

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
BUSINESS MEETING**

October 26, 2021

139 Fairbanks Rd, Churchville, NY 14428

6:00 p.m. – Special Dinner

Professional Development Room A

6:30 p.m. – Anticipated Executive Session

It is anticipated that the Board will enter into Executive Session to consider a student suspension appeal and to discuss confidential information in regards to negotiations with collective bargaining units.

Professional Development Room A

7:00 p.m. – Regular Business Meeting

A maximum of 19 pre-registered individuals (3 total speakers) will be admitted into the BOE Room, with registered speakers given priority. **The deadline to register to attend is 4:00 p.m. on Monday, October 25.** Registered individuals may enter through door #26 and will be asked to complete a health attestation form, sit socially distant, and **wear masks**. Individuals may register with Assistant District Clerk, Mary Torcello at (585) 293-1800, ext. 2305 or by email at mtorcello@cccsd.org.

AGENDA

REGULAR BUSINESS MEETING

- I. Meeting Start-Up**
 - A. Call Meeting to Order
 - B. Pledge of Allegiance
 - C. Board President's Remarks
 - D. Approval/Amendment of Agenda
 - E. Approval of October 12, 2021 Minutes
- II. Special Presentations**
 - A. Special BOE Recognition – Various Presentations
(The BOE will go across the hall to the MS Auditorium for these presentations).
- III. Superintendent Update – Lori Orologio**
- IV. Privilege of the Floor**
- V. Program**
 - A. Action Item**
 - 1. Committees on Special Education & Pre-School Special Education Recommendations
 - 2. Modifications to Policy 7320 *Alcohol, Tobacco, Drugs and Other Substances (Students)*
 - 3. Policy 7513 *Medication & Personal Care Items* – No Recommended Changes
 - B. Discussion**
 - 1. PPS Update – Nicole Livingston-Neal
- VI. Personnel**
 - A. Action Items**
 - 1. Classified & Non-Classified Personnel Actions

2. Modifications to Policy 6150 *Alcohol, Tobacco, Drugs and Other Substances (Staff)*
3. Policy 6213 *Registration & Professional Learning* – No Recommended Changes

B. Discussion

1. None

VII. Business

A. Action Items

1. Treasurer's Reports for September 2021
2. Budget Timeline and Guidelines
3. Modifications to Policy 5640 Smoking, Tobacco and Cannabis (Marijuana) Use
4. No Recommended Changes to the Following Policies:
 - Policy 5661 *Meal Charging and Prohibition Against Meal Shaming*
 - Policy 5520 *Extraclassroom Activities Funds*
 - Policy 5510 *Accounting of Funds*
 - Policy 3210 *Visitors to the School*
 - Policy 3160 *Citizens Advisory Committees*
 - Policy 2340 *Evaluation of School Board Operational Procedures*
 - Policy 2310 *Membership in Associations*
 - Policy 1610 *Annual District Meeting and Election/Budget Vote*
 - Policy 1420 *Execution of Policy: Administration Regulations*

B. Discussion

1. Modifications to the Following Policies:
 - Policy 5681 *School Safety Plans*
 - Policy 5660 *School Food Service Program (Lunch and Breakfast)*
2. NYSSBA Annual Membership Fees

VIII. Committee and Event Reports

IX. *Executive Session

**The BOE may choose to enter into Executive Session to discuss confidential information regarding a legal issue, employment history of particular individuals and/or negotiations with collective bargaining units or any other confidential issue considered exempt by the NYS Department of State, Committee on Open Government.*

X. Adjournment

Important Dates:

Monday, Nov 8 – Wednesday, Nov 10: FRS Scholastic Book Fair

Thursday, Nov 11: Veteran's Day Observed (No School for Students or Staff)

Friday, Nov 12: PreK-6 Parent/Teacher Conferences, No School for Students in Grades Prek-8, Grades 9-12 in Session

Friday, Nov 12 – Sunday, Nov 14: MS Gr 6-8 Musical, CCPAC, 7 pm, 7 pm, 1 pm

Monday, Nov 15: Winter JV/V Sports Begin

Monday, Nov 15: National Honor Society Induction Ceremony

Thursday, Nov 18: American Red Cross Blood Drive, 7:30 am – 2 pm, MS Rm 2301

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION**

October 12, 2021

139 Fairbanks Rd, Churchville, NY 14428
Middle School Auditorium

5:30 PM – AUDIT COMMITTEE

Administrative Board Room

MEMBERS PRESENT

Kristen Brumbaugh, Mike Grabowski, and Steve Hogan

MEMBERS ABSENT

None

OTHERS PRESENT

Lori Orologio, Frank Nardone, Katie Guignon, Tom Zuber

EXTERNAL AUDIT

The District's External Auditor, Tom Zuber with the firm of Mengel, Metzger, Barr and Co., reported on the results of the external audit performed on the district's financial statements for the 2020-2021 school year.

6:00 PM WORK SESSION

Professional Development Conference Room A

MEMBERS PRESENT

Kristen Brumbaugh, Kathleen Dillon, Mike Grabowski, Steve Hogan, Michael Iacucci, Alycia Nagle, Jonathan Payne, Cheryl Repass, and Amy Wilson

MEMBERS ABSENT

None

OTHERS PRESENT

Lori Orologio

EXECUTIVE SESSION

Moved by S. Hogan and seconded by K. Brumbaugh to enter into Executive Session at 6:07 p.m. to discuss a long-term suspension appeal.

YES: All ABSTAINED: None

NO: None Motion carried

Lori Orologio and Mike Grabowski stepped out of the room at 6:15 p.m.

RETURN FROM EXECUTIVE SESSION

Moved by A. Wilson and seconded by S. Hogan to return from Executive Session at 6:33 p.m. and enter back into a public session.

YES: All

NO: None Motion carried

Lori Orologio and Mike Grabowski entered back into the room at this point.

EXEMPT SESSION

Moved by M. Grabowski and seconded by K. Brumbaugh to enter into an Exempt Session at 6:34 p.m. to discuss district goals.

YES: All ABSTAINED: None

NO: None Motion carried

RETURN FROM EXEMPT SESSION

Moved by K. Dillon and seconded by M. Grabowski to return from Executive Session at 6:56 p.m. and enter back into a public session.

YES: All

NO: None Motion carried

7:00 PM REGULAR BUSINESS MEETING

Middle School Auditorium

MEMBERS PRESENT

Kristen Brumbaugh, Kathleen Dillon, Mike Grabowski, Steve Hogan, Michael Iacucci, Alycia Nagle, Jonathan Payne, Cheryl Repass, and Amy Wilson

MEMBERS ABSENT

None

OTHERS PRESENT

Lori Orologio, Frank Nardone, Larry Vito, Giulio Bosco, Kim Hale, Jennifer Dixon, Katie Guignon, George Spinaris, Connor Magiera, Amanda Puleo, Kathy Occhioni, Kelly Lamb and Family, Addison Farnham and Family, Morgan Sagar, Ella Passamonte and Family, Nylah Medford and Family, Jameson Ressman and Family, Olivia Bishi and Family, Diane Clark and Family, Chris Quinn and Family, Michaela Hale and Family, Kim Clendenning and Family, and Jill West and Family, Nicole Stevens, Fiona Clancy, Chris TerHaar, Ashley Scott, Marlissa Johnson, Tommy Stuver, Alissa Rivera, Connor O'Melia, Janelle Farley, Isabella D'Ambrosia, Isabelle DeCoste, Jeremy Lisowski, Alyssa rich, Angelina Mungillo, Cody Toole, Kayla Stokes, Jonathan

BOARD OF EDUCATION
Minutes of October 12, 2021

Heerkins, Alyssa Chesher, Bob Rule, Zach Miner, Madison Buck, Chiarra Terranova, Dylan Morgan, Jason Boyer, Landon Smith, Aidan Briggs, Alison Barrow, Giana Berardicurti, Michael Cerretto, Roman Gruttadauria, Amanda Kurdt, Gina Lehmann

BUSINESS MEETING CALL TO ORDER

Board of Education President Cheryl Repass called the business meeting to order at 7:00 p.m. She began with the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

PRESIDENT'S REMARKS

President Chery Repass stated that the Board met in an executive session prior to the meeting to discuss a long-term suspension appeal, and then entered into an exempt session to continue discussing goals. She informed everyone of a complimentary RPO Performance coming up that will be held in the Churchville-Chili Performing Arts Center and that attendees must be vaccinated per RPO requirements. She then informed board members that there is an addendum to the Personnel Actions which needed to be approved at the same time as those in the packet. She also informed the Board of the need for an Executive Session after the business meeting for the purpose of discussing confidential information regarding a legal issue, negotiations with collective bargaining units and the employment history of particular persons. Dr. Repass then asked for an approval of the agenda as presented.

AGENDA APPROVAL

Moved by S. Hogan and seconded by K. Brumbaugh to approve the agenda as presented.

YES: All ABSTAINED: None

NO: None Motion carried

APPROVAL OF MINUTES

Moved by A. Nagle and seconded by A. Wilson to approve the September 28, 2021 minutes as presented.

YES: 8 ABSTAINED: 1, M. Iacucci

NO: None Motion carried

APPROVAL OF MINUTES

Moved by K. Brumbaugh and seconded by K. Dillon to approve the October 5, 2021 minutes as presented.

YES: 7 ABSTAINED: 2, S. Hogan, J. Payne

NO: None Motion carried

SPECIAL PRESENTATIONS

EXTERNAL AUDIT FOR YEAR-ENDING JUNE 30, 2021

Tom Zuber, external auditor of the firm Raymond F. Wager, shared with the Board the year-ending June 30, 2021 audit report.

CHESTNUT RIDGE ELEMENTARY SCHOOL TRIPLE C AWARDS

Chestnut Ridge Elementary School Principal Kim Hale and Assistant Principal Jennifer Dixon presented Triple C Awards to the following individuals:

Jill	West	Secretary
Diane	Clark	Teaching Assistant
Chris	Quinn	Teaching Assistant
Michaela	Hale	Teaching Assistant
Kim	Clendenning	Library Clerk
Kelly	Lamb	CRSPTO Secretary
Addison	Farnham	Grade 4 Student
Jameson	Ressman	Grade 3 Student
Nyla	Medford	Grade 3 Student
Olivia	Bishi	Grade 3 Student
Ella	Passamonte	Grade 1 Student
Morgan	Sagar	Grade K Student

PHASE VI CAPITAL PROJECT

Assistant Superintendent for Business Services Frank Nardone and Superintendent Lori Orologio, shared priority items and the scope of work to be included in the next capital project, Phase VI, which focuses upon the middle school and also includes adding an exit from the high school onto Buffalo Rd., proposed outdoor athletic spaces, middle school parking lot, and transportation bus parking lot and infrastructure for the future (electric charging stations).

STUDENT REPRESENTATIVE UPDATE

Chiara Terranova, senior high school student and student representative to the Board of Education, reported that Homecoming week was very successful with a large participation of the student body for the spirit days, pep rally, athletic contests and theme tents. She also announced that a Unified Bowling Team Fundraiser is being held at Bill Grays on 10/13/2021 from 4:30 – 7:30 p.m. She informed the Board that the Puffs performance by the senior high school had been delayed a bit and would now be held October 22 and 23. She also noted that the boys varsity soccer team won a division title.

SUPERINTENDENT UPDATE

Superintendent Lori Orologio shared with the Board the following update:

Last week we implemented the required screening of students (whose parents requested participation) and staff who did not opt out. We tested approximately 30 students and 125 staff members. Two of those individuals were referred to their physicians for a PCR test.

BOARD OF EDUCATION
Minutes of October 12, 2021

We continue to adhere to the Monroe Co. Health Department quarantine protocols and have had to quarantine students who have been identified as a close contact to a positive case. These positive cases, to our knowledge, have originated outside of the school setting.

Due to quarantine protocols and its impact upon our students, the HS play will be delayed by one week. Jeff was able to obtain permission (from the Royalty Company) at the request of the HS drama cast and crew. Therefore, the dress rehearsal for senior citizens (audience) is October 21 and the performances are October 22 (1 p.m. matinee & 7 p.m.) and October 23 (7 p.m.).

Reminder – the grade 6-8 musical is still scheduled for November 12 -14.

As presented earlier this evening, we are very excited about the proposed Phase VI capital project which will focus upon the middle school classrooms, hallways, kitchen, parking lot, and related spaces along with an exit at the high school, athletic fields and tennis courts, and develop infrastructure for the future of electric vehicle and bus charging stations.

PRIVILEGE OF THE FLOOR

None

PROGRAM ACTIONS

COMMITTEE ON SPECIAL EDUCATION RECOMMENDATIONS

Moved by A. Wilson and seconded by K. Brumbaugh to approve the CSE recommendations for meetings held on 6/1/2021, 9/16/2021, 9/23/2021, 9/28/2021, 9/29/2021, 9/30/2021, and 10/1/2021 and CPSE recommendations for meetings held on 9/10/2021, 9/28/2021, 10/1/2021, and 10/5/2021.

YES: All ABSTAINED: None

NO: None Motion carried

HOME DEPOT DONATION

Moved by M. Grabowski and seconded by J. Payne to accept a donation of twenty-five five-gallon paint buckets to the Department of Fine Arts for a middle school general music curriculum lesson on rhythmic performance via bucket drumming.

YES: All ABSTAINED: None

NO: None Motion carried

President Repass thanked Home Depot on behalf of the Board for the generous donation to our students.

POLICIES WITH NO RECOMMENDED CHANGES

The following policies were reviewed by district administrators who found them to be current and therefore recommended the Board adopt them as is. Therefore, board member K. Dillon moved to approve the policies as presented which was seconded by A. Wilson

- Policy 5551 *Allocation of Title 1 Part A Funds in the District*
- Policy 7513 *Medication and Personal Care Items*

- Policy 7520 *Accidents and Medical Emergencies*
- Policy 8210 *Safety Conditions and Program*

YES: All ABSTAINED: None

NO: None Motion carried

ALPINE SKIING INCOMPLETE TEAM REQUEST

Moved by M. Iacucci and seconded by K. Brumbaugh to adopt the following resolution:

WHEREAS, the Churchville-Chili Central School District does not maintain an alpine ski team;

WHEREAS, the Churchville-Chili Central School District has a tenth-grade student wishing to compete in this sport;

WHEREAS, the Fairport Central School District does maintain an alpine ski team and is willing to allow this student to compete and practice with their team;

THEREFORE, the Board of Education authorizes the District to enter into an agreement with the Fairport Central School District to permit a Churchville-Chili student athlete to practice and compete with the Fairport Alpine Ski team while still representing the Churchville-Chili District.

YES: All

NO: None Motion carried

PROGRAM DISCUSSION

MODIFICATIONS TO POLICIES

Modifications to the following policies were recommended for a first reading:

- Policy 7320 *Alcohol, Tobacco, Drugs and Other Substances (Students)*
- Policy 6213 *Registration and Professional Learning*

PERSONNEL ACTIONS

MOA WITH CERTIFICATED ADMINISTRATORS GROUP

Moved by S. Hogan and seconded by K. Dillon to adopt the following resolution:

WHEREAS, representatives of the Board of Education of the Churchville-Chili Central School District collectively bargained with representatives of the Certificated Administrators Group;

WHEREAS, issues brought forth in these negotiations have been resolved to the mutual satisfaction of both parties;

THEREFORE BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District upon the recommendation of Dr. Loretta Orologio, Superintendent, have entered into an agreement with the

BOARD OF EDUCATION
Minutes of October 12, 2021

Certificated Administrators Group in regards to the Coordinator of the Ninth-Grade Academy Mentors for the 2021-2022 school year.

YES: All ABSTAINED: None

NO: None Motion carried

MOA WITH CERTIFICATED ADMINISTRATORS GROUP

Moved by M. Grabowski and seconded by K. Dillon to adopt the following resolution:

WHEREAS, representatives of the Board of Education of the Churchville-Chili Central School District collectively bargained with representatives of the Certificated Administrators Group;

WHEREAS, issues brought forth in these negotiations have been resolved to the mutual satisfaction of both parties;

THEREFORE BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District upon the recommendation of Dr. Loretta Orologio, Superintendent, have entered into an agreement with the Certificated Administrators Group in regards to health benefits.

YES: All ABSTAINED: None

NO: None Motion carried

CLASSIFIED AND NON-CLASSIFIED PERSONNEL ACTIONS

Moved by A. Wilson and seconded by A. Nagle to adopt the following resolution:

BE IT RESOLVED, that the Churchville-Chili Central School District Board of Education, upon the recommendation of the Superintendent of Schools, does hereby approve the subsequent classified and non-classified personnel actions.

Upon the recommendation of the Superintendent of Schools, the following personnel actions shall be approved:

I. RESIGNATIONS

A. Certified - none

B. Classified

Sandra Snyder-Gaffney, employed by the District as a Food Service Helper since September 1, 2021, has submitted her resignation effective September 22, 2021.

Ann Plucknette, employed by the District as a Cafeteria Monitor since September 27, 2021, has submitted her resignation effective October 1, 2021.

Mark Wells, employed by the District as a Bus Driver since September 3, 2008, has submitted his resignation effective October 29, 2021. Mark Wells will continue on as a Substitute Bus Driver.

Scott Pimm, employed by the District as a Cleaner since September 7, 1989, has submitted his resignation effective end of day December 6, 2021.

BOARD OF EDUCATION
Minutes of October 12, 2021

Brandi Parsels, employed as a Cafeteria Monitor at the Senior High School since September 23, 2021, has submitted her resignation effective October 8, 2021.

- C. Coaches - none
- D. Extraclass Activities - none
- E. Instructional Leaders - none
- F. Tutors – none

II. TERMINATIONS

- A. Certified - none
- B. Classified - none
- C. Coaches - none
- D. Extraclass Activities - none
- E. Teacher Leaders – none
- F. Tutors – none

III. LEAVE OF ABSENCE

Jacqueline Smith, employed as an Elementary Teacher since September 1, 2018, has requested an unpaid leave of absence effective approximately February 5, 2022 through April 8, 2022.

IV. CHANGE IN EMPLOYMENT STATUS

- A. Certified
Nicole DiSanto, extension of Long-term Substitute English Teacher at the Senior High School effective October 20, 2021 through December 1, 2021.

Jacqueline Magiera, extension of District-wide Pre-K Consultant effective November 1, 2021 through January 29, 2022.

- B. Classified – none
- C. Coaching - none
- D. Extraclass Activities - none

V. APPOINTMENTS

- A. Certified - none
- B. Substitute and Part-time Teachers and Administrators – none
- C. Department Liaisons – none

BOARD OF EDUCATION
Minutes of October 12, 2021

- D. Classified -
Matthew Hughson
Assignment
Effective
Cleaner
Middle School South
October 7, 2021 (conditional upon New York State Department of Education's notification to the District of clearance for employment after a fingerprinting check)
Type of Appointment Probationary
- Todd Wentworth**
Assignment
Effective
Type of Appointment
Bus Driver
Transportation
October 13, 2021 (previously cleared by a fingerprinting check)
Probationary
- Colleen Ruppert**
Assignment
Effective
Type of Appointment
Bus Driver
Transportation
October 18, 2021 (previously cleared by a fingerprinting check)
Probationary
- E. Classified Substitutes and Part-time
- Mario Bullo**
Assignment
Effective
Bus Monitor
Transportation
October 13, 2021 (conditional upon New York State Department of Education's notification to the District of clearance for employment after a fingerprinting check)
Type of Appointment Substitute
- Rebekah Daniels**
Assignment
Effective
Bus Monitor
Transportation
October 13, 2021 (conditional upon New York State Department of Education's notification to the District of clearance for employment after a fingerprinting check)
Type of Appointment Substitute
- Kathryn Elble**
Assignment
Effective
Cafeteria Monitor
Churchville Elementary School
October 15, 2021 (conditional upon New York State Department of Education's notification to the District of clearance for employment after a fingerprinting check)
Type of Appointment Part-time
- Brett DiGiacomo**
Assignment
Effective
Bus Monitor
Transportation
October 13, 2021 (conditional upon New York State Department of Education's notification to the District of clearance for employment after a fingerprinting check)
Type of Appointment Substitute
- Robert Racicot**
Assignment
Bus Monitor
Transportation

BOARD OF EDUCATION
Minutes of October 12, 2021

Effective October 13, 2021 (conditional upon New York State Department of Education's notification to the District of clearance for employment after a fingerprinting check)

Type of Appointment Substitute

F. Interim Administrator – none

G. Coaches & Athletic Activities - none

H. Extra-Curricular Activities & Clubs

Activity	Name
5-6 Jazz Band	Lisa Allgauer
9-12 Intramural Coordinator	Paul Glor
9-12 Audio Technical Club	Jon Christiano

I. Mentors - none

J. Instructional Leaders - none

K. CSE / CPSE Chairperson - none

L. Tutors - none

M. Internship – none

N. Student Helpers - none

O. Other

Continuing Education Staff 2021-2022 - General

Last Name	First Name	Title/Course	Fingerprinting
Esposito	Todd	Instructor- Girls Basketball	On File
Hammond	Eileen	Instructor- Red Cross Courses	On File
Shepanski	Stephen	Assistant Instructor-Girls Basketball	On File
Ward	Gary	Assistant Instructor-Girls Basketball	On File

YES: All

NO: None Motion carried

NEW POLICY 3420 DIVERSITY, EQUITY AND INCLUSION IN THE DISTRICT

Moved by A. Wilson and seconded by K. Dillon to approve new policy 3430, *Diversity, Equity and Inclusion in the District* as presented at the last meeting for a first reading.

YES: 8

NO: 1, J. Payne Motion carried

PERSONNEL DISCUSSION

MID-YEAR TENURE RECOMMENDATION

A mid-year tenure recommendation was shared with the Board by Assistant Superintendent for Human Resources, Larry Vito, for a first reading. This tenure recommendation will be moved on at the November 9, 2021 board meeting.

MODIFICATIONS TO POLICY 6150 ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STAFF)

Assistant Superintendent for Human Resources Larry Vito shared with the Board recommendations for modifications to policy 6150 *Alcohol, Tobacco, Drugs and Other Substances (Staff)*.

BUSINESS ACTIONS

TREASURER'S REPORTS FOR AUGUST 2021

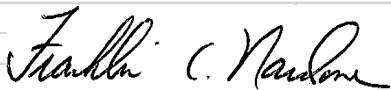
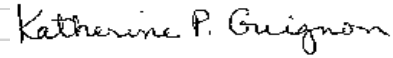
Moved by S. Hogan and seconded by J. Payne to approve the following reports prepared by the District Treasurer for the month ending August 2021:

Continued on next page

BOARD OF EDUCATION
Minutes of October 12, 2021

Treasurer's Monthly Report

August 2021

GL Acct.	Fund	Bank	Description	Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance
Cash Accounts							
A200-01	General	M & T	Checking	\$615,817.64	\$3,990,723.18	\$4,245,947.70	\$360,593.12
A200-10	General	Bank of Castile	Checking	\$0.00	\$0.00	\$0.00	\$0.00
A200-12	General	M & T	Checking-ACH Payments	\$31,451.67	\$92,886.62	\$119,872.12	\$4,466.17
A200-20	General	M & T	Checking	\$258,199.01	\$1,393,054.79	\$1,253,078.55	\$398,175.25
A200-21	General	M & T	Checking-Payroll	-\$1,406.21	\$724,072.16	\$721,904.35	\$761.60
A201-05	General	M & T	Savings	7,669,777.11	2,175,547.57	3,000,000.00	\$6,845,324.68
A201-10	General	Bank of Castile	Savings	5,785,460.05	3,672.73	1.07	\$5,789,131.71
C200-01	School Lunch	Bank of Castile	Checking	17,812.98	5.00	5,194.26	\$12,623.72
F200-01	Federal	M & T	Checking	8,484.46	52,450.00	49,953.05	\$10,981.41
H200-01	Capital	M & T	Checking	1,568,942.22	0.00	326,309.18	\$1,242,633.04
H201-11	Capital	M & T	Money Market	2,488,598.19	42.27	0.00	\$2,488,640.46
Multifund Checking		Chase	Checking	250,728.14	10.57	0.00	\$250,738.71
Multifund Savings		Chase	Savings	29,049,425.03	738.44	0.00	\$29,050,163.47
Total Cash				47,743,290.29	8,433,203.33	9,722,260.28	46,454,233.34
US Treasury Bills							
A450-00	General	Chase		0.00	0.00	0.00	\$0.00
A452-00	General-Reserve	Chase		0.00	0.00	0.00	\$0.00
H450-00	Capital	Chase		0.00	0.00	0.00	\$0.00
TE450-00	Expendable Trust	Chase		0.00	0.00	0.00	\$0.00
V450-00	Debt Service	Chase		0.00	0.00	0.00	\$0.00
Total US Treasury Bills				0.00	0.00	0.00	0.00
District Totals				\$47,743,290.29	\$8,433,203.33	\$9,722,260.28	\$46,454,233.34
Received by the Board of Education and entered as a part of the minutes of the board meeting held 10/12/2021				This is to certify that the above cash balances are in agreement with my bank statements as reconciled			
							
Clerk of the Board of Education				Treasurer of School District			

Revenue Status Report

As of August 31, 2021

A/C Code	Description	Original Budget	Adjusted Budget	Monthly Actual	Year to Date 8/31/21	Budget Variance	Year to Date 8/31/20	Year to Date Variance
1001	Real Property Tax Items	38,979,091.00	38,979,091.00	33,905,298.12	33,905,298.12	-5,073,792.88	32,852,746.87	1,052,551.25
1081	Oth. Paymts in Lieu of Taxes	403,745.00	403,745.00	0.00	0.00	-403,745.00	28,478.00	-28,478.00
1085	STAR Reimbursement	0.00	0.00	5,073,798.03	5,073,798.03	5,073,798.03	5,360,623.06	-286,825.03
1090	Int. & Penal. on Real Prop. Tax	5,000.00	5,000.00	0.00	0.00	-5,000.00	0.00	0.00
1120	Nonprop. Tax Distrib. By Co.	3,040,000.00	3,040,000.00	0.42	0.42	-3,039,999.58	279,114.53	-279,114.11
1311	Other Day School Tuition	0.00	0.00	997.20	997.20	997.20	0.00	997.20
1315	Continuing Ed Tuition(Individ)	78,568.00	78,568.00	-1,498.40	6,268.85	-72,299.15	-889.25	7,158.10
1315	Swim	31,432.00	31,432.00	1,501.60	6,537.40	-24,894.60	0.00	6,537.40
1335	Oth Student Fee/Charges (Indiv	80,000.00	80,000.00	2,956.00	8,937.00	-71,063.00	1,918.00	7,019.00
1335	Computer Protection Plans	0.00	0.00	0.00	0.00	0.00	660.00	-660.00
1410	Admissions	1,500.00	1,500.00	0.00	0.00	-1,500.00	325.00	-325.00
2230	Day School Tuit-Oth Dist. NYS	0.00	0.00	-4,285.50	-4,285.50	-4,285.50	0.00	-4,285.50
2235	Svs Prov. BOCES-Oth Transport	66,189.00	66,189.00	0.00	0.00	-66,189.00	0.00	0.00
2304	Trans for Oth Dist.-Cont. Bus	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2308	Trans for BOCES-Shuttle Svs	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00	0.00
2401	Interest and Earnings	125,000.00	125,000.00	288.51	635.34	-124,364.66	1,257.81	-622.47
2401	Interest and Earnings-Reserve F	0.00	0.00	282.79	574.93	574.93	505.40	69.53
2401	Interest and Earnings-Capital Res	0.00	0.00	353.67	719.05	719.05	1,050.10	-331.05
2410	Rental of Real Property, Indiv.	25,000.00	25,000.00	480.00	480.00	-24,520.00	0.00	480.00
2413	Rental of Real Property, BOCES	41,074.00	41,074.00	0.00	0.00	-41,074.00	0.00	0.00
2414	Rental of Equip. (Not Bus) Ind	0.00	0.00	0.00	80.00	80.00	0.00	80.00
2440	Rental of Buses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2650	Sale Scrap & Excess Material	2,000.00	2,000.00	551.45	551.45	-1,448.55	863.11	-311.66
2665	Sale of Equipment	2,000.00	2,000.00	5,600.00	5,600.00	3,600.00	0.00	5,600.00
2680	Insurance Recoveries-Trans Rel	5,000.00	5,000.00	0.00	0.00	-5,000.00	1,166.40	-1,166.40
2690	Other Compensation for Loss	2,500.00	2,500.00	166.70	321.70	-2,178.30	375.26	-53.56
2701	Refund of P/Y Exp.- BOCES	525,000.00	525,000.00	0.00	0.00	-525,000.00	0.00	0.00
2703	Refund of P/Y Exp.-Other	60,000.00	60,000.00	1.76	508.45	-59,491.55	246.68	261.77
2705	Gifts and Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2770	Other Unclassified Rev.(Spec)	90,000.00	90,000.00	808.38	991.52	-89,008.48	888.99	102.53
2801	Interfund Revenues	145,000.00	145,000.00	0.00	0.00	-145,000.00	0.00	0.00
3101	Basic Formula Aid-Gen Aids (Ex	33,244,044.00	33,244,044.00	18,465.00	23,905.32	-33,220,138.68	11,697.39	12,207.93
3102	Lottery Aid (Sect 3609a Ed Law	7,185,576.00	7,185,576.00	0.00	0.00	-7,185,576.00	0.00	0.00
3103	BOCES Aid (Sect 3609a Ed Law)	3,236,636.00	3,236,636.00	0.00	0.00	-3,236,636.00	0.00	0.00
3104	Tuit for Students w/Disabilit.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3260	Textbook Aid (Incl Txtbk/Lott)	231,777.00	231,777.00	0.00	0.00	-231,777.00	0.00	0.00
3262	Computer Software Aid	55,980.00	55,980.00	0.00	0.00	-55,980.00	0.00	0.00
3263	Library Aid	23,356.00	23,356.00	0.00	0.00	-23,356.00	0.00	0.00
3289	Other State Aid	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4601	Medic.Ass't-Sch Age-Sch Yr Pro	55,000.00	55,000.00	0.00	5,440.32	-49,559.68	11,697.40	-6,257.08
5031	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Revenue	87,742,468.00	87,742,468.00	39,005,765.73	39,037,359.60	-48,705,108.40	38,552,724.75	484,634.85
	Appropriated Fund Balance	2,464,471.00	2,464,471.00					
	Appropriated Reserves	1,395,154.00	1,395,154.00					
	Carryover Encumbrances	-	1,498,249.30					
	Total Budget	91,602,093.00	93,100,342.30					

Churchville-Chili Central School

Budget Status Report As Of: 8/31/2021

Fund: GENERAL

<u>Budget</u>	<u>Description</u>	<u>Initial Budget</u>	<u>Adjusted Budget</u>	<u>Year-to-date Expenditures</u>	<u>Prior YTD Exp</u>	<u>Variance Prior / Current</u>	<u>Encumbrance Outstanding</u>	<u>Unencumbered Balance</u>
10	Board of Education	62,723.00	63,024.30	3,226.79	16,061.54	-12,834.75	18,572.51	41,225.00
12	Central Administration	397,701.00	397,989.20	80,265.71	75,616.44	4,649.27	305,294.04	12,429.45
13	Finance	774,369.00	775,484.61	112,122.71	112,389.90	-267.19	496,920.74	166,441.16
14	Staff	644,815.00	645,299.00	103,197.88	64,080.39	39,117.49	285,212.61	256,888.51
16	Central Services	6,018,203.00	6,865,361.07	579,544.50	568,155.28	11,389.22	4,108,755.97	2,177,060.60
19	Special Items (Contractual Expense)	1,657,973.00	1,663,973.00	272,310.29	2,548.05	269,762.24	260,776.00	1,130,886.71
20	Administration and Improvement	3,740,087.00	3,780,722.01	481,384.18	480,827.21	556.97	2,494,298.65	805,039.18
21	Teaching	35,313,810.00	35,380,579.92	539,389.53	392,431.43	146,958.10	10,469,313.84	24,371,876.55
26	Instructional Media	2,610,651.00	3,075,251.21	317,035.06	280,940.20	36,094.86	1,328,123.94	1,430,092.21
28	Pupil Services	3,874,713.00	3,921,795.74	111,304.54	201,911.40	-90,606.86	882,052.55	2,928,438.65
55	Pupil Transportation	5,741,126.00	5,775,616.98	304,896.16	167,366.60	137,529.56	3,528,604.04	1,942,116.78
8	Other Community Services	88,068.00	89,291.26	9,528.04	721.31	8,806.73	2,060.00	77,703.22
90	Employee Benefits	22,091,279.00	22,079,379.00	2,277,720.27	2,391,546.95	-113,826.68	12,036,378.37	7,765,280.36
99	Interfund Transfers	8,586,575.00	8,586,575.00	8,422,575.00	8,659,295.00	-236,720.00	0.00	164,000.00
Total GENERAL FUND:		91,602,093.00	93,100,342.30	13,614,500.66	13,413,891.70	200,608.96	36,216,363.26	43,269,478.38

YES: All ABSTAINED: None

NO: None Motion carried

POLICIES WITH NO RECOMMENDED CHANGES

The following policies were reviewed by district administrators who found them to be current and therefore recommended the Board adopt them as is. Therefore, board member M. Grabowski moved to approve the policies as presented which was seconded by K. Brumbaugh.

- Policy 5130 *Budget Adoption*
- Policy 5510 *Accounting of Funds*
- Policy 5520 *Extraclassroom Activities Funds*

YES: All ABSTAINED: None

NO: None Motion carried

APPOINTMENT OF FACULTY AUDITOR

Moved by A. Wilson and seconded by K. Brumbaugh to appoint Treasurer Katherine Guignon as the Extraclass Account Faculty Auditor for the 2021-2022 school year, as per policy 5520, *Extraclassroom Activities Funds*.

YES: All ABSTAINED: None

NO: None Motion carried

JUNE 30, 2021 YEAR END EXTERNAL AUDIT

Moved by S. Hogan and seconded by M. Grabowski to accept the external audit report and the management letter for the school year ending June 30, 2021 as submitted by Tom Zuber of the firm of Mendel, Metzger, Barr and Co. (detail on file in the administrative office).

YES: All ABSTAINED: None

NO: None Motion carried

JUNE 30, 2021 YEAR END EXTERNAL AUDIT CORRECTIVE ACTION PLAN

Moved by K. Brumbaugh and seconded by M. Grabowski to accept the corrective action plan for the June 30, 2021 year end external audit for issues outlined in the management letter.

YES: All ABSTAINED: None

NO: None Motion carried

FALL FINE PAPER COOPERATIVE BID

Moved by A. Nagle and seconded by J. Payne to accept the fall cooperative bid for fine paper as shown below:

Expenditure Report

**FALL FINE PAPER
2021 - 2022 Co-op Bid
RFB-1969-21**

BOARD OF EDUCATION
Minutes of October 12, 2021

Bid opened: 9/9/2021
Period Range: 11/1/21 - 4/30/22

Recommend bid be accepted as shown, each bidder being the lowest responsible bidder, meeting all bid specifications, as per BOCES II Bid Coordinator.

	Economy Products & Solutions	W.B. Mason	Building Totals
Administration Office	\$1,309.20	\$0.00	\$1,309.20
Student Instruction	\$385.62	\$88.81	\$474.43
CES Office	\$5,815.96	\$464.80	\$6,280.76
CRS - Office	\$6,289.50	\$0.00	\$6,289.50
FRS - Office	\$4,492.50	\$0.00	\$4,492.50
MS - Main Office	\$13,060.81	\$0.00	\$13,060.81
NGA-Office	\$0.00	\$0.00	\$0.00
SH - Office	\$0.00	\$0.00	\$0.00
Totals	\$31,353.59	\$553.61	\$31,907.20

Copy paper price: \$29.95 per case thru Economy Paper Co.
(Spring copy paper price was \$25.51 thru Mason)
Fall 20-21 bid total: \$29,235.18

YES: All ABSTAINED: None

NO: None Motion carried

PHASE VI CAPITAL PROJECT LEGAL NOTICE

Moved by S. Hogan and seconded by K. Brumbaugh to adopt the following resolution, approving the legal notice for the proposed Phase VI capital project:

BE IT RESOLVED BY THE BOARD OF EDUCATION AS FOLLOWS:

1. A special meeting of the qualified voters of the Churchville-Chili Central School District shall be held at the Middle School North Cafeteria in said District, on Tuesday, December 14, 2021, between the hours of 12:00 Noon and 9:00 PM, for the purpose of voting on the proposition described in the notice of special meeting hereinafter set forth.

2. Said special meeting shall be called by giving the following notice thereof:

NOTICE OF SPECIAL MEETING OF THE QUALIFIED VOTERS OF
CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT

NOTICE IS HEREBY GIVEN that a special meeting of the qualified voters of the Churchville-Chili Central School District shall be held at the Middle School North Cafeteria in said

District, on Tuesday, December 14, 2021, between the hours of 12:00 Noon and 9:00 PM The following proposition will be submitted for voter approval at said meeting:

PROPOSITION

Shall the following resolution be adopted to wit:

Resolved that the Board of Education of the Churchville-Chili Central School District is hereby authorized to undertake certain capital improvements consisting of construction and reconstruction of existing school buildings and facilities, site and athletic field improvements and the acquisition of certain original furnishings, equipment, and apparatus and other incidental improvements required in connection therewith for such construction and school use, all at an estimated maximum aggregate cost of \$62,185,000; and to appropriate and expend from the existing capital reserve fund \$15,465,000 for such costs, and that the balance of such cost, or so much thereof as may be necessary, shall be raised by the levy of a tax to be collected in annual installments, with such tax to be offset by state aid available therefor; and, in anticipation of such tax, debt obligations of the school district as may be necessary not to exceed \$46,720,000 shall be issued.

NOTICE IS HEREBY FURTHER GIVEN that the text of the aforesaid proposition may appear on the ballot labels in the following abbreviated form:

PROPOSITION

Shall the proposition set forth in the legal notice of this special voter meeting, authorizing construction, reconstruction and equipping of existing school buildings and facilities, site and incidental improvements, all at an estimated maximum aggregate cost of \$62,185,000; with the expenditure of \$15,465,000 from the existing capital reserve fund for such costs, the issuance of not to exceed \$46,720,000 of debt obligations of the School District therefor, and the levy of a tax in annual installments therefor, with such tax to be offset by state aid available therefor, all as more fully described in said notice, be approved?

The School District, acting as lead agency under the State Environmental Quality Review Act and the applicable regulations promulgated thereunder ("SEQRA"), has completed its environmental review and, on September 28, 2021, has duly issued a negative declaration and has determined that the implementation of the type I action as proposed will not result in any significant adverse environmental impacts.

AND NOTICE IS ALSO GIVEN that applications for absentee ballots to vote on the proposition may be applied for at the office of the School District Clerk. Any such application must be received by the District Clerk at least seven days before the date of the aforesaid special district meeting if the ballot is to be mailed to the voter, or the day before such special district meeting if the ballot is to be delivered personally to the voter. A list of all persons to whom absentee ballots shall have been issued shall be available for public inspection in the office of the District Clerk during regular office hours on each of the five days prior to the day of the vote (excluding Saturday and Sunday). An absentee ballot must reach the office of the District Clerk not later than 5:00 p.m. on the day of such special district meeting.

YES: All ABSTAINED: None

NO: None Motion carried

PHASE VI CAPITAL PROJECT CONTRACT WITH ARCHITECT

Moved by A. Wilson and seconded by A. Nagle to adopt the following resolution:

WHEREAS, the Churchville-Chili Board of Education has reviewed the proposed contract from *SEI Design Group* for services for a capital project to renovate various areas of the Middle School, High School and the Transportation Building as presented at the September 28, 2021 board meeting and referred to as the Phase VI capital project;

BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District hereby appoints the firm of *SEI Design Group* as the lead architectural firm to provide architect and engineering services to the District for the Phase VI capital project;

BE IT FURTHER RESOLVED, that the Churchville-Chili Board of Education also authorizes the Superintendent or her designee, to enter into a contract with *SEI Design Group* for services for the Phase VI capital project.

YES: All ABSTAINED: None

NO: None Motion carried

PHASE VI CAPITAL PROJECT CONTRACT WITH CONSTRUCTION MANAGEMENT COMPANY

Moved by S. Hogan and seconded by K. Dillon to adopt the following resolution:

WHEREAS, the Churchville-Chili Board of Education has reviewed the proposed contract from *Campus Construction Management Group Inc.* for services for a capital project to renovate various areas of the Middle School, High School and the Transportation Building as presented at the September 28, 2021 board meeting and referred to as the Phase VI capital project;

BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District hereby appoints the firm of *Campus Construction Management Group Inc.* as the lead construction management firm to the District for the Phase VI capital project;

BE IT FURTHER RESOLVED, that the Churchville-Chili Board of Education also authorizes the Superintendent or her designee, to enter into a contract with *Campus Construction Management Group Inc.* for services for the Phase VI capital project.

YES: All ABSTAINED: None

NO: None Motion carried

SCHOLARSHIP DONATION

Moved by A. Wilson and seconded by K. Dillon to accept an annual \$500 scholarship to be awarded to a graduating senior pursuing a degree in the area of speech pathology from former Churchville-Chili staff member Lisa Caruso.

YES: All ABSTAINED: None

NO: None Motion carried

BUSINESS DISCUSSION

LIABILITY LAWSUITS UPDATE

Frank Nardone, Assistant Superintendent for Business Services, updated the Board on the status of our outstanding liability lawsuits (detail on file in the administrative office).

MODIFICATIONS TO POLICY 5640 SMOKING AND TOBACCO USE

Assistant Superintendent Frank Nardone presented modifications to policy 5640 *Smoking and Tobacco Use* for a first reading.

COMMENTS FROM BOARD MEMBER

Board Member Mike Iacucci at this point in the meeting, commented on the announcement made by Dr. Repass regarding the upcoming complimentary RPO Concert. Mr. Iacucci shared a concern that individuals who paid taxes to support the construction of the Performing Arts Center would not be permitted to attend if not vaccinated. Dr. Orologio explained that since this is one of many free concerts the RPO has donated to our community over the past several years, that we are adhering to their requirements for this concert. Dr. Repass compared it to the protocol required when attending at the Buffalo Bills Highmark Stadium where all who wish to attend must be vaccinated, indicating that all attendees pay state tax and locals also pay county tax.

COMMITTEE & EVENT REPORTS

STEVE HOGAN – attended Varsity girls soccer games, Modified girls volleyball games and the Audit Committee meeting

ALYCIA NAGLE – attended a Churchville Elementary School Parent Association meeting and a Varsity girls soccer game

AMY WILSON – attended the FLASH meeting and the training to represent the district as a delegate at the virtual New York State School Boards Association annual conference

MICHAEL GRABOWSKI – attended the Homecoming football game and took part in judging the themed tents, attended the boys Varsity soccer games and the Audit Committee meeting

MICHAEL IACUCCI – attended the Fairbanks Rd Elementary School Parent Association meeting

KRISTEN BRUMBAUGH – attended the Homecoming football game and took part in judging the themed tents, attended the Grades 5-8 Instructional Leaders Team meeting and the Audit Committee meeting

JONATHAN PAYNE – attended Varsity and Modified girls soccer games

KATHY DILLON – attended the Homecoming football game and took part in judging the themed tents, attended the Monroe County School Boards Association Legislative Committee meeting where they announced that the advocacy trip to Albany has been cancelled this year due to COVID

CHERYL REPASS – attended the Homecoming football game, the Powder Puff football game, and took part in judging the themed tents, attended several sim meets and the Monroe County School Boards Association Executive Committee meeting along with Dr. Orologio

EXECUTIVE SESSION

Moved by S. Hogan and seconded by K. Dillon to enter into Executive Session at 7:58 p.m. to discuss confidential information regarding a legal issue, the employment history of particular persons and negotiations with collective bargaining units.

YES: All ABSTAINED: None

NO: None Motion carried

RETURN FROM EXECUTIVE SESSION

Moved by S. Hogan and seconded by M. Grabowski to return from Executive Session at 8:27 p.m. and enter back into a public session.

YES: All

NO: None Motion carried

ADJOURNMENT

Moved by K. Dillon and seconded by M. Grabowski to adjourn the meeting at 8:28 p.m.

YES: All

NO: None Motion carried

POLICY

Churchville-Chili Central School District

2020~~1~~

7320
Page 1 of 3

Students

SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS)

The Board recognizes that the misuse of alcohol, tobacco, electronic cigarettes (e-cigarettes), **cannabis (marijuana)**, drugs, counterfeit and designer drugs, over-the-counter drugs, prescription drugs, vitamins, supplements, herbs and other similar substances is a serious problem with legal, physical, emotional and social implications for our students, as well as the entire community. Therefore, the consumption, sharing selling, use and/or possession of these and similar substances, as well as tobacco products and drug paraphernalia are prohibited in accordance with law and regulation, District policy, the District *Code of Conduct* and/or other similar documents. ~~The consuming, sharing, use of or possession of medical marijuana, CBS oil containing THC products or any product containing cannabis is prohibited.~~

Students are not permitted to be under the influence of alcohol, **cannabis (marijuana)**, drugs, or other prohibited substances on school grounds or at ~~school-sponsored events~~ **school functions**. **“School function” means a school-sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place, including any event or activity that may take place virtually or in another state.**

Exceptions may exist for authorized medical cannabis use.

Smoking

~~Smoking is not permitted and no person shall smoke within one hundred (100) feet of the entrance, exits, or outdoor areas of any public or private elementary or secondary schools. However, this shall not apply to smoking in a residence, or within the real property boundary lines of such residential real property. The use of e-cigarettes, vaporizers and related accessories, and other products containing nicotine, except for current FDA-approved smoking cessation products, are also prohibited.~~

Non-Medical Use of Prescription Drugs

~~Non-medical use of prescription drugs among young people has become an increasing problem in the United States. Prescription drugs are easier to access because they can be taken from their home’s medicine cabinet and young people may believe they are safer than illicit drugs because they are manufactured by a pharmaceutical company.~~

~~Should a student be found in possession of any of these substances, they shall be dealt with in accordance with the district’s Code of Conduct.~~

Persons Entering School Grounds

~~Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other related substances. A school-sponsored function shall mean a school-sponsored or school-authorized extracurricular~~

(Continued)

POLICY

Churchville-Chili Central School District

2020¹

7320
Page 2 of 3

Students

SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS) (CONT'D.)

Persons Entering School Grounds (Cont'd.)

~~event or activity regardless of where such event or activity takes place, including any event or activity that may take place in another state.~~

~~— In accordance with Penal Law Section 220.00 for purposes of controlled substances offenses:~~

- ~~— a) "School grounds" means (a) in or on or within any building, structure, athletic playing field, playground or land contained within the real property boundary line of the District's schools, or (b) any area accessible to the public located within one thousand (1,000) feet of the real property boundary line comprising any such school or any parked automobile or other parked vehicle located within one thousand (1,000) feet of the real property boundary line comprising any District school. An "area accessible to the public" shall mean sidewalks, streets, parking lots, parks, playgrounds, stores and restaurants.~~
- ~~— b) "School bus" means every motor vehicle owned by the District and operated for the transportation of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities or privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.~~

Intervention

~~School-based intervention services shall be made available to all students, grades K-12, and provided by prevention professionals who are appropriately trained in this area. The purpose of intervention is to eliminate any existing use/abuse of alcohol, tobacco, drugs, and other substances and to identify students considered to be at risk for use/abuse. Intervention programming shall include:~~

- ~~a) Counseling of students in groups and as individuals on alcohol, tobacco, e-cigarettes, vaporizers, drugs, and other substance use/abuse. Counselors shall be appropriately trained and skilled school staff assigned for this purpose.~~
- ~~b) Referring students to community or other outside agencies when their use/abuse of alcohol, tobacco, e-cigarettes, vaporizers, drugs, and other substances requires additional counseling or treatment. Referral is a key link in school and community efforts and the process is basic to the dissemination of information regarding available counseling and health services;~~
- ~~c) Providing a supportive school environment designed to continue the recovery process for students returning from treatment. A re-entry program may include continuing student and/or family counseling and emphasizing positive alternatives to alcohol, tobacco, e-cigarettes, vaporizers, drugs, and other substance use/abuse;~~

(Continued)

POLICY

Churchville-Chili Central School District

2020¹

7320
Page 3 of 3

Students

SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (STUDENTS) (CONT'D.)

- ~~d) Developing a parent network to serve as a support group and provide a vehicle of communication for parent education;~~
- ~~e) Ensuring confidentiality as required by state and federal law.~~

Disciplinary Measures

Students will be disciplined in accordance with District policy, the District *Code of Conduct*, and/or other similar documents for the consumption, sharing, selling, use, and/or possession of alcohol, tobacco, e-cigarettes, **cannabis (marijuana)**, drugs, counterfeit and designer drugs, over-the-counter drugs, prescription drugs, vitamins, supplements, herbs, and other similar substances, as well as tobacco products and drug paraphernalia.

Information on Substance Use Related Services

The Assistant Superintendent for Human Resources has the responsibility to provide information regarding where and how to find available substance use related services to students, parents, and staff. The District's substance abuse counselor may also provide information on available programs.

Any information provided by a student, parent, or staff member to the designated individual(s) will not be used in any school disciplinary proceeding and will, in addition to any other applicable privilege, be considered confidential in accordance with law.

20 U.S.C §§ 6083(a), 7118, and 7973(a)

Cannabis Law § 127

Education Law §§ 409, 2801, and 3038

Penal Law § 222.10

Public Health Law §§ 1399-n and 1399-o

NOTE: Refer also to Policies #3280 – Use of Facilities, Materials, and Equipment

3410 – Code of Conduct

5640 – Smoking/Tobacco Use

6150 – Alcohol, Tobacco, Drugs, and Other Substances (Personnel)

8210 – Safety Conditions and Prevention Instruction

District *Code of Conduct*

Adopted: 7/10/2001

Revised: 3/26/2013, 11/19/2013, 7/14/2015, 2/25/2020, **target review 2021-2022**

SUBJECT: MEDICATION AND PERSONAL CARE ITEMS

The school's registered professional nurse may administer medication to a student during the school day under certain conditions. For the purpose of this policy, the term "medication" includes both prescription and non-prescription medications. The school must receive the following before medication will be administered to a student:

- a) The original written order from the student's provider stating the name of the medication, precise dosage, frequency, and time of administration;
- b) A written, signed consent from the student's parent or person in parental relation requesting the administration of the medication, as prescribed by the physician, to the student in school; and
- c) **The medication, properly labeled in its original container, must be delivered to the school health office by the student's parent or person in parental relation.** The term "properly labeled," in the context of this policy, means that the container must include the following information: the student's name, name of medication, dosage, frequency, and prescribing physician. A student is not permitted to carry any medication on his/her person in school, or on the school bus, or keep any medication in his/her school locker(s). Exceptions may apply, however, for students diagnosed with asthma or other respiratory illnesses, diabetes, or allergies who will be permitted to carry and self-administer medication under certain conditions.

All medication orders must be reviewed annually by school health office personnel or whenever there is a change in dosage.

Self-Administration of Medication

Generally

Each student who is permitted to self-administer medication should have an emergency care plan on file with the District. Further, the school will maintain a record of all written parental consents in the student's cumulative health record.

School health office personnel will also maintain regular parental contact in order to monitor the effectiveness of such self-medication procedures and to clarify parental responsibility as to the daily monitoring of their child to ensure that the medication is being utilized in accordance with the physician's or provider's instructions. Additionally, the student will be required to report to the health office on a periodic basis as determined by health office personnel so as to maintain an ongoing evaluation of the student's management of such self-medication techniques, and to work cooperatively with the parents and the student regarding such self-care management.

Students who self-administer medication without proper authorization will be referred for counseling by school nursing personnel, as appropriate. Additionally, school administration and parents will be notified of such unauthorized use of medication by the student, and school administration may determine the proper resolution of this behavior.

(Continued)

SUBJECT: MEDICATION AND PERSONAL CARE ITEMS (CONT'D.)

Self-Administration of Medication (Cont'd.)

Students with Asthma or Another Respiratory Disease

A student will be permitted to carry and self-administer their prescribed inhaled rescue medication during the school day, on school property, and at any school function if the school health office has the following on file:

- a) Written order/permission and an attestation from a duly authorized health care provider stating that the student has a diagnosis of asthma or other respiratory disease for which inhaled rescue medications are prescribed to alleviate respiratory symptoms or to prevent the onset of exercise induced asthma; the student has demonstrated that he/she can self-administer the prescribed medication effectively; and the expiration date of the order, the name of the prescribed medication, the dose the student is to self-administer, times when the medication is to be self-administered, and the circumstances which may warrant the use of the medication; and
- b) Written consent from the student's parent or person in parental relation.

Upon written request of the student's parent or person in parental relation, the school will allow the student to maintain an extra inhaled rescue medication in the care and custody of the school's registered professional nurse, nurse practitioner, physician assistant, or school physician.

Students with Allergies

A student will be permitted to carry and self-administer his/her prescribed EpiPen during the school day, on school property, and at any school function if the school health office has the following on file:

- a) Written order/permission and an attestation from a duly authorized health care provider stating that the student has a diagnosis of an allergy for which an EpiPen is needed for the emergency treatment of allergic reactions; the student has demonstrated that he/she can self-administer the prescribed EpiPen effectively; and the expiration date of the order, the name of the medicine, the dose the student is to self-administer, and the circumstances which may warrant the use of the medication; and
- b) Written consent from the student's parent or person in parental relation.

(Continued)

SUBJECT: MEDICATION AND PERSONAL CARE ITEMS (CONT'D.)

Self-Administration of Medication (Cont'd.)

Students with Diabetes

A student will be permitted to carry and self-administer his/her prescribed insulin through an appropriate medication delivery device, carry glucagon, and carry and use equipment and supplies necessary to check blood glucose and/or ketone levels during the school day, on school property, and at any school function if the school health office has the following on file:

- a) Written order/permission and an attestation from a duly authorized health care provider stating that the student has a diagnosis of diabetes for which insulin and glucagon through appropriate medication delivery devices, and the use of equipment and supplies to check blood glucose and/or ketone levels are necessary; the student has demonstrated that he/she she can self-administer effectively, can self-check glucose or ketone levels independently, and can independently follow prescribed treatment orders; and the expiration date of the order, the name of the prescribed insulin or glucagon, the type of insulin delivery system, the dose of insulin and/or glucagon the student is to self-administer, times when the insulin and/or glucagon is to be self-administered, and the circumstances which may warrant administration by the student. The written permission must also identify the prescribed blood glucose and/or ketone test, the times testing is to be done, and any circumstances which warrant checking a blood glucose and/or ketone level.
- b) Written consent from the student's parent or person in parental relation.

Upon written request of the student's parent or person in parental relation, the school will allow the student to maintain extra insulin, insulin delivery system, glucagon, blood glucose meter, and related supplies to treat the student's diabetes in the care and custody of a licensed nurse, nurse practitioner, physician assistant, or school physician.

Students with diabetes will also be permitted to carry food, oral glucose, or other similar substances necessary to treat hypoglycemia in accordance with District policy.

Storage and Disposal of Medication

The District will comply with relevant state laws, regulations, and guidelines governing the District's receipt, storage, and disposal of medication.

Personal Care Items

Feminine Hygiene Products

Each school building within the District serving students in any grade from six through twelve will provide feminine hygiene products in building restrooms. These products will be provided at no charge to students.

(Continued)

SUBJECT: MEDICATION AND PERSONAL CARE ITEMS (CONT'D.)

Alcohol-Based Hand Sanitizers

The New York State Education Department (SED) permits the use of alcohol-based hand sanitizers in schools. The school medical director may approve and permit the use of alcohol-based hand sanitizers in the District's schools without a physician's order. Parents may provide written notification to the school in the event that they do not wish to have their child use this product.

Sunscreen

Students may carry and use FDA approved sunscreen products for over-the-counter use. The student's parent or person in parental relation must provide written permission for the student to carry and use sunscreen. This written parental consent will be maintained by the school. A student who is unable to physically apply sunscreen may be assisted by unlicensed personnel when directed to do so by the student, if permitted by a parent or person in parental relation, and authorized by the school.

Individuals with Disabilities Education Act (IDEA), 20 USC §1400 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 USC §794 et seq.
Education Law Sections 902(b), 907, 916-a, 916-b, 919, 921, 6527, 6908(1)(a)(iv), and 6909
Public Health Law §§ 267, 3000-a, 3000-c, and 3309
8 NYCRR §§136.6, 136.7

NOTE: Refer also to Policy #7521 – Students with Life-Threatening Health Conditions

Adopted 7/10/2001

Revised: 8/10/2004, 9/23/2008, 3/22/2011, 4/12/2016, 11/27/2018

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT

139 Fairbanks Road
Churchville, New York 14428

Board of Education Meeting
October 26, 2021

Personnel Actions
Page 1 of 3

Upon the recommendation of the Superintendent of Schools, the following personnel actions shall be approved:

I. RESIGNATIONS

A. Certified - none

B. Classified

Kristen Milner, employed by the District as a Cafeteria Monitor at the Senior High School since September 8, 2021, has submitted her resignation effective at the end of the day October 22, 2021.

Jay Rowe, employed by the District as a Bus Driver since November 15, 2006, has submitted his resignation effective at the end of the day December 23, 2021.

James Casey, employed by the District as a Bus Monitor since November 9, 2016 has submitted his resignation effective October 19, 2021 in order to accept a position as a Security Worker.

Cathy Bruckman, employed by the District as an Office Clerk III since September 7, 1993 has submitted her resignation at the end of the day February 28, 2022.

C. Coaches - none

D. Extraclass Activities - none

E. Instructional Leaders - none

F. Tutors – none

II. TERMINATIONS

A. Certified - none

B. Classified - none

C. Coaches - none

D. Extraclass Activities - none

E. Teacher Leaders – none

F. Tutors – none

III. LEAVE OF ABSENCE - none

IV. CHANGE IN EMPLOYMENT STATUS

A. Certified - none

B. Classified

Cheryl Lead, change from a Probationary to a Permanent appointment as a Cleaner, effective November 3, 2021.

Katherine Lupia, change from a Probationary to a Permanent appointment as a Cleaner, effective November 17, 2021.

John Norman, title change from Cleaner to Custodian, effective October 27, 2021.

C. Coaching - none

D. Extraclass Activities - none

V. APPOINTMENTS

A. Certified - none

B. Substitute and Part-time Teachers and Administrators – none

C. Department Liaisons – none

D. Classified

James Casey

Assignment

Effective

Type of Appointment

Security Worker

Operations & Maintenance

October 20, 2021 (Previously cleared by a fingerprinting check)

Provisional

Matthew Panzetta

Assignment

Effective

Type of Appointment

Cleaner

Operations & Maintenance

November 8, 2021 (Previously cleared by a fingerprinting check)

Probationary

E. Classified Substitutes and Part-time - none

F. Interim Administrator – none

G. Coaches & Athletic Activities

Winter 2021-2022 Sport	Name
Wrestling Volunteer Assistant	Alexander Rawlings
Wrestling Volunteer Assistant	Sean Jessop
Girls Modified B Basketball Coach	Sydney Hayden

H. Extra-Curricular Activities & Clubs - none

I. Mentors

Name	Title	Year
Mary Leach	Supervisor to the 9 th Grade Mentoring Program	2021-2022

J. Instructional Leaders - none

K. CSE / CPSE Chairperson - none

L. Tutors - none

M. Internship – none

N. Student Helpers

Name	Title	Year
Sarah Bracey	Student Helper – One-to One Aide for Student Athlete	2021-2022

O. Other

Continuing Education Staff 2021 - 2022 School Year

General

Last Name	First Name	Title/Course	Rate	Fingerprinting
Wooding	Amy	Instructor- Swim Skills	\$22.50/hour	On File

POLICY

Churchville-Chili Central School District

2020¹

6150
Page 1 of 2

Personnel

SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (SCHOOL PERSONNEL)

Prohibited Conduct

The ~~Board of Education~~ District, recognizing that students are often influenced by teachers and other members of a school's staff, impresses upon staff the importance of maintaining a high level of professionalism appropriate to their position, which, in turn, will set a positive example for students.

~~The Board, therefore, prohibits~~ Accordingly, when in the workplace or when the effects of these actions may impair job performance, staff are prohibited from consuming, sharing, selling, using and/or possessing:

- a) ~~Illegal~~ drugs;
- b) Cannabis (marijuana) or any other controlled substance in schedules I through V of the Controlled Substances Act;
- c) ~~C~~ounterfeit and designer drugs;
- d) ~~D~~rug paraphernalia; or
- e) ~~A~~lcoholic substances in the workplace; or when the effects of these actions may impair job performance.

Additionally, ~~the Board prohibits~~ the misuse and/or unprescribed use of prescription and over-the-counter drugs ~~is prohibited~~ in the workplace or when the effects of these actions may impair job performance. ~~The consuming, sharing, use of or possession of medical marijuana, CBD oil containing THC products or any product containing cannabis are all prohibited.~~

~~In accordance with law, regulation, and District policy, smoking and vaping are prohibited on school grounds; within 100 feet of the entrances, exits, or outdoor areas of any of the District's schools; and/or at any school-sponsored event or activity that occurs off school grounds.~~ Further, all staff are bound by the conduct prohibitions contained in District policy #5640 – *Smoking, Tobacco, and Cannabis (Marijuana) Use*.

Disciplinary Measures

Staff will be informed of the range of penalties or consequences, up to and including termination of employment, that may be imposed for engaging in prohibited conduct. Penalties and consequences will be in accordance with any applicable law, District policy, collective bargaining agreement and/or other similar document.

(Continued)

POLICY

Churchville-Chili Central School District

2020¹

6150
Page 2 of 2

Personnel

SUBJECT: ALCOHOL, TOBACCO, DRUGS AND OTHER SUBSTANCES (SCHOOL PERSONNEL) (CONT'D.)

Information on Substance Use Related Services

The Assistant Superintendent for Human Resources has the responsibility to provide information regarding where and how to find available substance use related services to students, parents and staff. The District's substance abuse counselor may also provide information on available programs.

Any information provided by a student, parent, or staff member to the designated individual will not be used in any school disciplinary proceeding and will, in addition to any other applicable privilege, be considered confidential in accordance with law.

20 U.S.C §§ 6083(a), 7118, and 7973(a)

41 USC § 8101

Cannabis Law § 127

Civil Service Law §75, Drug-Free Workplace Act

Education Law §§ 409, 2801, 3020-a, and 3038

Labor Law § 201-d

Penal Law § 222.10

Public Law -§§ 1399-n and 1399-o,

Adopted: 7/10/2001

Revised: 7/14/2015, 2/25/2020

target review 2021-2022

SUBJECT: REGISTRATION AND PROFESSIONAL LEARNING

Registration

All employees who are certificate holders must register with the State Education Department (SED) every five years through the TEACH system. An employee is a certificate holder if he or she holds a permanent or professional certificate in the classroom teaching service, a permanent or professional certificate in the educational leadership service (i.e., school building leader, school district leader, or school district business leader), or a Level III Teaching Assistant certificate. Only registered employees may teach or supervise in the District.

Employees who were certificate holders prior to July 1, 2016 had to apply for initial registration during the 2016-2017 school year and each subsequent five-year period thereafter.

Any individual who is issued a new certificate is automatically registered with SED. These certificate holders must renew their registration every five years during their birth month.

Any certificate holder who fails to register by the beginning of the appropriate registration period may be subject to late filing penalties.

Certificate holders must notify SED of any change of name or mailing address within 30 days of such change through the TEACH system. Any certificate holder who willfully fails to inform SED of changes to his or her name and/or address within 180 days of such change may be subject to moral character review.

Continuing Teacher and Leader Education (CTLE) Credit Hours

All continuing teacher and leader education certificate holders (CTLE certificate holders) must successfully complete a minimum of 100 hours of acceptable CTLE during each five-year registration period to maintain a valid certificate. An employee is a CLTE certificate holder if he or she holds a professional certificate in the classroom teaching service, a professional certificate in educational leadership service, or a Level III Teaching Assistant certificate. This requirement may be completed at any time over the course of a five-year period. Credit hours cannot carry over to subsequent registration periods.

SED sets high standards for courses, programs, and activities that qualify for CTLE credit, and it must approve all CTLE sponsors. Generally, acceptable CTLE will be in the content area of any certificate title held by an individual or in pedagogy. Further, the CTLE will be aligned with professional learning standards created by the New York Professional Standards and Practices Board for Teaching.

The District will describe opportunities for teachers and administrators to engage in CTLE in its Professional Learning Plan. The District will annually certify, in a form and on a time table prescribed by the Commissioner of Education, that the requirements to have a professional learning plan for the succeeding school year have been met and that it has complied with the professional learning plan for the current school year. The District will provide CTLE opportunities that are designed to improve the teacher or leader's pedagogical and/or leadership skills and are targeted at improving student performance, among other things. A peer-review teacher or principal acting as an independent trained evaluator who conducts a classroom observation as part of a teacher evaluation under relevant sections of the Education Law may apply the observation time to fulfilling CTLE requirements. Time spent mentoring may also be counted toward required CTLE credit hours.

(Continued)

SUBJECT: REGISTRATION AND PROFESSIONAL LEARNING (CONT'D.)

Language Acquisition CTLE and Exemption

Employees holding an English to speakers of other languages (all grades) certificate or a bilingual extension are required to complete a minimum of 50 percent of the required CTLE hours in language acquisition aligned with the core content area of instruction taught, including a focus on best practices for co-teaching strategies, and integrating language and content instruction for English Language Learner (ELL) students. All other certificate holders must hold a minimum of 15 percent of the required hours dedicated to language acquisition addressing the needs of ELLs, including a focus on best practices for co-teaching strategies and integrating language and content instruction for ELLs. A minimum of 15 percent of the required CTLE hours for employees holding a Level III Teaching Assistant certificate will be dedicated to language acquisition addressing the needs of ELLs and integrating language and content instruction for ELLs.

Employees holding school district business leader certificates are exempt from the language acquisition CTLE requirements for each year that they are employed in the District. Instead, they must complete a minimum of 15 percent of the required CTLE hours dedicated to the needs of ELLs and federal, state, and local mandates for ELLs.

Employees may be eligible for a waiver of language acquisition CTLE requirements. Each school year when there are fewer than 30 ELL students enrolled in the District or ELLs make up less than 5% of the total student population, the District may obtain an exemption. If the District obtains this exemption, employees would be exempt from the language acquisition CTLE requirement for each year that they are employed in the District.

CTLE Adjustments

The Commissioner may adjust an employee's number of CTLE hours and/or time to complete them due to poor health, as certified by a health-care provider; extended active duty in the Armed Forces; or other acceptable good cause.

Any employee holding a certificate in the classroom teaching service who obtains certification from the National Board for Professional Teaching Standards will be considered CTLE-compliant for the registration period in which he or she obtains this certification. The employee must still meet any language acquisition requirements, however.

Recordkeeping and Reporting Requirements

Employees must maintain a record of completed CTLE hours for at least three years from the end of the applicable registration period. The record must include the title of the program, the total number of hours completed, the number of hours completed in language acquisition addressing the need of ELLs, the sponsor's name, any identifying number, attendance verification, and the date and location of the program.

(Continued)

POLICY

Churchville-Chili Central School District

2020

6213
Page 3 of 3

Personnel

SUBJECT: REGISTRATION AND PROFESSIONAL LEARNING (CONT'D.)

Recordkeeping and Reporting Requirements (Cont'd.)

The District will maintain a record of any professional learning it conducts or provides for at least seven years from the date of completion. The District will submit to SED, in a form and timetable prescribed by SED, information concerning the completion of professional learning for regularly employed certificate holders.

Education Law §§ 3006, 3006-a, 3012-d
8 NYCRR §§ 80-6, 100.2(dd)

NOTE: Refer also to Policy #6160 -- Professional Growth/Staff Development

Adopted: 11/27/2007

Reviewed: 3/25/2011

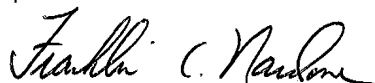
Revised: 3/26/2019; 8/20/2020 replaced “Professional Development” with “Professional Learning”; no content change

Treasurer's Monthly Report

September 2021

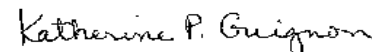
<u>GL Acct.</u>	<u>Fund</u>	<u>Bank</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Monthly Receipts</u>	<u>Monthly Disbursements</u>	<u>Ending Balance</u>
Cash Accounts							
A200-01	General	M & T	Checking	\$360,593.12	\$15,391,233.11	\$11,033,850.81	\$4,717,975.42
A200-10	General	Bank of Castile	Checking	\$0.00	\$3,209,950.08	\$0.00	\$3,209,950.08
A200-12	General	M & T	Checking-ACH Payments	\$4,466.17	\$316,645.71	\$235,245.07	\$85,866.81
A200-20	General	M & T	Checking	\$398,175.25	\$3,134,149.95	\$3,061,555.80	\$470,769.40
A200-21	General	M & T	Checking-Payroll	\$761.60	\$2,457,229.50	\$2,457,682.37	\$308.73
A201-05	General	M & T	Savings	6,845,324.68	13,565,326.14	6,970,000.00	\$13,440,650.82
A201-10	General	Bank of Castile	Savings	5,789,131.71	19,120.01	5,100,010.00	\$708,241.72
C200-01	School Lunch	Bank of Castile	Checking	12,623.72	117,209.84	33,870.67	\$95,962.89
F200-01	Federal	M & T	Checking	10,981.41	75,000.00	74,872.28	\$11,109.13
H200-01	Capital	M & T	Checking	1,242,633.04	0.00	529,314.40	\$713,318.64
H201-11	Capital	M & T	Money Market	2,488,640.46	42.28	0.00	\$2,488,682.74
Multifund Checking		Chase	Checking	250,738.71	10.57	0.00	\$250,749.28
Multifund Savings		Chase	Savings	29,050,163.47	738.46	0.00	\$29,050,901.93
Total Cash				46,454,233.34	38,286,655.65	29,496,401.40	55,244,487.59
US Treasury Bills							
A450-00	General	Chase		0.00	0.00	0.00	\$0.00
A452-00	General-Reserve	Chase		0.00	0.00	0.00	\$0.00
H450-00	Capital	Chase		0.00	0.00	0.00	\$0.00
TE450-00	Expendable Trust	Chase		0.00	0.00	0.00	\$0.00
V450-00	Debt Service	Chase		0.00	0.00	0.00	\$0.00
Total US Treasury Bills				0.00	0.00	0.00	0.00
District Totals				\$46,454,233.34	\$38,286,655.65	\$29,496,401.40	\$55,244,487.59

Received by the Board of Education and entered as a part
as a part of the minutes of the board meeting held 10/26/2021



Clerk of the Board of Education

This is to certify that the above cash balances are
in agreement with my bank statements as reconciled



Treasurer of School District

Revenue Status Report

As of September 30, 2021

A/C Code	Description	Original Budget	Adjusted Budget	Monthly Actual	Year to Date 9/30/21	Budget Variance	Year to Date 9/30/20	Year to Date Variance
1001	Real Property Tax Items	38,979,091.00	38,979,091.00	0.00	33,905,298.12	-5,073,792.88	32,852,746.87	1,052,551.25
1081	Oth. Paymts in Lieu of Taxes	403,745.00	403,745.00	210,102.76	210,102.76	-193,642.24	191,907.85	18,194.91
1085	STAR Reimbursement	0.00	0.00	0.00	5,073,798.03	5,073,798.03	5,360,623.06	-286,825.03
1090	Int. & Penal. on Real Prop. Tax	5,000.00	5,000.00	0.03	0.03	-4,999.97	0.00	0.03
1120	Nonprop. Tax Distrib. By Co.	3,040,000.00	3,040,000.00	0.00	0.42	-3,039,999.58	279,114.53	-279,114.11
1311	Other Day School Tuition	0.00	0.00	0.00	997.20	997.20	0.00	997.20
1315	Continuing Ed Tuition(Individ)	78,568.00	78,568.00	49.65	6,318.50	-72,249.50	-4,897.25	11,215.75
1315	Swim	31,432.00	31,432.00	4,756.00	11,293.40	-20,138.60	1,909.00	9,384.40
1335	Oth Student Fee/Charges (Indiv	80,000.00	80,000.00	7,088.00	16,025.00	-63,975.00	8,218.00	7,807.00
1335	Computer Protection Plans	0.00	0.00	847.00	847.00	847.00	21,170.00	-20,323.00
1410	Admissions	1,500.00	1,500.00	0.00	0.00	-1,500.00	325.00	-325.00
2230	Day School Tuit-Oth Dist. NYS	0.00	0.00	0.00	-4,285.50	-4,285.50	0.00	-4,285.50
2235	Svs Prov. BOCES-Oth Transport	66,189.00	66,189.00	0.00	0.00	-66,189.00	0.00	0.00
2304	Trans for Oth Dist.-Cont. Bus	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2308	Trans for BOCES-Shuttle Svs	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00	0.00
2401	Interest and Earnings	125,000.00	125,000.00	270.14	905.48	-124,094.52	1,374.51	-469.03
2401	Interest and Earnings-Reserve F	0.00	0.00	282.79	857.72	857.72	1,387.37	-529.65
2401	Interest and Earnings-Capital Res	0.00	0.00	353.68	1,072.73	1,072.73	2,166.53	-1,093.80
2410	Rental of Real Property,Indiv.	25,000.00	25,000.00	515.00	995.00	-24,005.00	0.00	995.00
2413	Rental of Real Property, BOCES	41,074.00	41,074.00	0.00	0.00	-41,074.00	0.00	0.00
2414	Rental of Equip. (Not Bus) Ind	0.00	0.00	90.00	170.00	170.00	0.00	170.00
2440	Rental of Buses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2650	Sale Scrap & Excess Material	2,000.00	2,000.00	0.00	551.45	-1,448.55	1,192.06	-640.61
2665	Sale of Equipment	2,000.00	2,000.00	0.00	5,600.00	3,600.00	0.00	5,600.00
2680	Insurance Recoveries-Trans Rel	5,000.00	5,000.00	0.00	0.00	-5,000.00	2,256.40	-2,256.40
2690	Other Compensation for Loss	2,500.00	2,500.00	288.63	610.33	-1,889.67	2,172.80	-1,562.47
2701	Refund of P/Y Exp.- BOCES	525,000.00	525,000.00	0.00	0.00	-525,000.00	0.00	0.00
2703	Refund of P/Y Exp.-Other	60,000.00	60,000.00	5,704.65	6,213.10	-53,786.90	641.52	5,571.58
2705	Gifts and Donations	0.00	0.00	0.00	0.00	0.00	100.00	-100.00
2770	Other Unclassified Rev.(Spec)	90,000.00	90,000.00	5,832.87	6,824.39	-83,175.61	4,447.11	2,377.28
2801	Interfund Revenues	145,000.00	145,000.00	2,406.00	2,406.00	-142,594.00	2,534.00	-128.00
3101	Basic Formula Aid-Gen Aids (Ex	33,244,044.00	33,244,044.00	1,570,785.00	1,594,690.32	-31,649,353.68	827,448.49	767,241.83
3102	Lottery Aid (Sect 3609a Ed Law	7,185,576.00	7,185,576.00	5,183,118.78	5,183,118.78	-2,002,457.22	5,080,346.92	102,771.86
3103	BOCES Aid (Sect 3609a Ed Law)	3,236,636.00	3,236,636.00	0.00	0.00	-3,236,636.00	0.00	0.00
3104	Tuit for Students w/Disabilit.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3260	Textbook Aid (Incl Txtbk/Lott)	231,777.00	231,777.00	0.00	0.00	-231,777.00	60,570.00	-60,570.00
3262	Computer Software Aid	55,980.00	55,980.00	0.00	0.00	-55,980.00	0.00	0.00
3263	Library Aid	23,356.00	23,356.00	0.00	0.00	-23,356.00	0.00	0.00
3289	Other State Aid	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4601	Medic.Ass't-Sch Age-Sch Yr Pro	55,000.00	55,000.00	0.00	5,440.32	-49,559.68	11,697.40	-6,257.08
5031	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue		87,742,468.00	87,742,468.00	6,992,490.98	46,029,850.58	-41,712,617.42	44,709,452.17	1,320,398.41

Appropriated Fund Balance	2,464,471.00	2,464,471.00
Appropriated Reserves	1,395,154.00	1,395,154.00
Carryover Encumbrances	-	1,498,249.30
Total Budget	91,602,093.00	93,100,342.30

Churchville-Chili Central School

Budget Status Report As Of: 9/30/2021

Fund: GENERAL

<u>Budget Account</u>	<u>Description</u>	<u>Initial Budget</u>	<u>Adjusted Budget</u>	<u>Year-to-date Expenditures</u>	<u>Prior YTD Exp</u>	<u>Variance Prior / Current</u>	<u>Encumbrance Outstanding</u>	<u>Unencumbered Balance</u>
10	Board of Education	62,723.00	63,024.30	5,736.53	18,046.18	-12,309.65	19,959.62	37,328.15
12	Central Administration	397,701.00	397,989.20	121,228.75	115,400.17	5,828.58	264,320.10	12,440.35
13	Finance	774,369.00	775,484.61	208,494.05	189,766.71	18,727.34	449,934.93	117,055.63
14	Staff	644,815.00	645,299.00	179,928.15	124,589.24	55,338.91	357,460.47	107,910.38
16	Central Services	6,018,203.00	6,865,361.07	1,278,395.38	1,621,311.05	-342,915.67	4,091,638.20	1,495,327.49
19	Special Items (Contractual Expense)	1,657,973.00	1,663,973.00	657,558.21	770,465.78	-112,907.57	1,255,416.25	-249,001.46
20	Administration and Improvement	3,740,087.00	3,780,722.01	990,623.54	937,917.83	52,705.71	2,395,248.63	394,849.84
21	Teaching	35,313,810.00	35,380,579.92	4,988,863.67	4,572,667.31	416,196.36	27,294,411.37	3,097,304.88
26	Instructional Media	2,610,651.00	3,075,251.21	596,685.17	476,025.92	120,659.25	1,927,265.98	551,300.06
28	Pupil Services	3,874,713.00	3,921,795.74	407,031.88	547,283.12	-140,251.24	2,046,346.93	1,468,416.93
55	Pupil Transportation	5,741,126.00	5,775,616.98	601,899.72	478,023.67	123,876.05	5,225,765.11	-52,047.85
8	Other Community Services	88,068.00	89,291.26	13,097.88	2,012.07	11,085.81	2,060.00	74,133.38
90	Employee Benefits	22,091,279.00	22,079,379.00	4,517,563.03	4,619,947.67	-102,384.64	10,061,508.59	7,500,307.38
99	Interfund Transfers	8,586,575.00	8,586,575.00	8,422,575.00	8,659,295.00	-236,720.00	0.00	164,000.00
	Total GENERAL FUND:	91,602,093.00	93,100,342.30	22,989,680.96	23,132,751.72	-143,070.76	55,391,336.18	14,719,325.16



Churchville-Chili Central School District

Where learning leads to a lifetime of opportunities

Loretta J. Orologio, Ed.D.
Superintendent of Schools
x2300

**Superintendent's
Executive Cabinet**

Mr. Franklin C. Nardone, CPA
*Assistant Superintendent for Business
Services and District Clerk*
x2330

Mr. Giulio Bosco
Assistant Superintendent for Instruction
x2390

Mr. Lawrence M. Vito
*Assistant Superintendent for Human
Resources*
x2320

Ms. Nicole A. Livingston-Neal
Director of Pupil Services & TLC
x2460

Ms. Amanda Puleo, APR
*Communications/Administrative
Assistant to the Superintendent*
x2300

MEMO

To: Board of Education
Dr. Loretta Orologio, Superintendent

From: Franklin C. Nardone *Frank*
Assistant Superintendent for Business Services

Re: **2022-2023 Budget Calendar and Guidelines**

Date: October 22, 2021

Attached is the recommended 2022-2023 budget calendar and guidelines. I would like to discuss these documents at our meeting on Tuesday, October 26, 2021. If these documents are acceptable by the Board, they will need to be approved in order to start the budget process.

If you have any questions, please give me a call me.

FCN/cp
attachment

DRAFT FOR DISCUSSION

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT 2022-2023 BUDGET DEVELOPMENT CALENDAR

DATE	ACTIVITY
October 26, 2021	Review Board of Education <i>Guidelines and Calendar</i>
October 26, 2021	Adopt Budget <i>Guidelines and Calendar</i>
November 2, 2021	Budget materials distributed to building and program leaders
November 30, 2021	Preliminary 2022-23 <i>BOCES Service Request</i> returned to BOCES #2
December 7, 2021	Preliminary budget proposal and personnel staffing requests returned to Asst. Superintendent for Business Services
February 8, 2022	BOE review of Budget Draft – Buildings and Grounds, Security, Debt Service, Transportation, Interscholastic Athletics, Interfund Transfers
March 1, 2022	BOE review of Budget Draft – BOCES, Curriculum and Instruction, Central Services
March 15, 2022	BOE review of Budget Draft – Personnel, Special Items
March 29, 2022	BOE review of Budget Draft – Revenue Estimates, Budget Draft
April 1, 2022	Final 2022-2023 <i>BOCES Service Request</i> submitted
April 12, 2022	Budget approved and adopted by Board of Education
April 22, 2022	Final Date for Board of Education to adopt 2022-2023-budget (information only)
April 22, 2022	Final Date to submit Property Tax Report Card to State Education Department (information only)
April 26, 2022	Budget Statement available in each school building (at least seven days before budget hearing)
May 3, 2022	Budget Hearing and Candidate Night
May 17, 2022	Budget Vote – Noon to 9 p.m. in the MS North Cafeteria
May 24, 2022	Voter approved budget adopted by Board of Education

Discussion Draft
CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT
PROPOSED BUDGET GUIDELINES
2022 – 2023

- **Meet all applicable mandates, health, safety, and legal requirements.**
- **Fulfill all contractual obligations.**
- **Support educational programs and services vital to successful implementation of the District goals.**
- **Maintain bus purchase practice.**
- **Identify alternative funding sources & cost saving measures.**
- **Prepare the first draft of the 2022-2023 budget after assessment of current programs and services recognizing that they may be impacted by current state funding issues & any remaining pandemic concerns.**
- **Tax levy within property tax cap calculation.**
 - **To Consider:**
 - **Programmatic Needs and Administration Support**
 - **State Fiscal Condition**
 - **Continue funding of Pre-K**
 - **Finance & Utilization of Reserve Fund**
 - **Social, Emotional and Behavioral Needs of Students**
 - **Wellness Needs of Students and Staff**
 - **Safety of Students, Staff and Families**
 - **PPE and Related Supplies**
 - **SRO/Security Staffing**
 - **Continue Implementation of the Phase VI Capital Project Middle School Renovations & Site Renovations**
 - **Continue Budgeting Skilled Nursing Services**
 - **Maintenance of Facility**

POLICY

Churchville-Chili Central School District

2020~~0~~1

5640
Page 1 of 2

Non-Instructional/Business Operations

SUBJECT: SMOKING, ~~TOBACCO~~ AND CANNABIS (MARIJUANA) USE

School Grounds

The ~~use of tobacco products is~~ following actions are prohibited on school grounds. ~~Smoking and vaping are prohibited on school grounds and~~ within 100 feet of the entrances, exits, or outdoor areas of any of the District schools, ~~and In addition, the use of tobacco products, smoking and vaping are prohibited at any school-sponsored event or activity that occurs off school grounds, including those taking place in another state.~~ smoking, vaping, using tobacco products, and/or using or ingesting any form of cannabis.

Definitions

For purposes of this policy, the following definitions apply:

- a) Electronic cigarette (or e-cigarette) means an electronic device delivering vapor inhaled by an individual user, and includes any refill, cartridge, and any other component of such a device.
- b) “School function” means a school-sponsored or school-authorized extracurricular event or activity regardless of where the event takes place, including any event or activity that may take place virtually, or in another state.
- c) School grounds means any building, structure, and surrounding outdoor grounds, including entrances or exits, contained within the District's preschool, nursery school, elementary, or secondary school's legally defined property boundaries as registered in the County Clerk's Office, as well as any vehicles used to transport children or school personnel.
- d) Smoking means the burning of a lighted cigar, cigarette, pipe, or any other matter or substance containing tobacco, cannabis, or cannabinoid hemp.
- e) Tobacco products means ~~one or more~~ cigarettes or cigars, bidis, chewing tobacco, powdered tobacco, nicotine water, or any other tobacco ~~smoking~~ products.
- f) Vaping means the use of an electronic cigarette.

Public Notification of Policy

The District will prominently post signs prohibiting smoking and vaping on school grounds in accordance with applicable law. ~~The District will also designate a school~~ Appropriate district officials ~~to will inform tell~~ individuals found smoking or vaping in a non-smoking area that they are in violation of law and/or District policy.

The District will communicate this policy to staff, students, parents/guardians, volunteers, visitors, contractors, and outside groups through means such as the District's *Code of Conduct*, student handbooks, newsletters, announcements, facilities use forms/agreements, and/or the prominent display of this policy in appropriate locations.

(Continued)

POLICY

Churchville-Chili Central School District

2020~~0~~¹

5640

Page 2 of 2

Non-Instructional/Business Operations

SUBJECT: SMOKING/TOBACCO USE (CONT'D.)

Prohibition of Tobacco Promotional Items/Tobacco Advertising

Tobacco promotional items (e.g., brand names, logos and other identifiers) are prohibited:

- a) On school grounds;
- b) In ~~vehicles~~ any vehicles used to transport students or school personnel;
- e) At school ~~sponsored events or activities, including those that take place off school premises and/or in another city, town, village, state, and/or country;~~ functions;
- d) In school publications;
- e) On clothing, shoes, accessories, gear, and school supplies in accordance with the District's *Code of Conduct* and applicable collective bargaining agreements.

Enforcement

~~This~~ The prohibition of tobacco, cannabis and smoking products promotional items ~~shall be implemented will be enforced~~ in accordance with the District's *Code of Conduct* and applicable collective bargaining agreements.

The District will request, whenever possible, tobacco free editions of periodical publications for school libraries and classroom use.

NOTE: Refer also to Policies #3280 -- Use of School Facilities, Materials and Equipment
#6150 – Alcohol, Tobacco, Drugs, and Other Substances (Staff)
#7320 -- Alcohol, Tobacco, Drugs, and Other Substances (Students)
District Code of Conduct

20 USC §§ 6081-6084, 7971-7974

Education Law § 409

Public Health Law §§ 1399-n, 1399-o, 1399-p and 1399-aa

8 NYCRR §§ 155.5, 156.3

Adopted: 7/10/2001,

Revised: 8/9/2011, 3/26/2013, 7/14/2015, 1/28/2020, target review 2021-2022

SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING

It is the District's goal to provide students with access to nutritious no- or low-cost meals each school day and to ensure that a student whose parent/guardian has unpaid meal charges is not shamed or treated differently than a student whose parent/guardian does not have unpaid meal charges.

Unpaid meal charges place a large financial burden on the District. The purpose of this policy is to ensure compliance with federal requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed, or embarrassed.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the District in a way that does not stigmatize, distress, or embarrass students. The provisions of this policy pertain to regular priced reimbursable school breakfast, lunch and snack meals only. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

Access to Meals

- a) The District shall provide all students, at all grade levels, upon request, any reimbursable meal offered on any particular day, regardless of any balance owed on a student's meal account, unless the student's parent or guardian has specifically provided written permission to the District to withhold a meal.
 - i. Free meal benefit eligible students will be allowed to receive a free breakfast and lunch meal of their choice each day.
 - ii. Reduced meal benefit eligible students will generally receive a breakfast of their choice for \$.25 and lunch of their choice for \$.25 each day. If such students must charge a meal, the charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the District to withhold a meal.
 - iii. Full pay students will generally pay for meals at the District's published paid meal rate each day. If such students must charge a meal, the charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the District to withhold a meal.
 - iv. A la carte items or other similar items must be paid/prepaid; at no time will any child be permitted to charge a la carte items or other "extras" (second lunch, additional milk or beverage, etc.)

Ongoing Staff Training

- a) Staff will be trained annually and throughout the year as needed regarding the District's Meal Charging and Prohibition Against Meal Shaming Plan.
- b) The School Lunch Manager shall access appropriate written documents, videos, and other training materials if offered by the Child Nutrition Unit of the New York State Education Department or state professional organizations..
- c) The School Lunch Manager shall make random observations of students at each school building to ensure compliance with the District's Plan at least twice per fiscal year
- d) Staff training will include ongoing eligibility certification for free or reduced price meals.

(Continued)

SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING (Cont'd.)

Parent Notification

Parents/guardians will be notified that a student's meal card or account balance is exhausted and has accrued unpaid meal charges within five days of the charge and then every week thereafter. The District shall not charge any interest or fees in connection with any meals charged, except the District may charge convenience fees associated with the use of the MySchoolBucks secure online payment system.

Procedures to Handle Unpaid Meal Charges

- a) Every two weeks, the Food Service staff will review account balances using the MySchoolBucks program to identify unpaid balances. Upon review, unpaid accounts totaling greater than \$20 will require the Food Service staff to send an e-mail notice to the parent or guardian.
- b) If two e-mail notices are not acknowledged by the parent or guardian, the unpaid balance will be referred to the School Lunch Manager. The School Lunch Manager will mail a letter home to the parent/guardian.
- c) If the account balance is not brought current within two weeks of the date of the first letter, a subsequent letter will be mailed home asking for the parent/guardian to bring the account current by the end of the next week or contact the office if they have had a change in financial condition and need to make special repayment arrangements.
- d) If no response is received the emails or letters, personal phone calls will be made to the parent/guardian in order to:
 - i. Ask how the District can help to rectify the matter
 - ii. Offer payment options
 - iii. Reinforce to them the free/reduced lunch eligibility possibilities and application process, and remind them that the application was included with the opening of school packets, with additional information is available on the District's website
- e) If a child is graduated senior, and amount owed is less than \$25.00, these accounts will be subsidized by the general fund account. If the amount is greater than \$25.00, two additional mailings will be made to the parents and/or guardians to attempt to remedy the situation. If not corrected, the general fund will subsidize the balance due for said graduated senior.
- f) Nothing in this section is intended to allow for the unlimited accrual of debt on school food service accounts.
- g) The District will reimburse the food service account for all outstanding meal charges by no later than June 30 of each school year. Funds used to reimburse the food service account will be taken from a non-federal source

(Continued)

SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING (Cont'd.)

Parent Outreach

- a) Staff will communicate with parents/guardians with five or more unpaid meal charges to determine eligibility for free or reduced price meals. Staff will make every attempt to determine if a student is directly certified to be eligible for free meals;
- b) Staff will make two documented attempts to reach out to parents/guardians to complete a meal application in addition to the application and instructions provided in the school enrollment packet.
- c) Staff will contact the parent/guardian to offer assistance with completion of a meal application, to determine if there are other issues within the household causing the student to have insufficient funds, and to offer any other assistance that is appropriate.

Minimizing Student Distress

- a) Staff will not publicly identify or stigmatize any student who cannot pay for a meal or who owes a meal debt by any means, or discuss any outstanding meal debt in the presence of any other students.
- b) Students with unpaid meal charges will not be required to wear a wristband or handstamp, or to do chores or other work to pay for meals.
- c) Staff will not require that a student throw away a meal after it has been served because of the student's inability to pay for the meal or because of previous unpaid meal charges.
- d) Staff will not take any action directed at a student to collect unpaid meal charges.
- e) Staff will deal directly with parents/guardians regarding unpaid meal charges, but will not use a debt collector, as defined in section eight hundred three of the federal consumer credit protection act (15 U.S.C. § 1692a).

Ongoing Eligibility Certification

- a) Staff will conduct direct certification through the New York Student Identification System (NYSSIS) or using SED Roster Upload at least monthly to maximize free eligibility.
- b) Staff will provide parents/guardians with free, printed application for free and reduced price meals and instructions at the beginning of each school year in the school enrollment packet.
- c) If the District uses an electronic meal application, it will provide an explanation of the process in the school enrollment packet and instructions on how to request a paper application at no cost.
- d) The District will provide at least two additional free and reduced price applications throughout the school year to families identified as owing meal charges.

(Continued)

SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING (Cont'd.)

- a) The District will use its administrative prerogative to complete an application on a student's behalf judiciously, and only after using exhaustive efforts to obtain a completed application from the student's parent/guardian (pursuant to title seven, section 245.6(d) of the Code of Federal Regulations). The District will complete the application using only available information on family size and income that falls within approvable guidelines.
- b) The District will coordinate with the foster, homeless, migrant, and runaway coordinators at least monthly to certify eligible students and make sure such students receive free school meals, in accordance with federal law.

Prepaid Accounts

Students/Parents/Guardians may pay for meals in advance via www.myschoolbucks.com, with cash, or with a check payable to Churchville-Chili School Lunch (please write your child's full name and student ID number on the check). Further details are available on the District's webpage at www.cccsd.org. Funds should be maintained in accounts to minimize the possibility that a student may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

To obtain a refund for a withdrawn or graduating student, a written or e-mailed request for a refund of any money remaining in the student's account must be submitted. Students who are graduating at the end of the year will be given the option to transfer any remaining money to a sibling's account through a written request.

Unclaimed funds must be requested within one school year. Unclaimed funds will then become the property of the District Food Service Program.

Adopted: June 26, 2018

POLICY

Churchville-Chili Central School District

2021

5520

Page 1 of 2

Non-Instructional/Business Operations

SUBJECT: EXTRACLASSROOM ACTIVITY FUND

Any organization within the District whose activities are conducted by students, and whose financial support is raised other than by taxation or through charges of the Board, is an extraclassroom activity (ECA). The moneys raised by these organizations are referred to as ECA funds. ECA fund management provides students with the opportunity to learn proper business practices and how to operate a successful business. The Board and designated District staff will protect and provide oversight of ECA funds. All ECAs will be approved by the Board.

The Board will appoint an ECA Central Treasurer, a Faculty Auditor, and a chief faculty counselor (appointed for each building and/or Department in the District, typically the building principal). Each ECA will have a faculty advisor appointed by the chief faculty counselor. Additionally, each ECA will have a student activity treasurer elected by the members of the ECA.

All ECA funds will be handled in accordance with the financial procedures set forth in *The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds*, Revised 2019, published by the New York State Education Department. All moneys received from the conduct, operation, or maintenance of any ECA will be deposited with the ECA Central Treasurer. Two separate and independent sets of records of receipts and expenditures will be maintained, one by the ECA Central Treasurer and one by the ECA's student activity treasurer. On a quarterly basis, the ECA Central Treasurer will submit to the District Treasurer a financial report relating to the receipts and expenditures for all ECA accounts. The authority to expend moneys will be distinct and separate from the custody of these moneys. The District will invest ECA funds in accordance with its investment policy.

ECAs are prohibited from using the District's New York State sales tax exemption. The District Treasurer is responsible for filing the periodic sales tax returns for ECA funds.

All commitments and contracts will be the sole responsibility of the ECA incurring the transaction, regardless of a change in faculty advisors, membership, or officers.

In conjunction with the annual audit of District records, the Independent Auditor will audit all ECA funds. This audit will include a statement of receipts, disbursements, and balances for each ECA, together with a reconciliation of cash.

When an ECA becomes inactive or is discontinued, the ECA Central Treasurer is directed to expend the leftover ECA funds as voted by the organization controlling these funds. If this designation does not exist, then leftover funds of inactive or discontinued ECAs and of graduating classes will automatically revert to the account of the general student organization or student council. To reactivate, inactive or discontinued ECAs must follow the start-up procedures for new ECAs.

8 NYCRR Part 172

NYSED Finance Pamphlet: The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds, Rev. 2019

(Continued)

POLICY

Churchville-Chili Central School District

2021

5520
Page 2 of 2

Non-Instructional/Business Operations

SUBJECT: EXTRACLASSROOM ACTIVITY FUND (CONT'D.)

Refer also to Policies #1330 - Appointments and Designations by the Board

#1334 - Duties of the External (Independent) Auditor

#1336 - Duties of the Extraclassroom Activity Fund Central Treasurer & Faculty Auditor

#3280 - Community Use of School Facilities, Materials, and Equipment

#5220 - District Investments

#5530 - Petty Cash Funds and Cash in School Buildings

#5620 - Fixed Asset Inventories, Accounting and Tracking

#7410 - Extracurricular Activities

#7450 - Fundraising by Students

Adopted: 7/10/2001

Revised: 6/28/2005, 1/24/2017, 12/10/2019

Reviewed by Superintendent and Assistant Superintendent for Business Services on 10/20/2020 with no recommended changes; BOE reviewed and agreed on 10/27/2020

Reviewed by Superintendent & Assistant Superintendent for Business Services on 10/5/2021; BOE agreed & approved on 9/24/2021

POLICY

Churchville-Chili Central School District

2021

5510
Page 1 of 1

Non-Instructional/Business Operations

SUBJECT: ACCOUNTING OF FUNDS

Accounting and reporting procedures shall be developed to facilitate analysis and evaluation of the District's financial status and fixed assets. The District will use the Uniform System of Accounts for School Districts.

Books and records of the District shall be maintained in accordance with statutory requirements.

Provision shall be made for the adequate storage, security, and disposition of all financial and inventory records.

Online Banking

The Board has entered into a written agreement with designated banks and trust companies for online banking and electronic or wire transfers, which includes the implementation of a security procedure for all transactions. The District Treasurer, with a separate established user name and password, will have the authority to process online banking transactions. The Business Office Clerk or Deputy Treasurer, with a separate established user name and password, will be responsible for online banking transactions in the event the District Treasurer is not available.

Electronic or Wire Transfers

Procedures will be implemented specifying who is authorized to initiate, approve, transmit, record, review and reconcile electronic transactions. At least two individuals will be involved in each transaction. Authorization and transmitting functions will be segregated and whenever possible the recording function will be delegated to a third individual.

The District will enter into written wire transfer security agreements for District bank accounts which will include established procedures for authenticating wire transfer orders.

All wire transfers must be authorized by the District Treasurer. Dual approval controls will be established for non-routine wire transfer orders.

The Internal Auditor will periodically confirm that wire transfers have appropriate signatures, verification and authorization of proper personnel.

Education Law Section 2116-a
General Municipal Law Article 2 Section 5-a

Adopted: 7/10/2001

Revised: 11/23/2010

Reviewed: 10/4/2011

Reviewed by Superintendent & Assistant Superintendent for Business Services on 10/5/2021; BOE agreed & approved on 10/12/2021

SUBJECT: VISITORS TO THE SCHOOL

To promote effective communication between the citizens of the community and the School System, the Board of Education encourages parents and other citizens to visit their schools periodically during the course of the school year. The Board views these visits as constructive; however, no such visit will be permitted to interfere with the educational process.

The Board recognizes that many visitations that will occur are regularly scheduled events, e.g., parent-teacher organization meetings and public gatherings.

Parents who desire to visit their child's classroom must have prior approval from the building principal. The building principal may deny requests to visit if he/she determines the purpose of the visit is inappropriate, disruptive or interferes with staff or student supervision.

Student visitors from other schools, unless they have a specific reason and prior approval of the Superintendent of Schools or his/her designee, are not permitted to enter school buildings. Recent graduates of the Churchville-Chili Central School District must have prior permission from the building principal and teacher of each classroom they wish to visit. New students accompanied by their parents and escorted by a Churchville-Chili staff member are always welcome.

Visits to school buildings are to be in accordance with Board policy and the District Code of Conduct. A violation of the visitation policy and/or the Code of Conduct will be prosecuted pursuant to New York State law.

When individual Board members visit the schools, they must abide by the regulations and procedures developed by the administration regarding school visits.

All visitors shall be required to report to the main office upon arrival at school and state their business. Visitations to classrooms for any purpose require permission in advance from the building principal.

Electronic Visitor Management System

The District utilizes an electronic visitor management system (EVMS) in order to ensure the safety and welfare of its students, staff, and guests. When any visitor, including parents and volunteers, wishes to enter any school building during school hours, he or she must present a valid state or government issued photo ID, such as a valid driver's license. Prior to entry permission, the EVMS will check visitors against known sexual offender databases. After scanning the visitor's ID, the EVMS will print a visitor's badge that must be worn throughout the duration of the visit. Visitors should return this badge at the end of their visit so that they may be checked out of the building in a timely fashion. Visitors who refuse to produce IDs or fail the check of sexual offender databases, may be asked either to wait in the school building lobby or to leave school premises.

Education Law Section 2801
Penal Law Sections 140.10 and 240.35
District Code of Conduct

POLICY

Churchville-Chili Central School District

2018

3160

Page 1 of 1

Community Relations

SUBJECT: CITIZENS ADVISORY COMMITTEES

The Board of Education recognizes that it can constructively utilize the talents, resources, and interests available among District residents to assist in developing the programs needed for the maintenance of a quality educational program in the schools of the District. To that end, the Board shall, as its discretion and in accordance with state law and regulation, appoint Citizens Advisory Committees of representative residents of the District to meet with the Board to provide advice and reaction about important matters before the Board which may have special significance for the community.

District residents who are especially qualified because of training, experience, or personal skills are encouraged to act as advisors during the consideration of a specific problem or set of closely-related problems.

Each citizens committee organized by the Board shall be appointed and discharged by official Board resolutions. Resolutions appointing such committees shall state specifically the scope of the work of the committee.

Appointments to Citizens Advisory Committees shall be on the basis of interest, experience, expertise, and concern. No one shall be appointed as a representative of a specific group, or area, unless it is the express purpose of the Board to have all areas of the community represented, in which case the Board will, in its discretion, appoint representative members of every such group or area. The Board shall make every effort to form a committee that is representative of the entire community.

The Board may accept, reject, or return committee recommendations for further study. Any action stemming from committee reports is the responsibility of the Board. Publicity or the release of information concerning committee findings shall be the responsibility and the prerogative of the Board. Advisory committees shall be discontinued upon completion of their assignment(s).

Education Law Sections 4402 and 4601
8 New York Code of Rules and Regulations (NYCRR) § 135.3(2)

Adopted: 7/10/2001

Reviewed by Superintendent & Assistant Superintendent for Business Services, No Change: 11/29/2018;
reviewed & approved by BOE 12/11/2018

SUBJECT: EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

The Board of Education shall review the effectiveness of its internal operations at least once annually. The Superintendent of Schools and others who work regularly with the Board shall be asked to participate in this review and to suggest ways by which the Board can improve its functioning as a deliberate and legislative body.

The Board shall set forth the standards by which it will evaluate itself, taking into account the following:

- a) The District's needs and the Board's ability to meet such needs;
- b) The District's goals for its instructional programs;
- c) The Board's relationship with the Superintendent of Schools and District staff;
- d) The Board's relationship with its Supervisory District (BOCES); and
- e) The community's perception of Board members as educational leaders.

All judgments are to be supported by as much objective evidence as possible. Implied in this approach is an assumption that a School Board is capable of improvement. The chances that the improvement will result are enhanced if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of result.

Adopted: 7/10/2001

Reviewed by Superintendent & Assistant Superintendent for Business Services, No Change: 11/29/2018;
reviewed & approved by BOE 12/11/2018

POLICY

Churchville-Chili Central School District

2018

2310

Page 1 of 1

Internal Operations

SUBJECT: MEMBERSHIP IN ASSOCIATIONS

The School District shall be a member of the New York State and the Monroe County School Boards Associations. Additionally, the Board may maintain membership and participate cooperatively in other associations.

Education Law Section 1618
Comptroller's Opinion 81-255

Adopted: 7/10/2001

Reviewed by Superintendent & Assistant Superintendent for Business Services, No Change: 11/29/2018;
reviewed & approved by BOE 12/11/2018

POLICY

Churchville-Chili Central School District

2018

1610
Page 1 of 1

By Laws

SUBJECT: ANNUAL DISTRICT MEETING AND ELECTION/BUDGET VOTE

Pursuant to law, the Annual District Meeting and Election/Budget Vote for the School District will be held on the third Tuesday in May. At this time, the District's registered voters will elect members of the Board of Education and will also vote on the District Budget for the upcoming school year. However, in the event that the third Tuesday in May conflicts with a religious holiday, the School Board may petition the Commissioner of Education to obtain permission to hold the Annual Meeting and Election/Budget Vote on the second Tuesday in May. Such request from the Board of Education must be certified and received by the Commissioner no later than March 1.

Effective April 1, 2006, in the event that a school budget revote is necessary; it shall be held on the third Tuesday of June. However, in the event that the third Tuesday of June conflicts with a religious holiday, the School Board may petition the Commissioner of Education to obtain permission to hold the budget revote on the second Tuesday in June. Such request from the Board of Education must be certified and received by the Commissioner no later than March 1.

The District Clerk shall give notice of the time and place of holding the Annual Meeting and Election/Budget Vote by publishing such notice four (4) times within seven (7) weeks preceding the meeting. The first publication of the notice must be at least forty-five (45) days prior to the meeting. Such notice must appear in two (2) newspapers, if there are two (2) newspapers which have a general circulation within the District, or one (1) newspaper, if there is one (1) newspaper with a general circulation within the District. The notice shall also contain such other information as required by law.

Copies of the proposed annual operating budget for the succeeding year to be voted upon at the Annual Meeting and Election shall be available to District residents, on request, in each District school building during certain designated hours on each day other than a Saturday, Sunday or holiday during the fourteen (14) days preceding such Annual Meeting. The availability of this budget information shall be included in a legal notice of the Annual Meeting; and such copies of the proposed budget will also be available to District residents at the time of the Annual Meeting and Election.

Education Law Sections 1608, 1716, 1804(4), 1906(1), 2003(1),
2004(1), 2017(5), 2017(6), 2022(1), 2504 and 2601-a(2)

NOTE: Refer also to Policy #1640 -- Absentee Ballots

Adopted: 7/10/2001

Revised: 10/25/2005

Reviewed by Superintendent & Assistant Superintendent for Business Services, No Change: 11/29/2018;
reviewed & approved by BOE 12/11/2019

POLICY

Churchville-Chili Central School District

2018

1420

Page 1 of 1

By Laws

SUBJECT: EXECUTION OF POLICY: ADMINISTRATIVE REGULATIONS

The Board shall delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the schools will be operated. These rules and these detailed arrangements shall constitute the administrative regulations governing the schools. They must in every respect be consistent with the policies adopted by the Board. The Board shall be kept informed periodically of changes in administrative regulations.

In developing such regulations, the Superintendent shall, whenever feasible, seek the advice and opinions of any staff member who will be affected by the proposed regulations, and establish procedures to ensure that such advice and opinions are received.

Adopted: 7/10/2001

Reviewed by Superintendent & Assistant Superintendent for Business Services, No Change: 11/29/2018;
reviewed & approved by the BOE 12/11/2018

POLICY

Churchville-Chili Central School District

201921

5681
Page 1 of 5

Non-Instructional/Business Operations

SUBJECT: SCHOOL SAFETY PLANS

The District considers the safety of its students and staff to be of the utmost importance and is keenly aware of the evolving nature of threats to schools. As such, it will address those threats accordingly through appropriate response planning. The District-wide school safety plan and the building-level emergency response plans will be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of schools and the School District with local and county resources in the event of such incidents or emergencies. These plans will be reviewed **and updated** by the appropriate team on at least an annual basis and **adopted by the Board updated as needed** by September 1 **of each school year**.

~~Specifically, the Board will make each District-wide school safety plan available for public comment at least 30 days prior to its adoption. The District-wide school safety plans may only be adopted by the Board after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. Additionally, the District-wide school safety plan will designate the Superintendent or designee as the chief emergency officer responsible for coordinating communication between school staff and law enforcement and first responders, and for ensuring staff understanding of this plan. Similarly, the Superintendent will be responsible for ensuring the completion and yearly updating of building-level emergency response plans.~~ **The District-wide school safety plan and any amendments must be submitted to the Commissioner, in a manner prescribed by the Commissioner, within 30 days of adoption, but no later than October 1 of each school year.**

Building-level emergency response plan(s) and any amendments must be submitted to the appropriate local law enforcement agency and the state police within 30 days of adoption, but no later than October 1 of each school year. Building-level emergency response plan(s) will be kept confidential and are not subject to disclosure under the Freedom of Information Law (FOIL) or any other provision of law.

District-Wide/~~Building-Level~~ School Safety Plan.

District-wide school safety plan means a comprehensive, multi-hazard school safety plan that covers all school buildings of the District, addresses crisis intervention, emergency response and management at the District level, and has the contents as prescribed in Education Law and Commissioner's Regulations.

The District-wide school safety plan will be developed by the District-wide school safety team appointed by the Board. The District-wide team will include, but not be limited to, representatives of the Board, student, teacher, administrator, and parent organizations, school safety personnel and **and other school personnel including bus drivers and monitors**. ~~Allowing~~ **At the discretion of the Board,** a student member **may be allowed** to participate on the **District-wide** school safety team ~~is optional, not required~~. A student may participate provided that no confidential information is shared with that student.

The District-wide school safety plan will include, but not be limited to:

- a) **policies and procedures for responding** ~~The plan will further address, among other items as set forth in Education Law and Commissioner's regulations, how the District will respond~~ to implied or direct threats of violence by students, teachers, other school personnel **including bus drivers and monitors** as well as visitors to the school, including threats by students against themselves, **which includes (e.g. suicide).**

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (CONT'D.)

District-Wide School Safety Plan (Cont'd.)

- b) Policies and procedures for responding to acts of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including consideration of zero-tolerance policies for school violence;
- c) Appropriate prevention and intervention strategies, such as:
 - 1. Collaborative arrangements with state and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited;
 - 2. Nonviolent conflict resolution training programs;
 - 3. Peer mediation programs and youth courts; and
 - 4. Extended day and other school safety programs;
- d) Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident;
- e) A description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- f) Procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of Executive Law Article 2-B, State and Local Natural and Man-Made Disaster Preparedness;
- g) The identification of District resources which may be available for use during an emergency;
- h) A description of procedures to coordinate the use of District resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- i) Policies and procedures for contacting parents, guardians, or persons in parental relation to District students in the event of a violent incident or an early dismissal;
- j) Policies and procedures for contacting parents, guardians, or persons in parental relation to an individual District student in the event of an implied or direct threat of violence by the student against themselves, which includes suicide;
- k) Policies and procedures relating to school building security, including, where appropriate: the use of school safety officers, school security officers, and/or school resource officers; and security devices or procedures;

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (CONT'D.)

District-Wide School Safety Plan (Cont'd.)

- l) Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to, the identification of family, community, and environmental factors to teachers, administrators, school personnel including bus drivers and monitors, parents, and other persons in parental relation to students of the District or Board, students, and other persons deemed appropriate to receive the information;
- m) Policies and procedures for annual multi-hazard school safety training for staff and students, provided that the District must certify to the Commissioner that all staff have undergone annual training by September 15 on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year will receive training within 30 days of hire or as part of the District's existing new hire training program, whichever is sooner;
- n) Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;
- o) The identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions, and kidnappings;
- p) Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence, and establishing anonymous reporting mechanisms for school violence;
- q) A description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
- r) A system for informing all educational agencies within the District of a disaster; and
- s) The designation of the Superintendent or designee, as the District Chief Emergency Officer whose duties will include, but not be limited to:
 - 1. Coordinating the communication between school staff, law enforcement, and other first responders;
 - 2. Leading the efforts of the District-wide school safety team in the completion and yearly update of the District-wide school safety plan and the coordination of the District-wide school safety plan with the building-level emergency response plan(s);
 - 3. Ensuring staff understanding of the District-wide school safety plan;

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (CONT'D.)

District-Wide School Safety Plan (Cont'd.)

4. Ensuring the completion and yearly update of building-level emergency response plans for each school building;
 5. Assisting in the selection of security related technology and development of procedures for the use of the technology;
 6. Coordinating appropriate safety, security, and emergency training for District and school staff, including required training in the emergency response plan;
 7. Ensuring the conduct of required evacuation and lock-down drills in all District buildings as required by law; and
 8. Ensuring the completion and yearly update of building-level emergency response plan(s) by the dates designated by the Commissioner.
- t) Protocols for responding to a declared state disaster emergency involving a communicable disease that are substantially consistent with the provisions in Labor Law Section 27-c.

Building-Level Emergency Response Plans

Building-level emergency response plan means a **building-specific school emergency response** plan that addresses crisis intervention, emergency response and management at the building level and has the contents as prescribed in Education Law and Commissioner's Regulations. As part of this plan the District will define the chain of command in a manner consistent with the National Incident Management System (NIMS)/Incident Command System (ICS).

~~The b~~Building-level emergency response plan(s) ~~shall~~ **will** be developed by the building-level emergency response team. The building-level emergency response team means a building-specific team appointed by the building principal, in accordance with regulations or guidelines prescribed by the Board ~~of Education~~. The building-level **emergency response** team will include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, **and** other school personnel **including bus drivers and monitors**, community members, local law enforcement officials, **local ambulance**, fire officials, or other emergency response agencies, and any other representatives the Board deems appropriate.

Classroom door vision panels will not be covered except as outline in the building-level emergency response plan.

Training Requirement

~~—The District will submit certification to the New York State Education Department that all District and school staff have received annual training on the emergency response plan, and that this training included components on violence prevention and mental health. New employees hired after the start of the school year will receive training within 30 days of hire, or as part of the District's existing new hire training program,~~

POLICY

Churchville-Chili Central School District

201921

5681
Page 5 of 5

Non-Instructional/Business Operations

~~whichever is sooner.~~

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (CONT'D.)

Filing/Disclosure Requirements

~~—The District shall file a copy of its District wide school safety plan and any amendments with the Commissioner of Education no later than thirty (30) days after their adoption. A copy of each building level school emergency response and any amendments will be filed with the appropriate local law enforcement agency and with the state police within thirty (30) days of its adoption. Building level emergency response plans will be kept confidential and are not subject to disclosure under the Freedom of Information Law (FOIL) or any other provision of law.~~

~~Homeland Security Presidential Directives—HSPD-5, HSPD-8
Homeland Security Act of 2002, 6 USC §101
Education Law §~~807~~, 2801-a
Public Officers Law Article 6
8 NYCRR §155.17~~

Adopted: 7/10/2001

Revised: 5/1/2007, 12/13/2016, 8/27/2019, **target revision spring 2021**

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)

School Food Service Program (Lunch and Breakfast)

The District participates in the National School Lunch Program, School Breakfast Program and to receive commodities and subsidies from the U.S. Department of Agriculture. In return, the District provides free and reduced price meals to elementary and secondary students in its schools and serves meals that meet federal requirements.

The Superintendent or his/her designee will carry out the rules of the School Lunch and Breakfast Programs. The District's Reviewing Official and Verification Official or the Office of Temporary and Disability Assistance of the Department of Social Services will determine student eligibility. Appeals regarding eligibility should be submitted to the District's Hearing Official.

The District may allow free or reduced price meals for qualifying District students after receiving a written application from the student's parent or guardian or a "direct certification" letter from OTDA. Applications will be provided by the School District to all families.

School officials must also determine eligibility for free or reduced-price meals by using the Direct Certification Matching Process. Any student residing in a household receiving federal assistance through the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF) or Medicaid is automatically eligible for free meals; eligible families will not have to complete further applications. The District will notify parents or guardians of such eligibility, giving them the opportunity to decline free meals.

Procedures for the administration of the free and reduced price meal program of this School District will be the same as those prescribed in current state and federal laws and regulations.

Child Nutrition Program Authorization

Since the District's participates in one or more Child Nutrition Program, the Superintendent has developed rules which address the policies and procedures for charging meals, and the District's plan to prohibit meal shaming as required by Education Law § 908 (please see Board of Education Policy 5661).

Restriction of Sweetened Foods in School

The sale of sweetened foods will be prohibited from the beginning of the school day until the end of the last scheduled meal period.

Sweetened foods consist of sweetened soda water, chewing gum, candy, including hard candy, jellies, gum, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn, and water ices except those which contain fruit or fruit juices.

(Continued)

POLICY

Churchville-Chili Central School District

201821

5660
Page 2 of 3

Non-Instructional/Business Operations

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST (CONT'D.))

~~Restrictions on Sale of Milk Prohibited~~

~~—The District will not directly or indirectly restrict the sale or marketing of fluid milk products at any time or in any place on school premises or at school sponsored events.~~

Food Substitutions for Children with Disabilities

Federal regulations governing the operation of Child Nutrition Programs, Part B of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 require that children with disabilities be offered the opportunity to participate in all academic and nonacademic activities including school nutrition programs. The District will make reasonable accommodations to those children whose disabilities restrict their diets, such as providing substitutions and/or modifications in the regular meal patterns. These meal substitutions will be offered at no extra charge. A student with a disability must be provided substitutions in food when that need is supported by a statement signed by a physician attesting to the need for the substitutions and recommending alternate foods.

However, the school food service is not required to provide meal services (for example, School Breakfast Program) to students with disabilities when the meal service is not normally available to the general student body, unless a meal service is required under the student's individualized education program (IEP) or Section 504 Accommodation Plan as mandated by a physician's written instructions.

Food Substitutions for Nondisabled Children

Though not required, the District will also allow substitutions for non-disabled children who are unable to consume the regular meal because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority.

The District may also allow substitutions for fluid milk with a non-dairy beverage that is nutritionally equivalent (as established by the Secretary of Agriculture) to fluid milk and meets nutritional standards for students who are unable to consume fluid milk because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority or by the student's parent/legal guardian.

Adults Charging Meals

Adults must pay for their meals at the time of service or set up pre-paid accounts.

(Continued)

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST) (CONT'D.)

HACCP-Based Food Safety Program

Schools participating in the National School Lunch or School Breakfast programs are required to implement a food safety program based on Hazard Analysis and Critical Control Point (HACCP) principles. The District will ensure that a written school food safety plan is in place for each of its food preparation and service facilities that is based on either traditional HACCP principles or the “Process Approach” to HACCP. (The “Process Approach” simplifies traditional HACCP by grouping foods according to preparation process and applying the same control measures to all menu items with the group, rather than developing an HACCP plan for each item.)

Regardless of the implementation option selected, the District’s written food safety program must also include:

- a) critical control points and critical limits;
- b) monitoring procedures;
- c) corrective actions;
- d) verification procedures;
- e) recordkeeping requirements; and
- f) periodic review and food safety program revision.

Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265

Child Nutrition Act 1966, 42 USC §1771 et seq.

Richard B. Russell National School Lunch Act 1946, 42 USC § 1751 et seq.

§504 of the Rehabilitation Act of 1973, 29 USC § 794 et seq.

Individuals with Disabilities Education Act (IDEA), 20 USC §§ 1400-1485

7 CFR Parts 15B, 210 and 220

Education Law §§ 902(b), 915, 918, 1604(28), 1709(22), 1709(23) and 2503(9)(a)

8 NYCRR §§ 200.2(b)(1) and 200.2(b)(2)

Social Services Law § 95

Adopted 7/10/2001

Revised 5/1/2007, 1/8/2008, 7/11/2017, 6/26/2018



Churchville-Chili Central School District

Where learning leads to a lifetime of opportunities

Loretta J. Orologio, Ed.D.

*Superintendent of Schools
x2300*

**Superintendent's
Executive Cabinet**

Mr. Franklin C. Nardone, CPA
*Assistant Superintendent for Business
Services and District Clerk
x2330*


Mr. Giulio Bosco, Jr.
*Assistant Superintendent for
Instruction
x2390*

Mr. Lawrence M. Vito
*Assistant Superintendent for Human
Resources
x2320*

Mrs. Amanda F. Puleo APR
*Communications/Administrative
Assistant
x2300*

MEMO

To: Board of Education
Dr. Lori Orologio, Superintendent

From: Franklin C. Nardone, CPA 
Assistant Superintendent for Business Services

Re: NYSSBA Annual Dues

Date: October 22, 2021

The New York State School Board Association membership dues for 2022 are \$11,252.00. This amount is the same as 2021.

In order for the District to maintain membership with this organization for the 2022, the Board of Education needs to approve this expense of \$11,252.00.

If you have any questions, please don't hesitate to call me.

ACCOUNTS PAYABLE

OCT 18 2021



New York State
School Boards
Association

MEMBERSHIP DUES INVOICE

DUES PERIOD	1/1/2022 - 12/31/2022		
INVOICE DATE	INVOICE NO.	PREVIOUS DUES PAID	DUES AMOUNT
10/15/2021	6388	\$11,252	\$11,252

The annual dues shall be based upon the amount the member board paid in the previous year plus an adjustment limited to 2 percent or the Annual Consumer Price Index (CPI), whichever is less.

Churchville-Chili Central School District
139 Fairbanks Rd
Churchville, NY 14428-9782

In appreciation of your membership, the NYSSBA Board of Directors has instituted the second consecutive annual rate freeze on dues.

Your membership dues includes services such as:

- Access to a team of advocates and lawyers
- Expert assistance in areas of data analysis, policy development, public relations and school board governance
- E-Clips – a daily summary of local, state and national education news coverage
- Executive Director weekly messages
- Complimentary webinars with educational leaders
- Videos and podcasts featuring important school board and school district matters
- On Board Newspaper – a one year subscription for school board members and administrators
- On Board Extra – late breaking educational news via email
- Critical leadership development opportunities, including retreats, workshops and our annual convention at special member rates

LEGAL AUTHORITY FOR EXPENSES

The expenditure of public funds in payment of annual membership dues to the Association has legal basis in Section 1618 of the Education Law. Expenses of school board members and school officials incurred in attending conventions and conferences are authorized under Section 77-b of the General Municipal Law.

The counsel to the New York State Education Department has ruled in Formal Opinion 213 that expenses in connection with membership in the New York State School Boards Association are ordinary contingent expenses and may be paid even though a budget has been defeated by the voters.

✂ Please detach here and keep the top portion for your records.

REMITTANCE COPY



New York State
School Boards
Association

INVOICE DATE	INVOICE NO.	PREVIOUS DUES PAID	DUES AMOUNT
10/15/2021	6388	\$11,252	\$11,252

Churchville-Chili Central School District



Please pay this amount

Send payment to:

New York State School Boards Association
P.O. Box 305
Canajoharie, NY 13317-0305

Thank you for your membership!