

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION BUSINESS MEETING  
June 13, 2023**

139 Fairbanks Rd., Churchville, NY 14428

**5:15 P.M. – Audit Committee Meeting**

Board of Education Room #3808

**6:00 P.M. – Work Session**

➤ **Policy 8320 *Selection of Library and Audiovisual Materials***

➤ **Policy 8330 *Objection to Instructional Materials***

Professional Development Room #3802

**7:00 P.M. – Regular Business Meeting**

Administrative BOE Room #3808

**AGENDA  
REGULAR BUSINESS MEETING**

**I. Meeting Start-Up**

- A. Call to Order
- B. Pledge of Allegiance

**II. Special Presentations**

- A. Senior High School Triple C Awards – Scott Wilson & Giulio Bosco
  - B. Summa Cum Laude Recognition – Scott Wilson & Giulio Bosco
  - C. Invite BOE to Graduation – Senior Class Officers & Tracie Swalbach
  - D. Student Representative Recognition – Lori Orologio & Kathy Dillon
  - E. Student Representative Report – Jason Tolevski
  - F. Districtwide Triple C Awards – Lori Orologio & Joe Harmon
- The Board will cross over to the Middle School Auditorium for these presentations.*

**III. Meeting Start-Up (continued)**

- C. Board President's Remarks
- D. Approval/Amendment of Agenda
- E. Approval of May 23, 2023 Minutes

**IV. Special Presentations (continued)**

- G. Communications Update – *Tricia Croce*

**V. Superintendent Update – Lori Orologio**

**VI. Privilege of the Floor**

**VII. Program**

**A. Action Item**

- 1. Committees on Special Education and Preschool Special Education Recommendations
- 2. Policies Reviewed with No Changes
  - Policy 7132 *Admission of Exchange Students*
  - Policy 8410 *School Calendar*
  - Policy 8420 *Opening Exercises*

**B. Discussion**

1. 2023-2024 Enrollment Update
2. Modifications to the Following Policies:
  - Policy 7150 *Remote (Learning) Instruction* (draft, first read)
  - Policy 7512 *Student Physicals* (draft, first read)
  - Policy 7522 *Concussion Management* (draft, first read)
  - Policy 7530 *Child Abuse and Maltreatment* (draft, first read)

**VIII. Personnel**

**A. Action Items**

1. Classified & Non-Classified Personnel Actions
2. MOA –JM
3. MOA with CCEA
4. MOA- Nurse

**B. Discussion**

1. None

**IX. Business**

**A. Action Items**

1. Set Reorganizational Meeting Date
2. MCSBA Annual Dues
3. School Lunch Paper and Plastics Bid
4. Internal Audit Report
5. Corrective Action Plan for Internal Audit

**B. Discussion**

1. Utilization of Reserves

**X. Committee & Event Reports**

**XI. \* Executive Session**

*\*The BOE may choose to enter into Executive Session to discuss confidential information regarding a legal issue, the 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.*

**XII. Adjournment**

**Important Dates:**

**Wednesday, June 14:** Regents Exams (UPK-8 in session)  
**Wednesday, June 14:** MS Awards Ceremony, CCPAC, 7:00 p.m.  
**Thursday, June 15:** CRS Field Day  
**Thursday, June 15:** Athletics Awards Ceremony, CCPAC, 6 p.m.  
**Friday, June 16:** Half Day UPK-8  
**Monday, June 19:** Juneteenth Observed (no school)  
**Tuesday, June 20-Thursday, June 22:** Half Day UPK-8  
**Tuesday, June 20:** Regents Exams, gr. 9-12  
**Wednesday, June 21:** FRS Moving-up Ceremony  
**Thursday, June 22:** Last Day for Students  
**Friday, June 23:** Last Day for Staff  
**Saturday, June 24:** Graduation Day for Class of 2023, 7:00 p.m.

# CHURCHVILLE-CHILI COMMENDATION AWARD (TRIPLE C)

## TRIPLE C AWARD NOMINATION FACT SHEET

Name of Recipient: Renee Sheelar

☐ Student

☒ Staff

☐ Parent

☐ Community Member

Core Belief demonstrated: \_\_\_\_\_

- In treating each other with mutual respect, dignity, and honesty, that demonstrates appreciation.
- In respecting and preserving all of our school resources.
- That respecting diversity affirms individual worth and benefits the community.
- **That everyone deserves a welcoming and nurturing environment that fosters positive relationships.**
- Everyone learns best when they are engaged in meaningful, active work and encouraged to advance innovative ideas.
- Everyone is empowered to advance the learning of themselves and others.
- **In promoting and modeling local, national and global citizenship for the greater good.**

Describe how this person makes a difference: \_\_\_\_\_

World Language Teacher, Renee Sheelar, is one of Churchville-Chili Senior High's most impactful staff members. She demonstrates our core belief *that everyone deserves a welcoming and nurturing environment that fosters positive relationships and she promotes global citizenship for the greater good.* As one of the Senior High School's Instructional Leaders, Mrs. Sheelar truly exemplifies leadership as she maintains a positive, welcoming and affirming environment for all. Under her leadership, she organizes the Foreign Language National Honor Society Ceremony each year recognizing and celebrating the academic achievements of our high performing world language students. Her expertise is called upon to assist with the graduation honor for students earning the Seal of Bi-literacy upon their diploma's. She serves as one of our advisors for the Class of 2024. Additionally, she leads one of the highest performing departments in terms of collaboration and academic excellence offering Regents, AP, IB and Dual Credit options for our students. Under her leadership and direction, she has organized and facilitated student trips to Europe. These experiences immerse our students into cultures beyond own and a provide a greater appreciation for our global community and interconnected world.

Special information about the person \_\_\_\_\_

Renee Sheelar has 30 years of service at Churchville-Chili as a teacher, advisor, instructional leader, valued colleague and dear friend. Renee lives in Hilton with her husband Chris and their two grown children Megan and Adam.

# CHURCHVILLE-CHILI COMMENDATION AWARD (TRIPLE C) TRIPLE C AWARD NOMINATION FACT SHEET

Name of Recipient: Cathy Larson

☐ Student

☒ Staff

☐ Parent

☐ Community Member

Core Belief demonstrated: \_\_\_\_\_

- **In treating each other with mutual respect, dignity, and honesty, that demonstrates appreciation.**
- In respecting and preserving all of our school resources.
- That respecting diversity affirms individual worth and benefits the community.
- **That everyone deserves a welcoming and nurturing environment that fosters positive relationships.**
- Everyone learns best when they are engaged in meaningful, active work and encouraged to advance innovative ideas.
- Everyone is empowered to advance the learning of themselves and others.
- In promoting and modeling local, national and global citizenship for the greater good.

Describe how this person makes a difference: \_\_\_\_\_

Cathy Larson is our Senior High Health Aide and is an exceptional staff member who emulates these core beliefs. In fact, if CCCSD asked for a nominee to be the model on a billboard for these two core beliefs, I am quite certain it would be Cathy's face we would see! Cathy has served our district in several roles including hall aide, costume seamstress for our musicals, and most currently our Senior High Health aide. Cathy conducts the important task of managing the ins and outs of students and staff who access our nurse's office maintaining and respecting confidentiality of medical records. She is routine oriented, organized and thoughtful. Students are welcomed, provided assistance with efficiency and when they return, are greeted by directly by name. She truly gets to know and understand our students. She welcomes students with a warm smile, and when needed, an empty garbage can. She has a knack for providing students love and care when they may not be at their best. It is her soft skills and warm personality along with her incredible professional approach to the demands of her job that makes her a special and valued staff member at the Senior High School.

Special information about the person \_\_\_\_\_

Cathy lives in Churchville with her husband Doug. Her son, John is an alumni of Churchville-Chili Senior High. Cathy works alongside School Nurse Kelli Kloch and the two of them make a dynamic team keeping our students and staff healthy and safe. She has a natural gift at building positive relationships and making sure all who come in contact with her know they belong.

## CHURCHVILLE-CHILI COMMENDATION AWARD (TRIPLE C) TRIPLE C AWARD NOMINATION FACT SHEET

Name of Recipient: Nazarii Kohut



Student



Staff



Parent



Community Member

Core Belief demonstrated: \_\_\_\_\_

- In treating each other with mutual respect, dignity, and honesty, that demonstrates appreciation.
- In respecting and preserving all of our school resources.
- That respecting diversity affirms individual worth and benefits the community.
- That everyone deserves a welcoming and nurturing environment that fosters positive relationships.
- Everyone learns best when they are engaged in meaningful, active work and encouraged to advance innovative ideas.
- **Everyone is empowered to advance the learning of themselves and others.**
- In promoting and modeling local, national and global citizenship for the greater good.

Describe how this person makes a difference: \_\_\_\_\_

Nazarii is an exceptional student who takes ownership for advancing his own learning and has excelled in the face of challenges. Nazarii enrolled at Churchville-Chili as an 11<sup>th</sup> grade student in November 2022 after moving to our community from his home country of Ukraine. When he arrived, his English skills and school records were limited. Working with our school team, Nazarii was welcomed to the high school, determined to continue his education and became immersed with the English language and our school culture. Mrs. Zeller, his Biology Teacher, told me that she is amazed how quickly Nazarii adapted to Churchville-Chili and is impressed with his daily motivation, skill using his translator device and the extra effort he puts in daily. When we first met to welcome Nazarii and his family, his Aunt Oksana Sorak, assisted our school team to help us translate our conversations from Ukrainian to English. Working together with School counselor, Mrs. Kostek and our ELL Teacher, Ms. Weinstein our team welcomed Nazarii and developed a graduation plan and his schedule. Currently, Nazarii is maintaining a cumulative average of 91%.

Special information about the person \_\_\_\_\_

Nazarii is the son of Uliana and Ivan Kohut and his 8<sup>th</sup> grade sister, Yaryna attends our Middle School. Join me in congratulating Nazarii on earning a Triple C Award.

# CHURCHVILLE-CHILI COMMENDATION AWARD (TRIPLE C)

## TRIPLE C AWARD NOMINATION FACT SHEET

Name of Recipient: Nazarii Kohut



Student



Staff



Parent



Community Member

Основна віра продемонстрована: \_\_\_\_\_

- Ставлячись один до одного із взаємною повагою, гідністю та чесністю, що демонструє вдячність.
- У повазі та збереженні всіх ресурсів нашої школи.
- Що повага до різноманітності підтверджує особисту цінність і приносить користь суспільству.
- Кожна людина заслуговує на привітне та піклуюче середовище, яке сприяє позитивним стосункам.
- Кожна людина вчиться найкраще, коли займається змістовною, активною роботою і заохочується до просування інноваційних ідей.
- Кожен має право вдосконалювати навчання себе та інших.
- У просуванні та моделюванні місцевого, національного та глобального громадянства для загального блага.

Опишіть, як ця людина змінює ситуацію: \_\_\_\_\_

Назарій є винятковим студентом, який бере на себе відповідальність за вдосконалення власного навчання та чудово справляється з труднощами. Назарій вступив до Черчвіль-Чілі як учень 11-го класу в листопаді 2022 року після переїзду до нашої громади зі своєї рідної країни України. Коли він прибув, його знання англійської мови та шкільні записи були обмежені. Працюючи з нашою шкільною командою, Назарія прийняли в середню школу, він вирішив продовжувати навчання та занурився в англійську мову та нашу шкільну культуру. Пані Целлер, його вчителька біології, сказала мені, що вона вражена тим, як швидко Назарій адаптувався до Черчвіль-Чілі, і вражена його щоденною мотивацією, вмінням користуватися своїм пристроєм-перекладачем і додатковими зусиллями, які він докладає щодня. Коли ми вперше зустрілися, щоб привітати Назарія та його родину, його тітка Оксана Сорак допомагала нашій шкільній команді перекладати наші розмови з української на англійську. Працюючи разом зі шкільним радником пані Костек та нашим вчителем ELL пані Вайнштейн, наша команда привітала Назарія та розробила план випускного та його розклад. Наразі Назарій підтримує сукупний середній показник 91%.

Особливі відомості про особу \_\_\_\_\_

Назарій – син Уляни та Івана Когутів, а його сестра Ярина, яка навчається у 8 класі, навчається в нашій середній школі. Приєднуйтесь до мене та привітайте Назарія з отриманням нагороди Triple C.

## CHURCHVILLE-CHILI COMMENDATION AWARD (TRIPLE C) TRIPLE C AWARD NOMINATION FACT SHEET

Name of Recipient: Joshua Bennigsohn



Student



Staff



Parent



Community Member

Core Belief demonstrated: \_\_\_\_\_

- In treating each other with mutual respect, dignity and honesty.
- In respecting and preserving all of our school resource.
- **That respecting diversity affirms individual worth and benefits the community.**
- That everyone deserves a welcoming and nurturing environment that fosters positive relations.
- **Everyone learns best when they are engaged in meaningful, active work.**
- Everyone needs to take ownership for advancing the learning of themselves and others.
- In promoting and modeling local, national and global citizenship for the greater good.
- Everyone needs to take ownership for advancing the learning of themselves and others.

Describe how this person makes a difference: \_\_\_\_\_

Josh Bennigsohn is one of Churchville-Chili's most outstanding and well-rounded students. As a graduating senior, Josh engaged in meaningful learning throughout his high school career and remain active across a range of diverse opportunities here at Churchville-Chili. Josh achievements include performing in multiple vocal ensembles, Singing Saints and choral council as well as joining the ceramics club. His standout roles include his performance as Mr. Banks in this year's musical production of Mary Poppins and as the lead role in 2022's production of Sponge Bob the Musical. Additionally, he works part-time at Stone's Country-Side Tavern and successfully meeting all of these commitments while earning a cumulative GPA earning the Cum Laude Honors at his graduation.

Special information about the person \_\_\_\_\_

Josh is a Senior. He is a highly motivated, self-directed student leader and has demonstrated He balances a full schedule of IB and AP level course work, family and work commitments as well as leaving his mark on school history with his incredible musical performances. Josh is the son of Steve and Susan Bennigsohn and will be attending RIT in the fall to pursue his degree in Bio-Medical Science.

# CHURCHVILLE-CHILI COMMENDATION AWARD (TRIPLE C)

## TRIPLE C AWARD NOMINATION FACT SHEET

Name of Recipient: Hope Falco



Student



Staff



Parent



Community Member

Core Belief demonstrated: \_\_\_\_\_

- In treating each other with mutual respect, dignity, and honesty, that demonstrates appreciation.
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- That everyone deserves a welcoming and nurturing environment that fosters positive relationships.
- Everyone learns best when they are engaged in meaningful, active work and encouraged to advance innovative ideas.
- **Everyone is empowered to advance the learning of themselves and others.**
- In promoting and modeling local, national and global citizenship for the greater good.

Describe how this person makes a difference: \_\_\_\_\_

Hope demonstrates the core belief of taking ownership for advancing her own learning. Due to her daily focus and commitment to doing her best, she has tackled and conquered one of high school's greatest challenges...Grade 9! Hope is an exceptional student and human being. As atypical freshman, Hope faces a unique set of challenges that places greater demands upon her academically and physically. Through perseverance, self-advocacy and levying her academic supports, she excels daily. Her academic success is evident by her earning excellent grade over her core area and elective subjects. Ms. Weinstein, her ELL teacher states "Hope is an incredible student with a tremendous work ethic and is an absolute joy to work with." Her academic drive is matched with a seemingly unending desire to help others and make our school and community a better place. She truly exemplifies our core beliefs and demonstrates ferocious desire to succeed.

Special information about the person \_\_\_\_\_

Hope is the daughter of Laura and Marc Falco. Hope has five siblings who attend our Middle School and High School and she has been a member of the track and swimming teams. When faced with adversity or a particularly difficult challenge, Hope utilizes her supports, engages her unwavering drive for independence to keep going. I am pleased to recognize Hope with the Triple C award as she successfully completes her 9<sup>th</sup> grade year.



# CHURCHVILLE-CHILI COMMENDATION AWARD (TRIPLE C)

## TRIPLE C AWARD NOMINATION FACT SHEET

Name of Recipient: Murphy Pynn



Student



Staff



Parent



Community Member

Core Belief demonstrated: \_\_\_\_\_

- In treating each other with mutual respect, dignity, and honesty, that demonstrates appreciation.
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- That everyone deserves a welcoming and nurturing environment that fosters positive relationships.
- Everyone learns best when they are engaged in meaningful, active work and encouraged to advance innovative ideas.
- **Everyone is empowered to advance the learning of themselves and others.**
- In promoting and modeling local, national and global citizenship for the greater good.

Describe how this person makes a difference: \_\_\_\_\_

Murphy demonstrates this core belief on a daily basis. She is one of Churchville-Chili's quiet, but mighty students who commits to doing her very best academically. Her work ethic and self-advocacy are two of her strengths and have helped her earn outstanding grades this school year. In this day and age where computers and online learning dominate our classrooms, Murphy skill strengths come out through class participation. Her teachers consistently highlight that she actively engages in classroom activities and is a role model for her peers. She is an extremely hard worker and always puts in 110% no matter how she might be feeling. She perseveres through challenging activities and maintains a positive attitude. She is also a very caring student and seems to really enjoy being a part of the Churchville-Chili community.

Special information about the person \_\_\_\_\_

Murphy is currently a Sophomore at the Senior High School and is the daughter of Dennis and Katie Pynn. She is a member of the track team and is looking forward to attending WeMoCo next year for Baking.

# CHURCHVILLE-CHILI COMMENDATION AWARD (TRIPLE C) TRIPLE C AWARD NOMINATION FACT SHEET

Name of Recipient: Ajani Wilson



Student



Staff



Parent



Community Member

Core Belief demonstrated: \_\_\_\_\_

- In treating each other with mutual respect, dignity and honesty.
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- That everyone deserves a welcoming and nurturing environment that fosters positive relations.
- Everyone learns best when they are engaged in meaningful, active work.
- Everyone needs to take ownership for advancing the learning of themselves and others.
- **In promoting and modeling local, national and global citizenship for the greater good.**
- Everyone needs to take ownership for advancing the learning of themselves and others.

Describe how this person makes a difference: \_\_\_\_\_

Ajani (AJ) Wilson is being honored with a Triple C award for demonstrating our district's core belief in promoting and modeling local, national and global citizenship for the greater good. AJ serves as a role model and is a valued leader among his peers. He is a natural helper and extends his friendship over many social groups across the High School. Over the course of his high school career, Ajani has been an active participant in a range of clubs and activities including LinkCrew, Voices of Change and Executive Council. He has done an amazing job serving and advocating as a student representative. As a Junior, Ajani was selected as a Boys State representative sponsored by the American Legion honoring his academic achievement, leadership and physical fitness. He has also served local youth as a counselor for Chili Recreation's afterschool and summer camps. He is genuine, kind and has a passion for serving his others within his community.

Special information about the person \_\_\_\_\_

Ajani is the son of Terrance and Marjani Wilson. He currently serves as our Student Council Secretary and will be honored at Graduation by sitting on stage with our other school dignitaries on June 24th. In the fall, Ajani plans to pursue his degree in Psychology/Human Development at SUNY Albany. I am proud to present Ajani Wilson with a Triple C Award.

# CHURCHVILLE-CHILI COMMENDATION AWARD (TRIPLE C) TRIPLE C AWARD NOMINATION FACT SHEET

Name of Recipient: Eagan Woodward



Student



Staff



Parent



Community Member

Core Belief demonstrated: \_\_\_\_\_

- In treating each other with mutual respect, dignity and honesty.
- In respecting and preserving all of our school resource.
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- That everyone deserves a welcoming and nurturing environment that fosters positive relations.
- **Everyone learns best when they are engaged in meaningful, active work.**
- Everyone needs to take ownership for advancing the learning of themselves and others.
- **In promoting and modeling local, national and global citizenship for the greater good.**
- Everyone needs to take ownership for advancing the learning of themselves and others.

Describe how this person makes a difference: \_\_\_\_\_

Eagan Woodward is one of Churchville-Chili's outstanding members of the Class of 2024. He consistently presents himself in a positive and respectful manner both in and out of school. His academic achievements along with his character and work ethic models our district's core beliefs. He is a highly successful student earning Magna Cum Laude honors at his graduation and is an active Explorer with the Chili Fire Department. He is taking course work outside of school to become a certified EMT and plans to continue volunteering while at college with the local fire department. He is driven student who has high expectations for himself and has successfully balanced his commitments at home, school, work and through volunteering. He values his community and community safety and actively strives to make a difference in the lives of others.

Special information about the person \_\_\_\_\_

Eagan is the son of Julie Melville and Christopher Woodward and he plans to attend SUNY Poly to pursue Civil Engineering in the fall and is considering playing lacrosse as well. He shared with me he hopes to return home after college to live, work and be part of his community. I am proud to present Eagan with a Triple C Award.

<b>2023 Graduation Honors</b>				
<b>Summa Cum Laude - 97.000 and above, 28 Students</b>				
<b>Magna Cum Laude - 95.000 to 96.999, 26 Students</b>				
<b>Cum Laude - 90.000 to 95.999, 48 Students</b>				
<b>Summa Cum Laude Winners</b>		<b>Parents</b>	<b>University/College</b>	<b>Major</b>
Nathan	Arlauckas	Regina & Matthew Arlauckas	Rochester Institute of Technology	Game Design and Development Performing Arts Scholar
Christine	Artyushok	Larisa & Serhiy Artyushok	Roberts Wesleyan University	Biochemistry/Pre-Med Track
Brenna	Chalmers	Ellen & James Chalmers	SUNY College at Brockport	Psychology
Brooke	Collom	Mindi & Vance Collom III	University at Buffalo	Exercise Science/ Athletic Training
Benjamin	Croce	Tricia & Michael Croce *	Rensselaer Polytechnic Institute	Mechanical Engineering
Taylor	Curyto	Kimberly & Thomas Curyto	Houghton University	Computer Science/Soccer
Gretchen	Dolan	Chelyse Borgosz & Brian Dolan	UNCW College of Arts and Sciences	Exploratory
Lindsay	Donner	Melissa & Jonathan Donner	SUNY Binghamton	Biomedical Engineering
Alexis	Gagnon	Rachel & James Gagnon III	SUNY Geneseo	Accounting
Jessica	Hewitson	Nancy & Scott Hewitson	West Virginia Tech	Forensic Science
Emily	Korts	Tracy & Peter Korts	University at Buffalo	Engineering
Erin	Korts	Tracy & Peter Korts	University at Buffalo	Criminology/Pre-Law
Ryan	Lander	Rhonda & Christopher Lander *	Binghamton University	Quantitative Financial Engineering
Brooke	Lindsay	Heather & Greg Lindsay	SUNY Brockport	Psychology
Mia	Lucyshyn	Rebecca & Samual Lucychyn	Florida Southern College	Nursing
Abigail	Lyon	Lori & Ronald Lyon	Houghton University	Psychology/English Education
Miranda	Lyon	Aimee & Wesley Lyon	Houghton University	
Keelin	Mittermeyer-Parkman	Cristine Mittermeyer-Parkman & Jeffrey Parkman	Rensselaer Polytechnic Institute	Electrical Engineering
Jenna	Northup	Lynn & Barry Northup	Roberts Wesleyan University	Mathematics/Soccer
Esmie	Sauve	Mandi & Joel Sauve	Genesee Community College	Respiratory Care
Colton	Shuman	Rachel & L Scott Shuman	Rochester Institute of Technology	Computing Security
Renee	Sipes	Barbara & Dirk Sipes	Wheaton College Conservatory of Music	Cello Performance and Pedagogy
James	Southcott	Anna Mancini & Adam Southcott *	RIT	Cyber Security
Zachary	Spaulding	Paula Moser-Spaulding & Paul Spaulding	Roberts Wesleyan University	Communications
Jarrett	Swierk	Joy & Brian Swierk	Rochester Institute of Technology	Computer Science Exploration
Holli	Tasker	Carolyn & James Tasker *	SUNY Binghamton	Psychology/Philosophy/French
Alexander	Tomaszewski	Michelle & Nicholas Tomaszewski	Rochester Institute of Technology	Computing Exploration Track and Field, Pole Vaulting
Sara	Ward	Kari & Roger Ward	SUNY Potsdam Crane School of Music	Music Education Saxophone Performance

# CHURCHVILLE-CHILI COMMENDATION AWARD (TRIPLE C)

## TRIPLE C AWARD NOMINATION FACT SHEET

Name of Recipient: Ryan Oatridge

☐

Student

☒

Staff

☐

Parent

☐

Community Member

Core Belief demonstrated: Treating each other with mutual respect, dignity, and honesty, that demonstrates appreciation. Everyone deserves a welcoming and nurturing environment that fosters positive relationships.

Describe how this person makes a difference: Tracie Swalbach recommended Ryan for a Triple C Award. He has provided technical support with swimming technology challenges, specifically assisting with the timing systems and video board.

In addition, Ryan has supported the high school with configuring computers to support Advanced Placement exams.

Special information about the person Ryan was hired as a Network Technician on June 29, 2022. His supervisor, IT Director Joe Harmon, has recognized Ryan's skills to encompass advanced level troubleshooting of IT systems as well as providing exceptional customer service.  
"We are very lucky to have a great tech and all-around good person on our team!"

## CHURCHVILLE-CHILI COMMENDATION AWARD (TRIPLE C) TRIPLE C AWARD NOMINATION FACT SHEET

Name of Recipient: Jack Gudonis

☐

Student

☒

Staff

☐

Parent

☐

Community Member

Core Belief demonstrated: Treating each other with mutual respect, dignity, and honesty, that demonstrates appreciation. Everyone deserves a welcoming and nurturing environment that fosters positive relationships.

Describe how this person makes a difference: Kim Sinicropi, Sports Booster President, recommended Jack for a Triple C Award for going above and beyond to assist the Booster Club in a moment of need prior to the April 29 His/Her Track and Field Invitational. Kim shared that they noticed that the Wi-Fi was not working and they were unable to connect to their point of sale in order to cash out customers at the concession stand in preparation for the next day's event. Given it was after hours, Kim remembered she had Jack's cell number, and reached out for assistance. Instead of working through the repair over the phone, Jack drove back to campus (from Hamlin) to assist the Boosters in repairing the Wi-Fi and be sure that they were able to be fully functioning for the following day's Invitational event.

Special information about the person: Jack was hired as an IT on July 5, 1999 and has been an employee for the past 23 years, with a pending retirement in August. Jack has often been the glue that has held our department together. The phrase "call Jack" has been said so often by all of us in the IT department, as well as many of you here today. This is a testament to Jack's reliability,

dependability and character. Jack is a hard worker who would drop what he is doing to assist anyone who asked. Additionally, he has been a constant supporter of our Life Skills students by purchasing multiple handmade snowmen or a cup of coffee off of the cart.

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

**May 23, 2023**

139 Fairbanks Rd, Churchville, NY 14428

**6:00 PM EXEMPT SESSION**

Professional Development Conference Room A

***MEMBERS PRESENT***

Tom Albano, Michelle Aloï, Kathleen Dillon, Steve Hogan, Michael Iacucci, Alycia Nagle, Cheryl Repass, and Amy Wilson

***MEMBERS ABSENT***

Jonathan Payne

***OTHERS PRESENT***

Lori Orologio, Larry Vito, Giulio Bosco, Matt DeAmaral, Nicole Livingston-Neal and Anne McGinnis

Moved by K. Dillon and seconded by C. Repass to enter into Exempt Session at 6:02 p.m. to discuss board protocols and expectations.

YES: All (8) ABSTAINED: None

NO: None Motion carried

***RETURN FROM EXEMPT SESSION***

Moved by K. Dillon and seconded by A. Wilson to return from Exempt Session at 7:00 p.m. and enter back into a public session.

YES: All (8) ABSTAINED: None

NO: None Motion carried

**7:00 PM REGULAR BUSINESS MEETING**

Administrative BOE Room

***MEMBERS PRESENT***

Tom Albano, Michelle Aloï, Kathleen Dillon, Steve Hogan, Michael Iacucci, Alycia Nagle, Cheryl Repass, and Amy Wilson

***MEMBERS ABSENT***

Jonathan Payne



### ***OTHERS PRESENT***

Lori Orologio, Larry Vito, Giulio Bosco, Matt DeAmaral, Nicole Livingston-Neal, Michelle Penner, Kathy Occhioni, Connor Magiera, Meredith Fingler, Suzette Fingler, Quinn Hoak, Jake Oliver, Delaney Pursel, Joaquan Thomas and Yamuna Dhakal

### ***BUSINESS MEETING CALL TO ORDER***

Board of Education President Kathy Dillon called the business meeting to order at 7:02 p.m. She began with the Pledge of Allegiance.

### ***PLEDGE OF ALLEGIANCE***

### ***PRESIDENT'S REMARKS***

President Kathy Dillon stated that the Board met in an Exempt Session to discuss board protocols and expectations as well as anticipated changes in upcoming laws.

Congratulations to our boys varsity golf team for capturing the Monroe County Division 4 title.

Churchville-Chili's production of Mary Poppins was honored with several awards at the RBTL Stars of Tomorrow Gala at the Auditorium Theatre. The cast performed in front of a sold out theatre and received a thunderous roar of applause. This production received the following recognitions as a company:

Excellence in...

- \*Dance Ensemble
- \*Acting Ensemble
- \*Production Crew
- \*Student Orchestra

- \*Singing Ensemble
- \*Production Design
- \*Overall Production

Individual Performance Recognitions were given to...

- \*Phil Greco as Bert
- \*Olivia Repass as Mary Poppins
- \*Joshua Bennigsohn as George Banks
- \*Maeve Rosati as Winifred Banks

Of all the students recognized in the 37 musical productions that were adjudicated around the Rochester area, 40 students were selected to move on to compete in the NYC Bound Competition for the Jimmy Awards. Winners will study for 10 days in NYC at The Juilliard School and perform on Broadway! The next round of competition will be May 25th.

Congratulations and Good Luck to...

- \*Phil Greco

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\*Joshua Bennigsohn  
\*Olivia Repass

There is a need for an Executive Session after the meeting to continue discussing confidential information regarding negotiations, a legal issue, and the employment history of particular persons.

**AGENDA APPROVAL**

Moved by C. Repass and seconded by S. Hogan to approve the agenda as presented.

YES: All (8) ABSTAINED: None

NO: None Motion carried

**APPROVAL OF MINUTES**

Moved by A. Nagle and seconded by T. Albano to approve the May 2, 2023 minutes as presented.

YES: All (8) ABSTAINED:

NO: None Motion carried

**SPECIAL PRESENTATIONS**

Connor Magiera gave an update on the roof progression. In addition, he reviewed the summer phasing plan.

**SUPERINTENDENT UPDATE**

I would like to begin by thanking our community for supporting our 2023-24 school budget, along with the purchase of school buses and the house on Buffalo Rd. next to the high school. We also appreciate the Exit Survey feedback and will continue to find ways to increase the amount of communication and information about school events, future budgets, and capital project work.

Our current capital project work was highlighted earlier this evening by Campus Construction, and we look forward to more regular presentations to the Board as the next phase, classroom and hallway renovations, is approved by SED.

Our schools are in the midst of spring concerts, preparing for end of year events and Award ceremonies to celebrate student success, and hiring staff for our upcoming school year. Our students have enjoyed the opportunity to re-engage in field trips, attend traditional events such as Freshman Formal, Junior Prom, and the upcoming Senior Ball and we are all looking forward to returning to the RIT field house for Graduation.

Finally, we are looking forward to the March of Senior Saints, our soon-to-be graduates visit their elementary schools, and also the Community Music Festival on June 9<sup>th</sup>.

**PRIVILEGE OF THE FLOOR**

None

## ***PROGRAM ACTIONS***

### **COMMITTEE ON SPECIAL EDUCATION RECOMMENDATIONS**

Moved by C. Repass and seconded by A. Nagle to approve the CSE recommendations for meetings held on: 3/7/2023, 3/20/2023, 3/21/2023, 3/29/2023, 4/11/2023, 4/12/2023, 4/13/2023, 4/19/2023, 4/21/2023, 4/24/2023, 4/25/2023, 4/26/2023, 4/27/2023, 5/1/2023, 5/2/2023, 5/3/2023, 5/4/2023, 5/5/2023, 5/8/2023, 5/10/2023, 5/11/2023, 5/12/2023, 5/15/2023 and 5/16/2023 and CPSE recommendations for meetings held on 4/21/2023, 4/25/2023, 4/27/2023, 5/1/2023, 5/3/2023, 5/8/2023, 5/9/2023, 5/11/2023, and 5/12/2023.

YES: All (8) ABSTAINED: None

NO: None Motion carried

### **NYS ENVIROTHON – SCIENCE COMPETITION FIELDTRIP**

Moved by A. Nagle and seconded by A. Wilson to approve the Science Competition Fieldtrip to Hobart & William Smith Colleges in Geneva, NY.

YES: All (8) ABSTAINED: None

NO: None Motion carried

## ***PROGRAM DISCUSSION***

Nicole Livingston-Neal provided an update on The Learning Center

## ***PERSONNEL ACTIONS***

### **CLASSIFIED AND NON-CLASSIFIED PERSONNEL ACTIONS**

Moved by S. Hogan and seconded by A. Wilson 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:

#### **I. RESIGNATIONS**

##### **A. Certified**

**Megan Wideman**, employed by the District as a Middle School House Administrator since August 23, 2012, has submitted her resignation effective June 30, 2023.

**Laurel DePaul**, employed by the District as a Teaching Assistant at the Middle School North since December 4, 2017, has submitted her resignation effective June 30, 2023.

##### **B. Classified**

**Tricia Becker**, employed by the District as a Bus Driver since March 13, 2023, has submitted her resignation effective May 9, 2023. Tricia will remain employed as a substitute Bus Driver.

**Jeremy Pescrillo**, employed by the District as a Bus Driver since March 14, 2022, has submitted his resignation effective at the end of the day May 23, 2023.

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**Tracey Allchin**, employed by the District as a Teaching Assistant since February 16, 2016, has submitted her resignation effective May 11, 2023 in order to accept a position as an Office Clerk II.

- 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
  - D. Instructional Leaders – none
  - E. Tutors – none
- III. LEAVE OF ABSENCE - none
- IV. CHANGE IN EMPLOYMENT STATUS
  - A. Certified – none
  - B. Classified – none
  - C. Coaching - none
  - D. Extraclass Activities - none

V. APPOINTMENTS

A. Certified	
<b>Kaitlyn Ziemba</b>	1.0 FTE Physical Education Teacher
Assignment	Middle School North
Effective	September 1, 2023 (Previously cleared by a fingerprinting check)
Certification	Physical Education - Initial
Type of Appointment	Probationary
Tenure Area	Physical Education
Tenure Date	September 1, 2027
<b>*Hannah True</b>	1.0 FTE Elementary Grade 5/6 Teacher
Assignment	Middle School North
Effective	September 1, 2023 (Previously cleared by a fingerprinting check)
Certification	Elementary (1-6) / Special Education (1-6) - Initial
Type of Appointment	Probationary
Tenure Area	Elementary
Tenure Date	September 1, 2027
<b>*Jenna Capuano</b>	1.0 FTE Special Education Teacher
Assignment	Middle School South
Effective	May 17, 2023 (Previously cleared by a fingerprinting check)

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	Certification	Special Education (7-12) - Pending
	Type of Appointment	Probationary
	Tenure Area	Special Education
	Tenure Date	May 17, 2027
	<b>*Ulianna Mukhin</b>	1.0 FTE ESOL Teacher
	Assignment	Chestnut Ridge Elementary School
	Effective	May 30, 2023 (Previously cleared by a fingerprinting check)
	Certification	ESOL - Pending
	Type of Appointment	Probationary
	Tenure Area	ESOL
	Tenure Date	May 30, 2027
B.	Substitute and Part-time Teachers and Administrators	
	<b>Paul Glor</b>	Health Education Teacher (Summer Course)
		Summer Online/ Blended Health Class
	Assignment	Senior High School
	Effective	June 26, 2023 through July 14, 2023 (Session I)
		July 17, 2023 through August 4, 2023 (Session II)
		(Previously cleared by a fingerprinting check)
	Certification	Health (K-12) – Professional & Physical Education - Permanent
	<b>Kristin Kowalski</b>	0.5 FTE Reading Intervention Teacher
	Assignment	Churchville Elementary School
	Effective	September 5, 2023 through June 25, 2024 or earlier at the discretion of the Board of Education (Previously cleared by a fingerprinting check)
	Certification	Elementary (B-6) / Literacy (B-6) - Professional
	Type of Appointment	Part-Time Teacher
	Tenure Area	N/A
	Tenure Date	N/A
	<b>Victoria Pothaczky</b>	1.0 FTE Special Education Teacher
	Assignment	Chestnut Ridge Elementary School
	Effective	May 12, 2023 through June 23, 2023 or earlier at the discretion of the Board of Education (previously cleared by a fingerprinting check)
	Certification	Elementary (B-6) / Special Education (B-6) - Pending
	Type of Appointment	Long-term Substitute
	Tenure Area	N/A
	Tenure Date	N/A
	<b>Paula Schneider</b>	0.5 FTE School Psychologist
	Assignment	District Wide
	Effective	July 1, 2023 through June 30, 2024 or earlier at the discretion of the Board of Education (Previously cleared by a fingerprinting check)
	Certification	School Psychologist / School District Administrator - Permanent
	Type of Appointment	Part-Time Teacher
	Tenure Area	N/A
	Tenure Date	N/A
C.	Department Liaisons – none	
D.	Classified	
	<b>Tracey Allchin</b>	Office Clerk II
	Assignment	Senior High School
	Effective	May 12, 2023 (Previously cleared by a fingerprinting check)
	Type of Appointment	Provisional

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E. Classified Substitutes and Part-time

**Giuliana Wolfe**

Assignment

Effective

Library Clerk

Senior High School

May 30, 2023 (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

F. Interim Administrator – none

G. Coaches & Athletic Activities

Spring 2023 Non-Unit Member			
<b>Softball</b>	Mod B	Sean	Osborne
Fall 2023 Non-Unit Members			
<b>Football</b>	Varsity Assistant	Jeff	Weilert
<b>Football</b>	Mod B Assistant	Daniel	Preston
<b>Football</b>	Mod B Assistant	Benjiman	Muller
<b>Football</b>	Volunteer Assistant	John	Iacucci
<b>Football</b>	Volunteer Assistant	James	Schanck
<b>Golf – Girls</b>	JV	Michael	Neumire
<b>Soccer – Boys</b>	Volunteer Assistant	Greg	Kincaid
<b>Soccer – Girls</b>	Volunteer Assistant	Kody	Haywood
<b>Swimming – Girls</b>	Varsity	Christine	Regelsberger
<b>Swimming – Girls</b>	Diving Coach	Ricky	Krebs
<b>Swimming – Girls</b>	Assistant	Amy	Wooding
<b>Tennis – Girls</b>	Varsity	Matthew	Weinman
<b>Volleyball – Boys</b>	Varsity	Paul	St. Denis
<b>Volleyball – Boys</b>	JV	Peter	Cirri
<b>Volleyball – Boys</b>	Mod B	Dave	Wisniewski
Fall 2023 CCEA Unit Members			
<b>Bowling – Unified</b>	Varsity	Katie	Armstrong
<b>Cross Country - Boys</b>	Varsity	Paul	Glor
<b>Cross Country - Girls</b>	Varsity	Richard	Strasser
<b>Cross Country – Boys</b>	Mod B	Kyle	Poag
<b>Cross Country – Girls</b>	Mod B	Kyle	Poag
<b>Football</b>	Varsity	Dennis	Pynn
<b>Football</b>	JV	Chester	Palozzi
<b>Football</b>	JV Assistant	Tim	O'Toole
<b>Football</b>	JV Assistant	Pete	Tabone
<b>Football</b>	Varsity Assistant	Daniel	Corrado
<b>Football</b>	Program Assistant	Paul	Dick
<b>Football</b>	Mod B	Gerard	Lasponara
<b>Golf – Girls</b>	Varsity	Chris	Daly
<b>Soccer - Boys</b>	Varsity	John	Mahoney
<b>Soccer – Boys</b>	Volunteer Assistant	Robert	Dunham
<b>Soccer – Girls</b>	Varsity	Brooke	Elnicky
<b>Soccer – Girls</b>	Program Assistant	Elizabeth	Johnson
<b>Soccer – Girls</b>	JV	Lisa	Mance
<b>Swimming – Girls</b>	JV	Kelley	Anzalone
<b>Tennis – Girls</b>	Mod A	Dave	Childs
<b>Volleyball – Boys</b>	Program Assistant	Timothy	Olmsted

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<b>Volleyball – Girls</b>	JV	Kim	Leupold
<b>YAC Advisor</b>		Sarah	Wergin

H. Extra-Curricular Activities & Clubs

**2023-2024 Activities**

<b>Activity</b>	<b>Advisor</b>
6-8 Musical Choreographer	Melinda Pier
6-8 Musical Lighting Director	Joe Pencille
6-8 Musical Sound Director	Joe Pencille
9-12 SH Play #1 Artistic Director/Producer	Erin Fischer
9-12 Musical Choreographer	Melinda Pier
9-12 Musical Producer	Rita Pencille
9-12 Musical Artistic Director	Erin Fischer

I. Mentors

<b>Name</b>	<b>Building</b>	<b>Subject Area</b>	<b>Certification Area(s)</b>
Bethany Matsko	CES	Physical Education	PE, Health
Catherine Leisner	CES	Elementary	Elem (K-6), SPED (K-12), Lit (B-6)
Karen Piper	CES	Intervention	Elem (K-6), Reading, SPED (K-12)
Antonella Bivone	CES	Reading	Reading, Elem (B-6)
Jodi Piontkowski	CRS	Elementary	SPED (1-6), Elem (1-6)
Kelly Berardicurti	CRS	Elem/SPED	Elem (Prek-6), SPED (K-12)
Kelly Jo Gifaldi	CRS	Occupational Therapy	Occupational Therapy
Kimberly Reap	CRS	Early Intervention - Reading (K-2)	Elem (B-6), SPED (B-6), Lit (B-6),
Andrea Plumeri	FRS	Elementary	Elem (B-6), SPED (1-6), Lit (B-6)
Brittany Lotta	FRS	Elementary	Elem (1-6), SPED (1-6), Lit (B-6)
Caitlin Fitzgerald	FRS	Reading Intervention	Elem (B-6), SPED (B-6), Lit (B-6)
Karen Anthony	FRS	Literacy	Reading, Elem (N-6)
Wendy MacDowell	FRS	Elementary (Math)	Elem (Prek-6), SPED (K-12)
Brittany Fitzgerald	MS	Math	Math (7-9), Elem (1-6), SPED (1-6)
Danielle Thompson	MS	School Counselor	School Counselor
Deanna VanEenwyk	MS	FACS	FACS, PE
Diane Sudz	MS	Science	Biology & General Science (7-12), Earth Science & General Science (7-12)
Ed Distaffen	MS	ELA	English (7-12)
Ernest Orlando	MS	Social Studies	SS (7-12), Bath (7-12), Business
Heather Nettnin	MS	Science	Chemistry (7-12), General Science (7-12), Physics (7-12)
Jason Schaw	MS	ELA, SS, Science/Math	Elem (1-6)
Joseph Pencille	MS	Social Studies	SS (7-12), SPED (K-12), Business
Maria Straight	MS	ELA, SS, Science	Elem (Prek-6)
Melinda Pier	MS	Special Education	SPED (K-12), Elem (Prek-6), Lit (B-12)
Michelle Mirrione	MS	Special Education	Elem (N-6), SPED (K-12), SS SOCE, Math SOCE, ELA SOCE
Mike Seccombe	MS	Special Education	SPED (K-12), Elem (Prek-6)
Shavaughn Stefaniak	MS	School Counselor	School Counselor
Stacey Andrews-Bennett	MS	Gr 6 Math Intervention	Elem (Prek-6)
Stephanie Colosi	MS	Spanish	Spanish (7-12)
Julie Walsh	DW	Social Worker	School Social Worker

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Sarah Wergin	DW	SS, SPED, Library	SS (5-12), SPED (7-12), School Media Specialist
Nancy McMahon	NGA	SPED, Math	SPED (K-12), Elem (Prek-6)
Chelsea Whitney	SHS	SS & Intervention	Social Studies (5-12)
Cristin DelGaizo	SHS	Special Education	SPED (K-12), Elem (N-6)
Eileen Hammond	SHS	Science	SPED (K-12), Chemistry (7-12), Biology & General Science (7-12)
Elizabeth Hoelperl	SHS	Social Studies	Social Studies (7-12)
Erin Fischer	SHS	World Language	Spanish (7-12)
Janelle DeVito	SHS	English	English 7-12
Karl Biedlingmaier	SHS	Science	Chemistry (7-12), Biology & General Science (7-12)
Kate Esposito	SHS	Math	Math (7-12)
Kelly Kostek	SHS	School Counselor	School Counselor
Keri Stonehouse	SHS	English	English (7-12)
Maria Siderakis	SHS	World Language	Spanish (7-12)
Micah Court	SHS	Math	Math (7-12)
Rachel Harding	SHS	World Language	ESOL, French (7-12)
Renee Sheelar	SHS	World Language	Spanish (7-12)
Richard Cravatta	SHS	Art	Visual Arts, Commercial Art
Richard Strasser	SHS	Science	Chemistry & General Science (7-12)
Scott Zenkert	SHS	Social Studies	Social Studies (5-12)
Shannon Mellander	SHS	Spanish	ESOL, Spanish (7-12)
Valerie Carter	TLC	SPED/TLC	SPED (7-12), Math (5-12)

- J. Instructional Leaders - none
- K. CSE / CPSE Chairperson - none
- L. Tutors - none
- M. Internship – none
- N. Student Helpers - none
- O. Other

**Continuing Education Staff 2022-2023**  
**Swim Staff**

Last Name	First Name	Title/Course	Fingerprinting
Cope	Jordan	Lifeguard	N/A- CC Student
Pynn	Murphy	Lifeguard	N/A- CC Student
^ Woodfield	Rex	Senior Lifeguard	On File

^retroactive to 5/16/2023

YES: All (8) ABSTAINED: None

NO: None Motion carried



### **POLICIES WITH NO RECOMMENDED CHANGES**

Several existing policies were reviewed by Superintendent Orologio and Assistant Superintendent for Human Resources Larry Vito with no recommended changes. Therefore, C. Repass moved to approve the following policies as is which was seconded by M. Iacucci.

- Policy 4110 *Administrative Personnel*
- Policy 4220 *Abolishing an Administrative Position*
- Policy 4230 *Administrative Authority During Absence of the Superintendent of Schools*
- Policy 4240 *Administrative Latitude in the Absence of Board Policy*
- Policy 4250 *Use of Committees*
- Policy 4260 *Evaluation of the Superintendent and Other Administrative Staff*
- Policy 4310 *Superintendent of Schools*
- Policy 4320 *Superintendent – Board of Education Relations*
- Policy 6151 *Drug-Free Workplace*
- Policy 6210 *Certified Personnel*
- Policy 6217 *Professional Staff: Separation*

YES: All (8) ABSTAINED: None

NO: None Motion carried

## ***PERSONNEL DISCUSSION***

### **POLICY 6130 EVALUATION OF PERSONNEL**

Assistant Superintendent of Human Resources Larry Vito presented changes to Policy 6130 Evaluation of Personnel for a first reading.

### **POLICY 6215 PROBATION AND TENURE**

Assistant Superintendent of Human Resources Larry Vito presented changes to Policy 6215 Probation and Tenure for a first reading.

### **POLICY 6550 LEAVES OF ABSENCE**

Assistant Superintendent of Human Resources Larry Vito presented changes to Policy 6550 Leaves of Absence for a first reading.


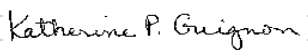
## ***BUSINESS ACTIONS***

### **TREASURER'S MARCH 2023 REPORTS**

Moved by C. Repass and seconded by S. Hogan to accept the following Treasurer's Reports for March 2023.

*Continued on the next page*

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Treasurer's Monthly Report							
April 2023							
GL Acct.	Fund	Bank	Description	Beginning Balance	Monthly Receipts	Monthly Disbursements	Ending Balance
<b>Cash Accounts</b>							
A200-01 General		M & T	Checking	\$1,372,620.55	\$32,855,373.32	\$33,643,707.71	\$584,286.16
A200-10 General		Bank of Castile	Checking	\$0.00	\$0.00	\$0.00	\$0.00
A200-12 General		M & T	Checking-ACH Payments	\$96,168.43	\$229,462.88	\$231,282.76	\$94,348.55
A200-20 General		M & T	Checking	\$641,240.84	\$3,180,173.32	\$3,435,009.82	\$386,404.34
A200-21 General		M & T	Checking-Payroll	\$9,318.59	\$2,321,682.24	\$2,321,682.24	\$9,318.59
A201-05 General		M & T	Savings	3,046,226.32	32,486,966.31	28,800,000.00	\$6,733,192.63
A201-10 General		Bank of Castile	Savings	4,614,895.35	23,353.99	0.00	\$4,638,249.34
C200-01 School Lunch		Bank of Castile	Checking	125,441.78	64,256.91	97,831.40	\$91,867.29
F200-01 Federal		M & T	Checking	13,561.81	0.00	0.00	\$13,561.81
H200-01 Capital		M & T	Checking	129,832.30	574,000.00	573,970.11	\$129,862.19
H201-11 Capital		M & T	Money Market	18,056.16	30.70	0.00	\$18,086.86
Multifund Checking		Chase	Checking	766,352.59	1,106.36	0.00	\$767,458.95
Multifund Savings		Chase	Savings	3,546,472.34	7,118.09	0.00	\$3,553,590.43
<b>Total Cash</b>				<b>14,380,187.06</b>	<b>71,743,524.12</b>	<b>69,103,484.04</b>	<b>17,020,227.14</b>
<b>Liquid Investment</b>							
A201-02 General		NYCLASS		24,169,956.07	26,108,368.29	4,000,000.00	\$46,278,324.36
A231-02 General-Reserve		NYCLASS		0.00	0.00	0.00	\$0.00
CM201-02 Expendable Trust		NYCLASS		0.00	0.00	0.00	\$0.00
V201-02 Debt Service		NYCLASS		0.00	0.00	0.00	\$0.00
<b>Total Liquid Investment</b>				<b>24,169,956.07</b>	<b>26,108,368.29</b>	<b>4,000,000.00</b>	<b>46,278,324.36</b>
<b>US Treasury Bills</b>							
A450-00 General		M & T		8,306,666.23	0.00	8,306,666.23	\$0.00
A452-00 General-Reserve		M & T		4,939,779.17	0.00	0.00	\$4,939,779.17
CM450-00 Expendable Trust		M & T		378,290.61	0.00	378,290.61	\$0.00
H450-00 Capital		M & T		17,662,395.00	0.00	17,662,395.00	\$0.00
V450-00 Debt Service		M & T		3,028,723.16	0.00	3,028,723.16	\$0.00
<b>Total US Treasury Bills</b>				<b>34,315,854.17</b>	<b>0.00</b>	<b>29,376,075.00</b>	<b>4,939,779.17</b>
<b>District Totals</b>				<b>\$72,865,997.30</b>	<b>\$97,851,892.41</b>	<b>\$102,479,559.04</b>	<b>\$68,238,330.67</b>
Received by the Board of Education and entered as a part of the minutes of the board meeting held on 5/23/2023				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			

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**Revenue Status Report**  
as of April 30, 2023

A/C Code	Description	Original Budget	Adjusted Budget	Monthly Actual	Year to Date 4/30/23	Budget Variance	Year to Date 4/30/22	Year to Date Variance
1001	Real Property Tax Items	40,051,206.00	40,051,206.00	0.00	35,296,793.43	-4,754,412.57	33,903,028.33	1,393,765.10
1081	Oth. Paymts in Lieu of Taxes	373,545.00	373,545.00	32,447.72	395,184.43	21,639.43	320,127.54	75,056.89
1085	STAR Reimbursement	0.00	0.00	0.00	4,753,368.44	4,753,368.44	5,073,798.03	-320,429.59
1090	Int. & Penal. on Real Prop.Tax	5,000.00	5,000.00	0.00	0.00	-5,000.00	0.03	-0.03
1120	Nonprop. Tax Distrib. By Co.	3,900,000.00	3,900,000.00	0.00	2,523,706.50	-1,376,293.50	2,463,863.07	59,843.43
1311	Other Day School Tuition	0.00	0.00	0.00	0.00	0.00	3,988.80	-3,988.80
1315	Continuing Ed Tuition(Individ)	78,568.00	78,568.00	3,934.50	19,784.50	-58,783.50	10,152.55	9,631.95
1315	Swim	31,432.00	31,432.00	9,504.40	54,686.35	23,254.35	39,105.15	15,581.20
1335	Oth Student Fee/Charges (Indiv	80,000.00	80,000.00	307.50	31,174.00	-48,826.00	43,522.00	-12,348.00
1335	Computer Protection Plans	0.00	0.00	59.00	4,049.00	4,049.00	1,393.00	2,656.00
1410	Admissions	1,500.00	1,500.00	1,100.00	6,100.00	4,600.00	1,400.00	4,700.00
2230	Day School Tuit-Oth Dist. NYS	0.00	0.00	0.00	0.00	0.00	48,419.29	-48,419.29
2235	Svs Prov. BOCES-Oth Transport	66,189.00	66,189.00	0.00	75,159.00	8,970.00	73,042.00	2,117.00
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	302,520.48	534,369.74	409,369.74	3,314.08	531,055.66
2401	Interest and Earnings-Reserve F	0.00	0.00	4,577.76	185,266.41	185,266.41	3,895.35	181,371.06
2401	Interest and Earnings-Capital Res	0.00	0.00	375,277.98	378,405.53	378,405.53	3,675.03	374,730.50
2410	Rental of Real Property, Indiv.	25,000.00	25,000.00	3,120.00	12,407.60	-12,592.40	6,952.50	5,455.10
2413	Rental of Real Property, BOCES	44,990.00	44,990.00	0.00	46,275.86	1,285.86	56,917.36	-10,641.50
2414	Rental of Equip. (Not Bus) Ind	0.00	0.00	0.00	3,400.00	3,400.00	2,430.00	970.00
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	1,462.10	-537.90	551.45	910.65
2665	Sale of Equipment	2,000.00	2,000.00	0.00	4,775.07	2,775.07	5,600.00	-824.93
2680	Insurance Recoveries-Trans Rel	5,000.00	5,000.00	0.00	13,532.48	8,532.48	43,814.02	-30,281.54
2690	Other Compensation for Loss	2,500.00	2,500.00	155.50	179,975.00	177,475.00	25,697.82	154,277.18
2701	Refund of P/Y Exp.- BOCES	525,000.00	525,000.00	0.00	464,339.58	-60,660.42	441,113.26	23,226.32
2703	Refund of P/Y Exp.-Other	70,000.00	70,000.00	-202,404.00	97,616.50	27,616.50	145,378.70	-47,762.20
2705	Gifts and Donations	0.00	0.00	0.00	5,946.00	5,946.00	0.00	5,946.00
2770	Other Unclassified Rev.(Spec)	100,000.00	100,000.00	551.44	183,350.87	83,350.87	161,627.20	21,723.67
2801	Interfund Revenues	20,000.00	20,000.00	0.00	2,535.00	-17,465.00	2,406.00	129.00
3101	Basic Formula Aid-Gen Aids (Ex	35,041,477.00	35,041,477.00	2,378,120.99	21,541,257.12	-13,500,219.88	22,464,174.60	-922,917.48
3102	Lottery Aid (Sect 3609a Ed Law	7,574,085.00	7,574,085.00	0.00	8,376,211.46	802,126.46	6,366,916.07	2,009,295.39
3103	BOCES Aid (Sect 3609a Ed Law)	3,221,693.00	3,221,693.00	0.00	642,851.43	-2,578,841.57	557,298.29	85,553.14
3104	Tuit for Students w/Disabilit.	0.00	0.00	0.00	472,805.63	472,805.63	399,937.13	72,868.50
3260	Textbook Aid (Incl Txtbk/Lott)	237,427.00	237,427.00	0.00	174,890.00	-62,537.00	171,876.00	3,014.00
3262	Computer Software Aid	57,583.00	57,583.00	0.00	128,425.00	70,842.00	126,623.00	1,802.00
3263	Library Aid	24,025.00	24,025.00	0.00	23,556.00	-469.00	23,375.00	181.00
3289	Other State Aid	0.00	0.00	0.00	21,060.00	21,060.00	25,850.00	-4,790.00
4601	Medic.Ass't-Sch Age-Sch Yr Pro	55,000.00	55,000.00	8,526.20	28,807.16	-26,192.84	47,375.57	-18,568.41
4960	Emerg Disaster Assist-FEMA	0.00	0.00	202,404.00	202,404.00	202,404.00	0.00	202,404.00
5031	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenue</b>		<b>91,722,220.00</b>	<b>91,722,220.00</b>	<b>3,120,203.47</b>	<b>76,885,931.19</b>	<b>-14,836,288.81</b>	<b>73,068,638.22</b>	<b>3,817,292.97</b>
Appropriated Fund Balance		1,662,181.00	1,662,181.00					
Appropriated Reserves		1,376,382.00	1,376,382.00					
Carryover Encumbrances		-	1,488,632.45					
<b>Total Budget</b>		<b>94,760,783.00</b>	<b>96,249,415.45</b>					

BOARD OF EDUCATION  
Minutes of May 23, 2023

**Churchville-Chili Central School**

Budget Status Report As Of: 4/30/2023

**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 YTD</u>	<u>Encumbrance Outstanding</u>	<u>Unencumbered Balance</u>
10	Board of Education	62,910.00	70,469.58	47,158.30	40,202.86	6,955.44	8,566.70	14,744.58
12	Central Administration	404,125.00	443,189.21	369,679.14	338,100.42	31,578.72	70,143.84	3,366.23
13	Finance	786,528.00	788,680.82	638,139.25	640,207.50	-2,068.25	94,493.73	56,047.84
14	Staff	664,153.00	666,229.00	507,387.92	474,411.86	32,976.06	119,850.19	38,990.89
16	Central Services	6,307,366.00	7,485,479.94	5,353,004.23	4,890,417.70	462,586.53	1,857,011.86	275,463.85
19	Special Items (Contractual Expense)	1,764,170.00	1,781,775.00	1,308,364.92	1,269,241.53	39,123.39	429,716.59	43,693.49
20	Administration and Improvement	3,895,813.00	3,867,754.61	3,139,091.95	2,979,032.35	160,059.60	587,088.49	141,574.17
21	Teaching	36,014,167.00	36,136,834.87	25,563,248.05	25,286,094.61	277,153.44	9,061,043.35	1,512,543.47
26	Instructional Media	2,690,489.00	3,181,447.43	1,771,733.42	1,649,778.88	121,954.54	983,213.95	426,500.06
28	Pupil Services	4,197,885.00	4,239,730.16	2,616,550.66	2,535,267.17	81,283.49	650,344.99	972,834.51
55	Pupil Transportation	6,573,158.00	6,597,109.36	3,695,464.88	3,639,038.56	56,426.32	1,135,287.08	1,766,357.40
8	Other Community Services	89,711.00	89,711.00	24,945.10	31,782.04	-6,836.94	750.00	64,015.90
90	Employee Benefits	22,944,595.00	22,535,291.47	18,272,542.79	16,606,724.98	1,665,817.81	2,020,662.76	2,242,085.92
99	Interfund Transfers	8,365,713.00	8,365,713.00	8,201,713.00	27,084,970.00	-18,883,257.00	0.00	164,000.00
<b>Total GENERAL FUND:</b>		<b>94,760,783.00</b>	<b>96,249,415.45</b>	<b>71,509,023.61</b>	<b>87,465,270.46</b>	<b>-15,956,246.85</b>	<b>17,018,173.53</b>	<b>7,722,218.31</b>

YES: All (8) ABSTAINED: None

NO: None Motion carried

**Voter Approved 2023-2024 Budget, Candidates, Bus Proposition and Property Purchase**  
Moved by A. Wilson and seconded by T. Albano to approve the minutes of Annual Meeting below:

**May 16, 2023**  
**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT**  
**MINUTES OF ANNUAL MEETING**  
**(BUDGET, BUSES & PROPERTY PURCHASE)**

The Inspectors of Election examined three voting machines at 11:48 a.m. and said that the machines were correct for the purpose of voting on the propositions and the candidates.

Michelle Penner, declared the polls are open from Noon until 9:00 p.m.

At 9:00 p.m. after all present who desired to vote had done so, Ms. Penner declared the polls were closed and asked the Election Inspectors to tally the votes and report the results.

Michelle Penner, the Election Inspector Chairperson, read the following report from Election Inspectors after they had tallied the 894 votes:

Proposition No. 1	Budget	651	Yes
		237	No
Proposition No. 2	Buses	639	Yes
		250	No
Proposition No. 3	Property Purchase	667	Yes
		219	No

Candidates for (3) positions which serve terms of (3) years each. Six write-in candidates also received votes. One vote each for Manuel Hernandez, Keegan Metcalfe, Jennifer Gallo, Tim Thomas, Karen Thomas and R. Johnson were write-in votes and are included in the total count listed below.

• Michelle Aloï	# of Votes 630
• Amy Wilson	# of Votes 612
• Kevin Johnson	# of Votes 531
• Leah Martorana	# of Votes 504
• Manuel Hernandez	# of Votes 1
• Keegan Metcalfe	# of Votes 1
• Jennifer Gallo	# of Votes 1
• Tim Thomas	# of Votes 1
• Karen Thomas	# of Votes 1
• R. Johnson	# of Votes 1

Candidates Michelle Aloï, Amy Wilson and Kevin Johnson were elected to serve three-year terms beginning 7/1/2023 – 6/30/2026.

YES:	All (8)	ABSTAINED: None
NO:	None	Motion carried

### NON-RESIDENT TUITION RATE

Moved by A. Wilson and seconded by M. Aloï to approve the following change in tuition rate for the 2023-2024 school year:

Grade Level	BOE-Approved Rate for 2022-23	Recommended Rate for 2023-24	Change
K – 6	8,715	9,259	544
7 – 12	8,242	9,768	1,526

YES: All (8) Abstained: None

NO: None Motion carried

### MONROE COUNTY SHERIFF'S FUEL AGREEMENT RENEWAL

Moved by C. Repass and seconded by M. Iacucci to adopt the following resolution:

WHEREAS, the parties previously entered into an Agreement (the "Agreement"), have previously renewed said agreement, whereby the Contractor agreed to provide the services set forth in said Agreement; and

WHEREAS, the parties wish to renew said Agreement for an additional term;

NOW THEREFORE, it is mutually covenanted and agreed by and between the parties hereto as follows:

1. The Agreement shall be renewed for the period of 09/01/2023 through 8/31/2024.
2. Except as expressly stated in the agreement, all terms and conditions of the aforesaid Agreement between the parties shall remain in full force and effect.

YES: All (8) Abstained: None

NO: None Motion carried

### SCHOOL LUNCH AND BREAKFAST PRICES FOR 2023-2024

Moved by A. Nagle and seconded by S. Hogan to approve the following prices for school lunches and breakfasts for the 2023-2024 school year, whereas prices will remain the same as 2022-2023 prices for PreK-12.

	Breakfast		Lunch	
	2022-2023	2023-2024	2022-2023	2023-2024
Grades PreK-4	\$2.00	\$2.00	\$3.00	\$3.00
Grades 5-12	\$2.00	\$2.00	\$3.00	\$3.00

YES: All (8) Abstained: None

NO: None Motion carried

**NATURAL GAS COOPERATIVE BID**

Moved by A. Wilson and seconded by M. Aloï to approve the bid for natural gas of ENERGO in the amount of -\$0.23500 per DT for SC-3 accounts, which reflects a decrease of \$0.114 per decatherm from the prior year basis of -\$0.3490. In addition, to approve the bid for natural gas of ENERGO in the amount of \$0.2930 per decatherm for SC-5 accounts, which reflects an increase of \$0.171 per decatherm from the prior year basis of \$0.1220 (*details on file in administrative office*)

YES: All (8) Abstained: None

NO: None Motion carried

**CHANGE ORDER**

Moved by A. Nagle and seconded by M. Aloï to approve the change order for a total value of \$43,616.00. These change orders are related to the gas line over several sections of roof. This work was necessary in order to keep the Phase VI I construction on schedule.

YES: All (8) ABSTAINED: None

NO: None Motion carried

**LETTERS OF RECOMMENDATION**

Moved by C. Repass and seconded by A. Wilson to award the following prime contracts in regards to the Churchville-Chili Central School District – 2022-23 Capital Outlay Project: Gym D Basketball Hoop Renovation and Churchville Elementary Floors

Contract: Gym D Basketball Hoops  
Erie Electric  
56 Locust Hill Drive  
Rochester NY, 14618

*Total Proposed Contract Amount: \$7,957.00*

Contract: CES Flooring Renovation:  
Pro Carpet  
5580 Ridge Road West  
Spencerport, NY 14559

Base Bid Pricing: Rooms 209, 210, 305, 306 \$ 82,475.59  
Alternate Pricing: Room 308 \$ 8,527.29

*Total Proposed Contract Amount: \$ 91,002.58*

YES: All (8) ABSTAINED: None

NO: None Motion carried

## ***BUSINESS DISCUSSION***

None

## ***COMMITTEE & EVENT REPORTS***

**STEVE HOGAN** – attended the Food Truck Rodeo, Girls modified sporting events

**ALYCIA NAGLE** – attended CESPA, Orchestra Concert

**AMY WILSON** – attended the Food Truck Rodeo

**MICHELLE ALOI** – attended JV & Varsity girls lacrosse

**KATHY DILLON** – attended Middle School PTO, 5-6 Choral concert

**CHERYL REPASS** – attended high school large ensemble concert, Food Truck Rodeo, Stars of Tomorrow Gala

**TOM ALBANO** – attended 5-8 ILT

## ***EXECUTIVE SESSION***

Moved by K. Dillon and seconded by A. Wilson to enter into an Executive Session at 7:32 p.m. for the purpose of discussing an Appeal of a long-term student suspension.

YES: All (8) ABSTAINED: None

NO: None Motion carried

## ***RETURN FROM EXECUTIVE SESSION***

Moved by K. Dillon and seconded by A. Wilson to return from Executive Session at 7:47 p.m. and enter back into a public session.

YES: All (8) ABSTAINED: None

NO: None Motion carried

## ***ADJOURNMENT***

Moved by M. Aloï and seconded by C. Repass to adjourn the meeting at 7:48 p.m.

YES: All (8) ABSTAINED: None

NO: None Motion carried



## **SUBJECT: ADMISSION OF EXCHANGE STUDENTS**

The Board of Education recognizes the cultural enrichment achieved by welcoming Foreign Exchange Students into the high school program. The Board, therefore, encourages Churchville-Chili High School participation in the Foreign Exchange Student Program. A foreign exchange student shall be defined as a citizen and resident of another nation who is between the ages of 16 and 18 years at the time of enrollment who has formally applied for admission or who has been admitted to a District school for a specific period of time through an approved exchange program for the purpose of study in a prescribed curriculum.

### **General Provisions**

- a) All organizations who wish to place foreign exchange students in our district must have documentation that the organization has met the standards established by the Council on Standards for International Educational Travel (CSIET) and appears in the current *Advisory List of International Educational Travel and Exchange Programs*.
- b) The Churchville-Chili School District will accept up to four (4) foreign exchange students in each school year, provided space is available.
- c) Foreign exchange students will be allowed to attend school and will be provided bus transportation to and from school free of charge.

### **Program Responsibilities**

The foreign exchange program shall be responsible for assuring that all matters associated with the exchange are facilitated. This includes, but is not limited to:

- 1) filing a current copy of program guidelines with the Office of Instruction;
- 2) working with the appropriate governmental agencies to ensure that the prospective foreign exchange student has fulfilled all requirements for entry into the United States on a J-1 visa;
- 3) assuming all financial and legal responsibility for the foreign exchange student;
- 4) providing the Office of Instruction with a copy of the student application packet, which the foreign exchange student agency used to accept the student, by June 30 of the current school year;

(Continued)

**SUBJECT: ADMISSION OF EXCHANGE STUDENTS (CONT'D.)**

**Program Responsibilities (Cont'd.)**

- 5) assuming responsibility for all matters associated with living arrangements for the foreign exchange student such as selecting and orienting the host family involved in the foreign exchange program including an in person interview by the building principal of the host family prior to approval;
- 6) notifying, in writing, the high school principal of the need to award and transfer any academic credit back to the student's home country after completion of the foreign exchange year in the Churchville-Chili Central School District and informing the principal of any unique procedures' features involved in the process; and
- 7) informing the foreign exchange student of the policies of the Churchville-Chili Central School District at the time of the student's acceptance by the foreign exchange student agency.
- 8) Any organization meeting the requirements set forth in this policy wishing to place a foreign exchange student in the Churchville-Chili High School must have a local coordinator who must reside within fifty (50) miles of the high school and be available to assist with problems on short notice.
- 9) The local coordinator and host family must meet with the high school principal or designee not later than August 15 to verify the student's course schedule upon entering the Churchville-Chili High School in the ensuing school year.

**Guidelines Governing Acceptance of Foreign Exchange Students**

- a) The students must have demonstrated in their home school a level of scholastic achievement to indicate the possibility of success in the Churchville-Chili High School.
- b) Students who have earned the equivalent of a high school diploma in their native land will not be accepted in this program.
- c) Proficiency in the English language is required. If a foreign exchange student is placed in the District and it is determined that the student is deficient in the English language proficiency, the sponsoring organization will do one of the following, according to the decision of the school district:
  - 1) Terminate the student's placement
  - 2) Provide, at their expense, tutorial assistance until the student reaches proficiency, as determined by the District

(Continued)

**SUBJECT: ADMISSION OF EXCHANGE STUDENTS (CONT'D.)**

**Guidelines Governing Acceptance of Foreign Exchange Students (Cont'd.)**

- d) The student's records and credentials must be available to school officials by June 30 for admission the following September.
- e) A written recommendation from a sponsoring organization and/or school official shall be submitted for review by the Superintendent of Schools and/or his/her designee. This recommendation shall attest to the student's scholarship and character in alignment with District expectations. The Superintendent/designee reserves the right to request additional material to assist in the review process.
- f) The student will be in compliance with all laws governing legal aliens or other laws which pertain to his/her status.
- g) The student must reside with a host family whose place of legal residence is within the Churchville-Chili Central School District.
- h) The foreign exchange student(s) and/or their host family(ies) will be fully responsible for any and all school fees and expenses.
- i) The foreign exchange student must be in good health and provide a current immunization record that meets New York State immunization requirements.
- j) The District reserves the right to deny admission to any student and/or host family not meeting all the requirements set forth in this policy.

**Guidelines Governing Foreign Exchange Students**

- a) The student must enroll for a full course of study.
- b) The student will conform to established standards of acceptable behavior and will conform to the rules and regulations of the Churchville-Chili Senior High School.
- c) Foreign exchange students will not be granted a diploma by the Churchville-Chili Central School District. The student will be granted a certificate upon completion of an approved course of study.

(Continued)

**SUBJECT: ADMISSION OF EXCHANGE STUDENTS (CONT'D.)**

**Guidelines Governing the Termination of Progress**

A student's program may be terminated at any time by school officials for failure to abide by established guidelines, including:

- a) Failure of two or more courses of study;
- b) Failure to conform to established rules and regulations;
- c) Failure to conform to the regulations established by Council on Standards for International Educational Travel (CSIET); and/or
- d) Excessive absences.

Adopted: 11/27/2001

Revised: 8/28/2007, 6/26/2012, 5/28/2019

Reviewed by Assistant Superintendent for Instruction and Superintendent with no recommended changes 5/4/2023; reviewed & approved by BOE on

# POLICY

Churchville-Chili Central School District

2023

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Instruction

## **SUBJECT: SCHOOL CALENDAR**

The school calendar for the ensuing year will be developed by the Superintendent of Schools and presented to the Board of Education for approval in the spring of each year. The number of days scheduled for students will meet or exceed the requirements of state law. The work year calendar for teachers will be in accordance with any negotiated agreements.

Education Law Sections 3015(2), 3101(3), 3204(4), and  
3604(7) and (8)  
8 New York Code of Rules and Regulations  
(NYCRR) Part 175

Adopted: 7/10/2001

Reviewed by Superintendent, and Assistant Superintendent for Instruction on 5/4/2023 with no recommended changes; reviewed & approved by BOE on

# POLICY

**Churchville-Chili Central School District**

2023

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Instruction

## **SUBJECT: OPENING EXERCISES**

The Board directs the administration to include the Pledge of Allegiance as part of the opening exercises in all the schools. Under certain circumstances, such as religious conviction, students may be excused from this requirement as a protection of their Constitutional rights.

Education Law Section 802  
8 New York Code of Rules and Regulations  
(NYCRR) Section 108.5

Adopted: 7/10/2001

Reviewed by Superintendent, and Assistant Superintendent for Instruction on 6/12/2019 with no recommended changes; reviewed & approved by BOE on

### Building Level Enrollments as of 6-1-23

	CES	FRS	CRS	MS 5-8	Ninth Grade Acad	SHS	June 1, 2023 Totals	May 2, 2023 Totals	Change from May 2, 2023 to June 1, 2023	June 1, 2022 Totals	Change from June 1, 2022 to June 1, 2023
PreK	18	18	18				54	54	0	54	0
K	74	93	105				272	274	-2	275	-3
1	78	87	110				275	276	-1	279	-4
2	76	86	111				273	275	-2	274	-1
3	87	82	111				280	281	-1	272	8
4	91	90	100				281	283	-2	278	3
5				282			282	283	-1	292	-10
6				283			283	285	-2	295	-12
7				302			302	302	0	292	10
8				288			288	291	-3	291	-3
9					283		283	284	-1	303	-20
10						292	292	292	0	287	5
11						293	293	294	-1	307	-14
12						297	297	297	0	268	29
Bldg Totals	424	456	555	1155	283	882	3755	3771	-16	3767	-12

## **SUBJECT: REMOTE (LEARNING) INSTRUCTION**

### **Overview**

The District may offer remote or distance (learning) instruction to students at certain times including, but not limited to, independent study, enrichment courses, and in the event of an emergency condition, including, but not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, or a communicable disease outbreak.

In the event the District remains in session and provides remote instruction when it would otherwise close due to an emergency condition, the remote instruction provided by the District will be consistent with the District's emergency remote instruction plan, located in the District-wide school safety plan.

When making decisions about remote (learning) instruction, the District will consult with students, parents, teachers, administrators, community members, and other stakeholders as appropriate. When implementing remote instruction, the District will also ensure that it is complying with applicable teaching and learning requirements.

### **Definitions**

- a) "Asynchronous instruction" means instruction where students engage in learning without the direct presence (remote or in-person) of a teacher.
- b) "Non-digital and/or audio-based instruction" means instruction accessed synchronously and/or asynchronously through paper-based materials where the student to teacher interaction occurs via telephone or other audio platforms.
- c) "Remote instruction" means instruction provided by an appropriately certified teacher who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher.
  - 1. Remote instruction will encompass synchronous instruction provided through digital video-based technology and may also include asynchronous instruction intended to complement synchronous instruction. Digital video-based technology includes online technology and videoconferencing technology.
  - 2. Remote instruction may encompass non-digital and audio-based asynchronous and/or synchronous instruction where this instruction is more appropriate for a student's educational needs.
- d) "Synchronous instruction" means instruction where students engage in learning in the direct presence (remote or in-person) of a teacher in real time.

(Continued)



## **SUBJECT: REMOTE (LEARNING) INSTRUCTION (Cont'd.)**

### **Formats and Methods of Remote (Learning) Instruction**

Remote (learning) instruction may be delivered through a variety of formats and methods. Determinations about how to best deliver remote (learning) instruction will take into account a variety of factors including, but not limited to, the number of students involved, the subject matter, the students' grade levels, and technological resources of both the District and students. Consideration will also be given to whether accommodations need to be made for students with disabilities or English language learners.

### **Remote Instruction During an Emergency Condition**

#### Emergency Remote Instruction Plan

The District-wide school safety plan will include plans for the provision of remote instruction during any emergency school closure. The emergency remote instruction plan will include:

- a) Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction and policies and procedures to ensure students receiving remote instruction under emergency conditions will access Internet connectivity. The Superintendent will survey students and parents and persons in parental relation to obtain information on student access to computing devices and access to Internet connectivity to inform the emergency remote instruction plan;
- b) Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction;
- c) A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate;
- d) A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education; and
- e) If the District receives foundation aid, the estimated number of instructional hours the District intends to claim for state aid purposes for each day spent in remote instruction due to emergency conditions.

#### Reporting of Computer and Connectivity Survey Results

No later than June 30 of each school year, the Superintendent will report to the Commissioner of Education the results of the survey on student access to computing devices and access to Internet connectivity on a form and format prescribed by the Commissioner.

(Continued)

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Students

## **SUBJECT: REMOTE (LEARNING) INSTRUCTION (Cont'd.)**

### Minimum Instructional Hours

Remote instruction provided on days when the District would have otherwise closed due to an emergency condition may be counted toward the annual hourly requirement for the purpose of state aid. The Superintendent will certify to the New York State Education Department, on a form prescribed by the Commissioner, that an emergency condition existed on a previously scheduled school day and that the District was in session and provided remote instruction on that day and indicate how many instructional hours were provided on that day and certify that remote instruction was provided in accordance with the District's emergency remote instruction plan.

### **Remote (Learning) Instruction Support**

As necessary, the District will provide instruction on using remote (learning) instruction technology and IT support for students, teachers, and families. The District will also work to ensure that teachers and administrators are provided with professional development opportunities related to designing an effective remote (learning) instruction experience.

### **Compliance with District Policies, Procedures, and the Code of Conduct**

Teachers and students are required to comply with any and all applicable District policies, procedures, and other related documents as they normally would for in-person instruction. Examples include, but are not limited to, the District's policies and procedures on non-discrimination and anti-harassment, acceptable use, and copyright. Students will also be required to abide by the rules contained within the Code of Conduct at all times while engaged in remote (learning) instruction. Violations of the Code of Conduct and/or engaging in prohibited conduct may result in disciplinary action as warranted.

### Privacy and Security of Student and Teacher Data

The District will take measures to protect the personally identifiable information of students and teachers from unauthorized disclosure or access when using remote (learning) instruction technologies in compliance with law, regulation, and District policy. Examples of these measures include, but are not limited to, minimizing the amount of data shared to only that which is necessary, deidentifying data, and using encryption or an equivalent technical control that renders personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons when transmitted electronically.

8 NYCRR Sections 100.1, 100.5, 155.17, and 175.5

NOTE: Refer also to Policies #5681 -- School Safety Plans  
#7220 -- Graduation Options/Early Graduation/Accelerated Programs

Adopted:

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Students

## SUBJECT: STUDENT PHYSICALS

### ~~Health Examination and Certificate~~ Health Examination

#### ~~Health Examination~~

Each student enrolled in ~~a~~ District schools ~~s~~ must have a satisfactory health examination conducted by a duly licensed physician, physician assistant or nurse practitioner within twelve (12) months prior to the commencement of the school year of the student's entrance into:

- a) A District school at any grade level;
- b) Pre-kindergarten or kindergarten; and
- c) 1st, 3rd, 5th, 7th, 9th and 11th grades.

The District may also require an examination and health history of a student when it is determined by the District that it would promote the educational interests of the student.

~~All students either suspected of, or sustaining a, mild traumatic brain injury (concussion) must receive a written and signed authorization from a licensed physician before returning to athletic activities in school.~~

The District will also provide health examinations before participation in strenuous physical activity and periodically throughout the season as necessary, as well as for the issuance of employment certificates, vacation work permits, newspaper carrier certificates, and street trades badges.

#### ~~Health Certificate~~

Each student must submit a health certificate attesting to the health examination within thirty (30) calendar days after ~~his or her~~ ~~their~~ entrance into:

- a) A District school at any grade level;
- b) Pre-Kindergarten or kindergarten; and
- c) 1st, 3rd, 5th, 7th, 9th, and 11th grades.

~~If a student does not submit the required health certificate within thirty (30) calendar days after their entrance, the building principal or designee will send a notice to the student's parent of, or person in parental relation to, any student who does not present a health certificate, stating that if the required health certificate is not furnished submitted within 30 calendar days from the date of the notice, the Director of School Health Services school physician will conduct an examination by health appraisal will be made of the student. by the Director of School Health Services.~~

(Continued)

## SUBJECT: STUDENT PHYSICALS (CONT'D.)

The health certificate ~~shall~~ **will** be filed in the student's cumulative record. The health certificate must:

- a) Be on a form prescribed by the Commissioner;
- b) Describe the condition of the student when the examination was given, provided that such examination was not given more than 12 months prior to the commencement of the school year in which the examination is required;
- c) State the results of any test conducted on the student for sickle cell anemia;
- d) State whether the student is in a fit condition of health to permit ~~his/her~~ **their** attendance at a District school and, where applicable, whether the student has impaired sight or hearing, has received a scoliosis screening, or has any other physical disability which may tend to prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of ~~such~~ work to prevent injury to the student;
- e) State the student's body mass index (BMI) and weight status category; **and**
- f) Be signed by a duly licensed physician, physician assistant, or nurse practitioner, who is:
  1. Authorized by law to practice in New York State consistent with any applicable written practice agreement; or
  2. Authorized to practice in the jurisdiction in which the examination was given, provided that the Commissioner has determined that the jurisdiction has standards of licensure and practice comparable to those of New York State.

A licensed health professional with appropriate training may conduct a scoliosis screening.

### *Dental Health Certificate*

The District will request a dental health certificate from each student at the same time that health certificates are required.

The District may also request an assessment and dental health history of a student when it is determined by the District that it would promote the educational interests of the student.

A notice of request for a dental health certificate will be distributed at the same time that the parent or person in parental relation is notified of health examination requirements. The notice of request for a dental health certificate will list dental practices, dentists, and registered dental hygienists to which students may be referred for dental services on a free or reduced cost basis upon request of the student's school.

(Continued)

**SUBJECT: STUDENT PHYSICALS (CONT'D.)**

*Dental Health Certificate (Cont'd.)*

The dental health certificate will be filed in the student's cumulative record. The dental health certificate must:

- a) Describe the dental health condition of the student when the assessment was given, provided that the assessment was not given more than 12 months prior to the commencement of the school year in which the assessment is requested; and
- b) State whether the student is in fit condition of dental health to permit ~~his or her~~ **their** attendance at a District school; and
- c) Be signed by a duly licensed dentist, or a registered dental hygienist, who is:
  1. Authorized by law to practice in New York State, and consistent with any applicable written practice agreement; or
  2. Authorized to practice in the jurisdiction in which the assessment was performed, provided that the Commissioner has determined that the jurisdiction has standards of licensure and practice comparable to New York State.

*Examination by Health Appraisal*

The ~~Director of Pupil Services~~ **Assistant Superintendent for Student Services or designee**, will ~~cause separately and carefully examine and test~~ **evaluate** students who are required to, ~~but~~ **and** have not submitted, the required health certificate and students with disabilities ~~to be separately and carefully examined and tested to ascertain~~ **determine** whether any student has impaired sight or hearing, or any other physical disability which may ~~tend to~~ prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of work to prevent injury to the student.

Each examination will **also** include a calculation of the student's BMI and weight status category. Further, the physician, physician assistant, or nurse practitioner administering the examination will determine whether a one-time test for sickle cell anemia is necessary or desirable and, if so determined, will conduct the test and include the results in the health certificate.

Unless **otherwise** prohibited by law, if it is ~~ascertained~~ **determined** that any students have impaired sight or hearing, or **a other** physical disability or other condition, including sickle cell anemia, the building principal or designee will notify, in writing, the student's parent or person in parental relation as to the existence of the disability. If the parent or person in parental relation is unable or unwilling to provide the necessary relief and treatment for the student, it will be reported by the building principal or designee to the ~~Director of Pupil Services~~ **Assistant Superintendent for Student Services**, who then has the duty to provide relief for the student.

(Continued)

## SUBJECT: STUDENT PHYSICALS (CONT'D.)

### *District Reporting of BMI and Weight Status Category*

Each school year, the New York State Department of Health randomly selects a certain number of districts across New York State to report, in the aggregate, students' BMI and weight status categories. Selected districts must report ~~BMI results this information on line using the Department of Health's Health Provider Network secure website~~ online. A student's parent or person in parental relation may refuse to have the student's BMI and weight status category included in ~~such~~ this survey.

### **Lead Screenings**

Prior to or within three months after initial enrollment of a student under six years old, the District will obtain from the student's parent or person in parental relation evidence that the student has been screened for lead. If the District does not receive evidence that the student has been screened for lead, the school nurse will provide the student's parent or person in parental relation with information on lead poisoning in children and lead poisoning prevention, as well as refer the parent or person in parental relation to a primary care provider or the local health authority for a blood lead test.

### **Health Screenings**

The District will provide a:

- a) Scoliosis screening, if not documented on the student's health certificate, at least once each school year for male students in grade 9 and for female students in grades 5 and 7. The positive results of any scoliosis screening examination will be provided in writing to the student's parent or person in parental relation within ninety (90) calendar days after the finding;
- b) Vision screening, if not documented on the student's health certificate, to all students within six (6) months of admission to a District school. The vision screening will test the student's color perception, distance acuity, and near vision. In addition, all students will be screened for distance acuity and near vision in grades **Prekindergarten or** Kindergarten, 1, 3, 5, 7 and 11, as well as any other time deemed necessary. The results of all vision screening examinations will be in provided in writing to the student's parent or person in parental relation and to any teacher of the student while the student is enrolled in the District school; and
- c) Hearing screening, if not documented on the student's health certificate, to all students within six months of admission to a District school. In addition, **all** students will receive a hearing screening in grades **Prekindergarten or** Kindergarten, 1, 3, 5, 7 and 11, as well as at any other time deemed necessary. Each hearing screening will include, but not be limited to, pure tone screening. The results of any hearing tests requiring a follow-up examination will be provided in writing to the student's parent or person in parental relation and to any teacher of the student while the student is enrolled in the District school.

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## **SUBJECT: STUDENT PHYSICALS (CONT'D.)**

The results of all health screenings will be recorded in the student's cumulative health record which will be maintained by the school for at least as long as the minimum retention period for ~~such~~ these records.

### **Student Health Records**

The health records of individual students will be kept confidential in accordance with the federal Family Educational Rights and Privacy Act (FERPA) and any other applicable federal and State laws.

### **Accommodation for Religious Beliefs**

No health examinations, health history, examinations for health appraisal, screening examinations for sickle cell anemia and/or other health screenings will be required where a student or the parent or person in parental relation to that student objects thereto on the grounds that the examinations, health history and/or screenings conflict with their genuine and sincere religious beliefs. A written and signed statement from the student or the student's parent or person in parental relation that the person holds these beliefs must be submitted to the building principal or-designee, in which case ~~he or she~~ they may require supporting documents.

### **Students in Temporary Housing**

For students in temporary housing (i.e., homeless children and youth), the enrolling school must immediately refer the parent or guardian of the student to the District's McKinney-Vento liaison, who will assist them in obtaining the necessary medical records.

20 USC §1232(g)  
Education Law §§ 903, 904, 905, 912 and 3220  
**Public Health Law Section 1370-d**  
8 NYCRR §§136.1, and 136.3

NOTE: Refer also to Policies #5690 -- Exposure Control Program  
#5691 -- Communicable Diseases  
#5692 -- Human Immunodeficiency Virus (HIV) Related Illnesses  
#7121 -- Diagnostic Screening of Students  
#7151 -- Education of Students in Temporary Housing  
#7240 -- Student Records: Access and Challenge Under FERPA  
#7511 -- Immunization of Students  
#7513 -- Medication and Personal Care Items  
#7522 -- Concussion Management

Adopted 7/10/2001

Revised: 11/23/2004, 6/13/2006, 8/9/2011, 8/21/2012, 1/26/2021; 5/4/2023



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Students

## SUBJECT: CONCUSSION MANAGEMENT

~~The Board of Education recognizes that concussions and head injuries are the most commonly reported injuries in children and adolescents who participate in sports and recreational activities. The physical and mental well-being of our students is a primary concern. Therefore, the Churchville-Chili Central School District has developed the following policy to support the proper evaluation and management of concussion injuries.~~

A concussion is a **type of** mild traumatic brain injury (MTBI). ~~A concussion occurs when normal brain functioning is disrupted~~ **caused** by a **bump**, blow or jolt to the head or body that causes the head and brain to move rapidly back and forth. Recovery from concussion and its symptoms will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management. Concussions can impact a student's academic **academic performance** as well as their athletic pursuits. **As such, the District supports the proper evaluation and management of concussion injuries.**

### Concussion Management Team (CMT)

In accordance with the Concussion Management and Awareness Act, the School District ~~is authorized, at its discretion, to~~ **may** establish a Concussion Management Team (CMT) which may be composed of the **Assistant Superintendent for Student Services, certified Athletic Director, and/or Director of Health, Physical Education and Athletics, of Physical Education,** a school nurse, the school physician/~~District's Medical Director~~ **or designee,** a coach of an interscholastic team **and/or physical education teacher,** a certified athletic trainer ~~or such~~ **and** other appropriate personnel as designated by the School District. ~~If established, the~~ **The** Concussion Management Team ~~shall~~ **will** oversee and implement the School District's concussion policy and regulations, including the requirement that all school coaches, physical education teachers, **school** nurses and certified athletic trainers who work with and/or provide instruction to ~~pupils~~ **students** engaged in school-sponsored athletic activities complete training relating to mild traumatic brain injuries. Furthermore, every concussion management team may establish and implement a program which provides information on mild traumatic brain injuries to parents and persons in parental relation throughout each school year.

### Staff Training/Course of Instruction

Each school coach, physical education teacher, ~~and~~ school nurse **and certified athletic trainer** who works with and/or provides instruction to students in school-sponsored athletic activities (including physical education class and recess) ~~shall~~ **will** complete a ~~course of instruction~~ **training** every two (2) years relating to recognizing the symptoms of concussions or MTBIs and monitoring and seeking proper medical treatment for students who suffer from a concussion or MTBI.

Components of the training will include:

- a) The definition of MTBI;
- b) Signs and symptoms of MTBI;
- c) How MTBIs may occur;
- d) Practices regarding prevention; and

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## SUBJECT: CONCUSSION MANAGEMENT (CONT'D.)

### Staff Training/Course of Instruction (Cont'd.)

- e) Guidelines for the return to school and school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

The ~~course~~ training must ~~can~~ be completed by means of instruction approved by the New York State Education Department (NYSED) which include, but are not limited to, courses provided online and by teleconference.

~~The CMT will utilize the District's existing system to document all required training and professional development for District staff. Upon completion of the training each year, staff will forward their course completion certificate to the appropriate staff for entry into the system. Each time a staff member completes this training or a related professional development course, they must forward proof of completion to the CMT or, if a CMT has not been established, the Director of Health, Physical Education and Athletics a designated District staff member who will enter the information into the District's existing system for tracking completed trainings and professional development courses. The system will also use an email to remind staff of the need to complete the training each year as needed. Because concussion symptoms may manifest themselves in any setting, all school staff will be encouraged to take the online training and be alert for students who may display or report concussion symptoms.~~

### Information to Parents

The District shall include the following information on MTBIs or concussions in any permission or consent form or similar document that may be required from a parent/~~person in parental relation~~ for a student's participation in interscholastic sports. Information will include:

- a) The definition of MTBI;
- b) Signs and symptoms of MTBI;
- c) How MTBIs may occur;
- d) Practices regarding prevention; and
- e) Guidelines for the return to school and school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

The District will provide a link on its website to ~~the above list of this~~ information on the ~~State Education Department's~~ NYSED's and New York Department of Health's websites.

### Identification of Concussion and Removal from Athletic Activities

The District shall require the immediate removal from all athletic activities of any student who has sustained, or is believed to have sustained, a mild traumatic brain injury (MTBI) or concussion. Any student demonstrating signs, symptoms or behaviors consistent with a concussion while participating in a class,

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**SUBJECT: CONCUSSION MANAGEMENT (CONT'D.)****Identification of Concussion and Removal from Athletic Activities (cont'd)**

extracurricular activity, or interscholastic athletic activity shall be removed from the class, game or activity and must be evaluated as soon as possible by an appropriate health care professional. Such removal must occur based on display of symptoms regardless of whether such injury occurred inside or outside of school. If there is any doubt as to whether the student has sustained a concussion, it shall be presumed that the student has been injured until proven otherwise. The District shall notify the student's parents ~~or guardians~~ and recommend appropriate evaluation and monitoring.

The School District may, ~~in collaboration with their School Physician Medical Director, choose to~~ allow ~~credentialed~~ District staff ~~who are appropriately licensed or certified healthcare professionals and credentialed to~~ use validated neurocognitive computerized testing ~~as a concussion assessment tool to review and~~ obtain baseline and post-concussion performance data. These tools are not a replacement for a medical evaluation to diagnose ~~and treat a concussion or clear a student to return to activities.~~ The District must seek authorization from the ~~parent/guardian~~ prior to the testing. Additionally, ~~parents/guardians~~ should be given a copy of the results ~~upon request.~~

**Return to School Activities and Athletics**

~~The A~~ student shall not return to physical activity (including athletics, physical education class and recess) until ~~he/she has~~ ~~they have~~ been symptom-free for not less than twenty-four (24) hours, and ~~has have~~ been evaluated and received written ~~and signed~~ authorization from a licensed physician. ~~This written authorization should be sent to the school for review by the school nurse District's School Director. In accordance with the Commissioner's Regulations,~~ Additionally, the School District's School ~~Physician Director~~ ~~will give has the final clearance on a~~ authority to clear students to participate in or return to ~~activity for~~ extra-class athletic ~~activities.~~ All such authorizations shall be kept on file in the student's permanent health record. The standards for return to athletic activity will also apply to injuries that occur outside of school. ~~School s~~Staff should be aware that students may exhibit concussion symptoms caused by injuries from outside activities and that these visible symptoms also indicate a removal from play.

~~The District shall follow any directives issued by the student's treating physician with regard to limitations and restrictions on school and athletic activities for the student. The District's School Physician may also formulate a standard protocol for treatment of students with concussions during the school day.~~

The District will follow any directives issued by the student's treating physician with regard to limitations and restrictions on school and athletic activities for the student. ~~The District's School Physician~~ will also develop a coordinated communication plan among appropriate staff to ensure that the ~~treating physician's~~ private provider's orders for post-concussion management are implemented and followed, and for students to resume participation in athletic activities with the District's ~~Medical Director~~ School Physician's approval. The school nurse will work to ensure that all the necessary staff get the information they need to care for and work with the injured student.

The District's ~~Medical Director~~ School Physician and other licensed healthcare professionals employed by the District will also ~~formulate~~ establish a procedure and treatment plan to be utilized by District staff who may respond to students or staff with possible concussions during the school day or at a school-sponsored athletic event.

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**SUBJECT: CONCUSSION MANAGEMENT (CONT'D.)**

## **Identification of Concussion and Removal from Athletic Activities (cont'd)**

In accordance with NYSED guidelines, this policy shall be reviewed periodically and updated ~~as necessary in accordance with New York State Education Department guidelines~~ **at least every three years or with updates to guidance**. The Superintendent and/or his/her designee, in consultation with the **District's Medical Director School Physician**, Director of Athletics, PE & Health and the **Director of Pupil Services Assistant Superintendent for Student Services** and other appropriate staff, may develop regulations and protocols for strategies to prevent concussions, the identification of concussions and procedures for removal from and return to activities or academics.

~~Education Law Sections 207; 305(42), and 2854  
8 NYCRR 135.4 and 136.5~~

~~Guidelines for Concussion Management in the School Setting, SED Guidance Document, June 2012~~

Education Law § 305(42)  
8 NYCRR §§ 135.4 and 136.5

Guidelines for Concussion Management in Schools, NYSED Guidance Document, ~~2018~~2022

Adoption Date: 8/21/2012

Reviewed by Superintendent, Assistant Superintendent for Instruction and Director of Pupil Services on 12/18/2019. BOE reviewed and agreed on 1/12/2021

Revised: **5/10/2023**

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Students

## SUBJECT: CHILD ABUSE AND MALTREATMENT

The District takes seriously the obligation of its officers and employees to report cases of child abuse or maltreatment. To this end, regulations will be developed, maintained and disseminated by administration regarding the:

- a) Mandatory reporting of suspected child abuse or maltreatment;
- b) Reporting procedures and obligations of persons required to report;
- c) Provisions for taking a child into protective custody;
- d) Mandatory reporting of deaths;
- e) Immunity from liability and penalties for failure to report;
- f) Obligations for provision of services and procedures necessary to safeguard the life or health of a child; and
- g) Provision of information in recognizing signs of unlawful methamphetamine laboratories for all current and new school officials (i.e., "mandated reporters") who, as part of their usual responsibilities, visit children's homes.

Additionally, an ongoing training program for all current and new school officials shall be established and implemented to enable such staff to carry out their reporting responsibilities.

### Definitions

~~An "abused child" means a child less than twenty-one (21) years of age whose parent or other person legally responsible for care, inflicts or allows to be inflicted upon such child physical injury, by other than accidental means, which causes or creates a substantial risk of death, serious protracted disfigurement, protracted impairment of physical or emotional health or protracted loss of impairment of the function of any bodily organ. Child abuse also refers to the situation where the parent, or other person legally responsible, creates or allows to be created a substantial risk of physical injury to a child, by other than accidental means, which would be likely to cause death or serious protracted disfigurement, or protracted impairment of physical or emotional health, or protracted loss or impairment of the function of any bodily organ. Consistent with Social Services Law, sex offenses involving a child which are committed, allowed, or encouraged by such child's parent or other person legally responsible for his/her care, shall also constitute a basis for finding that a child has been abused.~~

### Definitions (Cont'd.)

~~A "maltreated child" includes a child under the age of twenty-one (21) defined as a neglected child under the Family Court Act or who had serious physical injury inflicted upon him/her by other than accidental means. In general terms, a neglected child is one whose physical, mental or emotional condition has been impaired or is in imminent danger of becoming impaired as a result of neglect by a parent, or other person legally responsible for his/her care, to exercise a minimum degree of care in the areas of providing food, clothing, shelter, education, medical, dental, optometric or surgical care. Child neglect is also indicated where there has~~

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## SUBJECT: CHILD ABUSE AND MALTREATMENT (CONT'D.)

~~been the unreasonable infliction of harm, or substantial risk thereof, including the infliction of excessive corporal punishment, drug misuse or abuse, alcohol abuse or abandonment of the child.~~

### Reporting Information

The District will post the child abuse hotline telephone number and directions for accessing the Office of Children and Family Services (OCFS) website in English and Spanish on its website and in clearly and highly visible areas of school buildings. The District will also make this information available from its administrative offices; provide it to parents and persons in parental relation at least once per school year by electronic communication, sending the information home with students, or otherwise; and provide it to each teacher and administrator. The District may post and provide this information in other, common languages used by the school community.

### Persons Required to Report

Persons required to report cases of child abuse or maltreatment to the State Central Register (SCR) pursuant to Social Services Law Section 413(1) includes, but is not limited to, school teachers, school counselors, school psychologists, school social workers, school nurses, school administrators, board members, or other school personnel required to hold a teaching or administrative license or certificate, and full- or part-time compensated school employees required to hold a temporary coaching license or professional coaching certificate.

All mandated reporters shall make the report themselves and then immediately notify the Building Principal or ~~his/her~~ designee. The Building Principal or ~~his/her~~ designee shall be responsible for all subsequent administration necessitated by the report. Any report shall include the name, title and contact information for every staff member who is believed to have direct knowledge of the allegations in the report.

### Prohibition of Retaliatory Personnel Action

The District will not take any retaliatory ~~personnel~~ action against an employee because the employee believes that ~~he/she has~~ **they have** reasonable cause to suspect that a child is an abused or maltreated child and that employee makes a report to SCR. Further, ~~no school~~ or school official shall impose any conditions, including prior approval or prior notification, upon any staff member specifically designated a mandated reporter.

~~"Retaliatory personnel action" means the discharge, suspension or demotion of an employee, or other adverse employment action taken against an employee in the terms and conditions of employment.~~

### Report Form

The "Report of Suspected Child Abuse or Maltreatment" Form LDSS-2221A may be accessed at the OCFS website.

(Continued)

## **SUBJECT: CHILD ABUSE AND MALTREATMENT (CONT'D.)**

### **Child Abuse in an Educational Setting**

The School District is committed to the protection of students in educational settings from abuse and maltreatment by employees or volunteers ~~as enumerated in law.~~

#### *Definitions*

“Administrator” or “school administrator” means a principal, or the equivalent title, in a school, or other chief school officer.

"Child abuse" means any of the following acts committed in an educational setting by an employee or volunteer against a child (defined as a person under the age of 21 years enrolled in a school):

- a) Intentionally or recklessly inflicting physical injury, serious physical injury or death;
- b) Intentionally or recklessly engaging in conduct which creates a substantial risk of such physical injury, serious physical injury or death;
- c) Any child sexual abuse, defined as conduct prohibited by Articles 130 or 263 ~~of the Penal Law~~; or
- d) The commission or attempted commission against a child of the crime of disseminating indecent materials to minors pursuant to ~~Penal Law Article 235 of the Penal Law~~.

"Educational setting" means the building(s) and grounds of a school; the vehicles provided directly or by contract by the school for the transportation of students to and from school buildings, field trips, co-curricular and extracurricular activities both on and off school grounds; all co-curricular and extracurricular activity sites; and any other location where direct contact between an employee or volunteer and a child has allegedly occurred.

"School" means a school district, public school, charter school, nonpublic school, ~~B~~board of ~~C~~cooperative ~~E~~ducational ~~S~~ervices (BOCES), special act school district as defined in Education Law Section 4001, approved preschool special education program pursuant to Education Law Section 4410, approved private residential or non-residential school for the education of students with disabilities including certain private schools, or state-operated or state-supported school in accordance with Education Law Articles 85, 87, or 88.

### **Duties Upon Receipt of an Allegation of Child Abuse in an Educational Setting**

In any case where an oral or written allegation is made to a teacher, school nurse, school counselor, school psychologist, school social worker, school administrator, Board member, or other school personnel required to hold a teaching or administrative license or certificate, as well as a licensed and registered physical therapist, licensed and registered occupational therapist, licensed and registered speech-language pathologist, teacher aide, or school resource officer that a child has been subjected to child abuse by an employee or volunteer in an educational setting, that person will upon receipt of such allegation:

(Continued)

**SUBJECT: CHILD ABUSE AND MALTREATMENT (CONT'D.)**

**Duties Upon Receipt of an Allegation of Child Abuse in an Educational Setting (Cont'd.)**

- a) Promptly complete a written report of the allegation including the full name of the child alleged to be abused; the name of the child's parent/guardian; the identity of the person making the allegation and their relationship to the alleged child victim; the name of the employee or volunteer against whom the allegation was made; and a listing of the specific allegations of child abuse in an educational setting. This written report must be completed on a form prescribed by the Commissioner of Education.
- b) Except where the school administrator is the person receiving the oral or written allegation, the employee completing the written report must promptly *personally deliver* a copy of that written report to the school administrator of the school in which the child abuse allegedly occurred.

In any case where an oral or written allegation is made to a school bus driver employed by a school or a person or entity that contracts with a school to provide transportation services to children that a child has been subjected to child abuse by an employee or volunteer in an educational setting, that school bus driver will upon receipt of the allegation, promptly report or cause a report to be made to ~~his or her~~ **their** supervisor employed by the school or the contracting person or entity.

In any case where an oral or written report or allegation is made to a supervisor who is employed by a school or a person or entity that contracts with a school to provide transportation services to children from a person employed by the school or the contracted person or entity that a child has been subjected to child abuse by an employee or volunteer in an educational setting, the supervisor must, upon receipt of an allegation:

- a) Promptly complete a written report of the allegation including the full name of the child alleged to be abused; the name of the child's parent or guardian; the identity of the person making the allegation and their relationship to the alleged child victim; the name of the employee or volunteer against whom the allegation was made; and a listing of the specific allegations of child abuse in an educational setting. This written report must be completed on a form prescribed by the Commissioner.
- b) Ensure that the written report is personally delivered to the Superintendent employed by the school district where the child abuse occurred or, for a school other than a school district or public school, the school administrator employed by the school where the child abuse occurred.

In any case where it is alleged the child was abused by an employee or volunteer of a school other than a school within the school district of the child's attendance, the report of these allegations shall be promptly forwarded to the Superintendent of the school district of the child's attendance and the school district where the abuse allegedly occurred. If a case involves a school that is not a school district or public school, the appropriate school administrator or administrators, in addition to any appropriate Superintendent, must be notified of the allegations of abuse. **If it is alleged the child was abused by the Superintendent or administrator, the report of the allegations will be made to another designated administrator.**

(Continued)



## **SUBJECT: CHILD ABUSE AND MALTREATMENT (CONT'D.)**

### **Duties Upon Receipt of an Allegation of Child Abuse in an Educational Setting (Cont'd.)**

Upon receipt of a written report alleging child abuse in an educational setting, a school administrator or Superintendent must then determine whether there is reasonable suspicion to believe that such an act of child abuse has occurred. If it is determined that reasonable suspicion exists, the school administrator or Superintendent must follow the procedures mandated in law and further described in administrative regulations including parental notification. When the school administrator receives a written report, ~~he/she~~ **they shall must** promptly provide a copy of such report to the Superintendent. The report must be promptly forwarded to appropriate law enforcement. In no event will reporting to law enforcement be delayed by an inability to contact the Superintendent.

Where the Superintendent or, in a school other than a school district or public school, the school administrator has forwarded a written report of child abuse in an educational setting to law enforcement authorities, ~~he or she~~ **they** will also refer the report to the Commissioner of Education if the employee or volunteer alleged to have committed an act of child abuse holds a certification or license issued by NYSED.

### **Civil Immunity**

Any employee, volunteer, or supervisor who is employed by a person or entity that contracts with a school to provide transportation services to children who reasonably and in good faith makes a report of allegations of child abuse in an educational setting in accordance with the reporting requirements of the law will have immunity from civil liability which might otherwise result by reason of those actions.

Any school administrator or Superintendent who reasonably and in good faith makes a report of allegations of child abuse in an educational setting, or reasonably and in good faith transmits such a report to a person or agency as required by law, will have immunity from civil liability which might otherwise result by reason of such actions.

### **Confidentiality**

Reports and other written material submitted pursuant to law with regard to allegations of child abuse in an educational setting, and photographs taken concerning such reports that are in the possession of any person legally authorized to receive such information, will be confidential and will not be re-disclosed except to law enforcement authorities involved in an investigation of child abuse in an educational setting or as expressly authorized by law or pursuant to a court-ordered subpoena. School administrators and the Superintendent will exercise reasonable care in preventing such unauthorized disclosure.

### **Training**

The District will implement a training program regarding child abuse in an educational setting for all current and new teachers, school nurses, school counselors, school psychologists, school social workers, school administrators, Board members, other school personnel required to hold a teaching or administrative license or certificate, and any school bus driver or supervisor employed by the District or any person or entity that contracts with the District to provide transportation services to children, as well as licensed and registered physical therapists, licensed and registered occupational therapists, licensed and registered speech-language pathologists, teacher aides, and school resource officers.

(Continued)



## **SUBJECT: CHILD ABUSE AND MALTREATMENT (CONT'D.)**

### **Prohibition of "Silent" (Unreported) Resignations**

The Superintendent and other school administrators are prohibited from withholding from law enforcement authorities, the Superintendent or the Commissioner of Education, as appropriate, information concerning allegations of child abuse in an educational setting against an employee or volunteer in exchange for that individual's resignation or voluntary suspension from ~~his or her~~ **their** position.

The Superintendent or other school administrator who reasonably and in good faith report to law enforcement officials information regarding allegations of child abuse or a resignation as required by law will have immunity from any liability, civil or criminal, which might otherwise result by reason of those actions.

### **Notification**

Teachers and all other school officials will be provided an annual written explanation concerning the reporting of child abuse and child abuse in an educational setting including the immunity provisions as set forth in law. The Commissioner will furnish the District with required information, including rules and regulations for training necessary to implement District and staff responsibilities under the law.

### **Prohibition on Aiding and Abetting Sexual Abuse**

Unless exempted by law, no District employee, contractor, or agent of the District will assist another District employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or agency knows or has probable cause to believe, that the individual engaged in sexual misconduct regarding a minor or student in violation of the law.

### **Interviewing the Child at School**

School officials shall cooperate with Child Protective Service Workers who are investigating suspected cases of child abuse and maltreatment. Child Protective Service Workers may interview children on school property who are suspected of being abused or maltreated. The school principal may grant authority to conduct such interviews without first notifying the parent or obtaining parental permission. The interview may be allowed even though the referral was made by someone other than a School District employee.

The identity of the Child Protective Services Worker shall be verified prior to permitting the in-school interview. A Churchville-Chili Central School District official will be present during the interview.

### **Taking a Child into Protective Custody**

School officials and staff members do not have the power to take a child into protective custody under the Social Services Law or Education Law. A peace officer, police officer, law enforcement official, agent of a duly incorporated society for the prevention of cruelty to children or a designated employee of the County Department of Social Services may take a child into protective custody without the consent of a parent or guardian. The Building Principal shall cooperate with any of the officials referenced above who produces official documentation indicating that a student needs to be taken into protective custody. Release of a child to such official(s) must be authorized by the Superintendent of Schools or his/her designee.

(Continued)

# POLICY

Churchville-Chili Central School District

20~~20~~23 7530

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Students

Education Law Article 23-B and §§ 409-1, 3028-b, and 3209-a  
Family Court Act § 1012  
Labor Law § 740(1)(e)  
Penal Law Articles 130, 235, and 263  
Social Services Law §§ 411-428  
8 NYCRR Part 83 and § 100.2(hh) and (nn)  
20 USC § 7926

~~Education Law Article 23-B & Section 3028-b  
Penal Law Article 130, 235 and 263  
8 New York Code of Rules and Regulations (NYCRR) Part 83  
Education Law Section 3209-a  
Family Court Act Section 1012  
Labor Law Section 740(1)(e)  
Social Services Law Sections 411-428~~

Adopted: 7/10/2001

Revised 7/11/2006, 11/13/2007, 4/22/2014, 5/26/2015, 5/2/2017, 6/24/2020; 5/23/2023

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT**

139 Fairbanks Road  
Churchville, New York 14428

Board of Education Meeting  
June 13, 2023

Personnel Actions  
Page 1 of 4

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

**I. RESIGNATIONS**

**A. Certified**

**Tracie Swalbach**, employed by the District as an Assistant Principal at the Senior High School since July 14, 2021, has submitted her resignation effective July 31, 2023 in order to accept her new position as Coordinator of Social-Emotional Wellness & Inclusivity beginning August 1, 2023.

**Alexandra Hale**, employed by the District as a Special Education Teacher at Chestnut Ridge Elementary School since October 3, 2022, has submitted her resignation effective June 23, 2023.

**B. Classified**

**Norman Wright**, employed by the District as a Cleaner since February 21, 2023, has submitted his resignation effective at the end of the day June 23, 2023.

**Jeffrey Brown**, employed by the District as a Bus Driver since September 6, 2022, has submitted his resignation effective at the end of the day June 16, 2023.

**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. Instructional Leaders – none**

**F. Tutors – none**

**III. LEAVE OF ABSENCE**

**Adam Sylvester**, employed as a Bus Mechanic since September 24, 2014, has requested an unpaid leave of absence effective May 18, 2023 through July 30, 2023.

**IV. CHANGE IN EMPLOYMENT STATUS**

**A. Certified**

**Mark Picardo**, previously approved by the board on April 25, 2023 to resign effective June 30, 2023, has submitted a request to change his resignation date to June 23, 2023.

**B. Classified – none**

**C. Coaching - none**

D. Extraclass Activities - none

V. APPOINTMENTS

A. Certified  
**Tracie Swalbach** 1.0 FTE Coordinator of Social-Emotional Wellness & Inclusivity – 11 month  
Assignment District Wide  
Effective August 1, 2023 (Previously cleared by a fingerprinting check)  
Certification School Building Leader – Pending / School District Leader / School Counselor  
- Professional  
Type of Appointment Probationary  
Tenure Area Coordinator of Social-Emotional Wellness & Inclusivity  
Tenure Date August 1, 2027

**\*Andrew Guignon** 1.0 FTE Assistant Principal – 11 month  
Assignment Fairbanks Road Elementary School  
Effective July 10, 2023 (Previously cleared by a fingerprinting check)  
Certification School Building Leader - Initial / School District Leader / Literacy B-12 /  
Elementary (B-6) / Special Education (B-6) - Professional  
Type of Appointment Probationary  
Tenure Area Assistant Principal  
Tenure Date July 10, 2027

**\*MacKenzie Miller** 1.0 FTE Social Studies Teacher  
Assignment Ninth Grade Academy  
Effective September 1, 2023 (Previously cleared by a fingerprinting check)  
Certification Social Studies (7-12) - Initial  
Type of Appointment Probationary  
Tenure Area Social Studies  
Tenure Date September 1, 2027

B. Substitute and Part-time Teachers and Administrators  
**Jennifer Romesser** 0.5 FTE School Psychologist  
Assignment Churchville Elementary School  
Effective July 1, 2023 through June 30, 2024 or earlier at the discretion of the  
Board of Education (Previously cleared by a fingerprinting check)  
Certification School Psychologist - Permanent  
Type of Appointment Part-Time Teacher  
Tenure Area N/A  
Tenure Date N/A

C. Department Liaisons – none

D. Classified - none

E. Classified Substitutes and Part-time  
**Jennifer Crandall** Food Service Helper  
Assignment Senior High School  
Effective June 14, 2023 (Previously cleared by a fingerprinting check)  
Type of Appointment Part-time

F. Interim Administrator – none

G. Coaches & Athletic Activities

Activity	Name
2023-24 Modified B Girls Swimming Coach	Kaelyn Phillips

H. Extra-Curricular Activities & Clubs - none

I. Mentors - none

J. Instructional Leaders

**Instructional Leaders 2023-2025**

<b>Name</b>	<b>Building</b>	<b>Position</b>
Sara Mroczek	CES	Grade 2
Amy Lockamyeir	CRS	Kindergarten
Jodi Piontkowski	CRS	Grade 2
Emily Giardino	MS	Grade 6 (Green House)
Wendy English	SHS	7-12 CTE
Kate Esposito	SHS	9-12 Math
Janelle DeVito	SHS	9-12 English

K. CSE / CPSE Chairperson - none

L. Tutors - none

M. Internship – none

N. Student Helpers - none

O. Other

<b>Name</b>	<b>2023-2024 Stipend</b>
Wendy Reese	Parent Involvement Coordinator
Donna Eileen Johnson	Literacy Volunteer Coordinator

**Summer School 2023**

<b>Name</b>	<b>Position</b>	<b>Subject/Grade</b>	<b>Compensation</b>
Katie Zehr	Teacher	Grades 3 & 4	Per contract
Cynthia Shea	Teacher	Grades 3 & 4	Per contract
Tracy Moran	Teacher	Grades 3 & 4	Per contract
Toni Bivone	Teacher	Grades 3 & 4	Per contract
Jodi Piontkowski	Teacher	Grades 3 & 4	Per contract
Amy Lockamyeir	Teacher	Grades 3 & 4	Per contract
Brittany Lotta	Teacher	Grades 3 & 4	Per contract
Jodi Melnyk	Teacher	Grades 3 & 4	Per contract
Lisa Jacek	Teacher	Grades 3 & 4	Per contract
Diane Gratton	Teacher	Grades 3 & 4	Per contract
Charlyne Olick	Teacher	Music	Per contract
Gretchen Foehner	Teacher	Art	Per contract
Stephanie Bezon	Teacher	Music	Per contract
Kim Leupold	Teacher	Art	Per contract
Erica Brault	Teaching Assistant	Grades 3 & 4	Per contract
Katie McNutt	Teaching Assistant	Grades 3 & 4	Per contract
Karen Stefl	Teacher – Science Camp	Science	Per contract
Jason Schaw	Teacher – Science Camp	Science	Per contract
Heather Nettnin	Teacher – Science Camp	Science	Per contract
<b>Extended School Year – Special Education</b>			
<b>Name</b>	<b>Position</b>	<b>Subject/Grade</b>	<b>Compensation</b>
Maria Alvarado-Francis	Special Education	Grade 1	Per contract
Rebecca Smith	Special Education	Grade 2	Per contract
Jessica Keipper	Special Education	Grades 3-5	Per contract
Michelle Mirrione	Special Education	Grades 5-6	Per contract
Alyssa LaRocca	Special Education	Grade 7	Per contract

Emma Loree Findeis	Special Education	Grades 9-12	Per contract
Amory Dunham	Teaching Assistant	w/ Maria Francis	Per contract
Mindy Keller	Teaching Assistant (1/2 day)	w/ Jessica Keipper	Sub TA rate
Kathy Hartwig	Teaching Assistant	w/ Alyssa LaRocca	Per contract
Colin Coykendall	Teaching Assistant	w/ Emma Loree Findeis	Sub TA rate
Tracy Allchin	Teaching Assistant	w/ Emma Loree Findeis	Per contract
Kaitlynn Frisby	Teacher Aide	1:1 w/ Rebecca Smith	Per contract
Pamela Wehl	Teaching Assistant	2:1 w/ Rebecca Smith	Per contract
Jacqueline Turner	Teacher Aide	2:1 w/ Jessica Keipper	Per contract
Alexandra Holmes	Occupational Therapist	All	Per contract
Renee Yunker	Speech Therapist	All	Per contract
Christine Wernle	Physical Therapist	All	Per contract
Amy Knuuti	Nurse (last 3 weeks)	All	Per contract
Kelli Kloch	Nurse (first 3 weeks)	All	Per contract
Kelly Gifaldi	Occupational Therapist	All	Per contract



# 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**

Matthew DeAmaral, CPA  
*Assistant Superintendent for Business  
Services  
x2330*

Mr. Giulio Bosco, Jr.  
*Assistant Superintendent for  
Instruction  
x2310*

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

Ms. Nicole A. Livingston-Neal  
*Assistant Superintendent for Student  
Services  
x2460*

## MEMO

**To:** Board of Education  
Dr. Loretta Orologio, Superintendent

**From:** Michelle Penner  
District Clerk

**Re:** **Annual Reorganizational Meeting**

**Date:** June 13, 2023

As you know, NYSED requires that central school districts hold their annual reorganizational meeting on the first Tuesday in July. In order to hold the meeting on the second Tuesday in July which is our usual procedure, the Board must adopt the following resolution:

BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District has chosen to hold its annual reorganizational meeting on July 11, 2023 for the 2023-2024 school year.

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



# Churchville-Chili Central School District

*Where learning leads to a lifetime of opportunities*

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x2300*

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Resources  
x2320*

Ms. Nicole A. Livingston-Neal  
*Assistant Superintendent for Student  
Services  
x2460*

## MEMO

**To:** Board of Education  
Dr. Loretta Orologio, Superintendent

**From:** Michelle Penner  
District Clerk

**Re:** MCSBA Annual Dues

**Date:** June 13, 2023

The Monroe County School Board Association membership dues for the 2023-2024 school year are \$13,364.64.

In order for the District to maintain membership with this organization for the 2023-2024 school year, the Board of Education needs to approve this expense of \$13,364.64.

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



## SCHOOL LUNCH

Co-op Bid Expenditure Report

Contract period: 07/01/2023 – 12/31/2023

**Bid awarded to: Hill & Markes, Inc.**

### **Lunch Paper & Plastic supplies RFB-2046-23**

Bid opened 04/24/23

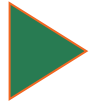
\$36,731.72

Bags & liners, boxes & trays, compostable/recyclable, cups, Ecolab, gloves & aprons, misc. supplies,  
Napkins, plastic ware, plates & bowls, silent service, tablecloths, towels, wraps & foil

Recommended bid be accepted as awarded by Monroe 2 – Orleans BOCES

Note: Previous 6 month awarded to Regional Distributors Inc. 07/01/22-12/31/22 - \$53,484.68

dvm 05/30/2023



**Control Cycle Audit of**

**Operations & Maintenance**

**Department**

**for the 2022-23 Cycle**

**CHURCHVILLE-CHILI**

**CENTRAL SCHOOL DISTRICT**

**Churchville-Chili Central School District**  
**139 Fairbanks Road**  
**Churchville, NY 14428**

**June 9, 2023**



To the Audit Committee  
Churchville-Chili Central School District  
Churchville, New York

We have performed a review of the internal controls of the District's Operations & Maintenance Department. We obtained an understanding of these internal controls by inquiry, observation and the inspection of documents and records. Our review of Operations & Maintenance included examining its budget and year to date expenditures, procurement procedures, fuel consumption, work orders and preventive maintenance, and the time reporting processes for employees. We also performed analytical procedures and/or testing on expenditures, fuel logs, and overtime reporting.

This consulting engagement was conducted in accordance with Statements on Standards for Consulting Services as issued by the American Institute of Certified Public Accountants Management Consulting Services Executive Committee. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described either for the purpose for which this report has been requested or for any other purpose.

Our procedures consisted of a review of financial reports and documentation as well as interviews with pertinent District personnel. We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. It should be noted that the comments herein may be critical by nature and do not include the many strengths inherent within the District.

This report is intended solely for the information and use of the Churchville-Chili Central School District and is not intended to be, and should not be used by anyone other than those specified parties.

*EFPR Group, CPAs, PLLC*

EFPR Group, CPAs, PLLC  
Rochester, New York

## **BACKGROUND:**

The Churchville-Chili Central School District (District) is located in Monroe County and has a total enrollment of approximately 3,800 students. The Operations & Maintenance Department 2022-23 budget is approximately \$6.02 million, representing staff salaries, utilities, contracted vendor services, parts and supplies, and other operating expenses.

## **OBJECTIVE:**

The objective of our audit was to evaluate the internal controls over the Operations & Maintenance Department and determine whether assets are adequately safeguarded by the Churchville-Chili Central School District.

## **AUDIT SCOPE, PROCEDURES AND FINDINGS:**

Our overall goal was to assess the adequacy of the internal controls put in place by officials to safeguard the assets of the Churchville-Chili Central School District. To accomplish this, we performed a risk assessment of the District's internal controls so we could evaluate the risk within each control cycle. Our risk assessment evaluated the following areas: Budgeting; Cash Receipts and Revenue; Transportation; Food Service; Extra-Classroom Activity Fund; Capital Assets/Projects and Indebtedness; Purchasing, Claims, Accounts Payable and Cash Disbursements; Payroll and Personnel; and Accounting, Reporting and Information Technology. Using our updated risk assessment report dated February 22, 2023, and other criteria, the Audit Committee of the District selected to review the Operations & Maintenance Department. As a result, our testing was limited to this area.

In performing our review of this area, we worked with Operations & Maintenance management and the Business Office. We were provided information on departmental policies and procedures and a variety of financial reports related to the department's operations for the current fiscal year.

Using the information gathered, our examination included the following procedures:

## **AUDIT SCOPE, PROCEDURES AND FINDINGS (Continued):**

### **Financial Reporting / Accounting / Contractual**

- Reviewed the Operations & Maintenance Department's current fiscal year budget and year-to-date expenses to identify significant variances and existing or potential deficits.
- Verified the department's controls over the approval and oversight of expenditures is adequate.
- Performed testing on a sample of Operations & Maintenance expenditures to determine whether established controls are followed and to assess the propriety of the transactions.
- Verified that payroll expenses are properly approved by Operations & Maintenance management and are supported by adequate time records.
- Reviewed reporting of overtime paid to department employees in the current year. Performed analytical procedures to identify employees with highest levels of overtime. Performed additional testing to verify the accuracy of time paid and assess reasonableness of overtime levels.
- Inquired about the District's process for assessing and monitoring the driving records of other employees who do not transport students but operate District vehicles.
- Reconciled the District's inventory of Operations & Maintenance vehicles that are currently in service to the District's current insurance policy for covered vehicles.

### **FINDINGS:**

The controls over the Financial Reporting and Accounting aspects of the Operations & Maintenance Department are operating effectively with the following exceptions noted:

1. Based on discussions with management in the Transportation and Operations & Management Departments, it does not appear that there is a process to periodically review and evaluate the driving record and status of New York State drivers licenses for employees in the Operations & Maintenance Department who operate District vehicles. Driving abstracts for bus drivers are reviewed annually for compliance with 19-A Vehicle and Traffic Law requirements. Although Operations & Maintenance employees are not covered under Article 19-A because they do not transport students, it would be prudent for the District to periodically review the driving records of any employee who operates District vehicles.
2. Based on our review of the list of Operations & Maintenance vehicles that are in service, we identified two vehicles that do not appear on the District's policy of covered vehicles. In addition, we identified eight vehicles that appear on the insurance policy that were not found on the District's list of vehicles that are in service. Upon further inquiry we were informed that the District no longer owns these vehicles. The cost of the premiums for these eight vehicles is \$6,361.

## **AUDIT SCOPE, PROCEDURES AND FINDINGS (Continued):**

### **Financial Reporting / Accounting / Contractual (Continued)**

3. We performed analytical procedures to review utilities expenses for the past five years. We noted that the utilities expenses have increased significantly in the past two years. The average annual utilities expense in the past two years is approximately \$267,000 higher than the average expense of the prior three years. As noted during this year's updated risk assessment, the District does not currently maintain a spreadsheet to track monthly usage of natural gas and electricity and the related charges. Due to the lack of a tracking spreadsheet of the monthly usage and corresponding costs for the District's various schools/buildings, we were not able to determine if the increased costs reflect a usage increase, a rate increase, or some combination of the two.
4. We selected a sample of Operations & Management expenses from the current fiscal year to determine whether existing procedures and controls were followed and to assess the propriety of the transaction. We identified two expenditures for which it appears that the District's procurement procedures were not followed. District Policy #5410R1 Competitive Purchasing of Goods and Services requires all purchase contracts for materials, equipment, or supplies or public works involving an expenditure above a defined threshold to be awarded on the basis of public advertising and competitive bidding. Although it appears that the District documented quotes received from multiple vendors for each of these services, a formal competitive bid process was not followed.

### **RECOMMENDATIONS:**

1. We suggest the District determine its options for how it can periodically review the driving record of all employees (Facilities Department, couriers, etc.) who operate District vehicles for the purpose of ensuring there are no indications of safety concerns or other disqualifying events that would preclude them from doing so.
2. We recommend that the District work with its insurance company to update its policy to accurately reflect all vehicles currently in service. The two vehicles that are not currently covered should be added to the District's policy. The eight vehicles that have been sold should be removed from the policy and the District should request a refund for the related premiums. In addition, we recommend that the District examine its process for reconciling its inventory of vehicles that are in service to the annual insurance renewal to ensure that all vehicles are properly insured and that the District is not paying for premiums on vehicles that have been sold.

## **AUDIT SCOPE, PROCEDURES AND FINDINGS (Continued):**

### **Financial Reporting / Accounting / Contractual (Continued)**

3. We recommend that the District perform a review of recent utility bills to determine whether it is being charged in accordance with the bid/contract pricing. In addition, we recommend that the District consider comparing the usage reflected on recent utility bills to corresponding months in prior years to determine whether significant variances exist and the potential causes for those variance. Going forward, we suggest that the District implement a process to document and monitor key data related to utility usage to identify potential anomalies in usage and/or charges.
4. We recommend that Operations & Maintenance work with the Purchasing Clerk to ensure that the District's procurement policies are followed with respect to services that require public advertising and competitive bidding. Also, similar services (i.e. repairs, installations) that are going to be done in multiple locations should also be grouped together to consider the aggregate cost when evaluating whether competitive bidding is required.

Our testing also determined that:

- Our review of overtime determined that three Operations & Maintenance employees have earned over \$5,000 in overtime during the scope period. We reviewed each employee with management and it was determined their level of overtime appears reasonable and appropriate based on their positions.
- With the exception of the items documented above, our testing determined that controls related to the approval of expenditures are being followed and that expenditures appear appropriate and supported by adequate documentation.
- Analytical procedures identified multiple budget codes and/or vendors whose total expenditures varied significantly from the prior year. Additional transactional testing and discussions with management identified valid explanations for these variances.

## **AUDIT SCOPE, PROCEDURES AND FINDINGS (Continued):**

### **Fuel Usage**

- Evaluated the adequacy of existing internal controls used by the Operations & Maintenance Department in accounting for fuel transactions.
- Reviewed the history of Operations & Maintenance' fuel transactions to identify high volume users, changes in usage, and other patterns or anomalies that may require further investigation and explanation.

### **FINDING:**

The controls over the Operations & Maintenance Department fuel usage are operating effectively with the following exception noted:

1. The Transportation Department is responsible for oversight of the fuel depot and has the ability to generate reports of all fuel transactions. We noted that it does not appear that the Operations & Maintenance Department has been provided with periodic reporting of their fuel usage.

### **RECOMMENDATION:**

1. We recommend that the Operations & Maintenance Department receive periodic reporting of its employees' fuel transactions. The reports should be used to provide oversight of the propriety of all fuel transactions and to ensure there are no anomalies or concerns about inappropriate use of the fuel depot.

### **Supplies / Parts Inventory**

- Inquired whether a perpetual system of the physical inventory is maintained. Reviewed the inventory listing to evaluate high cost items and assess the reasonableness of inventory levels.
- Reviewed the supply inventory stockroom to evaluate controls over access to supplies and physical security.
- Reviewed the Operations & Maintenance Department work areas and storage garages to evaluate the parts inventory maintained and the associated controls.



## **AUDIT SCOPE, PROCEDURES AND FINDINGS (Continued):**

### **Supplies / Parts Inventory (Continued)**

#### **FINDING:**

The controls over the Supplies / Parts Inventory are operating effectively with the following exception noted:

1. The Operations & Maintenance Department maintains a stock of various custodial supplies in its Central Receiving area located in a building adjacent to the high school. Although a formal accounting of these supplies on hand has not historically been maintained, the department has begun to implement a process to track these items. While this is not a true perpetual inventory of all supplies used by the department, it does reflect a process that is intended to keep an accurate record of items on hand and available to be used in coordination with the District's various school buildings. We noted that the list cannot be used to determine an aggregate value of the various items because it lacks unit pricing.

#### **RECOMMENDATION:**

1. We suggest that the Operations & Maintenance Department consider adding a unit price component to its inventory listing to more readily identify high value items. Department management should review the listing regularly, particularly the high value items, to monitor usage and amounts kept on hand. Periodic test counts to confirm the accuracy of the listing should also be considered.

### **Work Orders / Preventive Maintenance**

- Department management demonstrated the system utilized by the District to create and manage work orders for requests received throughout the District.
- Evaluated the system's capabilities and effectiveness in managing the work order process.
- Reviewed reporting from the work order system to evaluate the status of work orders generated in 2022-23.
- Inquired about the work order system's capabilities in defining, scheduling, and creating work orders for the preventive maintenance necessary to maintain the District's capital equipment.
- Determine whether there is evidence that preventive maintenance is effectively managed through the work order system.

**AUDIT SCOPE, PROCEDURES AND FINDINGS (Continued):**

**Work Orders / Preventive Maintenance (Continued)**

**FINDING:**

The controls over the work order and preventive maintenance process are operating effectively with no exceptions noted.

**CLOSING REMARKS:**

We would like to thank the staff of the Churchville-Chili Central School District for their cooperation and hospitality during the audit.

Churchville-Chili Central School District  
 CORRECTIVE ACTION PLAN FOR CONTROL CYCLE AUDIT OF TRANSPORTATION  
 2022-23

<b><u>Audit Finding</u></b>	<b><u>Recommendation</u></b>	<b><u>Action Required</u></b>	<b><u>Completion Date</u></b>
1. Based on discussions with management in the Transportation and Operations & Management Departments, it does not appear that there is a process to periodically review and evaluate the driving record and status of New York State driver's licenses for employees in the Operations & Maintenance Department who operate District vehicles. Driving abstracts for bus drivers are reviewed annually for compliance with 19-A Vehicle and Traffic Law requirements. Although Operations & Maintenance employees are not covered under Article 19-A, because they do not transport students, it would be prudent for the District to periodically review the driving records of any employee who operates District vehicles.	We suggest the District determine its options for how it can periodically review the driving record of all employees (Facilities Department, couriers, etc.) who operate District vehicles for the purpose of ensuring there are no indications of safety concerns or other disqualifying events that would preclude them from doing so.	The district will develop a process to review the driving record of O&M employees, as well as other district employees who operate district vehicles, on an annual basis.	6/30/2024
2. Based on our review of the list of Operations & Maintenance vehicles that are in service, we identified two vehicles that do not appear on the District's policy of covered vehicles. In addition, we identified eight vehicles that appear on the insurance policy that were not found on the District's list of vehicles that are in service. Upon further inquiry we were informed that the District no longer owns these vehicles. The cost of the premiums for these eight vehicles is \$6,361.	We recommend that the District work with its insurance company to update its policy to accurately reflect all vehicles currently in service. The two vehicles that are not currently covered should be added to the District's policy. The eight vehicles that have been sold should be removed from the policy and the District should request a refund for the related premiums. In addition, we recommend that the District examine its process for reconciling its inventory of vehicles that are in service to the annual insurance renewal to ensure that all vehicles are properly insured and that the District is not paying for premiums on vehicles that have been sold.	Administration will annually review the list of district vehicles and compare to the list of insured vehicles. Additionally, a process will be put in place to notify the insurance company of any vehicles that are purchased/sold so that they can be added to/removed from the policy.	6/30/2024

Churchville-Chili Central School District  
 CORRECTIVE ACTION PLAN FOR CONTROL CYCLE AUDIT OF TRANSPORTATION  
 2022-23

<u><b>Audit Finding</b></u>	<u><b>Recommendation</b></u>	<u><b>Action Required</b></u>	<u><b>Completion Date</b></u>
<p>3. We performed analytical procedures to review utilities expenses for the past five years. We noted that the utilities expenses have increased significantly in the past two years. The average annual utilities expense in the past two years is approximately \$267,000 higher than the average expense of the prior three years. As noted during this year's updated risk assessment, the District does not currently maintain a spreadsheet to track monthly usage of natural gas and electricity and the related charges. Due to the lack of a tracking spreadsheet of the monthly usage and corresponding costs for the District's various schools/buildings, we were not able to determine if the increased costs reflect a usage increase, a rate increase, or some combination of the two.</p>	<p>We recommend that the District perform a review of recent utility bills to determine whether it is being charged in accordance with the bid/contract pricing. In addition, we recommend that the District consider comparing the usage reflected on recent utility bills to corresponding months in prior years to determine whether significant variances exist and the potential causes for those variance. Going forward, we suggest that the District implement a process to document and monitor key data related to utility usage to identify potential anomalies in usage and/or charges.</p>	<p>The district will implement a process to track utility usage on a monthly basis. This data will be reviewed by the Director of O&amp;M monthly and the Assistant Superintendent for Business at least annually.</p>	<p>9/30/2023</p>
<p>4. We selected a sample of Operations &amp; Management expenses from the current fiscal year to determine whether existing procedures and controls were followed and to assess the propriety of the transaction. We identified two expenditures for which it appears that the District's procurement procedures were not followed. District <u>Policy #541OR1 Competitive Purchasing of Goods and Services</u> requires all purchase contracts for materials, equipment, or supplies or public works involving an expenditure above a defined threshold to be awarded on the basis of public advertising and competitive bidding. Although it appears that the District documented quotes received from multiple vendors for each of these services, a formal competitive bid process was not followed.</p>	<p>We recommend that Operations &amp; Maintenance work with the Purchasing Clerk to ensure that the District's procurement policies are followed with respect to services that require public advertising and competitive bidding. Also, similar services (i.e. repairs, installations) that are going to be done in multiple locations should also be grouped together to consider the aggregate cost when evaluating whether competitive bidding is required.</p>	<p>Administration is currently in the process of updating the purchasing regulations and will remind directors/purchasers of these guidelines. Additionally, the purchasing department will work to identify items that require competitive bidding, prior to issuing purchase orders.</p>	<p>9/30/2023</p>

Churchville-Chili Central School District  
 CORRECTIVE ACTION PLAN FOR CONTROL CYCLE AUDIT OF TRANSPORTATION  
 2022-23

<b><u>Audit Finding</u></b>	<b><u>Recommendation</u></b>	<b><u>Action Required</u></b>	<b><u>Completion Date</u></b>
<p>5. The Transportation Department is responsible for oversight of the fuel depot and has the ability to generate reports of all fuel transactions. We noted that it does not appear that the Operations &amp; Maintenance Department has been provided with periodic reporting of their fuel usage.</p>	<p>We recommend that the Operations &amp; Maintenance Department receive periodic reporting of its employees' fuel transactions. The reports should be used to provide oversight of the propriety of all fuel transactions and to ensure there are no anomalies or concerns about inappropriate use of the fuel depot.</p>	<p>The Transportation Department will send a monthly report of the fuel usage for the O&amp;M Department for the Director's review.</p>	<p>9/30/2023</p>
<p>6. The Operations &amp; Maintenance Department maintains a stock of various custodial supplies in its Central Receiving area located in a building adjacent to the high school. Although a formal accounting of these supplies on hand has not historically been maintained, the department has begun to implement a process to track these items. While this is not a true perpetual inventory of all supplies used by the department, it does reflect a process that is intended to keep an accurate record of items on hand and available to be used in coordination with the District's various school buildings. We noted that the list cannot be used to determine an aggregate value of the various items because it lacks unit pricing.</p>	<p>We suggest that the Operations &amp; Maintenance Department consider adding a unit price component to its inventory listing to more readily identify high value items. Department management should review the listing regularly, particularly the high value items, to monitor counts kept on hand. Periodic test counts to confirm the accuracy of the listing should also be considered.</p>	<p>The district will integrate a unit price component into its inventory listing. The director will periodically review the listing and verify the count of high-value items.</p>	<p>9/30/2023</p>