

ONTEORA CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION
BOICEVILLE, NEW YORK 12412

WORKSHOP MEETING

6:00 p.m.

MINUTES

TUESDAY, DECEMBER 19, 2017

Middle School/High School

1. Opening Items

1.01 Call to Order 6:00 pm

1.02 Tobacco Policy Statement

1.03 Pledge of Allegiance

1.04 Roll Call:

Present: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Shands

Not Present: Trustee Warren

2. Acceptance of Minutes

2.01 Acceptance of Minutes

Recommended Action: The Board of Education hereby accepts the minutes of the 12/5/17 Board of Education Meeting

Motioned: Trustee Shands

Seconded: Trustee Ratcliff

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Shands

Not Present: Trustee Warren

3. Welcome

3.01 MS Principal Jennifer O'Connor will welcome the Board (proposed 6:05 duration 10 min)

6:00

- Teacher and students have completed the homework survey and it has been sent to parents
- Introduced Joey Driscoll, a very active member of the MS Junior Honor society
 - The National Junior Honor Society coordinated a pet food and supply drive to benefit the Ulster County SCPA
 - 299 items were collected
 - Thanked the Onteora community for making the holidays brighter for animal friends

4. Presentation

4.01 Dr. Alan Roberts from Ulster County Community College (UCCC) will present to the Board (proposed 6:15 duration 20 min)

- UCCC is ranked number 5 among 121 community colleges in NYS
- Received recognitions for being most affordable and having small class sizes
- They raise money to help students with tuition
- Graduation rate went up 10% since 2008
- Signed an agreement with SUNY Empire to offer 4 year degrees
 - 70% of future jobs will require a BA

- Enrollment was declining, but successfully targeted adult education
 - Declining enrollment will continue since college is free in NYS, students are opting for 4 year schools
- Opened an Alternative Center in Kingston – work with P-Tech students
- Created a program in correctional facilities – lowers the likelihood that they will return
- Collegiate program – HS students take college classes
- President's Challenge – created a foundation that allows students who may not have graduated HS to go to college for free- starts in 9th grade with visits - 3 times on campus and they are invited to all UCCC events
 - Goal is to enroll 5 students from each District each year in the program

4.02 Interim Assistant Superintendent for Curriculum & Instruction Marystephanie Corsones will update the Board on Curriculum Maps and PLCs (proposed 6:35 duration 20 min)

6:40

- In September NYSED adopted the ELA and Math “Next Gen Standards” (Science was adopted in 2016) with a timeline for implementation over the next 5 years to give time to revise instructional techniques, become familiar with the new standards and have teachers write assessments
 - Rather than focus on content – focus on inquiry process and protocol
- K-4 teachers beginning to use this inquiry process
- Focus this year is implementation of best practices using Literacy Coaches and Professional Growth Circles
- Reviewing elementary report cards to be sure they are an accurate representation of the students' work in an easily understandable way
- Non-fiction units in ELA will be the standards in science and social studies
- 3 Year Process of Curriculum Mapping:
 - Year 1: Map Grades K-6 ELA/Literacy and Math
 - Year 2: Map Grades 7-9 ELA/ Math/ Science/ Social Studies
 - Year 3: Map Grades 10-12
- Balanced literacy warrants these in the classroom:
 - Readers workshop, interactive read aloud, shared reading, writers workshops, interactive writing
 - Expanded the use of Leveled Literacy Intervention
- Math activities are shifting to math centers for use of manipulatives
- Science:
 - Phase in the use of new inquiry based science kits – Grades K-4
 - Grade 5 - introduce robotics to initiate coding and engineering element of standards
 - Middle School – Begin to unpack the new standards through initiating new inquiry process
 - High School – Mapping and reviewing/refining assessments
 - High quality, short assessments
- Use Growth Mindset in school – must fail in order to learn
 - Not that I don't know it, but I don't know it yet
- Create a culture that supports multi-cultural education
- Building Level Shared Decision Making Teams are Professional Learning

Circles using data and information to improve student learning

- Grade 4-6 teachers meet to discuss data collected from students
- Administrators created a PLC with an administrative retreat once a month
 - Began with Coherence

Discussion:

- Global exam is now a 1 year exam
- New standards are being reviewed by teachers and the State is listening to the teachers' concerns
- Board of Regents is supporting the Commissioner, but the funding for State Ed is diminishing
- Mapping is done by grade level by content area, in the HS if they do not have a colleague in the subject area, we bring in experts to help
- Onteora has a 3-5 year educational plan
- Testing has decreased but not enough
- We are doing projects – not project based learning
- Diversity Cadre will define their purpose, find resources by grade level and assess how it went this year
 - Teaching Tolerance Curriculum from Southern Poverty Law Center for lower grades and is the basis for the older grades
 - Put resources on shared drive by grade level

5. Superintendent District News

5.01 The Superintendent announce District news (proposed 6:55)

7:40

Bennett

- Music Teacher, Harvey Boyer, directs the Bennett Youth Chorale
 - The students performed at the Ulster County Chamber of Commerce breakfast this morning
- The Giving Tree was a wonderful event - there were a lot of gifts for parents to choose from

Woodstock

- The school leadership team met earlier this month and has planned a number of activities for this week that support the Woodstock building goal
 - Activities include cross-grade-level reading buddies and a grade level math game competition
 - The activities are meant to improve the culture and climate around both reading and math fluency

Phoenicia

- December 20th will be the successful completion of the 1st session of the Healthy Kids after school program
 - 20 students will share their community helper reports with Phoenicia Library partners, Liz and Christina
 - The after school program will be back in session on January 2nd
- The Phoenicia Holiday Cheer Fund has given generously to over 15 Phoenicia children and families this holiday season

High School

- Last Friday was the 5-week mark of the 2nd quarter. Progress reports were mailed home this afternoon
- Wednesday evening is the Orchestra and Small Ensembles Winter Concert
- After school on Thursday there will be an informational meeting for students interested in auditioning for the Spring Musical, "Into the Woods."
- The high school has invited parents to complete a brief homework survey
 - Information was sent home with the five week reports, emailed to all parent/guardians of high school students and posted on the high school's website

Superintendent discussions regarding displaced students from Puerto Rico
Dr. Eastwood of Middletown City School District and Dr. Ramos of Greater Amsterdam City School District

- Middletown has seen between 10 and 20 students
 - Not done anything to encourage students to move to their district, they are linking up with relatives
- Amsterdam is not doing anything to necessarily encourage or facilitate this process, but Amsterdam has a history of 2nd and 3rd generation families moving to the area
 - District is working with the community center that already has services in place
 - They are treating this wave of families differently than they have in the past in that these families are planning to move back to Puerto Rico when they are able
 - Many are doubling up with family.

6. Board District News

6.01 The Board will announce District news (proposed 7:00)
7:50

Trustee Ratcliff spoke to writer of OnBoard newspaper article on Puerto Rican families— gave other contacts

Trustee Shands attended Girls Soccer Varsity Girls Fundraiser, Coaches vs. Cancer and won game tonight

Trustee Storey reported that tour of middle school was great

Trustee Salem thanked all the principals for hosting the Board at their schools

7. Student Representative Report

7.01 Student Representative, Ben Rauschendorfer will report to the Board (proposed 7:05)
7:55

- To make student government more effective, they have opened communication between class advisors and student government - they will meet once a month
 - At first meeting discussed elective choices for next year and PBIS initiatives which gets great feedback from students

8. Acknowledge Public Be Heard

- 8.01 The Board will acknowledge the public be heard comments from the last meeting
No public comment at last meeting

9. Public/Student Comment

- 9.01 The public and students may comment on any agenda or non agenda item. Please limit comments to 3 minutes (proposed 7:10 duration 10 min or more)
No public comment was made

10. Discussion

- 10.01 Discuss Board Self-Evaluation Instrument (proposed 7:15 duration 15 min)
- Most simplistic
 - Act of evaluating is important rather than the instrument
 - Get through Board norms
 - Schedule evaluation

11. Break

- 11.01 The Board will take a break at 8:00

12. Policies (proposed 7:35 duration 35 min)

- 12.01 Second Reading and Adoption of Policy 7312 Student Dress Code
8:15

Recommended Action: The Board of Education hereby adopts Policy 7312 as written

Motioned: Trustee Storey

Seconded: Trustee Osmond

Result: Unanimous

- Discussion on what “consistency” means
- Add “Student dress and appearance must be applied consistently and be in accordance with the Code of Conduct” and give to schools for handbook
- Code of Conduct takes its instruction from the policy and needs to be revised

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Shands

Not Present: Trustee Warren

20022017 7312 Students SUBJECT: STUDENT DRESS CODE

The responsibility for the dress and appearance of students shall rest with individual students and parents. They have the right to determine how the student shall dress, provided that such attire does not interfere with the operation of the school or infringe upon the general health, safety and welfare of District students or employees. Student dress and appearance must be applied consistently and be in accordance with the District Code of Conduct. The administration is authorized to take action in instances where individual dress does not meet these stated requirements.

While the school administration may require students participating in physical education classes to wear certain types of clothing such as sneakers, socks, shorts, and tee shirts, they may not prescribe a specific brand which students must wear.

This policy does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that a student shall not be prevented from attending school or a school function, or otherwise be discriminated against, so long as his/her dress and appearance meet the above requirements.

School-directed changes to a student's attire or grooming should be the least restrictive and disruptive to the student's school day. Any school dress code enforcement actions should minimize the potential loss of educational time. Administration and enforcement of the dress code will be gender neutral and consistent.

The Board looks to the Student Council through its officers and committees to adopt guidelines in this area that will be conducive to having a positive effect on student attitude toward appropriate dress and physical appearance.

12.02 Second Reading and Adoption of Policy 5720 Scheduling and Routing

Recommended Action: The Board of Education hereby adopts Policy 5720 as written.

Motioned: Trustee Shands

Seconded: Trustee Storey

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Shands

Not Present: Trustee Warren

~~20022017~~ 5720 Non-Instructional/Business Operations SUBJECT: SCHEDULING AND ROUTING

Bus routes are authorized by the Board of Education and any requests for a change must be submitted to the Superintendent or their designee.

The responsibility for administering the transportation program rests with the Superintendent and administrative designee. The administration of the program will comply with all applicable laws, regulations, and policies established by federal, state and local authorities.

Mileage Limitations

Transportation services shall be provided to meet the needs of the students of the District within specified limits and areas established by the Board of Education.

The District will provide transportation only for those students in grades 7 through 12 living a distance greater than one (1) mile from the school they attend or greater than one (1) mile from the nearest school bus stop on a main or feeder run, and one-half mile for elementary students. A Child Safety Zone has been established surrounding the Middle/High School and Bennett and transportation is provided within this Child Safety Zone.

~~The Superintendent will prepare regulations consistent with this policy.~~

Education Law Sections 3621 and 3635

12.03 Second Reading and Adoption of Policy 5721 Late Bus Runs

Recommended Action: The Board of Education hereby adopts Policy 5721 as written.

Motioned: Trustee Storey

Seconded: Trustee Shands

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Shands

Not Present: Trustee Warren

~~20022017~~ 5721 Non-Instructional/Business Operations SUBJECT: LATE BUS RUNS

In order to encourage student participation in extracurricular activities, the Board of Education authorizes daily late bus runs at the middle-senior high school. Double late bus runs may be provided at the discretion of the Superintendent of Schools, when there ~~is~~ are at least fifteen (15) students or more for the 4:20 p.m. late run, and when there ~~is~~ are at least fifteen (15) students or more for the 5:15 p.m. late run and when the cost for such runs may be absorbed in the transportation budget.

Late bus schedules will be developed by the ~~Director of~~ Transportation ~~Supervisor~~ and announced to the student body by the ~~secondary~~ school administration. Any change in the bus schedule will be announced over the public address system ~~one (1) day in advance of the changes~~ as early as possible. There will be no late runs on the following days: when school is cancelled because of inclement weather, ~~or~~ when school is on half-day session, or when a 15 minute Early Evacuation is scheduled.

12.04 Second Reading and Adoption of Policy 5730 Transportation of Students

Recommended Action: The Board of Education hereby adopts Policy 5730 as written.

Motioned: Trustee Storey

Seconded: Trustee Shands

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Shands

Not Present: Trustee Warren

20022017 5730 Non-Instructional/Business Operations SUBJECT: TRANSPORTATION OF STUDENTS

Requests For Transportation to and From Nonpublic Schools

The parent or guardian of a parochial or private school child residing in the School District who desires that the child be transported to a parochial or private school outside of the School District during the next school year should submit a written request to the Board of Education no later than April 1 of the preceding year, or within thirty (30) days of moving into the District. No late request of a parent or guardian shall be denied where a reasonable explanation is provided for the delay. Students must live within a 15 mile radius of chosen private school. If student does not, they must meet the bus at an existing bus stop within the 15 mile radius.

Transportation of Students With Disabilities

Students with disabilities in the District shall be transported up to fifty (50) miles (one way) from their home to the appropriate special service or program, unless the Commissioner certifies that no appropriate nonresidential special service or program is available within fifty (50) miles. The Commissioner may then establish transportation arrangements.

Transportation of Non-Resident Students

The District shall not extend its bus routes outside of the District to pick up non-resident students.

Transportation to School Sponsored Events

Where the District has provided transportation to students enrolled in the District to a school sponsored field trip, extracurricular activity or any other similar event, it shall provide transportation back to either the point of departure or to the appropriate school in the District unless the parent or legal guardian of ~~a the~~ student ~~participating in such event~~ has provided the District with written notice. Written notice must be consistent with District policy, authorizing an alternative form of return transportation for such student ~~or~~ unless intervening circumstances make such transportation impractical. In cases where ~~intervening circumstances make~~ transportation of a student back to the point of departure or to the appropriate school ~~in the District is~~ impractical, a representative of the School District shall remain with the student until ~~such the~~ student's parent or legal guardian has been ~~contacted and~~ informed of the ~~intervening~~ circumstances ~~which make such transportation impractical~~; and the student has been delivered to their parent or legal guardian.

Education Law Sections 1604, 1709, 1804, 1903, 1950, 2503, 2554, 2590-e, 3635, 4401(4), 4404, 4405

12.05 Second Reading and Adoption of Policy 5740 Use of Buses by Community Groups

Recommended Action: The Board of Education hereby adopts Policy 5740 as written.

Motioned: Trustee Shands

Seconded: Trustee Osmond

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Shands

Not Present: Trustee Warren

20022017 5740 Non-Instructional/Business Operations SUBJECT: USE OF BUSES BY COMMUNITY GROUPS

Upon formal application to 1, and approval by 1, the Board of Education buses may be rented to a municipal corporation, 1 to any senior citizen center recognized and funded by the Office for the Aging, 1; to any not-for-profit organization serving those with disabilities, 1; ~~or~~, to any not-for-profit organization which provides recreational youth services or neighborhood recreation centers. Such rentals can be made only ~~for times~~ when vehicles are not needed for student transport and must be made for a consideration acceptable to the Board.

Education Law Section 1501-b

12.06 Second Reading and Adoption of Policy 5750 School Bus Safety Program

Recommended Action: The Board of Education hereby adopts Policy 5750 as written.

Motioned: Trustee Shands

Seconded: Trustee Ratcliff

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Shands

Not Present: Trustee Warren

20022017 5750 Non-Instructional/Business Operations SUBJECT: SCHOOL BUS SAFETY PROGRAM

The safe transportation of students to and from school is ~~of the~~ primary concern in the administration of the school bus program. All state laws and regulations pertaining to the safe use of school buses shall be observed by drivers, students and school personnel.

To assure the safety and security of students boarding or exiting school buses on school property, it shall be unlawful for a driver of a vehicle to pass a stopped school bus when the red bus signal is in operation.

The Director of Transportation ~~Supervisor~~, in cooperation with the Principals, has the responsibility of developing and publishing safety rules to be followed by drivers and passengers, including rules of student conduct. In order to ensure maximum safety to those riding school buses, it is necessary that students and drivers cooperate in this effort. ~~There is no substitute for training to develop safe habits in pedestrian and vehicular traffic.~~

All buses and other vehicles owned and operated by the School District will have frequent safety inspections, and will be serviced regularly. The Director of Transportation ~~Supervisor~~ will maintain a comprehensive record of all maintenance performed on each vehicle.

Every bus driver is required to report promptly any school bus accident involving death, injury, or property damage. All accidents, regardless of damage involved, must be reported at once to the Director of Transportation ~~Supervisor~~. Every bus driver is required to report promptly any suspicious activity at or near a bus stop to the Director of Transportation.

Education Law Section 3623, 8 New York Code of Rules and Regulations, (NYCRR) Section 156.3, Vehicle and Traffic Law, Section 1174, subdivisions a and b, NOTE: Refer also to Policy #5761 -- Drug and Alcohol Testing for School Bus Drivers and Other Safety-Sensitive Employees

12.07 Second reading and Adoption of Policy 5751 Video Camera on School Buses

Recommended Action: The Board of Education hereby adopts Policy 5751 as written.

Motioned: Trustee Shands

Seconded: Trustee Osmond

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Shands

Not Present: Trustee Warren

20022017 5751 Non-Instructional/Business Operations SUBJECT: VIDEO CAMERAS ON SCHOOL BUSES

The Board authorizes the use of video cameras on District-operated school buses for the purpose of encouraging appropriate behavior and providing a safe environment for the transportation of students. The reason for recording the transportation environment is to provide school officials, drivers, and parents/guardians/custodians with documentation when dealing with inappropriate student behavior. Disciplinary action will be in accordance with the District's Code of Conduct.

The District recognizes that any videotapes related to or maintained for a particular student are student records and subject to the protections of the State and Federal student records laws. As student records, any videotapes related to a particular student are confidential and disclosure or review is limited to those persons authorized by law to inspect student records. The student's parents/guardians/custodians must give written approval for these individuals to view segments of a specific videotape when such viewing is not intended to document disciplinary problems or vandalism. A log will be kept of the date and names of all individuals viewing the videotape.

All video recordings shall be maintained for a period of 15 days from the date of its creation.

Refer to policy 5686

12.08 Rescind Policy 4210 Administrative Organization and Operation

Recommended Action: The Board of Education hereby rescinds Policy 4210

Motioned: Trustee Shands

Seconded: Trustee Storey

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Shands

Not Present: Trustee Warren

2002 4210 Administration **SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION**

The basic principles of Administrative Organization and Operation are:

- a. The working relationships shall involve two (2) types of officers: line and staff. Line organization involves a direct flow of authority upward and downward from chief school officer to Building Principal. A line officer has power and authority over subordinates. Staff officers do not stand in the direct line of authority; they serve as coordinators or consultants.
- b. The Board of Education shall formulate and legislate educational policy.
- c. Administrative regulations shall be developed by the chief school officer in cooperation with affected or interested staff members or lay persons.
- d. The central office staff shall provide overall leadership and assistance in planning and research.
- e. Areas of responsibility for each individual shall be clearly defined.
- f. There shall be full opportunity for complete freedom of communication between all levels in the school staff

12.09 Rescind Policy 4240 Administrative Latitude in Absence of Board Policy

Recommended Action: The Board of Education hereby rescinds Policy 4240

Motioned: Trustee Storey

Seconded: Trustee Shands

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Shands

Not Present: Trustee Warren

2002 4240 Administration **SUBJECT: ADMINISTRATIVE LATITUDE IN THE ABSENCE OF BOARD POLICY**

From time to time problems and new questions arise for which no specific policy has been prepared. Members of the administrative staff shall act in a manner consistent with the existing policies of the School District and shall alert the Superintendent of Schools to the possible need for additional policy development.

12.10 Rescind Policy 4420 Compensation and Related Benefits

Recommended Action: The Board of Education hereby rescinds Policy 4420

Motioned: Trustee Storey

Seconded: Trustee Shands

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Shands

Not Present: Trustee Warren

2002 4420 Administration **SUBJECT: COMPENSATION AND RELATED BENEFITS**

The salaries and related benefits of administrators shall be set annually by the Board of Education upon the recommendation of the Superintendent.

12.11 First Reading of Policy 4211 Lines of Authority and Staff Relationships

~~2002~~2017 4211 Administration **SUBJECT: LINE AND STAFF RELATIONSHIPS**

It shall be the responsibility of the Superintendent to develop and detail the administrative and supervisory structure of the School District. Lines of authority will be shown on the **Table of Organizational Chart** developed by the Superintendent.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

Lines of authority should not restrict in any way the cooperative, sensible ~~working together collaboration~~ of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the School District.

In the event an employee is not satisfied with an administrative decision and no other procedures exist for resolution of the disagreement, they shall have the right to appeal to the next higher level of authority and through successive steps to the Board of Education.

No part of this policy is meant to supersede or take precedence over the terms or conditions in any negotiated agreement between the Board and a group of its employees.

12.12 First Reading of Policy 4230 Administrative Authority

~~20022017~~ 4230 Administration SUBJECT: ADMINISTRATIVE AUTHORITY ~~DURING ABSENCE OF THE SUPERINTENDENT OF SCHOOLS~~

~~The Superintendent of Schools shall delegate to another administrator the authority and responsibility for making decisions and taking such actions as may be required during the absence of the Superintendent.~~

~~The Superintendent of Schools shall delegate to another administrator the authority and responsibilities for making decisions and taking such actions as may be required during the absence of the Superintendent.~~

~~In the event of an emergency, every possible effort should be made to contact the Superintendent. If the Superintendent is not available, the authority to act for them shall be delegated according to the Organizational Chart, dependent upon the nature of the emergency. If the nature of the emergency warrants, the President of the Board of Education shall be contacted by the administrator assuming authority.~~

~~Each employee of the District shall be under the general direction of the Superintendent. Instructional staff members shall be immediately responsible to the Principal of the Building in which they work. Other employees shall be immediately responsible to the administrative personnel under whom they work.~~

~~Whenever an emergency occurs in an individual school which requires an immediate decision, the Principal should act and notify the Superintendent as soon as possible.~~

~~The Superintendent shall maintain a current Organizational Chart to which immediate reference can be made by the Board or any employee of the District.~~

In the Absence of Board Policy

~~From time to time problems and new questions arise for which no specific policy has been prepared. Members of the administrative staff shall act in a manner consistent with the existing policies of the School District and shall alert the Superintendent of Schools to the possible need for additional policy development.~~

12.13 First Reading of Policy 6212 Certification

~~20022017~~ 6212 Personnel SUBJECT: CERTIFICATION

- a) In accordance with applicable statutes, Rules of the Board of Regents, and Regulations of the Commissioner of Education, each employee whose employment requires certification or other licensure shall inform the Superintendent of Schools immediately of any change in the status of his/her certification or licensure. The changes shall include, but not be limited to, the granting, revocation, upgrading, expiration, conversion and/or extension of these documents as to their periods of validity or their titles.
- b) ~~The original certificates and/or licenses must be presented for examination and copying in the office of the Superintendent of Schools as soon as they are available to the employee. The copies will be maintained in the Superintendent's files in support of the legitimate employment of each affected employee.~~ The failure of any such employee to possess the required certification or other licensure may result in the discharge of that employee.
- c) Whether or not the District verifies an individual's certification or licensure does not waive the responsibility of the employee to maintain what is required for ~~his/her~~their assignment.

Education Law Sections 3001, 3001-a, 3004, 3006, and 3008 8 New York Code of Rules and Regulations (NYCRR) Subparts 80-1, 80-2 and 80-3

12.14 First Reading of Policy 6470 Employee Acceptable Use

- Regulation has all the crossed out language

~~2016-2017~~ 6470 Personnel SUBJECT: EMPLOYEE ACCEPTABLE USE OF DISTRICT TECHNOLOGY

System Definition

~~Onteora Central School District (OCSD) provides access to electronic information resources such as computer hardware, software, networks, and electronic communication systems including, but not limited to, computers, telephones, fax machines, photocopiers, smart phones, tablets, projection units, video camera, monitors, speaker systems, microphones, Apple TVs, Smart Boards, televisions, laptops and any other technology available to employees through the District Computing Systems (DCS). This may include access to electronic mail (e-mail), social networking sites, texting, online services, WI-FI, and to the DCS from home or other remote locations. All use of the DCS, including independent use of OCSD premises, shall be subject to this Board policy. All components of the DCS, including but not limited to, computers and computer accounts belong to OCSD shall be used solely for educational and work-related tasks and assignments. It is the employee's responsibility to restrict his/her use of said technology and information resources to these purposes.~~

Purpose

~~Onteora Central School District (OCSD) encourages use of the District Computer Systems (DCS) to explore educational topics, conduct research and engage in work-related professional communication to further the mission of OCSD. It is anticipated that access to various electronic information resources will expedite and enhance the performance of work related tasks and assignments.~~

Acceptable/Unacceptable Use

~~Generally, the same standards of acceptable conduct that apply to any aspect of OCSD job performance shall apply to use of the DCS. Users are expected to communicate in a professional manner consistent with Board policies. Transmission of confidential information outside the agency requires the authorization of the District Superintendent or his/her designee. Copying of such confidential information to removable storage devices is strictly forbidden unless authorized by the District Superintendent or his/her designee. There should be a risk assessment which includes approved security consideration such as password and encryption as needed. OCSD confidential data shall not be stored on personal devices. Users who willfully, maliciously, or unlawfully damage or destroy OCSD electronic information resources sometimes referred to as "hacking" may be subject to disciplinary and/or legal action.~~

~~In addition to Board policies, users shall also adhere to Federal and State laws and regulations governing electronic communications and terms of service for other authorized social networking sites, including, but not limited to copyright laws, rights of software publishers, license agreements, and rights of privacy.~~

~~This policy does not attempt to articulate all required and/or acceptable uses of the DCS, nor is it the intention of this policy to define all inappropriate usage, however, following is a non-exhaustive list of prohibited behavior/unacceptable uses:~~

- ~~1. Use of inappropriate language—obscene, lewd, profane or vulgar language is prohibited.~~
- ~~2. Creating, storing, displaying or the transmission of pictures, video, or audio that represents illegal, obscene, pornographic or bias images.~~
- ~~3. Harassment and unwanted contact—this includes the use of email to harass another person or organization; to personally attack another person or organization; or to disseminate false or defamatory material about a person or organization.~~
- ~~4. Dangerous information—information that, if acted upon, could cause damage or present a danger of disruption.~~
- ~~5. Any other activity that would violate State or federal law, or school policy.~~
- ~~6. Violations of privacy and/or public safety—revealing personal information about others or self that could be deemed private and/or dangerous.~~
- ~~7. Abuse of resources—chain letters, spamming, i.e., the mass-mailing of email for solicitation purposes.~~
- ~~8. Infringement on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting, or making available any copyrighted software on the OCSD computer network.~~
- ~~9. Data mining or the inappropriate dissemination of confidential information.~~

10. ~~Engaging in commercial activities including but not limited to the promotion of a personal business, financial gain, advertising or solicitation purposes shall be considered a direct violation of this policy.~~
11. ~~Distribution of political campaign material, unless otherwise permitted by applicable collective bargaining agreements.~~
12. ~~Gaming~~
13. ~~Accessing social media sites for non-business purposes.~~
14. ~~Sharing of confidential passwords necessary to access the DCS~~
15. ~~Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; or to raise funds for any non-school sponsored purposes, whether for profit or not-for-profit, is prohibited.~~
16. ~~Any use involving materials that are defamatory or sexually explicit are prohibited.~~
17. ~~Any communication with students or minors that is not age appropriate or appropriate for a student-teacher relationship is prohibited.~~
18. ~~Knowingly providing school e-mail addresses to outside parties whose intent it is to communicate with school employees, students and/or their families for non-school purposes is prohibited.~~
19. ~~Intentionally opening or forwarding any e-mail, attachments or other files from any source that is known to contain a virus or viruses is prohibited.~~
20. ~~Using on-line programs not leased by OCSD.~~
21. ~~Technology resources are expensive to maintain and operate. It shall be each employee's responsibility to use district systems and supplies judiciously and at all times in accordance with this Regulation/Agreement. Spilling food and/or drinks on District equipment or other actions which compromise the District's equipment should be avoided.~~
22. ~~Modifications to hardware, networks or software is prohibited. Additionally, employees and or students do not have a right to load software on any district system. Any new software should be requested through the Building Principal and purchased through the Technology Department. Software will then be loaded by the Network Technology staff.~~
23. ~~Employees are responsible to insure the security of any district technology equipment, files, information, data, passwords assigned to or created by them.~~
24. ~~Employees with access to student records may not use, release, or share these records except as authorized by the OCSD, and /or Federal or State Law.~~
25. ~~Employees should shut down and power off equipment at the end of the work day.~~

Use of the DCS shall cease and the equipment returned to OCSD or the user's access revoked under any of the following circumstances:

1. A user separates from service as an employee of OCSD.
2. Status as a person authorized to access the DCS or use OCSD equipment terminates.
3. A user is assigned a new position and/or responsibilities pursuant to which use of the DCS, or a portion thereof, has not been authorized.
4. User violated this policy.

Anyone who is aware of any misuse or abuse of any software or electronic communication system owned or leased by OCSD shall notify his/her immediate supervisor or building principal.

An administrator who is aware of any misuse or abuse shall notify the Superintendent, Assistant Superintendent, or designee, and appropriate disciplinary action may occur based on the circumstances and in accordance with all applicable laws, bargaining agreements, Board policies, and administrative regulations.

Student Personal Safety:

1. ~~Employees who supervise students with use and access to "Technology Systems" shall be familiar with the Ontario Central School District Student Use Policy Agreement and enforce all of its provisions.~~
2. ~~All Student "technology systems" use will be supervised by a responsible staff member.~~
3. ~~It is the responsibility of the staff member supervising students to report any resulting misuse by their students to the building administrator and/or the Technology staff.~~

Limitation of Liability

~~OCSD will make reasonable efforts to assist users who are experiencing work-related technical problems. However, OCSD makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the DCS will be error-free or without defect. OCSD will not be responsible for damages users may incur, including, but not limited to, loss of data or interruptions of service. OCSD is not responsible for the accuracy or quality of the information obtained through or stored on the DCS. OCSD will not be responsible for obligations, financial or otherwise, incurred as a result of the unauthorized use of the DCS.~~

No Expectation of Privacy

~~Users should not have an expectation of privacy in anything they create, store, send or receive on the computer system. By accessing/using the DCS, the user has consented to OCSD exercising its authority and the rights set forth in this policy, including the right to monitor any information or communication stored or transmitted over the DCS.~~

~~Users consent to allow OCSD employees to access and review all materials users create, store, send or receive through the DCS, including the computer and through computer networks and the Internet. Users understand that OCSD may use human or automated means to monitor use of the DCS resources.~~

~~E-mail has been provided for correspondence and communication as related to your employment in an educational environment and not for personal business use. The district understands that occasional personal communication may occur. However, the district reserves the right to determine when such use is excessive and in violation of this policy.~~

User Responsibilities

~~Each user of the OCSD systems and/or services shall submit a signed Technology Acceptable Use Agreement Form to acknowledge the receipt of this policy and its accompanying regulation and the District's expectation of compliance.~~

~~Every user shall safeguard the integrity of all systems and shall protect their ID and passwords. Users shall not share their ID or password with others. Unauthorized use of another Account Holder/User account password is prohibited.~~

- ~~1. Employees may not move any equipment from the room where it is assigned or reconfigure any of the technology/network resources, which may result in damage or unnecessary "downtime" to any district data, video or voice system and/or component. It shall be the employee's responsibility to secure appropriate permission to move, adjust, or reconfigure such resources and arrange for assistance from the Network Technology Staff.~~
- ~~2. Employees assigned "technology equipment" are responsible for its basic care and safety. Any damage to equipment or other issues with equipment must be reported immediately.~~
- ~~3. It shall be each employee's responsibility to report any attempts or actions of a person to vandalize, degrade or disrupt technology equipment or system performance.~~
- ~~4. All employees who utilize school computers for instructional purposes with students have a duty to supervise and monitor online activities of students while in school, including but not limited to use of e-mail, chat rooms and other forms of direct electronic communication, "hacking" and other unlawful activities of minors, and access to materials harmful to minors. Such employees must be familiar with the school district's policies and rules concerning student computer and Internet use and enforce them. When, in the course of their duties, employees become aware of student violations, they shall stop the activity and inform the building principal (or other appropriate administrator) immediately.~~

Best Practices For Wi-Fi:

- ~~• Turn off the device when not in use and at the end of each day.~~
- ~~• If device is to stay on, turn Wi-Fi off when not in use (switch on side, or airplane mode on iPad).~~
- ~~• Always place the device on a solid surface.~~
- ~~• Viewing distance should be a minimum of 12 inches from the screen~~

13. Independent Contract Retainers

13.01 Approve Independent Contract Retainers (proposed 8:10)

8:55

Recommended Action: The Board of Education hereby approves the Independent Contract Retainers in items 13.02-13.04

Motioned: Trustee Ratcliff

Seconded: Trustee Shands

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Shands

Not Present: Trustee Warren

13.02 ICR - Molmed

Recommended Action: BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District approves the Independent Contractor Retainer between the Onteora Central

School District and Steven Molmed as a mentor in engineering for the period beginning November 17, 2017 to May 31, 2018 for a stipend in the amount of \$250.00 and authorizes the Superintendent to sign such an agreement.

13.03 ICR - Schaller

Recommended Action: BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District approves the Independent Contractor Retainer between the Onteora Central School District and Alyssa Schaller as the gymnastics coach for the period beginning December 20, 2017 to June 30, 2018 in the amount of \$900.00 to a maximum of \$900.00 and authorizes the Superintendent to sign such an agreement.

13.04 ICR - Schwartz

Recommended Action: BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District approves the Independent Contractor Retainer between the Onteora Central School District and Jill Ann Schwartz as a teaching artist of dance at the Woodstock Elementary School for the period beginning April 16, 2018 to April 26, 2018 at the rate of \$1500.00 per residency to a maximum of \$1500.00 and authorizes the Superintendent to sign such an agreement.

14. Consent Agenda

14.01 Approve Consent Agenda (proposed 8:15)

Recommended Action: The Board of Education hereby approves consent agenda item numbers 14.02-14.08

Motioned: Trustee Shands

Seconded: Trustee Osmond

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Shands

Not Present: Trustee Warren

14.02 Approve Schedule U - The Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE) Recommendations

Recommended Action: The Board hereby approves the Instruction - Schedule U-The Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE) Recommendations, Schedule U, #12/17, Confidential, as reviewed by Trustee Warren

14.03 Personnel Agenda

RESIGNATIONS: INSTRUCTIONAL

NAME	POSITION/SCHOOL	EFFECTIVE DATE	REMARKS
Rebock, Melissa	TA/Woodstock	6/30/18	Retirement

LEAVE OF ABSENCES: INSTRUCTIONAL

EMPLOYEE NUMBER	EFFECTIVE DATE FROM - TO	REASON
3830	*4/16/18 – 5/25/18	Paid Medical
2448	11/14/17 – 12/15/17	Paid Medical

SHORT-TERM SUBSTITUTE

NAME	POSITION/SCHOOL	EFFECTIVE DATE	PAY RATE	REMARKS
Parisi, Jackie	Social Worker/PH	11/17/17 – 1/9/18*	1MA	Extend leave replacement
Quinlin, Ellie	Mathematics/HS	1/2/18 – 4/3/18	1BA	Leave Replacement

SUBSTITUTE

NAME	POSITION	AMOUNT
Quinlin, Ellie	Certified Teacher	\$110/day
Lane, Tiffany	Certified Teacher	\$110/day

LEAVE OF ABSENCES: NON-INSTRUCTIONAL

EMPLOYEE NUMBER	EFFECTIVE DATE FROM - TO	REASON
1585	9/7/17 – 2/24/18	Extend paid Medical

*Approximate Dates

14.04 Surplus Books

Recommended Action: BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District declare a variety of approximately 100 fiction and/or reference books from the Bennett Elementary School as surplus and authorizes the sale or disposal of these items.

14.05 Financial Report

Recommended Action: The Board of Education had reviewed and hereby accepts the Financial Report for October 2017

14.06 Warrants

Recommended Action: The Board of Education has reviewed and hereby accepts Warrant Schedule 5

14.07 Budget Transfer

Recommended Action: The Superintendent recommends the transfer of funds from the Unemployment Reserve to the Unemployment Insurance budget code to pay for NYS Unemployment Insurance billing. This expense is not budgeted in the general fund due to the existence of the reserve funds designated for this purpose.
 Transfer Amount From Reserve Description To Budget Code Description
 \$8,377.39 A815 Unemployment Reserve A9050.800-10 Unemployment Insurance

14.08 Approve Revised ONTEA Sick Bank Rules

Recommended Action: The Board of Education hereby approves the ONTEA Sick Bank Rules revised to eliminate the term limit of committee members.

15. Committee Reports

15.01 Policy Committee - Trustee Osmond to report. Next meeting is in Central Administration on TBD (proposed 8:20)

- Reviewed the polices on the agenda for rescinding and first reading
- 4110 4220 4410 were reviewed and will stay the same

15.02 Facilities Committee - Trustee Storey to report. Next meeting is in Central Administration at 3:30 on 2/16/17

- Went over the capital improvements

- Discussions of current projects and future projects

15.03 Health and Wellness Committee - Trustee Shands to report. Next meeting is in the MS/HS Conference Room at 2:45 on TBD

- Speaker on tower garden for classrooms called Aeroponic growing system
- Discussed dates for Meet, Greet and Eat – tentative date: April 23rd

16. Old Business

16.01 The Board will discuss Old Business (proposed 8:30)
9:00

- Session for Board norms
- Move forward with review of sections of Code of Conduct
- Next meeting try to complete Board Norms

17. New Business

17.01 The Board will discuss New Business (proposed 8:35)

18. Request For Information

18.01 Discuss Requests for Information (proposed 8:40)

Trustee Osmond asked -Status of renovation of science lab

- Asbestos abatement happened last summer
- Plans are at State Ed and are hoping to bid work for this summer
- Still working with Benjamin Center for grant money

Trustee Salem asked about a Board of Education twitter account

19. Adjournment

19.01 Adjourn Meeting. Next meeting is Tuesday, January 9, 2018 in the Woodstock School. Happy New Year! (proposed 8:45)

Recommended Action: The meeting is adjourned at 9:05

Motioned: Trustee Shands

Seconded: Trustee Storey

Result: Unanimous

Yea: Trustee Salem, Trustee Osmond, Trustee Kurnit, Trustee Storey, Trustee Ratcliff, Trustee Shands

Not Present: Trustee Warren

Minutes Recorded by Fern Amster,
District Clerk



Board of Education: Kevin Salem, Laurie Osmond, Valerie Storey, Lindsay Shands, Bennet Ratcliff, Rob Kurnit, Robert Burke Warren