railroad line? Technological Hazard: Transportation Accident	<b>X</b>		
18. Have major <b>transportation accidents</b> ever disrupted traffic patterns in your community? Technological Hazard: Transportation Accident		<b>X</b>	<b>Route 20 and Route 12B</b>
19. Is your district within a fifty-mile radius of a <b>nuclear power facility</b> ? Technological Hazard: Radiological Incident		<b>X</b>	
20. Are there any <b>radioactive waste</b> dump sites in your state? Technological Hazard: Radiological Incident		<b>X</b>	
21. Are there any man-made <b>dams</b> built along the river nearest your district? Technological Hazard: Dam Disaster		<b>X</b>	

## Appendix 3:

- I. Violence prevention, intervention, and response staff development programs for instructional and non-instructional staff will be included in Superintendent's Conference Day plans as follows:

### **Instructional Staff**

<b>School Year</b>	<b>Dates</b>	<b>Topic(s)</b>
2018 – 2019	Superintendents Day	Mental Health/ Violence Prevention
2018 – 2019	Annual	Right-to-Know
2018 – 2019	Annual	Emergency Preparedness

### **Non-Instructional Staff**

<b>School Year</b>	<b>Dates</b>	<b>Topic(s)</b>
2018 – 2019	Annual	Mental Health/ Violence Prevention
2018 – 2019	Annual	Right-to-Know
2018 – 2019	Annual	Emergency Preparedness

- II. The annual "Go Home" Drill will be conducted on day before spring vacation unless otherwise determined by the District Superintendent in consultation with the superintendents of schools.
- III. During the 2018-2019 school year, the following drills and exercises will be conducted:

### **Training, Drills, and Exercises**

The District will conduct emergency response training for staff and students by reviewing procedures appropriate to hazardous situations including those that are weather-related, criminal in nature, environmental, or failure of a building system. The procedures will be explained and practiced in a variety of ways including early go-home drill; tabletop exercise; live drill; and Emergency Management Team exercise.

When appropriate, and at the discretion of the District-wide Team, the district will coordinate drills and/or exercises with local and county emergency response and preparedness officials. The following drills and/or exercises will be conducted in the 2018-2019 school year:

<b>Date</b>	<b>Description of drill or exercise</b>
Spring	"Go Home" drill – Students and Staff
As required by law	8 Fire Drills- Students and Staff
As required by law	4 Lockdown Drills – Students and Staff
Annual	Emergency Response Training – All Staff
Annual	Bus Evacuation Drills – Students and Staff
As needed	Tabletop exercises - Staff

## **Appendix 4:**

The Madison Central School District policies related to school violence and emergency planning are included in this appendix.

1. Code of Conduct
2. School Vandalism (5013)
3. Loss & Destruction of District Property (5014)
4. Fire Safety (5015)
5. School Emergency Management Plan (5016)
6. Bus Conduct (5044)
7. Bus Accidents (5048)



## **Appendix 5:**

Insert regulation references here

- 155.17
- Executive Law 2-B
- Other

## **Appendix 6:**

Insert policy (or policy number) regarding building security, school safety officers, and dissemination of informative materials here.

1. Visitors to the School (1016)
2. Visitors to the School – Board Members (1017)

## **Appendix 7:**

Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel.

Administration- It is the duty of the Administration to screen and recommend candidates for employment in the Madison Central School by reviewing qualifications, checking work and related references and conducting interviews to assess fitness for employment.

Superintendent's Secretary- It will be the responsibility of the Records Access Officer to train and maintain training to oversee the Fingerprinting process of all candidates for employment in the Madison Central School.

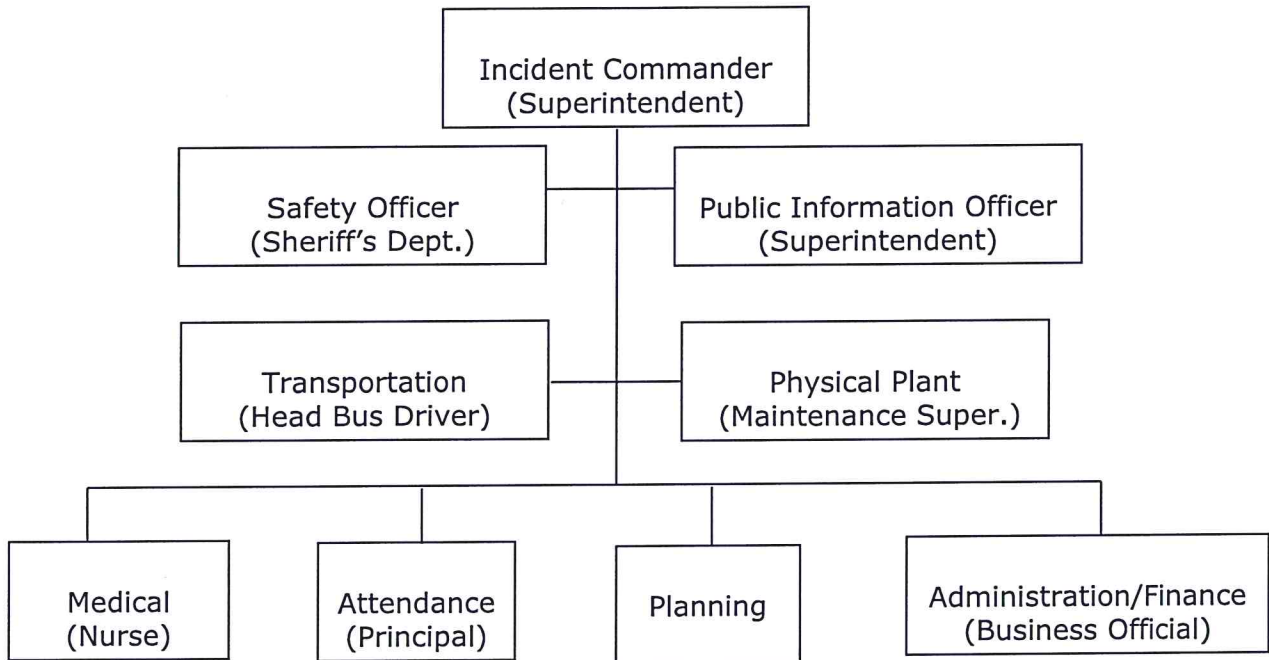
Fingerprinting- Fingerprinting and associated criminal background checks conducted as required, for all employees hired after July 1, 2001, according to Project SAVE.

Clerical Staff- Clerical staff require school visitors to sign visitor log and assign visitor identification badge. Clerical staff also sign out school visitors and collect returned visitor badges.

School Staff- All school staff are expected to monitor hallways and ensure visitors are properly identified.

## Appendix 8:

### Madison Central School District Incident Command



- Incident Commander** – Responsible for the direction of the District response in a District-wide emergency (Superintendent) or the building response in a building-level emergency (Building Administrator).
- Public Information Officer** – Complies and releases information to the news media.
- Safety Officer** – Monitors the District response in an attempt to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
- Liaison** – Represents the District by working with responding agencies (law enforcement, fire EMS, utilities, etc.) and other school districts that may be involved in the incident.
- Incident Log** – Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
- Operations** – Responsible for directing the implementation of action plans and strategies for incident resolution.
- Logistics** – Responsible for providing all resources (personnel, equipment, facilities, services) required for incident resolution.
- Planning/Intelligence** – Responsible for collecting, evaluating and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- Administration/Finance** – Responsible for all cost and financial matters related to the incident.

## Appendix 9:

### Madison Central School District

#### Closest Response Agencies

**In an emergency, dial 911.** They will dispatch the appropriate response agencies. In non-emergency situations, contact the following:

<b>Building</b>	<b>Law Enforcement</b>	<b>Fire</b>
Madison CSD	Contact: Sheriff Dept.	Contact: Madison Fire Dept.
	Phone #: 315-366-2318	Phone #: 893-1893
	Contact: NY State Police	
	Phone #: 315-684-9550 (Morrisville)	
<b>NYS Electric and Gas (NYSEG)</b>		
NATURAL GAS ODOR or EMERGENCY	Contact: GENERAL INFO	
	Phone #: 1-800-572-1111	
<b>Madison Town Supervisor</b>		
	Contact: Ron Bono	
	Phone #: 315-893- 7020	cell – 315-263-8655
<b>Augusta Town Supervisor</b>		
	Contact: Sue Collins	
	Phone #: 315-843-4811	
<b>Propane Service</b>		
	Contact: Center State Propane	
	Phone #: 315-841-4044	
<b>Town Road Commissioners</b>		
Town of Madison	Contact: Roy Kirley	Home #: 315-893-7114
	Phone #: 315-893-1814	Cell Phone #: 315-723-7114
Town of Augusta	Contact: Phil Eaton	
	Phone #: 315-843-4811	Cell Phone #: 315-269-5335
<b>County Road Commissioners</b>		
Madison County	Contact: Joseph Wisinski (Days)	Contact: Rick Durant Operations Mgr.
	Phone #: 315-366-2221	Phone #: Cell – 315-264-3668 Morrisville Office: 315- 366-3096
Oneida County	Contact: Dennis Davis	Contact: Rob Colluccio (midnights – Nov. – April)
	Phone #: 315-793-6213	Phone #: 315-793-6224 Cell #: 315-525-5540
<b>Poison Control</b>		
	Contact: General Info	Contact:
	Phone #: 1-800-222-1222	Phone #:

## **APPENDIX 10:**

### **Protective Action Options**

The following actions will be considered in the event of an emergency as appropriate:

- School cancellation prior to opening
- Early dismissal
- Evacuation
- Sheltering (Shelter-in-Place, Hold-in-Place, Lockout, Lockdown)

### **School cancellation**

- Monitor any situation that may warrant a school cancellation
- Make determination
- Contact local media.

### **Early dismissal**

- Monitor situation
- If conditions warrant, close school.
- Contact Transportation Supervisor to arrange transportation.
- Contact local media to inform parents of early dismissal
- Set up an information center so that parents may make inquiries.
- Retain appropriate district personnel until all students have been returned home.

### **Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)**

- Determine the level of threat.
- Contact Transportation Supervisor to arrange transportation.
- Clear all evacuation routes and sites prior to evacuation.
- Evacuate all staff and students to pre-arranged evacuation sites.
- Account for all student and staff population. Report any missing staff or students to the Superintendent.
- Make determination regarding early dismissal; contact local media to inform parents of early dismissal if implemented.
- Ensure adult supervision or continued school supervision/security.
- Set up an information center where parents may make inquiries.
- Retain appropriate district personnel until all students have been returned home.

### **Sheltering sites (internal and external)**

- Determine the level of threat.
- Determine location of sheltering depending on nature of incident.
- Account for all students and staff. Report any missing staff or students to the Superintendent.
- Determine other occupants in the building.
- Make appropriate arrangements for human needs.
- Take appropriate safety precautions.
- Establish a public information officer to provide information and current status of the situation to parents and other inquiring parties.
- Retain appropriate district personnel until all students have been returned home.

## **APPENDIX 11:**

### **Responses to Acts of Violence: Implied or Direct Threats**

The District has established the following strategies for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The Building-level plan includes specifics to potential emergency situations that would require these responses.

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform Superintendent of implied or direct threat.
- Determine level of threat with Superintendent/Designee.
- Contact appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, including the possible use of the Emergency Response Team.

The District will provide training to assist personnel in de-escalation techniques and/or identification of early warning signs of potentially violent behavior as part of the required staff development program.

### **Acts of Violence**

In the event of an act of violence by students, teachers, other school personnel or visitors to the school, the District will implement the procedures outlined in the Building-level Plans. The following types of procedure(s) have been considered:

- Determine level of threat with Superintendent/Designee.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- If necessary, initiate lockdown procedure, and contact law enforcement.
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

### **Response Protocols**

The District's responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings are included in the confidential Building-level Plans. The following protocols are provided as examples:

- Identification of decision-makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

## **APPENDIX 12:**

### **Notification and Activation (Internal and External Communications)**

In the event of a violent incident, the Superintendent will contact appropriate law enforcement officials through the 911 system. A list of local law enforcement agencies and of those individuals who are authorized to contact the law enforcement agencies is included in the appendix of each Building-level Emergency Response Plan.

The Superintendent will notify all educational agencies within the district in the event of an emergency by use of telephone, fax, email, or other appropriate communication.

In the event of a disaster or an act of violence, the BOCES District Superintendent, or his designee, will be notified as appropriate.

Parents, guardians or persons in parental relation to the students will be notified in the event of a violent incident or an early dismissal by means of local media including television channel(s) and radio station(s) and the district website.

Where practicable, Blackboard Connect will be used to contact staff and parents using the contact information provided on the Student Information System.

In the event of certain large-scale weather emergencies, the NOAA weather radio emergency alert system may be used to obtain information.

Below are various media outlets the district may use for emergency communications.

#### **TV Stations**

**WSTM-TV & WTVH**

**WIXT-TV/ WUTR-TV**

**WKTV**

**YNN**

#### **Newspaper**

**Utica O.D. - Website**



7313 State Route 20  
Madison, NY 13402  
September 12, 2018

Madison Central Schools  
7303 State Route 20  
Madison, NY 13402

To Whom it may concern,

I am excited about the new auditorium and the new vocal music suite and feel compelled to contribute something to it. I own a Suzuki Digital piano (serial number 2153966) that I would like to donate to the music department that can be used in one of the new practice rooms. Since it is digital and won't need to be tuned, it should provide years of service to the students of the district.

Sincerely,

Stephen Dodge

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

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

Activity: Chorus and Band Annual Trip

Date of Trip: April 27, 2019

Trip Destination: NYC

Trip Description and Events Attending While on Trip: While in NYC, we will eat lunch and then see a Broadway show in the afternoon.

Number of Students Attending: Approximately 30

Expected Cost Per Student: ~ \$250

Chaperones: Nicole Winegard, Ryan Hobart and any interested parents or guardians

Expected Cost Per Chaperone: ~ \$250

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

Expected Out of Pocket Expenses per Chaperone: \$250

Fundraising Activities Planned and Expected Revenue from each Fundraiser:

Pie Fundraiser (approximately 30% profit)  
Hypnotist Fundraiser (approximately 40% profit)  
Auction (proceeds go toward the cost of the bus)

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

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

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

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

Activity: Area All-State Festival

Date of Trip: November 16-17, 2018.

Trip Destination: SUNY Oneonta

Trip Description and Events Attending While on Trip: 8 students will be attending the Area All State Festival. They will be in rehearsal all of Friday night, until 9pm and then the following morning at 9pm. We are requesting approval to stay overnight in Oneonta on Friday night.

Number of Students Attending: 8

Expected Cost Per Student: \$60

Chaperones: Nicole Winegard, Ryan Hobart

Expected Cost Per Chaperone: \$120

Expected Out of Pocket Expenses Per Student: \$0

Expected Out of Pocket Expenses per Chaperone: \$0

Fundraising Activities Planned and Expected Revenue from each Fundraiser:

**Rooms will be paid for through a NYSSMA /Area All State School Purchase Order**

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

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

# Policy

Draft 07/19/18  
5302

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## SUPPORT OPERATIONS

### SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

#### I. Statement of Policy

- A. The District participates in the USDA Child Nutrition Programs including the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and operates the District's program within the requirements of the federal and state regulations and guidelines applicable to the programs.
- B. The District shall apply for funding under the Community Eligibility Provision (CEP) for each school year for which CEP is available and the District meets the eligibility criteria.
  - 1. If the District receives funding pursuant to CEP then meals will be provided to all students without cost to the student, consistent with all regulations applicable to CEP and the amount of funding received. Records shall be maintained in the form necessary to ensure the District's compliance and continued eligibility.
  - 2. If the District does not receive CEP funding for a particular school year, free and reduced price meals shall be provided to students in accordance with this Policy, as set forth below.
- C. The District's food service program shall be managed so that the nonprofit school food service account does not operate at a deficit, and so that subsidies from the general fund are limited.
- D. The District provides each student with the student's meal of choice for that school day of the available reimbursable meal choices for such school day, if the student requests one, unless the student's parent or guardian has specifically provided written permission to withhold a meal.
- E. The District recognizes that the responsibility for payment of meal charges rests with a student's parent or guardian and not the student. Therefore, when a student's meal account is delinquent, as described in this Policy, communications regarding correcting the delinquency shall take place only with the parent or guardian and not with the student, and the student shall not be shamed or treated differently than a student whose meal account is not delinquent.
- ~~F. To the extent consistent with prudent fiscal operation of the food service program and sound nutritional practices, the Cook Manager shall attempt to purchase at least thirty percent of the total food cost for the school lunch service program~~

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

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

## II. Eligibility for Free and Reduced Meals

- A. To extend the benefit of the program to all eligible students, the District will communicate to families the eligibility for free and reduced meals, the procedures for applying and the district's policies and procedures regarding meal charges set forth in this Policy.
1. At the beginning of each year, information letters shall be sent to households of children attending the school to inform families about the Child Nutrition Programs and that free or reduced price meals or free milk may be available to children, and the procedures for applying for enrollment in the program.
  2. The letters may be distributed by regular mail, e-mail addressed to the parent or guardian, or included in information packets provided to students.
  3. The information provided to each family at the beginning of each school year shall include a printed application for enrollment in the federal free and reduced price lunch program, or instructions on how to file an electronic application and instructions on how to obtain a paper application at no cost.
  4. The information provided at the beginning of each school year shall identify the District's Cook Manager, provide that person's contact information, and inform families that they may contact that person to request assistance in applying for federal free and reduced price lunch benefits.
  5. When a student owes money for at least five meals, the District will take the following steps to explore the student's eligibility for federal free and reduced price lunch benefits:
    - a. make all reasonable attempts to determine if the student is directly certified as eligible for free meals;
    - b. make at least two attempts (in addition to the packet sent home at the beginning of the year) to reach the student's parent or guardian;

## SUPPORT OPERATIONS

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

- c. encourage the parent or guardian to complete the application for federal free and reduced price lunch benefits, and offer assistance in completing that application;
      - d. determine if there are other issues within the household that have caused the student to have insufficient funds to purchase a school meal; and
      - e. offer any other assistance that is appropriate.
    6. If the District becomes aware that a student whose parent or guardian has not submitted an application for free or reduced price lunch or milk benefits is eligible for those benefits, the Cook Manager shall complete and file an application on behalf of the student, in accordance with the procedures set forth in 7 C.F.R. 245.6(d).
  - B. A household may apply for benefits at any time during the school year.
    1. Only one application is required for all children in the household.
    2. No application is necessary if the household was notified by the District that all children have been directly certified. If the household is not sure if their children have been directly certified, they should contact Cook Manager.
    3. A student's status as eligible for free and reduced price meals shall carry over into the next school year for thirty (30) days from the start of school attendance.
    4. A student that transfers from a Community Eligibility Provision (CEP) or Provision 2 (P2) participating school to a non-participating school shall be deemed eligible for free and reduced price meal benefits for thirty (30) days or until a new eligibility determination is made, whichever occurs first.
- III. Meal Payments and Deferred Payments (Meal Charge)
  - A. Students may charge meals in accordance with the following rules:
    1. Students are expected to pay for meals at the school's published meal rate each day. Families are expected to maintain funds in accounts to minimize the possibility that a child may be without meal money on any given day.

## SUPPORT OPERATIONS

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

2. Students may charge complete reimbursable meals only.
  3. All students will be provided with meal charge opportunities pursuant to this policy, regardless of whether they receive full price, reduced price, or free meals.
  4. When the balance on a student's meal card or MySchoolBucks is exhausted, the District will provide the student with the student's meal of choice of the available reimbursable meal choices for that school day, if the student requests one, unless the student's parent or guardian has specifically provided written permission to withhold a meal.
  5. No student with a negative meal card or MySchoolBucks account balance will be allowed to purchase charge any a la carte items, including snacks, extras, or beverages. ~~drinks other than milk.~~
  6. The information provided at the beginning of each school year shall include an explanation of the District's Policy on charging meals, and shall provide each parent or guardian with a procedure for notifying the District that their student should not be allowed to charge meals.
- B. The District is committed to ensuring that federal reimbursements, children's payments and other non-designated nonprofit food service revenues do not subsidize meals for adults. The District therefore adheres to a "no charge" meal purchase policy for adults.
- IV. Communication of Policy to Families, Students, and Staff
- A. This Policy will be submitted to the Commissioner and then posted on the District's website.
  - B. The District will communicate this policy to parents/guardians in writing at the start of each school year and upon enrollment during the school year through the student handbook, newsletter, letter, and website.
  - C. The District will provide this policy to all school staff responsible for enforcement, including but not limited to, school food service professionals for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, school social workers, school nurses, the homeless liaison, other staff members assisting children in need (or who may be contacted by families with unpaid meal charges), and any staff involved in enforcing any other aspects of this policy.

SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

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

## V. Nonprofit School Food Service Account (NSFSA)

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



SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

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

3. The District will not charge interest or finance charges and will not utilize a debt collector, as defined in federal law (15 U.S.C. 1692a).
- B. The District shall continue efforts to collect delinquent debt until the December 1st following the school year during which the debt was incurred. When this collection period has expired, any remaining delinquent debt will be classified as bad debt for purposes of the District's accounts. Bad debt will be written off into accordance with the District's usual accounting procedure.
- C. Delinquent debt is not an allowable cost to the nonprofit school food service account and cannot be absorbed by that account at the end of the school year or carried forward to the next school year. The District will therefore subsidize the nonprofit school food service account for all unpaid meals by June 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.

POLICY

SUPPORT OPERATIONS

Draft 07/19/18  
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SCHOOL FOOD SERVICE PROGRAM AND MEAL CHARGE POLICY

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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, 07/10/18, \_\_\_\_\_

## CODE OF ETHICS FOR ALL DISTRICT PERSONNEL

### I. Statement of Policy

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

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

### II. Scope of Policy

#### A. Positions to Which the Policy Applies

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

#### B. Statutory Obligations

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

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

#### C. Reservation of Rights

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

CODE OF ETHICS FOR ALL DISTRICT PERSONNEL

## III. Consequences of Unacceptable Conduct

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

## IV. Standards of Conduct

## A. Gifts Worth \$75 or More

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

## B. Confidential Information

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

## C. Services to Parties Coming Before the Board

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

## D. Conflicts of Interest

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

CODE OF ETHICS FOR ALL DISTRICT PERSONNEL

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

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

E. Investment Conflicts

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

F. Employment Conflicts

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

G. Post-Service Conflicts

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

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Draft 07/20/2018

GENERAL COMMITMENTS

0020 Replaces Existing Policy 0020

CODE OF ETHICS FOR ALL DISTRICT PERSONNEL

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

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

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

VI. Distribution of Code of Ethics

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

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Madison Central School District

Legal Ref: General Municipal Law §§800-808

Adopted: 1984

Revised: 08/20/98, 10/16/12, \_\_\_\_\_

STUDENTS

EDUCATION OF HOMELESS CHILDREN

~~I. Statement of Policy~~

- ~~A. A child who is homeless, within the meaning of this Policy, shall be enrolled in a District school or receive other educational services identified in this Policy, whether or not that child otherwise qualifies as a resident of the District. Children who are homeless shall not be segregated in a separate building, or a separate program within a building, based on their status as homeless.~~
- ~~B. This Policy shall be interpreted and applied in a manner such that the District meets its clear obligations under New York State Education Law Section 3209 and related Regulations of the Commissioner, and the McKinney-Vento Homeless Education Assistance Act (42 USC 11431 et seq.), as amended and reauthorized.~~
- ~~C. The term "child" is used in this Policy to refer to any person who is between the ages of five (5) and twenty one (21) and who has not obtained a high school diploma, whether that person is in the physical custody of an adult or not.~~

~~II. Status as Homeless~~

- ~~A. A child is homeless, for purposes of this Policy, if the child.~~
  - ~~1. lacks a fixed, regular, and adequate night time residence, or~~
  - ~~2. has a primary night time location that is either:~~
    - ~~a. a supervised shelter (publicly or privately operated) that is designed to provide temporary living accommodations, or~~
    - ~~b. a place (public or private) that is not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.~~
- ~~B. Among other possible situations, a child shall be considered to lack a fixed, regular, and adequate night time residence if that child is:~~
  - ~~1. sharing the housing of other persons due to a loss of housing, economic hardship or a similar reason;~~
  - ~~2. living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;~~
  - ~~3. abandoned in hospitals; or~~
  - ~~4. awaiting foster care placement.~~

STUDENTS

EDUCATION OF HOMELESS CHILDREN

~~C. A child who is in foster care, or who is receiving educational services under Sections 3202(4), (5), (6), or (6-a), or Articles 81, 85, 87, or 88 of the Educational Law, is not considered homeless for purposes of this Policy.~~

~~III. Homeless Liaison~~

~~The Superintendent shall designate a District administrator to serve as the District's local Liaison for Homeless Children, and shall promulgate an administrative regulation that describes the Liaison's responsibilities to insure that the District complies with applicable statutes and regulations.~~

~~IV. Designation of School Choice and Enrollment~~

~~A. The District shall use an enrollment form that requests information about the living arrangements of the child being enrolled, sufficient to make an assessment of whether the child should be initially enrolled or provided services as a homeless child, pending final determination. When the information provided on the enrollment form indicates that a child should initially be classified as homeless, the District shall obtain a designation of whether the child chooses to attend school:~~

- ~~1. in a school in the district where the child is now located, including, where a student enrolled in this District moves to a temporary housing location elsewhere in this District, the school being attended immediately before the student's homeless status occurred; or~~
- ~~2. in a school in the district where the child was attending immediately prior to becoming homeless; or~~
- ~~3. in a school in the district where the student was last enrolled; or~~
- ~~4. in a school in a school district participating in a regional placement plan (if there is one).~~

~~B. The designation described in Section A, above, shall be made on the form provided by the Commissioner of Education (STAC 202), which the District shall make available. The District shall also use this form to collect information whenever a currently enrolled student initiates a change of address or claims homeless status. The District will honor a designation that is made:~~

- ~~1. by the child's parent, or person in parental relation; or~~



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EDUCATION OF HOMELESS CHILDREN

- ~~2. if the child is not in the physical custody of a parent or legal guardian, by the child with guidance and assistance from the Liaison for Homeless Children; or~~
- ~~3. if the child is living in a residence for runaway and homeless youth established pursuant to Article 19 H of the Executive Law, by the director of that residence in consultation with the child.~~
- ~~C. Prior to the end of the first semester of attendance or within 60 days of commencing attendance at a school designated pursuant to this Policy, whichever occurs later, the designator may change the designation if the designator finds the original designation to be educationally unsound.~~
- ~~D. If this District is designated as the district the child chooses to attend, the Superintendent shall insure that:
  - ~~1. the designation form has been completed properly, and copies of the designation form are distributed as required;~~
  - ~~2. the child is admitted to instruction pending a complete evaluation of the child's status as homeless, even if the child is unable to produce the records normally required for enrollment;~~
  - ~~3. the child is provided access to all District programs, activities, and services to the same extent as a resident student;~~
  - ~~4. the school district where the child's records are located is requested to provide a copy;~~
  - ~~5. if this District is also the district of location, and the child's temporary housing location is not operated by the local Department of Social Services or a residential program for runaway youth, SED is provided with a statement of the basis for the determination that the child is homeless and entitled to attend the District's schools, along with the completed designation form.~~~~
- ~~E. After the initial assessment of homeless status based on the enrollment form, the Homeless Liaison shall make a complete inquiry into the student's status and make a recommendation to the Superintendent as to whether the child should continue to be classified as a homeless student, or be classified as a resident student or a non-resident student. If the Superintendent determines that the child should not be classified as a homeless child, then the Superintendent shall:
  - ~~1. provide a written explanation to the person(s) making the designation, including an explanation of the appeal process; and~~~~

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EDUCATION OF HOMELESS CHILDREN

~~2. defer for at least thirty (30) days a decision to deny enrollment, transportation, or other services to the child, and continue that deferral until the conclusion of any appeal process that is commenced with the Commissioner of Education with a stay application.~~

V. ~~Tuition Reimbursement~~

~~A. If a child classified as homeless under this Policy validly chooses to attend school in this District, and the student's temporary housing is located in this District, and the child's school district of origin is within New York State, the Superintendent shall take the necessary steps to obtain reimbursement by the State Education Department for the direct cost of educational services, not otherwise reimbursed under special federal programs, calculated pursuant to regulations of the Commissioner for the period of time for which such services are provided.~~

~~B. Where the school district a homeless child was attending on a tuition free basis or was entitled to attend when circumstances arose which caused the child to become homeless is located outside the State, and the child's temporary housing is located in this District, the child shall be deemed a resident of this District and shall be entitled to attend the schools of this District without payment of tuition.~~

VI. ~~Students With A Disability~~

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

VII. ~~Transportation~~

~~A. When a child is classified as homeless for purposes of this Policy, the District will provide transportation between the child's temporary housing location and the school the child has designated for attendance, consistent with the following:~~

~~1. If the child is living in a facility operated by the Department of Social Services or Office of Child and Family Services, transportation will first be sought from the applicable agency;~~

~~2. Transportation to and from the child's temporary housing location and the school the child legally attends will be arranged in the most cost effective manner, including cooperative arrangements with neighboring districts when feasible;~~

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- ~~3. If this district is also the district of current location, transportation will be provided to the child on the same basis it is provided to resident students; and~~
  - ~~4. If the distance between the child's temporary housing location and the school the child legally attends is more than 50 miles (one way trip), transportation will only be provided when the Commissioner of Education certifies that the transportation is in the best interest of the child.~~
  - ~~5. If there is a dispute regarding the child's entitlement to transportation as a homeless child, the District will provide transportation pending a final determination of the child's status.~~
- ~~B. Expenditures for the transportation of a parent accompanying a homeless child shall be paid by the District only when:~~
- ~~1. the child is being transported using public transportation, transportation of the child with an accompanying parent has been determined by the District to be the most cost effective means of transportation, and the District has determined that public transportation unaccompanied by the parent is inappropriate because of the child's age, the distance to be traveled, the complexity of the transportation arrangement, the need to transport the child through a high crime area, or a combination of such factors; or~~
  - ~~2. the child is a student with a disability whose individualized education program (IEP) includes the services of a transportation aide or attendant, and providing transportation with the parent serving as the transportation aide or attendant for the child is the most cost effective means of transportation; or~~
  - ~~3. transportation by the parent in the parent's vehicle is the most cost effective means of transportation.~~
- ~~C. Transportation will be provided to a child classified as homeless for purposes of this Policy during any disputes regarding school enrollment or selection.~~

~~VIII. Meals~~

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

~~IX. Dispute Resolution~~

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EDUCATION OF HOMELESS CHILDREN

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

~~X. Title I Coordination~~

~~— A. When a child who qualifies as homeless under this Policy is also eligible for services under Title I, Part A of ESEA, the District will provide those services whether or not that child lives in a Title I school attendance zone or meets the academic requirements for non homeless children, and Title I, Part A funds will be set aside as necessary to provide homeless children who do not attend participating schools with services comparable to those provided to children in Title I, Part A funded schools~~

~~— B. The District will include in its local plan a description of services provided to homeless children.~~

~~C. When the District reports that there are no homeless children or unaccompanied youth in non Title I schools, the District will describe the efforts it made to identify homeless children and unaccompanied youth. As part of its efforts, the District will contact the local Department of Social Services and Office of Child and Family Services to determine if they have records of homeless youth living within the District.~~

ALL NEW

I. Statement of Policy

A. A child who is homeless, within the meaning of this Policy, shall be enrolled in a District school or receive other educational services identified in this Policy, whether or not that child otherwise qualifies as a resident of the District. Children who are homeless shall not be segregated in a separate building, or a separate program within a building, based on their status as homeless, and will be provided services comparable to those provided to other students of the District.

B. This Policy shall be interpreted and applied in a manner such that the District meets its clear obligations under New York State Education Law Section 3209 and related Regulations of the Commissioner, and the McKinney-Vento Homeless Education Assistance Act (42 USC 11431 et seq.), as amended and reauthorized.

C. The term “child” is used in this Policy to refer to any person who is between the ages of five (5) and twenty-one (21) and who has not obtained a high school diploma, and includes a migratory child as defined in Section 1309(2) of the Every Child Succeeds Act of 2015 and an unaccompanied youth, as that term is defined in the McKinney-Vento Homeless Assistance Act, who is not residing

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EDUCATION OF HOMELESS CHILDREN

with someone other than a parent or legal guardian for the sole reason of enrolling as a student in the District.

- D. Information about a homeless student's living situation shall not be treated as directory information for purposes of applying the District's Educational Records Policy.

## II. Status as Homeless

- A. A child is homeless, for purposes of this Policy, if the child:

1. lacks a fixed, regular, and adequate night-time residence, or
2. has a primary night-time location that is either:
  - a. a supervised shelter (publicly or privately operated) that is designed to provide temporary living accommodations, or
  - b. a place (public or private) that is not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

- B. Among other possible situations, a child shall be considered to lack a fixed, regular, and adequate night-time residence if that child is:

1. sharing the housing of other persons due to a loss of housing, economic hardship or a similar reason;
2. living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; or
3. abandoned in hospitals.

- C. A child who is in foster care, or who is receiving educational services under Sections 3202(4), (5), (6), or (6-a), or Articles 81, 85, 87, or 88 of the Educational Law, is not considered homeless for purposes of this Policy.

## III. Homeless Liaison

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

## STUDENTS

EDUCATION OF HOMELESS CHILDREN

and to recommend to the Superintendent how a policy or practice may be revised to eliminate such a barrier.

## IV. Designation of School Choice and Enrollment

- A. The District shall use an enrollment form that requests information about the living arrangements of the child being enrolled, sufficient to make an assessment of whether the child should be initially enrolled or provided services as a homeless child, pending final determination. When the information provided on the enrollment form indicates that a child should initially be classified as homeless, the District shall obtain a designation of whether the child chooses to attend school:
1. in a school in the district where the child's temporary housing or residential program for runaway and homeless youth is located, including, where a student enrolled in this District moves to a temporary housing location elsewhere in this District, the District school serving the attendance area in which the temporary housing is located (school of location); or
  2. in a school in the district where the child was last enrolled or attending or was entitled to attend, or where the child had a sibling attending, immediately prior to becoming homeless (school of origin); or
  3. in a school in a school district participating in a regional placement plan (if there is one).
- B. The designation described in Section A, above, shall be made on the form provided by the Commissioner of Education (STAC-202) and a copy of the completed form shall be provided to the designator. The District shall also use this form to collect information whenever a currently enrolled student initiates a change of address or claims homeless status. The District will honor a designation that is made:
1. by the child's parent, or person in parental relation; or
  2. if the child is not in the physical custody of a parent or legal guardian, by the child with guidance and assistance from the Liaison for Homeless Children; or
  3. if the child is living in a residence for runaway and homeless youth established pursuant to Article 19-H of the Executive Law, by the director of that residence in consultation with the child.

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- C. Prior to the end of the first semester of attendance or within 60 days of commencing attendance at a school designated pursuant to this Policy, whichever occurs later, the designator may change the designation if the designator finds the original designation to be educationally unsound.
- D. If this District is designated as the district the child chooses to attend, the Superintendent shall ensure that:
1. the designation form has been completed properly, and copies of the designation form are distributed as required;
  2. the child is admitted to instruction pending a complete evaluation of the child's status as homeless, even if the child is unable to produce the records normally required for enrollment;
  3. the child is provided access to all District programs, activities, and services to the same extent as a resident student;
  4. the school district where the child's records are located is immediately requested to provide a copy, including coordination of the transfer of records for students with disabilities;
  5. the parent or guardian of the student in temporary housing is referred to the District's McKinney-Vento liaison; and
  6. if this District is also the district of location, and the child's temporary housing location is not operated by the local Department of Social Services or a residential program for runaway youth, SED is provided with a statement of the basis for the determination that the child is homeless and entitled to attend the District's schools, along with the completed designation form.
- E. After the initial assessment of homeless status based on the enrollment form, the Homeless Liaison shall make a complete inquiry into the student's status and make a recommendation to the Superintendent as to whether the child should continue to be classified as a homeless student, or be classified as a resident student or a non-resident student. If the Superintendent determines that the child should not be classified as a homeless child, then the Superintendent shall:
1. provide a written explanation to the person(s) making the designation, including an explanation of the appeal process; and
  2. defer for at least thirty (30) days a decision to deny enrollment, transportation, or other services to the child, and continue that deferral

EDUCATION OF HOMELESS CHILDREN

until the conclusion of any appeal process that is commenced with the Commissioner of Education with a stay application.

- F. After receiving the designation form, the Homeless Liaison shall make a determination whether the designation made by the designator is consistent with the best interests of the homeless student.
1. In making the best interests determination, the Homeless Liaison shall presume that keeping the child in the school of origin is in the child's best interests except where it is contrary to the wishes of the parent or guardian or unaccompanied youth; and shall consider student-centered factors such as the effect of mobility on student achievement, education, health and safety of the child, giving priority to the wishes of the child's parent or guardian or the unaccompanied youth.
  2. If it is determined that it is in the best interest of the child to attend a school other than the school of origin or the school designated by the designator, the Homeless Liaison shall provide the parent or guardian, or unaccompanied youth, with a written explanation of the determination and an explanation of their right to appeal.
- G. When a District school is the school of origin of a homeless student, and the student continues to attend that school while in temporary housing elsewhere, the student will be allowed to maintain enrollment in the school of origin for the duration of the homelessness and through the end of the school year in which the student becomes permanently housed. The student may remain enrolled in that school in the school year following the school year in which the student becomes permanently housed, if that additional year will be the student's last year of attendance in that school.

## V. Tuition Reimbursement

- A. If a child classified as homeless under this Policy validly chooses to attend school in this District, and the student's temporary housing is located in this District, and the child's school district of origin is within New York State, the Superintendent shall take the necessary steps to obtain reimbursement by the State Education Department or another school district in the State for the direct cost of educational services, ~~services~~, not otherwise reimbursed under special federal ~~al~~ ~~pre~~ programs, calculated pursuant to regulations of the Commissioner for the period of time for which such services are provided.
- B. Where the school district a homeless child was attending on a tuition-free basis or was entitled to attend when circumstances arose which caused the child to become homeless is located outside the State, and the child's temporary housing is located



## STUDENTS

EDUCATION OF HOMELESS CHILDREN

in this District, the child shall be deemed a resident of this District and shall be entitled to attend the schools of this District without payment of tuition.

## VI. Students With A Disability

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

## VII. Transportation

- A. When a child is classified as homeless for purposes of this Policy, the District will provide transportation between the child's temporary housing location and the school the child has designated for attendance, consistent with the following:
1. If the child is living in a facility operated by the Department of Social Services or otherwise eligible for benefits under the Social Services Law, transportation will first be sought from the applicable agency, or transportation will be provided at the request of the agency and the agency will be directly billed for the cost of the transportation;
  2. If the child is living in a residential facility for runaway and homeless youth, including a facility located outside the District, and a District school is designated as the school of attendance, the District will provide transportation and promptly request reimbursement from the State Education Department using the form provided by the Department;
  3. When a District school is the school of origin and that school is designated as the school of attendance, the District will provide transportation between the school of origin and the student's temporary housing, whether that location is within the District or outside the District, if the child is not entitled to receive transportation from the Department of Social Services.
  4. If a District school is designated as the school of attendance (but is not the school of origin) and the child's temporary housing is located within the District, transportation will be provided to the child on the same basis it is provided to resident students, unless this creates a barrier to the child's attendance at school;
  5. If the distance between the child's temporary housing location and the school the child legally attends is more than 50 miles (one way trip),

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transportation will only be provided when the Commissioner of Education certifies that the transportation is in the best interest of the child;

6. If the District recommends that a homeless student attending a District school attend a summer educational program, the District will provide transportation between the summer program and the student's temporary housing, if failure to provide that transportation would pose a barrier to the student's participation in the program;
  7. If the District is designated as the district of attendance, the District will provide a homeless student with transportation to extracurricular activities when the student participates or would like to participate in extracurricular or academic activities, the student meets the eligibility criteria for the activity, and the lack of transportation would pose a barrier to the student's participation in the activity;
  8. Transportation to and from the child's temporary housing location and the school the child legally attends will be arranged in the most cost effective manner, including cooperative arrangements with neighboring districts when feasible;
  9. If there is a dispute regarding the child's entitlement to transportation as a homeless child, the District will provide transportation pending a final determination of the child's status.
- B. Expenditures for the transportation of a parent accompanying a homeless child shall be paid by the District only when:
1. the child is being transported using public transportation, transportation of the child with an accompanying parent has been determined by the District to be the most cost-effective means of transportation, and the District has determined that public transportation unaccompanied by the parent is inappropriate because of the child's age, the distance to be traveled, the complexity of the transportation arrangement, the need to transport the child through a high crime area, or a combination of such factors; or
  2. the child is a student with a disability whose individualized education program (IEP) includes the services of a transportation aide or attendant, and providing transportation with the parent serving as the transportation aide or attendant for the child is the most cost-effective means of transportation; or
  3. transportation by the parent in the parent's vehicle is the most cost-effective means of transportation.

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- C. Transportation will be provided to a child classified as homeless for purposes of this Policy during any disputes regarding school enrollment or selection.

VIII. Meals

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

IX. Dispute Resolution

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

X. Title I Coordination

- A. When a child who qualifies as homeless under this Policy is also eligible for services under Title I, Part A of ESSA, the District will provide those services whether or not that child lives in a Title I school attendance zone or meets the academic requirements for non-homeless children, and Title I, Part A funds will be set aside as necessary to provide homeless children who do not attend participating schools with services comparable to those provided to children in Title I, Part A funded schools.
- B. The District will include in its local plan a description of how the plan is coordinated with McKinney-Vento and services provided to homeless children.
- C. When the District reports that there are no homeless children or unaccompanied youth in non-Title I schools, the District will describe the efforts it made to identify homeless children and unaccompanied youth. As part of its efforts, the District will contact the local Department of Social Services and Office of Child and Family Services to determine if they have records of homeless youth living within the District.

XI. Staff Training and Public Notice

- A. The Liaison for Homeless Children shall receive annual training about the rights of homeless children and the District's responsibilities to provide educational services to homeless children.
- B. Instructional and non-instructional staff responsible for enrolling students or providing other educational services to homeless students shall receive periodic training about the rights of homeless children, the District's responsibilities to provide educational services to homeless children, and the District's policies and procedures for meeting its responsibilities, scheduled with sufficient frequency to

EDUCATION OF HOMELESS CHILDREN

ensure that staff are aware of substantive changes in the law or the District's policies and procedures.

- C. Public notice of the educational rights of homeless children shall be distributed by the District in places where families and youth are likely to be present, and in a manner and form understandable to parents, guardians, and unaccompanied youth. Where feasible, information shall be provided in native languages common in the District and in a format geared for individuals with low literacy skills. The Liaison for Homeless Children shall maintain records of where and when such information is distributed and the format used.

## XII. Coordination With Other Policies

- A. In the event that the District, an academic department, or a teacher maintains a policy or procedure that conditions a student's academic status or participation in a school activity on a seat-time or minimum attendance requirement, a student's absence related to being homeless shall not be counted as absence for purposes of determining the student's academic status or eligibility to participate in the activity.
- B. A student whose attendance is interrupted by homelessness, as defined in this Policy, shall be awarded full or partial transcript credit, as appropriate, for work completed in a previous school of enrollment, or in the District, and shall be readmitted to continue education without penalty.
- C. The transportation provisions of this Policy shall be deemed to modify any other District Policy regarding student transportation to the extent necessary to accomplish the purposes of this Policy.
- D. Enrollment of a homeless student, and the eligibility of a homeless student to participate in an educational program or school activity of the District, shall not be denied because of outstanding fees or fines.

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EDUCATION OF HOMELESS CHILDREN

Legal Ref: 8 N.Y.C.R.R., ~~Section~~ 100.2(x) and (y); ~~Section~~ Education Law §3202(1), ~~New-~~  
~~York State Education Law~~

Adopted: 07/10/12

Revised: 07/08/15, \_\_\_\_\_

# Regulation

Draft 08/10/18

7002.1

## STUDENTS

### PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

#### ~~I. Enrollment Form~~

~~The District's enrollment form shall collect information about the living arrangements of the child, including asking if he or she is living in a shelter; with relatives or others due to loss of housing or economic hardship; in an abandoned apartment/building; in a motel/hotel, camping ground, car, train/bus station or other similar situation due to the lack of alternative, adequate housing; or awaiting an OCFS permanent foster care placement.~~

#### ~~II. Dispute Resolution Procedure~~

~~A. Whenever the District declines to classify a child as homeless, or declines to enroll a homeless child in the school designated by or on behalf of the child, or declines to transport a homeless child, the child and those acting on behalf of the child will be provided with a written explanation of the District's decision and the date on which the District intends to exclude the student or withdraw transportation or other services. The written explanation shall be accompanied by:~~

- ~~1. a statement regarding the right to appeal the District's decision, to the Commissioner of Education,~~
- ~~2. a statement that the District will provide enrollment, transportation, or other services pending the appeal process,~~
- ~~3. contact information for the District's Liaison for Homeless Children and an explanation of the Liaison's availability to assist with the appeal, and~~
- ~~4. the form petition for commencing an appeal to the Commissioner.~~

~~B. Whenever the District declines to classify a child as homeless, or declines to enroll a homeless child in the school designated by or on behalf of the child, or declines to transport a homeless child, the District will defer for at least thirty (30) days a decision to deny enrollment, transportation, or other services to the child, and will continue that deferral when an appeal is commenced with the Commissioner of Education with a stay application.~~

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

## STUDENTS

PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

~~2. If the Commissioner denies the request for a stay, the District's decision will be implemented.~~

~~III. Responsibilities of Liaison for Homeless Children~~

~~A. Determinations of Homeless Status~~

~~1. When the District receives an enrollment form, change of address information, or other information indicating that a child may qualify as homeless, the Liaison shall:~~

~~a. contact the homeless child or adult working on behalf of the child and explain the Liaison's role, and~~

~~b. facilitate the timely enrollment and provision of services to the child, pending a final determination~~

~~2. When a homeless child is not in the physical custody of a parent or legal guardian, the Liaison shall actively assist that child in making a school designation, provide direct coordination with the committee on special education if the child is a student with a disability, and advise the child of the right to appeal District determinations.~~

~~3. After a child is initially classified as homeless and provided appropriate services, the Liaison shall promptly conduct a complete inquiry into the child's housing situation, and make a written recommendation to the Superintendent whether the child should be determined to be a resident, a non resident, or homeless.~~

~~B. Assistance With Dispute Resolution and Appeals the Liaison shall:~~

~~1. Be available to the homeless child or adult working on behalf of the child to answer questions about any determination made by the District, and to receive written or oral objections to those determinations;~~

~~2. Explain the appeal process to the homeless child or adult working on behalf of the child, provide the form petition for appeal, and actively assist with the completion of the form;~~

~~3. Provide the homeless child or adult working on behalf of the child with a complete copy of appeal-related documentation, at no cost to them;~~

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PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

- ~~4. Accept service of the form petition and supporting papers on behalf of the District and any school district employee or officer named as a party, or arranging for service by mailing the form petition and supporting documents to any school district employee or officer named as a party and, if the District is named as a party, to the office of the Superintendent;~~
  - ~~5. Provide the homeless child or adult working on behalf of the child with a signed and dated acknowledgment verifying that the Liaison has received the form petition and supporting documents and will either accept service of the form petition and supporting papers on behalf of the District and any school district employee or officer named as a party, or arranging for service by mailing the form petition and supporting documents to any school district employee or officer named as a party and, if the District is named as a party, to the office of the Superintendent;~~
  - ~~6. On behalf of the homeless child or adult working on behalf of the child, transmit the form petition or any pleading or paper to the Office of Counsel, Education Department, State Education Building, Albany, NY 12234, within five (5) days of their being served;~~
  - ~~7. Provide the homeless child or adult working on behalf of the child with a signed and dated acknowledgement verifying that the Liaison has received the form petition and supporting documents and will transmit these documents to the Office of Counsel, Education Department, State Education Building, Albany, NY 12234; and~~
  - ~~8. Accept service of any subsequent pleadings or papers, including any correspondence related to the appeal, on behalf of the homeless child or adult working on behalf of the child, if the homeless child or adult working on behalf of the child so elects.~~
- ~~C. Administrative and Coordinating Duties the Liaison shall:~~
- ~~1. Coordinate the identification of homeless children and the provision of services to the homeless child with other districts and social service agencies.~~
  - ~~2. Receive and respond to requests for student records, insuring that a complete copy of a child's records is provided to a requesting school district within five (5) days.~~
  - ~~3. Insure timely and accurate preparation of reports required by the Commissioner of Education.~~



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

ALL NEW

I. Identification of Homeless Students

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

II. Dispute Resolution Procedure

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PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

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

III. Responsibilities of Liaison for Homeless Children

A. Determinations of Homeless Status

1. When the District receives an enrollment form, change of address information, or other information indicating that a child may qualify as homeless, the Liaison shall:
  - a. contact the homeless child or adult working on behalf of the child and explain the Liaison's role, and

## STUDENTS

PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

- b. facilitate the timely enrollment and provision of services to the child pending a final determination
  2. When a homeless child is not in the physical custody of a parent or legal guardian, the Liaison shall actively assist that child in making a school designation provide direct coordination with the committee on special education if the child is a student with a disability and advise the child of the right to appeal District determinations.
  3. After a child is initially classified as homeless and provided appropriate services, the Liaison shall promptly conduct a complete inquiry into the child's housing situation and make a written recommendation to the Superintendent whether the child should be determined to be a resident, a non-resident or homeless.
- B. Assistance With Dispute Resolution and Appeals:
  1. Be available to the homeless child or adult working on behalf of the child to answer questions about any determination made by the District and to receive written or oral objections to those determinations;
  2. Explain the appeal process to the homeless child or adult working on behalf of the child, provide the form petition for appeal and actively assist with the completion of the form;
  3. Provide the homeless child or adult working on behalf of the child with a complete copy of appeal-related documentation, at no cost to them;
  4. Accept service of the form petition and supporting papers on behalf of the District and any school district employee or officer named as a party or arranging for service by mailing the form petition and supporting documents to any school district employee or officer named as a party and, if the District is named as a party, to the office of the Superintendent;
  5. Provide the homeless child or adult working on behalf of the child with a signed and dated acknowledgment verifying that the Liaison has received the form petition and supporting documents and will either accept service of the form petition and supporting papers on behalf of the District and any school district employee or officer named as a party or arranging for service by mailing the form petition and supporting documents to any school district employee or officer named as a party and, if the District is named as a party, to the office of the Superintendent;

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6. On behalf of the homeless child or adult working on behalf of the child, transmit the form petition or any pleading or paper to the Office of Counsel, Education Department, State Education Building, Albany, NY 12234, within five (5) days of their being served;
7. Provide the homeless child or adult working on behalf of the child with a signed and dated acknowledgement verifying that the Liaison has received the form petition and supporting documents and will transmit these documents to the Office of Counsel, Education Department, State Education Building, Albany, NY 12234; and
8. Accept service of any subsequent pleadings or papers, including any correspondence related to the appeal, on behalf of the homeless child or adult working on behalf of the child, if the homeless child or adult working on behalf of the child so elects.

C. Administrative and Coordinating Duties:

1. Coordinate the identification of homeless children and the provision of services to the homeless child with other districts and social service agencies.
2. Receive and respond to requests for student records, insuring that a complete copy of a child's records is provided to a requesting school district within five (5) days.
3. Insure timely and accurate preparation of reports required by the Commissioner of Education.
4. Inform each homeless child and parent or guardian of all educational opportunities, transportation services, and other services available to the child, and assist parents and guardians to have a meaningful opportunity to participate in the child's education.
5. Assist each homeless child and parent or guardian in obtaining immunizations and medical records.
6. Assist with coordinating the child's transportation services.
7. Maintain a record of all appeals of enrollment, school selection, and transportation determinations.

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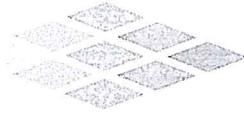
PROCEDURES FOR ACHIEVING EDUCATION OF HOMELESS CHILDREN

8. Maintain an accurate record of the number and identity of all students classified as homeless, their grade level, and their nighttime residence(s).
9. Inform school personnel, service providers, and advocates working with homeless families of the Liaison's duties, according to a plan of communications approved by the Superintendent.
10. Collaborate and coordinate with the State Coordinator for the Education of Homeless Children and Youth and community and school personnel responsible for providing education and related support services to homeless children and youth.

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Madison Central School District

Approved by the Superintendent: 07/10/12, 07/08/15, \_\_\_\_\_



# Madison-Oneida

Board of Cooperative Educational Services

Lead ♦ Partner ♦ Innovate ♦ Excel

*Celebrating 50 years  
1968-2018*

DISTRICT SUPERINTENDENT

Phone: 315.361.5510 ♦ Fax: 315.361.5517

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

TO: Component Boards of Education

FROM: Jacklin G. Starks  
District Superintendent

DATE: August 22, 2018

RE: Madison-Oneida BOCES Banner Newsletter

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

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

# The Banner

A publication of the Madison-Oneida Board of Cooperative Educational Services

In cooperation with member schools: Camden, Canastota, Hamilton, Madison, Morrisville-Eaton, Oneida, Rome, Stockbridge Valley, Vernon-Verona-Sherrill and the New York State School for the Deaf

## Welcome Back, MOBOCES!

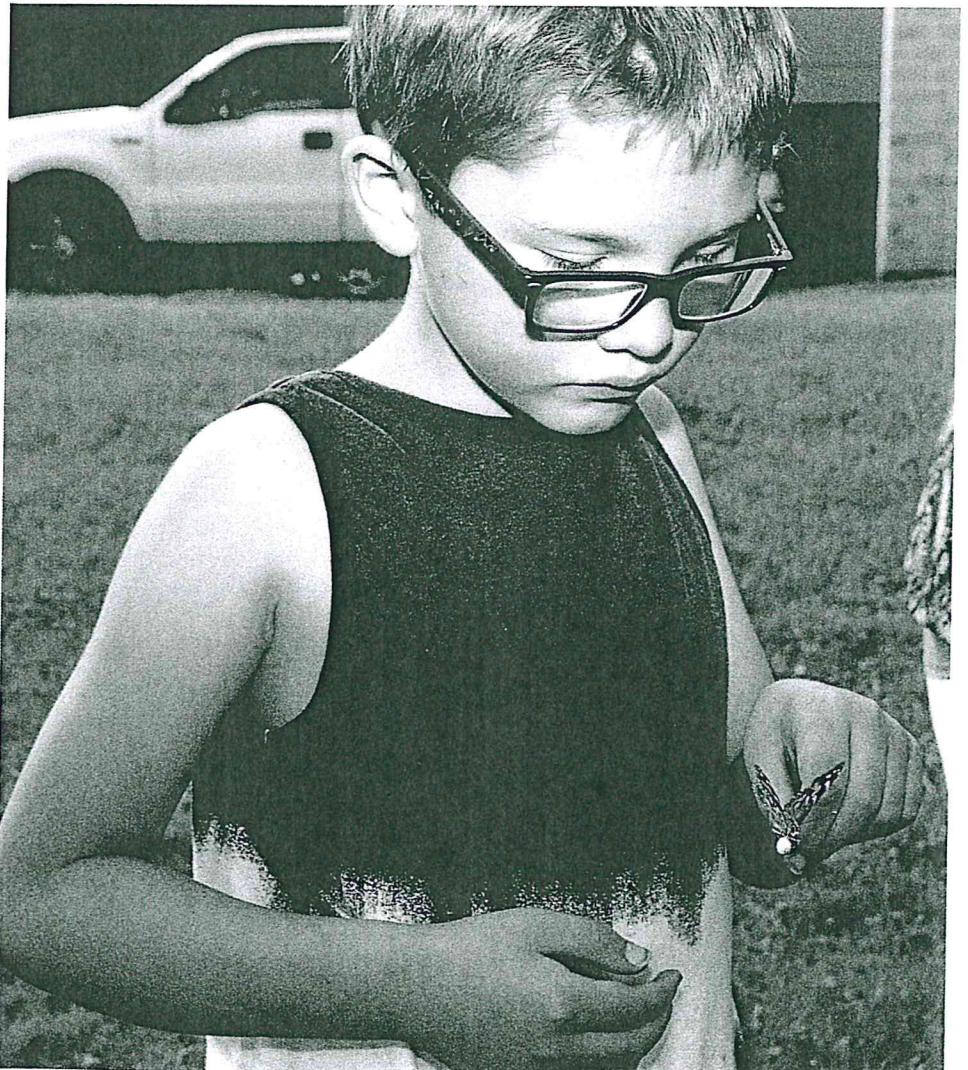
We had a busy summer full of academics, enrichment, professional development and preparing for the new school year. If you didn't have a chance to keep up with our activities, you can find some snapshots in this Summer/Fall Extra of *The Banner*. For full coverage, visit us on Facebook and Twitter (@MOBOCES1) and take a look at our new website.


We're so glad to have everyone back and for the new school year to begin. Are you ready? Welcome back, MOBOCES family!

### Save the Date

The 2018-19 school year is about to kick off. Here are some key dates for your calendars.

- ◆ **New Instructional Employee Orientation**, August 29
- ◆ **Superintendent's Conference Days**, September 4-5
- ◆ **Classes Begin**, September 6
- ◆ **Board of Education meeting**, September 6 & October 4
- ◆ **Fall Open House, College/ Continuing Education Fair & Parent Night**, October 18





The BOCES Consortium of Continuing Education (BCCE) has revived its seasonal course catalog! Look for it in your mailbox or online at [www.moboces.org/adulted](http://www.moboces.org/adulted).

# Learning Continues All Summer!

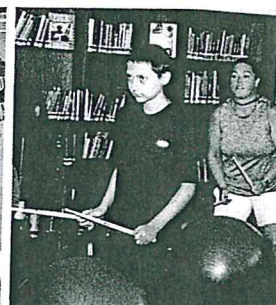


About 100 students from 16 school districts spent their summer learning at MOBOCES.

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

For example, some classes are studying the life cycles of different insects, including raising and releasing butterflies. Another class connected learning activities to a beach theme. Some students collected donations for Wanderer's Rest Animal Shelter.

The entire program visited with the Utica Zoomobile and the Sherrill-Kenwood Volunteer Fire Department, and they joined in ice cream social, water play and s'mores events. Parents and family members were invited in about halfway through summer for an Open House to see what their children were learning.

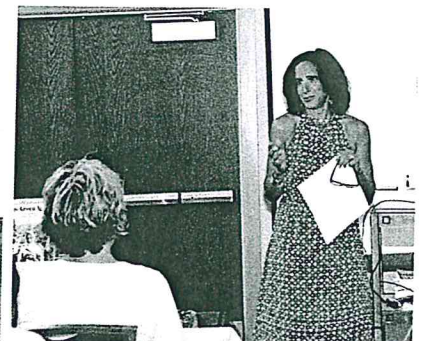


# Summer Conference Focuses on Reading

Educators from across the region learned strategies to boost student interest in reading at this year's CNY Education Conference.

The conference, in its sixth year, kicked off with keynote speaker Steven Layne, a literacy education professor and an award-winning children's book author. In his keynote, "Confessions of a Reading Arsonist," he shared stories from his teaching career about turning students into lifelong readers.

Throughout the two days, the 150 participants attended breakout sessions on specific literacy topics, led by literacy education experts. In addition to Layne, presenters were: **Rome** elementary teacher Paula Gilroy (Interactive Read Alouds) and educational consultants Kelli Johnson (Reading Instruction) and Olivia Wahl (Supporting Struggling Readers). Staff Development Specialist Jon Cornue led the Day 2 keynote, talking with participants about the new state learning standards for literacy.





# Food Service Coordinates Summer Feeding Programs



The School Lunch Service assisted four districts this year with their summer feeding programs, which provide free meals to youth during the summer break. MOBOCES staff created the menus and visited each site weekly to ensure food safety procedures, meal counting and other requirements are followed. The programs were held in **Camden, Canastota, Oneida and Vernon-Verona-Sherrill.**

# School Cooks Attend Summer Training



Nearly 200 school food service workers and managers from across the state received hands-on skills development at MOBOCES this summer through a 20-year-old NYSED training program. Over four weeks, 120 school cooks improved their food preparation skills, cooking methods, recipe development and nutritional analysis on school lunches. About 80 food service administrators worked on budgeting, purchasing and other cafeteria management issues.

# SLS Supports New Summer Initiatives

The School Library System sponsored 13 new partnerships between school and public libraries through a new grant from the Central New York Library Resources Council (CLRC).

Through the initiative, component school librarians connected with local public libraries to develop summer programming, then applied to SLS for funding support. Programming included coding, STEAM centers, music, book clubs, crafting and family literacy activities. CLRC-supported programs were held in **Camden, Hamilton, Morrisville-Eaton, Oneida, Rome, Stockbridge Valley and VVS.**

SLS offered the CLRC grants in addition to its annual Summer Reading Mini-Grants, which support open library hours and special programming in component libraries.

This year, mini-grants went to schools in **Oneida, Rome and Stockbridge Valley.**



# 18 Complete LPN Program



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

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

Christian Joel Feliciano, of Rome, received the Outstanding Performance in Geriatric Nursing award for his class. In addition, Alison Frank, of Canastota, and Maggie Larkin, of Osceola, were recognized for perfect attendance.

# Six Districts Offer Summer LEAP

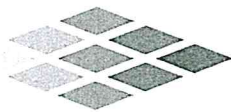
MOBOCES coordinated Summer LEAP academic enrichment programs for elementary school students in six component districts: **Camden, Canastota, Madison, Morrisville-Eaton, Rome and Vernon-Verona-Sherrill.**

MOBOCES has assisted districts with coordinating summer learning opportunities through the LEAP program for many years. These programs aim to provide a hands-on, interactive learning environment to engage students.



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## MOBOCES

Lead • Partner • Innovate • Excel

4937 Spring Rd., P.O. Box 168 Verona, NY 13478  
(315) 361-5500 [www.moboces.org](http://www.moboces.org)



*"Madison-Oneida BOCES is an equal opportunity employer  
and an equal educational institution."*

*Madison-Oneida BOCES is a smoke free facility.*

### ADMINISTRATION

Jacklin Starks, District Superintendent  
Patricia Vacca, Asst. Superintendent for Curriculum and Instruction  
Scott Budelmann, Asst. Superintendent for Administrative Services

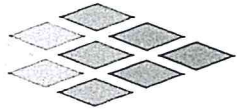
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Questions? Comments? Contact Public Relations Coordinator  
Sapna Kollali at 315.361.5518 or [skollali@moboces.org](mailto:skollali@moboces.org)

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# Madison-Oneida

Board of Cooperative Educational Services

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## *FYI: From Our Board to Yours*

From: Richard Engelbrecht

To: Michael Davis

Madison Board of Education

September 2018

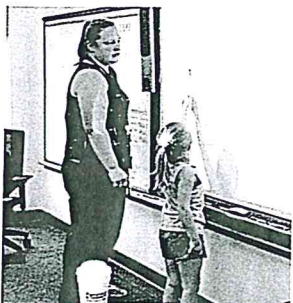
### *Career and Technical Education*

#### **SIX DISTRICTS HOLD SUMMER LEAP PROGRAMS**

MOBOCES coordinated Summer LEAP academic enrichment programs for elementary school students in six component districts: **Camden, Canastota, Madison, Morrisville-Eaton, Rome and Vernon-Verona-Sherrill.**



MOBOCES has assisted districts with coordinating summer learning opportunities through the LEAP program for many years. These programs aim to provide a hands-on, interactive learning environment to engage students.



### *Staff and Curriculum Development*

#### **WAHL BEGINS NEW YEAR OF LITERACY WORKSHOPS**

National literacy expert Olivia Wahl began her second year of intensive, extended professional development with teachers and administrators in the MOBOCES region.



To kick off the yearlong series, Olivia held 10 half-day sessions over a week in August for teachers and administrators of grades K-5. Her workshops focused on an introduction and understanding of the components of balanced literacy that support independent reading as well as conferring structures and considering different teaching resources and lenses.



She discussed shared reading, small group instruction, supporting gradual release with independent reading, and the Next Generation ELA Reading and Foundational Skills strands.

Workshop participants were from: **Camden, Canastota, Madison, Morrisville-Eaton, Rome, Stockbridge Valley, VVS and Holland Patent.**

Olivia's work supports the regional "Fostering a Culture of Reading" initiative. Like last year, Olivia will hold lab sessions throughout 2018-19 to provide educators with an opportunity to see her strategies in action, followed by debriefing and discussion sessions. The first lab sessions will take place in October.

### *Regional Information Center*

#### **MORIC SUPPORTS INFRASTRUCTURE UPGRADES**

Throughout the summer, the MORIC Technical Team has collaborated with component districts on multiple wireless and infrastructure projects across the region. These wireless networks will support students, teachers and administrators as they get started in the 2018-19 school year.

In the MOBOCES region, team members installed more than 30 new switches and 165 new access points in multiple districts, and they ran new fiber lines in **Camden** and **VVS** as well as the MOBOCES campus.

*September FYI continued on back...*

## Center for Instructional Support

### SLS HOSTS STEAM, GEOGRAPHY WORKSHOPS

The School Library System hosted four hands-on workshops in August for educators and librarians in the region.

Presenter Kristin Fontichiaro, a faculty member at the University of Michigan, led two August 21 workshops – one on Toy Take-Apart and one on Data Visualization.



The Toy Take-Apart session allowed participants to break down discarded toys and explore the electronic components. Participants learned strategies for incorporating

this type of activity into makerspace and STEAM lessons.

The Data Visualization session offered strategies for helping students become more data literate, including reading and creating



visualized data in a variety of settings.

Tim McDonnell of the New York Geographic Alliance led two August 22 workshops on the new giant floor maps recently added to the MOBOCES Media Library collection. Both sessions, part of the CIS Learn and Borrow series, focused on the 17-foot-by-21-foot New York State map, with Tim demonstrating ways to teach geographical reasoning, incorporate geography into history lessons, and meet NYS Social Studies Standards. In addition to the state map,

CIS also has a giant floor map of North America, and both are available for district staff to borrow.

## Adult and Continuing Education

### BCCE TO LAUNCH PART-TIME NURSING PROGRAM

The New York State Office of Professions recently approved a BCCE proposal to offer a part-time practical nurse training program.

BCCE leaders and the Policy Board spent about two years developing the proposal following a request by the Slocum Dickson Medical Group (SDMG) in New Hartford. The new 19-month program will help members of the SDMG workforce earn their LPN credential.

The first cohort will begin in September, and the 18 students include both SDMG employees and members of the public interested in a more flexible training program.

### THE FALL CATALOG IS BACK

After a hiatus of several years, the BOCES Consortium of Continuing Education has revived its fall course catalog! Find it in print and online, at [www.moboces.org/adulted](http://www.moboces.org/adulted).



## Alternative and Special Education

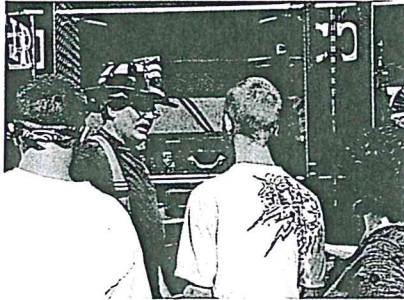
### SUMMER PROGRAM ENDS WITH CELEBRATIONS

The six-week Extended School Year program wrapped up August 17 and held a number of special events and



presentations in August to celebrate the summer and keep students engaged through the end of the program. Guests included the Sherrill-Kenwood Volunteer Fire Department and the Utica Zoo, and staff arranged for a water play day with water slides and inflatables.

The final day included the annual student talent show, which featured singing, dancing, music and magic performances as well as student art displays.



## Management Services

### GRANT FUNDS HAMILTON FFA PROJECT

Planning and Grant Writing Specialist Lisa Seitz helped Hamilton's FFA Advisor Johanna Fox-Bossard successfully apply for a \$3,000 grant from the National FFA Organization. The Live to Serve grants offer competitive funding for FFA chapters across the country to support service learning projects.

The grant will support a partnership between the Hamilton FFA, the Hamilton Food Cupboard and Cornell Cooperative Extension of Madison County to address community hunger and nutrition. In particular, the FFA plans to purchase a tiered rack system that will allow for increased production of fresh vegetables to be used in the school lunch program and the Family and Consumer Science classroom and donated to the local food pantry.

FFA members also plan to interact with the community to address the issue by publishing an article in the local newspaper, volunteering at the food pantry, distributing informational brochures, and sending home produce and information for students and families.

## Early Childhood Education

### DIVISION ANNOUNCES NEW WORKSHOP DATES

The Early Childhood division recently released its annual brochure of trainings and workshops for component district staff and community members. The dates are available on the Early Childhood section of the MOBOCES website.

The workshops, led by Director Colleen Wuest, include Youth Mental Health First Aid and Pyramid Model trainings as well as early childhood topics. Throughout the year, Colleen also leads trainings in districts and at community agencies upon request.