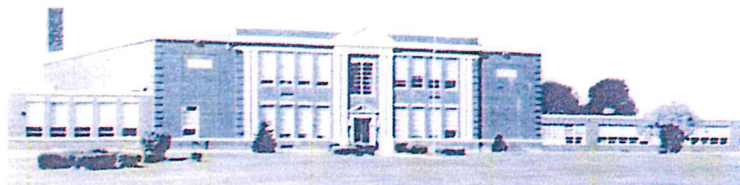


Board of Education

Jennifer Lavoie  
President  
Michael Filipovich  
Vice President  
Laura Billings  
Jessica Clark  
Stephanie Clark  
Brittany Rizzo  
Jona Snyder



**Madison Central School District**  
7303 Route 20, Madison, New York 13402  
Phone: (315) 893-1878  
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Jason A. Mitchell  
Superintendent  
Larry Nichols  
Building Principal  
Brian J. Latella  
Elementary Principal  
Melanie Brouillette  
Treasurer  
Tracey Lewis  
District Clerk

BOARD OF EDUCATION  
REGULAR MEETING

APRIL 21, 2020  
7:00 P.M. –VIA GOOGLE MEET

- I. Call to Order
- II. Agenda Additions
- III. Consent Agenda
  - a. Approval of Agenda for This Meeting
  - b. Approval of Minutes
    1. March 24, 2020 Regular Meeting Minutes
- IV. Public Forum
- V. Reports
  - a. Treasurer
    1. Internal Claim Auditor's Report – not available at this time
    2. Treasurer's Report – not available at this time
    3. Detail Warrants – not available at this time
    4. Financial Status Report – not available at this time
  - b. Superintendent – Information Items
    1. SBI letter regarding COVID-19 Changes
    2. Labor Relations Update – Mandated Use of Face Coverings
  - c. Superintendent – Approval Items
    1. Resolution for BOCES 2020-21 Administrative Budget of \$5,289,355
    2. Resolution for Richard Engelbrecht as the Madison Central School District BOCES Representative for July 1, 2020 through June 30, 2023
    3. Resolution for Donna Isbell as the Morrisville-Eaton Central School District BOCES Representative for July 1, 2020 through June 30, 2023
    4. Resolution for Patrick Baron as the Vernon-Verona-Sherrill Central School District BOCES Representative for July 1, 2020 through June 30, 2023
    5. Resolution for District Clerk Tracey Lewis to cast such ballots for Madison Central School District for items 2-5
    6. Approval of Cooperative Bidding Resolution
    7. Approval of Transportation to New Life Christian School for the 2020-21 school year for four students entering grades K, 2, 5 and 7
    8. Approval of Contract between Madison Central School and Olivia Wahl for the 2020-21 school year
    9. Approval of the 2020-21 Madison Central School Academic Calendar

- VI. Policy
  - a. First Reading of Policy # 5001 entitled “District-Wide Safety Plan and Building Level Emergency Response Plans” to replace existing Policy # 5001
  - b. First Reading of Policy # 5404 entitled “Information Security Breach Policy” to replace existing policy # 5404
  - c. First Reading of Policy # 5406 entitled “Protection of Student, Teacher, and Principal Personal Information (Data Security and Privacy)”
  - d. First Reading of Policy # 7002 entitled “Education of Homeless Children”
  - e. First Reading of Policy # 7500 entitled “Education Records” to replace existing policy # 7500 and Regulation # 7500.1
  - f. Notice of Superintendent’s approval to delete Regulation # 7500.1 (replaced by new Policy # 7500)
  - g. Notice of Regulation #7500.1 renumbered to 7500.2 – Superintendent approval only
  - h. Notice of Regulation # 7500.2 renumbered to 7500.3 – Superintendent’s approval only
  - i. Notice of Regulation # 7500.3 renumbered to 7500.4 – Superintendent’s approval only
  - j. Notice of Regulation # 7500.4 revised and renumbered to 7500.5 – Superintendent’s approval only
  
- VII. Old Business
  
- VIII. Board of Education Discussion Items
  
- IX. New Business
  - a. Personnel
    - 1. Appointments
    - 2. Leave Requests
      - a. Jamie Bruno – FMLA utilizing 6-8 weeks of sick time and then FMLA for the remainder of the 2020-21 school year
      - b. Nicole Winegard – FMLA from September 2, 2020 through January 4, 2021
      - c. Clarissa Siedsma – FMLA utilizing 6-8 weeks of sick time and then FMLA for the remainder of the 2020-21 school year
  - b. CSE/CPSE Recommendations – in official packet
  - c. Principal Reports
  
- X. Correspondence
  - a. Richard Engelbrecht’s monthly BOCES newsletter for April 2020
  
- XI. Question & Answer Opportunity
  
- XII. Executive Session and appointment of temporary clerk for Executive Session
  - a. To discuss the medical, financial, credit or employment history of a particular person or corporations or matters leading to the appointment, **employment**, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation
  
- XIII. Adjourn Executive Session
  
- XIV. Adjournment

The Regular Meeting of the Board of Education of Madison Central School was held on March 24, 2020 at 7:00 pm via Google Meet.

**MEMBERS PRESENT:** Mrs. Laura Billings  
Ms. Jessica Clark  
Ms. Stephanie Clark  
Mr. Michael Filipovich  
Mrs. Jennifer Lavoie  
Mrs. Brittany Rizzo  
Mr. Jona Snyder – 8:04 pm

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mr. Jason Mitchell, Superintendent  
Mr. Larry Nichols, Building Principal  
Mr. Brian Latella, Elementary Principal  
Mrs. Melanie Brouillette, Treasurer  
Ms. Tracey Lewis, District Clerk  
Other members of the community and union representatives

- I. Call to Order
  - a. Mrs. Lavoie, president, called the meeting to order at 7:07 pm.
- II. Agenda Additions
- III. Consent Agenda
  - a. Approval of Agenda for This Meeting

**MOTION # 1 – APPROVAL OF AGENDA**

ON THE MOTION of Mrs. Rizzo, seconded by Mr. Filipovich, the board approved the agenda for this meeting. Motion carried 6 yes, 0 no.

- b. Approval of Minutes
  - 1. February 11, 2020 Regular Meeting Minutes
  - 2. March 3, 2020 Budget Workshop Meeting Minutes

**MOTION # 2 – APPROVAL OF MINUTES**

ON THE MOTION of Ms. Clark, seconded by Mrs. Rizzo, the board approved the minutes from the February 11, 2020 Regular meeting and the March 3, 2020 Budget Workshop Meeting. Motion carried 6 yes, 0 no.

- IV. Public Forum
  - a. Lisa Decker and Scott Budelmann presented the BOCES Administration Budget.
- V. Committee Reports
  - a. Mrs. Rizzo shared that the Policy Committee met and will be presenting new policies to the board at the next meeting for first readings.
- VI. Reports
  - a. Treasurer
    - 1. Internal Claim Auditor's Report

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

ON THE MOTION of Mrs. Clark, seconded by Ms. Clark, the board moved to approve the Internal Claim Auditor's Report. Motion carried 6 yes, 0 no.

2. Treasurer's Report dated February 29, 2020

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

ON THE MOTION of Ms. Clark, seconded by Mrs. Rizzo, the board moved to approve the February 29, 2020 Treasurer's Report. Motion carried 6 yes, 0 no.

3. Detail Warrants

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

ON THE MOTION of Mrs. Billings, seconded by Mrs. Clark, the board moved to approve the Detail Warrants as follow: Warrant Number 30 – Fund A – 2/11/20 – 1 page, Warrant Number 31 – Fund A – 2/14/20 – 6 pages, Warrant Number 32 – Fund A – 3/2/20 – 3 pages, Warrant Number 17 – Fund C – 2/14/20 – 1 page, Warrant Number 18 – Fund C – 2/15/20 – 2 pages, Warrant Number 10 – Fund TA – 3/5/20 – 4 pages, Warrant Number 4 – Fund HBUS – 3/5/20 – 1 page, Warrant Number 12 – Fund FA12 – 2/14/20 – 1 page, Warrant Number 13 – Fund FA12 – 3/2/20 – 1 page. Motion carried 6 yes, 0 no.

4. The Financial Status Report was provided for review.

b. Superintendent – Information Items

1. Mr. Mitchell thanked Pam Morgan for the \$100 donation to the Drama Musical.
2. Mr. Mitchell shared that the March 26, 2020 Educational Showcase has been cancelled.
3. Mr. Mitchell shared that the March 28, 2020 “How to Become a School Board of Education Candidate and What to Expect if Elected” workshop has been cancelled.
4. Mr. Mitchell shared that the Board Mandated Training dates for newly elected BOE members are still currently scheduled for June 2020.
5. Mr. Mitchell and the board discussed the SPO (School Patrol Officer) Contract and will continue to explore this option but there are no immediate plans to put this into the current budget.
6. Mr. Mitchell shared his findings from the Regional meeting on Graduation Measures which discussed meaningful graduation suggestions which will continue to be explored.
7. The TSI (Targeted School for Improvement) Designation was discussed.
8. Mr. Mitchell shared that the Grade 3-8 Assessment Schedule (ELA March 25-27 & Math April 21-23) has currently been suspended.
9. Mr. Mitchell shared the latest information on the COVID-19 (Coronavirus) and its likely impact on the budget planning process. He also thanked the entire staff for their immediate reaction to the school closure and the several aspects of this situation were preliminarily discussed.

c. Superintendent – Approval Items

1. Approval of 2020-21 Rates for Legal Services with Ferrara Fiorenza PC

**MOTION # 6 – APPROVAL OF 2020-21 RATES FOR LEGAL SERVICES**

ON THE MOTION of Ms. Clark, seconded by Mrs. Rizzo, the board moved to approve the 2020-21 rates for Legal Services through Ferrara Fiorenza PC. Motion carried 6 yes, 0 no.

2. Acceptance of Donorschoose award to Mr. Hill valued at approximately \$150

**MOTION # 7 – ACCEPTANCE OF DONATION**

ON THE MOTION of Mrs. Billings, seconded by Mrs. Rizzo, the board moved to accept the Donorschoose award to Mr. Hill valued at approximately \$150 for school supplies. Motion carried 6 yes, 0 no.

3. Approval of BOCES 2020-21 Academic School Calendar

**MOTION # 8 – APPROVAL OF BOCES ACADEMIC CALENDAR**

ON THE MOTION of Ms. Clark, seconded by Mrs. Billings, the board moved to approve the 2020-21 BOCES Academic Calendar. Motion carried 6 yes, 0 no.

4. Approval of Memorandum of Agreement for Golf Coach on a voluntary basis for 2019-20 season

**MOTION # 9 – APPROVAL OF MEMORANDUM OF AGREEMENT FOR GOLF COACH**

ON THE MOTION of Mrs. Rizzo, seconded by Mrs. Billings, the board moved to approve the Memorandum of Agreement for the voluntary golf coach for the 2019-20 season. Motion carried 6 yes, 0 no.

5. Approval of Memorandum of Agreement for Theater Program for stipends for Set Design, Stage Manager & Pit Band Director of \$500 each

**MOTION # 10 – APPROVAL OF MEMORANDUM OF AGREEMENT FOR THEATER PROGRAM STIPENDS**

ON THE MOTION of Mrs. Billings, seconded by Mrs. Clark, the board moved to approve the Memorandum of Agreement for the Theater Program stipends for Set Design, State Manager and Pit Band Director of \$500 each. Motion carried 6 yes, 0 no.

6. Approval of Resolution for Emergency Planning for COVID-19 School Closure

**MOTION # 11 – APPROVAL OF RESOLUTION FOR EMERGENCY PLANNING FOR COVID-19 SCHOOL CLOSURE**

ON THE MOTION of Mrs. Clark, seconded by Mrs. Rizzo, the board moved to approve the Resolution for Emergency Planning for COVID-19 School Closure. Motion carried 6 yes, 0 no.

7. Approval of Resolution for Hourly Pay during COVID-19 School Closure

**MOTION # 12 – APPROVAL OF RESOLUTION FOR HOURLY PAY DURING COVID-19 SCHOOL CLOSURE**

ON THE MOTION of Mrs. Clark, seconded by Mrs. Billings, the board moved to approve the Resolution for Hourly Pay during the COVID-19 School Closure. Motion carried 6 yes, 0 no.

- VII. Policy
  - a. None – will have policy at next meeting for first readings
- VIII. Old Business
  - a. None
- IX. Board of Education Discussion Items
  - a. The board discussed the need for providing photos of the board members for the yearbook.

Mr. Snyder joined the Google Meet at 8:04 pm.

Mr. Snyder left the Google Meet at 8:05 pm.

- X. New Business
  - a. Personnel

- 1. Appointments

- a. Aimee VanGarrett – Non Certified Substitute Teacher effective 3/13/20
    - b. Sue Tice – Long Term Substitute Teacher’s Aide – effective 2/27/20 at \$11.80 per hour for twenty consecutive days and then the long term rate of \$12.35 per hour

**MOTION # 13 – APPROVAL OF APPOINTMENTS**

ON THE MOTION of Mrs. Billings, seconded by Ms. Clark, the board moved to approve Aimee VanGarrett as a Non Certified Substitute Teacher effective 3/13/20 and Sue Tice as a Long Term Substitute Teacher’s Aide effective 2/27/20 at \$11.80 per hour for twenty consecutive days and then at the long term rate of \$12.35 per hour. Motion carried 6 yes, 0 no.

- c. New Stipend Positions as per MOA
      - a. Matt Bruno – Set Design
      - b. Megan Barnes – Stage Manager
      - c. Ryan Hobart – Pit Band Director

**MOTION # 14 – APPROVAL OF NEW STIPEND POSITIONS**

ON THE MOTION of Ms. Clark, seconded by Mrs. Billings, the board moved to approve Matt Bruno as Set Design, Megan Barnes as State Manager and Ryan Hobart as Pit Band Director at \$500 each as per Memorandum of Agreement previously approved. Motion carried 6 yes, 0 no.

- d. Spring Coaches
      - a. Varsity Baseball – Brett Lewis
      - b. Modified Baseball – Matthew Bruno
      - c. Varsity Softball – William Hunter
      - d. Modified Softball – Jennifer Neidhart
      - e. Volunteer Golf – Joseph Sitts

**MOTION # 15 – APPROVAL OF SPRING COACHES**

ON THE MOTION of Mrs. Billings, seconded by Ms. Clark, the board moved to approve the 2020 spring coaches Brett Lewis as Varsity Baseball, Matthew Bruno as Modified Baseball, William Hunter as Varsity Softball, Jennifer Neidhart as Modified Softball, and Joseph Sitts as Volunteer Golf. Motion carried 6 yes, 0 no.

- 2. Leave Request

- a. Kiana Marshall – Leave without Pay for February 10 & 11, 2020

**MOTION # 16 – APPROVAL OF UNPAID LEAVE REQUEST**

ON THE MOTION of Mrs. Rizzo, seconded by Ms. Clark, the board moved to approve the unpaid leave of Kiana Marshall for February 10 and 11, 2020. Motion carried 6 yes, 0 no.

- 3. Resignation

- a. Kiana Marshall – Teacher’s Aide – effective February 14, 2020
    - b. Mary Belfield – Teacher’s Aide – effective July 1, 2020

**MOTION # 17 – ACCEPTANCE OF RESIGNATIONS**

ON THE MOTION of Mrs. Billings, seconded by Mrs. Clark, the board moved to accept the Resignations of Teacher Aides Kiana Marshall effective 2/14/20 and Mary Belfield effective 7/1/20. Motion carried 6 yes, 0 no.

4. Retirement

- a. Linda Wood – Superintendent’s Secretary effective 6/30/20

**MOTION # 18 – ACCEPTANCE OF RETIREMENT**

ON THE MOTION of Ms. Clark, seconded by Mrs. Clark, the board moved to accept the retirement of Linda Wood as Superintendent’s Secretary with many thanks for all her years of dedication to the district effective 6/30/20. Motion carried 6 yes, 0 no.

- b. CSE/CPSE Recommendations – in official packet

**MOTION # 19 – APPROVAL OF CSE/CPSE RECOMMENDATIONS**

ON THE MOTION of Mrs. Clark, seconded by Mrs. Rizzo, the board moved to approve the CSE/CPSE Recommendations as found in the official packet. Motion carried 6 yes, 0 no.

Mr. Snyder joined the Google Meet again at 8:07 pm.

c. Principal Reports

1. Mr. Latella discussed the elementary education material pick up process and praised his staff for a job well done.
2. Mr. Nichols discussed the high school educational material pick up and the online teaching process and also praised his staff.

XI. Correspondence

- a. The Banner Newsletter from Madison-Oneida BOCES was provided to the board.
- b. Richard Engelbrecht’s monthly newsletter for March 2020 was provided to the board.

XII. Question & Answer Opportunity

- a. Several conversations were held regarding the “what-ifs” regarding this school closure situation and any extension of this closure. There are no real answers at this time.
- b. A huge shout out to Mr. Peavey for all he has done to make this transition to online learning and online availability function so smoothly in such a short amount of time.

XIII. Adjournment

**MOTION # 20 – ADJOURNMENT**

ON THE MOTION of Ms. Clark, seconded by Mrs. Rizzo, the board moved to adjourn at 8:18 pm. Motion carried 7 yes, 0 no.



# School Boards Institute

*"Children First"*

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

To: OMH-SBI Members  
From: Michael Head, OMH-SBI President  
Jim Van Wormer, OMH-SBI Coordinator for Board Training

**ROBERT BATSON**  
1<sup>st</sup> Vice President  
Telephone:  
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[rbatson@munsonmachinery.com](mailto:rbatson@munsonmachinery.com)

Re: COVID -19 Changes  
Date: 4/06/2020

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

Due to the unprecedented change in our daily lives and schedules due to the Novel Coronavirus outbreak we are all in uncharted territory.

As schools have been closed county wide in our OMH-SBI region and the stay at home / limit travel directives we have significantly reduced our scheduled activities.

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

Our OMH-SBI schedule does not include April activities as most of our school boards are wrapping up budget items. Obviously this year in addition to the school budget our member schools have the COVID – 19 outbreak to deal with.

In regards to our SAA / SDA general membership dinner that was scheduled for 5/14 that event will be postponed. We hope to reschedule to a later June date. We know with other school district postponed activities there may be an unforeseen conflict but we will do the best we can to avoid conflicts with our rescheduled date of our SAA / SDA General Membership Meeting.

Our SAA / DSA nomination committee will be getting the nominations by snail mail. We will find an open date and conduct a Zoom meeting to determine our SAA and SDA recipients for the 2019-20 school year.

Our makeup date for FOT and NSBOET training for BOE members elected in May of 2019 is also cancelled.

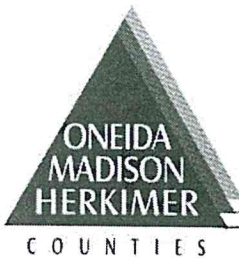
Our scheduled training for New members elected in May of 2020 is still on. FOT is scheduled for June 11 and June 15<sup>th</sup>, New School Board Training is June 18<sup>th</sup> and 22<sup>nd</sup>. Members from the BOE election of May 2019 may tag on to the appropriate training sessions to complete their requirements if they have time.

We will stay in contact with all BOE parties to see how we will accommodate all BOE members to insure they meet their mandated training requirements.

NYSSBA conducted a phone conference last Friday with COLSBA groups across the state. I participated and found most areas in the state are in the same position. They are postponing some events and cancelling others. The topic we are most concerned about was addressed by the Governor on Monday, March 30.

**Charley Priola**  
Secretary for  
Board Training  
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E-Mail:  
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# School Boards Institute

*"Children First"*

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The state wide voting date of May 19<sup>th</sup> has been postponed to at least June 1<sup>st</sup>. He stated more details will follow. It is assumed that BOE candidates will also have more time to collect signatures for their BOE petitions. We are also waiting on possible changes in BOE petition signatures as it is not safe at this time to go door to door collecting the required number of signatures.

Also on the agenda is the upcoming state budget due to be adopted soon. Given the present climate and economic upheaval budget advocacy is a continued priority. We continue to contact our legislators and staff in regards to our needs and necessary financial support from the state.

In this present climate changes come very quickly. Should any changes occur we will contact our members to as soon as possible to keep you informed you.

If you have any questions or concerns, please do not hesitate to contact Jim Van Wormer and / or any of our OMH-SBI officers.

Please stay safe and healthy.



**Madison-Oneida**  
Board of Cooperative Educational Services

Lead•Partner•Innovate•Excel

**LABOR RELATIONS & POLICY OFFICE**

Phone: 315.361.5522 ♦ Fax: 315.361.5595

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DAVID M. PELLOW, Labor Relations Specialist, [dpellow@moboces.org](mailto:dpellow@moboces.org)

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KATHLEEN L. PARKER, Senior Office Specialist, [kparker@moboces.org](mailto:kparker@moboces.org)

*You have received a copy of this Update because your District subscribes to our office's Labor Relations Service, Board Policy Service, or Legal Services Agreement.*

**April 15, 2020**

## **LABOR RELATIONS UPDATE**

**COVID-19 – EXECUTIVE ORDER 202.16**

### **Mandated Use of Face Coverings**

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

Governor Cuomo has issued Executive Order 202.16 which, among other things:

- Requires employers who are “essential businesses or entities” to provide employees with “face coverings”, at employer expense, and
- Requires employees of “essential businesses or entities” to wear those face coverings when “in direct contact with customers or members of the public.”

These mandates take effect at 8:00 p.m. on Wednesday, April 15.

The following guidance is provided to assist your District or BOCES in complying with this mandate.

- ❖ School districts and boards of cooperative educational services are “essential ... entities” for purposes of the Executive Order, and they must comply with the face covering requirement.

- ❖ The Executive Order requires employees to wear the face covering when in contact with customers or the public. The NYS Department of Health, in an Interim Guidance Memorandum on this issue dated April 14, 2020, provides that it shall be determined by the employer what “direct interaction with the public” constitutes, but added that such a determination shall include any employee who is routinely within close contact (i.e. six (6) feet or less) with members of the public, including, but not limited to, customers or clients. Co-employees are not defined as constituting customers or members of the public and wearing the face covering in the presence of co-employees is not required by the Executive Order. The exception to this might be if certain employees and/or job titles are required to work together within the six (6) foot social distancing requirement. This office believes that an employer has the inherent right to adopt a safety rule, such as a requirement that face coverings be worn in the presence of co-employees. However, a union may challenge the reasonableness of the rule, or demand effects bargaining over the consequences for violating the rule.
- ❖ The CDC has guidance concerning appropriate face coverings. It defines a face covering as a cloth, bandana, or other type of material that covers an employee’s mouth and nose and that meets these standards:
  - Fits snugly but comfortably against the side of the face,
  - Can be secured with ties or ear loops,
  - Includes multiple layers of fabric,
  - Allows for breathing without restriction, and
  - Is able to be laundered and machine-dried without damage or change to shape.
- ❖ Providing face coverings at the employer’s expense includes cleaning the face coverings if multi-use face coverings are supplied. CDC recommends daily cleaning or laundering of multi-use face coverings by a method that will not deform the face covering.
- ❖ Surgical or other medical grade masks would also qualify as face coverings.

Two important questions are not answered by the Executive Order or any other guidance available at this time:

- What happens if an employer cannot procure face coverings on the open market? There is no “reasonable effort” safe harbor provided in the Executive Order. The only answer apparent at this time is that the employer is expected to use DIY instructions available online to provide face coverings to its employees. If employees offer to, or perhaps prefer to, supply their own face covering that would seem permissible. In its guidance document, the NYS Department of Health stated that if an employer is unable to procure, fashion, or otherwise obtain face coverings for their employees, they may consult with their local office of emergency management to determine if extra supplies exist within the municipality for this purpose and, if so, they may submit a request for coverings. It made it clear, however, that not being able to source face coverings does not relieve an employer’s obligation to provide such face coverings to their employees.
- Is the employer-provided face covering only for use at work, or must an employee be permitted to wear the face covering when commuting? At this time, our office recommends a workplace-only application of the mandate, which gives an employer the option of laundering face coverings overnight.

Please feel free to call or e-mail us if you have additional questions about this matter.



**Madison-Oneida**  
Board of Cooperative Educational Services

Lead • Partner • Innovate • Excel

*Celebrating 50 years  
1968-2018*

March 18, 2020

Ms. Tracey Lewis, District Clerk  
Madison Central School District  
Route 20  
Madison, NY 13402

Dear Tracey:

As you are aware, the meeting to elect members to the BOCES and consider the administrative budget has been designated as April 21, 2020 by BOCES President, Dr. John Costello, Sr.

I am enclosing the necessary information for this meeting.

1. Resolution for consideration of the Administrative Budget.
2. Resolutions to authorize the District Clerk to cast your ballots for members of the Madison-Oneida Board of Cooperative Educational Services.
3. Ballot to fill three seats on the Board of Cooperative Educational Services.
4. Form for certification of the ballot by the District Clerk.

Please call in the results of the votes to my office the morning of April 22, 2020 (and return the originals to me).

Copies of the Annual Meeting book, which includes information on the tentative Program, Capital and Administrative Budgets, will be mailed to all component board members on March 18<sup>th</sup>.

Please feel comfortable calling Scott Budelmann, District Superintendent, with any questions.

Sincerely,

Catherine M. Quinn  
District Clerk

c Mr. Jason Mitchell  
Dr. John J. Costello, Sr.

## Administrative Budget Resolution

RESOLVED, the \_\_\_\_\_ (Central, City, Common) School District (approves) the 2020-21 tentative administrative budget of the Madison-Oneida Board of Cooperative Educational Services in the amount of \$5,289,355 (funded by \$1,132,845 in expense by components plus \$4,156,510 in earned interest and other miscellaneous revenue) and shall so allocate as a contingent expense its share of said administrative budget as apportioned in accordance with Section 1950 of the New York State Education Law.

Moved \_\_\_\_\_, Seconded \_\_\_\_\_

Yea (list all)

Nay (list all)

(The 2019-20 administrative budget expense for all components was \$1,100,170. The 2020-21 administrative budget net expense for all components is estimated at \$1,132,845 for a change of 2.97 %)

## Board Resolution

(for seat currently held by Richard Engelbrecht, Madison CSD)

RESOLVED, the \_\_\_\_\_ (Central, City, Common) School District Board of Education authorizes the Clerk to submit and certify its ballot in the name of Richard Engelbrecht of the Madison Central School District to serve as a member of the Madison-Oneida Board of Cooperative Educational Services of the Sole Supervisory District of Madison & Oneida Counties for the term of July 1, 2020 through June 30, 2023 for the seat currently held by Mr. Richard Engelbrecht, Oriskany Falls, New York. The ballot will be submitted to the clerk of the Madison-Oneida BOCES on April 22, 2020.

Moved \_\_\_\_\_, Seconded \_\_\_\_\_.

Yea (list all)

Nay (list all)

## Board Resolution

(for seat currently held by Donna Isbell, Morrisville-Eaton CSD)

RESOLVED, the \_\_\_\_\_ (Central, City, Common) School District Board of Education authorizes the Clerk to submit and certify its ballot in the name of Donna Isbell of the Morrisville-Eaton Central School District to serve as a member of the Madison-Oneida Board of Cooperative Educational Services of the Sole Supervisory District of Madison & Oneida Counties for the term of July 1, 2020 through June 30, 2023 for the seat currently held by Donna Isbell, W. Eaton, New York. The ballot will be submitted to the clerk of the Madison-Oneida BOCES on April 22, 2020.

Moved \_\_\_\_\_, Seconded \_\_\_\_\_.

Yea (list all)

Nay (list all)

## Board Resolution

(for seat currently held by Patrick Baron, VVS CSD)

RESOLVED, the \_\_\_\_\_ (Central, City, Common) School District Board of Education authorizes the Clerk to submit and certify its ballot in the name of Patrick Baron of Vernon-Verona-Sherrill City School District (VVS) to serve as a member of the Madison-Oneida Board of Cooperative Educational Services of the Sole Supervisory District of Madison & Oneida Counties for the term of July 1, 2020 through June 30, 2023 for the seat currently held by Patrick Baron, Vernon, New York. The ballot will be submitted to the clerk of the Madison-Oneida BOCES on April 22, 2020.

Moved \_\_\_\_\_, Seconded \_\_\_\_\_.

Yea (list all)

Nay (list all)



Board of Cooperative Educational Services  
of the Sole Supervisory District of the Counties  
of Madison & Oneida

Ballot for Election to Board of Cooperative Educational Services

There are three (3) vacancies on the Board of Cooperative of Educational Services to be filled at the annual election to be held on April 21, 2020. The trustees or board of education of each component school district, by resolution, may cast one vote for each vacancy to be filled, provided that no more than one vote may be cast for any candidate. No more than one person residing in a particular component school district may be elected to serve on the Board of Cooperative Educational Services at one time, except as provided in Education Law 1950 2-a. The district clerk or other officer authorized to certify that a board resolution has been adopted, shall complete the ballot by placing an "x" next to the name of each candidate for whom a vote has been cast, and by completing the attached certification. The candidates' names and addresses are listed below:

<u>Seat 1</u>	<u>Seat 2</u>	<u>Seat 3</u>
Richard Engelbrecht _____ 6021 Barker Rd. Oriskany Falls, NY 13425  Madison Central School District	Donna Isbell _____ 2784 Eagleville Rd., PO Box 84 West Eaton, NY 13484  Morrisville-Eaton Central School District	Patrick Baron _____ PO Box 352 Vernon, NY 13476  Vernon-Verona-Sherrill City School District

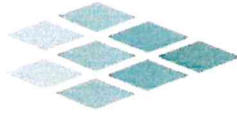
Please return to Cathy Quinn, BOCES Clerk on April 22, 2020

## Ballot Certification by District Clerk

I, \_\_\_\_\_, District Clerk of the \_\_\_\_\_  
School District do hereby certify that at a public meeting held on April 21, 2020, the Board of  
Education of the \_\_\_\_\_ School District adopted resolutions casting  
votes in the annual election of members of the Board of Cooperative Educational Services for the  
person or persons indicated on the attached ballot(s).

\_\_\_\_\_  
Clerk, Signature

\_\_\_\_\_  
Date



# Madison-Oneida

Board of Cooperative Educational Services

Lead • Partner • Innovate • Excel

CENTRAL ADMINISTRATION

Phone: 315.361.5510 • Fax: 315.361.5517

SCOTT A. BUDELMANN, District Superintendent

PATRICIA M. VACCA, Assistant Superintendent for Curriculum & Instruction

LISA M. DECKER, Deputy Superintendent for Finance & Operations

To: Superintendents

From: Lisa Decker, Deputy Superintendent for Finance & Operations  
Madison-Oneida BOCES *LM*

Date: March 26, 2020

Re: Participation in RIC Bids with Non-General Fund Dollars

The Mohawk Regional Information Center helps school districts purchase hardware and software to complement school technology plans, regardless of the source of funding or the source of state aid. Additionally, the MORIC provides installation and support services to school districts to ensure consistency with existing technology, follow-through on the function of the equipment, and on-going support and accountability.

When these purchases are made with building aid funds, hardware aid funds, and/or grant funds instead of general funds, they do not qualify for BOCES aid and the district retains ownership of the items purchased. "BOCES" should not be listed as a vendor on Final Cost Reports for building projects.

If you wish to purchase from the MORIC regional bids for technology and software using non-general fund dollars, you may do so by having the Board of Education approve the attached Cooperative Bidding Resolution. Next, your assigned Mohawk Regional Information Center Technology Planning Specialist will assist you in the development of a proposal, the initiation of the purchase, and the coordination of the installation and subsequent support. In order to ensure that such purchases that are processed by MORIC do not generate BOCES aid you must identify those items to your Planning Specialist and your local BOCES.

Building aidable or grant funded equipment installed by the Mohawk Regional Information Center will have a "RIC Installed" tag on the equipment. The equipment is owned and insured by the district and not the Mohawk Regional Information Center because the district used grant and/or building project monies. However, the equipment is connected to district networks and other equipment made available through BOCES aidable CoSers.

If you wish to participate in the regional technology bid with non-general fund dollars, please send the attached yearly Cooperative Bid Resolution to Heather Mahoney, Director of the Mohawk Regional Information Center, by May 1, 2020.

Please do not hesitate to contact us if you have any questions or concerns.

Thank you.

Attachment

- C: Heather Mahoney, Executive Director of Mohawk Regional Information Center
- Charles Cowen, Oneida BOCES, Assistant Superintendent, Administrative Services
- Jodie Rodriguez, Herkimer BOCES, Assistant Superintendent of Business Services
- Michele Traynor, Jefferson-Lewis BOCES, Assistant Superintendent for Business

### Cooperative Bidding Resolution

**WHEREAS**, it is the plan of a number of PUBLIC SCHOOL DISTRICTS and the MADISON-ONEIDA BOCES (the "BOCES") during the 2020-2021 school year to bid jointly for the purchase of various types of computers and technology commodities (the "Commodities"); and

**WHEREAS**, the \_\_\_\_\_ School District ("the School District") is desirous of participating in the joint bidding of the Commodities, as authorized by General Municipal Law, Article 5-G; and

**WHEREAS**, this Board of Education has received and reviewed the Cooperative Bid Procedures ("the Procedures") governing its right and responsibilities should it elect to participate in the joint bidding of commodities; and

**BE IT FURTHER RESOLVED**, that in accordance with Cooperative Bid Procedures the Board of Education agrees to award bid purchase item purchases according to the recommendation of the BOCES if such award is in the best interest of the school district.

### CERTIFICATION OF DISTRICT CLERK

I, \_\_\_\_\_, District Clerk of the \_\_\_\_\_  
\_\_\_\_\_ School District Board of Education, hereby certify that the above resolution was adopted by the required majority vote of the Board of Education at its meeting held on \_\_\_\_\_, 2020.

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

**Contract**  
**Madison Central School District**  
7303 State Route 20  
Madison, New York 13402  
(315) 893-1878

Olivia Wahl  
Education Consultant  
Wahl Educational Consulting, Inc.  
107 Giles Street  
Ithaca, NY 14850  
www.oliviawahl.com  
C: 917.685.2511  
F: 708.540.9467

April 9, 2020

It is hereby agreed by and between (**Madison Central School District**) (hereinafter "School District") and Wahl Educational Consulting, Inc. (hereinafter the "Provider") that Olivia Wahl, on behalf of the Provider, shall provide for the School District professional development services pursuant to the terms of this agreement and all appendices attached hereto (hereinafter the "Agreement"):

1. **Scope of Services.** "Professional development services" include any or all of the following, the scope of which services are described in the attached Appendix A:

- Demonstration lessons
- Summer Institutes and/or Full-day workshops
- Debriefing meetings
- On-site coaching
- Curriculum planning/writing for ENL students
- Study groups

2. **Date, Time and Location.** The Provider shall provide professional development services on

- Monday, July 20, 2020 - Thursday, July 23, 2020 (4 days)
- Monday, August 17, 2020 – Friday, August 21, 2020 (5 days)
- Tuesday, September 29, 2020 – Thursday, October 1, 2020 (3 days)
- Tuesday, October 27, 2020 – Thursday, October 29, 2020 (3 days)
- Tuesday, November 10, 2020 & Thursday, November 12, 2020 (2 days)
- Tuesday, January 19, 2021 – Thursday, January 21, 2021 (3 days)
- Tuesday, February 23, 2021 – Thursday, February 25, 2021 (3 days)
- Tuesday, March 23, 2021 – Thursday, March 25, 2021 (3 days)
- Tuesday, May 4, 2021 – Thursday, May 6, 2021 (3 days)

between the hours of **8:00am – 3:00pm** per day at a **location to be designated within the School District**. For purposes of this Agreement, each individual date included in the foregoing range of dates shall equal one (1) "session". Under this Agreement, the Provider shall provide a total of (**29**) sessions of professional development services. Should the School District wish to change the time of day for or location of any of said sessions, such changes shall be requested upon a minimum of **3 months'** notice. The Provider shall make all reasonable efforts to accommodate requested time/location changes submitted upon proper notice, subject to availability. If the Provider is unable to accommodate a requested time and/or location change, the School District shall not be relieved of its obligation pursuant to paragraph 3 of this Agreement to remit payment in full for said session(s) as if it/they were held at the time and location stated in this paragraph. The Provider, for its part, must still be present at the scheduled session unless otherwise told not to be by the School District. Under no circumstances except for those stated in paragraph 4 of this Agreement may the dates of said sessions be changed or rescheduled.

3. **Payment.** The School District entity shall pay the Provider \$2,100 per scheduled session of professional development services, for a total fee of \$60,900.00. The Provider, after the completion of each session or upon the School District's non-reschedulable cancellation of any of said sessions, will issue to the School District an invoice, which shall be due and payable in full within (30) days of receipt thereof.
4. **Cancellations.** In the event the School District cancels one or more of the scheduled sessions of professional development services described in paragraph 2 of this Agreement due to a snowstorm, hurricane, tornado, flood or comparable weather event or natural disaster, or due to any other emergency beyond the parties' control, the Provider shall make all reasonable efforts to reschedule the cancelled session at a mutually agreeable time. In the event the School District cancels one or more of the said sessions for any reason other than those described in this paragraph, the Provider shall have no obligation to reschedule. Regardless of the reason for the School District's cancellation and/or whether the cancelled session can be rescheduled, the School District shall not be relieved of its obligation to pay in full the Provider's fee for the cancelled session pursuant to the terms of paragraph 3 of this Agreement.
5. **Independent Contractor.** Provider shall perform the duties contemplated by this Agreement as an independent contractor, to whom no benefits shall accrue except for those benefits expressly set forth in this Agreement. Provider shall pay all contributions, taxes, and other payments or charges required to be paid by an independent contractor in accordance with the provisions of all New York State unemployment insurance, disability benefits, and withholding tax laws, the Federal Insurance Contributions Act, and Federal Unemployment Tax Act and Federal Internal Revenue Code, and does and will comply with all other local, state, and federal laws, regulations, and requirements applicable to Provider or the performance of her services hereunder.
6. **Confidentiality.** All records relating to the services contemplated by this Agreement are and shall remain property of the School District. Provider shall not, during or after the term of this Agreement, use or disclose any confidential information to any person, firm, corporation or other entity for any reason or purpose whatsoever. Provider shall comply with any and all legal requirements affiliated with the records, including but not limited to ensuring compliance with the Family Educational Rights and Privacy Act ("FERPA").
7. **Modification.** This Agreement represents the full agreement between the parties and may not be modified except by written agreement between the parties.
8. **Assignment.** The Provider shall not assign, transfer or subcontract any of the rights and obligations under this Agreement without prior written consent by the School District. Any unauthorized assignment or subcontract shall be null and void.
9. **Venue and Governing Law.** This Agreement shall be governed by the Laws of the State of New York, and disputes shall be venued in a court of competent jurisdiction in Madison County, New York, and the parties hereby consent to personal jurisdiction in any such court.
10. **Entire Agreement.** This Agreement supersedes all other agreements, written or oral, between the parties with respect to the performance of the Services.

IN WITNESS WHEREOF, the parties have signed this Agreement intending to be legally bound.

Olivia Wahl, Wahl Educational Consulting, Inc.  
 Olivia Wahl, Wahl Educational Consulting, Inc.

4/9/20  
 Date

Jason Mitchell, Superintendent of the Madison Central School District  
 Jason Mitchell, Superintendent of the Madison Central School District

4/14/20  
 Date

## Appendix A: Professional Development Services Described

- Demonstration Lessons
  - Lessons will be co-planned with participants. Olivia will teach lessons (possibly co-teaching depending on teachers' or coaches' choices) in classrooms while participants observe via live stream feed or from within classrooms. Lessons will be debriefed with all participants and next steps will be discussed. Olivia allows lessons to be videotaped if she is provided a copy of and access to video footage.
- Summer Institutes & Full-Day Workshops
  - Content and structure for summer institutes and full-day workshops are co-planned with Olivia and Madison Central School District. Workshops are designed to actively engage participants through watching videos, professional content reading and discussions alongside trying the work themselves that they ask their students to do. Olivia will provide handouts to be copied ahead of time by the Madison Central School District.
- Debriefing Meetings
  - Olivia believes that initiative implementation is most successful when administrators, coaches, and teachers from Madison Central School District are all involved in co-planning visions for literacy/coaching. The more "voices" and minds around the table, the more communication is clear and all involved can commit to the vision. Debriefing meetings serve the purpose to reflect, focusing on "glows" (what went well from lesson/workshop sessions) and "grows" (next steps for work together based on district vision and reflections).
- On-Site Coaching
  - Olivia uses a collaborative coaching model based on the resource, *Agents of Change: How Content Coaching Transforms Teaching and Learning* by Lucy West and Antonia Cameron. Lessons are co-planned, co-taught and debriefed with coach and Madison Central School District educator(s). Olivia coaches individual teachers and/or groups of teachers within labsites. Labsites require host classrooms for the demonstration lessons to be taught within.



## •Curriculum Planning/Writing

### o Olivia creates curriculum by:

- Considering the reading/writing demands of various genres
- Understanding how national standards align with the gradual release of responsibility and the balanced literacy approach
- Spiraling curricula to maintain consistency across grade levels
- Aligning mentor texts with established curricula to support purpose and engagement
- Designing year-long transdisciplinary curricula calendars
- Crafting a concrete to more abstract series of lessons within a unit of study based on data analysis and planning for immersion work within various components of balanced literacy to prepare students for independence in reading and writing workshop
- Create project-based learning (PBL) transdisciplinary connections to support students in creating and presenting projects based on essential questions. PBL supports students with threading together their understandings from reading and writing workshop alongside social studies and scientific content, where discipline perspectives transcend each other to form new understandings and approaches.
- Projects can be assessed using a rubric that addresses 21st Century skills and knowledge that are classified into three broad domains. These domains cover five competencies:
  1. Cognitive
    - 1) Critical thinking
    - 2) Creativity
  2. Intrapersonal
    - 3) Character
  3. Intrapersonal
    - 4) Communication
    - 5) Collaboration
- Projects support Common Core Literacy Capacities "Habits of Mind" (below) to deepen student understanding of the 21st Century Competencies.
  - demonstrate independence
  - build strong content knowledge
  - respond to the varying demands of audience, task, purpose and discipline comprehend as well as critique
  - value evidence
  - use technology and digital media strategically and capably
  - come to understand other perspectives and cultures
- Create small group instruction support options based on Tier I&II Interventions, English Language Learner and/or expert writer needs, based on Hess' Cognitive Rigor Matrix, Bloom's Cognitive Process Dimensions, and Webb's Depth of Knowledge (DOK) Levels  
\*Webb, Norman L. and others. "Web Alignment Tool" 24 July 2005

## • Study Groups

- Olivia leads study groups using professional resources around developing content understandings, facilitating discussions with educators and possibilities for bringing the work from the reading into classrooms with children.



## *FYI: From Our Board to Yours*

From: Richard Engelbrecht

To: Jason Mitchell

Madison Board of Education

April 2020

### *Conducting Normal Business During Strange Times*

As our team at MOBOCES began preparing materials for this month’s Board of Education meeting, we realized how strange it seemed to be sharing program spotlights and students successes when schools were not actually in session. We know that to some people, it may seem out of touch with the reality of our present situation to be rehashing campus news that seems like it happened a lifetime ago. We felt that way too. But we also believe that, although students and teachers are not campus right now, our mission to educate students and support districts hasn’t changed.

Schools have always been asked to adapt, adjust, be flexible, do more with less, and take on new and more complex challenges. So, in that sense, this is no different. Over the past few weeks, our staff and your staff have moved entirely to remote and online instruction, including mailing and distributing paper packets to students; prepared and distributed or delivered thousands of breakfasts and lunches to students in the region; held hours of planning meetings with local, regional and state officials to navigate an ever-changing system; and developed multiple contingency plans to keep our employees safe and our schools operational.

We’ve been awed and inspired by how school personnel across our region and across our state have stepped up to do what’s best for students - as they always do. So we are distributing an FYI this month in order to recognize all the positives that happened before this crisis hit, to put a smile on your faces, and to serve as a reminder of why we choose to lead our schools.

#### *Early Childhood Education*

##### **PRE-K LEARNS ABOUT ORAL HEALTH**

**M**OBOCES pre-k classes learned about dental health in February in recognition of National Children’s Dental Health Month.

In **Morrisville-Eaton** and **Canastota**, parents visited to help their children with tooth brushing and tooth counting activities, complete mouth puzzles, sort out healthy and unhealthy foods, and read books about visiting the dentist.



#### *Alternative and Special Education*

##### **THERAPISTS LEAD STUDENT COOKING GROUP**

**M**OBOCES students at J.D. George Elementary School in **MVVS** have begun a weekly Cooking Group activity, led jointly by the occupational and speech therapists to help students explore new foods.

Each Friday, occupational therapists Toni Vanderlan and Molly Creedon and speech therapist Lindsay Willson push into the three MOBOCES elementary classrooms located at JDG for food-related exploration activities. These have included multi-sensory sampling of a variety of foods with different tastes and textures and discussing whether students liked the foods or not. Students have also cut snowflake patterns out of tortillas and then eaten their snowflakes.

Most recently, classes read the classic “Chicka Chicka Boom Boom” and then used a variety of foods – pretzel rods, apple slices, raisins and alphabet pasta - to recreate the story.



*April FYI continued on back...*

## Management Services

### RISK MANAGEMENT EARNS SAFETY AWARD

Utica National Insurance Group has recognized MOBOCES and its Risk Management Service with a 2020 School Safety Excellence Award, Titanium with Honors level. This is the highest level of recognition in Utica National's annual safety awards program and MOBOCES has been recognized consecutively at this level for 11 years.

The school safety program helps participating schools and BOCES enhance their overall safety through measurable assessments in 14 categories ranging from bullying prevention to playground safety. MOBOCES completes this work for its own campuses and provides service in these areas to its nine component districts.

## Career and Technical Education

### CTE CLASSES VISIT LOCAL BUSINESSES

Manufacturing Technology students visited Danfoss Power Solutions, a manufacturing company located on the



SUNY Polytechnic Institute campus, to tour their production facility and learn more about the company's work. Danfoss engineers innovative products that integrate electronics, electric power and hydraulics. The visit allowed students to see the manufacturing process in person and conduct research on the silicon power industry.



Auto Collision Repair students toured Davidson's CarStar Facility in Rome. While there, they toured the facility, spoke with a painter who showed them their paint

booth and Axalta paint systems, a repair technician who taught them how to use the CarOliner automatic welder, and with the shop manager who talked about corporate vs. privately-owned facilities and the insurance estimator/adjustor job.

### HRC EARNS RED CROSS AWARD

The Red Cross recently recognized the Health Related Careers classes for their efforts this year to help collect blood. Through two on-campus blood drives, students collected 56 units of blood this year and earned a \$250 classroom scholarship for their efforts. During the blood drives, HRC students help the Red Cross nurses and staff with donor registration, publicity and other tasks as needed.



## Staff and Curriculum Development

### ART PLC CELEBRATES 5TH ANNUAL ART SHOW

The MOBOCES Art Professional Learning Community (PLC) opened its fifth annual "Art: The Common Thread" teacher-



student exhibit on February 28 at 4 Elements Studio in Utica. The show features artworks by PLC member teachers and selected student artists from their schools. The annual showcase, organized by Canastota art teacher and PLC facilitator Kristie Boisen, is a way celebrate art teachers' dual role as artists and educators and help highlight some of their students' work.



This year's show featured the works of 20 teachers and their students from nine school districts: Camden, Canastota,

Hamilton, Morrisville-Eaton, Oneida, Rome, Vernon-Verona-Sherrill, Westmoreland and Utica.

## Regional Information Center

### MODEL SCHOOLS LEADS GOOGLE SLIDES WORKSHOP

MORIC Instructional Team members Kristin Spinella and Brittany Reynolds presented an online course for teachers across the region to highlight a new way to encourage creative writing while students collaborate, communicate, and think critically.

During this course, teachers were shown how to design a Choose Your Own Adventure Story by using a Google Slides presentation. This will help make stories interactive by allowing the reader to make choices that determine the actions of the characters and the outcome of the plot. Choose Your Own Adventure Stories is an activity that can apply to any grade level and subject area.

Teachers from Camden, Rome, Stockbridge Valley and VVS attended this online professional learning opportunity.

### DATA LEADER SUPPORTS ONEIDA PLANNING EFFORTS

MORIC Regional Data Leader Amy Konz partnered with a team from Oneida at the Target District Institute in Albany in February. This meeting was a convening of district and school representatives from across New York State who have a building identified as a CSI/TSI school. The attendees learned how to complete a School Comprehensive Education Plan (SCEP), which is a requirement for school buildings identified as a Target Support and Improvement (TSI) School during the 2019-20 school year.

Amy is working with several districts to assist with planning and to provide guidance throughout the year.

