

The Reorganizational Meeting of the Board of Education of Madison Central School was held on July 7, 2020 at 6:30 pm via Google Meet.

MEMBERS PRESENT: Mrs. Laura Billings
Ms. Jessica Clark
Mr. Michael Filipovich
Mrs. Jennifer Lavoie
Mrs. Brittany Rizzo
Mr. Jona Snyder
Ms. Jennah Turner

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

- I. Call to Order and Pledge – District Clerk
 - a. Tracey Lewis, District Clerk, called the meeting to order at 6:33 pm.

- II. Oath of Office
 - a. District Clerk - Due to Google Meet conditions, the oath will be performed on July 8, 2020 in the office. Oath performed at 8:15 am on July 8, 2020.
 - b. Superintendent - Due to Google Meet conditions, the oath will be performed on July 8, 2020 in the office. Oath performed at 8:16 am on July 8, 2020.
 - c. Newly elected members
 1. Laura Billings - Oath completed in the office on July 6, 2020.
 2. Jona Snyder - Oath completed in the office on July 6, 2020.
 3. Jennah Turner - Oath completed in the office on July 6, 2020.

- III. Election of 2020-2021 Board President and Oath of Office

MOTION # 1 - NOMINATION OF JENNIFER LAVOIE AS BOARD PRESIDENT

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Billings, the board moved to nominate Jennifer Lavoie as Board President. There were no other nominations. Motion carried 7 yes, 0 no.

Mrs. Lavoie will come to the office to sign her Oath of Office.

- IV. Election of 2020-2021 Board Vice President and Oath of Office

MOTION # 2 - NOMINATION OF MIKE FILIPOVICH AS BOARD VICE PRESIDENT

ON THE MOTION of Mr. Snyder, seconded by Mrs. Lavoie, the board moved to nominate Mike Filipovich as Board Vice President. There were no other nominations. Motion carried 7 yes, 0 no.

- V. Appointment of District Officers
 - a. District Clerk – Tracey Lewis
 - b. District Treasurer – Melanie Brouillette – bonded at \$300,000
 - c. Deputy Treasurer - Larry Nichols – bonded at \$300,000
 - d. District Tax Collector – Laura Fuess
 - e. Internal Claims Auditor – Johanna Kaul
 - f. Extra-Classroom Activity Accounts – Tracey Lewis
 - g. Purchasing Agent – Melanie Brouillette / Alternate Jason Mitchell

MOTION # 3 - APPROVAL OF APPOINTMENT OF DISTRICT OFFICERS

ON THE MOTION of Mr. Snyder, seconded by Mr. Filipovich, the board moved to approve the appointment of the District Officers as listed. Motion carried 7 yes, 0 no.

- VI. Appointments
 - a. School Physician – Community Memorial Hospital
 - b. School Attorney – Ferrara, Fiorenza, Larrison, Barrett and Reitz, P.C., Hancock & Estabrook and Costello Cooney Fearon PLLC
 - c. Attendance Officer – Tracey Lewis
 - d. Independent Auditor – Mostert, Manzanero and Scott, LLP
 - e. Records Access Officer – Jason Mitchell
 - f. Records Management Officer – Melanie Brouillette
 - g. Representative to OMH (Tri County) School Boards Association – Jona Snyder, Alternate Laura Billings
 - h. Representatives for District Contract Negotiations (2) – Jona Snyder and Mike Filipovich
 - i. Compliance Coordinator – Building Principal Larry Nichols
 - j. Dignity Act Coordinator – Building Principal Larry Nichols, Elementary Principal/Committee on Special Education Chairperson Brian Latella, School Counselors Michael Lee and Rachel DiGeorge
 - k. Data Protection Officer – Kurt Peavey

MOTION # 4 - APPROVAL OF APPOINTMENTS

ON THE MOTION of Mr. Filipovich, seconded by Mr. Snyder, the board moved to approve the appointments as listed. Motion carried 7 yes, 0 no.

- VII. Committee Appointments
 - a. Committee on Special Education (CSE)
 - Parent or Person in Parental Relationship to the Student
 - Regular Education Teacher of the Student
 - Special Education Teacher of the Student
 - School Psychologist – TBD
 - Chairperson/Administrator – Brian Latella
 - Subcommittee Chairperson – Jon Silkowski
 - School Physician
 - Parent Member – TBD
 - Other Persons Having Knowledge or Special Expertise Regarding the Student
 - Student, if appropriate
 - Office Assistant: Johanna Kaul

MOTION # 5 - APPROVAL OF CSE COMMITTEE ON SPECIAL EDUCATION

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Clark, the board moved to approve the Committee on Special Education (CSE) as listed. Motion carried 7 yes, no.

- b. Committee on Pre-School Education (CPSE)
 - Parent or Person in Parental Relationship to the Student
 - Regular Education Teacher of the Student
 - Special Education Teacher of the Student
 - School Psychologist – TBD
 - Chairperson/Administrator – Brian Latella
 - Subcommittee Chairperson – Jon Silkowski
 - School Physician
 - Parent Member – TBD
 - Other Persons Having Knowledge or Special Expertise Regarding the Student
 - Student, if appropriate
 - Office Assistant: Johanna Kaul
 - Early intervention Transition specialist, if appropriate
 - Representative from Madison County – Ms. Rosanne Lewis
 - Representative from Oneida County – Ms. Barb Pelligrino

MOTION # 6 - APPROVAL OF CPSE COMMITTEE ON PRE-SCHOOL EDUCATION

ON THE MOTION of Mrs. Rizzo, seconded by Mr. Filipovich, the board moved to approve the Committee on Pre-School Education (CPSE) as listed. Motion carried 7 yes, 0 no.

- c. Acceptance to use Impartial Hearing Officer List as provided by NYSED Impartial Hearing Reporting System @pd.nysed.gov/specedhelp/ihrs.

MOTION # 7 - ACCEPTANCE TO USE IMPARTIAL HEARING OFFICER LIST

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Billings, the board moved to approve the acceptance to use the Impartial Hearing Officer List as provided by NYSED Impartial Hearing Reporting System @pd.nysed.gov/specedhelp/ihrs. Motion carried 7 yes, 0 no.

- d. District Safety Team – see enclosed list

MOTION # 8 - APPROVAL OF THE DISTRICT SAFETY TEAM

ON THE MOTION of Mr. Filipovich, seconded by Mr. Snyder, the board moved to approve the District Safety Team. Motion carried 7 yes, 0 no.

VIII. Designations

Asbestos Designee – Christopher Post

Official Depository – Key Bank, National Bank and Trust, Bank of America, HSBC and First Niagara Bank

Investment Banks – Bank of America, Chase Bank, National Bank and Trust and MBIA (Class), New York Liquid Assets Funds (NYLAF), Citizens Bank, HSBC, Key Bank and First Niagara Bank

Official Newspaper – Oneida Daily Dispatch

Health Consortium Representative – Melanie Brouillette

Health Consortium Alternate Representative – Jason Mitchell

Homeless Liaison – Larry Nichols

Worker’s Compensation Consortium Representative – Melanie Brouillette

Worker’s Compensation Consortium Alternate Representative - Jason Mitchell

MOTION # 9 - APPROVAL OF DESIGNATIONS

ON THE MOTION of Mrs. Rizzo, seconded by Mr. Filipovich, the board moved to approve the Designations as listed. Motion carried 7 yes, 0 no.

IX. Authorizations

Payroll Certification – Melanie Brouillette

Conference Approval – Jason Mitchell

Petty Cash Funds – Melanie Brouillette

Signatures for all checks, deposits for all funds except Extra Classroom Activity – Melanie Brouillette / Alternate Larry Nichols

Signatures for Extra Classroom Activity – Jason Mitchell and Tracey Lewis / Alternate Larry Nichols

Budgetary Transfers – Jason Mitchell

Applications and Reports for Federal Funds – Jason Mitchell

School Lunch and Breakfast Claims and Applications – William Cotter

Authorization to Suspend

- a. Jason Mitchell - Superintendent

- b. Larry Nichols – Building Principal

- c. Brian Latella – Elementary Principal

Authorization for the use of the District Credit Card - Superintendent Jason Mitchell or his designee with a limit of \$2,500.00

MOTION # 10 - APPROVAL OF AUTHORIZATIONS

ON THE MOTION of Mr. Snyder, seconded by Mrs. Rizzo, the board moved to approve the Authorizations as listed. Motion carried 7 yes, 0 no.

X. Adoption of Board Policies

MOTION # 11 - ADOPTION OF BOARD POLICIES

ON THE MOTION of Mr. Snyder, seconded by Mrs. Rizzo, the board moved to adopt the Board Policies. Motion carried 7 yes, 0 no.

XI. Authorization to borrow up to \$900,000 in revenue anticipation notes for the 2020-2021 school year.

MOTION # 12 - APPROVAL OF AUTHORIZATION TO BORROW

ON THE MOTION of Mr. Filipovich, seconded by Mr. Snyder, the board moved to approve the authorization to borrow up to \$900,000 in revenue anticipation notes for the 2020-21 school year. Motion carried 7 yes, 0 no.

XII. Approval of Mileage Reimbursement Rate at the IRS variable rate

MOTION # 13 - APPROVAL OF MILEAGE REIMBURSEMENT RATE

ON THE MOTION of Mrs. Rizzo, seconded by Mrs. Billings, the board moved to approve the mileage reimbursement rate at the IRS variable rate. Motion carried 7 yes, 0 no.

XIII. Approval of Annual Reserve Report

MOTION # 14 - APPROVAL OF ANNUAL RESERVE REPORT

ON THE MOTION of Mr. Filipovich, seconded by Mr. Snyder, the board moved to approve the Annual Reserve Report. Motion carried 7 yes, 0 no.

XIV. Approval of Annual Out of District Student Tuition of \$1,100.00 per year for 2020-2021

MOTION # 15 - APPROVAL OF ANNUAL OUT OF DISTRICT STUDENT TUITION

ON THE MOTION Mr. Snyder, seconded by Mr. Filipovich, the board moved to approve the annual out of district student tuition of \$1,100.00 per year for the 2020-21 school year. Motion carried 7 yes, 0 no.

XV. Substitute Rate of Pay as per the attached worksheet

MOTION # 16 - APPROVAL OF SUBSTITUTE PAY RATES

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Rizzo, the board moved to approve the proposed 2020-21 Substitute Rates of Pay as per the worksheet. Motion carried 7 yes, 0 no.

XVI. Adoption of Calendars

- a. Board of Education Meetings
- b. Establishment of Hours for Budget Vote and Election – Recommendation 12:00 Noon to 8:00 p.m. on May 18, 2021

MOTION # 17 - ADOPTION OF CALENDARS

ON THE MOTION Of Mr. Filipovich, seconded by Mrs. Rizzo, the board moved to adopt the Board meeting calendar and to approve the date for the Annual Budget Vote and Election. Motion carried 7 yes, 0 no.

XVII. Appointment of Election Inspector and Clerks

- a. Susan Anderson, Inspector
- b. Gary Anderson, Inspector
- c. Diane Janney, Inspector
- d. Laura Fuess
- e. Jo Blunt
- f. Gerry Peckham
- g. Barbara Andrews
- h. Kathy Burns

MOTION # 18 - APPROVAL OF ELECTION INSPECTORS AND CLERKS

ON THE MOTION of Mr. Snyder, seconded by Mrs. Rizzo, the board moved to approve the appointment of the Election Inspectors and Clerks as per the list above. Motion carried 7 yes, 0 no.

- XVIII. Acceptance of Free and Reduced Lunch Price Income Eligibility Guidelines for School Lunch 2020-2021

MOTION # 19 - ACCEPTANCE OF FREE AND REDUCED LUNCH PRICE INCOME ELIGIBILITY GUIDELINES

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Rizzo, the board moved to accept the Free and Reduced Lunch Price Income Eligibility Guidelines for School Lunch for the 2020-21 school year. Motion carried 7 yes, 0 no.

- XIX. Approval of Extra-Curricular Organizations as listed on enclosed listing

MOTION # 20 - APPROVAL OF THE EXTRA CURRICULAR ORGANIZATIONS FOR 2020-21

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Billings, the board moved to approve the list of Extra-Curricular Organizations for the 2020-21 school year. Motion carried 7 yes, 0 no.

- XX. Additional Authorizations
a. Retiree Drug Subsidy (RDS) Center Authorized Representative Verification – Lisa M. Decker as Authorized Representative

MOTION # 21 - APPROVAL OF ADDITIONAL AUTHORIZATION

ON THE MOTION of Mrs. Clark, seconded by Mrs. Billings, the board moved to approve Lisa M. Decker as the Authorized Representative for the Retiree Drug Subsidy (RDS) Center Authorized Representative Verification. Motion carried 7 yes, 0 no.

- XXI. Adjournment

MOTION # 22 - ADJOURNMENT

ON THE MOTION of Mr. Snyder, seconded by Mrs. Rizzo, the board moved to adjourn the Reorganization Meeting at 6:50 pm. Motion carried 7 yes, 0 no.

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

MEMBERS PRESENT: Mrs. Laura Billings
Ms. Jessica Clark
Mr. Michael Filipovich
Mrs. Jennifer Lavoie
Mr. Jona Snyder
Ms. Jennah Turner

MEMBERS ABSENT: Mrs. Brittany Rizzo

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

- I. Call to Order
 - a. Mrs. Lavoie, President, called the meeting to order at 6:51 pm.

MOTION # 1 - APPROVAL TO OPEN MEETING WITH RECITING THE PLEDGE OF ALLEGIANCE AGAIN

ON THE MOTION of Mr. Snyder, seconded by Mr. Filipovich, the board moved to approve the opening of the regular meeting without reciting the Pledge of Allegiance a second time. Motion carried 6 yes, 0 no.

- II. Agenda Additions
- III. Consent Agenda
 - a. Approval of Agenda for This Meeting
 - b. Approval of Minutes
 - 1. June 16, 2020 Special Meeting Minutes
 - 2. June 16, 2020 Regular Meeting Minutes

MOTION # 2 - APPROVAL OF CONSENT AGENDA

ON THE MOTION of Mr. Filipovich, seconded by Mr. Snyder, the board moved to approve the Consent Agenda. Motion carried 6 yes, 0 no.

- IV. Public Forum
 - a. None
- V. Reports
 - a. Treasurer
 - 1. Internal Claims Auditor's Report

MOTION # 3 - APPROVAL OF INTERNAL CLAIMS AUDITOR'S REPORT

ON THE MOTION of Mr. Filipovich, seconded by Mr. Snyder, the board moved to approve the Internal Claims Auditor's Report. Motion carried 6 yes, 0 no.

- 2. The Fund Balance was shared and discussed.
- 3. Approval of Transfers

MOTION # 4 - APPROVAL OF TRANSFERS

ON THE MOTION of Mr. Filipovich, seconded by Mr. Snyder, the board moved to approve the Transfers as provided. Motion carried 6 yes, 0 no.

4. The Quarterly Student Activity Reports for first and second quarters of 2020 and year end report were provided for review.
- b. Superintendent – Information Items
 1. The District-Wide School Safety Plan was shared.
 2. Mr. Mitchell discussed plans to develop the Reopening Plan.
 3. Mr. Mitchell deferred this conversation about the Summer Professional Development to the Principal’s Reports.
 - c. Superintendent – Approval Items
 1. Approval of the creation of the William Bassett Jr. Award of \$250 to be given annually at graduation beginning in 2021 funded by the Class of 2020

MOTION # 5 - APPROVAL OF CREATION OF WILLIAM BASSETT JR AWARD

ON THE MOTION of Mr. Snyder, seconded by Mrs. Clark, the board moved to approve the creation of the William Bassett Jr. Award. Motion carried 6 yes, 0 no.

2. Approval of the creation of the Charles W. Bostic Memorial Award of \$400 to be given annually at graduation beginning 2021

MOTION # 6 - APPROVAL OF CREATION OF CHARLES W. BOSTIC MEMORIAL AWARD

ON THE MOTION of Mr. Filipovich, seconded by Mr. Snyder, the board moved to approve the creation of the Charles W. Bostic Memorial Award. Motion carried 6 yes, 0 no.

3. Acceptance of donation of paper products from Nancy Livermore with many thanks

MOTION # 7 - ACCEPTANCE OF DONATION OF PAPER PRODUCTS

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Billings, the board moved to accept the donation of paper products from Nancy Livermore with many thanks. Motion carried 6 yes, 0 no.

4. Approval of Non Resident Students for 2020-21
 - a. Student entering grade 3
 - b. Two students entering grade 5
 - c. Student entering grade 6
 - d. Student entering grade 7

MOTION # 8 - APPROVAL OF NON-RESIDENT STUDENTS FOR 2020-21

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Billings, the board moved to approve the list of five Non-Residents students for the 2020-21 school year. Motion carried 6 yes, 0 no.

5. Building Usage Report - This report has previously been requested by the board for approval but has been determined that this is no longer necessary. No report will be generated.

VI. Policy

- a. Second Reading of Policy # 7004 “Non-Resident Students”
- b. Second Reading of Policy # 6299 “Leaves of Absence for COVID-19 Qualifying Reasons”

MOTION # 9 - APPROVAL OF SECOND READINGS OF POLICIES

ON THE MOTION of Mr. Snyder, seconded by Mr. Filipovich, the board moved to approve the second readings of Policy # 7004 “Non-Resident Students” and Policy # 6299 “Leaves of Absence for COVID-19 Qualifying Reasons”. Motion carried 6 yes, 0 no.

VII. Old Business

- a. None
- VIII. Board of Education Discussion Items
 - a. None
- IX. New Business
 - a. Personnel
 - 1. Appointments
 - a. Linda Wood - Substitute Clerical and Teacher's Aide effective July 7, 2020

MOTION # 10 - APPROVAL OF LINDA WOOD AS A SUBSTITUTE CLERICAL AND TEACHER'S AIDE

ON THE MOTION of Mr. Filipovich, seconded by Mrs. Billings, the board moved to approve Linda Wood as a Substitute for Clerical and a Substitute Teacher's Aide effective July 7, 2020. Motion carried 6 yes, 0 no.

- 2. Fall Coaching Appointments with Stipend dependent upon season actually happening and possibly pro-rated if season is shortened
 - a. Michael Strong - Boys Varsity Soccer
 - b. Jordan Matteson - Boys Modified Soccer
 - c. Herb Bingel - Girls Varsity Soccer
 - d. Payge Miller - Girls Modified Soccer

MOTION # 11 - APPROVAL OF FALL COACHES

ON THE MOTION of Mr. Filipovich, seconded by Mr. Snyder, the board moved to approve the list of Fall Coaches for Soccer as listed with the stipend dependent upon the season actually happening and the possibility of a pro-rated stipend if the season is shortened due to the COVID-19 regulations and guidance. Motion carried 6 yes, 0 no.

- 3. 2020-21 Advisors
 - a. Senior Class - Stephen Krysty and Tracey Lewis
 - b. Junior Class - Jessica Chenel and Kurt Peavey
 - c. Sophomore Class - Amber Neiss
 - d. Freshman Class - Jessica Mortensen and Megan Barnes
 - e. MADKA - Amber Barrett
 - f. Athletic Director - Mike Lee
 - g. SADD - Kurt Peavey
 - h. TAP - Jon Silkowski
 - i. Instrumental Music - Ryan Hobart
 - j. High School Art - Mike Flint
 - k. Choral - Nicole Winegard
 - l. FFA - Paul Perry
 - m. Student Council - Amber Neiss
 - n. NHS - Joe Burdick
 - o. Music/Drama - Nicole Winegard
 - p. Detention Monitors - Maxine Thurston, Pat Hill, Cathy Kimpton, Jon Silkowski, Amber Thrasher
 - q. Athletics - Jessica Chenel
 - r. Foreign Language - Chad Putney

MOTINO # 12 - MOTION TO TABLE ADVISOR APPOINTMENTS

ON THE MOTION of Mrs. Billings, seconded by Mr. Filipovich, the board moved to table the approval of the appointment of the 2020-21 Advisors until after Executive Session discussion. Motion carried 6 yes, 0 no.

- 4. Adjustments

- a. Amanda Goodenough – add “with Masters” to previous appointment Probationary Elementary Education as per resolution effective 9/2/20 with anticipated tenure effective 9/2/24 in Elementary Education with Professional Certification in Early Childhood Education (B-2) and Professional Certification in Childhood Education (1-6) at M1, Step 3, with Masters at \$43,121 per year

MOTION # 13 - APPROVAL OF ADJUSTMENT TO AMANDA GOODENOUGH

ON THE MOTION of Mrs. Billings, seconded by Mr. Filipovich, the board moved to add “with Masters” to the previous appointment of Amanda Goodenough. Motion carried 6 yes, 0 no.

- b. CSE/CPSE Recommendations

MOTION # 14 - APPROVAL OF CSE/CPSE RECOMMENDATIONS

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

- c. Principal Reports

1. Mr. Latella discussed the Summer Enrichment program. It will be a 4 week program with approximately 40 interested students being taught by 4 teachers meeting once a week through mid August.
2. Mr. Nichols discussed the Professional Development opportunities coming up and thanked everyone involved in making the graduation service such a success while following all the COVID-19 guidelines including the Graduation Committee, Mrs. Lavoie for her opening speech, Mr. Peavey for all the technology needs, Mr. Hobart for his sound system assistance, Mrs. Coon for her set and photography, Mr. Nassimos and Mr. Hunter for their drone footage, Mr. Post and his crew for all the set up, and the advisors, Mr. Putney and Mrs. Nelson for their planning and participation.
3. Mr. Mitchell thanked Mr. Nichols for his leadership on the entire graduation planning process.

- X. Correspondence

- a. None

- XI. Question & Answer Opportunity

- a. None

- XII. Enter Executive Session

MOTION # 15 - ENTER EXECUTIVE SESSION

ON THE MOTION of Mr. Snyder, seconded by Mrs. Billings, the board moved to enter into Executive Session at 7:24 pm with Mrs. Billings acting as temporary District Clerk 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 carried 6 yes, 0 no.

- XIII. Adjourn Executive Session and Resume Regular Meeting

MOTION # 16 - ADJOURN EXECUTIVE SESSION AND RESUME REGULAR MEETING

ON THE MOTION of Mr. Snyder, seconded by Mr. Filipovich, the board moved to adjourn Executive Session and resume the Regular Meeting at 7:52 pm. Motion carried 6 yes, 0 no.

- XIV. Approval of Advisors

MOTION # 17 - APPROVAL OF ADVISORS

ON THE MOTION of Mr. Snyder, seconded by Mr. Filipovich, the board moved to approve the list of advisors for the 2020-21 school year as listed below.

- a. Senior Class - Stephen Krysty and Tracey Lewis
- b. Junior Class - Jessica Chenel and Kurt Peavey
- c. Sophomore Class - Amber Neiss
- d. Freshman Class - Jessica Mortensen and Megan Barnes
- e. MADKA - Amber Barrett
- f. Athletic Director - Mike Lee
- g. SADD - Kurt Peavey
- h. TAP - Jon Silkowski
- i. Instrumental Music - Ryan Hobart
- j. High School Art - Mike Flint
- k. Choral - Nicole Winegard
- l. FFA - Paul Perry
- m. Student Council - Amber Neiss
- n. NHS - Joe Burdick
- o. Music/Drama - Nicole Winegard
- p. Detention Monitors - Maxine Thurston, Pat Hill, Cathy Kimpton, Jon Silkowski, Amber Thrasher
- q. Mathletics - Jessica Chenel
- r. Foreign Language - Chad Putney

Motion carried 6 yes, 0 no.

XV. Adjournment

MOTION # 18 - ADJOURNMENT

ON THE MOTION of Mr. Snyder, seconded by Mr. Filipovich, the board moved to adjourn for the evening at 7:53 pm. Motion carried 6 yes, 0 no.

RESOLUTION

WHEREAS, on March 16, 2020, the New York State Governor declared, under Executive Order 202.4, all schools within New York State to be closed to students no later than March 18, 2020 for a period of two weeks, ending on April 1, 2020; and

WHEREAS, various subsequent executive orders were issued by the New York State Governor resulting in the closure of schools to students for the remainder of the 2019-2020 school year as a result of the COVID-19 pandemic; and

WHEREAS, on or about July 13, 2020, the New York State Department of Health issued interim guidance for in-person instruction at Pre-K to Grade 12 schools during the COVID-19 public health emergency for the 2020-2021 school year; and

WHEREAS, on or about July 16, 2020, the New York State Education Department released reopening guidance for schools for the 2020-2021 school year.

NOW, THEREFORE, the Board of Education resolves as follows:

1. In an effort to comply with reopening requirements, the Board hereby temporarily suspends any Board policy or administrative regulation/procedure that conflicts with any current or future federal, state, or county law, regulation, executive order, or guidance released for the purpose of reopening of schools during the period of the COVID-19 pandemic.
2. The Superintendent of Schools is authorized to follow the federal, state, or county laws, regulations, executive orders, or guidance and to take such action as reasonably necessary and proper for the purpose of reopening of schools.

MADISON CENTRAL SCHOOL DISTRICT

<p style="text-align: center;">PROJECT SAVE (Safe Schools Against Violence In Education) DISTRICT-WIDE SCHOOL SAFETY PLAN as required by Commissioner's Regulation 155.17</p>

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:

Board of Education Representative: J. Lavoie; Alternate: TBD
Administration Representative: J. Mitchell, L. Nichols, B. Latella
Teacher Representative: J. Burdick, M. Bruno, P. Perry
Parent Representative: K. Peavey
Student Representative: M. Peavey
School Safety Personnel: J. Angrisano (BOCES), W. Wilcox (Madison Co. Sheriff Dept.)
Other School Personnel: M. Brouillette, C. Post, L. Gallagher RN, J. Pieters-Hayduke

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.
- The Superintendent of Schools or his/her designee will serve as the District Chief Emergency Officer. Responsibilities include: facilitate safety training for school district personnel, ensure the school's building-level emergency response plan is up-to-date each year, make sure drills (evacuation and lock down) occur as per Education Law §807, and aid in policy development and decision-making for security technology.
- 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	incl. Infectious Disease Response
Bus Accident	Missing Student
Crime Scene/Break-In	Public Demonstration
Drugs and Drug Dealers	Sexual Assault
Emergency Numbers	Suicide
Fights	Weapons
Fire/Explosion	Weather
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:

Emergency Management Office
Emergency Management Office - Dan Degear, Wampsville, NY 315-366-2789

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.

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

A. Policies and procedures related to school building security, including, where applicable, the use of school safety officers and/or security devices or procedures

The District utilizes visitor sign-in and identification badges. Additionally, employment reference checks and fingerprinting are conducted according to SAVE requirements for all staff. Clerical staff (sign-in log) and staff (hall monitoring) receive annual violence prevention training. The following security measures are in place:

Security measure	Purpose
Single Entry Point	To control building access.
Sign-in Procedure	To identify and log visitors and purpose/location of visit.
Hall Monitoring	General expectation of staff to monitor halls as needed.
Fingerprinting	Background checks for all new hires after July 1, 2001
Staff and Visitor Badges	To identify staff and visitors in the school building
Video Surveillance	To provide additional monitoring capability

Also see Appendix 6

B. Policies and procedures for the dissemination of informative materials

The District recognizes that the most current data caution against profiling students that have the potential for violence. However, it also acknowledges the need to identify youth at risk and to provide the necessary support services to all students, beginning at an early age. The District therefore will maintain resources on the early detection of potentially violent behavior; maintain a team of qualified staff to evaluate threats and other potentially violent behaviors.

The District is committed to the use of interpersonal violence prevention education for all students, when available. Annual Violence Prevention training is conducted for instructional and support staff. See Appendix 3.

C. Prevention and Intervention Strategies

The District continues to develop and investigate various strategies regarding violence prevention and intervention such as:

Ophelia's Girls	Informal Conflict Resolution
Character Education/ Second Step	Dignity for All Students Act Training
Elementary "Lunch Bunch" Counseling	M&M Mentoring
Boy's Circle/Girl's Circle	PBIS (Positive Behavior Intervention and Support)
Others based on District needs	

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.

Building Name	Address	Contact Name	Telephone Number
Madison CSD	7303 State Rt. 20	Superintendent	315-893-1878
Enrollment and Transportation			
484 students/80 staff 10 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:

Educational Agency	Address	Contact Name	Telephone Number

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

EDUCATIONAL AGENCIES

Mr. Scott Budlemann	(BOCES)	361-5510
Dr. Ravo Root	(Camden)	245-4075
Mr. Shawn Bissetta	(Canastota)	697-2025 Ext. 6302
Mr. William Dowsland	(Hamilton)	824-6300
Mr. Gregory Molloy	(Morrisville-Eaton)	684-9300
Ms. Mary-Margaret Zehr	(Oneida)	363-2550
Mr. Peter Blake	(Rome)	334-7434
Ms. Cynthia Stocker	(Stockbridge)	495-4400
Ms. Martha Group	(VVS)	829-2520

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

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

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

Building	Address	Internal Hazards	External Hazards
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 drought conditions? Natural Hazard: Drought and Extreme Heat	X		
2. Have you ever felt an earthquake tremor while in your community? Natural Hazard: Earthquake	X		
3. Do you live in or adjacent to a major forest region? Natural Hazard: Forest Fire		X	
4. Have forest fires ever occurred within 25-mile radius of your district? Natural Hazard: Forest Fire		X	
5. Do you live in a state having great or moderate risk from landslides occurring? Natural Hazard: Landslide		X	
6. Is you district located in a valley downstream from a man-made dam? Natural Hazard: Mudflow		X	
7. Has your community ever experienced a winter storm ? Natural Hazard: Winter Storms and Blizzards	X		
8. Are severe winter storms a frequent occurrence? Natural Hazard: Winter Storms and Blizzards.		X	
9. Is your community in an area visited by thirty or more thunderstorms per year? Natural Hazard: Severe Thunderstorms		X	
10. Do you live in a state with a coastline on the Atlantic Ocean or Gulf of Mexico? Natural Hazard: Hurricane	X		
11. Has you state ever been crossed by the path of a hurricane ? Natural Hazard: Hurricane	X		
12. Is your district on or near a river or stream floodplain? Natural Hazard: Flood and Flash Floods		X	
13. Have floods or flash floods ever affected your home or community? Natural Hazard: Floods and Flash Floods		X	
14. Do tornadoes present a major or moderate risk to your region? Natural Hazard: Tornado		X	
15. Do you live in a western state that has been or might be affected by ashfall from a volcanic eruption ? Natural Hazard: Volcanic Hazard		X	
16. Are there any factories, warehouses, or disposal areas near your community which produce or use toxic chemicals or other hazardous materials ? Technological Hazard: Hazardous Materials		X	
17. Is your district within a few miles of a main highway, waterway or railroad line? Technological Hazard: Transportation Accident	X		
18. Have major transportation accidents ever disrupted traffic patterns in your community? Technological Hazard: Transportation Accident		X	Route 20 and Route 12B
19. Is your district within a fifty-mile radius of a nuclear power facility ? Technological Hazard: Radiological Incident		X	
20. Are there any radioactive waste dump sites in your state? Technological Hazard: Radiological Incident		X	
21. Are there any man-made dams built along the river nearest your district? Technological Hazard: Dam Disaster		X	

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

School Year	Dates	Topic(s)
2020 – 2021	Superintendents Day	Mental Health/ Violence Prevention
2020 – 2021	Annual	Right-to-Know
2020 – 2021	Annual by Sept. 15th	Emergency Preparedness

Non-Instructional Staff

School Year	Dates	Topic(s)
2020 – 2021	Annual by Sept. 15th	Mental Health/ Violence Prevention
2020 – 2021	Annual	Right-to-Know
2020 – 2021	Annual by Sept. 15th	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 2020 – 2021 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 2019-2020 school year:

Date	Description of drill or exercise
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.

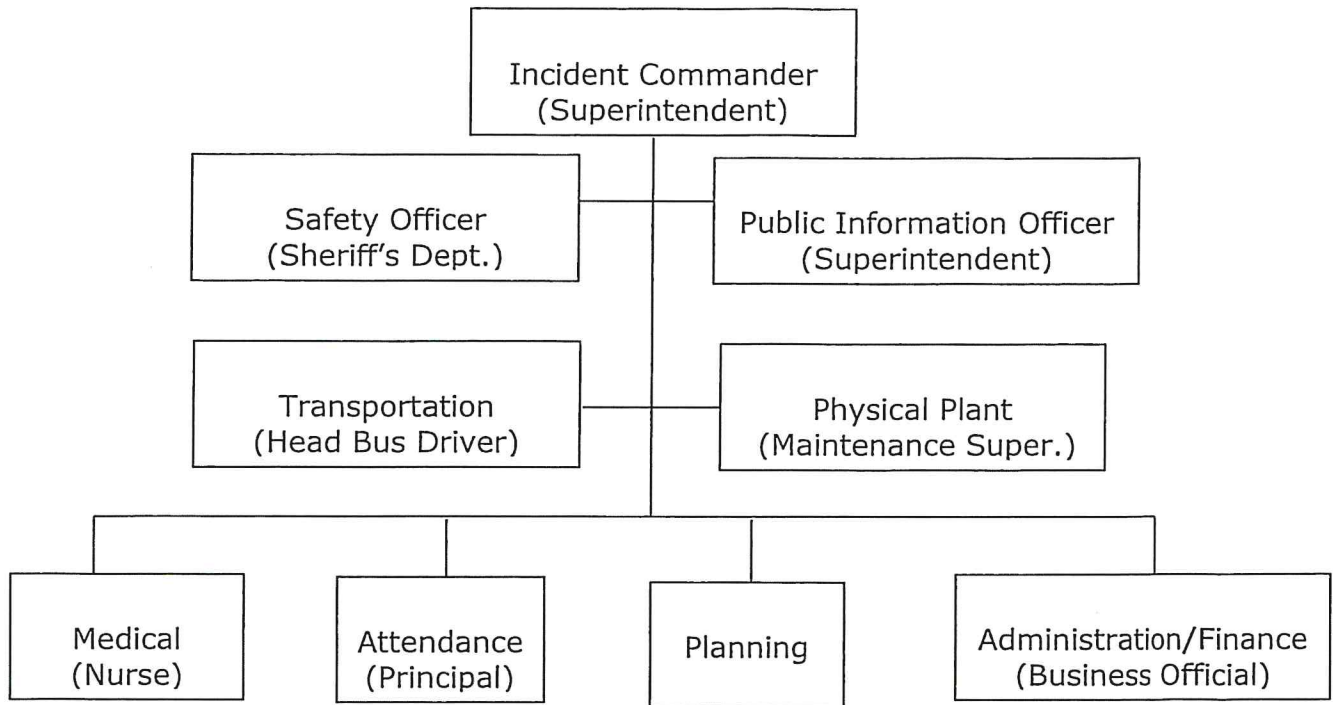
Fingerprinting- Fingerprinting and associated criminal background checks conducted as required, for all employees hired after July 1, 2001, according to Project SAVE.

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/Chief Emergency Officer** – 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:

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

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 stations 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

**Madison Central School District
7303 State Route 20
Madison, NY 13409**

2020-2021 Tax Levy

REVISED #S PER ONEIDA COUNTY

City or Town	Assessed Value	Equaliz. Rate	Full value	APPT %	Dollar amount Tax Levy	Taxable Assessments	Tax Rate on Assessed	Budget Levy	
								Value	Rate
								\$3,405,627	
								18.18159131	
Town of Augusta	39,529,356	58.00	68,154,062.07	36.385350%	1,239,149.303	39,529,356.00	31.34757123		
Town of Marshall	443,183	62.00	714,811.29	0.381616%	12,996.407	443,183.00	29.3251473		
Town of Vernon	524,075	64.50	812,519.38	0.433779%	14,772.895	524,075.00	28.1885137		
Oriskany Falls	3,391	58.00	5,846.55	0.003121%	106.300	3,391.00	31.3475712		
Total Oneida County					1,267,024.90	40,500,005.00			
Town of Eaton	718,124	85.00	844,851.76	0.451040%	15,360.750	718,124.00	21.39010743		
Town of Madison	82,755,330	71.85	115,177,912.32	61.489932%	2,094,117.730	82,755,330.00	25.3049288		
Town of Stockbridge	1,529,737	95.50	1,601,818.85	0.855162%	29,123.616	1,529,737.00	19.03831551		
Total Madison County					2,138,602.10	85,003,191.00			
	125,503,196				3,405,627.00	125,503,196.00			
								Change	% Change
					<u>2019-2020</u>	<u>2020-2021</u>			
Augusta					31.6846584	31.34757123		-0.337087168	-1.06%
Marshall					28.7142217	29.32514728		0.610925601	2.13%
Oriskany Falls					31.6846584	31.34757123		-0.337087168	-1.06%
Vernon					27.7599726	28.18851367		0.428541046	1.54%
Eaton					21.3687231	21.39010743		0.021384319	0.10%
Madison					24.6672508	25.30492876		0.637677921	2.59%
Stockbridge					19.1428145	19.03831551		-0.10449894	-0.55%
Tax on True					18.3771019	18.18159131		-0.195510559	-1.06%

Madison Central School
Madison, New York

TO: Board of Education

PURPOSE: Presentation of Award to Graduating Senior to be Included in Commencement Program

PROCEDURE:

1) The principal and guidance counselor will review this award application, approve it as is, or, in conjunction with the sponsor, make necessary alterations.

2) The application will then be forwarded to the superintendent for approval and presented to the Board of Education for their approval and implementation.

1. NAME OF AWARD: Jack ten Hope Memorial Scholarship
2. DONATED BY: (Name, address, phone) Family + friends of Jack ten Hope
3. CONTACT PERSON: (If different from #2) Laurie ten Hope,
4. TO BE AWARDED: Annually One Time Award
5. AMOUNT OR TYPE OF AWARD: \$500 per year
6. CRITERIA TO BE USED FOR SELECTION: Award to a college bound senior exemplifying leadership, team spirit, tenacity and drive. Award will be provided at the beginning of their 2nd college semester.
7. HOW SELECTED: (method and by whom) Recommendation of administrative staff, with input from the Athletic Director.

(over)

8. STATEMENT TO ACCOMPANY AWARD IN COMMENCEMENT PROGRAM: _____

Jack ten Hope was an inspirational teacher, coach and athletic director who served students at Madison Central School for 33 years. Mr. ten Hope was a passionate coach and mentor, leading his Blue Devils teams to numerous Championships. He saw sports as a path to personal growth and success in life. This award goes to a student, that like him, exemplifies leadership, team spirit, tenacity and drive.

DATE

8/10/2020
DATE

PRINCIPAL


SUPERINTENDENT OF SCHOOLS

Madison CSD Reopening Plan

Key Aspects of Our Plan Assuming We are Allowed to Have In-Person Instruction to Start the School Year

1. Social Distancing of 6 feet is required

- a. We are unable to have all of our students present at once. We will have two cohorts for in-person instruction, the White and Blue Team. One team will attend school on Mondays and Tuesdays and the other on Thursday and Friday. Wednesday will be a cleaning and disinfection day. Remote/distance learning opportunities will be in place for days when students are not in the school building.
- b. In most cases, we can fit fewer than 10 students in a classroom
 - i. Some classes will require less than 6 feet of social distancing and a face covering for all
- c. Bus seating will be limited.
 - i. Students from the same household will be able to sit together
 - ii. We are hoping that more families will be able to transport their children to and from school
- d. We will be able to fit approximately 50 students in the cafeteria.
 - i. Some students will eat in their classrooms.
- e. We will be installing physical barriers in certain areas like offices, between sinks, and in the cafeteria serving line.
- f. Signs and reminders will be posted in the building and on buses.

2. Face Coverings are required in hallways, on buses and when social distancing is not possible

- a. Families, faculty and staff are encouraged to supply their own face covering, but MCS will supply if necessary.
- b. Though not required during social distancing, they are recommended at all times.
- c. As necessary, students will be provided with face covering breaks.

3. Health Screenings

- a. Students, faculty, staff and visitors must have their temperature taken before entering the building. For entry, it must be below 100.0°F.
- b. All faculty, staff and visitors must complete a health questionnaire (daily). Students must complete it periodically.
- c. Visitors will be limited to essential only.

4. Hygiene, cleaning and disinfection

- a. Time will be dedicated to training students and adults.
- b. Time will be dedicated to healthy routines (hand washing, hand sanitizer, etc.).
- c. Water fountains have been equipped with bottle fillers and the mouth function has been shut off.
- d. Changes have been made in cleaning/disinfecting schedules and practices as necessary.

5. Potential Exposures/Positive Cases

- a. Any potential exposures or positive cases will be communicated with the Madison County Department of Health and we will follow their guidance on how to respond.

Our plan follows the guidelines and mandatory requirements set forth by the NY State Department of Health and the NY State Education Department. For more specific details, please review the [full plan](#).



Madison Central School District

Reopening Plan

Fall 2020



Table of Contents

Table of Contents	2
Reopening Advisory Committee Members	4
Introduction	5
Goals for the MCS Reopening Plan	5
Section I: Teaching and Learning	6
Potential Instructional Models	6
Definitions:	6
Option A: In-person learning	6
Option B: Physically-distanced learning	6
Option C: Elementary in-person, Secondary remote learning	6
Option D: All students engage in distance learning activities	7
Instructional Delivery	7
Goals of instruction	7
Consideration of Family/Home Context	7
Pre-Assessments	7
Student Attendance and Engagement	8
Special Education/504 Considerations	8
English Language Learners	9
Access to Educational Materials	10
Internet Connectivity	10
Student, Faculty and Staff Social, Emotional and Mental Health	10
Professional Development	11
Annual Professional Performance Review (APPR)	11
Communication with Families	11

Section II: Maintaining a Healthy and Safe Environment for in-person Instruction	12
Signage and training	12
Health Screenings	12
Preparing for When Someone Gets Sick	13
Asthma Related-Acute Respiratory Treatment Protocol	14
Hand Hygiene and Respiratory Etiquette	15
Cloth Face Coverings	15
Cleaning and Disinfection	15
Shared Objects	16
Ventilation	16
Water Systems	16
Social Distancing Measures	16
Modified Facilities Layouts	16
Physical Barriers	16
Movement within the building	17
Communal Spaces	17
Food Service	17
Transportation	18
Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19	18
Gatherings, Visitors, and Field Trips	19
Emergency Drills	19
NYSED-required COVID-19 Safety Coordinator	19
Potential School Closure	19
NYSED Regulations and Law	19

Reopening Advisory Committee Members

Megan Barnes, Science Teacher
Amber Barrett, Math Teacher
Laura Billings, Board Member
Nicole Bodner, Library/Media Specialist
Mel Brouillette, Treasurer
Jessica Chenel, Math Teacher
Tricia Coon, PK-12 Office Assistant
Mackenzie Cotter, Student
William Cotter, Cook Manager
Kelly Diehl, Teacher Assistant
Karia Dvorak, Student
Lindsay Gallagher, School Nurse
Kayla Gridley, Parent
Melissa Helmke-Davie, Parent
Amanda Hinman, Kindergarten Teacher
Ryan Hobart, Music Teacher
Bridget Idzi, 1st Grade Teacher
Kristin Jaquays, Parent
Brian Latella, Elementary Principal/CSE

Jennifer Lavoie, Board President
Mike Lee, School Counselor
Melissa McNamara, Parent
Dr. Jennifer Meyers, School Physician
Payge Miller, PE Teacher
Brenda Millson, PreK Teacher
Jason Mitchell, Superintendent
Jessica Mortensen, ELA Teacher
Melissa Nelson, 2nd Grade Teacher
Larry Nichols, MS/HS Principal
Jeff Pieters-Hayduke, Head Bus Driver
Kurt Peavey, Technology Coordinator
Chris Post, Head Cleaner
Jenn Rollins, Parent
Lyndsay Shah, Parent
Tariq Shah, Parent
Nicki Suba, ELA/Spanish Teacher
Brandi Twiss, Parent

Introduction

The MCS community looks forward to welcoming our students back to school in September. Despite the challenges with COVID-19, we will continue to provide an excellent education to our students, which will include both in-person and remote learning environments. As the public health crisis continues, we have been planning for the opening of the 2020-21 school year with a focus on the health, safety and well-being of our staff, students and community.

Our plan follows recommendations and requirements for school opening provided by the Centers for Disease Control and Prevention (CDC), the NYS Department of Health (DOH), the State Education Department (NYSED) and state and local health officials.

The COVID-19 health crisis is continuously changing as are the guidance and requirements we receive from NY State. As a result, our plan will remain flexible to accommodate potential changes and may be modified as needed. As adjustments are made throughout the coming school year, it will be our priority to keep the community informed.

Goals for the MCS Reopening Plan

- Keeping students, faculty and staff safe and healthy
- Being empathetic and respectful of each individual's choices and individual needs
- Protecting the social-emotional and mental health needs of students, faculty and staff
- Keeping learning coherent and equitable whether in-person, remote or through distance learning
- Meeting the needs of all students by engaging families as active partners
- Maintaining flexibility to adapt to the changing public health landscape

Section I: Teaching and Learning

Potential Instructional Models

Definitions:

- Blended learning: approach that combines online and in-person delivery of instruction
- Remote learning: approach where all instructional activities occur outside of school; instruction/materials may be delivered on-line and/or paper-based (similar to this past spring)
- Distance learning: approach where instruction is live streamed to students who are not in the school building

Based upon discussion with, and input from our Reopening Advisory Committee members, to start the 2020-21 school year, MCS will implement the two-day rotation (under option B) highlighted in blue. All other options may need to be considered if the health and safety landscape changes during the school year.

Option A: In-person learning

- Most students attend in-person. Some students (like those with preexisting health concerns) may participate remotely or through distance-learning as needed.

Option B: Physically-distanced learning

- Potential Scheduling Scenarios:
 - Two-day rotation (**to be implemented to start the 2020-21 school year**):
 - Student “Cohort A-White Team” attends school Monday and Tuesday
 - Student “Cohort B-Blue Team” attends school Thursday and Friday
 - Students in the same household will be in the same cohort
 - Regardless of cohort, students in grades 6-12 will “attend” their core classes (ELA, math, science, Middle School Spanish and social studies) either from home or in-person on Monday, Tuesday, Thursday and Friday
 - For all students in grades Pre-k through 5 and for all other classes, 6-12, students will be provided with materials to support blended learning on those days when they are not in school
 - Building is closed on Wednesday for a deep cleaning and disinfection
 - One-on-one, blended learning, small group instruction and connections with families continue
 - A/B week rotation of students:
 - Student “Cohort A-White Team” attends school Monday-Thursday on odd weeks (1,3,5, etc)
 - Student “Cohort B-Blue Team” attends school Monday-Thursday on even weeks (2,4,6, etc)
 - Building is closed on Friday of each week for a deep cleaning and disinfection
 - One-on-one, small group instruction and connections with families continue

Option C: Elementary in-person, Secondary remote learning

- Elementary students attend school in-person Monday-Thursday
- Secondary students continue with remote learning opportunities

- All students are provided with materials to support blended (elementary) or virtual(secondary)learning when they are not in school
- Building is closed on Friday of each week for a deep cleaning and disinfection
 - One-on-one, small group instruction and connections with families continue

Option D: All students engage in distance learning activities

- All students and teachers follow a “typical” daily class schedule while at home

Option E: Remote learning as outlined in [Madison CSD’s Remote Learning Plan](#)

Instructional Delivery

Curriculum mapping and daily lesson planning will follow, as closely as possible, a typical school year.

Goals of instruction

- Clearly-stated lesson objectives/learning targets aligned with NY State Standards
- Content and skills introduced and reinforced with a variety of methods
- Options for students that tap into their interests, readiness levels and learning styles while respecting individual family’s needs.
- Opportunities to interact with teachers and classmates in a variety of ways
- Opportunities for a variety of formative and summative assessments with timely feedback provided
- Monitor and maintain student and family communication and connections with school

Consideration of Family/Home Context

Since students’ homes will be part of the classroom, it is critical that remote/distance learning work effectively in a multitude of family and home contexts. We must ensure that our remote learning methods account for students who:

- are at home alone while adults are working.
- are caretakers for siblings or ill family members.
- work to help support the family.
- are English Language Learners.
- have special education programs/services.
- are coping with illness or loss of a family member.
- are struggling with stress, anxiety and/or depression.

Pre-Assessments

Teachers will have an opportunity, over the summer, to identify instructional gaps that resulted from remote learning during the 2019-20 school year. In addition, teachers will conduct pre-assessments during the 2020-21 school year to determine students’ level of understanding on key concepts and skills. Interventions will be implemented as needed.

Student Attendance and Engagement

Student attendance and engagement is critically important, especially when students are at home, during this uncommon time. Attendance records will be maintained five days per week for all instances when students are expected to be engaged in learning, whether in the classroom or connected remotely from home.

- Distance Learning:
 - Attendance will be taken daily at the beginning of the lesson and input into the District Attendance Reporting Program (Schooltool).
- Remote Learning:
 - Teachers will record that the student did/did not engage in the recorded lesson/planned activity *on the same day* the activity is scheduled for completion.
- In School Instruction:
 - Attendance will be taken as per usual procedure.
- For students who are chronically absent from distance learning, remote learning or in-school instruction, contact will be made to the student's home via telephone call, email, letter, and in some cases, home visit. In some cases, outside agency assistance will be requested.
- Though good student attendance is critical, students should always be kept home when they are experiencing any symptoms of illness.

Special Education/504 Considerations

Students with disabilities are particularly vulnerable during times of disruption and change. To ensure the provisions of free appropriate public education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those providing special education and services we should focus our planning efforts on how to continue serving our students to the greatest extent practicable by tailoring distance learning that provides educational benefits to students with disabilities. All decisions regarding special education must comply with guidance from the N.Y. and U.S. Departments of Education. The basic guidelines and options/opportunities are based on the following core beliefs:

- IEPs remain in place and should direct students' learning. Be mindful that a student's program may require commencing a team meeting.
- Documentation of all services provided should be done, including using the students' ClearTrack account.
- Emphasize structure and consistency for students with special needs.
- Students with special needs benefit greatly from ongoing motivation and excel when relationships with adults and peers are strong.
- Resources should be viewed broadly and include leveraging local associations, professional organizations, government agencies, and more.
- Affirm that all students can achieve growth in all capacities. Learning opportunities should occur and should be tracked, when applicable.
- Instructional Support teachers should work with general education and classroom teachers to gain access to the Google Classrooms for which they have students on their caseload.

The focus of instruction should be individualized and based on the students' IEPs, their goals, the

modifications, and accommodations within the IEP. To ensure this differentiation occurs, there should be communication between special and general education teachers (including bilingual/ELL and dual language teachers), case managers, and teaching assistants (when applicable), to support students in accessibility and in meeting their IEP benchmarks and goals. Any changes to programs or goals should be made in conforming with federal and state required procedural safeguards. Social-emotional learning strategies are integral to students' learning and well-being. Many of our students have services and intense social-emotional needs documented in their IEPs. This pandemic can exacerbate some of those needs. Special educators should collaborate with the students' counselors to work on activities that support students with stress/anxiety reduction and other SEL activities.

Meetings (Annuals, Reevaluations, Initials, Program Reviews)

- All Annual and Program Review meetings scheduled will take place remotely through Google Meet format, unless a mutual agreement has been reached between the District and family.
- Initial and Reevaluations that can occur in-person will follow all reopening mandatory assurances and will be discussed on a case by case basis.

English Language Learners

Students who are English Language Learners (ELLs) come from culturally and linguistically diverse backgrounds and include students with varying levels of proficiency in English and their home language. This section aims to provide educators with recommendations on how to build on families' culturally and linguistically diverse backgrounds by providing students with authentic language activities that allow them to participate and access material in both English and their home language. General Education teachers should provide access to students' Google Classrooms for ELL teachers so that instructional support can be provided. To the extent possible, a co-teaching mentality should be utilized while providing remote learning to ELL students.

- ELL Students will be provided with activities and materials appropriate to their required Unit of Study determined by their language proficiency level based on their last NYSESLAT scores.
- Any new entrants that are classified as ELL will be provided activities and materials based on their last NYSITELL score. In case of complete remote learning and there is no data (i.e. NYSITELL or NYSESLAT results) available, the student will be provided the maximum required service minutes.
- ELL providers will meet daily with his/her ELL student(s) to provide necessary supports in all subject areas.
- ELL providers will meet weekly with his/her ELL students' families to keep them informed of their students' progress academically and their social emotional needs.
- ELL providers will communicate daily with subject area teachers regarding their ELL students with regards to curriculum, curriculum delivery, materials, etc.
- ELL Providers will work with subject area teachers and administrators to provide materials in their students' home language and any written correspondence to that student's family in the home language.

In addition to providing activities appropriate to students' language proficiency levels, it is recommended that educators consider how to leverage the culturally and linguistically diverse backgrounds of the families. To the extent possible, communication with families of ELL students

should be shared in the home language as well as English.

Access to Educational Materials

Every MCS student has access to a device: iPads in pre-kindergarten/kindergarten and Chromebooks for grades 1-12. We are all sensitive to the fact that not all MCS families have internet connectivity. To ensure equity and access for all students, we will use two primary methods to deliver educational materials to students: paper-based (when necessary) and digitally.

Internet Connectivity

The District has encouraged families to take advantage of a variety of free internet services currently being offered in the region. For families who are still unable to attain internet access, the District has used grant money to purchase Kajeet Chromebooks with built-in hot spots for student use. These Chromebooks do require cellular service to work. For families without both cellular and internet service, students are able, while complying to social distancing rules, to come sit outside of the school building and connect to District wifi on their school-issued Chromebook or iPad. While school wifi is available around the outside of the building, the best signal can be acquired by the main entrance. We have installed an antenna to help boost the wifi signal as far into the parking lot as possible.

The District will be conducting a parent survey in August to help us better understand what level of access our families have to internet services.

Student, Faculty and Staff Social, Emotional and Mental Health

- All faculty and staff will be reminded to speak with an administrator, school counselor and/or trusted colleague regarding their own challenges in responding to the COVID-19 public health emergency.
- Counseling staff will develop a referral form that should be filled out by all staff including bus drivers, food delivery personnel, etc. Counselors will meet 2 to 3 times a week to review all referrals and discuss current student concerns.
- Counseling staff, in conjunction with school psychologist (as needed), will meet 2 to 3 times a week to plan and refer as needed using a 3 tier approach; Tier 1 will be in-house strategies, Tier 2 will be to discuss formally at Instructional Support Team meetings and consider home visits, Tier 3 will be an outside referral for more intense services.
- Counseling staff will continue to work to build and strengthen relationships with outside agencies and regional mental health providers.
- The district will survey students and families to get an idea of how individuals and families are dealing with the pandemic and at home learning. Results will be used by the counseling staff and administration to plan programming and services to meet individual needs as best as possible.
- The district and counseling staff will survey students on a regular basis throughout the school year.
- The district will provide professional development to all staff in the area of mental health.

- The district will continue to use PBIS to address school climate, Second Step for formal, teacher led SEL lessons, and restorative justice for discipline.
- The district will develop a trusted adult/buddy system for regular check ins, especially on days when students are not physically in school.
- The counselors will be invited to all grade level meetings. If a counselor is unable to attend a meeting due to a conflict, a brief recap or minutes should be forwarded to the counselors.

Professional Development

We recognize that a transition to distance/remote/blended learning is a work in progress for our entire team. Teachers have been provided with professional learning opportunities in blended learning over the summer. Moving forward, we will continue to develop and provide professional development to address the needs and questions of teachers. Teachers should let their principal and/or Mr. Peavey know if they need professional development support to help provide distance/remote/blended learning opportunities for students. A variety of student, family, faculty and staff resources can be found [here](#).

Annual Professional Performance Review (APPR)

As per education law, all teachers and principals will be evaluated under the provisions or the district's NYSED approved APPR plan.

Communication with Families

The District has conducted a survey of families regarding the remote learning experience to end the 2019-20 school year. While it included some key questions about school reopening in the fall, we will administer another survey to gather key information from families about our reopening plans. Parents and students are involved in reviewing the District's draft reopening plan and providing input and suggestions.

As the 2020-21 school year begins, the District will continue to use Blackboard Connect to connect with families through email, text and phone messages. In addition, the MCS website and Facebook pages will be used to share information. Our reopening survey will be used to determine what families may require solely paper-based communication.

Covid-19 Protocols:

- CDC and DOH safety guidelines will be provided to families, staff and visitors via mail, email, and school webpage. These will also be provided in the spoken language(s) at home among families and throughout the community.
- CDC and DOH safety guidelines will be posted throughout the school building.
- Students will be instructed in appropriate COVID-19 hygiene protocols by school staff at every grade level. This will be reinforced periodically.
- Visual cues such as directional signs, social distancing markers, etc. will be used throughout the building.

Daily Communication when using Distance or Remote Learning:

- Teaching staff will communicate with students daily.
- Teaching staff will communicate with parents weekly via telephone or email on student academic progress.
- Administrators will assist in communicating with students and families.
- School Counselors will communicate with students and families regarding academic progress and their social emotional well-being.
- Parents will be strongly encouraged to sign up for and use the Parent Portal.
- The District will provide written communication for families that speak a language other than English.

Section II: Maintaining a Healthy and Safe Environment for In-Person Instruction

Signage and training

Signs will be posted in common areas, bathrooms and classrooms regarding proper use of face coverings, appropriate use of PPE, hand hygiene, hand sanitizer use, social distancing and respiratory etiquette. Signage will be age appropriate in specific areas.

Students will be instructed on how to perform proper hand hygiene, respiratory etiquette and proper use of face covering using written, verbal and visual instruction. This instruction will continue periodically throughout the year.

Staff will be trained about the proper use of face coverings, PPE, hand hygiene, hand sanitizer use, social distancing and respiratory etiquette. This instruction and training will continue once during each quarter.

Staff will be trained about signs of illness. Staff will be instructed to observe students and other staff for signs of illness including flushed cheeks, rapid or difficulty breathing without recent activity, fatigue, persistent cough, irritability and frequent use of the bathroom. Students/staff exhibiting these signs with no other explanation for them should be sent to the school health office for an assessment by the school nurse.

Health Screenings

The following health screenings* procedures will be implemented:

Faculty and Staff

- Daily temperature self-checks
- Daily completion, remotely before coming to work, of a screening questionnaire that will include the following questions to determine whether an individual has:
 - a. knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19

- b. tested positive for COVID-19 in the past 14 days
- c. has experienced any symptoms of COVID-19, including a temperature greater than 100.0°F, in the past 14 days, and/or
- d. has traveled internationally or from a state with widespread community transmission of COVID-19 per the [New York State Travel Advisory](#) in the past 14 days.

Students

- Parents are encouraged to check their child’s temperature before sending them to school. If a child has a temperature of 100.0°F, he/she should be kept home.
- Daily temperature checks will be administered on school grounds before entering the school building
 - Temperature screeners will:
 - be provided with appropriate PPE including a face covering and gloves
 - perform proper hand hygiene before checking temperatures (either hand washing or sanitizer)
 - Use a non-contact thermometer that will be cleaned with an isopropyl alcohol wipe after each temperature check
- Completion of the screening questionnaire every 14 days (same questions as above).

Visitors

- Temperature check
- Completion of the screening questionnaire (same questions as above).
- Required to wear a face covering.

Any employee who has a temperature above 100.0°F or answered yes to any of the above questions should remain home and contact their direct supervisor and their healthcare provider to seek further assessment. Visitors who have a temperature above 100.0°F or answered yes to any of the above questions will be denied entry into the building.

Any student who has a temperature above 100.0°F or answered yes to any of the above questions will be separated from all others and the student’s temperature will be retaken by the school nurse. If necessary, a parent will be contacted to pick up the child from school. According to NY State Department of Health guidance, parents should contact a healthcare provider for assessment and COVID-19 testing.

*The District will not maintain a record of specific health screening information (temperature, answers to questions). They will simply be used to determine if an individual is allowed to enter the school building.

Preparing for When Someone Gets Sick

- Staff and Families of Sick Students will be advised of the [Home Isolation Criteria criteria to discontinue home isolation](#).
 - Sick staff members or students should not return until they have met CDC’s
- Isolate and Transport Those Who are Sick
 - The District will make sure that faculty, staff and families know that they (faculty/staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (faculty/staff) or their child (families) become sick with

- COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with COVID-19 symptoms or a confirmed or suspected case.
 - Faculty, staff and students with COVID-19 symptoms (such as fever, cough, or shortness of breath) will immediately be isolated from others on campus. Individuals who are sick will be sent home or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance for caring for oneself and others](#) who are sick.
- Clean and Disinfect
 - Areas used by a sick person will be closed off and not used until after [cleaning and disinfecting](#)
- If possible, cleaning staff will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, staff will wait as long as possible.
- Notify Health Officials and Close Contacts
 - In accordance with state and local laws and regulations, school administrators will notify the New York State and Madison County Department of Health, faculty, staff and families immediately of any case of COVID-19 while maintaining confidentiality
 - The District will inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home and [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.

Parent/Guardian Expectations:

- Parents/guardians will be given communication about performing a health check of their child prior to arriving at school. This will include a temperature check and observe students for signs and symptoms of illness including: flushed cheeks, rapid or difficulty breathing without recent activity, persistent cough, fatigue, irritability, nausea, vomiting, diarrhea or fever. The manifestation of COVID-19 in children, although similar, is not always the same as that for adults. Children may be less likely to present with fever as an initial symptom, and may only have gastrointestinal tract symptoms, which should be taken into consideration.
- Students who have these signs/symptoms or a temperature of 100.0°F or greater should stay home and be evaluated by a healthcare provider.
- If a student is sent home sick, the parent is expected to provide transportation for their child within one hour.
- Parents must follow the return to school after illness protocol before their student may return to school.

Asthma Related-Acute Respiratory Treatment Protocol

- Nebulizer treatments and suctioning are identified by the CDC as aerosol-generating procedures requiring a N-95 mask fitted to the healthcare worker administering the treatment. If N95 is not available a surgical mask and face shield will be used.
- The School Nurse will wear eye protection, gloves, gown and N95 mask.
- Nebulizer treatments will be done in a room with no other children or staff present.
- The nurse and student will perform hand hygiene after the treatment.
- The School Nurse will consult with students' healthcare providers and family for alternate asthma medication delivery systems such as metered dose inhalers with a spacer if students are able to use it.
- Students who use a metered dose inhaler will be asked to stay 6 feet apart from another individual while using medication.

Hand Hygiene and Respiratory Etiquette

- Faculty and staff will teach and periodically reinforce [handwashing](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students. Faculty and staff will follow the same handwashing guidelines
- Hand sanitizer, purchased per our school physician's order, that contains at least 60% alcohol, will be stationed in all communal areas (including but not limited to faculty room, transportation office/break room, cafeteria, library) and in every classroom.
- Gloves will be provided to bus drivers and monitors. They will be available for other school employees and students as needed.
- Faculty, staff and students will be encouraged to cover coughs and sneezes with a tissue and wash or sanitize hands immediately with soap and water or hand sanitizer.

Cloth Face Coverings

- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.
- Faculty, staff and students will be encouraged to wear a cloth face covering whenever possible and **must** wear a face covering when social distancing is not possible. Face coverings **must** be worn at all times on school buses.
- Though we will not have full student attendance at school, we will have some classes where we will be unable to socially distance students. In these classes, students **must** wear a face covering.
- Students, faculty and staff must be prepared to put on a face covering if they are unexpectedly unable to social distance with another individual.
- Face covering breaks will be provided to students as necessary.
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical or mental health will not be required to wear a face covering. A note from the student's doctor will be required.
- Information will be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings.
- Students, faculty and staff will be encouraged to supply their own face covering, but the District will have a supply of face covering available for those who may need one.
- Proper use of [cloth face coverings](#) will be taught and periodically reinforced for students, faculty and staff.

Cleaning and Disinfection

- Daily routine cleaning will continue at the end of each work day.
- Cleaning staff will [clean and disinfect](#) frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school and on school buses at least daily or between use as much as possible.
- A log containing date, time and scope of cleaning and disinfection will be maintained.
- The District will ensure [safe and correct use](#) and storage of [cleaning and disinfection products](#) including storing products securely away from children and will use products specifically meant to disinfect to protect against COVID-19.
- Cleaning staff will receive training on proper cleaning and disinfection procedures. Training will be ongoing and regularly reinforced.

Shared Objects

District faculty and staff will:

- discourage sharing of items that are difficult to clean or disinfect.
- keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- avoid sharing electronic devices, toys, books, and other games or learning aids.

For objects that must be shared:

- Sanitizing products and gloves will be provided and located on/near commonly shared equipment and supplies (copiers for example).
- Prior to use of a shared piece of equipment faculty and staff should sanitize the parts that will be touched.
- After use of a shared piece of equipment, the employee should sanitize the areas that were touched. Employees should then practice hand-washing or hand sanitization procedures.

Ventilation

- The District will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors.

Water Systems

- To minimize the risk of Legionnaires' disease and other diseases associated with water, the District will take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown.
- All drinking fountains have been equipped with bottle filling stations. Faculty, staff and students will be encouraged to bring their own refillable water bottle or their own water to minimize use and touching of water fountains.

Social Distancing Measures

- **Modified Facilities Layouts**
 - Classroom seating/desks will be spaced at least 6 feet apart when feasible. We will have classes where this will not be possible. Students will still be socially distanced as much as possible to accommodate one-half of a class section. Students, faculty and staff will be **required** to wear a face covering in these classes.
 - Desks/tables will face in the same direction (rather than facing each other).
 - Students will have a designated seat within each classroom to be used daily.
- **Physical Barriers**
 - Physical barriers will be installed in the following areas:
 - District office reception desk
 - PK-12 Office Assistant's desk
 - CSE/Guidance Office Assistant's desk
 - Cafeteria serving line and cashier station

- Between bathroom sinks
- **Movement within the building**
 - Consistent with our current procedures, students who ride buses to school will enter the building at the elementary entrance. Students who are dropped off will enter the main entrance. Parents should not enter the building with their children.
 - Physical guides, such as tape on floors or sidewalks and signs on walls, will be installed to ensure that staff and children remain at least 6 feet apart in lines and at other times while moving throughout the building
 - Face coverings will be **required** in hallways for students, faculty and staff.
 - Other than typical passing between class periods, students exiting class will be held to emergency situations only. All teachers will maintain a log of students who leave the classroom. This log will include location and time in and out of the classroom.
- **Communal Spaces**
 - Social distancing will be required in shared spaces like the faculty/staff room, library, auditorium, etc.)
 - Playground
 - Outdoor play is essential for children. The playground will remain open and recess will continue. Recess may be staggered to limit the number of students outside at one time. Other activities that do not involve the playground will be included in recess. When playground equipment is used, it will be cleaned and disinfected.

Proper use of social distancing will be taught and periodically reinforced for students, faculty and staff.

Food Service

Guidelines for:

- **Food Line:**
 - 6' distance between students, marked with tape on floor
 - Individually wrapped plasticware & straws
 - Portion control condiments packets
 - Students use wall mounted hand sanitizer before entering kitchen & before using register keypad
 - Sanitized wipes will be provided with every meal served so students can clean hands before and after eating
- **Cafeteria**
 - Use extra desktop chairs from classrooms to support social distancing for lunch
 - Use folded long tables as barriers between desks
 - Provide reminders about the importance of not sharing food or drinks
 - Review cleaning protocols for cafeteria furniture, meals preparation and service areas, point-of-sale transactions and dishes/utensils and update accordingly
 - Ensure that cafeteria tables are thoroughly cleaned between meal periods
- **PreK through 3rd grade**
 - Students eat in their classrooms
 - Orders will be taken in morning
 - Individual wrapped plasticware, straws & paper plates
 - Portion control condiments packets

- Sanitized wipes will be provided with every meal served so students can clean hands before and after eating
- All hot foods served in styrofoam food containers & cold foods served in paper bags
- Provide reminders about the importance of not sharing food or drinks
- Review cleaning protocols for furniture, meals preparation and service areas, point-of-sale transactions and dishes/utensils and update accordingly
- All of the usual precautions will continue to be followed in order to protect students with food allergies.

Transportation

- Good hygiene practices will be included in driver instruction and bus expectations.
- Hygiene signs will be posted on buses.
- Food will not be allowed on buses.
- Buses will not be equipped with hand sanitizer and adults will be reminded that they may not bring personal hand sanitizer on buses.
- Buses will be equipped with signs to create distance between children.
- Family members will be seated together.
- Bus drivers will disinfect buses on a daily basis and will clean high-touch surfaces after each bus run.
- Students will load the bus from rear seats to front seats and unload front seats to rear seats.
- Buses will be operated with windows open, when possible.
- Drivers, monitors and students **must** wear face coverings while on school buses. Face coverings will be provided to students before they load the bus if they do not have one.
- Students who are unable to medically tolerate a face covering, including students where such covering would impair their physical or mental health, will not be required to wear a face covering. A note from the student's doctor will be required. Students who are medically unable to wear a face covering will not be denied transportation.
- Drivers and monitors must wear gloves if direct contact with a student is necessary. Gloves will be provided for all drivers and monitors.
- Whether the district is in session remotely or otherwise, pupil transportation will be provided to nonpublic, parochial, private, charter schools or students whose Individualized Education Program have placed them out of the district whose schools are meeting and conducting in person instruction.

Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19

The District will:

- Offer options for staff at [higher risk for severe illness](#) (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., remote work, modified job responsibilities that limit exposure risk).
- Offer options for students at higher risk of severe illness that limit their exposure risk (e.g., remote or distance learning opportunities).
- Faculty, staff or students who are unable to work at school because of an underlying health condition must be "at increased risk" according to CDC guidance and will be required to provide the District with a letter from their doctor indicating such.

Gatherings, Visitors, and Field Trips

- When possible, faculty and staff should pursue virtual group events, gatherings, or meetings and promote social distancing of at least 6 feet between people if events are held. Group sizes will be limited to the extent possible.
- Visitors to campus will be limited to those considered essential. All visitors will be expected to sign in and out and list the specific locations to be visited. All visitors will be asked to complete the MCS health screening questionnaire and will have their temperature taken before entering the building.
- Teachers should pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, etc.
- The District will await guidance from the NYSPHSAA with regard to interscholastic sports.

Emergency Drills

Education Law 807 requires that schools conduct 8 evacuation and 4 lockdown drills each year. During our drills, students, faculty and staff will be required to practice social distancing. Though all members of the school community will be instructed that in a true emergency, safety from the imminent threat, not social distancing will be the first priority.

The NYSED-required **COVID-19 Safety Coordinator** for Madison Central School District will be Jason Mitchell, Superintendent.

Potential School Closure

The District will close school if required because the regional infection rate increases to at least 9%. In addition, if the District has positive COVID-19 cases of students, faculty or staff, we will consult with the Madison County Department of Health and the school physician to determine if a closure is warranted and how it should be conducted. If a school closure becomes necessary, students, faculty and staff will transition to remote/distance learning.

NYSED Regulations and Law

All provisions described are subject to change based upon revisions to NYSED regulations, NY State Department of Health Guidance and/or changes to NY State law.