ONTEORA CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION
BOICEVILLE, NEW YORK 12412

REGULAR MEETING
Minutes 6:00 p.m.
TUESDAY, DECEMBER 6, 2016
PHOENICIA 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 Osmond, Trustee Storey, Trustee Ratcliff, Trustee Shands, Trustee Allison
Not Present: Trustee Salem, Trustee Schnell

2. Executive Session

2.01 Enter executive session (proposed 6:00 duration 45 min)
Recommended Action: Motion to enter into executive session to discuss the sale of real property
Motioned: Trustee Shands
Seconded: Trustee Storey
Result: Unanimous
Present: Trustee Osmond, Trustee Storey, Trustee Ratcliff, Trustee Shands, Trustee Allison
Not Present: Trustee Salem, Trustee Schnell

2.02 Exit Executive Session and Return to Public Session (proposed 6:45 pm)
Recommended Action: Motion to exit executive session and return to public session
Motioned: Trustee Shands
Seconded: Trustee Osmond
Result: Unanimous
Present: Trustee Osmond, Trustee Storey, Trustee Ratcliff, Trustee Shands, Trustee Allison
Not Present: Trustee Salem, Trustee Schnell

3. Acceptance of Minutes

3.01 Acceptance of Minutes
6:45
Recommended Action: The Board of Education hereby accepts the minutes of the 11/22/16 BOE Meeting
Motioned: Trustee Shands
Seconded: Trustee Storey
Result: Trustee Storey
Yea: Present: Trustee Osmond, Trustee Storey, Trustee Ratcliff, Trustee Shands, Trustee Allison
Not Present: Trustee Salem, Trustee Schnell

4. Welcome

4.01 Phoenicia Principal, Linda Sella will welcome the Board (proposed 6:50 duration 10 min) 6:50

- Curricular Information Night with Interim Assistant Superintendent for Curriculum & Instruction Marystephanie Corsones, Superintendent Bruce Watson & ELA Coach Linda Szakmary - 10-12 parents attended
  - Well worth the effort
  - Important to give good information
- This Friday at Barnes and Noble, PTA hosting an evening in Kingston
  - Every item sold that evening 15-20% of net profit goes to Phoenicia School
  - Theme is Magical Harry Potter evening
    - Evening is also Kingston Holiday Celebration
- Continuing Mystery Reader Series at lunchtime
  - Students get clues all week on who it is, don't know until person comes in and identifies themselves
- Holiday boutique for students to shop – small gifts – need volunteers to wrap 1100 small gifts, the week of the 12/12/16
- 12/16/16 is Craft Fair children – parents and community set up as vendors all goods are donated for students to give to parents
- Holiday cheer sponsored by Phoenicia faculty – 15 families will receive holiday food baskets
- Holiday Cheer Fund sponsors families- choose someone anonymously and support needs for children of the family from donations
- PTA wrote a grant to Annie's Grants to expand garden and put in irrigation system for $3000
- Teachers submitted a grant to OTA for $150 to support the Book Drive
- Personal Safety program coming to Phoenicia on 1/12/17
  - By Center for Prevention of Child Abuse – to empower children with strategies to keep them safe with an all-puppet program for K-3

5. Board District News

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

7:00

Trustee Osmond went to the Ashokan Rail Trail information session

- Thorough presentation -11 ½ miles with trail heads and parking
  - Looking for feedback
- Possibility for students to bike to school but will need a light across Route 28 – Ulster Planning Dept. will be raising the issue

Trustee Storey reported:

- Attended UCSBA meeting with Superintendent Watson, PPS Director Cindy Bishop, Assistant PPS Director Liz Fallo, Trustee Allison and Trustee Shands
  - Rita Wood, Director for Early Intervention and CPSE gave a discussion of what county does and how school districts are reimbursed, etc.
  - Also, what services are available – looking for service providers – Speech Pathologists, OT, PT, Social Worker
- Legislative Action Committee discussed for what they will advocate

- NYSSBA's Annual Lobby Day is 2/12/17-2/13/17 to meet with different area representatives
- Attending the NYSSBA Fiscal Fitness Workshop with Trustee Shands in Poughkeepsie on 1/28/17 about building your budgets
- Judge has ruled that Belleayre can proceed with Crossroads Venture resort

7. Student Representative Report

7.01 Student Representative, Gabrielle Raphael will report to the Board (proposed 7:15)
7:05

- Survey on which image to choose for mascot completed on Thursday – will have images next meeting
- Will set up computers tomorrow and Thurs to be sure people can log on and vote
- Move forward with printing t-shirts when images are finished
- May put together Love Wall – put post its of positive messages about anything

Only students can vote on the images through student portal

- 2 images will be picked – 1 for uniforms and 1 for mural on wall

- Letter from teacher given to Board with another mascot image

6. Superintendent District News

6.02 Athletic Director Lou Cioffi will update the Board on the Sports Program (proposed 7:10)
7:10

- Participation: Fall 280 Winter 161
- NYSPHAS designated all our fall varsity teams with Scholar Athletes status
- Field Hockey girls finished 2nd in playoffs
- Justin Lane –senior golfer signed letter of intent for Binghamton University
- Homecoming Day – 8 home athletic events - large amount of people came out
- JV Football (10th and 11th) and Modified Football (7, 8, 9) Winter season began
    - Timing is right to restart a Varsity Football program – sustained good numbers in our JV and modified
        - Didn't want young players to play at varsity level
        - Had too few players – played both offense and defense
- Consider hiring a full time Athletic Trainer – important vehicle for athletes, coaches, nurses, helps the athletes when injured with rehab and education
    - Important for rehabilitation and be sure protocols are followed
    - Hard for a coach to deal with a rehabbing a player and work with rest of team
    - Volunteer trainer is here 5-6 days a week during games and at practices
- Facility needs: repair press box and tower near football field, more bleachers, scoreboards, resurface tennis courts, field renovations (drainage on baseball field)
- Need gymnasium space/wrestling room – during winter months very hard for practices
    - Hard to get athletes home at a reasonable hour

    - Wrestling room is too small for modified, JV and V wrestling teams
- Need to attract coaches – due to location of school district, difficult to get coaches, if they are not on teaching staff or live locally
    - Look at salaries to be competitive or above average
    - Strong program has a lot of teacher coaches – need to look at qualifications when hiring -ask about athletics and extra-curricular

Discussion:

- Athletic Trainer could be a PE teacher if they are certified
    - It is a very involved certification
    - If students get injured, coach should look to Athletic Trainer
- Facility committee is looking at Building Condition Survey- press box and bleachers are being looked at – not toured at MS/HS yet
- Commend program - student athletes are wearing ties the day they are playing a game
    - Red ties bought by Football Booster Club- coach was adamant about wearing ties, then used for other sports
    - Increase awareness and spirit during the day
- To have all varsity teams designated as scholar athletes is outstanding
    - Thanks to faculty, coaches, administration, AD, Board and students
- Thanks to Mr. Cioffi – helped the new Superintendent to get to know district, athletic program, coaches, as well as challenges with New York State

6.01 The Superintendent announce District news (proposed 7:05)

7:25

Woodstock

- The Woodstock School Leadership Team met again on Monday and continued to work on their building goal
    - The team is focusing on those areas that were identified on their school culture and climate survey
- With support from the PTA, Woodstock will be holding the last Fall/Winter Kidstock session this Wednesday
    - 130 students participated
- The kindergarten teachers hosted the kindergarten feast- students did an excellent job sharing for what they are thankful
- The third grade teachers organized a very successful hands-on Colonial Fair
- The kitchen staff, led by Ms. May, did an excellent job feeding nearly forty guests at our senior luncheon
    - Entertainment by our kindergarten and first grade students
    - Décor by the second grade students by providing table decorations
    - The third grade students were kind and respectful hosts and hostesses
- Launching the 1000 Book Club in partnership with the West Hurley Library on 12/16/16
    - Program will put books in the hands of all incoming and current students

Bennett

- On 12/1/16 & 12/2/16 Personal Safety Educators Sandra DeVito and Amy Quinn visited classrooms to address the prevention of childhood sexual abuse

- The presenters, from the Child Abuse Prevention Center in Poughkeepsie, NY, aimed to alert students to the realities of abuse and empower them with strategies for keeping themselves safe
  - The program was very well received by staff and students

The Middle School Winter Concert is Wednesday, December 14, at 7:00

High School:

- National Honor Society is sponsoring a blood drive on 12/22/16 from 8 A.M. to 2 P.M. in the High School Gymnasium
  - Also accepting donations through 12/14/16 for their Holiday Helping Hands Fundraiser, which raises money for students in need in our district
    - Information for both is posted on the high school's website
- Congratulations to the all students who made the high honor roll, honor roll, merit roll for the first quarter
- Today, 24 of our high school students visiting the Empire State Convention Center in Albany to listen to speakers regarding AIDS prevention and to view panels of the AIDS Memorial Quilt
- Tomorrow evening at 7 PM is the HS Chorus and Orchestra's Winter Concert
- Onteora's annual Poetry Out Loud Contest is scheduled for 12/8/16
  - Our finest reciters will step onto the stage and breathe life into traditional and modern canons of poetry, merging the past with the present through the language arts
  - This event is free and open to the public

Other Information:

- Update on lead testing: MS/HS came back – all drinking fountains, sinks in kitchen for food preparation and other uses tested below levels
- Some custodial areas tested above – very infrequent use
- High proportion of faucets above level in Science Labs – very expensive repair
- Replacement of lead free faucets in Phoenicia need to be re-tested
  - That will help to decide how to remediate and repair
- Science Initiative Grant – support complete renovation of a science lab to go into a STEM direction
- Zone 9 Area All State Music Festival on 11/19/16 at NYSSMA in Cornwall
  - William Davis (Chorus) and Jacqueline Katz (orchestra)

8. Acknowledge Public Be Heard

8.01 The Board will acknowledge the public be heard comments from the last meeting
Weston Blelock

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 7:20 duration 10 min or more)
Doug Eighmey – Comments about Indian and actions Board is taking – Board and District are not taking action on wrong that has been committed

10. Discussion & Possible Action

10.01 Abolish position (proposed 7:25)

Recommended Action: The Board of Education hereby abolishes the following position: 0.8 FTE ESL Teacher
Motioned: Trustee Allison
Seconded: Trustee Shands
Result: Unanimous
Yea: Trustee Osmond, Trustee Storey, Trustee Ratcliff, Trustee Shands, Trustee Allison
Not Present: Trustee Salem, Trustee Schnell

10.02 Create Position

Recommended Action: The Board of Education hereby creates the following position: 1.0 FTE ESL Teacher
Motioned: Trustee Ratcliff
Seconded: Trustee Osmond

- Needed for the rest of this school year – next year depends on student need
- How many more students that demands more time from teachers?

Result: Unanimous
Yea: Trustee Osmond, Trustee Storey, Trustee Ratcliff, Trustee Shands, Trustee Allison
Not Present: Trustee Salem, Trustee Schnell

10.03 Science Initiative Grant (proposed 7:30)

Recommended Action: The Board of Education hereby approves the resolution below
Motioned: Trustee Storey
Seconded: Trustee Osmond
Result: Unanimous
Yea: Trustee Osmond, Trustee Storey, Trustee Ratcliff, Trustee Shands, Trustee Allison
Not Present: Trustee Salem, Trustee Schnell

WHEREAS the Onteora Central School District is situated within the 103rd assembly district of the State of New York;

AND WHEREAS the Onteora Central School District has agreed to participate in the Science Lab Initiative, which aims to encourage scientific curiosity and creativity, build student interest in science, and promote science education in middle and high schools in the 103rd Legislative Assembly District through the creation of state-of-the-art science labs and accompanying programming;

AND WHEREAS the Science Lab Initiative will provide up to $50,000 toward the creation of such a science lab, and funds can be used for the renovation of space appropriate for a science lab and/or the purchase of science-related equipment;

AND WHEREAS The Benjamin Center at SUNY New Paltz will coordinate this effort and be the liaison to all school districts;

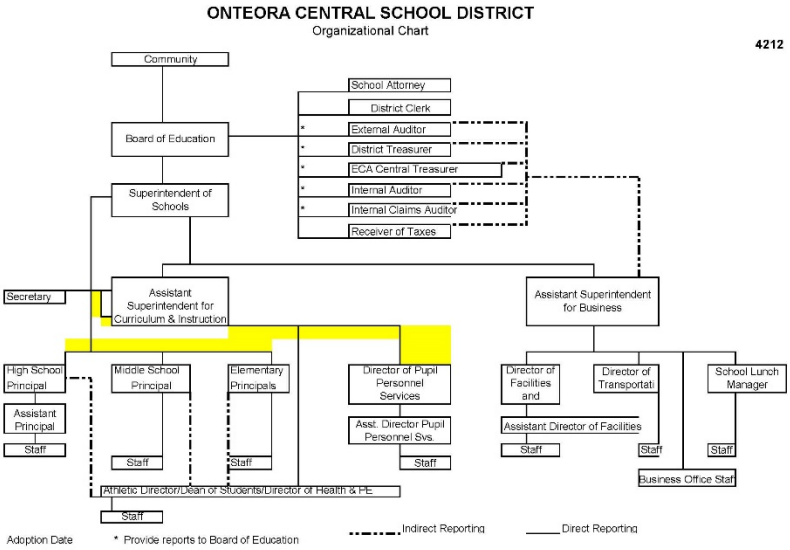
AND WHEREAS The Benjamin Center at SUNY New Paltz is responsible for purchasing all equipment and supporting construction related to the Science Lab Initiative and thus SUNY New Paltz maintains ownership over said equipment;

NOW THEREFORE BE IT RESOLVED, that the Board of Education of the Onteora Central School District understands this arrangement and, with grateful appreciation, agrees to participate in the Science Lab Initiative.

10.04 Second Reading and Adoption of Policy 4212 Organization Chart (proposed 7:35)

Recommended Action: The Board of Education hereby adopts policy 4212 as written
Motioned: Trustee Shands
Seconded: Trustee Ratcliff

Result: Unanimous
Yea: Trustee Osmond, Trustee Storey, Trustee Ratcliff, Trustee Shands, Trustee Allison
Not Present: Trustee Salem, Trustee Schnell



10.05 Second Reading and Adoption of Policy 5220 District Investments
Recommended Action: The Board of Education hereby adopts Policy 5220 as written
Motioned: Trustee Ratcliff
Seconded: Trustee Shands
Result: Unanimous
Yea: Present: Trustee Osmond, Trustee Storey, Trustee Ratcliff, Trustee Shands, Trustee Allison
Not Present: Trustee Salem, Trustee Schnell

2016 5220 Non-Instructional/Business Operations **SUBJECT:DISTRICT INVESTMENTS**

Scope

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

Objectives

The primary objectives of the local government's investment activities are, in priority order:

a) To ~~confirm~~ conform with all applicable federal, state and other legal requirements (legal);
b) To adequately safeguard principal (safety);
c) To provide sufficient liquidity to meet all operating requirements (liquidity); and
d) To obtain a reasonable rate of return (yield).

Delegation of Authority

The Board of Education's responsibility for administration of the investment program is delegated to the Treasurer or designee who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

Prudence

All participants in the investment process shall seek to act responsibility as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Onteora Central School District to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Diversification

It is the policy of the Onteora Central School District for all moneys collected by any officer or employee of the School District to transfer those funds to the Treasurer or designee within five (5) working days of deposit, or within the time period specified in law, whichever is shorter.

The Treasurer or designee is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

Designation of Depositories

The banks and trust companies authorized for the deposit of moneys up to the following maximum amounts are:

Depository Name	Maximum Amount
Catskill Hudson Bank	varies
Community Bank N.A.	varies
~~Key Bank~~	~~varies~~
JP Morgan Chase	varies
NYCLASS	varies
TD Bank	varies
NYLAF	varies

Collateralizing of Deposits

In accordance with the provisions of General Municipal Law, Section 10, all deposits of the Onteora Central School District, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

a) By a pledge of "eligible securities" with an aggregate "market value," or provided by General Municipal Law, Section 10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.

b) By an eligible irrevocable letter of credit issued by a qualified bank other than the bank with the deposits in favor of the School District for a term not to exceed ninety (90) days with an aggregate value equal to one hundred forty percent (140%) of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one (1) of the three (3) highest rating categories by at least one (1) nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

c) By an eligible surety bond payable to the School District for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two (2) nationally recognized statistical rating organizations.

d) By an irrevocable letter of credit in favor of the School District issued by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one (1) nationally recognized statistical rating organization, as security for the payment of 100% of the aggregate amount of public deposits and the agreed upon interest, if any.

Safekeeping and Collateralization

Eligible securities used for collateralizing deposits shall be held by (the depository and/or a third party) bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agree upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the School District, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of

a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

Permitted Investments

As authorized by General Municipal Law, Section 11, the Onteora Central School District authorizes the Treasurer or designee to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

a) Special time deposit accounts;
b) Certificates of deposit;
c) Obligations of the United States of America;
d) Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
e) Obligations of the State of New York;
f) Obligations issued pursuant to LFL Section 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, School District or District corporation other than the Onteora Central School District;
g) Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments;
h) Certificates of Participation (COPs) issued pursuant to GML, Section 109-b;
i) Obligations of this School District, but only with any moneys in a reserve fund established pursuant to GML, Sections 6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n;~~.~~
j) Saving accounts placed through a depository institution that has a main office or branch office in this state and that contractually agrees to place the funds in a federally insured depository institution through the Insured Cash Sweep Services (ICS).

All investment obligations shall be payable or redeemable at the option of the Onteora Central School District within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Onteora Central School District within two (2) years of the date of purchase.

Authorized Financial Institutions and Dealers

The Onteora Central School District shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the School District conducts business must be credit worthy. Banks shall provide their most recent

Consolidated Report of Condition (Call Report) at the request of the School District. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Treasurer or designee is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

Purchase of Investments

The Treasurer or designee is authorized to contract for the purchase of investments:

a) Directly, including through a repurchase agreement, from an authorized trading partner.
b) By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 86-46, and the specific program has been authorized by the School District.
c) By utilizing an ongoing investment program with an authorized tracking partner pursuant to a contract authorized by the School District.

All purchased obligations, unless registered or inscribed in the name of the School District, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All cash transactions shall be confirmed in writing to the Onteora Central School District by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, Section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the School District, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

Repurchase Agreements

Repurchase agreements are authorized subject to the following restrictions:

a) All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
b) Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
c) Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
d) No substitution of securities will be allowed.
e) The custodian shall be a party other than the trading partner.

APPENDIX A **Schedule of Eligible Securities**

Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.

Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.

Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, School District, or District corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.

Obligations issued by states (other than the State of New York) of the United States rated in one (1) of the three (3) highest rating categories by at least one (1) nationally recognized statistical rating organization.

Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one (1) of the three (3) highest rating categories by at least one (1) nationally recognized statistical rating organization.

Obligations of domestic corporations rated in one (1) of the two (2) highest rating categories by at least one (1) nationally recognized statistical rating organization.

Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.

Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one (1) nationally recognized statistical rating organization and having maturities of not longer than sixty (60) days from the date they are pledged.

Zero coupon obligations of the United States government marketed as "Treasury strips."

10.06 Second Reading and Adoption of Policy 5571 Internal Audit Function (proposed 7:40)

Recommended Action: The Board of Education hereby adopts policy 5571 as written
Motioned: Trustee Ratcliff
Seconded: Trustee Allison
Result: Unanimous
Yea: Trustee Osmond, Trustee Storey, Trustee Ratcliff, Trustee Shands, Trustee Allison
Not Present: Trustee Salem, Trustee Schnell

~~2009~~2016 5571 Non-Instructional/Business Operations SUBJECT: INTERNAL AUDIT FUNCTION

No later than July 1, 2006, the District shall establish an Internal Audit Function to be in operation no later than December 31, 2006. The Internal Audit Function shall include:

a) Development of a risk assessment of District operations including, but not limited to, a review of financial policies and procedures and the testing and evaluation of District internal controls;
b) ~~An annual~~ A biennial review and update of such risk assessment unless recommended by the Audit Committee to be done more frequently;
c) Preparation of reports, ~~at least annually~~ following the risk assessment update or more frequently as the Board may direct, which analyze significant risk assessment findings; and
d) Recommendation of changes for strengthening controls and reducing identified risks, and the specification of time frames for implementation of such recommendations.

The District is permitted to utilize existing District personnel to fulfill the Internal Audit Function, but such persons shall not have any responsibility for other business operations of the District while performing Internal Audit Functions. The District shall also be permitted to use inter-municipal cooperative agreements, shared services to the extent authorized by Education Law Section 1950 or independent contractors to fulfill the Internal Audit Function as long as the personnel or entities

performing this Function comply with any Regulations issued by the Commissioner of Education and meet professional auditing standards for independence between the auditor and the District.

Personnel or entities performing the Internal Audit Function shall report directly to the Board of Education. The Audit Committee shall assist in the oversight of the Internal Audit Function on behalf of the Board.
Education Law Sections 1950, 2116-b and 2116-c

10.07 Second Reading and Adoption of Policy 7510 Student Health Service

Recommended Action: The Board of Education hereby adopts policy 7510 as written
Motioned: Trustee Storey
Seconded: Trustee Allison
Result: Unanimous
Yea: Trustee Osmond, Trustee Storey, Trustee Ratcliff, Trustee Shands, Trustee Allison
Not Present: Trustee Salem, Trustee Schnell

This policy replaces Health policies 7511-7522 2016 7510 Students S**UBJECT: STUDENT HEALTH SERVICES**

The Board of Education recognizes that good student health is vital to successful learning and acknowledges its responsibility, along with that of parent(s) or guardian(s), to protect and foster a safe and healthful environment for the students.

The school shall work closely with students' families to provide detection and preventive health services. In accordance with law, the school will provide vision, hearing, and scoliosis screening. Problems shall be referred to the parent(s) or guardian(s) who shall be encouraged to have their family physician/dentist provide appropriate care.

In order to enroll in school a student must submit a health certificate within 15 calendar days after entering school, and upon entering second, fourth, seventh and tenth grades. The examination, which must conform to state requirements, must have been conducted no more than 12 months before the first day of the school year in question. If a student is unable to furnish the health certificate, the school will provide a physical examination by a licensed provider. A request for exemption from the physical examination, or the requirement to provide a health certificate, must be made in writing to the school principal or designee, who may require documents supporting the request. The only basis for exemption is a claim that the physical examination is in conflict with the parent or guardian's genuine and sincere religious belief.

In order to enroll in school, students must also furnish documentation of required immunizations against certain communicable diseases, as set forth in state law and regulations, unless exempted from immunizations for medical or religious reasons as permitted by state law and regulation.

The Board recognizes that the State of New York may authorize and require the collection of data from health certificates in furtherance of tracking and understanding health care issues that affect children. The Board supports these efforts and expects administrators to cooperate and to observe the appropriate laws and regulations in carrying out those responsibilities, including those that relate to student privacy.

In addition, students will be asked to provide a dental health certificate when they enroll in school and in accordance with the same schedule as the health certificate.

A permanent student health record shall be part of a student's cumulative school record and should follow the student from grade to grade and school to school along with his/her academic record. This record folder shall be maintained by the school nurse.

Student Medical Exams

In accordance with Sections 903 and 904 of the state Education Law, each student shall have a physical exam given by the school doctor or licensed health provider (including a physician, physician assistant or nurse practitioner) upon entrance to school and at grades pre-kindergarten or kindergarten, two, four, seven and ten. Findings are to be kept on record at the school on forms that can be obtained from the school nurse. In addition, the school will request a dental health certificate according to the same schedule.

A student may be excluded from the medical examination requirements because the child's parent/guardian holds a genuine and sincere religious belief which is contrary to medical examinations. The request for exemption must be in writing to the principal or his/her designee.

Emergency Care

Schools shall also provide emergency care for students in accidental or unexpected medical situations. Each school in the district will include in its emergency plan a protocol for responding to health care emergencies, including anaphylaxis, and head injury. Parents/guardians will be notified of
any emergency medical situation as soon as is practicable. Parents/guardians will receive notification of non-emergent medical situations that have been reported to the nurse in a timely manner.

The district permits emergency administration of opioid antagonists, such as naloxone, by the school nurse to prevent opioid overdose, as specified in policy 7523, Opioid Overdose Prevention.

Medical Emergency Record

All students shall have on file a medical emergency record which shall state the name and telephone numbers of the following:

1. the student's parent(s) or guardian(s) at home and work;
2. the student's next of kin;

3. additional emergency contacts
4. the student's licensed health care provider;

Students diagnosed with diabetes shall have a written diabetes management plan maintained as part of the student's cumulative health record. The management plan shall be developed in accordance with state regulation and district procedures. Students diagnosed with asthma or other respiratory disease requiring a rescue inhaler, students diagnosed with life-threatening allergy or diabetes shall have an emergency action plan maintained as part of the student's cumulative medical record. The emergency action plan will be developed in accordance with state regulation and district procedures.

Immunization

Under state Public Health Law 2164, in order to be enrolled in or attend district schools, children must be fully immunized against certain communicable diseases. Those diseases are: poliomyelitis, mumps, measles, diphtheria, rubella, varicella (chicken pox), Haemophilus influenzae type b (Hib), pertussis, tetanus, pneumococcal disease, meningococcal disease, and hepatitis B.

"Fully immunized" means that the child has either (1) received the required vaccinations for these diseases as set forth in state regulations; (2) for measles, mumps, rubella, hepatitis B, poliomyelitis, or varicella only, shown immunity with a positive blood test for those disease antibodies; or (3) for varicella only, has had the disease, verified by a physician, nurse practitioner, or physician's assistant.

Children who are not fully immunized may only be admitted to school if they (1) are in the process of receiving immunization or obtaining blood tests; or (2) have been granted a medical or religious exemption.

Medical exemptions may be issued if immunization is detrimental to a child's health. Medical exemptions must either be (1) the medical exemption form issued by the New York State Department of Health or the New York City Department of Health and Mental Hygiene, or (2) a statement signed by a physician licensed to practice medicine in New York State indicating the specific immunization, the medical contraindication, and the length of time the exemption is for. Medical exemptions must be reissued annually to remain valid. The Building Principal may require supporting documents for medical exemptions.

Religious exemptions may be granted by the district upon either (1) a signed, completed and notarized Request for Religious Exemption to Immunization created by the NYSED, or (2) a written, signed and notarized statement from a parent/guardian stating an objection to immunization because of genuine and sincere religious beliefs which prohibit immunization. The Building Principal may require supporting documents for religious exemptions.

All students must present appropriate documentation of their immunization status, as set forth in the Regulations of the Commissioner of Health 10 NYCRR Subpart 66-1.

The Building Principal may permit students without adequate documentation to attend school up to 14 calendar days while the parent/guardian furnishes the necessary documents. This time period may be extended to 30 days for students transferring from another state or country, as long as they show a good faith effort to obtain the necessary documentation.

District schools may access the New York State Immunization Information System (NYSIIS) or the New York City Citywide Immunization Registry (CIR) to verify the immunization history of students entering or registered in that school.

When a child is excluded from school for immunization reasons, the Building Principal shall notify the parent/guardian of their responsibility to have the child immunized, and the public resources available for doing so. The Principal shall also notify the local health authority of the child's name and address and the immunization(s) the child lacks, and shall cooperate with that authority to provide a time and place for the required immunization(s) to be administered.

The district will maintain a list of all students who have been exempted from immunization for medical or religious reasons, or who are in the process of receiving immunization, and shall exclude such students from school when so ordered by the Commissioner of Health, in the event of an outbreak in school of the vaccine-preventable diseases listed in Public Health Law 2164 and the first paragraph of this section.

When a student transfers out of the district, the parent/guardian will be provided with an immunization transfer record showing the student's current immunization status which will be signed by the school nursing personnel or the school physician. A transcript or photocopy of the immunization portion of the cumulative health record will be provided to the new educational institution upon request.

Communicable Diseases

It is the responsibility of the Board to provide all students with a safe and healthy school environment. To meet this responsibility, it is sometimes necessary to exclude students with contagious and infectious diseases, as defined in the Public Health Law, from attendance in school. Students will be excluded during periods of contagion for time periods indicated on a chart developed by the school nurse.

During an outbreak of these communicable diseases, if the Commissioner of Health or his/her designee so orders, the district will exclude students from school who have an exemption from immunization or who are in the process of obtaining immunization.

It is the responsibility of the Superintendent of Schools, working through district health personnel, to enforce this policy and to contact the county or local health department when a reportable case of a communicable disease is identified in the student or staff population.

Administering Medication to Students

Neither the Board nor district staff members shall be responsible for the diagnosis or treatment of student illness. The administration of prescribed medication to a student during school hours shall 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 if the medicine were not made available to him/her during school hours, or where it is done pursuant to law requiring accommodation to a student's special medical needs (e.g., Section 504 of the Rehabilitation Act of 1973). "Medication" will include all medicines prescribed by an authorized medical provider.

Before any medication may be administered to or by any student during school hours, the Board requires:

1. the written request of the parent(s) or guardian(s), which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication;
2. the written order of the prescribing authorized medical provider, which will include the purpose of the medication, the dosage, the time at which or the special circumstances under which medication shall be administered, the period for which medication is prescribed, and the possible side effects of the medication; and
3. Students are permitted to self-administer medication under certain circumstances, in accordance with state law and regulation. A student is authorized to carry and use the following medications included but not limited to: rescue inhaler, epinephrine auto-injector, insulin, glucagon (and associated diabetes testing supplies), if the following conditions are met:
    a. An authorized medical provider must provide written permission that includes an attestation that the student's diagnosis requires the medication; the student has demonstrated that he/she can self-administer the prescribed medication effectively; the name of the medication, the dose, the times when it is to be taken, the circumstances which may warrant use and the length of time during which the student may use it.
    b. Written parental permission.

The administration of prescribed medication to a student during school hours is permitted only when the medication is necessary to allow the student to attend school or failure to administer the medication would seriously affect the student's health.

Parent(s) or guardian(s) must present the following information:

1. a written order from a NYS licensed health care provider (e.g. physician, nurse practitioner or physician assistant) containing the following: student's name, the date and name of the medicine, dosage and time to be administered, and list of possible side effects; and
2. A written note from the parent/guardian giving appropriate licensed school personnel permission to administer the medication to their child during school or for trained unlicensed personnel to assist their child in taking their own medication.

If a student is authorized to carry and use medication as described above, the parent/guardian is permitted to give extra medication and supplies that the district will maintain in accordance with the written directions submitted by the authorized medical provider. Such extra medication and supplies shall be readily accessible to the student.

All documents, including permission slips and medical orders will be kept on file in the nurse's office.

The school nurse shall develop procedures for the administration of medication, which require that:

1. all medications will be administered by a licensed person unless the child is a "supervised student" (able to self-administer with assistance and supervision) or an "independent student" (able to self-administer and self-carry);
2. medications, other than as noted above, shall be securely stored in the office and kept in their original labeled container, which specifies the type of medication, the amount to be given and the times of administration; the school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of each instance of administration; and
3. all medications shall be brought to school by the parent(s) or guardian(s) and shall be picked up by the parent(s) or guardian(s) at the end of the school year or the end of the period of medication, whichever is earlier. If not picked up within five days of the period of medication, the medication shall be discarded.

An adult must bring the medication to school in the original container. The administering staff member should clearly label the medication with the time to be given and dosage.

Sunscreen. Students are permitted to carry and apply parentally provided sunscreen without a medical provider's order under the following conditions:

1. the sunscreen is used to avoid overexposure to the sun and not for medical treatment of an injury or illness, if sunscreen is required to treat a medical condition, the procedures for administering medication (above) apply;
2. the sunscreen is FDA approved for over the counter use;

The school nurse will keep written permission for students on file and develop procedures pertaining to this policy.

Taking medication on field trips and at after-school activities is permitted if a student is supervised or independent in administering their own medication. On field trips or at other after-school activities, teachers or other school staff may carry the medication so that the supervised student can take it at the proper time.

If a student is going on a field trip but is not supervised or independent (i.e., fully aware and capable of understanding the need and assuming responsibility for taking medicine), then the district may:

1. permit the parent or guardian to attend the activity and administer the medication.
2. permit the parent to personally request another adult who is not employed by the school to voluntarily administer the medication on the field trip or activity and inform the school district in writing of such request.
3. allow the student's health care provider to be consulted and, if he/she permits, order the medication time to be adjusted or the dose eliminated.

If no other alternative can be found, a school nurse or licensed person must administer the medication.

The administration of epinephrine by epi-pen has become an accepted and extremely beneficial practice in protecting individuals subject to serious allergic reactions (e.g., individual has an anaphylactic reaction to a wasp sting or the ingestion of peanut butter).

Pursuant to Commissioner's regulations, registered professional nurses may carry and administer agents used in non-patient specific emergency treatment of anaphylaxis.

In addition, pursuant to SED guidelines, school nurses may provide training to unlicensed school staff in administering epi-pens, epinephrine auto-injectors and glucagon prescribed by a licensed medical provider, to a child who has been diagnosed with the associated disease in accordance with the process described in this policy and regulation.

Life-Threatening Allergies and Anaphylaxis Management

The Board recognizes its role and responsibility in supporting a healthy learning environment for all students, including those who have, or develop, life-threatening allergies. The district will work cooperatively with the student, their parent/guardian and healthcare provider to allow the child to participate as fully and as safely as possible in school activities. When a student has a known life-threatening allergy reported on their health form or if the district has been informed by the parent of the presence of a life-threatening allergy, the district will assemble a team, which may include the parent, the school nurse, the child's teacher, the building principal and other appropriate personnel, which will be charged with developing an individual health care plan and/or an emergency action plan. The plan(s) will be maintained by the school nurse. The plan(s) will guide prevention and response. If the student is eligible for accommodations based upon the IDEA, Section 504 or the Americans with Disabilities Act, the appropriate procedures will be followed regarding identification, evaluation and implementation of accommodations.

In the event that the student's medical history reveals that they have a known life-threatening allergy, the school nurse, in conjunction with the family, student, child's teacher, and other appropriate staff, will develop and implement an individual health care plan which will guide prevention and response.

The district will work with students in the self-management of their life-threatening allergy, or other chronic health conditions, by:

1. Adequately training staff involved in the care of the child.
2. Assuring the availability of the necessary equipment and/or medications.
3. Providing appropriately licensed and trained persons on school premises, as required by law.
4. Providing ongoing staff and student education.

Training

Training to support the fulfillment of staff responsibilities in regard to student health services will be provided as part of the district's ongoing professional development plan and in conformity with Commissioner's regulations.

Illness or Injury in School

If a student becomes ill or injured in school:

1. The nurse will determine if the student should receive further medical attention, remain in the dispensary or return to class.
2. The nurse will call the parent, guardian or designated emergency contact if he/she feels the student should go home. In general, a parent or guardian will pick up the student from school.
3. The nurse will contact the Building Principal if he/she feels the child should be transported by bus to the home.
4. If there is to be a change in bus routing in order to carry the student to his/her home, that decision will be made by the administrator and the transportation supervisor.
5. If the route is to be changed, the transportation supervisor shall inform the bus driver.
6. The nurse will maintain appropriate records of all student visits.

The district permits the administration of opioid antagonists, such as naloxone, to prevent opioid overdose, pursuant to policy 7523 Opioid Overdose Prevention. Nursing staff shall follow all regulations regarding the storage, accessibility, administration, recordkeeping, and reporting of naloxone use.

Student Return to School after Illness/Injury

In general, students should be symptom-free before returning to school and resuming normal activities. In some instances, students may be asked to provide a note from their licensed health care provider before they return to school or participate in the full range of school activities. The final decision to permit participation rests with the school physician. The Superintendent, in consultation with the school physician, nurse and other appropriate staff, will develop protocols to address a student's return to activities when there has been a serious illness or injury.

Cross-ref: 7611, Children with Disabilities; 7620, 7621 Students with Disabilities and Section 504; 7420, Interscholastic Athletics; 7250, Student Privacy; 7523 Opioid Overdose Prevention; 5681, School Safety Plans and Teams; 4410, Staff Professional Development

Ref: Education Law §§310 (provisions for appeal of child denied school entrance for failure to comply with immunization requirements); 901 et seq. (medical, dental and health services, BMI reporting); 916 (student self-administration of rescue inhalers); 916-a (student self- administration of epinephrine; 916-b (students with diabetes); 919 (provide and maintain nebulizers); 921 (epinephrine auto-injectors; training of unlicensed personnel); 922 (naloxone); 6527 (emergency treatment: anaphylaxis; naloxone); 6909 (emergency treatment: anaphylaxis; naloxone) Public Health Law §§613 (annual survey); 2164 (immunization requirements); 3000-c (collaborative agreements with emergency health care providers); 3309 (naloxone)
8 NYCRR §§ 64.7 (anaphylaxis; naloxone); 135.4 (Physical Education); Part 136 (school health services program; concussion, anaphylaxis, medication, naloxone)
10 NYCRR Part 66-1 (immunization requirements); § 80.138 (naloxone)
Guidelines for Medication Management in Schools, State Education Department, September 2015, www.p12.nysed.gov/sss/documents/MedicationManagement-final2015.pdf
Immunization Guidelines: Vaccine Preventable Communicable Disease Control, State Education Department, revised August 2000
Making the Difference: Caring for Students with Life-Threatening Allergies, New York State Department of Health, New York State Education Department, New York Statewide School Health Service Center, June 2008

Concussion Management Guidelines and Procedures, www.nysphsaa.org
New Policy for Stocking Albuterol Metered Dose Inhalers (MDIs), State Education Department, August 2011, www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices/Albuterol2011memo.pdf.

11. Break

11.01 The Board will take a break (proposed 7:45)

No break was taken

12. Independent Contract Retainers

12.01 Approve ICRs (proposed 7:50)

Recommended Action: The Board of Education hereby approves the Independent Contract Retainers in items 12.02-12.04
Motioned: Trustee Storey
Seconded: Trustee Shands

- Great to see Officer McGrath as mentor, as he is a graduate of Onteora

Result: Unanimous
Yea: Trustee Osmond, Trustee Storey, Trustee Ratcliff, Trustee Shands, Trustee Allison
Not Present: Trustee Salem, Trustee Schnell

12.02 ICR McGrath

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 Adam McGrath as a mentor in Law Enforcement for the period beginning November 18, 2016 through May 25, 2017 at a rate of $250.00 for 25 hours, to a maximum of $250.00, and authorizes the Superintendent to sign such an agreement.

12.03 ICR Pickhardt

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 Barbara Pickhardt as a Chorus Concert Accompanist at the Middle High School for the period beginning November 1, 2016 through May 31, 2017 at a rate of $45.00 per rehearsal and $50.00 per concert to a maximum of $420.00, and authorizes the Superintendent to sign such an agreement

12.04 ICR Shaut

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 Andrea Shaut as a Chorus Concert Accompanist at the Middle High School for the period beginning November 1, 2016 through May 31, 2017 at a rate of $45.00 per rehearsal and $50.00 per concert to a maximum of $420.00, and authorizes the Superintendent to sign such an agreement.

13. Consent Agenda

13.01 Approve Consent Agenda (proposed 7:55)

Recommended Action: The Board of Education hereby approves consent agenda item numbers 13.02-13.03
Motioned: Trustee Ratcliff
Seconded: Trustee Osmond
Result: Unanimous
Yea: Trustee Osmond, Trustee Storey, Trustee Ratcliff, Trustee Shands, Trustee Allison
Not Present: Trustee Salem, Trustee Schnell

13.02 Personnel Agenda

LEAVE OF ABSENCES: INSTRUCTIONAL

EMPLOYEE NUMBER	EFFECTIVE DATE FROM - TO	REASON
2612	9/6/16 – 01/02/17	Medical – Unpaid (Extension)
3275	01/03/17-02/15/17 (approx.)	Medical – Paid
3275	02/16/17-06/30/17 (approx.)	Medical – UnPaid

SUBSTITUTE

NAME	POSITION	AMOUNT
Murphy, Nicole	Uncertified Substitute Teacher	$85.00/day
Ortlieb, Diane	Uncertified Substitute Teaching Assistant	$10.00/Hr.

EXTRA DUTY STIPENDS

NAME	POSITION	AMOUNT
Bick, Christopher	Musical-Coordinator	$486.00
Bouchard, Corinne	Musical-Orchestra Director	$810.00
Burkhardt, Jeannine	AIS/Regents Prep (After School)1 + 1st Long	$2,113.00
Cayea, Krista	Musical – Vocal Coach + 1st Long (Split w/ P. Schubert)	$645.50
McCarthy, Victoria	Musical-Director	$3,886.00
Schubert. Paul	Musical- Vocal Coach	$566.50

SUBSTITUTE

NAME	POSITION	AMOUNT
Ortlieb, Diane	Substitute School Monitor	$10.00/Hr.
Plourde, Joanne	Substitute School Monitor	$10.00/Hr.
Plourde, Joanne	Substitute Food Service Helper	$10.00/Hr.

13.03 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, #12/16, Confidential, as reviewed by Trustee Shands

14. Committee Reports (no committees met)

15. Old Business

15.01 The Board will discuss Old Business (proposed 8:00)

7:45

Superintendent Watson and Assistant Superintendent McLaren met with negotiation team for ONTEA – next negotiation on 12/15/16 after that the Board committee for negotiations will meet again for discussion

- Request discussion on Homework policy then to committee to see if policy needs to be changed

- Only 3 members on Policy committee,very important discussion
- Parents are asking for a forum on Homework so all stakeholders can be heard, including representatives of extra-curricular activities
  - Superintendent would be the one to gather feedback from staff
    - On agenda for upcoming Principal meeting
    - Utilize Shared Decision Making Building Level Teams in each building, comprised of stakeholders
      - Healthy to hear from people, can invite whoever the Board wishes to have discussion
- Put on next agenda for discussion

16. New Business

16.01 The Board will discuss New Business (proposed 8:05)

8:00

Request presentation of administration goals and any other goals that have been set so taxpayers can know

- Administration has shared goals, building goals, individual goals
  - One is to increase the number of students that sit for state assessments

17. Request For Information

17.01 The Board will request information (proposed 8:10)

Trustee Storey asked how many students moved in that demands more time from ESL teachers (from Item 10.02)

Trustee Allison asked about letter that Ms. McKinley wrote about Indian logo:

- Was image submitted by a student? Why was it refused? Why are the MS not voting?

Trustee Storey asked if the Woodland Valley Bridge closure will affect our students

18. Adjournment

18.01 Adjourn Meeting. Next meeting is Tuesday, December 20, 2016 at the Woodstock School (proposed 8:15)

Recommended Action: The meeting is adjourned at 8:05
Motioned: Trustee Storey
Seconded: Trustee Osmond
Result: Unanimous
Yea: Trustee Osmond, Trustee Storey, Trustee Ratcliff, Trustee Shands, Trustee Allison
Not Present: Trustee Salem, Trustee Schnell

Minutes Recorded by Fern Amster,
District Clerk

Fern Amster