

## **OUTLINE FOR JUNE 27, 2023 PUBLIC HEARING CODE OF CONDUCT**

- I. Call to Order by District Clerk/Board President (Announce meeting as a Public Hearing & Officially Open the Hearing)
- II. Introduce Speaker – Giulio Bosco, Assistant Superintendent for Instruction
- III. Open up floor to questions from the public, alternating comments in support and against proposed changes if many speakers wish to comment
- IV. Close Public Hearing

# PROPOSED CHANGES TO THE CHURCHVILLE-CHILI CODE OF CONDUCT

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## FOR 2023-2024

PUBLIC HEARING: JUNE 27, 2023

### III Student Rights and Responsibilities

#### I. B. It shall be the responsibility of each District student: (page 10)

4. to seek help in solving problems that might lead to discipline procedures;
5. to be in regular attendance at school and in class;
6. to contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons, their property and that of the District;
7. to contribute to a welcoming and affirming environment by being respectful, responsible and ready (see Appendix B);
8. to report immediately to a teacher or an administrator, the knowledge of any threat of violence or the knowledge of any student possessing a weapon, alcohol (all forms including low-alcohol beverages sometimes referred to as non-alcoholic beer), or illegal substance on school property or at a school function. The District will place a high priority on the confidentiality of the reporting student;



## **IX. Disciplinary Interventions and Procedures**

### **F. Student Discipline Appeal Process (page 42)**

#### *Suspension Over Five Days*

A parent or person in parental relation has the right to appeal the decision of the Superintendent to suspend a student from school, to the Board of Education. The appeal must be submitted in writing to the ~~Assistant~~-District Clerk no later than ten days following the delivery of the decision to the parent. The written appeal must include the basis for the challenge. The appeal will be limited to the record from the hearing. No new evidence or information will be considered by the Board during the appeal process.





**Addition of Appendix B as follows:**

## Appendix B School Behavior Expectations Chestnut Ridge

CRS	Classroom	Hallway	Cafeteria	Bathroom	Assembly	Bus	Digital Citizenship	Playground
<b>Respectful</b>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use kind words and actions</li> <li>Listen to others' ideas and opinions</li> <li>Stay in your space</li> </ul>	<ul style="list-style-type: none"> <li>quiet voices</li> <li>walking feet</li> <li>Keep hands and feet to yourself</li> <li>Follow adult directions</li> <li>Admire hard work with your eyes</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use kind words and actions</li> <li>Stay in your space</li> <li>Use an inside voice</li> <li>Wait patiently</li> </ul>	<ul style="list-style-type: none"> <li>Give people privacy</li> <li>Use kind words</li> <li>Quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>Listen to performers and speakers</li> <li>Stay in your space (keep hands and feet to yourself)</li> </ul>	<ul style="list-style-type: none"> <li>Follow bus driver and bus monitor directions</li> <li>Use kind words and actions</li> <li>No food or drink</li> <li>Follow bus safety rules</li> <li>Keep your hands and feet to yourself</li> <li>Use an inside voice</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use kind words and actions</li> <li>Keep hands and feet to yourself</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>Work to your personal best</li> <li>Persevere</li> <li>Use materials safely and appropriately</li> <li>Have self control</li> <li>Put materials in their place</li> </ul>	<ul style="list-style-type: none"> <li>Be where you are supposed to be</li> <li>Use the water fountain appropriately</li> <li>Carefully carry your materials</li> </ul>	<ul style="list-style-type: none"> <li>Throw your garbage away</li> <li>Enjoy your own food</li> <li>Raise your hand for help</li> </ul>	<ul style="list-style-type: none"> <li>Wash your hands when you are done</li> <li>Throw paper towels in the garbage.</li> <li>Flush the toilet</li> <li>Report any unsafe and inappropriate behavior to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Be an active listener</li> <li>Applaud and cheer appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Keep aisles clear</li> <li>Sit and stay in seat</li> <li>Keep body and objects inside the bus</li> <li>Keep the bus clean and in good condition</li> </ul>	<ul style="list-style-type: none"> <li>Appropriately store, carry, and protect your Chromebook</li> <li>Only use CCCSD approved websites</li> <li>Stay focused on tasks</li> <li>Report any unsafe or inappropriate online behaviors to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Follow playground safety rules</li> <li>Report any unsafe or inappropriate online behaviors to an adult</li> <li>Be where you are supposed to be</li> </ul>
<b>Ready</b>	<ul style="list-style-type: none"> <li>Be an active listener</li> <li>Participate in learning</li> <li>Stay focused on tasks</li> <li>Have materials ready</li> </ul>	<ul style="list-style-type: none"> <li>Keep your eyes forward when in line</li> </ul>	<ul style="list-style-type: none"> <li>Clean up your area</li> <li>Focus on eating first</li> <li>Take all belongings with you</li> </ul>	<ul style="list-style-type: none"> <li>Return to class quietly, right away</li> </ul>	<ul style="list-style-type: none"> <li>Watch and participate</li> <li>Remain seated</li> <li>Listen to adult directions</li> <li>When an adult raises their hand, raise your hand and turn your voice off</li> </ul>	<ul style="list-style-type: none"> <li>Take all belongings with you</li> <li>Be on time to get on and off at your stop</li> </ul>	<ul style="list-style-type: none"> <li>Use your Chromebook to participate in your learning</li> <li>Use earbuds or headphones when necessary</li> <li>Follow the district technology agreement</li> </ul>	<ul style="list-style-type: none"> <li>Take all belongings with you</li> <li>Watch and listen for adult signal to line up</li> </ul>

## Appendix B (Continued)

### School Behavior Expectations

#### Churchville Elementary

CES	Classroom	Hallway	Cafeteria	Bathroom	Assembly	Bus	Digital Citizenship	Playground
<b>Respectful</b>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use kind words and actions</li> <li>Listen to others' ideas and opinions</li> <li>Stay in your space</li> </ul>	<ul style="list-style-type: none"> <li>Quiet voices</li> <li>walking feet</li> <li>Keep hands and feet to yourself</li> <li>Follow adult and safety directions</li> <li>Admire hard work with your eyes</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use kind words and actions</li> <li>Stay in your space</li> <li>Use an inside voice</li> <li>Wait patiently</li> </ul>	<ul style="list-style-type: none"> <li>Give people privacy</li> <li>Use kind words</li> <li>Quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>Listen to performers and speakers</li> <li>Stay in your space (keep hands and feet to yourself)</li> </ul>	<ul style="list-style-type: none"> <li>Follow bus driver and bus monitor directions</li> <li>Use kind words and actions</li> <li>No food or drink</li> <li>Follow bus safety rules</li> <li>Keep your hands and feet to yourself</li> <li>Use an inside voice</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use kind words and actions</li> <li>Keep hands and feet to yourself</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>Work to your personal best</li> <li>Persevere</li> <li>Use materials safely and appropriately</li> <li>Have <u>self control</u></li> <li>Put materials in their place</li> </ul>	<ul style="list-style-type: none"> <li>Be where you are supposed to be</li> <li>Use the water fountain appropriately</li> <li>Carefully carry your materials</li> </ul>	<ul style="list-style-type: none"> <li>Throw your garbage away</li> <li>Enjoy your own food</li> <li>Raise your hand for help</li> </ul>	<ul style="list-style-type: none"> <li>Wash your hands when you are done</li> <li>Throw paper towels in the garbage.</li> <li>Flush the toilet</li> <li>Report any unsafe and inappropriate behavior to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Be an active listener</li> <li>Applaud and cheer appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Keep aisles clear</li> <li>Sit and stay in seat</li> <li>Keep body and objects inside the bus</li> <li>Keep the bus clean and in good condition</li> </ul>	<ul style="list-style-type: none"> <li>Store, carry, and protect your Chromebook with care.</li> <li>Only use CCCSD approved websites</li> <li>Stay focused on tasks</li> <li>Report any unsafe or inappropriate online behaviors to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Follow playground safety rules</li> <li>Be where you are supposed to be</li> </ul>
<b>Ready</b>	<ul style="list-style-type: none"> <li>Be an active listener</li> <li>Participate in learning</li> <li>Stay focused on tasks</li> <li>Have materials ready</li> </ul>	<ul style="list-style-type: none"> <li>Keep your eyes forward when in line</li> <li>Use the stairs safely and appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Clean up your area</li> <li>Focus on eating first</li> <li>Take all belongings with you</li> </ul>	<ul style="list-style-type: none"> <li>Return to class quietly, right away</li> </ul>	<ul style="list-style-type: none"> <li>Watch and participate</li> <li>Remain seated</li> <li>Listen to adult directions</li> <li>When an adult raises their hand, raise your hand and turn your voice off</li> </ul>	<ul style="list-style-type: none"> <li>Take all belongings with you</li> <li>Be on time to get on and off at your stop</li> </ul>	<ul style="list-style-type: none"> <li>Use your Chromebook to participate in your learning</li> <li>Use earbuds or headphones when necessary</li> <li>Follow the district technology agreement</li> </ul>	<ul style="list-style-type: none"> <li>Take all belongings with you</li> <li>Watch and listen for adult signal to line up</li> </ul>



## Appendix B (Continued)

### School Behavior Expectations

#### Fairbanks Road

FRS	Classroom	Hallway	Cafeteria	Bathroom	Assembly	Bus	Digital Citizenship	Playground
<b>Respectful</b>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use kind words and actions</li> <li>Listen to others' ideas and opinions</li> <li>Stay in your space</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Have walking feet</li> <li>Keep hands and feet to yourself</li> <li>Follow directions from adults and safety's</li> <li>Admire hard work with your eyes</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use kind words and actions (please and thank you)</li> <li>Stay in your space</li> <li>Use an inside voice</li> <li>Wait patiently</li> </ul>	<ul style="list-style-type: none"> <li>Give people privacy</li> <li>Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>Listen to performers and speakers</li> <li>Stay in your space (keep hands and feet to yourself)</li> </ul>	<ul style="list-style-type: none"> <li>Follow bus driver and bus monitor directions</li> <li>Use kind words and actions</li> <li>No food, candy or drinks</li> <li>Follow bus safety rules</li> <li>Keep your hands and feet to yourself</li> <li>Use an inside voice</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use kind words and actions</li> <li>Use your own CCCSD account</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use kind words and actions</li> <li>Keep hands and feet to yourself</li> <li>Include others</li> <li>Share the equipment</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>Work to your personal best</li> <li>Persevere</li> <li>Use materials safely and appropriately</li> <li>Use self control</li> <li>Put materials in their place neatly.</li> </ul>	<ul style="list-style-type: none"> <li>Be where you are supposed to be</li> <li>Use the water fountain appropriately</li> <li>Carefully carry your materials</li> <li>Stay in your space</li> </ul>	<ul style="list-style-type: none"> <li>Throw your garbage away</li> <li>Enjoy your own food</li> <li>Raise your hand for help</li> </ul>	<ul style="list-style-type: none"> <li>Wash your hands when you are done</li> <li>Throw paper towels in the garbage</li> <li>Flush the toilet</li> <li>Report any unsafe and inappropriate behavior to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Be an active listener</li> <li>Applaud and cheer appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Keep aisles clear</li> <li>Sit and stay in seat</li> <li>Keep body and objects inside the bus</li> <li>Keep the bus clean and in good condition</li> </ul>	<ul style="list-style-type: none"> <li>Store, carry, and protect your Chromebook with care.</li> <li>Only use CCCSD approved websites</li> <li>Stay focused on tasks</li> <li>Report any unsafe or inappropriate online behaviors to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Follow playground safety rules</li> <li>Be where you are supposed to be</li> </ul>
<b>Ready</b>	<ul style="list-style-type: none"> <li>Be an active listener (whole body listening)</li> <li>Participate in learning</li> <li>Stay focused on tasks</li> <li>Have materials ready</li> </ul>	<ul style="list-style-type: none"> <li>Keep your eyes forward when in line</li> <li>Stay alert and attentive</li> </ul>	<ul style="list-style-type: none"> <li>Clean up your area</li> <li>Focus on eating first</li> <li>Take all belongings with you</li> </ul>	<ul style="list-style-type: none"> <li>Return to class quietly, right away</li> </ul>	<ul style="list-style-type: none"> <li>Watch and participate</li> <li>Remain seated</li> <li>Listen to adult directions</li> <li>When an adult raises their hand, raise your hand and turn your voice off</li> </ul>	<ul style="list-style-type: none"> <li>Take all belongings with you</li> <li>Be on time to get on and off at your stop</li> </ul>	<ul style="list-style-type: none"> <li>Use your Chromebook to participate in your learning</li> <li>Use earbuds or headphones when necessary</li> <li>Follow the district technology agreement</li> </ul>	<ul style="list-style-type: none"> <li>Take all belongings with you</li> <li>Watch and listen for adult signal to line up</li> </ul>

## Appendix B (Continued)

### School Behavior Expectations

#### Middle School

CCMS	Classrooms	Hallways	Cafeterias	Bathrooms	Events	Transportation	Digital Citizenship
Respectful	<b>Respect for Self/Others</b> <ul style="list-style-type: none"> <li>Focus on instruction</li> <li>Follow directions</li> <li>Listen to others ideas and opinions</li> </ul>	<b>Respect for Self/Others</b> <ul style="list-style-type: none"> <li>Walk quietly</li> <li>Listen and follow directions</li> <li>Be mindful of classes in progress</li> </ul>	<b>Respect for Self/Others</b> <ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Use manners</li> <li>Remain seated</li> </ul>	<b>Respect for Self/Others</b> <ul style="list-style-type: none"> <li>Wash your hands</li> <li>Give others privacy</li> </ul>	<b>Respect for Self/Others</b> <ul style="list-style-type: none"> <li>Be on time</li> <li>Focus on speaker</li> <li>Be courteous</li> <li>Maintain personal space</li> </ul>	<b>Respect for Self/Others</b> <ul style="list-style-type: none"> <li>Be on time</li> <li>Remain seated</li> <li>Listen to the bus driver and monitor</li> <li>Be courteous</li> </ul>	<b>Respect for Self/Others</b> <ul style="list-style-type: none"> <li>Communicate in a positive way</li> </ul>
	<b>Respect for Space</b> <ul style="list-style-type: none"> <li>Take care of resources and materials</li> </ul>	<b>Respect for Space</b> <ul style="list-style-type: none"> <li>Take pride in school displays</li> <li>Manage your personal property</li> </ul>	<b>Respect for Space</b> <ul style="list-style-type: none"> <li>Clean up</li> </ul>	<b>Respect for Space</b> <ul style="list-style-type: none"> <li>Throw away trash</li> </ul>	<b>Respect for Space</b> <ul style="list-style-type: none"> <li>Follow rules of the space</li> </ul>	<b>Respect for Space</b> <ul style="list-style-type: none"> <li>Keep aisles clean</li> <li>Keep food/drinks in closed backpack</li> </ul>	<b>Respect for Space</b> <ul style="list-style-type: none"> <li>Follow the district's technology agreement</li> </ul>
Responsible	<b>Responsibility for Self/Others</b> <ul style="list-style-type: none"> <li>Complete quality work</li> <li>Persevere</li> <li>Be prepared</li> <li>See Something, Say Something</li> </ul>	<b>Responsibility for Self/Others</b> <ul style="list-style-type: none"> <li>Use passes as written</li> <li>See Something, Say Something</li> </ul>	<b>Responsibility for Self/Others</b> <ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Eat first, chat second</li> <li>See Something, Say Something</li> </ul>	<b>Responsibility for Self/Others</b> <ul style="list-style-type: none"> <li>Use bathroom facilities properly</li> <li>See Something, Say Something</li> </ul>	<b>Responsibility for Self/Others</b> <ul style="list-style-type: none"> <li>Be an active listener</li> <li>Applaud or cheer appropriately</li> <li>See Something, Say Something</li> </ul>	<b>Responsibility for Self/Others</b> <ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Take all belongings</li> <li>See Something, Say Something</li> </ul>	<b>Responsibility for Self/Others</b> <ul style="list-style-type: none"> <li>Safely use devices for intended purpose</li> <li>Use only CCCSD approved sites</li> <li>See Something, Say Something</li> </ul>
	<b>Responsibility for Space</b> <ul style="list-style-type: none"> <li>Use materials safely and as intended</li> </ul>	<b>Responsibility for Space</b> <ul style="list-style-type: none"> <li>Maintain a clean hallway</li> </ul>	<b>Responsibility for Space</b> <ul style="list-style-type: none"> <li>Food should only be eaten in the cafeteria</li> </ul>	<b>Responsibility for Space</b> <ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Report unclean facilities</li> </ul>	<b>Responsibility for Space</b> <ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Report unclean facilities</li> </ul>	<b>Responsibility for Space</b> <ul style="list-style-type: none"> <li>Keep the bus clean and in good condition</li> </ul>	<b>Responsibility for Space</b> <ul style="list-style-type: none"> <li>Store, carry, and protect your Chromebook</li> </ul>
Ready	<b>Ready for Self/Others</b> <ul style="list-style-type: none"> <li>Be an active listener and participate</li> <li>Have a positive attitude</li> <li>Growth mindset</li> </ul>	<b>Ready for Self/Others</b> <ul style="list-style-type: none"> <li>Be prompt</li> <li>Use conversational volume</li> <li>Listen to hall monitors/adults</li> </ul>	<b>Ready for Self/Others</b> <ul style="list-style-type: none"> <li>Listen to cafeteria monitors</li> <li>Use conversational volume</li> <li>Maintain personal space</li> </ul>	<b>Ready for Self/Others</b> <ul style="list-style-type: none"> <li>Follow bathroom procedures</li> <li>Minimize time out of the classroom</li> </ul>	<b>Ready for Self/Others</b> <ul style="list-style-type: none"> <li>Follow expectations of specific event</li> <li>Use appropriate volume</li> <li>Be on time</li> </ul>	<b>Ready for Self/Others</b> <ul style="list-style-type: none"> <li>Follow directions and safety rules</li> <li>Listen to adults</li> <li>Be prompt</li> <li>Maintain personal space</li> </ul>	<b>Ready for Self/Others</b> <ul style="list-style-type: none"> <li>Use your Chromebook to engage as directed</li> </ul>
	<b>Ready for Space</b> <ul style="list-style-type: none"> <li>Organized</li> </ul>	<b>Ready for Space</b> <ul style="list-style-type: none"> <li>Keep materials close to your body</li> </ul>	<b>Ready for Space</b> <ul style="list-style-type: none"> <li>Be calm</li> </ul>	<b>Ready for Space</b> <ul style="list-style-type: none"> <li>Re-enter classroom quietly</li> </ul>	<b>Ready for Space</b> <ul style="list-style-type: none"> <li>Watch and participate</li> </ul>	<b>Ready for Space</b> <ul style="list-style-type: none"> <li>Clean up after yourself</li> </ul>	<b>Ready for Space</b> <ul style="list-style-type: none"> <li>Bring your fully charged Chromebook</li> </ul>



## Appendix B (Continued)

### School Behavior Expectations

### Senior High School

SHS	All settings/ Everywhere	Instructional Classroom	Hallway	Cafeteria	Bathroom/ Locker Room	Assembly/ Events	Bus	Digital Citizenship
<b>Respectful</b>	<ul style="list-style-type: none"> <li>• Treat people with courtesy, politeness, and kindness</li> <li>• Stop, look and listen when spoken to by others</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of resources and materials</li> <li>• Listen and be mindful of others ideas and opinions</li> <li>• Follow classroom expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and follow adult direction</li> <li>• Be aware of classes in progress</li> <li>• Be mindful of the personal space of others</li> <li>• Have appreciation for school displays/ signage</li> </ul>	<ul style="list-style-type: none"> <li>• Use a conversational tone and volume of voice</li> <li>• Follow cafeteria expectations and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Give others privacy</li> <li>• Maintain personal space</li> <li>• Keep facilities clean</li> </ul>	<ul style="list-style-type: none"> <li>• Be present and engaged</li> <li>• Maintain personal space</li> <li>• Follow expectations of specific event</li> </ul>	<ul style="list-style-type: none"> <li>• Follow bus expectations and safety rules</li> <li>• Listen to the bus driver and monitor at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate digitally in a positive way</li> <li>• Treat people with courtesy, politeness, and kindness</li> </ul>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>• Know and follow directions and safety rules</li> <li>• See something, say something</li> <li>• Keep it CLEAN</li> </ul>	<ul style="list-style-type: none"> <li>• Meet deadlines</li> <li>• Communicate your needs</li> <li>• Persevere through difficult and challenging tasks</li> <li>• Use materials safely and as intended</li> </ul>	<ul style="list-style-type: none"> <li>• Walk directly to where you are supposed to go</li> <li>• Use passes as written</li> </ul>	<ul style="list-style-type: none"> <li>• Food should only be eaten in the cafeteria</li> <li>• Take responsibility for your trash</li> <li>• Keep it CLEAN</li> <li>• Remain seated</li> </ul>	<ul style="list-style-type: none"> <li>• Use bathroom facilities properly</li> <li>• Report any unsafe behavior or maintenance needs to an adult</li> <li>• Practice healthy hygiene</li> </ul>	<ul style="list-style-type: none"> <li>• Be an active listener</li> <li>• Applaud/ Cheer appropriately and positively</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain personal space</li> <li>• Use a conversational tone and volume of voice</li> <li>• Keep it CLEAN</li> </ul>	<ul style="list-style-type: none"> <li>• Store, carry, and protect your Chromebook</li> <li>• Report any unsafe or inappropriate online behaviors to an adult</li> <li>• Follow the district's technology agreement</li> </ul>
<b>Ready</b>	<ul style="list-style-type: none"> <li>• Be prompt and present</li> </ul>	<ul style="list-style-type: none"> <li>• Phones / electronics are silenced and put away</li> <li>• Be an active listener and participate</li> <li>• Be prepared with all materials and assigned work</li> </ul>	<ul style="list-style-type: none"> <li>• Return to class promptly</li> <li>• Manage personal needs before you get to class</li> </ul>	<ul style="list-style-type: none"> <li>• Be prompt and present</li> <li>• Listen to all cafeteria staff</li> </ul>	<ul style="list-style-type: none"> <li>• Minimize time away from instructional activities</li> <li>• Return to class promptly and enter classroom quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Phones and all electronics are silenced and put away</li> <li>• Engage and participate</li> <li>• Remain seated</li> </ul>	<ul style="list-style-type: none"> <li>• Remember belongings</li> <li>• Be timely when getting on and off at your stop</li> </ul>	<ul style="list-style-type: none"> <li>• Use your Chromebook to engage in your learning and be on task</li> <li>• Bring your fully charged Chromebook to school everyday</li> <li>• Phones/ electronics are silenced and put away.</li> </ul>



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

**June 27, 2023**

139 Fairbanks Rd, Churchville, NY 14428

**6:00 P.M. – Work Session**

**SEI**

MSN Cafeteria

**7:00 P.M. – CODE OF CONDUCT PUBLIC HEARING**

Board of Education Room #3808

**Regular Business Meeting to Follow Immediately After Public Hearing**

Board of Education Room #3808

**7:00 P.M. – CODE OF CONDUCT PUBLIC HEARING AGENDA**

Board of Education Room #3808

- I. Open Public Hearing**
- II. Present Recommended Changes – Giulio Bosco**
- III. Public Comment Section**
- IV. Close Public Hearing**

**AGENDA**

**REGULAR BUSINESS MEETING**

Administrative Board Room #3808

- I. Meeting Start-Up**
  - A. Call Meeting to Order
  - B. Pledge of Allegiance
  - C. Board President's Remarks
  - D. Approval/Amendment of Agenda
  - E. Approval of June 13, 2023 Minutes
  - F. Approval of June 20, 2023 Minutes
- II. Special Presentations**
  - A. Recognition of BOE Member – Mike Iacucci
  - B. Construction Update – Connor Magiera
- III. Superintendent Update – Lori Orologio**
- IV. Privilege of the Floor**
- V. Program**
  - A. Action Item**
    - 1. Committees on Special Education & Pre-School Special Education Recommendations
    - 2. Student Services – Impartial Hearing Process – Nicole Livingston-Neal
    - 3. Code of Conduct for 2023-2024
    - 4. Policies Reviewed with No Changes
      - Policy 7150 *Remote (Learning) Instruction* draft first read – no modifications

- Policy 7512 *Student Physicals* draft first read – no modifications
- Policy 7522 *Concussion Management* draft first read – no modifications
- Policy 7530 *Child Abuse and Maltreatment* draft first read – no modifications

**B. Discussion**

1. Summer School Update

**VI. Personnel**

**A. Action Items**

1. Classified & Non-Classified Personnel Actions
2. Policies Review with No Changes
  - Policy 6130 *Evaluation of Personnel* draft first read – no modifications
  - Policy 6215 *Probation and Tenure* draft first read – no modifications
  - Policy 6550 *Leaves of Absence* draft first read – no modifications
  - Policy 6216 *Disciplining of a Tenured Teacher or Certified Personnel*
  - Policy 6218 *Selection of Athletic Coaches and Athletic Trainers*
  - Policy 6219 *Employment of Relatives of Board of Education Members*
  - Policy 6310 *Appointment – Support Staff*
  - Policy 6320 *Employment of Teacher Aides*
  - Policy 6410 *Maintaining Discipline and Conduct*
  - Policy 6420 *Employee Personnel Records and Release of Information*
  - Policy 6430 *Employee Activities*
  - Policy 6431 *Subject: Right of Staff to Express Views; Confidentiality of District Information*
  - Policy 6450 *Theft of Services or Property*
  - Policy 6460 *Jury Duty*
  - Policy 6520 *Worker's Compensation*
  - Policy 6540 *Defense and Indemnification of Board Members and Employees*
  - Policy 6551 *Family and Medical Leave Act*
  - Policy 6552 *Military Leaves of Absence*
3. Assistant Superintendents' Contracts Update
4. Superintendent's Contract
5. MOA with CCEA – New Coaching Positions

**B. Discussion**

1. Modifications to the Following Policies:
  - Policy 6110 *Code of Ethics for Board Members and All District Personnel* (Draft, First Read)
  - Policy 6212 *Certification and Qualifications* (Draft, First Read)

**VII. Business**

**A. Action Items**

1. Treasurer's Reports for May 2023
2. Extra-Classroom Activities
3. Year End Surplus Funds
4. Athletic Supplies Cooperative Bid
5. Transfer to Capital Fund – Bus Purchases
6. Bus Parts Bid
7. School Lunch Supplies Cooperative Bid
8. Donation – FLASH Celebrate Churchville 23-24
9. Donation- Mark's Pizzeria
10. Donation – Baseball Trip

**B. Discussion**

1. None

**VIII. Committee and Event Reports**

**IX. \*Executive Session**

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

**X. Adjournment**

**Important Dates:**

**Tuesday, July 11:** Reorganization Meeting, 6:30 pm, BOE Rm #3808

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

**June 13, 2023**

139 Fairbanks Rd, Churchville, NY 14428

**5:15 PM AUDIT COMMITTEE**

Board of Education Room #3808

***MEMBERS PRESENT***

Steve Hogan, Alycia Nagle, Cheryl Repass

***MEMBERS ABSENT***

None

***OTHERS PRESENT***

Lori Orologio, Matt DeAmaral, Katie Guignon, Dennis Draper, and Jim Buffum

***AUDIT COMMITTEE DISCUSSION***

The Audit Committee reviewed the draft Internal Audit Report for the fiscal year 2022-2023.

**6:00 PM WORK SESSION**

Board of Education Room #3808

***MEMBERS PRESENT***

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

*\*Entered at 6:52 p.m.*

***MEMBERS ABSENT***

None

***OTHERS PRESENT***

Lori Orologio, Matt DeAmaral, Larry Vito, Giulio Bosco, Nicole Livingston-Neal, Kathy Occhioni

Moved by K. Dillon and seconded by C. Repass to enter into Work Session at 6:15 p.m. to discuss policies.

YES: All (8) ABSTAINED: None

NO: None Motion carried

### ***RETURN FROM WORK SESSION***

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

YES: All (9) ABSTAINED: None

NO: None Motion carried

## **7:00 PM REGULAR BUSINESS MEETING**

Administrative BOE Room

### ***MEMBERS PRESENT***

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

### ***MEMBERS ABSENT***

None

### ***OTHERS PRESENT***

Lori Orologio, Matt DeAmaral, Larry Vito, Giulio Bosco, Nicole Livingston-Neal, Tricia Croce, Kathy Occhioni, Katie Guignon, Andrew Guignon, Tracie Swalbach, Joe Harmon, and Kevin Johnson

*(The Board moved to the Middle School Auditorium for the Triple C Award presentation)*

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

Board of Education President Kathy Dillon called the business meeting to order at 7:05 p.m. She began with the Pledge of Allegiance.

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

### ***SPECIAL PRESENTATIONS***

#### **SENIOR HIGH SCHOOL TRIPLE C AWARDS**

Executive Principal Scott Wilson presented Triple C Awards to the following individuals:

Nazarii Kohut	Student
Joshua Bennigsohn	Student
Hope Falco	Student
Murphy Pynn	Student
Ajani Wilson	Student
Eagan Woodward	Student
Renee Sheelar	Staff
Cathy Larson	Staff

### **SENIORS EARNING SUMMA CUM LAUDE**

Scott Wilson, Senior High School Executive Principal, announced the 2022-23 seniors who achieved summa cum laude status, which is a GPA of 3.90 or higher out of 4.00.

Nathan Arlauckas	Christine Artyushok	Brenna Chalmers	Brooke Collom
Benjamin Croce	Taylor Curyto	Gretchen Dolan	Lindsay Donner
Alexis Gagnon	Jessica Hewitson	Emily Korts	Erin Korts
Ryan Lander	Brooke Lindsay	Mia Lucyshyn	Abigail Lyon
Miranda Lyon	Keelin Mittermeyer-Parkman	Jenna Northup	Esmie Suave
Colton Shuman	Renee Sipes	James Southcott	Zachary Spaulding
Jarrett Swierk	Holli Tasker	Alexander Tomaszewski	Sara Ward

*President Kathy Dillon congratulated the seniors for their academic excellence and wished them continued success in their future endeavors on behalf of the Board of Education.*

### **SENIOR CLASS INVITE BOE TO GRADUATION**

Senior Class Officers, President Jason Tolevski, Vice-President Holli Tasker, Secretary Keelin Mittermeyer-Parkman, and Treasurer Ajani Wilson officially invited the Board of Education to graduation on Saturday, June 24, 2023 at RIT, Gordon Field House at 7:00 p.m.

### **STUDENT REPRESENTATIVE RECOGNITION**

Board President Kathy Dillon and Superintendent Dr. Lori Orologio, recognized and thanked Jason Tolevski for his service this year as the student representative to the Board of Education.

### **STUDENT REPRESENTATIVE REPORT**

Student Board Representative Jason Tolevski reported on activities at the senior high school.

### **DISTRICTWIDE TRIPLE C AWARDS**

Board President Kathy Dillon, Superintendent Dr. Lori Orologio and Director of IT Services Joe Harmon presented Triple C Awards to the following district wide staff members:

Jack Gudonis	Network Technician
Ryan Oatridge	Network Technician

### **PRESIDENT'S REMARKS**

President Kathy Dillon stated that the Audit Committee met earlier with our internal auditor to review the Internal Control Audit of the O&M Department.

Congratulations to Saints boys tennis player Sebastian Dix who was named Monroe County Division 3 Player of the Year

Congratulations to our Saints boys tennis team for winning the Monroe County Division 3 Sportsmanship award



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Congratulations to our varsity baseball team for being the #1 seed in Section V Class A1 and for making it to the sectional finals.

Congratulations to our varsity baseball coach Guy Puglia for being named Section V Class A1 Coach of the Year for the 2nd consecutive year.

Congratulations to Ay'rianna Moore who was the Monroe County girls track champion in 3 events - 100m, 200m, 400m

Congratulations and best of luck to Ay'rianna Moore and Ricardo Lagares who will be competing in the track state championships this weekend.

President Kathy Dillon then informed board members that there is an addendum to the Personnel Actions regarding an additional MOA and a word change in a separate MOA, which needs to be approved at the same time as those in the packet. She also informed the Board of the need for an Executive Session after the business meeting for the purpose of discussing a suspension appeal. President Kathy Dillon then asked for an approval of the agenda as presented.

### ***AGENDA APPROVAL***

Moved by M. Aloï and seconded by S. Hogan to amend the agenda as presented.

YES: All (9) ABSTAINED: None

NO: None Motion carried

### ***APPROVAL OF MINUTES***

Moved by A. Wilson and seconded by A. Nagle to approve the May 23, 2023 minutes as presented.

YES: All (8) ABSTAINED: J. Payne

NO: None Motion carried

### ***SPECIAL PRESENTATION***

Communications Specialist, Tricia Croce updated the Board regarding the new website

### ***SUPERINTENDENT UPDATE***

It is a pleasure to watch our students celebrate and participate in milestone events each year. Special thanks to the Music Boosters and the Fine Arts staff for coordinating over 1,000 students in our annual Community Music Festival last Friday afternoon and evening. It was uplifting to hear our student performers and the cheers of the audience and parents following each performance.

We are looking forward to our upcoming field days, year-end celebrations, and high school graduation at RIT on June 24.

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I echo Jason's comments regarding the March of the Senior Saints, what a nice opportunity for our students to revisit their elementary schools and reconnect with their teachers, staff, and administrators. Smiles and tears of joy were shared by all.

Thank you to Joe Harmon and our IT team, along with BOCES, for facilitating internet repair during an outage of Crown Castle fiber damage. Reliance upon the internet is never fully understood until it isn't available. Thank you to our staff for their ability to adjust and modify instruction and assessments to meet student needs on Monday.

Next Monday we will not have school in honor of "Juneteenth" which is a day we recognize and honor the ending of slavery in the United States.

Our UPK-8 students will have half days of school on Friday, and continue on Tuesday, Wednesday, and Thursday with the last day for staff on Friday, June 23. Congratulations to all for a successful school year, we appreciate the support of the community and Board of Education for supporting our students and staff.

The Mayor of Churchville, Mayor John Hartman has shared that the upcoming planned electric outage in Churchville will not fall on a school day as it is now officially scheduled to take place on Sunday, June 25th.

## ***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: 4/10/2023, 4/12/2023, 4/17/2023, 4/19/2023, 4/26/2023, 4/27/2023, 5/2/2023, 5/5/2023, 5/8/2023, 5/9/2023, 5/10/2023, 5/11/2023, 5/12/2023, 5/15/2023, 5/16/2023, 5/17/2023, 5/18/2023, 5/19/2023, 5/22/2023, 5/23/2023, 5/24/2023, 5/25/2023, 5/26/2023, 5/30/2023, 5/31/2023, 6/1/2023, 6/2/2023, and 6/5/2023 and CPSE recommendations for meetings held on 2/7/2023, 5/1/2023, 5/3/2023, 5/9/2023, 5/10/2023, 5/12/2023, 5/18/2023, 5/22/2023, 5/25/2023, 5/31/2023, and 6/1/2023.

YES: All (9) ABSTAINED: None

NO: None Motion carried

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

Several existing policies were reviewed by Superintendent Orologio and Assistant Superintendent for Instruction Giulio Bosco with no recommended changes. Therefore, C. Repass moved to approve the following policies as is which was seconded by A. Nagle.

- Policy 7132 *Admission of Exchange Students*
- Policy 8410 *School Calendar*
- Policy 8420 *Opening Exercises*

YES: All (9) ABSTAINED: None

NO: None Motion carried

## ***PROGRAM DISCUSSION***

### **2023-2024 ENROLLMENT UPDATE**

Assistant Superintendent for Instruction Giulio Bosco updated the Board on the current enrollment of students for 2022-2023.

### **POLICY 7150 REMOTE (LEARNING) INSTRUCTION**

Assistant Superintendent of Instruction Giulio Bosco presented changes to Policy 7150 Remote (Learning) Instruction for a first reading.

### **POLICY 7512 STUDENT PHYSICALS**

Assistant Superintendent of Student Services Nicole Livingston-Neal presented changes to Policy 7512 Student Physicals for a first reading.

### **POLICY 7522 CONCUSSION MANAGEMENT**

Assistant Superintendent of Student Services Nicole Livingston-Neal presented changes to Policy 7522 Concussion Management for a first reading.

### **POLICY 7530 CHILD ABUSE AND MALTREATMENT**

Assistant Superintendent of Student Services Nicole Livingston-Neal presented changes to Policy 7530 Child Abuse and Maltreatment for a first reading.

## ***PERSONNEL ACTIONS***

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

Moved by S. Hogan and seconded by J. Payne 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**

**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 due to retirement effective at the end of the day June 23, 2023.

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**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
- D. Instructional Leaders – none
- E. 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 16, 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**  
Assignment 1.0 FTE Coordinator of Social-Emotional Wellness & Inclusivity – 11 month  
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**  
Assignment 1.0 FTE Assistant Principal – 11 month  
Effective Fairbanks Road Elementary School  
Certification July 10, 2023 (Previously cleared by a fingerprinting check)  
School Building Leader - Initial / School District Leader / Literacy B-12 / Elementary (B-6) / Special Education (B-6) - Professional

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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**

Name	Building	Position
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

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- L. Tutors - none
- M. Internship – none
- N. Student Helpers - none
- O. Other

Name	2023-2024 Stipend
Wendy Reese	Parent Involvement Coordinator
Donna Eileen Johnson	Literacy Volunteer Coordinator

**Summer School 2023**

Name	Position	Subject/Grade
Katie Zehr	Teacher	Grades 3 & 4
Cynthia Shea	Teacher	Grades 3 & 4
Tracy Moran	Teacher	Grades 3 & 4
Toni Bivone	Teacher	Grades 3 & 4
Jodi Piontkowski	Teacher	Grades 3 & 4
Amy Lockamyeir	Teacher	Grades 3 & 4
Brittany Lotta	Teacher	Grades 3 & 4
Jodi Melnyk	Teacher	Grades 3 & 4
Lisa Jacek	Teacher	Grades 3 & 4
Diane Gratton	Teacher	Grades 3 & 4
Charlyne Olick	Teacher	Music
Gretchen Foehner	Teacher	Art
Stephanie Bezon	Teacher	Music
Kim Leupold	Teacher	Art
Erica Brault	Teaching Assistant	Grades 3 & 4
Katie McNutt	Teaching Assistant	Grades 3 & 4
Karen Stefl	Teacher – Science Camp	Science
Jason Schaw	Teacher – Science Camp	Science
Heather Nettnin	Teacher – Science Camp	Science
Name	Position	Subject/Grade
Maria Alvarado-Francis	Special Education	Grade 1
Rebecca Smith	Special Education	Grade 2
Jessica Keipper	Special Education	Grades 3-5
Michelle Mirrione	Special Education	Grades 5-6
Alyssa LaRocca	Special Education	Grade 7
Emma Loree Findeis	Special Education	Grades 9-12
Amory Dunham	Teaching Assistant	w/ Maria Francis
Mindy Keller	Teaching Assistant (1/2 day)	w/ Jessica Keipper
Kathy Hartwig	Teaching Assistant	w/ Alyssa LaRocca
Colin Coykendall	Teaching Assistant	w/ Emma Loree Findeis
Tracy Allchin	Teaching Assistant	w/ Emma Loree Findeis
Kaitlynn Frisby	Teacher Aide	1:1 w/ Rebecca Smith
Pamela Wehl	Teaching Assistant	2:1 w/ Rebecca Smith
Jacqueline Turner	Teacher Aide	2:1 w/ Jessica Keipper
Alexandra Holmes	Occupational Therapist	All
Renee Yunker	Speech Therapist	All
Christine Wernle	Physical Therapist	All
Amy Knuuti	Nurse (last 3 weeks)	All
Kelli Kloch	Nurse (first 3 weeks)	All
Kelly Gifaldi	Occupational Therapist	All



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YES:	All (9)	ABSTAINED: None
NO:	None	Motion carried

***PERSONNEL DISCUSSION***

None

***BUSINESS ACTIONS***

**REORGANIZATION MEETING DATE**

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

WHEREAS, in order to satisfy education laws §§ 1701(1) and 1701(2) which state that the annual reorganization meeting of the school district must be held on the first Tuesday in July unless the Board of Education by resolution, decides to hold the annual reorganizational meeting any time during the first 15 days in July;

THEREFORE, 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.

YES:	All (9)	ABSTAINED: None
NO:	None	Motion carried

**MCSBA ANNUAL DUES**

Moved by C. Repass and seconded by M. Aloï to approve the Monroe County School Board Association membership dues for the 2023-2024 school year of \$ 13,364.64.

YES:	All (9)	ABSTAINED: None
NO:	None	Motion carried

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**SCHOOL LUNCH PAPER AND PLASTICS BID**

Moved by J. Payne seconded by A. Nagel to accept the following bid for school lunch paper and plastics supplies:

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	
\$36,751.72	
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	

YES:	All (9)	ABSTAINED: None
NO:	None	Motion carried

**INTERNAL AUDIT REPORT**

Moved by T. Albano and seconded by A. Nagle to accept the Internal Audit Report for the year ending June 30, 2023 as presented.

YES:	All (9)	Abstained: None
NO:	None	Motion carried

**CORRECTIVE ACTION PLAN FOR INTERNAL AUDIT**

Moved by C. Repass and seconded by M. Iacucci to accept the Corrective Action Plan for the Internal Audit year ending June 30, 2023.

YES:	All (9)	Abstained: None
NO:	None	Motion carried

***BUSINESS DISCUSSION***

**RESERVES**

Matt DeAmaral, Assistant Superintendent for Business Services, led a discussion regarding the future use of reserve funds.

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

**STEVE HOGAN** – attended SHS award Ceremony, Sports Boosters, Audit Committee meeting

**ALYCIA NAGLE** – attended K-4 IL, Genesee Country Museum Fieldtrip, Audit Committee meeting

**AMY WILSON** – attended FLASH, Employee Recognition

**MICHAEL IACUCCI** – attended Employee Recognition, Community Music Festival

**MICHELLE ALOI** – attended NGA award ceremony, Community Music Festival

**KATHY DILLON** – attended CRS Dance Team Breast Cancer Recital, Employee Recognition, Community Music Festival

**CHERYL REPASS** – attended SHS award ceremony, Community Music Festival, MOSS, Stars of Tomorrow, Audit Committee meeting,

**TOM ALBANO** – attended FRS Recital

**JONATHAN PAYNE** – attended NGA awards ceremony, SHS awards ceremony, Community Music Festival

## ***EXECUTIVE SESSION***

Moved by S. Hogan and seconded by A. Wilson to enter into Executive Session at 8:18 p.m. to continue discussing confidential information regarding the employment history of a particular person, negotiations with collective bargaining units, a legal issue as well as to discuss a student suspension appeal.

YES: All (9) ABSTAINED: None

NO: None Motion carried

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

Moved by S. Hogan and seconded by A. Nagle to exit Executive Session at 9:10 p.m. and return to Business Meeting.

YES: All (9) ABSTAINED: None

NO: None Motion carried

## ***ADJOURNMENT***

Moved by S. Hogan and seconded by Alycia Nagle to adjourn the meeting at 9:11p.m.

YES: All (9) ABSTAINED: None

NO: None Motion carried

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

**June 20, 2023**

139 Fairbanks Rd, Churchville, NY 14428

**6:00 PM WORK SESSION**

Board of Education Room #3808

***MEMBERS PRESENT***

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

***MEMBERS ABSENT***

Michelle Aloï

***OTHERS PRESENT***

None

***EXECUTIVE SESSION***

Moved by J. Payne and seconded by S. Hogan to enter into Executive Session at 6:00 p.m. to discuss confidential information regarding the employment history of a particular person and contract negotiations.

YES: All (8)

NO: None Motion carried

***RETURN FROM EXECUTIVE SESSION***

Moved by A. Wilson and seconded by S. Hogan to exit Executive Session at 8:40 p.m.

YES: All (8)

NO: None Motion carried

***ADJOURNMENT***

Moved by S. Hogan and seconded by J. Payne to adjourn the meeting at 8:45 p.m.

YES: All (8)

NO: None Motion carried

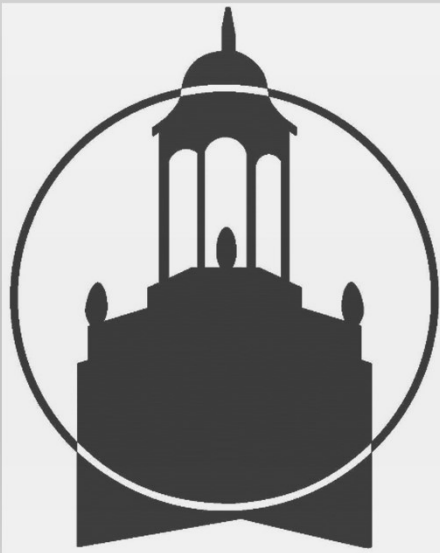
# Churchville-Chili CSD

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## Capital Project Updates

Board of Education Meeting

June 27, 2023



## Current Capital Outlay Projects

- ▶ Capital Outlay 2022-23: Gym D Hoop Renovations
  - ▶ 2 - Main Court Hoop Assemblies
  - ▶ 4 - Side Court Hoop Assemblies
  - ▶ Electronic Controls
  - ▶ Work completed June 5<sup>th</sup> - June 14<sup>th</sup>
    - ▶ Equipment Training took place on June 16<sup>th</sup>
  
- ▶ Capital Outlay 2023-24: CES Flooring Replacement
  - ▶ Rooms: 209, 210, 305, 306, Alternate 308
  - ▶ Scheduled for Summer 2023





# Capital Improvement Projects

- ▶ Capital Improvement Phase 6-1:
  - ▶ Roofing Work - Started April 3<sup>rd</sup> - Completed End of June
  - ▶ District Office HVAC Renovation - June 29<sup>th</sup> - August 25<sup>th</sup>
  - ▶ Transportation Flooring Renovation - June 26<sup>th</sup> - August 25<sup>th</sup>
  - ▶ Middle School South Locker Replacement - Lockers Shipping July 17<sup>th</sup>
  
- ▶ Capital Improvement Project Phase 6-2:
  - ▶ Middle School Renovation, Turf Baseball & Softball, Tennis Courts
  - ▶ Pending SED Approval
  - ▶ Targeting an early Fall Bid
  - ▶ Work to tentatively begin January 2024
  
- ▶ Capital Improvement Project Phase 6-3:
  - ▶ Site Work at Buffalo Road Connection
  - ▶ Move this scope back into Phase 6-2



- ## Overall Phase VI Project Budget

- 
- CAMPUS**  
CONSTRUCTION MANAGEMENT  
Building on Knowledge





# Middle School South Roof Renovation

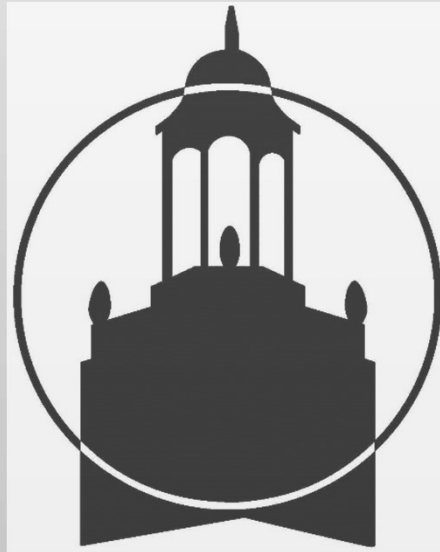




## Middle School - Gym D Hoop Replacement

# QUESTIONS

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# Impartial Hearing Process

*STUDENT SERVICES UPDATE*

*JUNE 27, 2023*

# What is an Impartial Hearing?

- ▶ Commonly called “Due Process”
- ▶ For Students with Individualized Education Plans (IEP)
- ▶ An Administrative Proceeding, similar to a trial when there is a disagreement between a parent/guardian and the school district regarding their child’s special education services.
- ▶ Impartial Hearing Officer – conducts hearing. Attorneys that have been certified by the NYS Education Department to act as a judge.

# When do is Due Process filed?

- ▶ Parents may request an impartial hearing when they believe their child is not being provided a **Free and Appropriate Public Education (FAPE)**. For example, parents may disagree with:
  - ▶ Program, Services or Supports that are indicated on the Student's Individualized Education Plan
  - ▶ Child school placement
  - ▶ Child's classification
- ▶ The statute of limitations for special education is **2 Years**



# Due Process Hearing

- ▶ Complaint is sent to School District – typically from parent's attorney
- ▶ Complaint includes:
  - ▶ Why IEP is not meeting their child's special education needs
  - ▶ Why child's school placement is not meeting their special education needs
  - ▶ Why child is not receiving a free and appropriate public education
  - ▶ Proposed Solution to explain what placement, services, or supports they want for the child.

# Timeline

- ▶ Within 10 days of receiving the impartial hearing request, the District must respond to parent's attorney with a brief answer in writing.
- ▶ Within 15 days of receiving the hearing request, the District must contact parent's attorney to schedule a resolution session.
  - ▶ Meeting to address the issues raised in the hearing request. This can help to resolve problems quickly without having to go through a hearing.
  - ▶ The District has 30 days from date of the hearing request to resolve the complaint (extensions can be mutually agreed upon)
- ▶ If the resolution session is not successful after 30 days, a hearing will be scheduled.

# Pendency “Stay Put”

- ▶ During any hearing or appeal of the hearing, the child can continue to receive the class and services on the last IEP that was agreed upon.
- ▶ Examples:
  - ▶ If the District reduces the amount of speech therapy on the child's IEP from four times per week to two times per week, and the parent files a hearing to challenge that decision, the child has the right to keep getting speech therapy four times per week until the hearing officer makes a decision.
  - ▶ If the child attends a special class program that the parent disagrees with and the parent would like an out of district placement, the student remains in the special class placement until a decision is made.

# General Information about the Hearing

- ▶ The entire hearing process, from the end of the resolution period until the hearing officer issues his or her decision, must be completed within 45 calendar days unless the parent or the District asks for the timeline to be extended.
- ▶ All information is placed into the NYSED Portal by the District in order to fall in line with all timelines.
- ▶ The district works very closely with their special education attorney. All correspondence is done between attorneys and not through the parent and district representative.

# An Alternative

- ▶ Mediation
  - ▶ Parent and District try to work out disagreements about the child's special education services. A mediator will be assigned to help with this process.
  - ▶ Meet in the City of Rochester where a mediator acts as a facilitator between parties so they can come to an agreement. A mediator does not take a side.
  - ▶ Agreements reached during mediation are binding.



Any Questions?

## **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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Churchville-Chili Central School District

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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.

(Continued)

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Students

## **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

# POLICY

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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:

- The definition of MTBI;
- Signs and symptoms of MTBI;
- How MTBIs may occur;
- Practices regarding prevention; and

(Continued)



## 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,

(Continued)



## 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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Students

(Continued)

**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**

# POLICY

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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~~

# POLICY

Churchville-Chili Central School District

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Students

## 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)

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Churchville-Chili Central School District

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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 27, 2023

Personnel Actions  
Page 1 of 8

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

**I. RESIGNATIONS**

**A. Certified**

**Kimberly Reap**, employed by the District as a Literacy Intervention Teacher at Chestnut Ridge Elementary School since September 1, 2009, has submitted her resignation effective June 23, 2023.

**Charmagne Dodd**, employed by the District as an Art Teacher at the Middle School South since September 1, 1988, has submitted her resignation effective January 26, 2024.

**Ashley Guarino**, employed by the District as a Grade 6-9 Instructional Coach since December 5, 2011, has submitted her resignation effective June 30, 2023 in order to accept her new position of Middle School House Administrator beginning July 3, 2023.

**B. Classified**

**Jonathan Christiano**, employed by the District as the Theater Production Assistant at the Senior High School since October 14, 2020, has submitted his resignation effective at the end of the day June 29, 2023.

**Donna Patalano**, employed by the District as a Food Service Helper at the Middle School South since August 31, 2000, has submitted her resignation effective at the end of the day June 16, 2023. She will remain employed as a Substitute Food Service Helper.

**Donna Neary**, employed by the District as an Escort Monitor at Churchville Elementary School since September 27, 2017, has submitted her resignation effective June 30, 2023.

**Kaitlyn Candileri**, employed by the District as an Escort Monitor at Fairbanks Road Elementary School since February 1, 2023, has submitted her resignation effective June 22, 2023.

**C. Coaches**

**Kim Leupold**, previously appointed as the 2023-2024 Girls JV Volleyball Coach has submitted her resignation in order to accept a position as the 2023-2024 Girls Volleyball Program Assistant effective June 13, 2023.

**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 - none**

IV. CHANGE IN EMPLOYMENT STATUS

- A. Certified - none
- B. Classified  
**Courtney Panek**, currently employed as a Confidential Secretary at District Office, will be receiving a title change, to Benefits Specialist, effective July 3, 2023.
- C. Coaching - none
- D. Extraclass Activities - none

V. APPOINTMENTS

- A. Certified
- \*Alyssa Canton** 1.0 FTE Kindergarten Teacher  
Assignment Chestnut Ridge Elementary School  
Effective September 1, 2023 (Previously cleared by a fingerprinting check)  
Certification Elementary (B-6) / Special Education (B-6) - Professional  
Type of Appointment Probationary  
Tenure Area Elementary  
Tenure Date September 1, 2027
- Amy Jaus-Zissis** 1.0 FTE Kindergarten Teacher  
Assignment Chestnut Ridge Elementary School  
Effective September 1, 2023 (Previously cleared by a fingerprinting check)  
Certification Elementary (B-6) / Special Education (1-6) - Initial  
Type of Appointment Probationary  
Tenure Area Elementary  
Tenure Date April 19, 2027
- \*Marissa Kerwin** 1.0 FTE Physical Education Teacher  
Assignment The Learning Center/Senior High School  
Effective September 1, 2023 (Previously cleared by a fingerprinting check)  
Certification Physical Education - Professional  
Type of Appointment Probationary  
Tenure Area Physical Education  
Tenure Date September 1, 2026
- \*Maleda Herrera** 1.0 FTE Physical Education Teacher  
Assignment Middle School  
Effective September 1, 2023 (Previously cleared by a fingerprinting check)  
Certification Physical Education - Professional  
Type of Appointment Probationary  
Tenure Area Physical Education  
Tenure Date September 1, 2027
- Jennifer Vleck** 1.0 FTE Teaching Assistant  
Assignment Senior High School  
Effective September 5, 2023 (previously cleared by a fingerprinting check)  
Certification Teaching Assistant I – Pending  
Type of Appointment Probationary  
Tenure Area Teaching Assistant  
Tenure Date September 5, 2027
- Ashley Guarino** 1.0 FTE Middle School House Administrator  
Assignment Middle School  
Effective July 3, 2023 (Previously cleared by a fingerprinting check)

Certification	School Building Leader / School District Leader - Intern/ Elementary (1-6) / Special Education (1-6) - Professional
Type of Appointment	Probationary
Tenure Area	Assistant Principal
Tenure Date	July 3, 2027

<b>*Julie Arena</b>	1.0 FTE FACS Teacher
Assignment	Middle School
Effective	September 1, 2023 (Previously cleared by a fingerprinting check)
Certification	FACS / Business - Professional
Type of Appointment	Probationary
Tenure Area	FACS
Tenure Date	September 1, 2027

B. Substitute and Part-time Teachers and Administrators

<b>Duane Perry</b>	1.0 FTE Building Administrator
Assignment	District Wide
Effective	September 1, 2023 through June 26, 2024 or earlier at the discretion of the Board of Education (previously cleared by a fingerprinting check)
Certification	School District Administrator - Permanent / School Counselor - Provisional
Type of Appointment	Temporary

<b>David Johnson</b>	1.0 FTE Building Administrator
Assignment	District Wide
Effective	September 1, 2023 through June 26, 2024 or earlier at the discretion of the Board of Education (previously cleared by a fingerprinting check)
Certification	School District Administrator - Permanent / School District Leader - Professional
Type of Appointment	Temporary

<b>Derek VanDenHandel</b>	1.0 FTE Director of Information Technology
Assignment	Central Office
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	N/A
Type of Appointment	Temporary
Tenure Area	N/A
Tenure Date	N/A

<b>Franklin Nardone</b>	Assistant Superintendent for Business Services
Assignment	Central Office
Effective	July 1, 2023 through June 30, 2024 or earlier at the discretion of the Board of Education (previously cleared by a fingerprinting check)
Type of Appointment	Per-diem as needed

C. Department Liaisons – none

D. Classified	
<b>David George II</b>	Bus Driver
Assignment	Transportation
Effective	September 5, 2023 (previously cleared by a fingerprinting check)
Type of Appointment	Probationary

E. Classified Substitutes and Part-time - none

F. Interim Administrator – none

G. Coaches & Athletic Activities - none

H. Extra-Curricular Activities & Clubs

2023-2024 Activity	Co-Advisor	Co-Advisor
9-12 Link Crew	Katie Kunkle	
Sophomore Class Advisor	Heather Burns	Keri Stonehouse

I. Mentors - none

J. Instructional Leaders - none

K. CSE / CPSE Chairperson - none

L. Tutors - none

M. Internship – none

N. Student Helpers - none

O. Other

**SALARY ADJUSTMENTS FOR 2023-2024  
NON-CONTRACT EMPLOYEES**

PART-TIME AND NON-CONTRACT STIPENDS	SALARY 12/15/2021- 6/30/2022	SALARY 2022-2023	SALARY 2023-2024
Bus Garage Summer Cleaner^	\$18.00/hr.	\$18.00/hr.	\$18.00/hr.
School Aide & Library Clerk – part-time (less than 20 hrs./wk.)**	\$18.00/hr.	\$18.00/hr.	\$18.00/hr.
Cafeteria Monitor^	\$18.00/hr.	\$18.00/hr.	\$18.00/hr.
Escort Monitor^	\$18.00/hr.	\$18.00/hr.	\$18.00/hr.
Grounds person – Seasonal**	\$21.50/hr.	\$21.50/hr.	\$21.50/hr.
Floor Maintenance – Seasonal**	\$21.00/hr.	\$21.00/hr.	\$21.50/hr.
Educational Tutor	\$33.00/hr.	\$33.00/hr.	\$33.00/hr.
Student Helper (High School)	\$18.00/hr.	\$18.00/hr.	\$18.00/hr.
Student Helper (College)	\$18.00/hr.	\$18.00/hr.	\$18.00/hr.
Summer Cleaner^	\$18.00/hr.	\$18.00/hr.	\$18.00/hr.
APP (Athletic Placement Process- formerly Selective Classification Testing)	\$20.00/hr.	\$20.00/hr.	\$20.00/hr.
Athletic Trainer	\$18.54- \$20.60/hr.	\$25.00/hr.	\$25.00/hr.
Modified B Student Track Official	\$25.00 per event	\$25.00 per event	\$25.00 per event
Shot Clock Operator	\$17.50 per event	\$25.00 per event	\$25.00 per event
Timer/Announcer & Score Keeper at ice hockey games		\$15.00/hr.-3 hour minimum	\$60.00 per event
Swimming-Varsity Meet Manager		\$90.00/event	\$90.00/event
Swimming-Junior Varsity Meet Manager		\$72.00/event	\$72.00/event
Swimming-Modified Meet Manager		\$60.00/event	\$60.00/event
Swimming-Varsity/Junior Varsity (combined) Meet Manager		\$120.00/event	\$120.00/event
Swimming-Varsity Video Board Operator		\$60.00/event	\$60.00/event

Swimming-Varsity/Junior Varsity (combined) Video Board Operator		\$90.00/event	\$90.00/event
Soccer-Varsity Video Board Operator		\$60.00/event	\$60.00/event
Football-Varsity Video Board Operator		\$90.00/event	\$90.00/event
Lacrosse-Varsity Video Board Operator		\$60.00/event	\$60.00/event
Track & Field-Varsity Video Board Operator		\$60.00/event	\$60.00/event
Scoreboard Programmer	\$7,000.00/yr.	\$7,000.00/yr.	\$7,000.00/yr.
Scoreboard Programmer Assistant	\$2,300.00/yr.	\$2,300.00/yr.	\$2,300.00/yr.
Groundskeeper Supervisor***	\$5,000.00/yr.	\$5,000.00/yr.	\$5,000.00/yr.
Events Coordinator	\$2,200.00/yr.	\$2,200.00/yr.	\$2,500.00/yr.
CPR/AED Instructor (Adult and/or Pediatric)	\$50.00/hr.	\$50.00/hr.	\$50.00/hr.
CPR/AED for the Professional Rescuer Inst.	\$50.00/hr.	\$50.00/hr.	\$50.00/hr.
First Aid Instructor	\$50.00/hr.	\$50.00/hr.	\$50.00/hr.
Pit Musicians	\$50.00/event	\$50.00/event	\$50.00/event
Fly Operations	\$40.00/event	\$40.00/event	\$40.00/event

\*\*\*To be paid at the discretion of the District

^2% increase if returning from prior year

SUBSTITUTES	SALARY 12/15/2021- 6/30/2022	SALARY 2022-2023	SALARY 2023-2024
Substitute Teachers After a per diem has worked 40 per diem days within the same school year, they will be eligible to receive retroactive pay of \$20.00/day	\$125/day- \$145/day after 40 days	\$125/day- \$145/day after 40 days	\$130/day- \$150/day after 40 days
Substitute Teachers-CCCSO CCEA retiree	\$155/day	\$155/day	\$160/day
Substitute Computer Support Assistant**	\$18.00/hr.	\$18.00/hr.	\$18.35/hr.
Substitute Network Technician**	\$20.50/hr.	\$20.50/hr.	\$20.50/hr.
Substitute School Aide**	\$18.00/hr.	\$18.00/hr.	\$18.00/hr.
Substitute Clerical**	\$18.00/hr.	\$18.00/hr.	\$18.00/hr.
Substitute Teaching Assistant or Teacher Aide**	\$18.00/hr.	\$18.00/hr.	\$18.50/hr.
Substitute Cafeteria & Escort Monitor **	\$18.00/hr.	\$18.00/hr.	\$18.00/hr.
Substitute Food Service Employee**	\$15.00/hr.	\$15.00/hr.	\$16.00/hr.
Substitute Bus Driver*#	\$24.00/hr.	\$24.00/hr.	\$24.00/hr.
Substitute Bus Monitor**	\$18.00/hr.	\$18.00/hr.	\$18.00/hr.
Substitute Cleaner **	\$18.50/hr.	\$18.50/hr.	\$18.75/hr.
Substitute Custodian**	\$21.00/hr.	\$21.00/hr.	\$21.00/hr.
Substitute Maintenance Mechanic**	\$21.00/hr.	\$21.00/hr.	\$21.00/hr.
Substitute Bus Mechanic**	\$20.00/hr.	\$20.00/hr.	\$20.00/hr.
Substitute Security Worker**	\$20.00/hr. \$22.00/hr. Active/retired law enforcement	\$20.00/hr. \$22.00/hr. Active/retired law enforcement	\$21.00/hr. \$23.00/hr. Active/retired law enforcement
Substitute Courier**	\$18.00/hr.	\$18.00/hr.	\$18.00/hr.
Substitute Nurse**	\$27.50/hr.	\$27.50/hr.	\$28.50/hr.
Substitute Secretary to HR#	\$29.42/hr.	\$29.42/hr.	#See below
Substitute Data Analyst (retired)**	\$28.88/hr.	\$28.88/hr.	\$28.88/hr.
Substitute Office Clerk II#		#See below	#See below
Substitute Office Clerk III#		#See below	#See below



\*\*2% increase for substitutes who worked a minimum of **30** days in the prior year; Additionally, if the sub rate has increased, there will be a one-time increase equal to the difference between the 2022-23 substitute rate and the 2023-24 substitute rate.

# Substitute pay rate for returning retired Bus Drivers, Office Clerk IIs and Office Clerk IIIs will be the hourly rate of pay when they retired. Rate of pay applies only when subbing in former position.

<b>Summer Cleaners 2023-2024</b>	
<b>Name</b>	<b>Worked last summer</b>
Beauchamp, Kelsey	
Bullo, Filomena	X
Bullo, Mario	
Burke, Tim	X
Camman, Kylie	X
Colon, Brian	X
Colon, Melissa	X
Cozan-Mills	X
Crandall, Jennifer	
Dick, Zachary	
Hagstrom, Nicole	X
Hunt, William	X
Latone, Steve	X
Leiston, Sandora	
Lewis, Ella	
Mathis, Teresa	
Milazzo, Tara	X
Niemiec, Kristina	
Renter, Paul	
Sainpaulin, Malia	
Schwartz, Andrea	X
Skellen, Caitlynne	
St. Denis, Phil	X
Thurber, Jacquie	
Valenti, Tom	X
Wermuth, Matt	X
Withrow, Morgan	
Wohlers, Graham	X
Wright, Norm	
<b>Bus Cleaner</b>	
Sickles, Forest	X

\*\*2% increase for returning summer cleaners and summer bus cleaners

#### **Continuing Education Staff 2023-2024**

##### **General**

<b>Last Name</b>	<b>First Name</b>	<b>Title/Course</b>	<b>Fingerprinting</b>
Anzalone	Kelley	Instructor- Swim Camp	On File
Batz	Necole	Instructor- Zumba	On File
Bilak	Helen	Instructor- Aerobics & Conditioning	N/A- Adult Class
Cobstill	Kathryn	Instructor- Nature and Adventure Camps	On File

Jessop	Sean	Instructor- Boys Basketball Camp	On File
Krebs	Ricky	Instructor- Diving Camp	On File
Miller	Timothy	Instructor- Boys Basketball Camp	On File
Prevosti	David	Instructor- Track and Field	On File
Raymond	Anthony	Instructor- Black Rocket Tech Camps	On File
Reber	Sean	Instructor- Nature and Adventure Camps	On File
Regelsberger	Christine	Instructor- Swim Camp	On File
Shepanski	Stephen	Instructor- Girls Basketball Camp	On File
Stedman	Robert	Instructor- Boys Basketball Camp	On File
Straight	Maria	Instructor- Drama Camp	On File
VanEenwyk	Deanna	Instructor- Cooking Camp	On File
Weinman	Matthew	Instructor- Tennis Camp	On File
Wooding	Amy	Instructor- Swim Camp	On File
Young	Brian	Instructor- Golf Clinic	On File
DeMayo	Nicholas	Assistant Instructor- Black Rocket Tech Camps	Pending
Giacolone	Nicole	Assistant Instructor- Girls Basketball Camp	On File
Hare	Kayla	Assistant Instructor- Girls Basketball Camp	On File
Ward	Gary	Assistant Instructor- Girls Basketball Camp	On File
Gibbs	Jason	Youth Assistant- Boys Basketball Camp	N/A- CC Student
Hopkins	Carter	Youth Assistant- Boys Basketball Camp	N/A CC Student

#### Driver's Education

Last Name	First Name	Title/Course	Fingerprinting
McLaren	Michelle	Instructor- Driver's Ed	On File
Miller	James	Instructor- Driver's Ed	On File
Occhioni	Kathy	Instructor- Driver's Ed	On File

#### Swim Staff

Last Name	First Name	Title/Course	Fingerprinting
Benedict	Karen	Aquatics Supervisor	On File
Ziegler	Christine	Aquatics Supervisor	On File
Todd	Lydia	Head Lifeguard	On File
Calus	Ryann	Senior Lifeguard/Water Safety Instructor Dual	On File
Cope	Kaitlyn	Senior Lifeguard	On File
DeBona	Michael	Senior Lifeguard	N/A- CC Student
Herbert	Luke	Senior Lifeguard	N/A- CC Student
Larson	Casey	Senior Lifeguard	N/A- CC Student
Repass	Olivia	Senior Lifeguard	N/A- CC Student
Rose	Jared	Senior Lifeguard	N/A- CC Student
Spaulding	Zachary	Senior Lifeguard	N/A- CC Student
Woodfield	Rex	Senior Lifeguard	On File
Britton	Ethan	Lifeguard	N/A- CC Student

Burnett	Sydney	Lifeguard	N/A- CC Student
Caldwell	Hannah	Lifeguard	N/A- CC Student
Caldwell	Trevor	Lifeguard	N/A- CC Student
Clingerman	Connor	Lifeguard	N/A- CC Student
Cope	Jordan	Lifeguard	N/A- CC Student
Cross	Adalyn	Lifeguard	N/A- CC Student
Finnigan	Alexi	Lifeguard	N/A- CC Student
Leastman	Malena	Lifeguard	N/A- CC Student
Mettler	Isabella	Lifeguard	N/A- CC Student
Place	Gavin	Lifeguard	N/A- CC Student
Pynn	Murphy	Lifeguard	N/A- CC Student
Sesnie	Paul	Lifeguard	N/A- CC Student
Stewart	Lily	Lifeguard	N/A- CC Student
Strong	Adam	Lifeguard	N/A- CC Student
Turk	Aurora	Lifeguard	N/A- CC Student
Wilson	Rose	Lifeguard	On File
Dix	Sebastian	Swim Aide	N/A- CC Student
Froman	Kelsey	Swim Aide	N/A- CC Student
Gaffney	Cora	Swim Aide	N/A- CC Student
Thurber	Isabella	Swim Aide	N/A- CC Student
Wilson	Rena	Swim Aide	Pending

# POLICY

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Personnel

## SUBJECT: EVALUATION OF PERSONNEL: ~~PURPOSES~~

The administration ~~shall~~ will undertake a continuous program of supervision and evaluation of all personnel, including support staff, in the ~~School System~~ District. The primary purposes of the evaluations will be to encourage and in order to promote improved performance and to make decisions about the occupancy of positions.

### Teachers and Administrators

The District is committed to supporting the development of effective teachers and administrators. To this end, the District will provide procedures for the evaluation of all professional staff. The District an Annual Professional Performance Review (APPR) plan/educator evaluation plan in accordance with applicable laws.

The primary purposes of this evaluation are:

- a) To encourage and promote improved performance;
- b) To guide professional development efforts; and
- c) To provide a basis for evaluative judgments by applicable school officials.
- ~~a) To promote continuous growth of knowledge and skills for personnel;~~
- ~~b) To provide a basis for evaluative judgments by school administrators; and~~
- ~~c) To encourage self-reflection by personnel.~~

### Disclosure of APPR/Educator Evaluation Ratings

The Commissioner is required to disclose professional performance review/evaluation data for teachers and building principals on the New York State Education Department website and in any other manner to make this data widely available to the public. The District will provide notice to parents or legal guardians of their right to obtain this information and the methods by which the data can be obtained.

Education Law Sections 3012-c; and 3012-d  
Public Officers Law Sections 87 and 89-Article 6  
8 NYCRR Subpart 30-3  
8 NYCRR Sections 80-1.1 and 100.2(o)

8 New York Code of Rules and Regulations (NYCRR) Section 100.2(o)

Adopted: 7/10/2001

Revised: 2/24/2023

Reviewed by Superintendent & Assistant Superintendent for Human Resources on 2/8/2019 with no recommended changes; reviewed & approved by BOE on 2/26/2019

# POLICY

Churchville-Chili Central School District

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Personnel

## SUBJECT: PROBATION AND TENURE

The Board will comply with all applicable laws and regulations regarding probation and tenure. Any updates to applicable laws and regulations, whether temporary or permanent, will supersede any conflicting language in this policy. As a result, different probationary and tenure rules may apply for teachers or building principals in certain circumstances.

### Probation

~~Certified staff members will be appointed to a probationary period by a majority vote of the Board of Education upon recommendation of the Superintendent of Schools.~~

Generally, teachers, all other members of the teaching staff, principals, administrators, supervisors, and all other members of the supervising staff will be appointed by the Board upon the recommendation of the Superintendent for a probationary period of four years.

Full-time certified staff members will be appointed to a probationary period of four (4) years. The probationary period shall not exceed three (3) years for a teacher previously appointed to tenure in this or another school district or BOCES within the state, provided the teacher was not dismissed from the former district or BOCES, and met the required annual professional performance review (APPR) rating in his/her final year of service there. Additionally, up to two (2) years of service as a regular substitute teacher may be applied towards probationary service. This is sometimes referred to as Jarema Credit.

The probationary period will not exceed three years for principals, administrators, supervisors, or other members of the supervising staff appointed on or after June 1, 2020 who were previously appointed to tenure as an administrator within an authorized administrative tenure area in any district or BOCES within the state provided that the individual was not dismissed from that district or BOCES as a result of charges brought pursuant to Education Law Section 3020-a or 3020-b.

During the probationary period, a staff member will be given assistance in adjusting to the new position, but the essential qualifications for acceptable performance will be assumed because the staff member attained the required certification or license.

A staff member's appointment may be discontinued at any time during ~~his/her~~ **their** probationary period upon the recommendation of the Superintendent and by majority vote of the Board.

Any staff member not recommended for tenure appointment will be notified in writing by the Superintendent no later than 60 days before ~~his or her~~ **their** probationary period expires.

### Tenure

Certificated non-teaching staff members successfully completing a probationary period in the Churchville-Chili Central School District may be recommended (by the Superintendent of Schools) to the Board of Education for tenure appointment.

(Continued)

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## **SUBJECT: PROBATION AND TENURE (cont'd)**

### **Tenure (cont'd)**

Certificated teachers and principals may be recommended for tenure where their service has been found competent, efficient, and satisfactory, and who have received the APPR rating of effective or highly effective in at least three of the preceding four years. An APPR rating of ineffective in the final probationary year will prevent appointment on tenure but the Board may extend that teacher or principal's probationary time by an additional year. When the initial probationary period expires, a teacher or principal will remain on probationary status (subject to termination at any time in accordance with Education Law) until the end of the school year in which he/she receives APPR ratings of effective or highly effective. The Board may also grant tenure contingent upon a teacher or principal's receipt of a minimum APPR rating in the final probationary year.

~~The Board will follow all applicable laws and regulations regarding tenure.~~

~~At the expiration of the probationary period or within six months prior, the Superintendent will present a written report to the Board recommending for appointment to tenure those who have been found competent, efficient, and satisfactory and, in the case of teachers and building principals, those who have received APPR ratings of effective or highly effective in at least three of the preceding four years, exclusive of any breaks in service.~~

~~If a teacher or building principal receives an APPR rating of ineffective in their final probationary year after receiving APPR ratings of effective or highly effective in the preceding probationary years, they will not be eligible for tenure. However, the Board may extend that teacher's or building principal's probationary time by an additional year. The teacher or building principal may be eligible for immediate tenure if they successfully appeal the ineffective rating.~~

~~The Board may then—by a majority vote—appoint to tenure any or all of the persons recommended by the Superintendent.~~

~~A teacher or building principal will remain on probationary status until the end of the school year in which they have received APPR ratings of effective or highly effective for at least three of the four preceding school years, exclusive of any breaks in service. During this time, the Board may grant tenure contingent upon a teacher's or building principal's receipt of a minimum APPR rating in the final year of their probationary period. If the contingency is not met after all appeals are exhausted, the grant of tenure will be void and unenforceable and the teacher's or building principal's probationary period may be extended for an additional year in accordance with law.~~

### **Resolutions Making Appointments**

Each Board resolution making a probationary appointment or an appointment on tenure will specify:

- a) The name of the appointee;
- b) The tenure area or areas in which the professional will devote a substantial portion of their time;

(Continued)



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**SUBJECT: PROBATION AND TENURE (cont'd)**

**Resolutions Making Appointments (Cont'd.)**

- c) The date probationary service or service on tenure commences in each area;
- d) The expiration date of the appointment, if made on a probationary basis. For appointments of classroom teachers and building principals, the resolution must state that:
  - 1. To receive tenure, the individual must receive composite or overall APPR ratings of effective or highly effective in at least three of the four preceding years; and
  - 2. If the teacher or building principal receives an ineffective composite or overall APPR rating in their final year of probation, they will not be eligible for tenure at that time; and
- e) The certification status of the appointee in reference to the position to which the individual is appointed.

Education Law §§ 2509, 2573, 3012, 3012-d, 3014, and 3031  
8 NYCRR § 30-1.3

**NOTE:** Refer also to Policy #6217 -- Professional Staff: Separation

Adopted: 7/10/2001

Revised: Renumbered from 6213 on 5/28/2019; 2/23/2023

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## **SUBJECT: LEAVES OF ABSENCE**

In general, leaves of absence will be administered by the Superintendent. The Board reserves the right to grant leaves of absence for purposes or under conditions not contemplated or considered in the policy statement. Where a leave of absence is falsely requested or improperly used, the Board may undertake appropriate disciplinary action. The purpose or conditions of a leave of absence may not be altered except by permission of the Superintendent, as expressed in writing.

### **Leaves of Absence, Contractual, Et Al.**

#### **a) Employees who are members of a negotiating unit:**

Authorization is granted to approve requests for leaves of absence submitted in accordance with provisions of contracts in effect between the District and each bargaining unit.

#### **b) Employees who are not members of a negotiating unit:**

Authorization is granted to approve requests for leaves of absence submitted by these employees where the requests are consistent with provisions of contracts in effect between the District and the bargaining unit most compatible with the employment status of the employee.

#### **c) Employees who are under contract to the District:**

Authorization is granted to implement provisions for leaves of absence contained in each contract.

The District provides leaves of absence in accordance with legal and contractual requirements (and without fear of reprisal), including but not limited to the following:

#### **a) Emergency Service Volunteer Leave**

Upon presentation of a written request from the American Red Cross and with the approval of the Superintendent, employees certified by the American Red Cross as disaster volunteers will be granted leave from work with pay for up to 20 days in any calendar year to participate in specialized disaster relief operations. This leave will be provided without loss of seniority, compensation, sick leave, vacation leave or other overtime compensation to which the volunteer is otherwise entitled.

#### **b) Screenings for Cancer**

Employees shall be granted up to four hours of paid leave on an annual basis to undertake a screening for cancer. This leave will be excused leave and will not be charged against any other leave to which the employee is entitled.

#### **c) Blood Donation**

The District must either, at its option:

(Continued)

## SUBJECT: LEAVES OF ABSENCE (CONT'D.)

1. Grant three hours of unpaid leave of absence in any 12-month period to an employee who seeks to donate blood off-premises. The leave may not exceed three hours unless agreed to by the Superintendent or designee; or
2. Allow its employees without use of accumulated leave time to donate blood during work hours at least two times per year at a convenient time and place set by the Superintendent or designee, including allowing an employee to participate in a blood drive at the District.

Leave taken by employees at a District-designated donation alternative (such as a District-sponsored blood drive at the workplace) must be paid leave that is provided without requiring the employee to use accumulated vacation, personal, sick, or other leave time.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of blood donation under any other provision of law will not be prevented.

### d) Bone Marrow Donation

Employees seeking to undergo a medical procedure to donate bone marrow will be granted leaves to do so, the combined length of the leaves to be determined by the physician, but may not exceed 24 work hours unless agreed to by the Superintendent or designee. The District will require verification for the purpose and length of each leave requested by the employee for this purpose.

### e) Nursing Mothers (Breastfeeding/Lactation)

The District ~~shall~~ **will** provide reasonable unpaid break time or permit the use of paid break time or meal time ~~each day~~ to allow an employee to express breast milk for ~~her~~ **their** nursing child ~~each time the employee has reasonable need to express breast milk~~ for up to three years following childbirth. ~~The District will make reasonable efforts to provide a room or other location in close proximity to the work area where the employee can express milk in privacy.~~

Upon employee request, the District will designate a room or other location to be used by the employee to express breast milk which will be in close proximity to the work area, well lit, shielded from view, and free from workplace or public intrusion. The location will, at a minimum, contain a chair, a working surface, nearby access to clean running water, and an electrical outlet. The location will not be a restroom or toilet stall. The District will provide access to refrigeration for the purposes of storing expressed milk.

If the sole purpose of the location is not dedicated for use by employees to express breast milk, the location will be made available to employees when needed and will not be used for any other purpose while in use.

~~Reasonable unpaid break time is generally no less than 20 minutes and no more than 30 minutes dependent upon the proximity of the designated location for expressing breast milk. In most situations, the District is required to provide unpaid break time at least once every three hours if requested by the employee.~~

(Continued)

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## SUBJECT: LEAVES OF ABSENCE (CONT'D.)

At the employee's option, the District may allow the employee to work before or after ~~her~~ **their** normal shift to make up the amount of time used during the unpaid break time(s) so long as the additional time requested falls within the District's normal work hours.

~~The District will provide written notice to employees who are returning to work following the birth of a child, of their right to take unpaid leave for the purpose of expressing breast milk. This notice may either be provided individually to affected employees or to all employees generally through publication of the notice in the employee handbook or posting of the notice in a central location.~~

~~Any employee wishing to avail herself of this benefit is required to give the District advance notice, preferable prior to her return to work, to allow the District an opportunity to establish a location and schedule leave time to accommodate employees as needed.~~

The District will provide a written notification regarding the rights of nursing employees to express breast milk in the workplace to each employee upon hire, annually thereafter, and to employees returning to work following the birth of a child. This notice will be based on a written policy developed by the Commissioner of Labor and will at a minimum:

1. Inform employees of their rights pursuant to law;
2. Specify how a request may be submitted to the District for a room or other location for use by an employee to express breast milk;
3. Require the District to respond to requests within a reasonable time frame that is not to exceed five business days.

The District will not discriminate or retaliate against an employee who chooses to express breast milk in the workplace.

### f) Witnesses or Victims of Crimes

The District will grant an unpaid leave of absence to an employee, who is a victim of or a witness to a criminal offense, that is required or chooses to appear as a witness, consult with the district attorney, or exercise their rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law.

~~The District in accordance with legal requirements will provide employees with an unpaid leave to appear as a witness, consult with the district attorney, or exercise the employee's statutory rights as the victim of domestic violence, or witness to a criminal offense as provided in the Criminal Law Procedure, the Family Court Act, and the Executive Law.~~

To use this leave, the employee must provide notice of the need for leave at any time prior to the actual day of leave. ~~unless otherwise required by law.~~ The District is permitted to ask the party who is seeking the attendance or testimony of the employee, to provide verification of the employee's service. Employees will not be penalized or discharged for absences by reason of a required appearance as a witness in a criminal proceeding, or consultation with the district attorney, or exercising **their** rights as provided under the law.

(Continued)

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## SUBJECT: LEAVES OF ABSENCE (Cont'd.)

### g) Victims of Domestic Violence

~~Employees taking domestic violence victim leave may be asked to provide a certification of the need for such leave, unless otherwise required by law.~~

Unless the absence would cause an undue hardship to the District, the District will provide reasonable accommodations to employees who are victims of domestic violence who must be absent from work for a reasonable time in accordance with law.

An employee availing themselves of this leave must provide the District with reasonable advance notice, unless providing this notice is not feasible. An employee unable to provide reasonable advance notice must, within a reasonable time after the absence, provide a certification to the District when requested.

To the extent allowed by law, the District will maintain the confidentiality of any information related to an employee's status as a victim of domestic violence.

### h) Military Leave

The District will comply with state and federal laws regarding military leave and re-employment.

### i) Jury Duty

As provided by law, any employee who is summoned to serve as a juror and who notifies the District to that effect prior to ~~his or her~~ **their** term of service will not, on account of absence by reason of jury service, be subject to discharge or penalty. The District will ~~verify~~ **ensure** that all absences for this purpose are granted in accordance with law and the terms of any applicable collective bargaining agreement.

### j) Voting

Employees who are registered voters and have four consecutive hours either between the opening of the polls and the beginning of their working shift, or between the end of their working shift and the closing of the polls, will be deemed to have sufficient time to vote and will therefore not be eligible for paid leave to vote in any election.

Employees who are registered voters, and do not have sufficient time outside of their working hours to vote in any election, may without loss of pay for up to two hours, take so much time off as will, when added to their voting time outside of their working hours, enable them to vote. The employee will be allowed time off for voting only at the beginning or the end of their working shift, as the District may designate, unless otherwise mutually agreed.

(Continue)

# POLICY

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## SUBJECT: LEAVES OF ABSENCE (Cont'd.)

~~Employees who do not have sufficient time outside of scheduled working hours to vote at any general election, special election called by the Governor, primary election, or municipal election, may take up to two hours off without loss of pay, such that when added to his or her voting time outside of working hours will enable the person to vote. This does not include school district elections, library district elections, fire district elections, special town elections, or early voting periods. An employee will not be entitled to such leave if he or she has four consecutive hours either between the opening of the polls and the start of the workday or between the end of his or her workday and the close of the polls.~~

Employees requiring working time off to vote must notify the District not more than ten (10) or less than two (2) working days before the day of the election.

~~Employees must notify the District of the need for such leave between 10 and 2 days prior to the day of the election.~~

The District must post a notice informing employees of their right to leave in order to vote not less than ten (10) working days before an election and until polls close on election day. This notice will be conspicuously posted in a place where it can be seen by employees as they come and go to their place of work.

29 USC Section 207~~(e)~~218d  
Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 USC Sections 4301-4333  
Civil Service Law Sections 71-73 and 159-b  
Education Law Sections 1709(16), 2509(6), 2573(12), 3005, 3005-a and 3005-b  
Election Law Section 3-110  
Executive Law Section 296(22)  
General Municipal Law Sections 92, 92-c, and 92-d  
Judiciary Law Sections 519 and 521  
Labor Law Sections 202-a, 202-i, 202-j, 202-l, and 206-c  
Military Law Sections 242 and 243  
Penal Law Section 215.14

Adopted: 7/10/2001  
Revised: 11/27/2007, 10/14/2008  
Reviewed: 10/6/2011  
Revised: 4/23/2019, 7/14/2020, 3/23/2021; 5/5/2023



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## **SUBJECT: DISCIPLINING OF A TENURED TEACHER OR CERTIFIED PERSONNEL**

Tenured teachers and certain certified and/or licensed personnel may be subject to disciplinary charges in accordance with the Education Law and/or other applicable laws.

Procedures for a hearing regarding disciplinary measures will be in accordance with Section 3020-a or 3020-b of the Education Law applicable contractual provisions, and/or other applicable laws.

Education Law §§ 3020-a and 3020-b

Adopted: 7/10/2001

Reviewed: 3/25/2011

Revised and Renumbered from 6213.1 on 5/28/2019

Reviewed by Superintendent & Assistant Superintendent for Human Resources on 5/11/2023 with no recommended changes; **reviewed & approved by BOE on**

## **SUBJECT: SELECTION OF ATHLETIC COACHES AND ATHLETIC TRAINERS**

### **Athletic Coaches**

In accordance with Commissioner's Regulation §135.4, all coaches including volunteer coaches, appointed for interscholastic athletics teams must possess a valid coaching license and have completed a course of instruction relating to mild traumatic brain injuries pursuant to §136.5(b). Physical education teachers may coach any sport, and teachers certified in other areas with coaching qualifications and experience, may coach provided they have completed the course requirements as enumerated in Commissioner's Regulation §135.4.

Individuals with coaching qualifications and experience satisfactory to the Board of Education who do not hold a NYS teaching certificate may also be employed to coach, provided they first obtain a temporary coaching license issued pursuant to the conditions enumerated in the Commissioner's Regulations.

### **Volunteer Assistant Coaches**

The District recognizes the importance of volunteers and the contributions they can make to the interscholastic athletic program. The District also recognizes that having parents involved as coaches in their child's program can be difficult and has the potential for many conflicts of interest.

Any volunteer, who is in direct contact with the interscholastic athletic program must be recommended by the Superintendent of Schools and approved by the Board of Education prior to the beginning of each interscholastic season. Volunteer coaches must be fully certified as a New York State coach. The Athletic Director shall be responsible for maintaining a current and complete list of all active volunteer coaches and their assignments, as well as their coaching licenses and certification. The volunteer coaches can only work under the direct supervision of the regularly appointed coach. These volunteers may never hold a practice or work with a student athlete without the certified, appointed coach.

In addition, a volunteer coach can never be a parent or other relative of a student athlete in the program. Program is defined as the gender specific sport (modified, JV, or Varsity) in which a student athlete is participating.

If a parent is a New York State certified coach, the Athletic Director may consider recommending them to coach a team on which they have a child participating or a team in their child's program. The regular appointment of certified parents as coaches of their child's team or a team in their child's program will be highly scrutinized and handled with deliberate care. As in all coaching appointments, the Superintendent must recommend the appointment and the Board of Education must concur. The District Athletic Director will notify the Superintendent and Assistant Superintendent for Human Resources in advance of any certified coach who is a parent being recommended for an appointed coaching position. Discussion between the Superintendent, District Athletic Director and Assistant Superintendent for Human Resources will occur before a certified parent coaching recommendation is made to the Board of Education.

(Continued)

**SUBJECT: SELECTION OF ATHLETIC COACHES AND ATHLETIC TRAINERS (CONT'D.)**

**Athletic Trainers**

Every individual serving as an athletic trainer in the School District shall possess a valid license as a Certified Athletic Trainer from the State of New York issued pursuant to Education Law Article 162. In addition, candidates must have successfully completed training on an annual basis, in the operation and use of an automated external defibrillator (AED) pursuant to Public Health Law Section 3000-b(3)(a).

The practice of the profession of athletic training shall be as defined in, and consistent with, Education Law. The services provided by an athletic trainer shall include, but not be limited to, the following:

- a) Prevention of athletic injuries, including assessment of an athlete's physical readiness to participate;
- b) Reconditioning to minimize the risk of re-injury and to return the athlete to activity as soon as possible, excluding the reconditioning of neurological injuries, conditions or disease;
- c) Health care administration, including medical record keeping, documentation and reporting of injuries, writing policies and procedures, budgeting and referral of injured athletes to appropriate authorized health care professionals when indicated;
- d) Education and counseling of coaches, parents, student athletic trainers and athletes;
- e) Risk management and injury prevention as enumerated in Commissioner's Regulations;
- f) Management of athletic injuries as enumerated in Commissioner's Regulations;
- g) Immediate care of athletic injury and physical conditions as enumerated in Commissioner's Regulations;
- h) Treatment and reconditioning of athletic injuries as enumerated in Commissioner's Regulations;
- i) Organization and administration as enumerated in Commissioner's Regulations; and
- k) Other professional development and responsibilities, including those enumerated in Commissioner's Regulations.

(Continued)

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**SUBJECT: SELECTION OF ATHLETIC COACHES AND ATHLETIC TRAINERS (CONT'D.)**

## **Fingerprinting Requirement**

In accordance with the legislation on Project SAVE (Safe Schools Against Violence in Education Act) all coaches (both certified and non-certified) and athletic trainers must undergo fingerprinting and clearance for employment.

8 New York Code of Rules and Regulations (NYCRR) §§ 135.4(c)(7)(i)(c) and (d)  
Education Law Article 162  
Public Health Law § 3000-b(3)(a)

NOTE: Refer also to Policy #7420 -- Sports and the Athletic Program.

Adopted: 7/10/2001

Revised: 4/22/2003, Combined 6211.1 & 6211.2 & Renumbered 5/28/2019, Revised 11/26/2019

Reviewed by Superintendent & Assistant Superintendent for Human Resources on 5/11/2023 with no recommended changes; **reviewed & approved by BOE on**

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## **SUBJECT: EMPLOYMENT OF RELATIVES OF BOARD OF EDUCATION MEMBERS**

The appointment of a teacher who is related by bloodline or legal process (including marriage) to any member of the Board of Education shall be subject to the consent of two-thirds of the members of the Board of Education, meaning the approval of six members of a nine-member board regardless of how many are in attendance, to be determined at a Board meeting and to be entered upon the proceedings of the Board.

The Board shall take the same stance in the hiring of professional staff other than teachers.

Education Law § 3016  
General Municipal Law §§ 800-809

Adopted: 7/10/2001

Revised: 3/26/2019

Reviewed by Superintendent & Assistant Superintendent for Human Resources on 5/11/2023 with no recommended changes; reviewed & approved by BOE on

# POLICY

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## **SUBJECT: APPOINTMENT - SUPPORT STAFF**

The probationary period for all new civil service employees shall be for the maximum period established by the local Civil Service Commission.

The time, place and conditions of employment shall be assigned by the Superintendent of Schools. The duties for each Civil Service employee shall be clearly defined.

Civil Service Law Section 63

Adopted: 7/10/2001

Reviewed by Superintendent & Assistant Superintendent for Human Resource with no recommended changes on 5/11/2023; reviewed & approved by BOE



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## **SUBJECT: EMPLOYMENT OF TEACHER AIDES**

In accordance with Regulations of the Commissioner, the Board of Education may employ aides to assist in the daily operation of the school through non-teaching duties.

The duties and responsibilities to be assumed by aides shall be outlined by the Superintendent of Schools.

Persons employed as aides shall be responsible to the building principal and/or his/her designated representatives.

8 New York Code of Rules and Regulations (NYCRR) Section 80.33(a)

Adopted: 7/10/2001

Reviewed by Superintendent & Assistant Superintendent for Human Resources with no recommended changes on 5/11/2023; reviewed & approved by BOE on

# POLICY

Churchville-Chili Central School District

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## **SUBJECT: MAINTAINING DISCIPLINE AND CONDUCT**

All personnel employed by the District are responsible for maintaining student discipline and appropriate conduct during school hours or at extracurricular events.

For additional information, please refer to the District's Code of Conduct (Policy 3410).

Adopted: 7/10/2001

Reviewed by Superintendent & Assistant Superintendent for Human Resources on 5/11/2023 with no recommended changes; reviewed & approved by BOE on

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## **SUBJECT: EMPLOYEE PERSONNEL RECORDS AND RELEASE OF INFORMATION**

### **Personnel Records**

The District will maintain a personnel file for each individual employed by the District. Employees may review or inspect their personnel files in accordance with District procedure or practice.

### **Release of Personnel Information**

The District will take all reasonable steps to protect the privacy of District employees, except as permitted or required by law:

- a) In accordance with a subpoena or court order, or other applicable law.
- b) When members of the Board of Education need information from the employee's personnel record to aid them in performing their legal responsibilities in such matters as appointments, assignments, promotions, demotions, remuneration, discipline, dismissal or to aid in the development and implementation of personnel policies.
- c) When the employee grants permission.

### **Release of Information Concerning Former Employees**

The District generally will not release information concerning the employment records, personnel file or past performance of a former employee, unless that information is required to be disclosed by law or legitimate business reason. Only limited information, such as the initial and final dates of employment and the position held, shall be provided in a response to a written request. The former employee may authorize the release of any additional information.

8 New York Code of Rules and Regulations (NYCRR), Part 84  
Public Officers Law Section 87

Adopted: 7/10/2001

Revised: 4/23/2019

Reviewed by Superintendent & Assistant Superintendent for Human Resources on 5/11/2023 with no recommended changes; reviewed & approved by BOE on

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## **SUBJECT: EMPLOYEE ACTIVITIES**

### **Political Activities**

The Board of Education recognizes the right of its employees, as citizens, to engage in political activities and to exercise their constitutionally-protected rights to address matters of public concern.

However, a District employee's constitutional rights to raise matters of public concern are limited when the speech or action occurs on school grounds and/or during school times. When such speech or action occurs on school grounds and/or during school time, the Board of Education can impose reasonable restrictions on the time, place and manner of the speech or action, and can further regulate the content of such speech when it materially imperils the efficient operation of the school.

Teachers may not use their classrooms or school surroundings as a means to promote their personal political views and beliefs. However, teachers are encouraged to address issues of current events for their instructional and informational value to students, to invite public and/or political figures to visit the classroom as a community resource, and to motivate students to participate in the political process.

### **Solicitations by Staff Personnel**

Staff members shall not be engaged in advertising or commercial solicitations on school time, except as authorized by the Superintendent and/or designee.

NOTE: Refer also to Policy #5560 -- *Use of Federal Funds for Political Expenditures*

Adopted: 7/10/2001

Reviewed by Superintendent & Assistant Superintendent for Human Resources with no recommended changes on 5/11/2023; reviewed & approved by BOE on

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## **SUBJECT: RIGHT OF STAFF TO EXPRESS VIEWS; CONFIDENTIALITY OF DISTRICT INFORMATION**

In addition to being employees of the District, all staff are citizens of the community, and as such, retain their constitutional rights to speak and write on issues of public interest and concern.

District staff must recognize that they are entrusted with confidential information regarding students and other District matters which may not be subject to public disclosure. Even the perception that District employees have publicly disclosed such information may irreparably harm the relationship between the District and its students and parents or between colleagues in the District.

It is impossible to list all of the sensitive information which should not be disclosed by District employees. However, in order to avoid inadvertent disclosure of confidential information or other improper communications, we ask all staff to adhere to the following guidelines:

1. With the exception of normal communication with a student's parent or guardian about their child, do not release any information about students, including any student records without prior approval.
2. Internal documents (memos, directives, meeting summaries, etc.) are not intended for public distribution, and may contain confidential information, thoughts, recommendations or personal information. These documents are created as part of employment and should only be released with prior approval.
3. When taking a public position on an issue involving the District, unless specifically authorized in advance, do not indicate that you are representing the District or its official position in any given matter.
4. If a staff member has any doubt as to whether information or documents should be released, he/she should ask his/or her supervisor or administrator for guidance.

Under New York State Law - the Freedom of Information Law (FOIL) - many of the documents of the school district are subject to public disclosure. There is a specified procedure for any member of the public (including, of course, an employee of the District) to request documents that are available. If a staff member has received a request for a document that he/she has not been authorized to release, the staff member can refer the individual to the District Office where a FOIA request can be made.

It is the policy of the Board of Education to provide all appropriate public disclosure of documents and information, while at the same time vigorously protecting the confidentiality of student records and the privacy of our students and staff.

Adopted 6/25/2002

Revised: 4/09/2019

Reviewed by Superintendent & Assistant Superintendent for Human Resources on 5/11/2023 with no recommended changes; **reviewed & approved by BOE on**

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## **SUBJECT: THEFT OF SERVICES OR PROPERTY**

The theft of services or property from the District by an employee will result in immediate disciplinary action that can lead to dismissal or other penalty, and shall not preclude the filing of criminal or civil charges by the District.

Adopted: 7/10/2001

Reviewed by Superintendent & Assistant Superintendent for Human Resources with no recommended changes on 5/11/2023; reviewed & approved by BOE on



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## **SUBJECT: JURY DUTY**

Any employee who is summoned to serve as a juror, and provides timely notification to the District prior to serving as a juror, will be granted an excused absence in accordance with law and the terms of any applicable collective bargaining agreement. Salaried employees who are not members of a collective bargaining agreement (or other agreement addressing the issue of jury duty) will be paid their normal pay while serving jury duty.

Judiciary Law Section 519 and 521

Adopted: 7/10/2001

Revised: 8/22/2017, 11/12/2019

Reviewed by Superintendent & Assistant Superintendent for Human Resources on 5/11/2023 with no recommended changes; reviewed & approved by BOE on

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## **SUBJECT: WORKERS' COMPENSATION**

Employees injured in the performance of their duties are covered by Workers' Compensation Insurance. Employees shall report work-related injuries immediately to their immediate supervisor. Delay in reporting, if necessary, must be justified to the satisfaction of the Board of Education and/or the insurance agency.

Reimbursement for Workers' Compensation Insurance benefits shall be in accordance with their respective negotiated agreements.

Education Law Sections 1604(31), 1709(34) and 2503(10)

Adopted: 7/10/2001

Reviewed by Superintendent and Assistant Superintendent for Human Resources on 5/11/2023 with no recommended changes; reviewed & approved by BOE on

**SUBJECT: DEFENSE AND INDEMNIFICATION OF BOARD MEMBERS AND EMPLOYEES**

**Liability Protection Pursuant to Education Law**

The Board of Education recognizes its statutory obligation to indemnify School District employees (and in certain circumstances, Board of Education members and volunteers) pursuant to the provisions of Sections 3023, 3028 and 3811 of the Education Law. For the purposes of this policy, the term "employee" shall be as defined in the applicable statute(s).

The District shall not be subject to the duty to defend unless the employee, within the time prescribed by statute, delivers appropriate notice of the claim to the Board of Education.

- a) For purposes of Education Law Section 3811, the employee must give written notice within five (5) days after service of process upon him/her. The statute mandates only written notice of the claim to the Board of Education; however, submission of relevant legal documents by the employee to the Board is also encouraged.
- b) For purposes of Education Law Sections 3023 and 3028, the employee must deliver the original or a copy of the relevant legal documents to the Board within ten (10) days after service of process upon him/her.

The District will provide legal defense and/or indemnification for all damages, costs, and reasonable expenses incurred in the defense of an action or proceeding if authorized pursuant to statute and provided that the alleged action or omission which occurred or allegedly occurred is covered by the appropriate statute(s). Furthermore, the District will not be required to provide indemnification protection and/or legal defense unless the employee was, at the time of the alleged incident, acting in the discharge of his/her duties within the scope of his/her employment or authorized volunteer duties and/or under the direction of the Board of Education.

**Public Officers Law Section 18**

The Board of Education hereby also confers the benefits of Section 18 of the New York State Public Officers Law upon the "employees" of the District, as defined in Section 18 of the Public Officers Law; and the District assumes the liability for the costs incurred in accordance with the provisions of Section 18. The benefits accorded to District employees under Section 18 of the Public Officers Law shall supplement and be available in addition to defense or indemnification protection conferred by other enactments or provisions of law.

(Continued)

**SUBJECT: DEFENSE AND INDEMNIFICATION OF BOARD MEMBERS AND  
EMPLOYEES (CONT'D.)**

The term "employees" shall include members of the Board of Education; the Superintendent; District officers; District employees; volunteers expressly authorized to participate in a District sponsored volunteer program; or any other person holding a position by election, appointment or employment in the service of the District, whether or not compensated. The term "employee" shall also include a former employee, his/her estate or judicially appointed representative.

Pursuant to the provisions of Section 18 of the Public Officers Law, and upon compliance by the employee with the requirements of this statute, the District shall provide for the defense of the employee in any civil action or proceeding, state or federal, arising out of any alleged act or omission which occurred or allegedly occurred while the employee was acting within the scope of his/her public employment or duties. Furthermore, the District shall indemnify and save harmless its employees in the amount of any judgment obtained against such employees in a state or federal court, or in the amount of any settlement of a claim, provided that the act or omission from which such judgment or claim arose occurred while the employee was acting within the scope of his/her public employment or duties. However, in the case of a settlement, the duty to indemnify and save harmless shall be conditioned upon the approval of the amount of the settlement by the Board of Education.

The duty to defend and/or indemnify and save harmless, in accordance with Section 18 of the Public Officers Law, shall be conditioned upon the delivery by the employee to the School District attorney or to the Superintendent a written request to provide for his/her defense, together with the original or a copy of any summons, complaint, process, notice, demand or pleading within ten (10) days after he/she is served with such document. Pursuant to Section 18, the full cooperation of the employee in the defense of such action or proceeding and in the defense of any action or proceeding against the District based upon the same act or omission, and in the prosecution of any appeal, shall also be required as a condition for the District's duty to defend and/or indemnify and save harmless to exist.

**Exceptions to Liability Coverage**

Indemnification coverage and/or provision of legal defense by the District will not apply unless the actionable claim is of the type covered by the statute(s) and/or is not otherwise exempt from coverage pursuant to law. Additionally, indemnification coverage and/or the duty to provide a defense shall not arise where such action or proceeding is brought by or on behalf of the School District.

Public Officers Law Section 18  
Education Law Sections 1709(26) and (34-b), 2560, 3023, 3028, and 3811  
General Municipal Law Sections 6-n and 52

Adopted: 7/10/2001

Reviewed by Superintendent & Assistant Superintendent for Human Resources with no recommended changes on 3/7/2019; reviewed & approved by BOE on

## **SUBJECT: FAMILY AND MEDICAL LEAVE ACT**

The Board of Education, in accordance with the Family and Medical Leave Act of 1993 (as amended) (FMLA), gives "eligible" employees of the District the right to take unpaid leave for a period of up to 12 workweeks (or up to 26 weeks of leave to care for a covered service member with a serious injury or illness) in a 12-month period as determined by the District. The District will compute the twelve-month period as the "Program Year" beginning on September 1 and ending August 31. In certain cases, FMLA leave may be taken on an intermittent basis rather than all at once, or the employee may work a part-time schedule.

The entitlement to leave for the birth or placement of a child shall expire at the end of the twelve (12) month period beginning on the date of such birth or placement.

Employees are "eligible" if they have been employed by the District for at least 12 months and for at least 1,250 hours of service during the previous 12-month period. Full-time teachers are deemed to meet the 1,250 hour test. However, a break in employment for military service (i.e., call to active duty) should not interrupt the twelve (12) month/1,250 hours of employment requirement and should be counted toward fulfilling this prerequisite. The law covers both full-time and part-time employees.

### **Types of Leave Covered**

Qualified employees may be granted leave for one(1) or more of the following reasons:

- a) The birth of a child and care for the child;
- b) The adoption of a child and care for the child;
- c) The placement of a child with the employee from foster care;
- d) To care for a spouse, minor child, or parent who has a "serious health condition" as defined by the FMLA;
- e) To care for an adult child who is incapable of self-care due to a disability (regardless of the date of the onset of disability) **and** has a "serious health condition" as defined by the FMLA; and/or
- f) A serious health condition of the employee, as defined by the FMLA, that prevents the employee from performing his or her job;

A "serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider that renders the person incapacitated for more than three (3) consecutive calendar days. Furthermore, the first visit to a health care provider for an employee claiming a "serious health condition" under FMLA must occur within seven (7) days of the aforementioned incapacity, with the second visit occurring within thirty (30) days of the incapacitating event. In order for an employee to claim the need for continuous treatment under FMLA for a chronic serious health condition, the condition must require a minimum of two (2) visits per year to a healthcare provider, continue over an extended period of time, and may cause episodic rather than a continuing period of incapacity. A "serious health condition" is also defined as any period of incapacity related to pregnancy or for prenatal care.

(Continued)

**SUBJECT: FAMILY AND MEDICAL LEAVE ACT (CONT'D.)**

**Military Family Leave Entitlements**

*Covered Service Member Caretaker Leave*

An eligible employee who is the spouse, son, daughter, parent, or next of kin (defined as the nearest blood relative) is entitled to up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for a "military member" who is:

- a) Recovering from a service-connected serious illness or injury sustained while on active duty; or
- b) Recovering from a serious illness or injury that existed prior to the service member's active duty and was aggravated while on active duty; or
- c) A veteran who has a qualifying injury or illness from service within the last five (5) years and aggravates that illness or injury.

This military caregiver leave is available during a single twelve (12) month period during which an eligible employee is entitled to a combined total of twenty-six (26) weeks of all types of FMLA leave. Military Caregiver Leave may be combined with other forms of FMLA-related leave providing a combined total of twenty-six (26) weeks of possible leave for any single twelve (12) month period; however, the other form of FMLA leave when combined cannot exceed twelve (12) of the twenty-six weeks of combined leave. Military Caregiver Leave has a set "clock" for calculating the twelve (12) month period for when FMLA leave begins and tolling starts at the first day of leave taken.

The term "military member" means:

- a) A member of the Regular Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- b) A veteran (discharged or released under condition other than dishonorable) who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

*"Qualifying Exigency" Leave/Call to Active Duty*

An "eligible" employee is entitled to FMLA leave because of "a qualifying exigency" arising out of circumstances where the spouse, son, daughter, or parent of the employee is serving in the Regular Armed Forces or either the National Guard or the Reserves and is on active duty during a war or national emergency called for by the President of the United States or Congress, or has been notified of an impending call to active duty status, in support of a contingency operation. There is no "qualifying exigency" unless the military member is or is about to be deployed to a foreign country.

(Continued)

**SUBJECT: FAMILY AND MEDICAL LEAVE ACT (CONT'D.)**

*"Qualifying Exigency" Leave/Call to Active Duty (Cont'd.)*

A "qualifying exigency" related to families of the Army National Guard of the United States, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard of the United States, Air Force Reserve and Coast Guard Reserve personnel on (or called to) active duty to take FMLA protected leave to manage their affairs is defined as any one of the following reasons:

- a) Short-notice deployment;
- b) Military events and related activities;
- c) Childcare and school activities;
- d) Parental care leave;
- e) Financial and legal arrangements;
- f) Counseling;
- g) Rest and recuperation (for up to fifteen [15] calendar days);
- h) Post-deployment activities; and
- i) Any additional activities where the employer and employee agree to the leave.

In any case in which the necessity for leave due to a qualifying exigency is foreseeable, the employee shall provide such notice to the employer as is reasonable and practicable. This military-related leave is for up to twelve (12) weeks during a single twelve (12) month period. Leave may be taken intermittently or on a reduced leave schedule.

Upon an employer's request, an employee must provide a copy of the military member's active duty order to support the employee's request for qualifying exigency leave. In addition, the employer may request the following information:

- 1) A statement or description of appropriate facts regarding the exigency that is needed;
- 2) The approximate date on which the exigency commenced or will commence;
- 3) An estimate of the frequency and duration of the exigency if leave is needed on a reduced scheduled basis or intermittently;
- 4) If the exigency requires meeting with a third party, the contact information for the third party and description of the purpose of the meeting;

(Continued)



**SUBJECT: FAMILY AND MEDICAL LEAVE ACT (CONT'D.)**

*"Qualifying Exigency" Leave/Call to Active Duty (Cont'd.)*

- 5) Additionally, the certification for qualifying exigency leave for Rest and Recuperation Leave must include a copy of the military member's Rest and Recuperation Leave Orders, or other documentation by the military setting forth the dates of the military member's leave.

**Implementation/Benefits/Medical Certification**

At the Board of Education's or employee's option, certain types of paid leave may be substituted for unpaid leave.

An employee on FMLA leave is also entitled to have health benefits maintained while on leave. If an employee was paying all or part of the premium payments prior to leave, the employee will continue to pay his/her share during the leave period.

In most instances, an employee has a right to return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave.

The Board of Education has a right to thirty (30) days advance notice from the employee where practicable. In addition, the Board may require an employee to submit certification from a health care provider to substantiate that the leave is due to the "serious health condition" of the employee or the employee's immediate family member. Under no circumstance should the employee's direct supervisor contact any health care provider regarding the employee's condition; all contact in this manner must be made by a health care provider (employed by the employer), a human resource professional, a leave administrator or a management official. If the medical certification requested by the employer is found to be deficient, the employer must indicate where the errors are, in writing, and give the employee seven (7) days to provide corrected materials to cure any deficiency prior to any action being taken.

**Special Provisions for School District Employees**

An instructional employee is an employee whose principal function is to teach and instruct students in a class, a small group, or an individual setting (e.g., teachers, coaches, driving instructors, special education assistants, etc.). Teaching assistants and aides who do not have instruction as the principal function of their job are not considered an "instructional employee."

*Intermittent Leave Taken By Instructional Employees*

FMLA leave that is taken at the end of the school year and resumes at the beginning of the next school year is not regarded as intermittent leave but rather continuous leave. The period in the interim (i.e., summer vacation) is not counted against an employee and the employee must continue to receive any benefits that are customarily given over the summer break.

(Continued)

## **FAMILY AND MEDICAL LEAVE ACT (CONT'D.)**

### *Intermittent Leave Taken By Instructional Employees (Cont'd.)*

Intermittent leave may be taken but must meet certain criteria. If the instructional employee requesting intermittent leave will be on that leave for more than twenty percent (20%) of the number of working days during the period for which the leave would extend, the following criteria may be required by the employer:

- a) Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b) Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

Appropriate notice for foreseeable FMLA leave still applies and all employees must be returned to an equivalent position within the School District. Additional work-related certifications, requirements and/or training may not be required of the employee as a contingent of their return to work.

### *Leave Taken by Instructional Employees Near the End of the Instructional Year*

There are also special requirements for instructional employees taking leave and the leave's relation to the end of the term. If the instructional employee is taking leave more than five (5) weeks prior to the end of the term, the District may require that the employee take the leave until the end of the term if the leave lasts more than three (3) weeks and the employee was scheduled to return prior to three (3) weeks before the end of the term.

If the instructional employee is taking leave less than five (5) weeks prior to the end of the term for any of the following FMLA-related reasons except qualifying exigency, the District may require that the employee remain out for the rest of the term if the leave lasts more than two (2) weeks and the employee would return to work during that two (2) week period at the end of the instructional term.

If the instructional employee begins taking leave during the three (3) weeks prior to the end of the term for any reason except qualifying exigency, the District may require that the employee continue leave until the end of the term if the leave is scheduled to last more than five (5) working days.

Any additional time that is required by the employer due to the timing of the end of the school year, will not be charged against the employee as FMLA leave because it was the employer who requested that the leave extend until the end of the term.

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Community Relations

## **FAMILY AND MEDICAL LEAVE ACT (CONT'D.)**

### **FMLA Notice**

A notice which explains the FMLA's provisions and provides information concerning the procedures for filing complaints of violations of the FMLA shall be posted in each school building and a notice of an employee's FMLA rights and responsibilities shall be either placed in the employee handbook of the employer or furnished to each new employee upon hire. The employer has five (5) days to supply such notice from the date of hire.

Administration is directed to develop regulations to implement this policy, informing employees of their rights and responsibilities under the FMLA.

Family and Medical Leave Act of 1993 (as amended), Public Law §103-3

National Defense Authorization Act of 2008, Public Law §§110-181

10 USC §101(a) (13)

29 USC §§1630.1 and 2611-2654

29 CFR Part 825 and Part 1630

42 USC § 12102

Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law §§ 104-191

45 CFR Parts 160 and 164

NOTE: Refer also to Policy #6552 -- Military Leaves of Absence

Adopted: 7/10/2001

Revised: 2/8/2005, 10/28/2009, 4/14/2009, 1/25/2011, 5/28/2019

Reviewed by Superintendent & Assistant Superintendent for Human Resources on 5/11/2023 with no recommended changes; reviewed & approved by BOE on

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## **SUBJECT: MILITARY LEAVES OF ABSENCE**

The Board of Education recognizes the importance of the military and veterans being able to return to civilian employment.

The District shall afford members of the military and veterans all rights, benefits and protections afforded by federal, state and local laws (including but not limited to, the rights to reemployment and healthcare continuation, as limited by such provisions). To the extent that an applicable collective bargaining agreement affords greater protection, the collective bargaining agreement shall control.

The District shall also afford military spouses all rights provided for them under federal, state and local laws.

The District shall not discriminate or retaliate against a member of the military, spouse or veteran due to protected status or leave. Individuals who believe the District has not complied with this policy should report concerns in accordance with the District's Non-Discrimination Grievance/Complaint Procedures, available at the District website under related files, at <https://www.cccsd.org/HumanResources.aspx>.

38 U.S.C. §§4301-4334 (USERRA)  
Labor Law §202-j  
Military Law §§242-243

Adopted: 7/10/2001

Revised: 10/23/2001, 09/23/2003, 10/24/2006, 5/28/2019

Reviewed by Superintendent & Assistant Superintendent for Human Resources on 5/11/2023 with no recommended changes; **reviewed & approved by BOE on**

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## SUBJECT: CODE OF ETHICS FOR BOARD MEMBERS AND ALL DISTRICT PERSONNEL

### General Provisions

Officers and employees of the District hold their positions to serve and benefit the public, and not to obtain unwarranted personal or private gain in the exercise of their official power and duties. The Board recognizes that in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct.

The provisions of this policy are intended to supplement Article 18 of General Municipal Law Sections and any other law relating to ethical conduct of District officers and employees, and should not be construed to conflict with those authorities.

### Standards of Conduct

The following rules and standards of conduct apply to all officers, including Board members, and employees of the Churchville-Chili Central School District. These rules are in addition to the Code of Conduct and all other policies, laws, rules, and regulations.

~~The following rules and standards of conduct apply to all officers, including Board members, and employees of the District.~~

#### *Conduct*

All officers and employees shall lead by example; be a role model; engage in civil and constructive discussions; exercise good judgment; and maintain professionalism. All officers and employees shall refrain from engaging in any action that breaches public trust and/or confidence; violates their oath of office, policy, law, rule, regulation, fiduciary duties, applicable precedent and/or the Code of Conduct; and/or interferes with or may interfere with the Board of Education's ability to function.

All officers and employees must at all times clearly distinguish their personal views from those of the District.

Board members must refrain from acting as a representative of the Board and from taking action on behalf of the Board unless delegated by the Board for a particular, limited purpose.

#### *Gifts*

No person may directly or indirectly, solicit, accept or receive any gift having a value of seventy-five dollars (\$75) or more under circumstances in which it could reasonably be inferred that the gift was intended or

(Continued)

## **SUBJECT: CODE OF ETHICS FOR BOARD MEMBERS AND ALL DISTRICT PERSONNEL (CONT'D.)**

### *Gifts (Cont'd.)*

expected to influence the individual in the performance of his or her official duties or was intended as a reward for any official action on the part of the individual. This prohibition applies to any gift, including money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form.

### *Confidential Information*

No person may disclose confidential information acquired by him or her in the course of his/ or her official duties or use such information to further his/ or her personal interest.

### *Conflicts of Interest*

The integrity and appearance of integrity with the management of the school district is paramount. To that end a district employee involved in a romantic or familial relationship with another district employee cannot supervise, hire, evaluate, promote, or discipline that employee. The district encourages self-disclosure in an effort to meet this goal and allow an opportunity for a possible (to be determined on a case by case basis) reassignment and/or transfer and in accordance with the collective bargaining agreement, if applicable.

Except as permitted by law, no person may have an interest in any contract with the District when he or she, individually, or as a member of the Board, has the power or duty to: negotiate, prepare, authorize, or approve the contract or authorize or approve payment under the contract; audit bills or claims under the contract; or appoint an officer or employee who has any of these powers or duties.

Likewise, unless permitted by law, no chief fiscal officer, treasurer, or his or her deputy or employee, may have an interest in a bank or trust company designated as a depository, paying agent, registration agent, or for investment of funds of the District.

No employee, officer, or agent will participate in selecting, awarding, or administering a contract supported by a federal award if he or she has a real or apparent conflict of interest. These conflicts could arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of these parties has a financial or other interest in or a tangible personal interest benefit from a firm considered for a contract. The employees, officers, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. The District, may, however, set standards for situations where the financial interest is not substantial or the gift is an unsolicited item of nominal value.

(Continued)

## **SUBJECT: CODE OF ETHICS FOR BOARD MEMBERS AND ALL DISTRICT PERSONNEL (CONT'D.)**

### *Conflicts of Interest (Cont'd.)*

“Interest,” as used in this policy, means a direct or indirect pecuniary or material benefit accruing to a District officer or employee as the result of a contract with the District. A District officer or employee will be considered to have an interest in the contract of: his or her spouse, minor children and dependents, except a contract of employment with the District; a firm, partnership or association of which he or she is a member or employee; a corporation of which he or she is an officer, director or employee; and a corporation any stock of which is owned or controlled directly or indirectly by him or her.

The provisions of the preceding five paragraphs should not be construed to preclude the payment of lawful compensation and necessary expenses of any District officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.

### *Representing Others in Matters Before the District*

No person may receive, or enter into any agreement, express or implied, for compensation for services rendered in relation to any matter before the District. Likewise, no one may receive, or enter into any agreement, express or implied, for compensation for services rendered in relation to any matter before the District, where the individual's compensation is contingent upon any action by the District with respect to the matter.

### *Disclosure of Interest in Contracts and Resolutions*

Any District officer or employee, who has, will have, or later acquires an interest in or whose spouse has, will have or later acquires an interest in any actual or proposed contract, purchase agreement, lease agreement or other agreement, including oral agreements, with the District must publicly disclose the nature and extent of such interest in writing. The disclosure must be made when the officer or employee first acquires knowledge of the actual or prospective interest, and must be filed with the person's immediate supervisor and the Board. Any written disclosure will be made part of and included in the official minutes.

### *Investments in-Conflict with Official Duties*

No person may invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction, that creates a conflict with his or her official duties, or that would otherwise impair his or her independence of judgment in the exercise of performance of his or her official powers or duties.

(Continued)



# POLICY

Churchville-Chili Central School District

2023

6110  
Page 4 of 4

Personnel

## **SUBJECT: CODE OF ETHICS FOR BOARD MEMBERS AND ALL DISTRICT PERSONNEL (CONT'D.)**

### *Private employment*

No person may engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

### *Future employment*

No person may, after the termination of service or employment with the District, appear before the District on behalf of his or her employer in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment with the District or which was under his or her active consideration while he or she was with the District.

### *Notice of Code of Ethics and General Municipal Law Sections 800-809*

The Superintendent will ensure that a copy of this code of ethics is distributed to every District officer and employee, and that a copy of General Municipal Law Sections 800-809 is posted conspicuously in each District building. Failure to distribute this code of ethics or to post General Municipal Law Sections 800-809 will have no effect on either the duty of District officers and employees to comply with their provisions, or the ability of the District or other relevant authorities to enforce them.

### *Penalties*

Any person who knowingly or intentionally violates any of the provisions of this policy may be fined, suspended or removed from office or employment, or subject to additional penalties as provided by law.

Education Law § 410  
General Municipal Law Article 18 and §§ 800-809  
2 CFR § 200.318(c)(1)

Adopted: 7/10/2001  
Revised: 3/28/2006, 3/23/2010, 11/26/2019, 5/11/2023  
Reviewed: 8/23/2011; 3/28/2023

# POLICY

Churchville-Chili Central School District

20~~19~~23

6212

Page 1 of 1

Personnel

## SUBJECT: CERTIFICATION AND QUALIFICATIONS

The following provisions will govern certification and qualifications of District personnel:

- a) In accordance with applicable statutes, Rules of the Board of Regents, and Commissioner's Regulations, each employee whose employment requires certification or other licensure must inform the ~~Superintendent~~ **Superintendent for Human Resources** immediately of any change in his/her certification or licensure status. The changes may include the granting, revocation, upgrading, expiration, conversion and/or extension of documents as to their periods of validity or their titles.
- b) Online verification of an employment applicant's certification status will be used in lieu of printed certificates for current and potential employees. The District will also check the TEACH database to ensure that any Permanent or Professional certificates for new hires remains valid.
- c) It is the responsibility of the employee to ensure that he or she maintains the appropriate certification and/or licensure required for his or her assignment.

### Parent Notification

The District is required to provide parents, upon request, with specific information about the professional qualifications of their children's classroom teachers. The following will be provided by the District upon request:

- a) If the teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas he or she teaches;
- b) Whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived;
- c) The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject of the degrees; and
- d) If the child is provided services by any instructional aides or similar paraprofessionals and, if so, their qualifications.

20 USC § 7801(23)  
34 CFR §§ 200.55, 200.56, and 200.61  
Education Law §§ 3001, 3001-a, 3004, 3006 and 3008  
NYCRR Subparts 80-1, 80-2, 80-3, 100.2(dd) and 100.2(o), 120.6

Adopted: 7/10/2001

Revised: 12/9/2008, 3/26/2019; 5/11/2023

Reviewed: 2/11/2011

# Treasurer's Monthly Report

May 2023

<u>GL Acct.</u>	<u>Fund</u>	<u>Bank</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Monthly Receipts</u>	<u>Monthly Disbursements</u>	<u>Ending Balance</u>
<b>Cash Accounts</b>							
A200-01 General	M & T	Checking		\$584,286.16	\$7,777,445.12	\$7,879,693.94	\$482,037.34
A200-10 General	Bank of Castile	Checking		\$0.00	\$0.00	\$0.00	\$0.00
A200-12 General	M & T	Checking-ACH Payments		\$94,348.55	\$223,820.15	\$230,807.38	\$87,361.32
A200-20 General	M & T	Checking		\$386,404.34	\$1,220,302.83	\$1,014,105.04	\$592,602.13
A200-21 General	M & T	Checking-Payroll		\$9,318.59	\$2,509,147.41	\$2,509,147.41	\$9,318.59
A201-05 General	M & T	Savings		6,733,192.63	9,540,788.38	7,750,000.00	\$8,523,981.01
A201-10 General	Bank of Castile	Savings		4,638,249.34	26,976.35	0.00	\$4,665,225.69
C200-01 School Lunch	Bank of Castile	Checking		91,867.29	82,158.18	89,724.41	\$84,301.06
F200-01 Federal	M & T	Checking		13,561.81	0.00	129.28	\$13,432.53
H200-01 Capital	M & T	Checking		129,862.19	2,300,000.00	2,417,046.68	\$12,815.51
H201-11 Capital	M & T	Money Market		18,086.86	29.75	0.00	\$18,116.61
Multifund Checking	Chase	Checking		767,458.95	5,001,131.10	0.00	\$5,768,590.05
Multifund Savings	Chase	Savings		3,553,590.43	6,632.98	0.00	\$3,560,223.41
<b>Total Cash</b>				<b>17,020,227.14</b>	<b>28,688,432.25</b>	<b>21,890,654.14</b>	<b>23,818,005.25</b>
<b>Liquid Investment</b>							
A201-02 General	NYCLASS			46,278,324.36	157,884.68	33,516,906.64	\$12,919,302.40
A231-02 General-Reserve	NYCLASS			0.00	12,012,843.07	0.00	\$12,012,843.07
A232-02 General-Cap.Res.	NYCLASS			0.00	0.00	0.00	\$0.00
CM201-02 Expendable Trust	NYCLASS			0.00	386,687.04	0.00	\$386,687.04
H201-02 Capital	NYCLASS			0.00	18,054,424.30	0.00	\$18,054,424.30
V201-02 Debt Service	NYCLASS			0.00	3,095,947.80	0.00	\$3,095,947.80
<b>Total Liquid Investment</b>				<b>46,278,324.36</b>	<b>33,707,786.89</b>	<b>33,516,906.64</b>	<b>46,469,204.61</b>
<b>US Treasury Bills</b>							
A450-00 General	M & T			0.00	0.00	0.00	\$0.00
A452-00 General-Reserve	M & T			4,939,779.17	0.00	4,939,779.17	\$0.00
CM450-00 Expendable Trust	M & T			0.00	0.00	0.00	\$0.00
H450-00 Capital	M & T			0.00	0.00	0.00	\$0.00
V450-00 Debt Service	M & T			0.00	0.00	0.00	\$0.00
<b>Total US Treasury Bills</b>				<b>4,939,779.17</b>	<b>0.00</b>	<b>4,939,779.17</b>	<b>0.00</b>
<b>District Totals</b>				<b>\$68,238,330.67</b>	<b>\$62,396,219.14</b>	<b>\$60,347,339.95</b>	<b>\$70,287,209.86</b>

Received by the Board of Education and entered as a part of the minutes of the board meeting held on 6/27/23.

*Michelle Penner*

Clerk of the Board of Education

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

*Katherine P. Guignon*

Treasurer of School District

# Revenue Status Report

## As of May 31, 2023

A/C Code	Description	Original Budget	Adjusted Budget	Monthly Actual	Year to Date 5/31/23	Budget Variance	Year to Date 5/31/22	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	0.00	395,184.43	21,639.43	344,572.54	50,611.89
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	1,237,123.97	3,760,830.47	-139,169.53	3,640,051.59	120,778.88
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	7,057.25	26,841.75	-51,726.25	12,275.30	14,566.45
1315	Swim	31,432.00	31,432.00	1,699.62	56,385.97	24,953.97	39,712.15	16,673.82
1335	Oth Student Fee/Charges (Indiv	80,000.00	80,000.00	7,191.00	38,365.00	-41,635.00	51,403.00	-13,038.00
1335	Computer Protection Plans	0.00	0.00	9.00	4,058.00	4,058.00	1,395.00	2,663.00
1410	Admissions	1,500.00	1,500.00	1,525.00	7,625.00	6,125.00	1,400.00	6,225.00
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	1,092.00	1,092.00	-908.00	0.00	1,092.00
2401	Interest and Earnings	125,000.00	125,000.00	179,331.74	713,701.48	588,701.48	3,713.20	709,988.28
2401	Interest and Earnings-Reserve F	0.00	0.00	77,747.19	263,013.60	263,013.60	4,706.80	258,306.80
2401	Interest and Earnings-Capital Res	0.00	0.00	17,039.48	395,445.01	395,445.01	3,675.03	391,769.98
2410	Rental of Real Property,Indiv.	25,000.00	25,000.00	9,535.00	21,942.60	-3,057.40	8,250.00	13,692.60
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	60.00	3,460.00	3,460.00	2,430.00	1,030.00
2440	Rental of Buses	0.00	0.00	0.00	0.00	0.00	1,173.00	-1,173.00
2650	Sale Scrap & Excess Material	2,000.00	2,000.00	0.00	1,462.10	-537.90	1,401.10	61.00
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	7,670.57	21,203.05	16,203.05	44,197.92	-22,994.87
2690	Other Compensation for Loss	2,500.00	2,500.00	206.36	180,181.36	177,681.36	26,467.82	153,713.54
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	4,463.46	102,079.96	32,079.96	145,972.20	-43,892.24
2705	Gifts and Donations	0.00	0.00	-96.00	5,850.00	5,850.00	0.00	5,850.00
2770	Other Unclassified Rev.(Spec)	100,000.00	100,000.00	-2,431.55	180,919.32	80,919.32	160,405.61	20,513.71
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	8,266,574.32	29,807,831.44	-5,233,645.56	29,580,462.34	227,369.10
3102	Lottery Aid (Sect 3609a Ed Law	7,574,085.00	7,574,085.00	-59,625.00	8,316,586.46	742,501.46	6,366,916.07	1,949,670.39
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	59,625.00	234,515.00	-2,912.00	171,876.00	62,639.00
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	3,353.24	32,160.40	-22,839.60	55,021.46	-22,861.06
5031	Interfund Transfers	0.00	0.00	0.00	202404.00	202404.00	0.00	202404.00
		0.00	0.00					
<b>Total Revenue</b>		91,722,220.00	91,722,220.00	9,819,151.65	86,705,082.84	-5,017,137.16	81,408,874.65	5,296,208.19

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>

# Churchville-Chili Central School

Budget Status Report As Of: 5/31/2023

## 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	57,914.94	44,735.36	13,179.58	5,246.73	7,307.91
12	Central Administration	404,125.00	443,189.21	401,811.05	372,294.44	29,516.61	38,428.69	2,949.47
13	Finance	786,528.00	788,680.82	687,462.48	664,599.70	22,862.78	54,800.13	46,418.21
14	Staff	664,153.00	666,229.00	547,303.74	508,721.92	38,581.82	85,789.28	33,135.98
16	Central Services	6,307,366.00	7,510,663.71	5,938,947.66	5,384,315.31	554,632.35	1,480,980.49	90,735.56
19	Special Items (Contractual Expense)	1,764,170.00	1,781,775.00	1,404,304.08	1,356,926.12	47,377.96	333,777.43	43,693.49
20	Administration and Improvement	3,895,813.00	3,870,931.61	3,430,729.67	3,263,660.33	167,069.34	336,599.39	103,602.55
21	Teaching	36,014,167.00	36,172,750.10	28,529,032.22	28,439,124.88	89,907.34	6,598,195.43	1,045,522.45
26	Instructional Media	2,690,489.00	3,171,947.43	1,927,243.00	1,771,781.64	155,461.36	859,143.20	385,561.23
28	Pupil Services	4,197,885.00	4,250,913.61	3,017,789.41	2,825,039.09	192,750.32	465,672.45	767,451.75
55	Pupil Transportation	6,573,158.00	6,585,925.91	4,153,618.46	3,951,915.83	201,702.63	864,693.89	1,567,613.56
8	Other Community Services	89,711.00	89,711.00	28,522.05	34,845.30	-6,323.25	750.00	60,438.95
90	Employee Benefits	22,944,595.00	22,480,515.47	18,572,830.57	17,780,276.27	792,554.30	1,976,152.01	1,931,532.89
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>76,899,222.33</b>	<b>93,483,206.19</b>	<b>-16,583,983.86</b>	<b>13,100,229.12</b>	<b>6,249,964.00</b>



# 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 J. Orologio, Superintendent**

**From: Katherine P. Guignon, District Treasurer**

**Re: Extra-Classroom Activities**

**Date: June 16, 2023**

During our most recent audit of our Extra-Classroom Activity Fund, it was noted that several clubs have been financially inactive for multiple years. Board Policy dictates that financially inactive clubs will have their funds expended as requested or, in absence of a request, transferred to the general student organization or student council. I contacted all of the clubs without financial activity and asked the advisor to explain the club's financial inactivity and describe any future plans for the club's funds.

The clubs below indicated that they do not anticipate financial activity moving forward:

- **Audio Tech**
- **Robotics**
- **5-6 Service Club**
- **5-8 Odyssey of the Mind**
- **7-8 Video Production Club**

Therefore, I recommend that funds be transferred from these clubs to a general student organization or student council on 6/30/23. This transfer of funds should not impact club activities since these clubs have been operating without utilizing the Extra-Classroom funds.

If you have any questions or concerns, you may contact me directly at extension 2380.

KPG/br  
attachment



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*Superintendent of Schools  
x2300*

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x2460*

## MEMO

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

**From:** Matthew J. DeAmaral  
Assistant Superintendent for Business Services

**Re:** Year-End Surplus Funds

**Date:** June 23, 2023

As you know, SED requires Districts who transfer year-end surplus funds into reserve funds to adopt a resolution in order to transfer these funds prior to June 30, 2023. Since we will not know the exact amount of possible year-end surplus until the books are closed in August, we must comply with this requirement by passing a resolution, which contains estimates. If we do not comply, our external auditor will cite us in our management letter, in August.

Therefore, in anticipation of having year-end surplus funds, I recommend the Board adopt a resolution which authorizes a transfer of anticipated surplus funds up to a maximum of: up to \$9,500,000 in the 2022 Capital Reserve, up to \$250,000 in the Employee Benefit and Accrued Liabilities Reserve, up to \$600,000 in the Teachers Retirement System Reserve and up to \$1,500,000 in the Retirement Contribution Reserve.

Please note, these maximum figures in no way represent what we may have in surplus funds but will constitute a more conservative approach to satisfying this process

In August when actual amounts are known, I will present those figures to the Board.

Should you have any questions please give me a call.

MJD/br



Expenditure Report

**ATHLETIC SUPPLIES**  
**2023 - 2024 Co-op Bid**  
**RFB-2027-23**

Bid Opened 4/24/2023  
Period Range: 7/1/23 - 6/30/24

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

Vendor	
BSN Sports	\$ 1,452.38
Jim Dalberth Sporting Goods	\$ 8,876.23
Laux Sporting Goods	\$ 1,383.26
Pyramid School Products	\$ 1,200.36
Riddell-All American	\$ 11,006.16
Scholastic Sports Sales	\$ 9,792.10
<b>Totals</b>	<b>\$ 33,710.49</b>

06/02/23dvm



# Churchville-Chili Central School District

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**Loretta J. Orologio, Ed.D.**

*Superintendent of Schools  
x2300*

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x2460*

## MEMO

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

**From:** Matthew J. DeAmaral  
Assistant Superintendent for Business Services

**Re: Transfer to Capital Fund – Bus Purchases**

**Date:** June 23, 2023

Over the last several years, the District has been working toward fully financing our bus purchase in cash, rather than issuing debt. As discussed at previous meetings, paying cash saves the District approximately \$90,000 in borrowing and finance costs over a five-year period.

In order to do this, the Board needs to amend the 2022-23 budget by increasing the Transfer to Capital Fund line item in the General Fund in the amount of \$1,350,000. In order to balance the budget, we would also increase the appropriated fund balance by the same amount.

If you have any questions, please give me a call prior to the Board meeting.

MJD/br

BUS PARTS 2023-2024

SPECIFICATIONS AND BID SHEET

GROUP # 1

OEM INTERNATIONAL TRUCK AND ENGINE PARTS

DISCOUNT FROM NATIONAL FLEET %

GROUP # 2

OEM IC SCHOOL BUS PARTS

DISCOUNT FROM NATIONAL FLEET %

GROUP # 3

LEECE NEVILLE ALTERNATORS & STARTERS (NEW ONLY)

# A160203 ALTERNATOR 240 AMP

# M105611 STARTER

GROUP # 4

FLEET GUARD FILTERS

DISCOUNT %

GROUP # 5

GUNITE BRAKE DRUMS

3757X

3721AX

GROUP # 6

MERITOR ONLY NEW BRAKE SHOE KITS, COMPLETE W/ HARDWARE KITS

KSMA2124702QP

KSMA2124707QP

GROUP # 7

EUCLID ONLY HARDWARE KITS

E2769HD

E9064

GROUP # 8

FLEETGUARD ES COMPLETE ANTI-FREEZE (55 GALLON DRUM)

# CC36076 DELIVERED

GROUP # 9

ALLISON OEM TRANSMISSION FILTER

# 29539579

Freightliner & Western Star of Batavia	Leonard Bus Sales, Inc.	New York Bus Sales	Penn Power Group	Kenworth Northeast Group	D & W Diesel, Inc.	Tracey Road Equipment, Inc.		
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No Bid	0.00%	26.00%	No Bid	No Bid	No Bid	No Bid		
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No bid	0.00%	26.00%	No Bid	No Bid	No Bid	No Bid		
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\$380.40	\$438.18	\$412.99	\$403.02	\$683.71	\$503.98	\$443.96		
No Bid	\$430.36	\$471.64	No Bid	No Bid	\$305.99	No Bid		

62.00%	60.00%	26.00%	No Bid	No Bid	No Bid	20.00%		
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\$195.00	\$161.42	\$203.00	\$185.15	No Bid	No Bid	\$189.01		
\$125.99	\$142.25	\$137.00	\$143.62	No Bid	No Bid	\$127.50		

\$68.65	\$107.27	\$94.95	\$72.56	\$122.63	No Bid	\$72.21		
\$89.50	\$114.36	\$101.25	\$96.08	\$120.74	No Bid	\$94.11		

No Bid	No Bid	\$15.23	\$12.33	No Bid	No Bid	No Bid		
No Bid	No Bid	\$13.84	\$13.68	No Bid	No Bid	No Bid		

\$490.00	\$827.91	\$773.98	\$485.00	\$835.61	No Bid	No Bid		
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\$12.95	\$10.09	\$12.38	\$11.36	No Bid	No Bid	No Bid		
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GROUP # 10	ENERTECH LABS COMPLETE FUEL TREATMENT (55 GAL. DRUM)		Freightlinng &Western Star of Batavia	Leonard Bus Sales, Inc.	New York Bus Sales	Penn Power Group	Kenworth Northeast Group	D & W Diesel, Inc.	Tracey Road Equipment, Inc.		
	Part # 10709		No Bid	No Bid	No Bid	\$1,914.75	1991.34	No Bid	No Bid		
GROUP # 11	ENERTECH LABS COMPLETE FUEL TREATMENT SUMMER FORMULA (55 GAL. DRUM)										
	Part #11009		No Bid	No Bid	No Bid	\$1,539.39	1575.76	No Bid	No Bid		
GROUP # 12	ENERTECH LABS GAS - RX GASOLINE ADDITIVE (55 GAL. DRUM)										
	Part #11109		No Bid	No Bid	No Bid	\$1,538.53	1574.87	No Bid	No Bid		
GROUP # 13	GATES OR NAPA BELTS AND BELT TENSIONERS (PROVIDE LIST PRICE AND DISCOUNT PRICE)										
	A. GATES OR NAPA BELTS, HEAVY DUTY <b>FLEET RUNNER GREEN</b>										
	K060696HD										
	LIST PRICE		No Bid	\$56.10	\$76.59	36.02	No Bid	No Bid	No Bid		
	DISCOUNT %		No Bid	33.00%	26.00%	35.00%	No Bid	No Bid	No Bid		
	DISCOUNT PRICE		No Bid	\$37.59	\$56.74	23.41	No Bid	No Bid	No Bid		
	K080991HD										
	LIST PRICE		\$64.81	\$47.06	\$96.05	\$61.82	No Bid	No Bid	No Bid		
	DISCOUNT %		36.00%	20.00%	26.00%	35.00%	No Bid	No Bid	No Bid		
	DISCOUNT PRICE		\$41.48	\$37.65	\$71.15	40.18	No Bid	No Bid	No Bid		
	K080830HD										
	LIST PRICE		\$66.16	\$51.57	\$97.71	\$65.32	No Bid	No Bid	No Bid		
	DISCOUNT %		36.00%	20.00%	26.00%	35.00%	No Bid	No Bid	No Bid		
	DISCOUNT PRICE		\$42.34	\$41.25	\$72.38	\$42.46	No Bid	No Bid	No Bid		
	B. GATES OR NAPA BELT TENSIONERS <b>NOTE: BELT TENSIONERS MUST HAVE CONICAL SPRING</b>										
	38556										
	LIST PRICE		No Bid	\$195.17	\$237.67	\$244.36	No Bid	No Bid	No Bid		
	DISCOUNT %		No Bid	33.00%	26.00%	55.00%	No Bid	No Bid	No Bid		
	DISCOUNT PRICE		No Bid	\$130.76	\$176.05	\$109.96	No Bid	No Bid	No Bid		
	38702										
	LIST PRICE		\$371.88	\$176.76	\$195.68	\$180.76	No Bid	No Bid	No Bid		
	DISCOUNT %		36.00%	33.00%	26.00%	35.00%	No Bid	No Bid	No Bid		
	DISCOUNT PRICE		\$238.00	\$118.83	\$144.95	\$117.49	No Bid	No Bid	No Bid		



GROUP # 14 ROSCO MIRRORS (NO SUBSTITUTIONS ALLOWED)

8912H1

8960H1

GROUP # 15 MERITOR WHEEL SEALS (NO SUBSTITUTIONS ALLOWED)

MER0136

MER0212

GROUP # 16 MGM BRAKE CHAMBERS (NO SUBSTITUTIONS ALLOWED)

3232951 (PER UNIT)

GROUP # 17 BENDIX (NO SUBSTITUTIONS ALLOWED)

K1289160RX MODULATOR VALVE

107794X AIR DRYER CARTRIDGE

802743 QUICK RELEASE VALVE

5005037 AD-9 KIT

109578 AD-9 SERVICE KIT

GROUP # 18 MONROE SHOCK ABSORBERS (SUBSTITUTIONS ALLOWED)

65488

65143

GROUP # 19 MOTOR OIL & GREASE (NO SUBSTITUTIONS ALLOWED)

KENDALL SUPER D XA 10W-30 (PER GAL.)

KENDALL GT-1 MAX 5W-20 (PER 6 GAL. BOX)

KENDALL GT-1 0W-20 (PER 6 GAL. BOX)

PETRO CANADA SUPREME SYNTHETIC 5W-30

(PER 55 GAL. DRUM)

PHILLIPS 66 MEGAPLEX XD5 #2 MOLY GREASE

(PER 400 LB. DRUM)

DEF (PER GAL. - MUST INCLUDE LOAN OF 350

GALLON TOTE & ELECTRIC PUMP)

Freightliner & Western Star of Batavia	Leonard Bus Sales, Inc.	New York Bus Sales	Penn Power Group	Kenworth Northeast Group	D & W Diesel, Inc.	Tracey Road Equipment, Inc.		
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No Bid	\$41.66	\$22.26	No Bid	No Bid	No Bid	No Bid		
No Bid	\$38.89	\$26.62	No Bid	No Bid	No Bid	No Bid		

No Bid	\$29.09	\$27.66	\$21.41	\$36.73	No Bid	\$31.61		
No Bid	\$44.15	\$41.89	\$26.22	\$55.76	No Bid	\$47.96		

\$145.54	\$162.64	\$280.90	\$159.44	No Bid	No Bid	\$157.55		
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\$295.00	\$303.61	\$283.17	\$312.29	No Bid	No Bid	No Bid		
\$37.42	\$31.08	\$29.56	\$32.61	\$36.17	No Bid	\$32.23		
\$24.11	\$23.94	\$22.31	\$22.97	\$29.64	No Bid	\$24.11		
\$36.31	\$43.63	\$40.70	\$39.22	\$54.78	No Bid	\$38.75		
\$44.09	\$51.83	\$48.33	\$47.61	\$65.01	No Bid	\$47.05		

\$47.50	\$114.20	\$84.73	72.38	No Bid	No Bid	\$71.52		
\$51.36	\$87.53	\$64.91	\$34.20	No Bid	No Bid	\$54.81		

No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid		
No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid		
No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid		

No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid		
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No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid		
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No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid		
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**SCHOOL LUNCH****EXPENDITURE REPORT**

2023 - 2024 Co-op Bid

Recommend bid be accepted as per BOCES 2, each bidder being the lowest responsible bidder meeting bid specifications.

Item	Category	Bid No.	Bid opened	Period Range	Description	Awarded Vendor
1	Food Supply	RFB-2041-23	4/24/23	07/1/23-06/30/24	Baking mixes, cereals, cheese, chips, cleaning products, condiments, crackers, fruit, jams, jellies, main entrees, meat, pasta, soup, spices, vegetables, etc.	Palmer Food Service JTM Provision Co., Inc.
2	Fresh Produce	RFB-2045-23	4/24/23	07/1/23-06/30/24	fresh produce	American Fruit and Vegetable Co. Inc.
3	Beverages	RFB-2044-23	4/24/23	07/1/23-06/30/24	varieties of juice, water, soda	Crickler Vending Co. Coca Cola
4	Bread	RFB-2042-23	4/24/23	07/1/23-06/30/24	varieties of breads, rolls, bagels, pizza shells, etc.	Midstate Bakery Dist
5	Milk and Juice	RFB-2047-23	4/24/23	07/1/23-06/30/24	dairy products, fruit juice	Upstate Niagara Cooperative, Inc. Headwater Foods, Inc.
6	Ice Cream	RFB-2043-23	4/24/23	07/1/23-06/30/24	Ice cream and frozen desserts	Hershey's Ice Cream

Grand Total

6/15/2023

Total

\$521,666.83  
\$4,619.24

\$4,847.33

\$28,303.80  
\$678.72

\$35,267.36

\$53,075.27  
\$22,335.60

\$39,755.68

**\$710,549.83**

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT  
ACCEPTING GIFTS FROM THE PUBLIC**

If you wish to have a gift considered for acceptance by the School District, please read Board Policy #5230 -- "Acceptance of Gifts, Grants and Bequests to the School District" and complete this form.

Name: Various Community Business (See #1 below.)

Address: (See attached.)

- 1) Describe the gift. What is it? List its condition, age, size, and other details as applicable.

<u>Vendor</u>	<u>2022 \$\$</u>	<u>Item</u>	<u>Value</u>	<u>Contact</u>
Churchville-Chili Middle School PTO	\$100.00			Melissa Ippolito
North Chili Family Restaurant	\$50.00			Maria Stefanidis
Westside Community Federal Credit Union	\$175.00			Mandy Mayback
Stone's Countryside Tavern, Inc	\$200.00			Daniel Stone
Jim Barnard Chevrolet, Inc	\$150.00			Allyn Barnard
Pro Carpet	\$100.00			Darla Baird
Churchville Agency, Inc	\$250.00			Gary Johnson
Calnon & Cilano, DDS, PC	\$250.00			Sara VanDekken
CESPA	\$100.00			Lily Maira
CC Music Boosters	\$50.00			Kelly O'Donnell
Westside Animal Hospital	\$150.00			Robin Murphy

- 2) Describe the terms, if any, of the gift as follows:

a) What is the purpose of the gift? To support the FLASH Network Annual Celebrate!  
Churchville-Chili event welcoming back families for the 2023-24 school  
year.

b) Describe any conditions or restrictions for its use. none

- 3) If the gift is in trust, describe specifically your intentions for the use of the principal and for investment. (You may contact the District Treasurer to agree on a method for treating the principal.)

not applicable

(Continued)

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT  
ACCEPTING GIFTS FROM THE PUBLIC (Cont'd.)**

4) Which of the following conditions does the gift fulfill?

  x   Is it in support of and a benefit to all District schools or to a particular District school?

       Is it for a purpose for which the District could legally expend its own funds?

       Is it for the purpose of awarding scholarships to students graduating from the District?

Thank you for your consideration of the District as a recipient of a gift. We will consider your donation and respond to you about our ability to accept your gift as soon as possible.

**PLEASE NOTE:**

All donations require an approval from an administrator in the department which will be receiving the gift.

Wendy J. Reese 6/7/2023  
Signature Date

Matthew J. Daniel 6/13/23  
Signature Date

Churchville-Chili Middle School PTO  
Melissa Ippolito  
139 Fairbanks Rd  
Churchville, NY 14428

Westside Animal Hospital  
Robin Murphy  
3171 Chili Ave, Suite 100  
Rochester, NY 14624

North Chili Family Restaurant  
Maria Stefanidis  
4405 Buffalo Rd.  
North Chili, NY 14514

Westside Community Federal Credit Union  
Mandy Mayback  
125 E Buffalo St  
PO Box 316  
Churchville, NY 14428

Stone's Countryside Tavern, Inc  
Daniel Stone  
6120 Buffalo Rd  
Churchville, NY 14428

Jim Barnard Chevrolet, Inc  
Allyn Barnard  
7101 Buffalo Rd  
PO Box 612  
Churchville, NY 14428

ProCarpet, Inc  
Darla Baird  
5580 Ridge Road West  
Spencerport, NY 14559

Churchville Agency, Inc  
Michael Piper  
16 South Main St  
PO Box 616  
Churchville, NY 14428

Calnon & Cilano, DDS, PC  
Sara VanDekken  
3220 Chili Avenue  
Rochester, NY 14624

CESPA  
Lily Maira  
36 W. Buffalo St  
Churchville, NY 14428

CC Music Boosters  
Kelly O'Donnell  
5786 Buffalo Rd  
Churchville, NY 14428

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Westside Animal Hospital  
1171 West Ave. Suite 130  
Rocky Hill, CT 06067

Chimney Hill Farm School PTO  
177 Parkside Rd  
Chimney Hill, NY 14428

North Hill's Cafe Restaurant  
177 Parkside Rd  
Chimney Hill, NY 14428

Westside Community Fed. of Credit Union  
177 E. Buffalo St  
PO Box 116  
Chimney Hill, NY 14428

Stone & Company Inc  
177 E. Buffalo St  
Chimney Hill, NY 14428

Jim's Auto Wash  
177 E. Buffalo St  
PO Box 116  
Chimney Hill, NY 14428

Frederick Inc  
177 E. Buffalo St  
PO Box 116  
Chimney Hill, NY 14428

Chimney Hill Agency Inc  
177 E. Buffalo St  
PO Box 116  
Chimney Hill, NY 14428

Chimney Hill Agency Inc  
177 E. Buffalo St  
PO Box 116  
Chimney Hill, NY 14428

Chimney Hill Agency Inc  
177 E. Buffalo St  
PO Box 116  
Chimney Hill, NY 14428

Chimney Hill Agency Inc  
177 E. Buffalo St  
PO Box 116  
Chimney Hill, NY 14428

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT  
ACCEPTING GIFTS FROM THE PUBLIC**

If you wish to have a gift considered for acceptance by the School District, please read Board Policy #5230 -- "Acceptance of Gifts, Grants and Bequests to the School District" and complete this form.

Name: **Mark's Pizzeria (Attn: Matt Nieznanski)**

Address: 4179 Buffalo Rd, North Chili, NY 14514

- 1) Describe the gift. What is it? List its condition, age, size, and other details as applicable.

**6 gift certificates for a Free Large 1-Topping Pizza.**

- 2) Describe the terms, if any, of the gift as follows:

a) What is the purpose of the gift? **To recognize the graduating lifeguards.**

b) Describe any conditions or restrictions for its use. **none.**

- 3) If the gift is in trust, describe specifically your intentions for the use of the principal and for investment. (You may contact the District Treasurer to agree on a method for treating the principal.)

**not applicable**

- 4) Which of the following conditions does the gift fulfill?

☐ Is it in support of and a benefit to all District schools or to a particular District school?

☒ Is it for a purpose for which the District could legally expend its own funds?

☐ Is it for the purpose of awarding scholarships to students graduating from the District?

(Continued)



**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT  
ACCEPTING GIFTS FROM THE PUBLIC (Cont'd.)**

Thank you for your consideration of the District as a recipient of a gift. We will consider your donation and respond to you about our ability to accept your gift as soon as possible.

**PLEASE NOTE:**

All donations require an approval from an administrator in the department which will be receiving the gift.

Wendy J. Reese 6/7/2023  
Signature Date

Matthew J. Daniel 6/13/23  
Signature Date

RECEIVED

JUN 21 2023

CCCSD BUSINESS OFFICE  
5230E  
1 of 2

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT  
ACCEPTING GIFTS FROM THE PUBLIC**

If you wish to have a gift considered for acceptance by the School District, please read Board Policy #5230 -- "Acceptance of Gifts, Grants and Bequests to the School District" and complete this form.

Name: Saints Sports Booster Club Inc. c/o boys baseball Phone: \_\_\_\_\_

Address: PO Box 208, North Chili, NY 14514

- 1) Describe the gift. What is it? List its condition, age, size, and other details as applicable.

we are donating \$144 to the School board

- 2) Describe the terms, if any, of the gift as follows:

a) What is the purpose of the gift? \_\_\_\_\_

this money will help cover costs incurred for the baseball team trip to Myrtle Beach

b) Describe any conditions or restrictions for its use. \_\_\_\_\_

- 3) If the gift is in trust, describe specifically your intentions for the use of the principal and for investment. (You may contact the District Treasurer to agree on a method for treating the principal.)

(Continued)

RECEIVED

JUN 15 2023

COUSD BUSINESS OFFICE

5230F  
2 of 2

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT  
ACCEPTING GIFTS FROM THE PUBLIC (Cont'd.)**

4) Which of the following conditions does the gift fulfill?

X

Is it in support of and a benefit to all District schools or to a particular District school?

*High School  
Baseball team*

Is it for a purpose for which the District could legally expend its own funds?

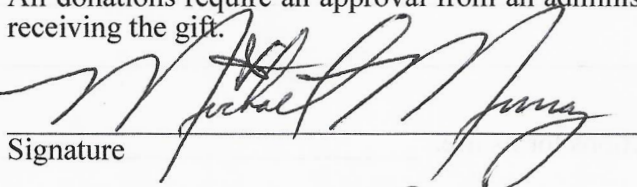
      

Is it for the purpose of awarding scholarships to students graduating from the District?

Thank you for your consideration of the District as a recipient of a gift. We will consider your donation and respond to you about our ability to accept your gift as soon as possible.

**PLEASE NOTE:**

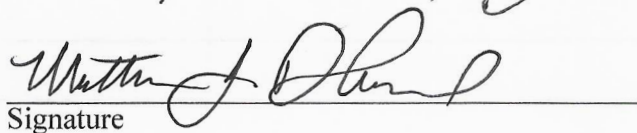
All donations require an approval from an administrator in the department which will be receiving the gift.



Signature

6/15/23

Date



Signature

6/21/23

Date