

The Regular Meeting of the Board of Education of Madison Central School was held on October 17, 2023 at 5:30 pm in the auditorium.

MEMBERS PRESENT: Mr. Tobias Abrams
Mrs. Laura Billings - 5:37 pm
Ms. Jessica Clark
Mr. Brett Reiter
Mr. Jona Snyder

MEMBERS ABSENT: Mrs. Jennifer Lavoie
Ms. Jennah Turner

OTHERS PRESENT: Mr. Jason Mitchell, Superintendent
Mr. Brian Latella, Director of Curriculum
Ms. Melanie Brouillette, Treasurer
Ms. Tracey Lewis, District Clerk

- I. Call to Order of the Audit Committee Meeting
 - a. Mr. Snyder, Board Vice President, called the meeting to order at 5:31 pm.
- II. The review of the 2022-23 Audit was done at this time David Brownell from the accounting offices of Mostert, Manzanero and Scott, LLP.

Mrs. Billings arrived at 5:39 pm.

- III. Adjournment of the Audit Committee Meeting

MOTION # 1 - MOTION TO ADJOURN

ON THE MOTION of Ms. Clark, seconded by Mr. Reiter, the Board moved to adjourn the Audit Committee Meeting at 5:43 pm. Motion carried 5 yes, 0 no.

The Regular Meeting of the Board of Education of Madison Central School was held on October 17, 2023 at 6:00 pm in the auditorium.

MEMBERS PRESENT: Mr. Tobias Abrams
Mrs. Laura Billings
Ms. Jessica Clark
Mr. Brett Reiter
Mr. Jona Snyder

MEMBERS ABSENT: Mrs. Jennifer Lavoie
Ms. Jennah Turner

OTHERS PRESENT: Mr. Jason Mitchell, Superintendent
Mr. Brian Latella, Director of Curriculum
Mr. Larry Nichols, Building Principal
Mrs. LeeAnn Cucci, Elementary Principal
Ms. Melanie Brouillette, Treasurer
Ms. Tracey Lewis, District Clerk

- I. Call to Order of the Regular Meeting
 - a. Mr. Snyder, Board Vice President, asked for a motion to open the Regular Meeting.

MOTION # 1 - OPEN REGULAR MEETING

ON THE MOTION of Mr. Abrams, seconded by Mr. Reiter, the Board moved to open the Regular Meeting at 6:00 pm. Motion carried 5 yes, 0 no.

- II. Agenda Additions
 - a. None
- III. Consent Agenda
 - a. Approval of Agenda for this meeting

MOTION # 2 - APPROVAL OF AGENDA

ON THE MOTION of Mrs. Billings, seconded by Mr. Reiter, the Board moved to approve the agenda for this meeting. Motion carried 5 yes, 0 no.

- b. Approval of Minutes
 1. September 19, 2023 Regular Meeting Minutes

MOTION # 3 - APPROVAL OF MINUTES

ON THE MOTION of Mrs. Billings, seconded by Ms. Clark, the Board moved to approve the September 19, 2023 Regular Meeting minutes. Motion carried 5 yes, 0 no.

- IV. Public Forum
 - a. Michele Bowen presented the Connected Community Schools Presentation. CCS has been most busy providing mental health support, snacks and working with various organizations to provide extra support and activities to the community and district.
- V. Reports
 - a. Treasurer
 1. Internal Claims Auditor's Report

MOTION # 4 - APPROVAL OF INTERNAL CLAIMS AUDITOR'S REPORT

ON THE MOTION of Ms. Clark, seconded by Mr. Reiter, the Board moved to approve the Internal Claims Auditor's Report. Motion carried 5 yes, 0 no.

2. Treasurer's Report dated August 31, 2023
3. Treasurer's Report dated September 30, 2023

MOTION # 5 - APPROVAL OF TREASURER'S REPORTS

ON THE MOTION of Ms. Clark, seconded by Mr. Reiter, the Board moved to approve the Treasurer's Reports dated August 31, 2023 and September 30, 2023. Motion carried 5 yes, 0 no.

4. Detail Warrants - August Warrants

MOTION # 6 - APPROVAL OF DETAIL WARRANTS FROM AUGUST AND SEPTEMBER

ON THE MOTION of Ms. Clark, seconded by Mr. Reiter, the Board moved to approve the Detail Warrants from August and September as follow: Warrant Number 8 - Fund A - 8/4/23 - 4 pages, Warrant Number 9 - Fund A - 8/21/23 - 3 pages, Warrant Number 10 - Fund A - 8/28/23 - 4 pages, Warrant Number 11 - Fund A - 9/12/23 - 1 page, Warrant Number 6 - Fund A - 8/23/23 - 3 pages, Warrant Number 2 - Fund C - 8/4/23 - 1 page, Warrant Number 3 - Fund C - 8/21/23 - 1 page, Warrant Number 4 - Fund C - 8/28/23 - 1 page, Warrant Number 2 - Fund HBUS - 8/4/23 - 1 page, Warrant Number 3 - Fund HBUS - 8/21/23 - 1 page, Warrant Number 3 - Fund FA23 - 8/4/23 - 1 page, Warrant Number 4 - Fund FA23 - 8/21/23 - 1 page, Warrant Number 5 - Fund FA23 - 8/28/23 - 1 page, Warrant Number 12 - Fund A - 10/2/23 - 1 page, Warrant Number 15 - Fund A - 9/15/23 - 6 pages, Warrant Number 16 - Fund A - 10/2/23 - 1 page, Warrant Number 17 - Fund A - 9/29/23 - 5 pages, Warrant Number 13 - Fund A - 10/2/23 - 3 pages, Warrant Number 5 - Fund C - 10/2/23 - 1 page, Warrant Number 6 - Fund C - 9/15/23 - 2 pages, Warrant Number 7 - Fund C - 9/29/23 - 2 pages, Warrant Number 4 - Fund HBUS - 9/15/23 - 1 page, Warrant Number 5 - Fund HBUS - 9/29/23 - 1 page, Warrant Number 1 - Fund FA24 - 9/15/23 - 2 pages, Warrant Number 2 - Fund FA24 - 10/4/23 - 1 page, Warrant Number 3 - Fund FA24 - 9/29/23 - 1 page, Warrant Number 4 - Fund FA24 - 10/2/23 - 1 page. Motion carried 5 yes, 0 no.

5. The Financial Status Report was provided.
6. The Student Activity Quarterly Statements were provided.

b. Superintendent – Information Items

1. Mr. Mitchell updated the Board on the progress of the Capital Project. The first three classrooms are nearly complete. The overall project is behind schedule, but based on materials being available now, there are no more delays anticipated.
2. Mr. Mitchell discussed the Basketball Court progress. The grade of the court is in question and will be evaluated before it will be lined.
3. The Out-of-District athletics transportation conversation was re-visited. The biggest challenge continues to be finding qualified drivers to employ.

c. Superintendent – Approval Items

1. Approval of Memorandum of Understanding between Madison Central School and the COVE at Colgate University for the period of August 25, 2023 through August 15, 2026

MOTION # 7 - APPROVAL OF MEMORANDUM OF UNDERSTANDING

ON THE MOTION of Mrs. Billings, seconded by Mr. Abrams, the Board moved to approve the Memorandum of Understanding between Madison Central School and the COVE at Colgate University for the period of August 25, 2023 through August 15, 2026. Motion carried 5 yes, 0 no.

2. Approval of Clinical Experience Agreement between Madison Central School and Colgate University for the period of November 1, 2023 through October 31, 2028

MOTION # 8 - APPROVAL OF CLINICAL EXPERIENCE AGREEMENT

ON THE MOTION of Mr. Abrams, seconded by Mrs. Billings, the Board moved to approve the Clinical Experience Agreement between Madison Central School and Colgate University for the period of November 1, 2023 through October 31, 2028. Motion carried 5 yes, 0 no.

3. Approval of Resolution Authorizing Partial Settlement of Vaping Litigation

MOTION # 9 - APPROVAL OF RESOLUTION

ON THE MOTION of Ms. Clark, seconded by Mrs. Billings, the Board moved to approve the Resolution Authorizing Partial Settlement of Vaping Litigation. Motion carried 5 yes, 0 no.

4. Approval of 2024-25 Budget Development Calendar

MOTION # 10 - APPROVAL OF 2024-25 BUDGET DEVELOPMENT CALENDAR

ON THE MOTION of Ms. Clark, seconded by Mr. Reiter, the Board moved to approve the 2024-25 Budget Development Calendar. Motion carried 5 yes, 0 no.

5. Approval of combination with Cazenovia High School for Varsity Ice Hockey for the 2023-24 school year

MOTION # 11 - APPROVAL OF COMBINATION WITH CAZENOVIA VARSITY ICE HOCKEY

ON THE MOTION of Mr. Abrams, seconded by Mrs. Billings, the Board moved to approve the combination of Madison Central School with Cazenovia High School for Varsity Ice Hockey for the 2023-24 school year. Motion carried 5 yes, 0 no.

6. Approval of Shared Educational Services Agreement between Madison Central School and Brookfield Central School effective September 1, 2023 through June 30, 2024

MOTION # 12 - APPROVAL OF SHARED EDUCATIONAL SERVICES AGREEMENT

ON THE MOTION of Mr. Abrams, seconded by Mrs. Billings, the Board moved to approve the Shared Educational Services Agreement between Madison Central School and Brookfield Central School effective September 1, 2023 through June 30, 2024. Motion carried 5 yes, 0 no.

7. Acceptance of the 2022-23 Financial Audit

MOTION # 13 - ACCEPTANCE OF 2022-23 FINANCIAL AUDIT

ON THE MOTION of Mrs. Billings, seconded by Mr. Abrams, the Board moved to accept 2022-23 Financial Audit. Motion carried 5 yes, 0 no.

- VI. Committee Reports
 - a. The Policy Committee met and their recommendations follow. The Policy Committee is currently reviewing the student health policies.
- VII. Policy
 - a. The First Reading of Policy # 6404 entitled "Rights of Nursing Employees to Express Breast Milk" was done at this time.
 - b. Notice of Superintendent's Approval of changes made to Policy # 7006.2 entitled "Partial Day Application" was shared with the Board.
- VIII. Old Business
 - a. None
- IX. Board of Education Discussion Items
 - a. None

X. New Business
a. Personnel

1. Appointments

- a. Robert Tanner - Non-Certified Substitute Teacher effective October 2, 2023
- b. Cassandra Nipe - Non-Certified Substitute Teacher effective October 2, 2023
- c. Mary Strong - Non-Certified Substitute Teacher effective October 2, 2023
- d. Stephanie Schreck - Non-Certified Substitute Teacher effective October 2, 2023
- e. Anna Altawal - Certified Substitute Teacher effective October 6, 2023

MOTION # 14 - APPROVAL OF APPOINTMENTS

ON THE MOTION of Mr. Abrams, seconded by Mr. Reiter, the Board moved to approve the following list of appointments:

Robert Tanner - Non-Certified Substitute Teacher effective October 2, 2023
Cassandra Nipe - Non-Certified Substitute Teacher effective October 2, 2023
Mary Strong - Non-Certified Substitute Teacher effective October 2, 2023
Stephanie Schreck - Non-Certified Substitute Teacher effective October 2, 2023
Anna Altawal - Certified Substitute Teacher effective October 6, 2023

Motion carried 5 yes, 0 no.

2. Retirement

- a. Maxine Thurston, Elementary Education Teacher effective June 26, 2024

MOTION # 15 - ACCEPTANCE OF RETIREMENT

ON THE MOTION of Ms. Clark, seconded by Mr. Reiter, the Board moved to accept, with many thanks for her years of service, the retirement of Maxine Thurston as an Elementary Education Teacher effective June 26, 2024.

Motion carried 5 yes, 0 no.

3. Leave Requests

- a. James White - Unpaid Leave for October 12 -19, 2023
- b. Amber Barrett - Unpaid Leave for June 7, 2024

MOTION # 16 - APPROVAL OF LEAVE REQUESTS

ON THE MOTION of Ms. Clark, seconded by Mr. Reiter, the Board moved to approve the leave requests as follow:

James White - Unpaid Leave for October 12 -19, 2023
Amber Barrett - Unpaid Leave for June 7, 2024

Motion carried 5 yes, 0 no.

4. Salary Adjustments

- a. Amber Neiss to move from M5, Step 18 to M6, Step 18
- b. Amber Meigs to move from B2, Step 2 to B3, Step 2

MOTION # 17 - APPROVAL OF SALARY ADJUSTMENTS

ON THE MOTION of Ms. Clark, seconded by Mr. Reiter, the Board moved to approve the salary adjustments as follow:

Amber Neiss to move from M5, Step 18 to M6, Step 18
Amber Meigs to move from B2, Step 2 to B3, Step 2

Motion carried 5 yes, 0 no.

5. Coaching Appointments for 2023-24 Winter Sports

- a. Michael Strong - Boys Varsity Basketball
- b. William Hunter - Boys JV Basketball
- c. Michael Lee - Boys Modified Basketball
- d. Payge Miller - Girls Varsity Basketball
- e. Amber Meigs - Girls JV Basketball
- f. Tricia Coon - Girls Modified Basketball

MOTION # 18 - APPROVAL OF COACHING APPOINTMENTS

ON THE MOTION of Ms. Clark, seconded by Mrs. Billings, the Board moved to approve the following list of Coaching Appointments for the 2023-24 Winter Sports Season:

Michael Strong - Boys Varsity Basketball
William Hunter - Boys JV Basketball
Michael Lee - Boys Modified Basketball
Payge Miller - Girls Varsity Basketball
Amber Meigs - Girls JV Basketball
Tricia Coon - Girls Modified Basketball

Motion carried 5 yes, 0 no.

6. Approval of Volunteers for 2023-24 Winter Sports
 - a. Alexis Tubbs - Girls Basketball
 - b. Amy Coleman - Girls Basketball
 - c. Tyler Eaton - Boys Basketball

MOTION # 19 - APPROVAL OF VOLUNTEERS

ON THE MOTION of Mrs. Billings, seconded by Mr. Abrams, the Board moved to approve the following list of Volunteers for the 2023-24 Winter Sports Season:

Alexis Tubbs - Girls Basketball
Amy Coleman - Girls Basketball
Tyler Eaton - Boys Basketball

Motion carried 5 yes, 0 no.

- b. CSE/CPSE Recommendations – in official packet

MOTION # 20 - APPROVAL OF CSE/CPSE RECOMMENDATIONS

ON THE MOTION of Ms. Clark, seconded by Mr. Reiter, the Board moved to approve the CSE/CPSE Recommendations as found in the official packet. Motion carried 5 yes, 0 no.

- c. Principal / Director Reports

1. Mr. Latella provided a recap of the professional development opportunities provided on the recent Superintendent's Conference Day. He shared that Jody Pople will be coming next week to provide math professional development. The RULER team has been meeting. There has been regional support provided for our principals and our referrals have decreased significantly from last year. Lastly, Tara Simko will be returning this week for additional Special Education Observations.
2. Mrs. Cucci shared that Dibbles training and benchmarking are underway. Last week the elementary participated in fire safety training for Fire Safety week. Many thanks to both the Madison and Oriskany Falls Volunteer Fire Departments for providing their equipment, time and personnel for our students. The PreK and Kindergarten have gone to Savicki's for a fall field trip. The 2nd and 4th graders attended Ag Days at SUNY Morrisville and 3rd grade will be going to Howe Caverns this week. Lastly, the playground improvements and upgrades have been a huge hit with all the students.
3. Mr. Nichols shared that the grade 6-12 presentation scheduled for this week had to be postponed but will be rescheduled. This presentation will discuss vaping and drug abuse and will conclude with break out sessions based on grade level. The District has decided to ban blankets from student daily use due to sanitary and distraction reasons. The 6th grade went to Root Farm this week. We wish our varsity athletes the best this week as they compete in the first round of sectional play.

XI. Correspondence

- a. The Connected Community Schools Report was shared.
- b. The 2022-23 BOCES Annual Report was shared.
- c. The September 2023 Library Media Center Report was shared.

XII. Question & Answer Opportunity

- a. A student asked when the small gym would be available again. We are expecting the small gym to be available for normal use again in either February or March of 2024.
- b. A student asked why the suburban couldn't be used for athlete transfer to Morrisville Eaton School. The suburban could be used but the District would desire a dedicated driver for this use that could provide equitable opportunity to students participating in all sports, all year long at Morrisville. The other factor to consider is that the suburban will only hold up to 6 students and if there was a need for more than 6 students, this option would not be feasible.
- c. A student asked why the District would not provide transportation to Morrisville for one sport if that sport season had a dedicated driver. The District does not feel it is equitable to provide for one sport and not another. Ideally, the District will eventually have more drivers and this could become available, but at this time, we do not have a dedicated driver for all sports seasons.
- d. A student asked if an administrator or a teacher could be the driver. The District employs teachers until 3 pm daily. After school commitments such as faculty meetings and working with students also creates an issue for teachers to take on this driver role. All student transportation requires a Pre-Trip and Post-Trip inspection of the bus or vehicle used to transport students. This would become an additional responsibility of a qualified person to manage daily. And administrators are expected and needed to work in the building until 4 pm daily.

XIII. Adjournment

MOTION # 21 - ADJOURNMENT

ON THE MOTION of Mrs. Billings, seconded by Ms. Clark, the Board moved to adjourn for the evening at 6:39 pm. Motion carried 5 yes, 0 no.

**RESOLUTION AUTHORIZING PARTICIPATION IN
COOPERATIVE ENERGY PURCHASING SERVICE
(NYSMEC) FOR ELECTRICITY**

WHEREAS, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

WHEREAS, Madison Central School District (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

NOW THEREFORE, BE IT RESOLVED, that this Board hereby determines that it is in the interests of the Madison Central School District to participate in the NYSMEC, and authorizes and directs the Superintendent to sign the Agreement/and or the Billing Schedule and Agreement for electricity on its behalf; and

BE IT FURTHER RESOLVED, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of electricity delivered to the delivery point of the local utility distribution company for the Participant's facility or facilities, on a firm basis, for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a price for such commodity electricity not to exceed \$.0845 cents per kWh for a term of at least one year and no more than three years commencing May 1, 2024, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

BE IT FURTHER RESOLVED, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

This Resolution shall take effect immediately.

I certify that the foregoing resolution was duly adopted by the governing body of the municipal corporation named therein at a duly convened meeting thereof, held upon due notice and in accordance with all applicable laws, charters, by-laws and ordinances, including but not limited to the Open Meetings Law, as follows:

Date of Meeting: _____

Vote: Yes _____ No _____ Abstaining/Absent _____

Clerk of governing body
of municipal Participant

Date

SEAL



School Boards Institute

"Children First"

All calendars are subject to changes:
OMH SBI Calendar is online.
[OMH SBI Calendar](#)
Rescheduled ZOOM Meeting
11/13/23 to 11/15/23 @ 11 a.m.

11/6/2023

SBI LEGISLATIVE CALENDAR MEETINGS

Calendar – 2023-2024

September 11, 2023

**Topic: Review Dates/Activities/Advocacy Efforts
with Brian Fessler, NYSSBA Governmental Relations**

Director

(Monday)

Time: 4:00 pm
ZOOM Meeting

September 26, 2023

Topic: Added ZOOM Meeting

(Tuesday)

Time: 11 a.m. – 12:30 pm
ZOOM Meeting

~~October 16, 2023~~

Rescheduled to 10/18/23

**Topic: Review Meeting with Superintendent
Representatives and Legislative Committee to Review and
Prioritize Draft 2024-2025 Legislative Position**

(Wednesday)

~~Time: 4:00 pm~~ Rescheduled Time: 11:00 a.m. – 12:30 p.m.
ZOOM Meeting

~~November 13, 2023~~

Rescheduled to 11/15/23

**Topic: Review & Finalize Position Paper and Design
Activities If Needed For Letter Writing/Video Round
Table /Newsletter/PR Strategies/Position Paper
Distribution**

(Monday)

~~Time: 4:30 pm~~ Rescheduled Time: 11:00 a.m. – 12:30 p.m.
ZOOM Meeting

December 4, 2023

**Topic: Finalize Legislative Forum and Questions/Review
Status of Lobbying Strategies. Agenda Item on Executive
Committee Meeting**

(Monday)

~~Time: 6:00 pm~~ Rescheduled Time: 11:00 a.m. – 12:30 p.m.
ZOOM Meeting

December 11, 2023

**Topic: NYSBBA Advocacy and 2024-2025 Budget Forecast
Discussion. NYBBA Governmental Relations Staff**

Time: TBD
Format: TBD



School Boards Institute

“Children First”

January 8, 2024

**Topic: Update on 2024-2025 NYS Budget
Proposals/Review Legislative Forum Framework/Review
and Adjust Lobby Activities/Capital Conference Meetings**

(Monday)

~~Time: 6:00 pm~~ Rescheduled Time: 11:00 a.m. – 12:30 p.m.
ZOOM Meeting

SBI LEGISLATIVE CALENDAR MEETINGS CONTINUED

January 25, 2024

**Topic: OMH-SBI Legislative Forum. NYS Senators and
Assembly.**

(Thursday)

Time: 6:00 – 9 pm

Snow Date Feb 1, 2024

Site: In Person Oneida BOCES

February 9, 2024

Topic: NYSSBA Capital Conference - Virtual

(Friday) Tentative

Time: 9 a.m. to 12 p.m.

Virtual Conference

February 14, 2024

Topic: Capital Conference Lobby Day

(Wednesday) Tentative
Legislators

Time: 9 a.m. – first meeting; schedule appointments with

Site: State legislative Offices Albany, NY- In Person

March 4, 2024

**Topic: Review Activities /Strategies. Present Draft 2025-
2026 Legislative Calendar for Review and Adoption**

(Monday)

Time: 6 p.m. During Executive Committee Meeting

Light meal begins 5:30 – 6 p.m.

Site: Oneida BOCES

June 3, 2024

Topic: Distribute 2024-2025 Legislative Calendar

(Monday)

Time: 6 p.m. During Executive Committee Meeting

Light meal begins 5:30 – 6 p.m.

Site: Oneida BOCES



School Boards Institute

"Children First"

June / July / August 2024

Plan Local Legislative Lobby Meetings for Legislative Committee members. Information on Planned Meetings Will Go Out to Membership. Legislative Committee Members Will Facilitate and Conduct Meetings.

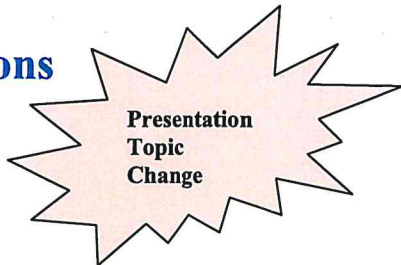


**Oneida-Madison-Herkimer Counties
School Boards Institute**

**State Aid and Financial Considerations
For 2023- 2024 and Beyond -
School Board of Education**

Thursday, November 9, 2023

**@ OHM BOCES 6 p.m., in Overlook Room
4747 Middle Settlement Road, New Hartford, NY 13413**



**Presentation
Topic
Change**

This program is open to all SBI Members, Business Officials, and any staff approved by our member districts.

Our State Aid and Financial Considerations for 2023-2024 and Beyond – for School Board of Education Program will focus on:

- Current fiscal climate
- Federal COVID aid that will be adjusted in the next fiscal years

Please fill out registration form by noon on November 8, 2023. Need assistance with registration contact omhsbi@herkimer-boces.org

6:00 - 6:30 p.m. Light Dinner

6:30 – 8:00 p.m. *Featured Fiscal Presentation by Dr. Richard Timbs*

Questions & Answers during Presentation and at the End of Program

On our original schedule the presentation was scheduled for SED personnel on educational and program initiatives. We are still communicating with SED to have this presentation at a later date.

Policy

STUDENTS

7101

IMMUNIZATION AND DENTAL HEALTH OF STUDENTS

- I. In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combatting the spread of disease, the Board requires that all pupils be immunized against certain diseases in accordance with New York State Education Law §903 and Public Health Law §2164.
- II.
 - A. No child may be admitted to school or allowed to attend school in excess of fourteen (14) calendar days without appropriate certification of immunization. The fourteen (14) calendar day period may be extended by the Building Principal to thirty (30) days for a student transferring from out of state/out of country. If the child is obtaining serological tests, the parent(s) or guardian has a total of thirty (30) days from the start of attendance to provide test results and, if negative test results, appointment dates to begin or complete the vaccine series.
 - B. Each student must present a certificate of immunization specifying the dates of administration and signed by a health practitioner upon registration. Such certificate must meet the New York State requirements for immunization against poliomyelitis, pertussis, tetanus, Hepatitis B, ^{VARICELLA}varicella, mumps, measles, diphtheria, rubella, meningococcal disease and, where applicable due to enrollment in a Pre-Kindergarten program, haemophilus influenzae type b (Hib) and pneumococcal conjugate (PCV). Acceptable documents and proof of immunity also include:
 1. An electronic health record.
 2. An immunization record issued by New York State Immunization Information System (NYSIIS) or Citywide Immunization Registry (CIR).
 3. An out-of-state immunization registry specifying the dates and products administered.
 4. An official record from a foreign nation may be accepted without a health practitioner's signature.
 5. Immunization records from a previous school.
 6. A statement verifying history of varicella, diagnosed by a physician, nurse practitioner, or physician assistant (10 NYCRR 66-1.3(a)).
 7. Serological proof of immunity for specific diseases (10 NYCRR 66-1.5).
 - C. The only exceptions which may excuse a student from the above immunization requirements are:
 1. if a physician testifies or certifies that administering the vaccine is detrimental to the specific youngster's health, or

POLICY

STUDENTS

7101

IMMUNIZATION AND DENTAL HEALTH OF STUDENTS

2. if a student has had the first dose of all required immunization series and has appointments to complete the series in accordance with the Advisory Committee for Immunization Practices (ACIP) catch up schedule as published by the Center for Disease Control and Prevention (CDC).
- D. Medical exemptions to immunizations must be reissued annually. The written exemption must identify:
1. the immunization exempted,
 2. the medical contraindication for the exemption, and
 3. the length of time immunization is contraindicated.
- III. A. The District will develop procedures for documenting all communication, along with efforts undertaken by school personnel to assist the parent/guardian in meeting the immunization requirements.
- B. The District must notify the local health department of any child who is refused admittance or continued attendance due to the lack of immunizations.
- C. The District shall notify the Child Protective Services (CPS) after more than fourteen (14) days of the student's exclusion from school if the parent refuses to allow the local department of health or another appropriate health practitioner to immunize their child, and no action steps are reported by the parent/guardian for pursuing another education option such as home schooling.
- D. The District shall annually provide an immunization survey to the New York State Commissioner of Health on the Health Commence System website.
- E. A student denied entrance or attendance due to failure of meeting health immunization standards may appeal to the Commissioner of Education.
- IV. Dental Health
- A. Each student shall be requested to furnish a dental health certificate in the same year the health appraisal is required. If a dental certificate is provided, it must meet the standards of the Commissioner's Regulations and may be signed by a registered dental hygienist or licensed dentist.
- B. The list of dentists available to conduct examination on a free or reduced cost basis compiled by SED is available to parents/guardians by calling the New York State Dental Foundation at 518-465-0044.

POLICY

STUDENTS

7101

IMMUNIZATION AND DENTAL HEALTH OF STUDENTS

Madison Central School District

Legal Ref: New York State Education Law, Section 914(1) and 310(6-a); Public Health Law, Section 613, 903, 2164 and 2805-h; 10 N.Y.C.R.R. Part 66.

Adopted: 1984

Revised: 05/19/99, 04/24/00, 05/20/14, 07/08/15, 11/18/15, 05/17/16, 08/20/19

Policy

STUDENTS

7102

STUDENT MEDICATIONS

- I. The Board of Education and/or District employees will not be responsible for the diagnosis or treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school or school sponsored activities (e.g. field trips, athletics) if the medicine were not made available to him/her, or where it is administered pursuant to law requiring accommodation of a student's special medical needs.

For the purposes of this policy, the term “medication” will mean both prescription and non-prescription drugs.

II. Authority To Administer Medications:

- A. All medications, including nonprescription drugs given in school, shall be prescribed by a licensed health care provider on an individual basis as determined by the child's health status. At minimum, the written order will include the students' name and date of birth, diagnosis, the name of the medication, the dosage and route of administration, self-administration orders - if indicated, the frequency and time of administration (for prn/as necessary medications, the conditions under which the medication should be administered), the date written, the health care provider's name, title, signature and phone number.

1. Medication orders must be renewed annually or when there is a change in medication or dosage.
2. A pharmacy label does not constitute a written order and cannot be used in lieu of a written order from a health care provider.
3. When a properly labeled medication comes to the health office accompanied by a written request from the parent/guardian for administration of the medication, but without a written order from a health care provider, the following procedure will be followed:
 - a. Contact parent/guardian regarding need for written order from a health care provider.
 - b. Contact health care provider to obtain verbal permission to administer medication.
 - c. Request fax or written orders to be received within 48 hours.
 - d. Contact parent/guardian and discontinue medication if written orders are not received in 48 hours.

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- B. The student's parent/guardian must provide a written statement requesting the administration of the medication in the school as ordered by a licensed health care provider (Regulation 7102.1; 7102.2).
1. The pharmacy label must display the students name, the name and phone number of the pharmacy, the licensed health care provider's name, the date and number of refills, the name of the medication/dosage, the frequency of administration, the route of administration and/or other directions.
 2. Over the Counter medications must be in the original manufacturer's container/package with the student's name affixed to the container. The same applies to drug samples.
- III. Medication Administration By Appropriate School Personnel:
- A. Medication to students may only be administered by appropriately licensed health professionals including but not limited to physicians, nurse practitioners (NP), physician assistants (PA), registered professional nurses (RN), and licensed practical nurses (LPN) under the direction of an RN pursuant to Title VIII of the Education Law. However, situations and circumstances, as outlined herein, may occur in the school setting when an authorized health care professional may not be available to administer medications.
- B. Prescribed medications which require administration through a subcutaneous, intramuscular, intravenous or rectal route or prescribed medications being administered through pumps, tubes or nebulizers, and/or oral, topical or inhalant medications needed by Nurse Dependent Students remains the responsibility of and must be given the school registered professional nurse, licensed practical nurse under the direction of a school registered professional nurse, physician, or as authorized by the parent/guardian. Administration of such prescribed medications may not be performed by unlicensed persons, except in emergencies.
- C. Designated persons in the school setting (including school contractors), following assignment and in conjunction with documented training and approval by school nursing personnel may assist Supervised Students, at the direction of the student, with the taking of their own oral, topical and inhalant medication.
- D. Volunteer staff, including school contractors, may be trained by an appropriate licensed health professional to administer epinephrine injections and Glucagon injections to students with a specific order for such and parent/guardian consent, during the school day on school property and at any school function. School nursing personnel and the administration should assure that the unlicensed person receives the annual training and supervision needed to perform these tasks in a

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safe and effective manner. Epinephrine may need to be administered again after the initial effects wear off, potentially in fifteen to twenty minutes. Only licensed medical personnel or trained unlicensed individuals in certain emergency circumstances may administer a second dose of epinephrine if needed, while awaiting emergency medical services transportation.

E. Anaphylaxis/Epinephrine: Non-Patient Specific Order and Protocol

The District stocks epinephrine auto-injectors and permits those school employees who have been trained via the Department of Health's approved training program to administer an epinephrine auto-injector (EAI) in the event of an emergency, or school personnel directed in a specific instance to use an EAI device by a health care practitioner as defined in Public Health Law 3000-c, to any student or staff member on-site with symptoms of anaphylaxis regardless of whether or not there is a previous history to severe allergic reaction, pursuant to 8 NYCRR 64.7 and 8 NYCRR 136.6.

F. Albuterol

^{MAY}
The District stocks albuterol metered dose inhalers (MDIs) and/or liquid albuterol for use in a nebulizer by multiple students diagnosed with asthma in the event their personal albuterol prescription is empty. [↓] The albuterol will be available under the following conditions:

IF STOCKED,

1. The school nursing personnel or licensed practical nurses under the direction of the school nursing personnel perform the following duties:
 - a. Maintaining an inventory of albuterol and obtaining and replacing the stock;
 - b. Maintaining, cleaning and labeling of the school's stock MDI and nebulizer, individual student's MDIs and spacers; and the student's nebulizer tubing, facemask or mouthpiece; and
 - c. Informing parents/guardians of use and need for replacement of student's albuterol medication.
2. Students must have a patient specific order for use of albuterol MDI or nebulized albuterol from their private health care provider that includes permission of the use the school's stock albuterol.
3. Each student must have their own labeled spacer provided by the parent/guardian that is used when administering their own, or the school's stock albuterol MDI; or the student must have their own labeled tubing and facemask or mouthpiece that is used when administering their own, or the school's stock albuterol via nebulizer.

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4. Signed written permission from the student's parent/guardian for use of the school's stock albuterol.
5. The school's stock albuterol must be obtained from a licensed pharmacy.
6. The school's stock albuterol is not to be used in place of the parent/guardian providing an albuterol medication for their child(ren) in school. The school's stock albuterol is only for use in the event the student's own albuterol is empty and while awaiting the parent/guardian to provide the school with a new one.

G. Non-FDA Sanctioned Medications/Supplements

Requests or orders for use of non-FDA sanctioned medications and/or supplements including but not limited to: herbal remedies, essential oils, dietary supplements, naturopathic or holistic medicines, and natural products do not need to be honored by the District or school nurse. If a student/parent requests use of a non-FDA sanctioned medication and/or supplement the School Nurse will provide a letter to the parent/guardian and the student's physician that such medications/supplements need to be administered outside of school. An appropriate note should be made in the student's CHR documenting the communication.

IV. Procedures For Administering Medications:

- A. All medications should be given as close to the prescribed time as possible. Given student schedules and compliance with coming to the health office in a timely fashion, medications accepted for school administration generally may be given up to one hour before and no later than one hour after the prescribed time. However, the parent/guardian and health care provider should be advised, so that they can advise the school if there is a time-specific concern regarding administration of the medication.
- B. If a student fails to come for a dose, the school nurse will make a reasonable effort to locate the student. If the medication has not been given for any reason within the prescribed time frame, the school nurse must make reasonable efforts to notify the parent/guardian that day.
- C. If a student chronically fails to come for medications, the school nurse should contact the parent/guardian to address the problem. It is good practice to advise the health care provider of the poor compliance so that appropriate adjustments can be made.

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- D. A medication may be changed or discontinued by a written order of the health care provider at any time. If a parent/guardian requests discontinuation of a prescribed medication without the health care provider's order to do the same, it is good practice to send a confirmation to the parent/guardian with a copy to the health care provider of the school's intention to discontinue the medication at the parent's/guardian's request.
 - E. When the dose of a medication is changed by a health care provider's written order and a parent/guardian request, and the old pharmacy bottle has not been corrected, the school nurse may label the bottle with the correct dose until the new pharmacy labeled prescription bottle is received. The importance of parent/guardian compliance with sending in a new bottle quickly needs to be conveyed.
- V. Transportation and Storage of Medication
- A. No medication should be brought into school without the knowledge of the health office.
 - B. Medications should not be transported daily to and from school unless the student, with proper authorization, is permitted to carry and self-administer his/her own medications. Medications shall be brought to school by the parent/guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier. Parents/guardians should be advised to ask the pharmacist for two containers, one to remain home and one to remain at school.
 - C. All medications, except as otherwise arranged, should be properly stored and secured within a health office cabinet, drawer or refrigerator designated for medications only. The site must include a lock for the cabinet, drawer and refrigerator, as well as a lock to the outside health office door. Controlled substances must always be secured and must never be left open or accessible to the public at any time. Even Supervised Students and/or Independent Students should not be given unsupervised access to controlled substances in the possession of the school. Whenever possible, medication storage units ideally should be secured to the wall or floor, and should not have breakable glass doors. Ideally, all medications should be stored in a health office. However, there may be instances when either request are made by a parent/guardian and physician for a student to carry and self-administer medications because of the emerging nature of the health problem or the severity of the health condition.
- VI. Independent Students
- A. If school personnel receive a request from a parent/guardian and health care provider to permit a student to carry and self-administer his/her own prescribed

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medication, such decisions should be made on an individual basis and in accordance with the following criteria:

1. Parent statement requesting compliance with licensed health care provider's order. (Regulation 7102.1)
2. The appropriate Provider Attestation and Parent/Guardian Permission for Independent Medication Carry and Use Form (Regulation 7102.2) must be completed by a physician or a duly authorized health care provider permitting students who have been diagnosed with a severe asthmatic, diabetic, or allergy condition to carry and use a prescribed inhaler, insulin, glucagon, and other diabetes supplies or epinephrine kit during the school day.
3. The severity of the health care problem.
4. Licensed health care provider's order directing that the student be allowed to carry her/his medication and self-administer.
5. Student has been instructed in the procedure of self-administration and can assume responsibility for carrying properly labeled medication in original container on her or his person or keeping in school or physical education locker.
6. School nursing assessment that student is self-directed to carry and self-administer her/his medication properly.
7. Parent/guardian contact made to clarify parental responsibility regarding the monitoring of the student on an ongoing/daily basis to insure that the student is carrying and taking the medication as ordered. This contact should be documented.
8. Students with diagnoses other than asthma (or another respiratory disease requiring the use of an inhaler), diabetes, or allergic conditions requiring the use of an epinephrine auto injector, must also have a properly completed Self-Medication Authorization Form on file.

B. Sunscreen

Students do not need to obtain an order from a health care provider in order to use sunscreen in school. In order for a student to be able to apply sunscreen in school, however, they must meet the following criteria:

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1. The student's parent or guardian must provide written permission to the school principal (or school nurse) to allow the student to carry and use the sunscreen. Parents or guardians may permit unlicensed school personnel to apply sunscreen if the student is unable to do so on their own.
 2. The sunscreen must be available over-the-counter, and approved by the Federal Drug Administration (FDA).
 3. The sunscreen must be used for the purpose of avoiding overexposure to the sun.
 4. Parents or guardians are responsible for providing their child's sunscreen.
- C. Any student self-administering medication without proper authorization should be counseled by the school nursing personnel. In addition, the parent/guardian and the school administration should be notified.
- D. No student is to have any other type of medication on his/her person in school under any circumstances.

VII. Responsibilities of School Nursing Personnel

- A. General:
1. Facilitate policies and procedures regarding the administration of medication in schools.
 2. Ensure proper and appropriate techniques for the administration of medication in schools.
 3. Provide and/or document adequate training and in-service education for trained unlicensed staff assisting supervised and/or independent students with self-medication.
 4. Maintain adequate and secure storage of all medications.
 5. Document or assure documentation by other licensed or unlicensed persons for each dose of medication given or taken on a daily log and periodically summarize in each student's cumulative health record.
 6. Perform intermittent evaluation of the practices and procedures related to the administration of medications and modify as needed.

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7. Become familiar with and adhere to the State Education Department's document titled "Administration of Medication in School Settings" and its periodic revisions.
- B. Specific For Each Student:
1. Observe and evaluate the student's health status and response to medication, informing parents, guardians, or health care provider as deemed necessary.
 2. Educate the student regarding the importance of medication and encourage the student's self-directed involvement in the process, including coming to the health office on time and receiving or taking medications. If a student forgets, it is recommended that the school nurse call for the student to ensure that medication is not missed. Parents/guardians should be advised if their child is not fully participating in the established school procedure.
 3. Involve school staff only as needed to ensure student safety and only where disclosure of health information is permitted by law.
- C. Procedures for Taking Oral, Topical or Inhalant Medications Off School Grounds or After School Hours While Participating in a School-Sponsored Activity. The school nursing personnel should ensure that:
1. Oversight of medication self-administration when off school grounds or after hours while participating in a school-sponsored activity may be delegated to trained unlicensed school personnel for supervised and/or self-directed student(s). Such personnel must be appropriately instructed by a licensed school professional (RN, NP, PA, or physician). Ideally each student should have a written emergency action plan for personnel to follow in the event of an emergency or they are unable to contact the licensed school health professionals for questions.
 2. Preparation of medication. When oral medication is to be given off school grounds or after school hours, the school nurse may prepare the medication for short out-of-school experiences. Children needing medication on extended trips must have their medication in a properly labeled pharmacy container.
 4. The parent/guardian may designate, in writing another adult, as described in Education Law Section 6908, to administer the medication to Nurse Dependent Students in situations where the school nurse, physician or parent/guardian is unavailable. (Regulation 7102.3)

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- D. Medication Errors:
1. Medication errors should be addressed immediately according to District protocol.
 2. Additionally, school nursing personnel should assess the student and, if appropriate notify the supervisor, school administrator and/or school physician; notify the health care provider; notify the parent/guardian and secure the student's safety; complete a written report of the medication error (detailing the student's name, parent's/guardian's name and phone number, specific statement of the medication error, people notified and remedial action).
 3. School nursing personnel should review reports of medication errors and take necessary steps for appropriate medication administration in the future.
- E. Disposal of Medications, Needles and Syringes
1. Medications that remain at the end of the school year or after the order is changed or discontinued or is past the expiration date must be:
 - a. Returned to the parent/guardian or a responsible designee picking up the medication from the health office.
 - b. If the parent/guardian does not retrieve the unused medication before the end of the school year, the school nurse must document that that the medication was abandoned and dispose of the unused medication.
 - c. All medication being considered for disposal should be taken to an appropriate disposal location, such as a pharmacy.
 2. Needles and Syringes, including auto-injectors, must be disposed of in a manner consistent with state law and the following guidelines:
 - a. Needles should not be recapped and should not be purposely bent or broken.
 - b. Disposable syringes and needles (and other sharp items) should be placed in approved sharps' containers and labeled "BIOHAZARD."
 - c. Arrangements should be made with custodial staff or an appropriate agency to dispose of containers at periodic intervals according to established procedures of the school regarding regulated medical waste and in accordance with the school's Exposure Control Plan.

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- d. Sharps include, but are not limited to, needles, syringes, diabetic testing, and Epi pens.
- F. Emergency Building Evacuations and Medication
1. The health office should be supplied with a readily accessible, easily carried and recognizable emergency pack that includes supplies for basic first aid, including supplies for infection control, a stock Epi pen with non-patient specific orders and a glucose source, such as glucose gel or honey sticks. A plan for communicating with the appropriate building principal should be established. A list of all students with significant medical conditions and medical orders for prescription medication, including emergency contact numbers, should be kept in the emergency pack.
- G. Record Keeping
1. School Nursing Personnel shall follow the Retention and Disposition for New York Local Government Records (LGS-1).
 2. School Nursing Personnel, and any trained unlicensed personnel assisting Supervised Students, should maintain accurate records of the medication administered, any special circumstances related to the procedure, and student's reactions/responses.
 3. At a minimum, school nursing personnel should retain the written order from the health care provider, retain the parent/guardian request letter, retain pertinent information about medication on cumulative health record, maintain an individual daily medication record for each student taking medication during the time frame the medication is being given, periodically summarize daily medication records on the cumulative health record.
 4. Student medication orders and parent/guardian consents are to be kept for one year after the end of the school year, as long as the information is transcribed into the cumulative health record on either an MAR or narrative. Medication orders and parent/guardian consents not transcribed, along with the MAR and narrative, need to be kept in the cumulative health record until the student reaches age 27.
- VIII. Additional Guidelines For Best Practices
- A. For certain medications, especially controlled substances, the standards of best practice include counting the medication upon receipt and at regular intervals. A count of a controlled substance should be witnessed by another nurse, principal,

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or staff member designated by the principal. Discrepancies should be reported to appropriate school administrators and the student's parent/guardian immediately.

- B. Instructions should be left for substitute nurses that are clear and concise on the handling of all aspects of medication acceptance, handling, delivery and storage.
- C. Education of families regarding the school district's medication protocols is an ongoing responsibility of the school district.

IX. Student Privacy

The District will protect the privacy rights of students as required by the Family Education Rights and Privacy Act of 1974, Education Law §2-D and the Health Insurance Portability and Accountability Act of 1996.

Madison Central School District

Legal Ref: State Education Department's "Guidelines for Medical Management in Schools 2015", Revised December 2017; Education Law 902, 907, 916, 921, 6909; 8 NYCRR 64.7, 136.6; Public Health Law §3000c.

Adopted: 1984

Revised: 05/19/99, 11/27/12, 07/08/15, 03/19/19, 01/19/21

REG 7102.1

Provider and Parent Permission to Administer Medication
at School/School Sponsored Events

To Be Completed By Parent

Student Name: _____ DOB: _____

Grade: _____ Teacher/HR: _____ School: _____

I request the school nurse give the medication listed on this plan; or after the nurse determines my child can take their own medications; trained staff may assist my child to take their own medications. I will provide the medication in the original pharmacy or over the counter container. This plan will be shared with school staff caring for my child.

Parent/Guardian Signature _____ Date _____

Email _____ Phone Where We Can Reach You _____ Check if Cell _____

To Be Completed By Health Care Provider-Valid for 1 Year

Diagnosis _____

Medication _____

Dose _____ Route _____ Time(s) _____

Recommendations _____ ICD Code _____

Note: Medication will be given as close to the prescribed time as possible, but may be given up to one hour before or after the prescribed time. Please advise if there is a time-specific concern regarding administration.

Per MEDICAID requirements, frequency & duration as indicated "per" IEP when appropriate.

Independent Carry and Use Attestation Attached (Required for Independent Carry and Use)

NYS law requires both provider attestation that the student has demonstrated they can effectively self-administer inhaled respiratory rescue medications, epinephrine auto-injector, Insulin, carry glucagon and diabetes supplies or other medications which require rapid administration along with parent/guardian permission delivery to allow this option in school. Check this box and attach the attestation to this form to request this option.

Name/Title of Prescriber (Please Print) _____ Date _____

Prescriber's Signature _____ Phone _____

Email _____

Stamp

Return to:
School Nurse: _____ School: _____

School Address: _____

Phone: () _____ Fax: () _____ Email _____

REV
7102-3

**Parent/Guardian Permission to Allow Another Adult to Give Medication To Their Child
To Be Completed by Parent/Guardian for Each Event Requested**

Information about the Student

Name:	Grade: <input type="checkbox"/> N/A	Teacher/HR:
School:	DOB: / /	Date:

Person (Designee) Chosen by Parent to Give the Medication(s)

Name:	Relationship:
-------	---------------

Medication(s) To Be Given to the Student By the Designee

Medication Name Copied From Label	Dose/Amount of Medication- Copied From Label	Time Medication Should Be Given - Copied From Label

School Sponsored Event Where the Medication Will Be Given

Name of Event	Location of Event	Date of Event

- I have included provider order and parent permission form for medications administration during school sponsored events.
- I permit the designee listed above to administer the medication(s) listed to my child.
- I will train the designee listed on how to properly give the medication and provide the medication to the designee for this event in a properly labeled container.
- I understand that the School or District will not be liable for any problems that may arise as a result of the administration of the listed medications) by the designee.

Parent/Guardian Printed Name: _____ Phone: _____

Parent/Guardian Signature: _____ Date: _____

Please note: The person chosen as the designee by the parent or guardian must be in accordance with Education Law §6908: *a family member, household member or friend, or person employed primarily in a domestic capacity who does not hold himself or herself out, or accept employment as a person licensed to practice nursing.*

A separate form must be completed for each event requested.

Policy

PERSONNEL

Draft 10.13.23
6404

REQUIRED POLICY RIGHTS OF NURSING EMPLOYEES TO EXPRESS BREAST MILK

I. Statement of Policy

In accordance with applicable laws and regulations set in place by New York State, the Madison Central School District (the District) shall provide reasonable unpaid break time or permit an employee to use paid break time or mealtime available under District policies or collective bargaining agreements, to express breast milk each time such employee has a reasonable need to do so.

II. Definition

For the purposes of this Policy, '*privacy*' means that the room or other location shall not be open to other individuals. To further ensure privacy, the District shall ensure that the door of the designated room/location is equipped with a functioning lock; if such room/location does not have a functional lock, then the District will place a sign advising the room/location is in use.

III. Request by Employee

- A. If a request to express breast milk is made by an employee of the District, the Board of Education (the Board) shall designate the Principal or Direct Supervisor to designate a location to be made available for the employee.
- B. Such request shall be in writing and made by an employee in advance to the Principal or Direct Supervisor.
- C. The District must provide a response to the employee within five (5) days.

IV. Designated Location Requirements

- A. The designated room or other location shall be:
 - 1. in close proximity to the work area;
 - 2. well lit;
 - 3. shielded from view; and
 - 4. free from intrusion from other individuals.
- B. The designated location/room shall include:
 - 5. a chair;
 - 6. a working surface;
 - 7. nearby access to clean running water;

POLICY

Draft 10.13.23
6404

PERSONNEL

REQUIRED POLICY

RIGHTS OF NURSING EMPLOYEES TO EXPRESS BREAST MILK

- 8. an electrical outlet; and
- 9. have a functional lock.

- C. The room will not be a restroom or a toilet stall within a restroom.
- D. Access to refrigeration for the storage of breast milk shall be provided to the requesting employee(s).

V. Complaints

If an employee of the District is subjected to any conduct that they believe violates this policy, a report should be made to the Superintendent or designee, immediately after such conduct has occurred. An investigation will be conducted pursuant to this, and any other applicable, Board Policy.

VI. Notification by District

- A. The District shall provide notice to all employees when a location/room has been designated for the use of expressing breast milk.
- B. The District shall distribute this Policy and a copy of the New York State Department of Labor Policy on Breast Milk Expression in the Workplace to employees annually, upon hire, and whenever an employee returns to work following the birth of a child.

Madison Central School District

Legal Ref: NYS Labor Law § 206-c; Fair Labor Standards Act (FLSA); Title VII of the Civil Rights Acts of 1964, as amended by the Pregnancy Discrimination Act (PDA); Pregnant Workers Fairness Act

Adopted: _____



Executive Directors: Danielle Martin, Melissa Roys
Divisional Director: Colleen Matthews
Project Manager: Michele Bowen
Reporting Period: Quarter One 2023 (July, August, September)

Madison Connected September Monthly Highlight!

Welcome Back Students!

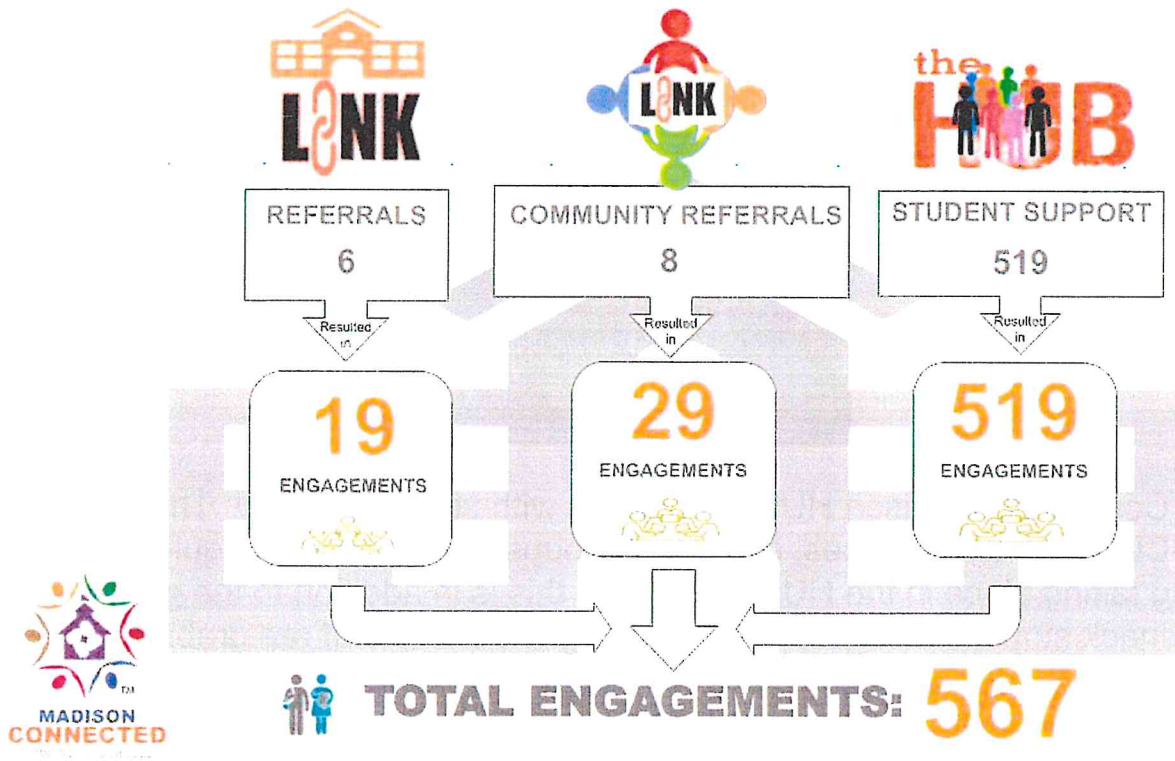


The Connected Madison HUB is booming with students again! There are HUB Clubs, Lunch Bunches, study hall groups, and even some quiet STAR testing taking place in the HUB. Of course this is in addition to the grab and go snack stops, school supplies, and hygiene items that are grabbed all day long also!



LINK™

LINK is a single point of access for connecting students and families to the appropriate resources and services within their community based on identified needs. All who come through the LINK pipeline are assessed for any needs, on both an individual and household level, to ensure they have a support-network in place and that each member of their team is working together to meet these needs both, short-and long-term



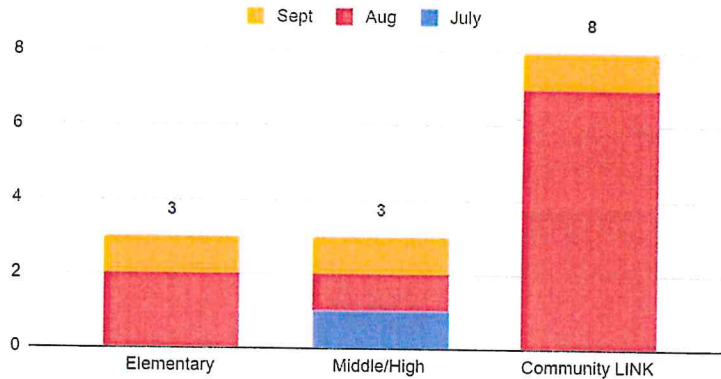
LINK= Engagement + Outcome

These are supportive interactions with students, family members, faculty/staff, service providers and community members which resulted in an outcome, tangible or otherwise, that assisted in eliminating struggles or worries.



Connected Madison Quarter One Information:

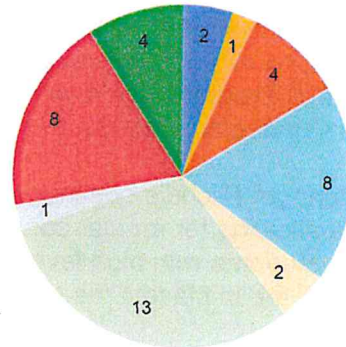
**Year to Date LINK Referrals-
Connected Madison**



From July 1, 2023 until September 30, 2023, Connected Madison has received **6 LINK Team Referrals**.

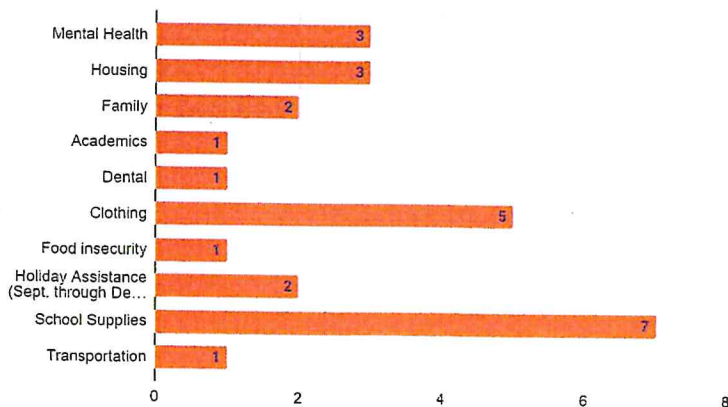
Connected Madison Outgoing Referrals- Quarter One

Since July 1, 2023 until September 30, 2023, Connected Madison has supported families through **43 outgoing referrals**.



● Mental Health
 ● Housing
 ● Academics
 ● Clothing
 ● Financial
 ● Food insecurity
● Care Management
 ● Community Based
 ● HUB

Connected Madison LINK Referral Identified Needs



Clothing and School Supplies have consistently been the largest identified needs this year.



LINK Success Stories:

- Project Manager Michele was able to support a family in need of back to school clothes and shoes for multiple children. By visiting our friends at **Creekside Community Thrift** and **Worn Again**, the entire family was outfitted to be ready to learn in clothes and shoes that fit and are free from stains and holes. The family is also now registered with our **community partners** and will be able to obtain clothing and shoes in the future as well.
- Connected Madison saw several LINK requests from families in need of back to school supplies and clothing. Project Manager Michele was able to connect them to clothes and supplies in the Madison HUB as well as at our community partners, **Worn Again** and **Creekside Thrift** that give items to our families for free! It is great to have such giving partners to count on that also support our families.

Community Connections:

- The first week of August was the finale of both the **Summer Reading Program** and the **Summer Enrichment Program**.
- Kathleen Stahl with **St Mary's Outreach Program** came to tour the Madison HUB and hear about Connected Madison and what we are doing for our students and families. The Outreach Program would like to partner for future needs and had donated \$250 directly to Connected Madison to support our students and families!
- Project Manager Michele continues to participate in the monthly **Madison County SPOA** committee allowing for regular connections with some of the agencies in our area that help those students with high level needs. This connection means established relationships are in place if the need arises for these services for Madison families.
- Madison Connected **SCEP** and **Ruler Groups** met to establish the plan for the next year and Project Manager Michele was honored to be asked to attend and offer input on both committees.
- Julie Hengst with **Bridges** came to review program options with Project Manager Michele and the building principals. As we look to create a space filled with opportunity for students, Bridges will partner with us on future endeavors such as classroom presentations, family engagement events, counseling options, and more!
- **Interview committees** and **New Hire Orientation** were key days for the Connected Madison faculty and staff. Project Manager Michele was pleased to take part in both the committee and presenting information on those days.



the HUB Club



Connected Madison District

Project Manager Michele is working with School Counselor Jenny Buckley and embedded ICAN Rep. Alexis Tubbs on HUB Clubs for students. Ideas include a self esteem group, sensory groups, positivity clubs, and more! As we encourage student leadership in these groups, we will also collaborate not only with each other but with great community partners! Watch for more information!

Community Connections

Project Manager Michele continues to work with the PTO and Optimist on events that each group holds, regular meetings, idea sharing, and participation with each other to support our students and families.

Crouse Community Center and Creekside Community Thrift both collected and donated school supplies to Connected Madison. These supplies go straight to the students and faculty for anyone that has a need. Thank you to the local community for supporting us!





Family Engagement

Seeking to assist families with creating more positive experiences through fun and engaging activities with their children and their school, facilitating positive interactions with staff and resulting in continued relationships and increased engagement in their children's education.



Open HUB

Project Manager Michele hosted after school extended HUB times so that families can come in and see the HUB, hear about Connected Madison, review any needs the family would like to be supported on and also to grab whatever they could benefit from. Be on the lookout for this monthly opportunity in conjunction with a fun activity for kids while the caregivers talk!



Community Picnic and Kickball Game!

Connected Madison Central School Project Manager, Michele and the Waterville Connected School Project Manager, Miranda collaborated with one another to offer a Community Picnic and Kickball Game for all Waterville and Madison families and community members on August 18th at the Oriskany Falls Fire Department.



At the event the students and their families enjoyed playing a kickball game where it was the "Chicken Nuggets" versus the "Red Team" prior to enjoying food that the Oriskany Falls Fire Department volunteers provided and cooked for everyone! The food included hotdogs, drinks, and chips.

After eating, the families had some time to enjoy themselves and painted tiles for the Connected Community Schools Impact Center mural in Rome, played some games scattered about the pavilion, and ate freeze pops!

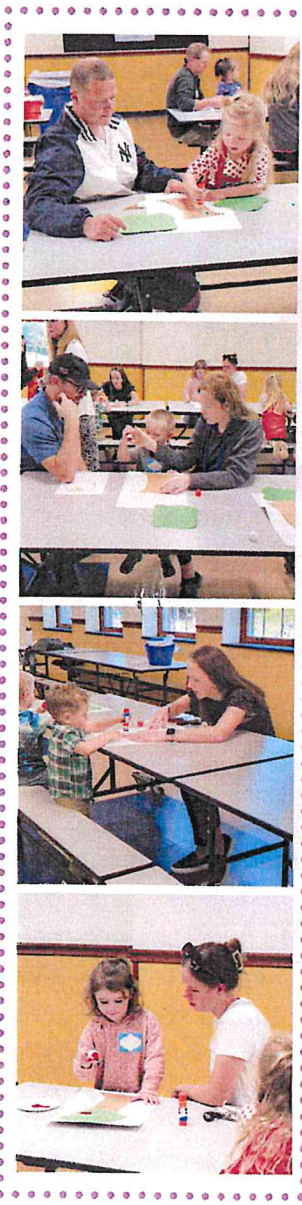


Around fifty people joined in the fun at the Community Picnic and Kickball Game. There were many smiles shared that afternoon, and it was a great example of communities coming together to have some fun and show teamwork!



CLASSROOM PROGRAMMING

Striving to provide our students with the most engaging and creative education. By adding programming from our community partners and professionals in the community, which brings hands-on learning and experiences straight from our experts of the community.



Three and Me

Once again this year Connected Madison will host a monthly Three & Me Program for all students that will turn three years old before December 2023. This program is run by the Pre-K teachers with help from Project Manager Michele. We look forward to expanding with monthly newsletters, at home skills for families to work on, and bringing in community partners as well as continuing with craft time, open play, stories, and snacks for all. September's theme was apples and the color was red, check out these great crafts our families made!



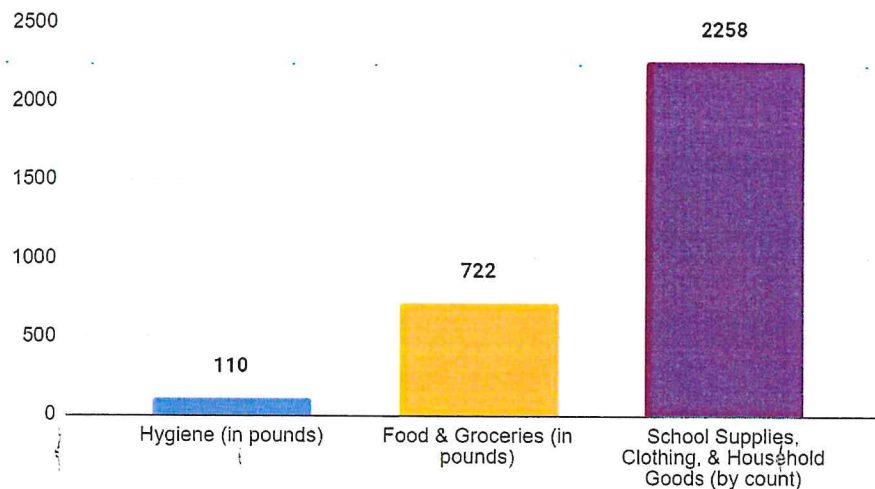


the HUB

A physical space within the schools filled with tangible items that support the needs of our students, families and faculty/staff and the additional support provided through these HUBs by our Site Coordinators. Providing school supplies, emergency groceries, hygiene products, clothing, and snacks. All items are resourced through community partnerships and donations.

Quarter One HUB Data:

Connected Madison HUBs- Tangible Takeables



- ❖ The following was provided to the school and surrounding community through Connected Adirondack HUBs from July 2023 through September 2023:
 - **110** pounds hygiene/ household products
 - **2,258** school supplies/clothing items
 - **722** pounds easy-to-prepare foods/meal items for students for after school and weekends
 - Connected Central HUB has made it a priority to purchase and make available those items that students can easily prepare for themselves such as macaroni and cheese, soups, cereals, etc. to ensure that no matter what the circumstance, all students have access to a filling meal
 - Additional clothing and household products were also available thanks to generous donations from the community

- ❖ **SNACK ATTACK!** 2,325 snacks were distributed to students this year so far!



CONNECTED CENTRAL HUB IMPACT:

- Connected Central HUB is a centralized point of connectivity to resources and services which serves as a location of linkage for and distribution of resources to all 63 of our connected HUBs in 15 districts within 7 counties as well as the surrounding community.
- Each week Connected Community Schools receives donations from two local Walmarts (Rome and Oneida) of various items such as clothing, shoes, household items, seasonal items. The items are distributed to the 63 school HUBs as well as to the families within your Connected District. Walmart donated an average of \$30,480 to Connected Community Schools in the month of September.

Initiative Wide Updates:

Training Highlights (July):


- Site Coordinators attended a Resource Fair in July. Local agencies and businesses attended the event and gave information about their services that could be offered to our families. Site Coordinators were able to ask questions, receive literature about programs and even schedule for the upcoming school year.
- Weekly All Staff meetings are held at various Connected Community School locations. During this time, staff come together to learn about new resources, review any upcoming changes and policies, discuss any concerns and brainstorm new ideas.

Training Highlights (August):

- 7 New Hires started and received their New Hire Training training this month
- This month, we wrapped up our weekly all-staff training to plan for the upcoming school year and provide refreshers.

Training Highlights (September):

- In the month of September, we had 5 new staff start and complete New Hire Training. Some trainings were completed right in their schools, while others were completed at our main office in Rome.
- September included the kick-off for Lunch and Learns for the new school year. This month, our Lunch and Learn guest was Dale Marie Romleski, a licensed creative arts therapist, who discussed her services available for Creative Arts Therapy. She is also a Certified Rugby Coach and is involved with an organization known as Rugby New York, who offer education on rugby and the equipment needed to start Rugby Clubs in schools.
- We also held our first Work Group of the new school year in which Site Coordinators came together to collaborate between districts, brainstorm new ideas to make their work more efficient, and gain feedback from one another.



OCTOBER 2023 LIBRARY REPORT

951 books checked
out/renewed during
the month of October

Most Popular book:
Pokemon reader
collection

October Updates

- **Elementary** - Throughout the entire month, we focused on reading books across all the elementary grade levels. We read books that ranged in topics such as fall season, spooky season, Halloween, Fairytales from other countries, and personal narratives. I worked with teachers of those grades to find books that connected to subjects they were covering in the classroom.
- **Computer Science 6th Grade** - I borrowed materials from MO BOCES School Library Systems for students to get hands on experience of coding and computers. The materials borrowed were Ozobots, Turing Tumbles, and Beebots. The students got to explore how each item worked and work together to figure them out. On Halloween, we completed a trick or treat activity with Ozobots where the students had to collect paper candy on a game board in a certain amount of time using codes.
- **Middle School/High School** - Working on building a Battle of the Books Team but also a lunch club for MS and HS. I have had some interested so working on solidifying a group of students and day of the week to meet.
- **Book Fair** - Mrs. Neiss held the book fair in the library again. From what I saw during the October Fall Fest, there was a lot families who came through and purchased books and items at the book fair. The students really love having it in the library. I hope to host it again for Mrs. Neiss once the renovation of the library is complete.
- **Weeded Books** - I have had a couple of teachers bring down classes to take books from the weeded piles. My plan is to have books out on tables in the library for the Craft Fair on November 18th.
- **Plans ahead** - Continue to get rid of unwanted materials for the library renovation, work on some collaborative projects with HS teachers