

The Audit Meeting of the Board of Education of Madison Central School was held on October 22, 2019 at 6:30 pm in the library.

**MEMBERS PRESENT:** Mrs. Laura Billings  
Ms. Jessica Clark  
Mr. Mike Filipovich  
Mrs. Jennifer Lavoie

**MEMBERS ABSENT:** Ms. Stephanie Clark  
Mrs. Brittany Rizzo  
Mr. Jona Snyder

**OTHERS PRESENT:** Mr. Steve Szatko, Interim Superintendent  
Mr. Larry Nichols, Building Principal  
Ms. Melanie Brouillette, Treasurer  
Ms. Tracey Lewis, District Clerk

- I. Call to Order – 6:30 pm
  - a. Mrs. Lavoie called the meeting to order at 6:49 pm.
- II. Oath of Office
  - a. Laura Billings – New Board Member – Laura Billings completed her Oath of Office.
- III. Presentation of the Audit
  - a. Mr. David Brownell from Mostert, Manzanero & Scott, LLP presented the 2018-19 Audit.
- IV. Adjournment of the Audit Committee Meeting

**MOTION # 1 – ADJOURNMENT**

ON THE MOTION of Mrs. Clark, seconded by Mr. Filipovich, the board moved to adjourn the Audit Committee Meeting at 7:00 pm. Motion carried 4 yes, 0 no.

The Regular Meeting of the Board of Education of Madison Central School was held on October 22, 2019 at 7:00 pm in the library.

**MEMBERS PRESENT:** Mrs. Laura Billings  
Mrs. Jessica Clark  
Mr. Mike Filipovich  
Mrs. Jennifer Lavoie

**MEMBERS ABSENT:** Ms. Stephanie Clark  
Mrs. Brittany Rizzo  
Mr. Jona Snyder

**OTHERS PRESENT:** Steve Szatko, Interim Superintendent  
Larry Nichols, Building Principal  
Brian Latella, Elementary Principal  
Melanie Brouillette, Treasurer  
Tracey Lewis, District Clerk

- I. Call to Order of Regular Meeting 7:00 pm
  - a. Mrs. Lavoie called the meeting to order at 7:00 pm.
- II. Agenda Additions
- III. Consent Agenda
  - a. Approval of Agenda for This Meeting

**MOTION # 1 – APPROVAL OF AGENDA**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Clark, the board moved to approve the agenda for this meeting. Motion carried 4 yes, 0 no.

- b. Approval of Minutes
  1. September 17, 2019 Regular Meeting minutes
  2. October 15, 2019 Special Meeting minutes

**MOTION # 2 – APPROVAL OF MINUTES**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Clark, the board moved to approve the minutes from the September 17, 2019 Regular Meeting and the October 15, 2019 Special Meeting. Motion carried 4 yes, 0 no.

- IV. Public Forum
  - a. Comments were made about the poor attendance of board members at this meeting.
  - b. Comments were made about the legality of swearing in a new member without a quorum. New members can be sworn in by the District Clerk anytime, anywhere, within the 10 days from appointment. They do not necessary need to be sworn in at a board meeting.
  - c. Comments were made regarding the surplus list with Ag equipment and the entire direction for the Ag program in light of this surplus proposal.
  - d. The Madison Optimist Club presented a check for \$500 to the Madison Teacher's Association for funding for the Blue Packs program.
  - e. Much discussion was held regarding the importance of keeping staff members who are also Optimist Club members from working on Optimist activities during the work day while they are being paid by the district. Staff members are encouraged to utilize the Optimist Mail Box for Optimist activities and only process such mail after 3 pm. Also, Optimist fundraisers should never duplicate fundraising efforts of in house student activities such as FFA, Chorus, Etc.
  - f. The FFA did a presentation on NYC and the State Maple Producer trip with Paul Perry, Makenna Seitz, Zack Rollins and Maxx Simon.

- V. Board of Education Discussion Items
  - a. Discussion was held on who still required a hard copy of the board packet vs. the electronic copies.
  
- VI. Reports
  - a. Treasurer
    - 1. Internal Claim Auditor's Report

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

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

- 2. Treasurer's Report dated September 30, 2019

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

ON THE MOTION of Mrs. Clark, seconded by Mr. Filipovich, the board moved to approve the September 30, 2019 Treasurer's Report. Motion carried 4 yes, 0 no.

- 3. Detail Warrants

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

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Clark, the board moved to approve the Detail Warrants as listed: Warrant Number 9 – Fund A – 9/1/19-9/13/19 – 5 pages, Warrant Number 10 – Fund A – 9/1/19-9/30/19 – 1 page, Warrant Number 11 – Fund A – 9/14/19-9/27/19 – 6 pages, Warrant Number 4 – Fund C – 9/1/19-9/13/19 – 2 pages, Warrant Number 5 – Fund C – 9/1/19-9/30/19 – 1 page, Warrant Number 6 – Fund C – 9/14/19-9/27/19 – 2 pages, Warrant Number 3 – Fund TA – 9/1/19-9/30/19 – 3 pages, Warrant Number FA20 – Fund FA20 – 9/1/19-9/13/19 – 1 page, Warrant Number FA20 – Fund FA20 – 9/14/19-9/27/19 – 2 pages. Motion carried 4 yes, 0 no.

- 4. The Financial Status Report was provided for review.
- 5. The Quarterly Student Activity Report was provided for review.

- b. Superintendent – Information Items

- 1. The Retirement party for Jackie Starks was discussed. Mr. Szatko has already responded. The rest of the board will RSVP and pay individually.

- c. Superintendent – Approval Items

- 1. Acceptance of the Audit

**MOTION # 6 – APPROVAL OF THE AUDIT**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Clark, the board moved to approve the Audit as previously presented. Motion carried 4 yes, 0 no.

- 2. Approval to cancel outdated checks as listed

**MOTION # 7 – APPROVAL TO CANCEL OUTDATED CHECKS**

ON THE MOTION of Mrs. Clark, seconded by Mr. Filipovich, the board moved to approve the cancellation of outdated checks as provided. Motion carried 4 yes, 0 no.

- 3. Approval of Proposed Chorus and Band Trip to New York City on either December 15, 2019 or April 25, 2020

**MOTION # 8 – APPROVAL OF CHORUS AND BAND TRIP TO NYC**

ON THE MOTION of Mrs. Clark, seconded by Mr. Filipovich, the board moved to approve a Chorus and Band Trip to New York City on either December 15, 2019 or on April 25, 2019. Motion carried 4 yes, 0 no.

4. Approval of Overnight Trips
  - a. Band/Chorus to SUNY Oneonta November 22-23, 2019

**MOTION # 9 – APPROVAL OF OVERNIGHT TRIP**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Clark, the board moved to approve the overnight Chorus and Band trip to SUNY Oneonta for November 22-23, 2019. Motion carried 4 yes, 0 no.

5. Approval of Surplus List

**MOTION #10 – APPROVAL OF SURPLUS LIST**

ON THE MOTION of Mrs. Clark, seconded by Mr. Filipovich, the board moved to approve the Surplus List as provided. Motion carried 4 yes, 0 no.

- VII. Policy
  - a. The First Reading of Concussion Management #7302 was done at this time.
- VIII. Old Business
  - a. None
- IX. New Business
  - a. Personnel
    1. Appointments

**MOTION # 11 – APPROVAL OF APPOINTMENTS**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Clark, the board moved to approve the following appointments as listed:

- a. Michelle Warner – Full Time Bus Driver effective 10/1/19
- b. Trisha Greenwood – Certified Substitute Teacher effective 10/22/19
- c. Rachel Posson – Substitute Nurse effective 10/22/19
- d. Robert McNamara – Non-Certified Substitute Teacher effective 10/22/19

Motion carried 4 yes, 0 no.

2. Retirements

**MOTION # 12 – ACCEPTANCE OF RETIREMENTS**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Clark, the board moved to accept the retirements as listed:

- a. Michael Sanderson – Elementary Teacher effective June 30, 2020
- b. Erwin Hall – Bus Driver effective June 26, 2020

Motion carried 4 yes, 0 no.

3. Salary Adjustments

**MOTION # 13 – APPROVAL OF SALARY ADJUSTMENTS**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Clark, the board moved to approve the Salary Adjustments as listed:

- a. Jamie Bruno - M2 - Step 14 to M4 Step 14 - \$59,556
- b. Amanda Hinman - B5 - Step 4 to M1 - Step 4 - \$43,534
- c. Amber Thrasher - B3 - Step 3 to M1 - Step 3 - \$43,011

Motion carried 4 yes, 0 no.

4. Resignations

**MOTION # 14 – ACCEPTANCE OF RESIGNATIONS**

ON THE MOTION of Mrs. Clark, seconded by Mr. Filipovich, the board moved to accept the resignations as listed:

- a. Kristina Staring – Teacher’s Assistant effective 10/14/19
- b. Sue Tice – Teacher’s Aide effective 10/31/19

Motion carried 4 yes, 0 no.

5. Leave Request

- a. Cathy Kimpton – Unpaid leave February 7 & 10, 2020

**MOTION # 15 – APPROVAL OF UNPAID LEAVE**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Clark, the board moved to approve the unpaid leave for Cathy Kimpton on February 7 & 10, 2020. Motion carried 4 yes, 0 no.

6. Winter Coaching Appointments

**MOTION # 16 – APPROVAL OF WINTER COACHES**

ON THE MOTION of Mrs. Clark, seconded by Mr. Filipovich, the board moved to approve the Winter Coaching Appointments as listed:

- a. Michael Strong - Boys Varsity Basketball
- b. Tariq Shah - Boys JV Basketball
- c. William Hunter - Boys Modified Basketball
- d. Payge Miller - Girls Varsity Basketball
- e. Spencer Staring - Girls JV Basketball
- f. Tricia Coon - Girls Modified Basketball
- g. Sandra Ford – Cheerleading

Motion carried 4 yes, 0 no.

- b. CSE/CPSE Recommendations – in official packet

**MOTION # 17 – APPROVAL OF CSE/CPSE RECOMMENDATIONS**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Clark, the board moved to approve the CSE/CPSE Recommendations as provided in the official packet. Motion carried 4 yes, 0 no.

c. Principal Reports

1. Mr. Nichols informed the board of Martha Scanu’s NYSED visit and the after school improvements with the additions of a homework club, with Siedsma, Neiss, Kimpton and Chenel on Tuesday and Thursday from 3-4:15 pm with pizza offered through Oliveri’s.

2. Mr. Latella discussed the Yoga Club on Tuesdays with Ruane and 15-18 kids in grades 3-6, the Builders Club with on Tuesdays with roughly 30 students in grades K-2, the STEM club on Wednesdays with Hunter for grades 3-6, and the Intermural Club for sports in 5 week intervals run by the 3<sup>rd</sup> grade teachers. He also spoke of the Kindergarten attending Critz Farms and the accolades received for the kids behavior while there.

X. Correspondence

- a. Richard Engelbrecht’s monthly BOCES newsletter for October 2019 was shared.
- b. A Reminder – Executive Sessions on Oct 24<sup>th</sup> and Oct. 29<sup>th</sup> at 7 pm each night
- c. The Library Media Center monthly report for September was shared.

- XI. Question & Answer Opportunity
- a. Can appointments be back dated? Yes, in situations where a new hire is necessary prior to the next scheduled board meeting.
  - b. Can we continue to hound the DOT about increasing visibility at the west end exit of the school driveway? Yes.
  - c. Can administration please look into fixing a growing problem with the parent pick up parents crossing students in front of the busses and also the speed at which they are traveling through these school zone areas. There is a fear that a student will get run over on Madison Lake Road because of parents rushing and trying to beat the system, skip the lines of cars, avoid getting caught in traffic, etc. Also parents and teachers need to respect the busses exiting the front bus loop and should not be using that exit as a quicker means of exiting the school property.
  - d. Can a crossing guard stop traffic on Route 20 to allow the busses to exit? Yes.

XII. Adjournment

**MOTION # 18 – ADJOURNMENT**

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Clark the board moved to adjourn for the evening at 8:25 pm. Motion carried 4 yes, 0 no.

# Co-Curricular Activity Trip Approval Form

Must be Approved by the Board of Education at least 30 days in Advance

Activity: Class of 2020 Trip

Date of Trip: June 5, 6, 7

Trip Destination: Baltimore + Ocean City  
(attach touring company proposal – need amounts and dates payments are due)

Trip Description and Events Attending While on Trip: Please See attached

Number of Students Attending: 25-30

Expected Cost per Student: \$609-669 (dependent on final enrollment)

Chaperones: Chad M. Putney, Melissa Nelson (others as needed based on enrollment)

Expected Cost Per Chaperone: \$0.-

Expected Out of Pocket Expenses Per Student: \$50.00 for meals not inc.

Expected Out of Pocket Expenses Per Chaperone: \$50.00 for meals not inc.

Fundraising Activities Planned and Expected Revenue from each Fundraiser:

Boys Basketball concessions

3 v. 3 Basketball tournament March 2020

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

Superintendent's Signature/Date: \_\_\_\_\_

**\*Please complete Request for Field Trip and Transportation form (available in the office) in addition to this form.**



## Madison Class of '20 Baltimore/Ocean City

(Proposed itinerary 10/30/2019)

### June 5, 2020

- 5:00 AM Depart school  
Breakfast (on your own) stop en route.
- Noon Arrive at the beautiful inner harbor area of Baltimore.  
We start our tour at the **National Aquarium**. This immense, modernistic structure houses over 16,000 specimens and more than 660 species of animals, including exotics specimens from Australia, a wide variety of amphibians, birds, fish, invertebrates, mammals and reptiles! These creatures are not only just on display, some will perform for you and some you can get "upclose and personal" with.
- 1:30 PM Hungry? How about some seafood? No! Not at the aquarium. Lunch is on your own at one of the many excellent food vendors (seafood or otherwise) around the inner harbor. But there is more than just food in the Inner Harbor, it is a veritable Mecca of Shopping at **Harborplace** and the **Gallery!**
- 3:30 PM Board the motor coach for a quick trip to the **Hampton Inn Baltimore** to check in, perhaps use the indoor pool, and freshen up for the evening.
- 6:00 PM Depart for a dinner dance cruise aboard the beautiful **Spirit of Baltimore**. Enjoy a delicious dinner and then dance the night away as we cruise along the sparkling harbor of Baltimore
- 10:00 PM Back on the coach it is just a short ride to the hotel and some much needed rest.

### June 6, 2020

- 7:00 AM Breakfast at the hotel.
- 8:00 AM Check out of hotel. Load and board the coach.
- 10:30 AM Arrive at **Ocean City Maryland**. Today is your beach day! Enjoy the sun and surf and the world famous boardwalk, which stretches nearly 3 miles and is well recognized as one of the most beloved boardwalks in the USA. The popular boardwalk tram can take you the whole length of the boardwalk, which travels from the inlet to the North Booth at 27th Street. Boardwalk attractions include sidewalk entertainers, amusements, restaurants, souvenir shops and much more!  
Check into the **Hampton Inn Ocean City**
- 7:00 PM Rinse off that sand and change clothes for the evening's fun. Now we enter the realm of **GameWorld**, enjoy a variety of arcade games and a high-tech live action laser adventure game played in a dimly lit fogged filled arena, where ramps, players and other obstacles create an exciting and entertaining



Company	Phone	Address	Contact
Sauquoit HS	(315) 839-6316	2601 Oneida St, Sauquoit, NY 13456	Peter Scialdone Michelle Babbie
Hale Transportation	315-624-7408 (Direct) 315-853-8670 (Office)		Phil Bond
Hale Drivers	315 – 240 – 4383  315-225-4883	Tip with checks in trip kit.	Warren Hurd  Tressa Schieferstin
Apex Tour Director	585-519-9466 cell		Julie Carney
Breakfast Stop		Enroute stop will be determined on the fly. This is on their own. Try to pick a place with more than one choice.	
National Aquarium	410-576-3833	501 East Pratt Street Baltimore, MD 21202. Prepaid. Pick up tickets at group sales office. See photo.	
Harborplace		Lunch and shopping on their own. See map. Have them meet back at the aquarium for bus pickup for ride to hotel.	
Best Western Hotel	410-633-9500, Ext. 7223	5625 O'Donnell Street, Baltimore, MD 21224. See rooming list. Prepaid. Pool closed for repairs.	Melrose
Spirit of Baltimore	202.264.3627	6:30 PM Boarding at Inner Harbor. Corner of Light St and W. Lee St. See map. Cruise 7:00 – 9:30 PM. Prepaid	Jeanne
National Security Service	888-386-4068 ext. 103 917-330-7821 (cell)	Prepaid. Guard on from 11:30 PM to 5:30 AM both nights.	Shamicqua Cuffey
Ocean City	410-723-8612	Bus permits ordered. Drop off near beach OK but parking must be as indicated on map. See Motor Coach guide.	They may want to depart early enough to go to the hotel before Hard Rock. Distribute maps and coupons
Hard Rock Café	410-347-7625 ext 210	601 E. Pratt St., Baltimore, MD 21202. Prepaid. See receipt	



Dear Parents,

We at Apex Tours, Incorporated look forward to providing your child with an interesting, enjoyable, and educational field trip. It is our goal to provide the highest quality educational tours at the most reasonable cost. In order to attain these objectives, we must make reservations for transportation, lodging and attractions relatively far in advance. This enables us to assure the students get the most out of their trip. In order to obtain these reservations we need your help by complying with the following payment schedule:

<b>Non-refundable deposit</b>	of _____	due _____
Interim deposit	of _____	due _____
Final balance	of _____	due _____

The total cost of the tour is \$ \_\_\_\_\_, based on \_\_\_\_\_ passengers and quad occupancy in the hotel or condo, and includes the transportation, lodging, meals and attractions listed on the attached itinerary. **Checks should be made payable to - \_\_\_\_\_.**

The initial deposit generally covers the cost of transportation and any "up front" costs such as hotel, attractions, etc. This deposit is non-refundable and not transferable to another participant. Generally, all other monies paid for the trip will be refunded to the scheduled participant if **written notice of cancellation** is submitted **directly to an Apex Tours office** by the **legal guardian or adult participant** postmarked **at least 45 days prior** to the scheduled departure date. For cancellations received less than 45 days prior to departure we will make every effort to refund all and any monies beyond the initial deposit, which can be recovered from our suppliers (hotels, restaurants, etc.). If notification is not received prior to trip departure no refund will be given.

The special dynamics of group travel periodically call for flexibility on the part of our participants. Travel modifications may result due to unforeseen circumstances. Apex Tours Inc. reserves the right to substitute inclusions at its discretion. No warranties or representations apply to any tour unless expressly stated herein or in a letter signed by an Apex officer. Apex Tours, Inc. cannot be held responsible for events beyond its reasonable control, such as, (without limitation to) acts of God, war, strikes or government restrictions. No responsibility is incurred by Apex Tours, Inc. for lost travel documentation or damaged/lost luggage or belongings, however Apex Tours will assist in locating lost property whenever possible.

In all likelihood, the school will require you to sign a medical release form allowing their representatives to provide and/or obtain medical assistance for your child in case of an emergency during the trip. We also require, for our records, a similar statement. Please **sign and return** the attached release form with your initial deposit to acknowledge that you have read and understand the above information regarding these terms and conditions.

Deposits not received by due date will result in cancellation of tour reservations. If the number of students falls below \_\_\_\_\_, the price of the tour will be adjusted accordingly. Bounced checks are subject to a \$30.00 return fee.

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**STUDENT PERMISSION FORM AND MEDICAL RELEASE** (please print clearly)

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Male \_\_\_ Female \_\_\_

(In case of accident we will follow the policy of the nearest hospital)

Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Parent/Guardian's Release Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Address \_\_\_\_\_ City \_\_\_\_\_, State \_\_\_ Zip code \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Policy # \_\_\_\_\_

Medication(s): \_\_\_\_\_

Cancellation insurance is available please call Apex Tours office for details.

Destination \_\_\_\_\_ Travel date(s) \_\_\_\_\_ School(group name) \_\_\_\_\_

**Board of Education**

**Jennifer Lavoie**

President

**Michael Filipovich**

Vice President

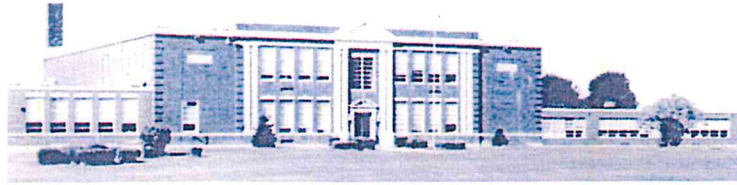
**Jessica Clark**

**Stephanie Clark**

**Laura Billings**

**Brittany Rizzo**

**Jona Snyder**



**Madison Central School District**

7303 Route 20, Madison, New York 13402

Phone: (315) 893-1878

Fax: (315) 893-7111

**Steve Szatko**

Interim Superintendent

**Larry Nichols**

Building Principal

**Brian J. Latella**

Elementary Principal

**Melanie Brouillette**

Treasurer

**Tracey Lewis**

District Clerk

November 18, 2019

To: Board of Education

From: Steve Szatko

Re: Past practice

I am requesting that the Board of Education approve the discontinuation of Past Practice that pertains to being paid at their regular driving rate when driving an extra trip at the time of their regular run. Article IV – U. of The Non-Instructional Employees' Association contract.

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STUDENTS

CONCUSSION MANAGEMENT

I. Policy

The Board of Education of the Madison Central School District recognizes the importance of raising awareness about concussion throughout the school community and to educate students, parents and others about how to prevent, recognize and respond to concussions.

II. Definition

For purposes of this policy, concussion is defined as a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head or brain to move rapidly back and forth.<sup>1</sup>

III. Staff Qualification

Each school coach, physical education teacher, nurse, and certified athletic trainer, who works with and/or provides instruction to pupils engaged in school sponsored athletic activities, shall complete, on a biennial basis, a course of instruction relating to recognizing the symptoms of mild traumatic brain injuries and monitoring and seeking proper medical treatment for pupils who suffer mild traumatic brain injuries. This course must be approved by the State Education Department. Coaches may also meet the mandatory training every two (2) years by taking the approved course Concussion in Sports-V2.0 from the National Federation of State High School Associations or Center for Disease Control and Prevention.

IV. Awareness and Acknowledgement

- A. While district staff will exercise reasonable care to protect students, head injuries may still occur. Any student exhibiting signs, symptoms or behaviors associated with concussion while participating in a school sponsored class, extracurricular activity, or interscholastic sport shall be removed from the class, game, or activity and be evaluated as soon as possible by an appropriate health care professional. The coach, advisor, school nurse or doctor will notify the student's parents or guardians and recommend appropriate monitoring to parents or guardians. In the event that there is any doubt as to whether a student has sustained a concussion, it shall be presumed that the student has been so injured until proven otherwise.
- B. If a student sustains a concussion at a time other than when engaged in a school sponsored activity, the district expects the parent/legal guardian to report the condition to the school nurse so that the district can support the appropriate management of the condition.
- C. Any permission form or consent form required to be signed and returned as a condition of participation in interscholastic sports will include a copy of the

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<sup>1</sup> Center for Disease Control and Prevention <http://www.cdc.gov/concussion/sports/index.html>

## STUDENTS

CONCUSSION MANAGEMENT

information posted on the State Education Department's website relating to mild traumatic brain injury, as referenced in Section 136.5(c)(1) of the Commissioner's Regulations.

D. An informational packet provided by the New York State Department of Health's website about concussions and sub-concussive blows, and the injuries that might occur as a result of receiving such blows, will be provided by the district/BOCES to parents or guardians of all children participating in tackle football programs.

~~D.~~ E. The District's website shall include a link to the State Education Department's website page relating to mild traumatic brain injury.

## V. Return to School and/or Activity

A. The student shall resume athletic activity only after he/she have been symptom free for not less than twenty-four hours, and has been evaluated by and received written and signed authorization from a licensed physician.

B. The school district medical director will make the final decision on return to activity including physical education class and interscholastic athletic activity.

C. Authorization shall be kept on file in the student's permanent health record.

D. The District shall follow any directives issued by the student's treating physician with regard to limitations and restrictions on school attendance and activities for the student.

E. Any student who continues to have signs or symptoms upon return to school and/or activity must be removed from school sponsored class, extracurricular activity, or interscholastic athletic activity and re-evaluated by a licensed physician.

## VI. Concussion Management Team

A. A Concussion Management Team shall be responsible for overseeing the implementation in the District of Section 136.5 of the Commissioner's Regulations, and for making recommendations to the Superintendent for the dissemination of information about mild traumatic brain injury to parents and persons in parental relation to students. A Concussion Management Team may also establish and implement a program which provides information on mild traumatic brain injuries to parents and persons in parental relation throughout each school year.

B. The Concussion Management Team shall consist of the Athletic Director, the school nurse, the school physician, coach(es), a certified athletic trainer, or other appropriate school staff.

POLICY

STUDENTS

**Draft 09/18/19**  
7302

CONCUSSION MANAGEMENT

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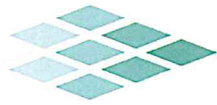
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Madison Central School District

Legal Ref: 8 NYCRR 136.5; NYS Education Law Section 305(42)

Adopted: 11/27/12

Revised: 11/18/15, 11/07/16, \_\_\_\_\_



## *FYI: From Our Board to Yours*

From: Richard Engelbrecht

To: Steve Szatko

Madison Board of Education

November 2019

### *Alternative and Special Education*

#### **HUNDREDS PARTICIPATE IN SPECIAL OLYMPICS**

**M**ore than 300 student-athletes from across the region ran, jumped and threw their way through this year's Special Olympics Autumn Games, in **Canastota**.



The games, in their 9th year, featured a variety of track and field events, including shot put, softball toss, long jump, and running races as well as Adaptive Games for students with additional needs.



The event began with the traditional Parade of Athletes, led by the Canastota High School Marching Band and Color Guard. Students walked in by school delegation, and recited the Special Olympics Oath.



MOBOCES Education Coordinator Laurie Ann Ross, an event organizer, joined Canastota Superintendent Shawn Bissetta in sharing welcome remarks.



MOBOCES students from Alternative and Special Education programs competed in the event, and students and staff from both Alternative and Special Education and CTE served as volunteers,

supporting athletes throughout the day.

CTE Early Childhood Education students staffed the Olympic Village, which featured crafts and games for both athletes and volunteers to participate in between events.

### *Early Childhood Education*

#### **SUMMIT FOCUSES ON KINDERGARTEN TRANSITIONS**

**T**he Early Childhood division helped sponsor the first regional Kindergarten Transition Summit on October 25 at SUNY Polytechnic Institute to help educators and community agency representatives discuss best practices for preparing children to begin kindergarten.

Key topics at the conference included identifying examples of successful transition practices, anticipating barriers to successful transitions, and ways to secure stakeholder buy-in on transition practices. Dr. Joshua Sparrow, a faculty member at Harvard Medical School, delivered the keynote speech on parent, family and community engagement.



Early Childhood Director Colleen Wuest delivered a full-group presentation on the importance of supporting students and families during major transitions. She also sat on a panel of regional educators discussing best practices in early education classrooms. Other panelists included representatives from **Madison, Rome and Vernon-Verona-Sherrill** as well as Dr. Joanne Joseph, a faculty member at SUNY Poly.



The conference was presented through the United Way's Ready for Kindergarten (R4K) initiative, a regional partnership with schools, parents and community organizations to ensure children start school ready to learn and provide resources for continued success. More than 200 educators, classroom support personnel and community agency representatives participated in the event.



## Staff and Curriculum Development

### SPECIAL EDUCATION PLC EXPANDS MEMBERSHIP

The Special Education Professional Learning Community (PLC) held its first meeting in October with an expanded focus for teachers in the region.

When the PLC began last year, it was geared toward secondary special education teachers. This year, the group – led by Canastota teacher Michael Knittel - has grown to include



any interested K-12 special education teacher. At the first meeting, teachers from across the MOBOCES region as well as some from the Herkimer BOCES region participated.

This year's overarching goals are to help participants engage in meaningful professional development and to collaborate with colleagues from different districts to enhance teaching practices. This month's meeting included discussions on goal writing,

progress monitoring, state regulations, sharing best practices and sharing strategies across districts. Future topics will include transition skills, assistive technology and student engagement.

## Adult and Continuing Education

### 28 NURSES COMPLETE TRAINING PROGRAM

The BOCES Consortium of Continuing Education presented completion certificates this week to 28 students in the Adult Practical Nursing program. The students completed their program at the Utica ACCESS Site under Master Instructor Abigail Pilbeam.

Adult Practical Nursing is an 11-month program that offers extensive training, coursework and clinical experience in Anatomy & Physiology, Foundations of Nursing, Pharmacology, Growth and Development, Nutrition, Medical Surgical nursing, Mental Health, Maternal-Newborn nursing, Nursing Care of the Child, and Leadership. Graduates are prepared to take their PN-NCLEX state board exam for their nursing license.



Class Valedictorian Narath French, of Utica, delivered a humorous speech to her classmates and Salutatorian Jessica Britt, of Whitesboro, led the class in the Practical Nurse Pledge. Ajianna Weathers, of Utica, earned the Outstanding Performance in Geriatric Nursing award, and Britt was recognized for having perfect attendance during the program.

## Career and Technical Education

### HRC VISITS BASSETT MEDICAL CENTER

Seniors in the Health Related Careers classes made their annual Strip to Bassett Medical Center in Cooperstown on October 11. The hospital's Cardiac Department invites the students to its Up Close with Cardiac Surgery program, which focuses on healthy lifestyle choices and overall heart health.

During their visit, students heard an overview of anatomy and physiology, heart disease and cardiac interventions, including video of actual angiograms, blocked arteries and cardiac surgery procedures. They participated in an interactive EKG demonstration and heard from a cardiac surgery patient who shared his story and answered questions.



## Regional Information Center

### REGIONAL SUMMIT FOCUSES ON CYBERSECURITY

The MORIC hosted its 1st Security Summit & IT Expo on October 9 to help inform education and technology leaders from the region about key cybersecurity issues. The event included panel discussions, breakout sessions, representatives from 40 vendors, and time for regional colleagues to network about challenges and successes related to data security.

A cybersecurity panel included 10 speakers from MORIC, Watertown CSD, NYS Education Department and the NYS Division of Homeland Security to share information about the current cybersecurity landscape. Breakout session topics included Data Inventory, Cybersecurity Framework, Comptroller IT Audits, Ransomware, Information Governance and Data Security User Training.

The 126 participants represented all four BOCES regions in the MORIC service area, including all nine MOBOCES districts.



## Management Services

### MOBOCES EARNS FIVE NYSPPRA AWARDS

The New York School Public Relations Association (NYSPPRA) recognized MOBOCES with five awards in its 40th Annual Communications Awards, a statewide contest to honor schools and BOCES for outstanding print, visual and digital communication.

This year's awards include recognition for writing, two photographs, and social media for MOBOCES as well as a video created for the Oneida school district.