

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

August 8, 2023

139 Fairbanks Rd, Churchville, NY 14428

**6:00 P.M. – WORK SESSION
Administrative Board Room #3808**

**6:30 P.M. – EXECUTIVE SESSION
Administrative Board Room #3808**

**7:00 P.M. – DISTRICT-WIDE SAFETY PLAN PUBLIC HEARING
Administrative Board Room #3808**

**REGULAR BUSINESS MEETING TO FOLLOW PUBLIC HEARING
Administrative Board Room #3808**

**AGENDA
DISTRICT-WIDE SAFETY PLAN PUBLIC HEARING**

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

REGULAR BUSINESS MEETING

- I. Meeting Start-Up**
 - A. Call Meeting to Order
 - B. Pledge of Allegiance
 - C. Board President's Remarks
 - D. Approval/Amendment of Agenda
 - E. Approval of July 11, 2023 Minutes
- II. Special Presentations**
 - A. Breakfast and Lunch Program – Roberta D'Agostino
 - B. Fine Arts Update – Jeff Smith
 - C. Capital Project Update – Connor Magiera
- III. Superintendent Update – Lori Orologio**
- IV. Privilege of the Floor**
- V. Program**
 - A. Action Item**
 - 1. Committees on Special Education and Preschool Special Education Recommendations

August 8, 2023

2. Draft Policy Review
 - Policy 7410 *Extracurricular Activities*
3. School Supplies Donation
4. SHS Overnight Field Trip - Science Department
5. SHS Overnight Field Trip – Varsity Cheerleading Team
6. MS Overnight Field Trip – 8th grade

B. Discussion

1. Enrollment Projection for 2023-2024
2. Policy Review – Draft First Read
 - Policy 7120 *Age of Entrance*
 - Policy 7150 *Remote Learning Instruction* (New Policy)
 - Policy 7212 *Parent Conferences*
 - Policy 7340 *Bus Rules and Regulations*
 - Policy 7411 *Student Publications*
 - Policy 7440 *Musical Instruments*
 - Policy 7670 *Impartial Due Process Hearings/Selection of Impartial Hearing Officers*

VI. Personnel

A. Action Items

1. Classified & Non-Classified Personnel Actions
2. MOA with CCEA – E-Sports
3. MOA with CCEA – Girls’ Soccer Coach
4. MOA with CCEA – Cheerleading Assistant Coach (stipend correction)
5. MOA with CCEA – Substitute Teaching
6. MOA with Churchville-Chili Maintenance Association – HVAC Service Engineer
7. Policy Elimination – Draft
 - Policy 6214 *Incidental Teaching*

B. Discussion

1. Policy Review – Draft First Read
 - Policy 6190 *Student-Staff Relations (Anti-Fraternization)*
 - Policy 6211 *Staff Recruiting and Hiring*
 - Policy 6212 *Certification and Qualifications*
 - Policy 6220 *Temporary Personnel*

VII. Business

A. Action Items

1. Draft Policy Review – No changes
 - Policy 2130 *Board Member Training*
 - Policy 3110 *School Sponsored Media*
 - Policy 3120 *Relations with Community and Business Organizations*
 - Policy 3130 *Senior Citizens*
 - Policy 3170 *Memorials*
 - Policy 3220 *Public Participation at Board Meetings*
 - Policy 4210 *Administrative Organization and Operation*
 - Policy 5110 *Budget Planning and Development*
 - Policy 5111 *Determination of Budget Priorities*

August 8, 2023

- Policy 5230 *Acceptance of Gifts, Grants and Bequests to the School District*
- Policy 5231 *Gifts to School Personnel*
- Policy 5240 *Local Tax Levy*
- Policy 5241 *School Tax Assessment and Collection/ Property Tax Exemptions*
- 2. Set Tax Rate for 2023-2024
- 3. District-Wide & Building Level Safety Plans
- 4. Organization Chart for 2023-2024
- 5. SRO Contract
- 6. Capital Project Change Order – HVAC Controls Provider
- 7. FLASH Donations
- 8. Declaration of Surplus Equipment

B. Discussion

- 1. Policy Review – Draft First Read
 - Policy 3320 *Confidentiality of Computerized Information*
 - Policy 5140 *Administration of the Budget*
 - Policy 5150 *Contingency Budget*
- 2. Amended SEQRA Statement for Phase VI Capital Project

VIII. *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.*

IX. Adjournment

Important Dates:

Tuesday, August 22: Board Retreat with Administrators, 4:30-7:00 p.m.

OUTLINE FOR AUGUST 8, 2023 PUBLIC HEARING DISTRICT-WIDE SAFETY PLAN

- I. Call to Order
- II. Announce meeting as a Public Hearing
- III. Introduce Speaker – William Sanborn, Director of School Safety & Security
- IV. Open up floor to questions from the public
- V. Close Public Hearing

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

July 11, 2023

139 Fairbanks Rd, Churchville, NY 14428

5:45 p.m. – COOKOUT

6:00-6:25 p.m. – SECURITY OVERVIEW

Middle School North Cafeteria

MEMBERS PRESENT

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

MEMBERS ABSENT

None

OTHERS PRESENT

Giulio Bosco, Matt DeAmaral, Nicole Livingston-Neal, Larry Vito, Bill Sanborn

6:30 PM

REORGANIZATION MEETING

Administrative Board Room – Room 3808

MEMBERS PRESENT

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

MEMBERS ABSENT

None

OTHERS PRESENT

Giulio Bosco, Matt DeAmaral, Nicole Livingston-Neal, Larry Vito, Steve Moda, Kevin Callahan

I. CALL TO ORDER by M. Penner, District Clerk at 6:30 p.m.

II. PLEDGE OF ALLEGIANCE

III. OATH OF OFFICE – NEW BOARD MEMBERS

Michelle Aloj, Amy Wilson and Kevin Johnson were sworn in by M. Penner, District Clerk for terms beginning July 1, 2023 through June 30, 2026.

IV. **ELECTION OF PRESIDENT, BOARD OF EDUCATION, 2023-2024**

Oath of Office – Kathy Dillon was nominated by C. Repass and seconded by T. Albano. There were no other nominations so A. Wilson moved to close the nominations which was seconded by M. Aloï and agreed to by all members.

YES: All (8) ABSTAINED: K. Dillon

NO: None Motion carried

K. Dillon was sworn in by M. Penner, District Clerk.

V. **ELECTION OF VICE PRESIDENT, BOARD OF EDUCATION, 2023-2024**

Oath of Office – Steve Hogan was nominated by A. Wilson and seconded by T. Albano. There were no other nominations so M. Aloï moved to close the nominations which was seconded by K. Johnson and agreed to by all members.

YES: 8 ABSTAINED: S. Hogan

NO: None Motion carried

S. Hogan was sworn in by M. Penner, District Clerk.

VI. **OATH OF OFFICE- DISTRICT CLERK, 2023-2024**

M. Penner was sworn in by President K. Dillon.

OATH OF OFFICE - PURCHASING AGENT, DEPUTY TREASURER, & TAX COLLECTOR, 2023-2024

M. DeAmaral was sworn in by President K. Dillon.

(Oath of Office for Superintendent of Schools – L. Orologio was sworn in by M. Penner, District Clerk on July 3, 2023)

(Oath of Office for District Treasurer and District Auditor to be administered at a later date by M. Penner, District Clerk)

VII. **APPOINTMENTS**

BE IT RESOLVED, that the below listed appointments be approved for the 2023-2024 school year, retroactive to July 1, 2023, with ratification for their acts performed in the ordinary course of their duties.

OATH OF OFFICE FOR TREASURER, AND INTERNAL AUDITOR TO BE DONE AT AN ALTERNATE DATE BEFORE DISTRICT CLERK

BE IT RESOLVED that the District Audit Committee shall consist of three members of the Board of Education to be assigned by the Board President for the 2023-2024 school year. Additional Board members who are not Audit Committee members are welcome to attend Audit Committee meetings. Meetings will be re-scheduled if a quorum of Audit Committee members is not available to attend the meeting.

BOARD OF EDUCATION
Minutes of July 11, 2023

DISTRICT CLERK	Michelle Penner	
DISTRICT TREASURER	Katie Guignon	per agreement
DEPUTY TREASURER	Matthew J. DeAmaral, CPA	No additional compensation
PURCHASING AGENT	Matthew J. DeAmaral, CPA	No additional compensation
ROCHESTER AREA SCHOOL HEALTH PLAN 1 (RASHP1) BOARD OF DIRECTORS	Matthew J. DeAmaral, CPA	No additional compensation
ROCHESTER AREA SCHOOL HEALTH PLAN 2 (RASHP2) BOARD OF DIRECTORS	Matthew J. DeAmaral, CPA	No additional compensation
ROCHESTER AREA WORKERS COMPENSATION PLAN (RAWCP) BOARD OF DIRECTORS	Matthew J. DeAmaral, CPA	No additional compensation
TAX COLLECTOR	Matthew J. DeAmaral, CPA	No additional compensation
DISTRICT PHYSICIANS	Workfit Medical, LLC	per agreement
	Occupational Safety Onsite, Inc.	per agreement
INTERNAL AUDITOR	EFPR Group, CPAs	per agreement
EXTERNAL AUDITOR	Raymond Wager, CPA, PC, A Division of Mengel, Metzger, Barr & Co	per pending RFP
INTERNAL CLAIMS AUDITOR	Daniel Hendricks	per agreement
FINANCIAL CONSULTANT	Bernard P. Donegan, Inc.	per agreement
TREASURER, EXTRACLASS ACTIVITIES	Nancy Sucy	No additional compensation
FACULTY AUDITOR, EXTRACLASS ACTIVITIES	Katie Guignon	No additional compensation
ATTORNEYS FOR DISTRICT	Monroe 2 Orleans BOCES, Harris Beach PLLC; Osborn, Reed, & Burke, LLP; and Bond, Schoeneck & King, PLLC Ferrara Fiorenza PC	per hour
BOND COUNCIL	Firms of Timothy McGill; Harris Beach PLLC	per hour
DISTRICT LEAD ARCHITECT	Gian-Paul Piane Firm of SEI Design	per agreement
RECORDS MANAGEMENT OFFICER	Matthew J. DeAmaral, CPA	No additional compensation
RECORDS ACCESS OFFICER	Matthew J. DeAmaral, CPA	No additional compensation
FOIL APPEALS OFFICER	Lori Orologio	No additional compensation
TITLE I, II, & III COORDINATOR	Giulio Bosco, Jr.	No additional compensation
TITLE VI, VII & IX COORDINATOR	Lawrence M. Vito	No additional compensation
TITLE VI, VII & IX COMPLAINT OFFICERS	Lawrence M. Vito, Renée Mulrooney	No additional compensation
DIGNITY ACT COORDINATORS	Scott Wilson	No additional compensation
	Mary P. Leach	No additional compensation
	Rebecca Tibbitts	No additional compensation
	Kim Hale	No additional compensation
	Kate Daly	No additional compensation
	Todd S. Yunker	No additional compensation
COORDINATOR OF FEDERAL PROJECTS	Matthew J. DeAmaral, CPA	No additional compensation
RESIDENCY DETERMINATION	Lori Orologio	No additional compensation
ATTENDANCE OFFICER	Giulio Bosco, Jr.	No additional compensation
CENSUS ENUMERATOR	Giulio Bosco, Jr.	No additional compensation

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TEST SECURITY- INTEGRITY OFFICER	Giulio Bosco, Jr.	No additional compensation
ADA COMPLIANCE OFFICER	Nicole Livingston-Neal	No additional compensation
MEDICAID COMPLIANCE OFFICER	Brandy Schill	No additional compensation
SECTION 504/ADA COORDINATOR	Nicole Livingston-Neal	No additional compensation
SECTION 504/ADA COMPLAINT OFFICER	Nicole Livingston-Neal	No additional compensation
LIAISON FOR HOMELESS YOUTH AND CHILDREN DESIGNATED EDUCATION OFFICIAL	Nicole Livingston-Neal	No additional compensation
NEGLECTED AND DELINQUENT TRANSITION LIAISON	Nicole Livingston-Neal	No additional compensation
LEAD EDUCATION AGENCY FOSTER CARE POINT OF CONTACT	Nicole Livingston-Neal	No additional compensation
DRUG AND ALCOHOL LIAISON	Stephanie Dawson	No additional compensation
LEA ASBESTOS DESIGNEE	Dennis Draper/ Paul Newhook	No additional compensation
CHEMICAL HYGIENE OFFICER	Dennis Draper	No additional compensation
AHERA LOCAL EDUCATIONAL AGENCY DESIGNEE	Dennis Draper	No additional compensation
SCHOOL PESTICIDE REPRESENTATIVE	Dennis Draper/Scott Wohlers	No additional compensation
CHIEF EMERGENCY OFFICER FOR DISTRICT-WIDE SAFETY PLAN	Matthew J. DeAmaral, CPA	No additional compensation
CHAIRPERSON OF ELECTIONS	Michelle Penner	No additional compensation
CHIEF ELECTION OFFICER	Kathy Withrow	No additional compensation
INSURANCE CONSULTANT	Mike Piper Churchville Agency	No additional compensation
REVIEWING & VERIFICATION OFFICIAL FOR CHILD NUTRITION PROGRAM	Roberta J. D'Agostino	No additional compensation
HEARING OFFICIAL FOR CHILD NUTRITION PROGRAM	Matthew J. DeAmaral, CPA	No additional compensation
IMPARTIAL HEARING OFFICER APPOINTER	BOE President & Vice President N/A	
DATA PROTECTION OFFICER	Joe Harmon	No additional compensation
COMMITTEE ON SPECIAL EDUCATION & PRESCHOOL SPECIAL EDUCATION	(See below)	No additional compensation

LEA REPRESENTATIVES:

Nicole Livingston-Neal, Assistant Superintendent for Student Services
Victoria Mosetti, Coordinator of Elementary Special Education & CSE/CPSE Chairperson
Brandy Schill Coordinator of Secondary Special Education
Cristin M. Del Gaizo, Special Education Teacher Liaison, SHS /CSE & 504 Chairperson
Aaron Twigg, School Psychologist, 7-9 MS/HS CSE & 504 Chairperson
Paula Schneider, CSE/CPSE Chairperson
Jennifer Dixon, CSE/CPSE Chairperson

PSYCHOLOGISTS

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Korie Buttles, SHS 10-12
Aaron Twigg, NGA Gr 9
Michelle Sunday, MS 5-8 Green House
Jen Rommeser CES
Paula Schneider, DW
Pamela A. Slawetsky, CRS & Autism Consultant
Rachel DeHond, FRS
Lindsay Reimer – MS 5-8 Blue House
Aimee Wade, MS 5-8 Red House

PARENT REPRESENTATIVES

Sue Smout

COUNSELOR – TBD, based upon student

SPECIAL EDUCATION TEACHER - TBD, based upon student

REGULAR EDUCATION TEACHER - TBD, based upon student

SPEECH THERAPIST, OCCUPATIONAL THERAPIST, MUSIC THERAPIST, ART THERAPIST,

PHYSICAL THERAPIST, SOCIAL WORKER, AUTISM CONSULTANT - TBD, based upon student

2023-2024 LEAD EVALUATORS

NAME	POSITION
Orologio, Lori	Superintendent of Schools
Livingston-Neal, Nicole	Assistant Superintendent for Student Services
Mosetti, Victoria	Coordinator of Elementary Special Education & CSE/CPSE Chairperson
Schill, Brandy	Coordinator of Secondary Special Education & CSE Chairperson
Tracie Swalbach	Coordinator of Social Emotional Wellness & Inclusivity
Bosco Jr., Giulio	Assistant Superintendent for Instruction
Mulrooney, Renée	Director of Curriculum, Assessments & Professional Development
Smith, Jeffrey	Director of Fine Arts
Murray, Michael	Director of Health, Physical Education and Athletics
Hale, Kimberly	Chestnut Ridge Elementary School Principal
Dixon, Jennifer	Chestnut Ridge Elementary School Assistant Principal
Daly, Kate	Churchville Elementary School Principal
Giancursio, Kim	Churchville Elementary School Assistant Principal
Yunker, Todd	Fairbanks Rd Elementary School Principal
Andrew Guignon	Fairbanks Rd Elementary School Assistant Principal
Rebecca Tibbitts	Middle School Executive Principal
Eichas, Kim	Middle School Blue House Administrator
Moore, Terry	Middle School Green House Administrator/TLC Administrator
Ashley Guarino	Middle School Red House Administrator
Leach, Mary	Ninth Grade Academy House Administrator
Wilson, Scott	Senior High School Executive Principal
Colabufo, Steve	Senior High School Assistant Principal
Burgess, David	Senior High School Assistant Principal
Cline, Jason	Senior High School Assistant Principal

VIII. DESIGNATIONS

BE IT RESOLVED that the following banks and institutions be authorized as depositories for District funds and/or authorized as institutions that the District may invest funds with up to a maximum of \$90,000,000 each:

Manufacturers and Traders Trust Co. (M & T)
J. P. Morgan/Chase
Tompkins Community Bank
New York Cooperative Liquid Asset Securities System (NYCLASS)

BE IT RESOLVED that the Board of Education designates the following dates as Regular Meetings for the 2023-2024 school year and the Annual Election/Budget:

REGULAR BUSINESS MEETINGS – AT 7:00 PM, BOARD ROOM – 139 FAIRBANKS RD

TUESDAY	JULY 11, 2023	6:30 PM
TUESDAY	AUGUST 8, 2023	
TUESDAY	AUGUST 22, 2023	
TUESDAY	SEPTEMBER 12, 2023	
TUESDAY	SEPTEMBER 26, 2023	
TUESDAY	OCTOBER 10, 2023	
TUESDAY	OCTOBER 24, 2023	
TUESDAY	NOVEMBER 7, 2023	
TUESDAY	NOVEMBER 21, 2023	
TUESDAY	DECEMBER 12, 2023	
TUESDAY	JANUARY 9, 2024	
TUESDAY	JANUARY 23, 2024	
TUESDAY	FEBRUARY 13, 2024	BUDGET WORK SESSION 6:00 – 7:00 PM
TUESDAY	FEBRUARY 27, 2024	BUDGET WORK SESSION 6:00 – 7:00 PM
TUESDAY	MARCH 12, 2024	BUDGET WORK SESSION 6:00 – 7:00 PM
TUESDAY	MARCH 26, 2024	BUDGET WORK SESSION 6:00 – 7:00 PM
TUESDAY	APRIL 9, 2024	BUDGET ADOPTION
TUESDAY	APRIL 23, 2024	
TUESDAY	MAY 7, 2024	BUDGET PUBLIC HEARING
TUESDAY	MAY 21, 2024	BUDGET VOTE/BOARD ELECTION – NOON TO 9:00 P.M.
TUESDAY	MAY 28, 2024	
TUESDAY	JUNE 11, 2024	
TUESDAY	JUNE 18, 2024	SPECIAL MEETING – SUPERINTENDENT EVALUATION
TUESDAY	JUNE 25, 2024	

BE IT RESOLVED that the Suburban News (Westside News), the Rochester Business Journal, The Daily Record, and the Democrat and Chronicle be designated as the official newspapers for legal notices for the 2023-2024 school year. The Democrat and Chronicle will be used only as a backup on an as needed basis.

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BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District, formally recognizes the clubs listed below for the 2023-2024 school year for the purpose of providing support to our students and to raise funds for specific school activities and events. These organizations must adhere to all District policies and having formal approval does not relieve these organizations from gaining approval from administration prior to the start of any fundraising activities.

Churchville Elementary School Parent Association (CESPA)
Chestnut Ridge School Parent Teacher Organization (CRS PTO)
Fairbanks Road Elementary School Parent Association (FRESPA)
Middle School Parent Teacher Organization (MS PTO)
Senior High School Parent Teacher Organization (SHS PTO)
Churchville-Chili Music Boosters Club
Churchville-Chili Sports Booster Club
Churchville-Chili Robotics Booster Club

All Churchville-Chili Extracurricular Clubs

BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the timekeeping system or the record of activities maintained and submitted to these members to the clerk of this body:

Title	Standard Work Day	Term Begins/Ends	Days/Month
Elected Officials			
None			
Appointed Officials			
District Clerk	8.0 hours/day	7/1/23 – 6/30/24	20
Events Coordinator	8.0 hours/day	7/1/23 – 6/30/24	20
District Treasurer	8.0 hours/day	7/1/23 – 6/30/24	20
Drug and Alcohol Counselor	7.5 hours/day	7/1/23 – 6/30/24	20
Continuing Ed Director	8.0 hours/day	7/1/23 – 6/30/24	20
Continuing Education Assistant Director	6.0 hours/day	7/1/23 – 6/30/24	20
Continuing Education Youth Instructor	6.0 hours/day	7/1/23 – 6/30/24	20
Driver Education Instructor	6.0 hours/day	7/1/23 – 6/30/24	20
Parent Involvement Coordinator	8.0 hours/day	7/1/23 – 6/30/24	20
Water Safety Instructor	6.0 hours/day	7/1/23 – 6/30/24	20
Aquatics Supervisor	6.0 hours/day	7/1/23 – 6/30/24	20
Head Lifeguard	6.0 hours/day	7/1/23 – 6/30/24	20
Senior Lifeguard	6.0 hours/day	7/1/23 – 6/30/24	20
Lifeguard	6.0 hours/day	7/1/23 – 6/30/24	20
Swim Aide	6.0 hours/day	7/1/23 – 6/30/24	20
Student Helper	6.0 hours/day	7/1/23 – 6/30/24	20
Continuing Ed Instructor	6.0 hours/day	7/1/23 – 6/30/24	20
Strength & Conditioning Trainer	6.0 hours/day	7/1/23 – 6/30/24	20

IX. **AUTHORIZATIONS:**

BE IT RESOLVED, that the Assistant Superintendent for Business Services, and in his/her absence, the Superintendent, be authorized to certify payrolls for the 2023-2024 school year.

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BE IT RESOLVED, that the Assistant Superintendents and the Superintendent, be authorized to approve attendance of staff members at school conferences for the 2023-2024 school year.

BE IT RESOLVED, that the establishment of Petty Cash Funds, as listed below, be approved for the 2023-2024 school year.

Senior High School	SHS Executive Principal	\$100.00
Middle School	MS Executive Principal	\$100.00
Chestnut Ridge Elementary	CRS Principal	\$ 25.00
Churchville Elementary	CES Principal	\$ 25.00
Fairbanks Road Elementary	FRS Principal	\$ 25.00
Superintendent – CO	Superintendent	\$100.00
District Treasurer – CO	Treasurer	\$100.00
Operations & Maintenance	O & M Secretary	\$100.00
Transportation	Director of Transportation	\$ 50.00
Continuing Education	Director of Continuing Education	\$100.00
IT Services	Director of Information Technology	\$100.00

BE IT RESOLVED, that the establishment of Change Funds, as listed below, be approved for the 2023-2024 school year.

Athletics (Section V)	Director of Athletics	\$500.00
Fine Arts	Director of Fine Arts	\$300.00
Nutritional Services	Director of Nutritional Services	\$400.00
Tax Collector	Appointed Tax Collector	\$200.00

BE IT RESOLVED, that the District Treasurer or the Deputy Treasurer, be authorized to sign all checks.

BE IT RESOLVED, that a safe deposit box may be maintained at the Tompkins Community Bank, Chili branch in the name of the Churchville-Chili Central School District, and that the District Clerk, the Superintendent, and the District Treasurer are authorized to have access to the box.

BE IT RESOLVED, that the Assistant Superintendent for Business Services and the Director of Nutritional Services be authorized to sign agreements, reports and claims with the State Education Department in connection with the operation of the National Lunch Program in the schools in this district.

BE IT RESOLVED, that employees who must use their personal automobile for authorized district travel shall be reimbursed at the current IRS approved mileage rate.

BE IT RESOLVED, that the education tutoring rate be \$33.00 / hour for the 2023-2024 school year.

BE IT RESOLVED, that the rental fee for musical instruments will be \$30 for the 2023-2024 school year and \$10 for the summer following the 2023-2024 school year.

BE IT RESOLVED, that the rate of \$6.00 per mile or a minimum of \$75 per trip be charged for outside use of school buses for the 2023-2024 school year.

BE IT RESOLVED, that the District's purchasing agent is authorized to enter into any and all cooperative bidding arrangements with other school districts/BOCES, the County of Monroe, the State of New York and/or municipalities as authorized by law during the 2023-2024 school year for the purpose of obtaining goods and services at the best possible price.

BE IT RESOLVED, that the District may charge fees for Freedom of Information Law (FOIL) requests per the following schedule:

1. Photocopying - \$0.25 per page
CD or DVD - \$10.00 (copy only)
 2. Compilation* of data from several records - \$25 per hour for clerical time
- \$50 per hour for administrative time
- * District is not obligated to compile records

BE IT RESOLVED, that the Superintendent be authorized to apply for Grants in Aid (State and Federal) as appropriate.

BE IT RESOLVED, that an annual amount of \$214 for cell phones with data plans or \$89 for cell phones with voice only will be deducted from each employee who is issued a District-owned cell phone for 2023-2024 and will be divided equally over 21 paychecks as per policy #5570.

BE IT RESOLVED, that an annual amount of \$400.64 for cell phones with data plans or \$164.92 for cell phones with voice only will be paid to each employee who is using an employee-owned cell phone to conduct District business for 2023-2024. This amount will be paid equally over 21 paychecks and subject to the appropriate taxes as per policy #5570.

BE IT RESOLVED, that the Director of Technology will be reimbursed for internet service at his personal residence in order to have 24 hour/7 days a week access to the District's computer and data system. Director will be charged \$50 per year which represents his personal use.

BE IT RESOLVED, that the District Treasurer and Deputy Treasurer be bonded for the amount of \$2,500,000, the District Tax Collector be bonded for the amount of \$1,500,000 and the Claims Auditor and Extra Class Activity Treasurer to be bonded for the amount of \$10,000 each.

BE IT RESOLVED, that the Board of Education re-adopts the current policy manual for the 2023-2024 school year, with revisions as needed throughout the year.

BE IT RESOLVED, that the Board of Education approves the Inter-municipal Agreement for shared services such as: renting, leasing of machinery and equipment, exchanging, borrowing and lending of materials and supplies; and authorizes the Superintendent to directly contract with the highway superintendents and school district superintendents, with the net difference in cost to be billed to the respective unit.

BE IT RESOLVED, that the authority to perform the duties of the Board with regard to correction of errors on tax rolls and refund of taxes based on such errors is hereby delegated to Matthew J.

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DeAmaral, CPA Assistant Superintendent of Business Services; this delegation of authority is applicable only where the recommended correction or refund does not exceed \$3,000, specified in sections 554 and 556 of the real property tax law.

BE IT RESOLVED, that the Superintendent has the authority to enter into a Memorandum of Understanding, (MOU), with Roberts Wesleyan College and the Spencerport Central School District, for the purpose of receiving and providing emergency off-site shelter locations for the other at any time including nights, weekends, holidays and times when either institution may not be in normal operation.

BE IT RESOLVED, that the Board of Education President, the Superintendent of Schools, and the Assistant Superintendent for Business Services be authorized to execute and sign contracts for health services between the Churchville-Chili Central School District and other local districts for the 2023-2024 school year.

BE IT RESOLVED, that (a) the Superintendent of Schools approve change orders that are contingent on keeping the current capital project(s) moving on the current schedule, to a limit of \$20,000 per change order, per contractor, of each project; and (b) all change orders approved by the Superintendent of Schools will be summarized and presented to the Board at a future board meeting.

BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District is authorized to participate in a cooperative bid with the Greece Central School District for gasoline and diesel fuel for the 2023-2024 school year.

BE IT RESOLVED, by the Board of Education of the Churchville-Chili Central School District that *Records Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein. **BE IT FURTHER RESOLVED**, that in accordance with Article 57A, (a) only those records disposed of that are described in *Records Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

WHEREAS, Section 18 of the Public Officers Law of the State of New York authorizes public entities, including boards of education, to adopt supplemental defense and indemnification and save harmless provisions in addition to those contained in the Education Law; and **WHEREAS**, that Section 18 authorizes boards of education to defend, indemnify and save harmless, members of boards of education and officers, agents and employees of the boards of education and also volunteers, including parent volunteers on school-based planning and shared-decision making committees, with respect to any civil action or proceeding, state or federal, arising out of any alleged act or omission which occurred or allegedly occurred while the individual was acting within the scope of his or her office/employment or duties, including the amount of any judgment, state or federal, in any civil action or proceeding, or in the amount of any settlement of any such claim, provided that the act or omission, or alleged act or omission, on which the judgment or claim arose occurred while the individual was acting within the scope of the individual's office/employment or duties; and further provided that in the case of a settlement indemnification and save harmless shall apply only upon the approval of the settlement by the Board of Education,

THEREFORE, BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District hereby adopts the supplemental defense and indemnification and hold harmless provisions of Section 18 of the

Public Officers Law for its Board members, officers, agents and employees, and also for parent volunteers on school-based planning and shared decision making committees. In order to obtain defense or indemnification and save harmless, the individual shall comply with the requirements in Section 18 of the Public Officer Law. This coverage shall supplement and shall be in addition to the coverage available to such employees under any other enactment or law, including but not limited to, the Education Law of the State of New York.

WHEREAS, the Superintendent, the Assistant Superintendent for Business Services and the District Treasurer of the Churchville-Chili Central School District are required to include personally identifying information when submitting mandated reporting information to various government agencies;

WHEREAS, due to these submissions there exists a need of a professional service contract for identity theft protection for the aforementioned members of the Churchville-Chili Central School District;

THEREFORE BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District, authorizes the District to enter into a contract with LifeLock, Inc. to provide identity theft protection services at an annual rate not to exceed a total of \$1,000.00, effective July 1, 2023 through June 30, 2024.

BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District, upon the recommendation of Assistant Superintendent for Student Services Nicole Livingston-Neal, adopts the Special Education District Plan as updated, for the 2023-2024 school year.

X. BOARD COMMITTEE APPOINTMENTS

BE IT RESOLVED that the Board of Education will participate in the following committees with the particular members to be determined at a later date:

A. Monroe County School Boards Association Committees

1. Legislative
2. Labor Relations
3. Information Exchange
4. Executive Board (President)
5. Steering Committee (appointed by MCSBA)
6. Community Outreach Committee (COAC)

B. New York State School Boards Association Legislative Liaison

(Participation in District Committees will be determined at a future board meeting).

Moved by A. Nagle and seconded by M. Aloï to approve the re-organization appointments, designations, authorizations and resolutions as stated above, for the 2023-2024 school year.

YES: All (9)

ABSTAINED: None

NO: None

MOTION: Carried

BUSINESS MEETING
Administrative Board Room – Room 3808

MEMBERS PRESENT

Tom Albano, Michelle Aloï, Kathleen Dillon, Steve Hogan, Kevin Johnson, Alycia Nagle, Jonathan Payne, Cheryl Repass, and Amy Wilson

MEMBERS ABSENT

None

OTHERS PRESENT

Giulio Bosco, Matt DeAmaral, Nicole Livingston-Neal, Larry Vito, Steve Moda, Kevin Callahan, Christine Fitzgerald, Tonya Finnigan, Margaret Smith, Kristan Marsh, Amy Turk, Alysia S., Erin Callahan and Melissa D.

PRESIDENT'S REMARKS

President Kathy Dillon informed the board that there is a Personnel Actions addendum that would need to be approved at the same time as the ones that were in their packet. President Dillon stated that there is a need for an Executive Session after the meeting to discuss Personnel Actions and District Goals. President Dillon then asked for approval to amend the agenda.

AGENDA AMENDMENT APPROVAL

Moved by S. Hogan and seconded by A. Nagle to approve an amendment to the agenda tabling the Personnel Actions to be approved after the Executive Session.

YES: All (9) ABSTAINED: None

NO: None Motion carried

President Dillon then asked for approval of the amended agenda.

AGENDA APPROVAL AS AMENDED

Moved by A. Wilson and seconded by C. Repass to approve the agenda as amended.

YES: All (9) ABSTAINED: None

NO: None Motion carried

APPROVAL OF MINUTES

Moved by M. Aloï and seconded by C. Repass to approve the June 27, 2023 minutes as presented.

YES: All (8) ABSTAINED: J. Payne

NO: None Motion carried

SPECIAL PRESENTATIONS

None

PRIVILEGE OF THE FLOOR

Kevin Callahan addressed the board regarding the process of how coaching positions are being filled in our Churchville-Chili athletic programs. One of his goals is to help identify flaws in our system that may be contributing to the loss of more qualified coaches.

PROGRAM ACTIONS

COMMITTEE ON SPECIAL EDUCATION RECOMMENDATIONS

Moved by S. Hogan and seconded by T. Albano to approve the CSE recommendations for meetings held on 4/21/2023, 5/24/2023, 6/8/2023, 6/12/2023, 6/13/2023, 6/15/2023, 6/16/2023, 6/20/2023, 6/21/2023, 6/22/2023, 6/23/2023, 6/28/2023, 6/29/2023 and 6/30/2023 CPSE recommendations for meetings held on 6/6/2023, 6/16/2023, 6/21/2023, 6/22/2023, 6/23/2023 and 6/29/2023.

YES: All (9) ABSTAINED: None

NO: None Motion carried

POLICIES WITH NO RECOMMENDED CHANGES

Several existing policies were reviewed by Superintendent Orologio, Assistant Superintendent for Student Services Nicole Livingston-Neal 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. Wilson.

- Policy 7122 *Release of Students/Rights of Noncustodial Parents*
- Policy 7123 *Student Withdrawal from School*
- Policy 7211 *Provision of Interpreter Services to Parents Who are Hearing Impaired*
- Policy 7213 *Student Achievement*
- Policy 7240 *Student Records: Access and Challenge Under FERPA*

Policy 7311 *Loss or Destruction of District Property or Resources* was pulled for further review

YES: All (9) ABSTAINED: None

NO: None Motion carried

SENIOR HIGH SCHOOL VOCAL MUSIC FIELD TRIP

Moved by S. Hogan and seconded by A. Wilson to approve the Senior High School Vocal Music Field Trip to Baltimore, MD and Washington DC April 11, 2024 through April 14, 2024

YES: All (9) ABSTAINED: None

NO: None Motion carried

PROGRAM DISCUSSION

MODIFICATIONS TO THE FOLLOWING POLICIES WERE PRESENTED FOR REVIEW

- Policy 7120 *Age of Entrance* (draft, first read)
- Policy 7212 *Parent Conferences* (draft, first read)
- Policy 7214 *Student Membership in the National Honor Society* (draft, first read)
- Policy 7340 *Bus Rules and Regulations*
- Policy 7350 *Corporal Punishment/Emergency Interventions* (draft, first read)
- Policy 7410 *Extracurricular Activities*
- Policy 7440 *Musical Instruments*
- Policy 7670 *Impartial Due Process Hearings/Selection of impartial Hearing Officers* (draft, first read)

Policy 7212 *Parent Conferences* (draft, first read) requires further review

POLICIES WITH NO RECOMMENDED CHANGES

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

- Policy 6110 *Code of Ethics for Board Members and all District Personnel* (draft, no modifications)
- Policy 6212 *Certification and Qualifications* (draft, no modifications)

PERSONNEL DISCUSSION

None

BUSINESS ACTIONS

MEDICAID SERVICES CONTRACT

Upon the recommendation of Matt DeAmaral, Assistant Superintendent for Business Services, moved by C. Repass and seconded by A. Nagle to approve the District entering into a contract with DMP Consulting Services to provide Medicaid billing services for the 2023-2024 school year for a fee of \$38,000.

YES: All (9) ABSTAINED: None

NO: None Motion carried

FIRE INSPECTION REPORT

Moved by A. Wilson and seconded by S. Hogan to accept the Fire Inspection Report as presented (on file in the Administrative Office).

YES: All (9) ABSTAINED: None

NO: None Motion carried

BOARD OF EDUCATION
Minutes of July 11, 2023

BUS PARTS OIL AND GREASE BID

Moved by C. Repass and seconded by T. Albano to accept the following bus parts oil and grease bid:

BUS PARTS - Oil & Lubricants			
SPECIFICATIONS AND BID SHEET			
			Deckman Oil
GROUP #1	MOTOR OIL & GREASE (NO SUBSTITUTIONS ALLOWED)		
	KENDALL SUPER D XA 10W-30 (PER GAL.)		\$15.70
	KENDALL GT-1 MAX 5W-20 (PER 6 GAL. BOX)		\$117.40
	KENDALL GT-1 0W-20 (PER 6 GAL. BOX)		\$117.40
	PETRO CANADA SUPREME SYNTHETIC 5W-30		
	(PER 55 GAL. DRUM)		\$15.45
	PHILLIPS 66 MEGAPLEX XD5 #2 MOLY GREASE		
	(PER 400 LB. DRUM)		\$2,737.00
	DEF (PER GAL. - MUST INCLUDE LOAN OF 350		
	GALLON TOTE & ELECTRIC PUMP)		\$2.85
Bus Parts Bid 23-24 dvm			

YES: All (9) ABSTAINED: None

NO: None Motion carried

BUSINESS DISCUSSION

None

EXECUTIVE SESSION

Moved by T. Albano and seconded by M. Aloï to enter into Executive Session at 6:50 p.m. to discuss Personnel Actions and District Goals.

YES: All (9) ABSTAINED: None

NO: None Motion carried

RETURN FROM EXECUTIVE SESSION

Moved by J. Payne and seconded by M. Aloï to exit Executive Session at 8:13 p.m. and return to Business Meeting.

YES: All (9) ABSTAINED: None

NO: None Motion carried

PERSONNEL ACTIONS

CLASSIFIED AND NON-CLASSIFIED PERSONNEL ACTIONS

Moved by J. Payne and seconded by S. Hogan to remove Lacrosse Personnel Action

YES: All (9) ABSTAINED: None

NO: None Motion carried

CLASSIFIED AND NON-CLASSIFIED PERSONNEL ACTIONS CONTINUED

Moved by A. Wilson and seconded by C. Repass 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

Edward Smith, employed by the District as a Social Studies Teacher at the Senior High School since September 1, 2003, has submitted his resignation effective July 14, 2023.

Cathlyn Corrado, employed by the District as a District Wide Physical Therapist since June 21, 2021, has submitted her resignation effective July 6, 2023.

Natalie Henty, employed by the District as a Mathematics Teacher at the Middle School South since September 1, 2020, has submitted her resignation effective July 10, 2023.

B. Classified

Barbara Wise, employed by the District as a Bus Driver since May 10, 2006, has submitted her resignation effective September 5, 2023.

David Winden, employed by the District, most recently as a Maintenance Mechanic II, since September 7, 2016, has submitted his resignation effective July 24, 2023.

Judy Ross, employed by the District as a Cafeteria Monitor at Chestnut Ridge Elementary School since March 27, 2023, has submitted her resignation effective July 11, 2023. Judy will remain employed as a substitute Cafeteria Monitor.

C. Coaches – none

David Wisniewski, previously appointed as the 2023-2024 Boys Modified B Volleyball Coach has submitted his resignation effective July 11, 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

BOARD OF EDUCATION
Minutes of July 11, 2023

III. LEAVE OF ABSENCE

Tessa Bohner, employed as a District Wide Literacy Coach since September 1, 2022, has requested an unpaid leave of absence effective approximately November 13, 2023 through January 5, 2024.

IV. CHANGE IN EMPLOYMENT STATUS

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

V. APPOINTMENTS

- A. Certified
 - *Ashley Cook** 1.0 FTE Science Teacher
 - Assignment Senior High School
 - Effective September 1, 2023 (Previously cleared by a fingerprinting check)
 - Certification Chemistry (7-12) / Physics (7-12) - Professional
 - Type of Appointment Probationary
 - Tenure Area Science
 - Tenure Date September 1, 2026
 - *David Burgess** 1.0 FTE Assistant Principal
 - Assignment Senior High School
 - Effective August 21, 2023 (Previously cleared by a fingerprinting check)
 - Certification School Building Leader – Initial / Earth Science (5-12) - Professional
 - Type of Appointment Probationary
 - Tenure Area Assistant Principal
 - Tenure Date August 21, 2027

- B. Substitute and Part-time Teachers and Administrators – none
- C. Department Liaisons – none
- D. Classified - none
- E. Classified Substitutes and Part-time - none
- F. Interim Administrator – none

G. Coaches & Athletic Activities

2023-2024 Activity	Name
Boys Track and Field Varsity Assistant	Chris Memelo
Varsity Cheerleading Coach (Fall)	Christine Kocher
Mod A Cheerleading Coach (Fall)	Lilly Gleason
Cheerleading Volunteer Assistant Coach (Fall)	Ashley Aureli
Varsity Baseball Coach	Robert Rule
Baseball Program Assistant	Benji Parkes

- H. Extra-Curricular Activities & Clubs - none
- I. Mentors - none

BOARD OF EDUCATION
Minutes of July 11, 2023

J. Instructional Leaders - none

K. CSE / CPSE Chairperson - none

L. Tutors

Kerry Hallock

Assignment

Location:

Effective

Tutor

2 Students

TBD

One is 2 days/wk for 3hrs/day from July 6, 2023 through July 28, 2023; The second is 1 day/wk for 2hrs/day July 6, 2023 through August 18, 2023

M. Internship – none

N. Student Helpers - none

O. Other

Continuing Education Staff 2023-2024

General

Last Name	First Name	Title/Course	Fingerprinting
Farnholz	Sophie	Instructor- Tennis Camp	On File
Burtner	Sandra	Assistant Instructor- Track and Field	On File
DeRue	Stephanie	Assistant Instructor- Track and Field	On File
Robinson	Elizabeth	Assistant Instructor- Track and Field	On File
Ziegler-Barniak	Samantha	Assistant Instructor- Track and Field	On File

Swim Staff

Last Name	First Name	Title/Course	Fingerprinting
Todd	Lydia	Head Lifeguard	On File

Stipend	Name
Supervisor of NGA Mentoring Program	Mary Leach

ADJOURNMENT

Moved by T. Albano and seconded by A. Wilson to adjourn the meeting at 8:14 p.m.

YES: All (9)

ABSTAINED: None

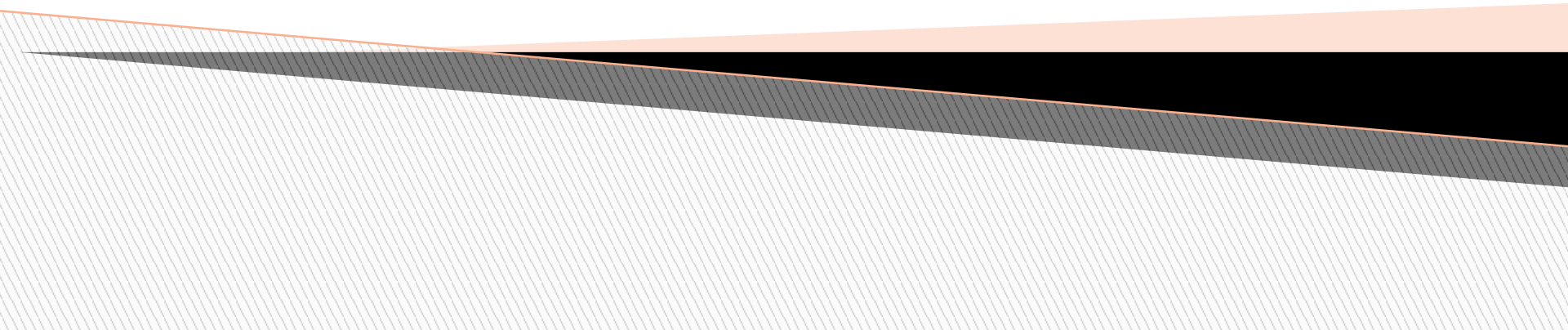
NO: None

Motion carried

Board of Education Update Fine Arts Department

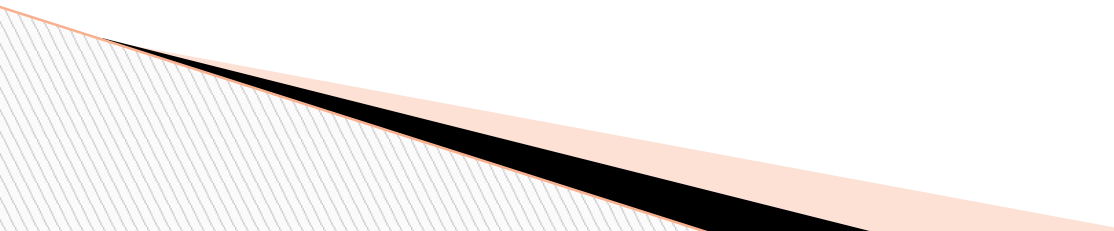
August 8, 2023

Jeff Smith, Director of Fine Arts



Fine Arts Department Goals 2022-23

Curriculum Development

- Continue review, restructure, and re-alignment of department's curricula
 - Ensure consistent implementation across buildings/teachers
- 

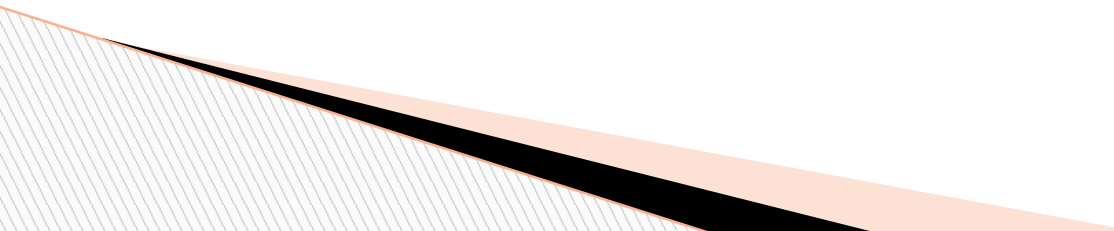
Fine Arts Department Goals 2022-23

Instruction

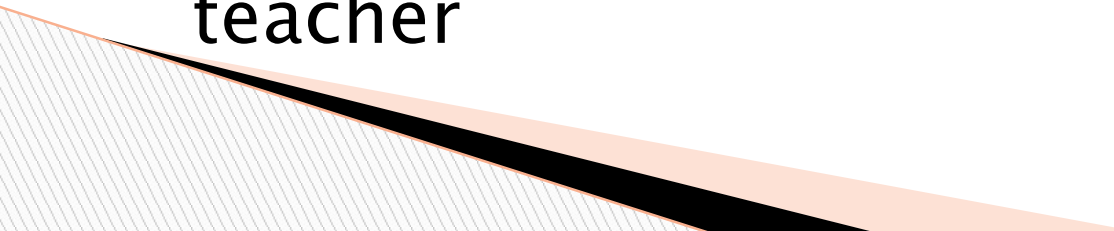
- Create a welcoming and affirming environment for all by promoting access, inclusivity, and equity

Fine Arts Department Goals 2022-23


Programming

- Continue to refine and improve recruitment and retention practices
 - Continue to partner with the community to provide students access to the various professionals and resources in our region
- 

Curriculum Development

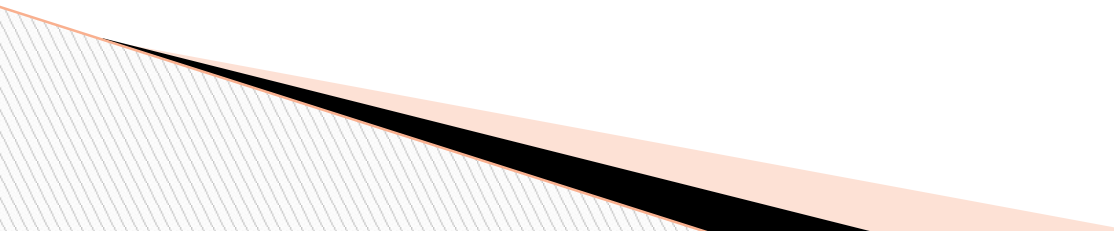
- All of the nearly 60 total Music and Art course maps in Atlas are now fully aligned to the NYS Standards for the Arts (2017)
 - Many maps are in their second and third round of revisions
 - Shared resources and practices have been a hallmark of the work we have been doing to ensure a consistent experience for all students regardless of building and/or teacher
- 

Instruction

- Time was spent reviewing instructional practices and materials ensuring students are exposed to a broad range of time periods, cultures, and traditions
 - Staff shared and refined instructional practices, horizontally and vertically, to ensure a more consistent experience and scope-and-sequence for all students
- 

Instructional Highlights

2022-23 Enrollments

- Elementary- Over 70% of all 4th grade students were enrolled in Band, Orchestra, and/or Chorus
 - MS- Nearly 60% of all 5-8 grade students were enrolled in Band, Orchestra, and/or Chorus
 - SHS- Nearly 75% of all high school students were enrolled in an Art and/or Music elective
- 

Program Highlights

Art Department Honors

- 25 Churchville-Chili artists had works selected for the New York State Art Teachers Association regional art show opening at the Davison Art Gallery at Roberts Wesleyan College
 - 8 senior high school visual artists had works selected for inclusion in Start Here, an annual invitational exhibition hosted by the College of Imaging Arts and Sciences (CIAS) at RIT's Bevier Gallery
- 

Program Highlights

Shared Spaces Art Exhibit, Nazareth College

- Kelly Bosco → Marissa Hogan
 - Rich Cravatte → Holli Tasker
 - Jordyn Wolcott → Samantha Marvin
 - Jon Woodard → Rylee Rossetti
- 

Program Highlights

Music Department Honors

- Nearly 120 students prepared for and participated in a Solo-Festival this school year
- 53 students were accepted into All-County Honors ensembles at the Elementary, Middle, and Senior High levels
- 23 students were accepted into Area All-State Honors ensembles at the Middle and Senior High levels
- 4 ensembles participated in NYSSMA Majors festivals
 - Grade 9 Treble Choir- Level IV Gold
 - SHS Concert Choir- Level VI Gold with Distinction
 - SH Symphonic Band- Level IV Gold
 - SHS Wind Ensemble- Level VI Gold

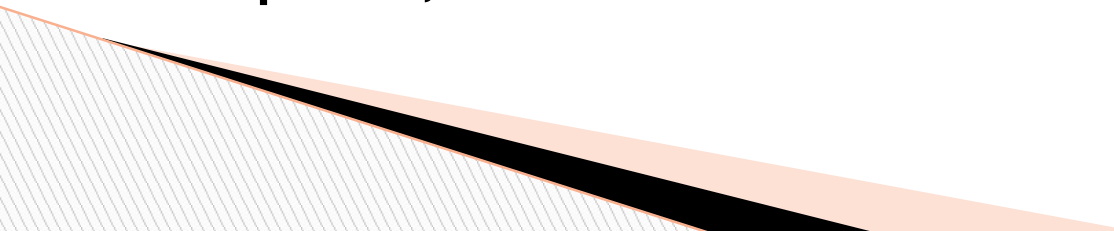
Program Highlights

For the eighth year in a row, the Churchville-Chili CSD was recognized as a Best Community for Music Education by the NAMM Foundation



Program Highlights

Other Honors & Accomplishments

- Large scale musicals and dramatic works were performed at the SHS, MS, and CRS
 - The SHS Musical production of *Mary Poppins* received ensemble Stars of Tomorrow recognitions in all major production categories including Best Musical Production
 - Individual Recognitions were awarded to Joshua Bennigsohn, Philip Greco, Olivia Repass, & Maeve Rosati
- 

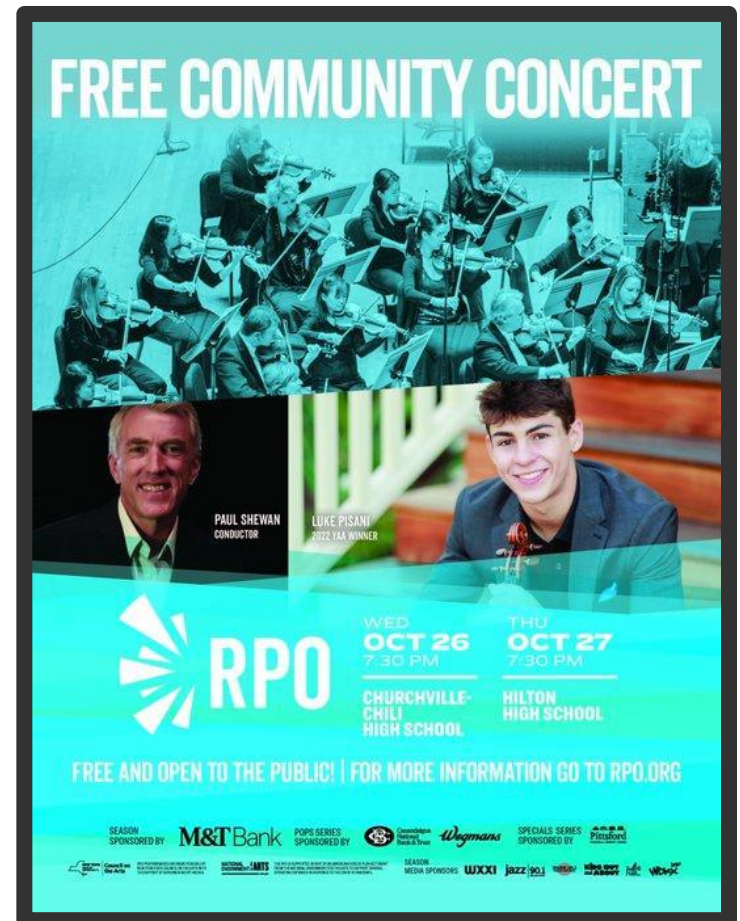
Community Connections

Our SH Drawing classes were visited by Legacy Effects Costume Designer, Tamara Woodard. Ms. Woodard has developed the costuming for numerous film characters and creatures in the Marvel and Star Wars Cinematic Universes



Community Connections

Once again, we partnered with the Rochester Philharmonic Orchestra multiple times throughout the year by both bringing our students to their music and their music to our community



Community Connections

Kindergarten enjoyed a Tiny Tots performance in the C-CPAC and 4th graders attended an Intermediate Concert at Eastman Theater



Community Connections

3rd grade students attended a performance by the Roberts Wesleyan Community Orchestra to inspire them to begin playing an instrument next year



Community Connections

The SH Concert Choir, under the direction of Erik Reinhart, was selected to perform during the Ensemble Showcase at this year's New York State School Music Association State Conference hosted here in Rochester



Community Connections

Members of Off the Beat sang the American and Canadian National Anthems at an Amerks game



Community Connections

We partnered with Ted Canning of Panloco Steel Bands to provide a series of school-based assemblies and workshops



Community Connections

The SH Orchestra, Symphonic Band, and Wind Ensemble travelled to Hershey Park and competed in the Music in the Parks Festival earning Excellent and Superior ratings with the Wind Ensemble winning Best Concert Band at the Festival



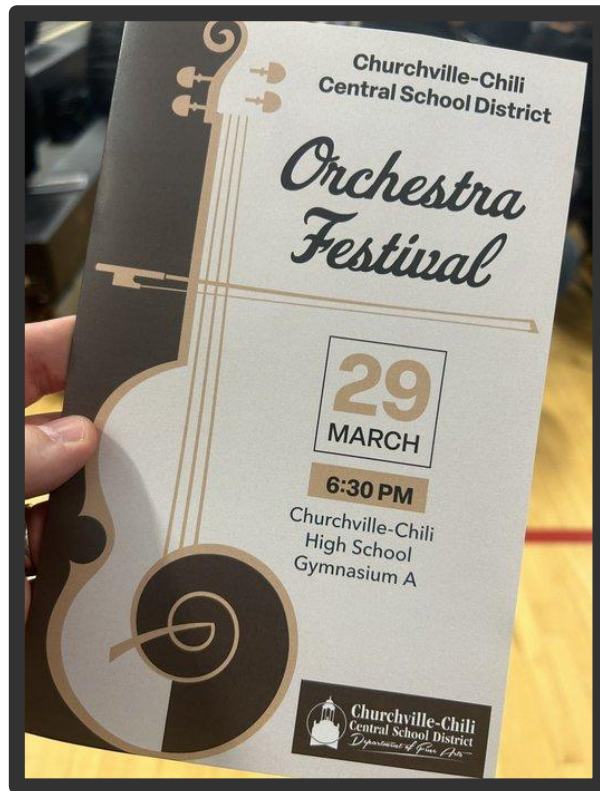
Community Connections

Members of the SH Orchestra Council hosted a two-day workshop for elementary and middle school Orchestra students on the FUN-damentals of playing a string instrument



Community Connections

We celebrated the 10 year anniversary of our C-C Orchestra Program with a district concert featuring over 250 4-12 string students



Community Connections

This years Community Music Festival featured beautiful weather and brought out hundreds of community members to enjoy performances by over 1,000 C-C musicians!

FREE
MUSIC FESTIVAL

a C-C Music Boosters event

**CHURCHVILLE-CHILI
COMMUNITY**

MUSIC FEST

Join us for a fun-filled evening as we celebrate music in our schools and community! Enjoy great food, vendors, a family atmosphere, and entertainment by Churchville-Chili student musicians of all ages!

FRIDAY, JUNE 9th
4:00 p.m. - 8:00 p.m.
CHURCHVILLE-CHILI MIDDLE SCHOOL
Fairbanks Road

NO TICKETS NECESSARY
Free Admission!

Churchville-Chili
100 Fairbanks Rd, Churchville, NY 13029

FOLLOW US
@cccsdfinearts

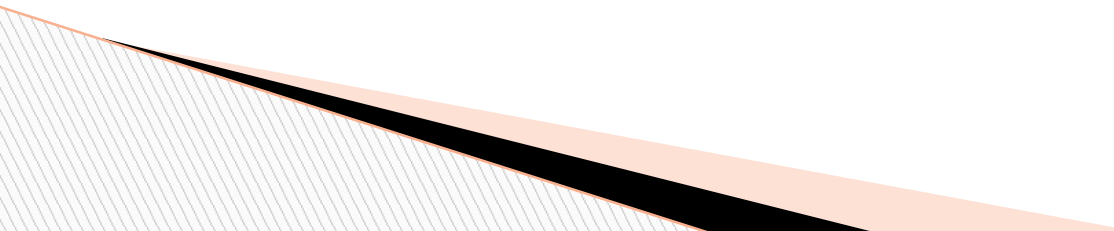
2023-24 Goals

Curriculum Development

- Continue to revise and refine our curricula looking to provide more uniformed and benchmarked assessment practices

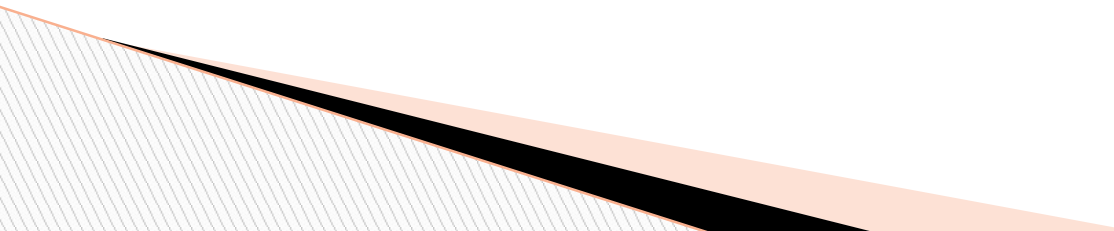
2023-24 Goals

Instruction

- Continued implementation of shared resources and practices
 - Continue to examine resources and practices to ensure all students are represented and feel welcome regardless of background and/or perceived abilities
- 

2023-24 Goals

Programming

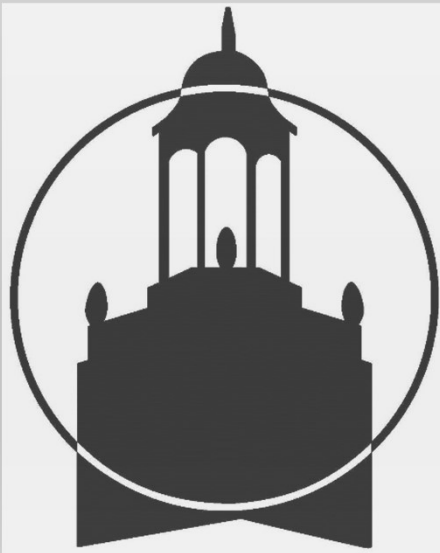
- Continue to improve and maximize our recruitment and retention practices throughout the grade levels
 - Continue partnering with local and regional organizations to enhance our students learning opportunities allowing them to engage in and with our community
- 

Churchville-Chili CSD

Capital Project Updates

Board of Education Meeting

August 8th, 2023



Current Capital Outlay Projects

- ▶ Capital Outlay 2023-24: CES Flooring Replacement
 - ▶ Rooms: 209, 210, 305, 306, Alternate 308
 - ▶ Material shipped July 27th
 - ▶ Installation scheduled to begin second week of August
 - ▶ Contractor duration 10 days



Capital Improvement Projects

▶ Capital Improvement Phase 6-1:

- ▶ Roofing Work - Raising last unit this week, punch-list completed
- ▶ District Office HVAC Renovation - Area to be turned over August 25th
 - ▶ Ductwork on-going in the South Area
 - ▶ Ceiling work on-going in the North Area
 - ▶ Changes to control work on-going
- ▶ Transportation Flooring Renovation - Completed, August 25th
 - ▶ Bays 5 - 8 Completed
 - ▶ Bays 3 & 4 will be completed middle of this week
 - ▶ Bays 1 & 2 and Mechanics Office/Breakroom to follow
- ▶ Middle School South Locker Replacement
 - ▶ Lockers Arrived Friday 8/4
 - ▶ Installation beginning 8/7

▶ Capital Improvement Project Phase 6-2:

- ▶ MS Renovation, Turf Baseball & Softball, Tennis Courts, Buffalo Rd Entry
- ▶ Pending SED Approval
- ▶ Targeting an early Fall Bid
- ▶ Work to tentatively begin January 2024

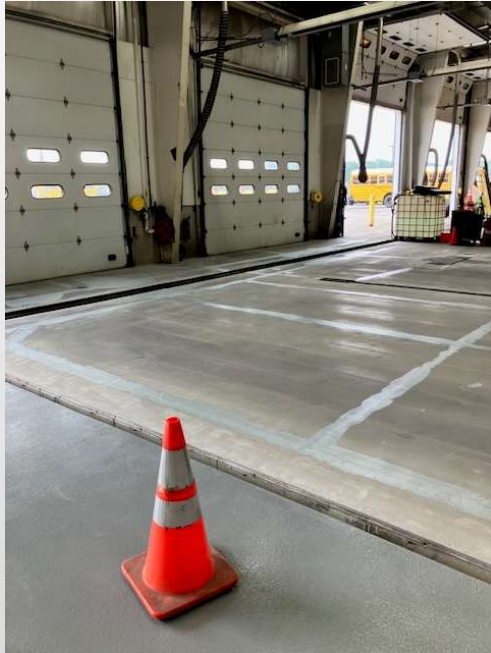


Phase VI Project Budget

- ▶ Phase VI Construction Project is approximately 8% complete
 - ▶ Construction Contingency Budget \$ 3,369,829
 - ▶ Change Order Total (August 2023) \$ 43,616
 - ▶ Remaining Construction Contingency \$ 3,326,213
-
- ▶ Project Team is following approximately \$68,393 in potential issues pending approval:
 - ▶ Transportation Additional Epoxy - \$19,747
 - ▶ District Office HVAC Control Wiring - \$14,960
 - ▶ District Office HVAC Control Piping - \$13,990
 - ▶ District Office HVAC Control Valves - \$19,696 (State Contract)

Overall Phase VI Project Budget

- | | | | |
|---|------------------------------|----|------------|
| ▶ | INCIDENTAL BUDGET | \$ | 11,332,254 |
| ▶ | CAPITALIZED INTEREST/DANSY | \$ | 3,887,503 |
| ▶ | CONSTRUCTION CONTINGENCY | \$ | 3,369,829 |
| ▶ | PHASE VI-1 PROJECT CONTRACTS | \$ | 4,862,980 |
| ▶ | PHASE VI-2 ESTIMATED | \$ | 43,511,688 |



Transportation Epoxy Floor



District Office HVAC Renovation



District Office HVAC Renovation

QUESTIONS



POLICY

Churchville-Chili Central School District

201923 7410

Page 1 of 1

Students

SUBJECT: EXTRACURRICULAR ACTIVITIES

The Board of Education considers extracurricular activities to be a valuable part of the program of the school and shall support these activities within the financial means of the District.

Eligibility for Attendance (7-12)

- a) Students who are suspended from school on a day of an athletic game or practice session, party, school dance, or other school affair scheduled after regular school hours are not eligible for participation or attendance at such events.
- b) In order for students to attend a school-sponsored function, it is necessary that students attend classes for at least half of the school day on the day of the activity, unless otherwise excused by the building administrator. One-half of the school day is defined as follows: three hours in the morning or three hours in the afternoon.
- c) Student participation in athletics and all co-curricular activities shall be restricted to those that ~~do not fail or~~ are not failing ~~more than~~ two (2) ~~or more~~ subjects at the time of grade check. Students failing two ~~or more~~ subjects must meet with their Assistant Principal or House Administrator to be placed on an academic improvement plan. If the student meets all the guidelines of their plan and shows progress, they may continue to participate in extracurricular activities. Any student who is failing ~~four (4)~~ ~~three~~ (3) or more courses or does not follow their plan will be deemed ineligible from attending athletic events and all co-curricular activities.

8 New York Code of Rules and Regulations (NYCRR) Sections 172.1 and 172.2
Education Law Sections 1709, 1709-a, 2503-a, and 2554-a
Equal Access Act, 20 United States Code (U.S.C.) Sections 4071-4074

Adopted: 7/10/2001

Revised: 6/19/2007, 1/08/2008, 2/14/2017, 12/10/2019; 6/22/2023

**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: _____ Phone: _____

Title: _____ Company: _____

Address: _____

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

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

a) What is the purpose of the gift? _____

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)

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

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?

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.

Donor Signature

Date

Administrator Signature

Date

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT
OVERNIGHT/OUT-OF-COUNTRY FIELD TRIP REQUEST FORM**

Date 7/20/2023Club/Organization: SHS SCIENCE DEPARTMENTTeacher/Advisor: EILEEN HAMMOND Administrator Attending SCOTT WILSONCurriculum Connection - explain: BOSTON MUSEUM OF SCIENCE, QUINCY MARKET,
WALK THE FREEDOM TRAIL, 4 HOUR WHALE WATCH w/ CAPE ANNMethod of Transportation: CHARTERED BUS
(Please complete appropriate transportation form 8460F6, 8460F7 or 8460F8)Date(s): 4/25/24 - 4/26/24 Day(s) of the week: THURSDAY + FRIDAYDeparture Time: 6:30 AM Return Time: 10:00 PMPoint of Departure/Return: SHS - DOOR #3Destination: BOSTON + GLOUCESTER, MAItinerary: BOSTON MUSEUM OF SCIENCE, QUINCY MARKET,
WALK THE FREEDOM TRAIL, 4 HOUR WHALE WATCH w/ CAPE ANNInsurance Coverage: INCLUDED IN REGISTRATION FEE, ALL
PAID BY EACH ATTENDEEEstimated Cost: \$6.00
(\$5.75 per mile to and from destination per bus; MapQuest or Google map must be attached. Bus capacity is 44 Adults, or 66 Students and the minimum trip charge is \$70). \$75Funding Sources: NA # of Students Attending 40 MIN - 46 MAXChaperones (staff only) EILEEN HAMMOND, ELIZABETH HOEGERL,~~Parent Volunteer Help~~ TIM FOWLER, STEVE SCHANKOWITZSubstitute Needed: ☒ Yes ☐ No If yes, how many? 4 - ONLY FOR THURSDAY 4/25/24☒ Approved
☐ Denied☒ Approved
☐ Denied[Signature]
Principal/Director[Signature]
Assistant Superintendent☐ Approved
☐ Denied Superintendent/Designee

BOE Approval Date _____

Copy to: Office of Instruction



Churchville-Chili Central School District

Where learning leads to a lifetime of opportunities

**Churchville-Chili
Senior High
School**

Scott Wilson
Executive Principal
Grades 9-12

Mary Leach
Ninth Grade Academy
House Administrator

David Burgess
Assistant Principal
(A-F)

Steve Colabufo
Assistant Principal
(G-N)

Jason Cline
Assistant Principal
(Z)

Dear Guardian/Parent:

Thursday July 13, 2023

The High School Science Department is very pleased to present information on our Boston Whale Watch Trip on April 25-26, 2024. We are looking forward to a great experience that will be both educational and fun for our students! We need a minimum of 40 students, with a maximum of 46.

Attached to this letter you will find:

Page(s)	Document(s)
3-6	Tentative Itinerary
7-8	Travel Guard Student Protection Plan Description
9*	<i>Overnight Trip Agreement, which MUST be signed AND NOTARIZED</i>
10-12*	<i>Field Trip Permission and Medication and Emergency Medical Treatment Authorization, which MUST be <u>signed by your Doctor if medications are needed/sent</u> AND NOTARIZED</i>
13*	<i>Field Trip Behavior Contract, which MUST be signed</i>
14	1 st Choice Educational Tours, Ltd Credit Card Authorization Form
15 -16	1 st Choice Educational Tours, Ltd Contract and Registration

In order to secure a spot for this trip this ENTIRELY COMPLETED, SIGNED, and NOTARIZED PACKET* (pages: 9-13) must be handed in to me, along with your deposit of \$231.40 per paying person is due: Friday October 20, 2023.

All paperwork and payments are to be brought directly to me, Eileen Hammond in SHS room 1115, not to your individual science teachers.

The cost of the trip is approximately \$462.80/student for quad occupancy, as detailed on the Tentative Itinerary (pages 3-6). The payments will be due in two (2) installments:

PAYMENT SCHEDULE: Acceptable Payments include: Bank Check, Credit Card, Money Order or Personal Check-No cash will be accepted. Checks and credit cards only.

- 1) Deposit of \$231.40 per paying person is due: Friday October 20, 2023.
- 2) Final payment of \$231.40 per paying person is due: Friday February 9, 2024.

Make Checks Payable to: 1st Choice Educational Tours

All documents must be signed, notarized, and handed in to me by Friday October 20, 2023.

Please note that even if your child is not bringing any medications on the trip, the Churchville-Chili Field Trip Permission and Medication and Emergency Medical Treatment Authorization still needs to be signed and notarized, along with the Overnight Trip Agreement. If your child will be bringing any sort of medication(s), be they over the counter or prescription, please be certain to have your doctor sign page 9.

We have five staff chaperones, including a SHS Administrator and a Tour Guide lined up for this amazing trip. The District Code of Conduct applies to all participants at all times during this trip.

An optional Informational Meeting will be held on Tuesday September 26, 2023 at 5:30pm in SHS room 1115. Or you can contact me at ehammond@cccscd.org. We look forward to working with you and your student(s).

Sincerely,


Eileen Hammond

**CHURCHVILLE-CHILI HIGH SCHOOL SCIENCE
BOSTON
TENTATIVE ITINERARY
Thursday and Friday APRIL 25 – 26, 2024**

THURSDAY, APRIL 25th

6:30 A.M. 1 – 56 PASSENGER MOTOR COACH ARRIVES FOR INSPECTION AT:
**CHURCHVILLE-CHILI TRANSPORTATION GARAGE
3461 WESTSIDE DRIVE
CHURCHVILLE, NY 14428**
PROCEED TO HIGH SCHOOL AFTER INSPECTION
**CHURCHVILLE-CHILI HIGH SCHOOL
5786 BUFFALO RD
CHURCHVILLE, NY 14428**

7:30 A.M. DEPART FOR BOSTON
BRING A BAG LUNCH AND SNACKS FOR THE RIDE

3:00 P.M. – 5:00 P.M. MUSEUM OF SCIENCE

5:30 P.M. – 7:00 P.M. DINNER AT FIRE & ICE-Included

7:15 P.M. – 8:30 P.M. TIME FOR SHOPPING AT QUINCY MARKET, Walk the Freedom Trail

9:00 P.M. CHECK INTO THE HOTEL:
**DOUBLETREE BOSTON ANDOVER
123 OLD RIVER ROAD
ANDOVER, MA 01810
978-975-3600**

10:00 P.M. PIZZA AT THE HOTEL-Included

LATE NIGHT PRIVATE SECURITY PROVIDED AT NIGHT

FRIDAY, APRIL 26th

6:00 A.M. BREAKFAST AT THE HOTEL-Included

7:00 A.M. CHECK OUT AND DEPART THE HOTEL

8:00 A.M. ARRIVE AT BUS FOR BOARDING

9:30 A.M. – 1:30 P.M. WHALE WATCH-CAPE ANN-GLOUCESTER, MA

2:00 P.M. DEPART FOR CHURCHVILLE-Boxed lunch included
REST AND PAY ON YOUR OWN MEAL STOPS WILL BE MADE ENROUTE

10: 00 P.M. ARRIVE AT CHURCHVILLE-CHILI HIGH SCHOOL

TRIP COST WITH CANCEL FOR ANY REASON INSURANCE: \$462.80 per person based on a minimum of 40 paying students in quad occupancy using 1 motor coach including cancel for any reason insurance at a cost of \$27.80.

PAYMENT SCHEDULE: Acceptable Payments include: Bank Check, Credit Card, Money Order or Personal Check-No cash will be accepted. Checks and credit cards only.

- 1) Deposit of \$231.40 per paying person is due: Friday October 20, 2023.
- 2) Final payment of \$231.40 per paying person is due: Friday February 9, 2024.

Make Checks Payable to: 1st Choice Educational Tours

Churchville-Chili Science Trip and Whale Watch to Boston, MA,
Thursday April 25-Friday April 26, 2024

MEET:

1) Drop off your luggage in room 1106A then go to Senior Lounge, near Door #1.

2) Once the bus is here, you will pick up your luggage in 1106A, have it checked over by Security, and then get on the bus.

EAT:

1) A healthy breakfast before you leave your house, or pick something up in our cafeteria.

2) Pack a lunch and some snacks. It is always a good idea to bring a refillable water bottle with you.

3) We will be stopping at a Thruway rest stop to use the restrooms on Thursday. Students will NOT have the opportunity to buy food from the restaurants. Pack a lunch!!

4) Thursday night's dinner at Fire and Ice, in Boston, is included in your ticket price that you already paid. This is a really cool place and it is all you can eat!

5) Pizza at the Hotel-included!

5) Friday morning's breakfast is at our hotel and is included in your ticket price that you already paid. The hotel offers a buffet style breakfast.

6) Late boxed lunch on Friday (after Whale Watch Tour)-Lunch is included!

7) We will be stopping at a Thruway rest stop for dinner and to use the restrooms on Friday. This meal is NOT included-pay on your own meal.

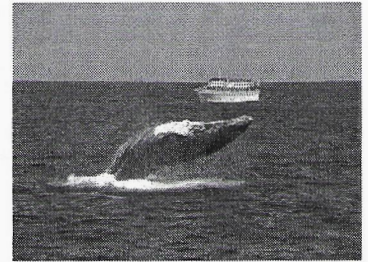
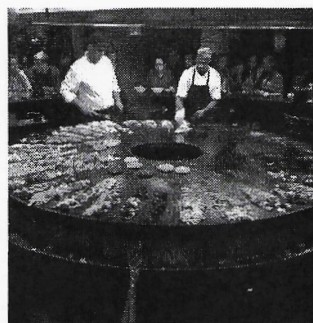
Please do not bring any food/snacks that need to be kept cold, cooked or heated. Also, do not bring Monster Drinks, Red Bull, etc...They will be confiscated.

PACK:

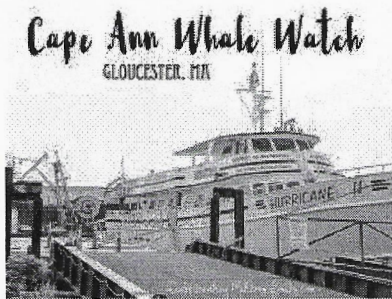
1) You must bring a current photo ID with you, and have it on you at all times (license, passport, school ID).

2) All of our suitcases will be stowed in the luggage compartment underneath the bus. You will not have access to your suitcase until we have arrived at the hotel.

3) You may want to consider bringing a small backpack/tote on to the bus.



4) The bus ride is approximately 6.5 hours (405 miles)



WEAR:

1) Reasonably nice, but very comfortable shoes for walking (sneakers). We will be doing a lot of walking! This is not the time to break in a new pair of shoes or to show off your cute little ballerina flats.

Absolutely no flip-flops, sandals, open toed shoes, or high heels!

2) Dress appropriately for the weather. We are going even if it is raining. You want layers for warmth. A foul-weather jacket or raincoat. We will be out, and on the move all day long, both days. You will want comfortable layers

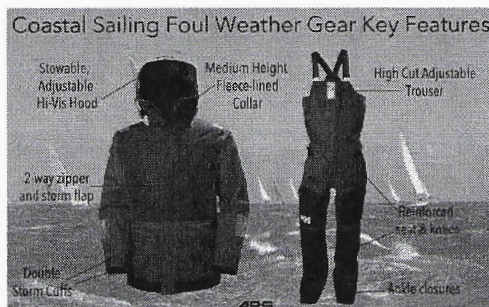
3) Pack gloves, scarf, hat, earmuffs, even your winter coat for the boat ride/whale watch.

. PROHIBITED: any clothing that does not meet the CCCSD Student Code of Conduct Dress Code.

None of your clothing should have any inappropriate diagrams, pictures, sayings, slogans, etc...on them.

MONEY:

1) You will need money to pay for 3 (three) of your meals and any other snacks or souvenirs.



THINGS NOT TO BRING:

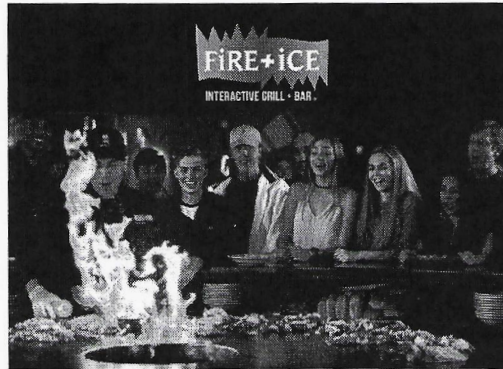
- 1) Alcohol, cigarettes, drugs, e-cigs, juuls, vapes, wax, etc...
- 2) Monster, Red Bull, or any other type of "energy" drinks.
- 3) Anything is glass: cologne, drinks, food, perfume, etc...
- 4) Flip-flops, high heels, open toed shoes, sandals.
- 5) Weapons of ANY sort.

Thursday April 25, 2024

7:00am Leave for Boston aboard a deluxe motor coach with a stop, en route, for lunch*. The bus ride is approximately 6.5 hours (405 miles).

3:00pm Arrive at the Boston Museum of Science

5:30pm Dinner at Fire and Ice-Included



7:15pm Shopping at Quincy Market, Walk the Freedom Trail

9:00pm Hotel Check-In. Double Tree Inn, 123 Old River Road, Andover, MA

10:00pm Pizza at hotel-Included

11:00pm Bed Check and Lights Out with Private Floor Security

Friday April 26, 2024

6:00am Breakfast at the Hotel-included

7:00am Hotel Check-Out and get on the bus

9:30-1:30pm Cape Ann Whale Watch Cruise out of Gloucester, MA

2:00pm Depart for Churchville-Chili Senior High School-Boxed lunch-included

Rest Stop and pay for own dinner/meal* enroute

10:00pm Estimated Time of Arrival back at school.

*=This meal is not included. Bring cash! \$\$\$\$ for dinner/snacks for the return bus ride on Friday.

STUDENT TRAVEL

PROTECTION PLAN

Travel Guard®



Confidence makes a great traveling companion.

Because no matter how hard you try, there are some things you just can't plan for. Make sure you pack a Travel Guard Student Travel Protection Plan which provides valuable coverage, at an affordable price, and to help bring home amazing travel memories, not unexpected expenses due to travel mishaps.

Travel Smart with Travel Guard.

You can be covered:

- if you incur medical expenses, for an unforeseen injury or sickness, during the course of your trip.
- if you have to return home early due to an unexpected emergency such as an illness or death in the family.
- if your luggage is lost or delayed, forcing you to purchase necessary essentials.
- if you need an emergency medical evacuation due to an accident or sudden illness.

To view a full listing of coverage benefits, please refer to the Policy of Insurance.

Always there, 24/7.

Virtually anywhere you travel, in the event of a medical emergency or unexpected travel problem, we are never more than a phone call away.

24-hour emergency assistance

Passport or ticket
replacement
assistance

Prescription replacement
assistance

And more!

QUESTIONS?

CALL TOLL-FREE:

1.877.254.8922

THIS IS A BRIEF DESCRIPTION OF COVERAGE – LIMITATIONS APPLY

Coverage may not be available in all states. Coverage varies by state. For complete coverage information and exclusions, please refer to the Policy of Insurance for your state of residency prior to purchase, by visiting www.travelguard.com/policy/student.

COVERAGE

Per Person	Maximum Limit Up To
Trip Cancellation ¹	100% of Insured Trip Cost (Maximum of \$25,000)
Trip Interruption ¹	150% of Insured Trip Cost (Maximum of \$37,500)
Single Occupancy	100% of Insured Trip Cost (Maximum of \$25,000)
Trip Delay	\$500 (Maximum of \$100 per day, 12 HRS)
Baggage Coverage	\$1,000 (Primary)
Baggage Delay	\$100 (24 HRS)
Travel Medical Expense/ Dental Expense	\$50,000 (Primary) \$500
Emergency Evacuation and Repatriation of Remains	\$500,000
Ancillary Evacuation Benefits (including Baggage Return, Return Transportation and Bedside Visit)	\$2,500
Non-flight Accidental Death & Dismemberment	\$30,000
Assistance Services ² Travel Medical Assistance Worldwide Travel Assistance	Included

EXTRA COVERAGE

Pre-Existing Medical Condition Exclusion Waiver (Policy must be purchased within 15 days of the Initial Trip Payment. Day one is the date the initial payment is received. If the policy is not purchased within 15 days of the Initial Trip Payment, then a 60-day look-back period applies. For residents of ID, MN and NY, the look-back period is 180-days.)

OPTIONAL COVERAGE

Cancel for Any Reason, up to 50% of Trip Cost³ (Must be purchased within 15 days of Initial Trip Payment)

Coverage available to U.S. residents of the U.S. states and District of Columbia only. This plan provides insurance coverage that only applies during the covered trip. You may have coverage from other sources that provides you with similar benefits but may be subject to different restrictions depending upon your other coverages. You may wish to compare the terms and conditions of this policy with those of your existing life, health, home and automobile insurance policies, as well as any coverage which may be available to you through your credit card program(s). If you have any questions about your current coverage, call your insurer or insurance agent or broker. Coverage is offered by Travel Guard Group, Inc (Travel Guard). California lic. no.0B93606, 3300 Business Park Drive, Stevens Point, WI 54482, www.travelguard.com. CA DOI toll free number: 800-927-HELP. This is only a brief description of the coverage(s) available. The Policy will contain reductions, limitations, exclusions and termination provisions. Insurance underwritten by National Union Fire Insurance Company of Pittsburgh, Pa., a Pennsylvania insurance company, with its principal place of business at 12 Avenue of the Americas, 37th FL, New York, NY 10020-1304. It is currently authorized to transact business in all states and the District of Columbia. NAIC No. 19445. Coverage may not be available in all states. Your travel retailer may not be licensed to sell insurance, and cannot answer technical questions about the benefits, exclusions, and conditions of this insurance and cannot evaluate the adequacy of your existing insurance. The purchase of travel insurance is not required in order to purchase any other product or service from the travel retailer. Travel assistance services provided by Travel Guard.

Expenses incurred from third-party vendors for assistance services not part of a filed insurance plan are the responsibility of the traveler.

- 1 Coverage only applicable to prepaid, non-refundable trip costs identified on the enrollment form and if the required plan cost has been paid.
- 2 Non-insurance services are provided by Travel Guard.
3. Cancel for Any Reason is available as a service to residents of NY.

TG-13544-22 05/31/22

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT
OVERNIGHT/OUT OF COUNTRY TRIP AGREEMENT-8460F.4**

The undersigned individuals hereby acknowledge and agree to the following:

The Churchville-Chili Central School District ("District") is providing the opportunity for the students to participate in a trip sponsored by the District. Since this trip will result in students leaving the District environ and traveling to and visiting places which the District considers to have educational value, there will be certain times when the student will be independent of District's supervision. When students are in their hotel rooms, for example, it is not possible to provide constant supervision. Curfews, however, will be enforced. It is important for the students and parents to acknowledge and accept that this is the type of supervision that will be provided by the District.

Additionally, the type of trip the student is participating in requires travel and overnight accommodations in another city. There are inherent risks involved in any type of overnight travel. These risks include, but are not limited to, accidents of the common carrier, theft of property, and inclement weather forcing a shortening or canceling of the trip. Additionally, the undersigned must understand that when either visiting other cities, especially overseas, that travel in a group or individually may be dangerous. The parents and students must accept such risks before the travel begins. By signing this Agreement, the undersigned parent and/or student agree not to hold the District liable for any dangers associated with travel to other cities and/or overseas.

The Board of Education reserves the right to cancel a field trip **at any time**, particularly if security and safety is in doubt. In the event a field trip is canceled, the District **will not** be responsible for reimbursing any deposits or expenses incurred by students, parents or staff unless the District receives reimbursement from a third party vendor or supplier. The trip's sponsors and the parent(s)/guardian(s) are responsible for obtaining trip cancellation insurance and this expense must be included as part of the overall cost of the trip. No refund will be made if a participant's involvement is terminated during the trip due to behavioral issues.

Laws and customs of other nations may vary from our own. Regardless of local regulations, students will neither purchase nor use alcohol, tobacco or controlled substances of any kind at the time of, or during the trip. In addition, the student is expected to comply with all of the expectations outlined in the Churchville-Chili CSD Code of Conduct and to comply with the requests of adult chaperones at all times. Failure to do so will result in appropriate discipline action, including the prohibition of any further participation in the trip by a student violating the Code of Conduct. The parent or guardian signing below hereby agrees that he or she will promptly transport the student home after notification of a violation of the Code of Conduct, at the parent or guardian's sole expense.

To the extent that the undersigned student is a minor, it is understood by this Agreement that the parents will assume all risks, and further, the parent will agree to indemnify the District for any claim arising out of the trip or arising based in whole or in part in a failure of adequate supervision brought by or on behalf of the student now and in the future.

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____
(must sign in front of a notary public)

printed name of parent/guardian

Sworn to and subscribed before me this _____ day of _____ 20____.

Notary Stamp:

Notary Public, State of New York Expires: _____

Original to Advisor -Copy to Parent/Student

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT

FIELD TRIP PERMISSION AND

MEDICATION AND EMERGENCY MEDICAL TREATMENT AUTHORIZATION^{-8460F.3}

Part I to be completed by field trip advisor. Parents/guardians are asked to complete Parts II, III, and IV of this permission form including the medication authorization section as necessary.

PART I - Information for Field Trip:

Destination: Boston/Gloucester, MA

Date: 4/25/2024-4/26/2024

Time: 6:30am to: 10:00pm

Cost to Student: \$462.80

Mode(s) of Transportation	<input type="checkbox"/> District Bus	<input checked="" type="checkbox"/> Charter or Rental Vehicle	<input type="checkbox"/> Airplane
---------------------------	---------------------------------------	---	-----------------------------------

Activates of Trip: Boston Museum on Science, Boston's Quincy Market, Walk the Freedom Trail, and 4 hour Whale Watch Cruise out of Cape Ann Whale Watch, Gloucester, MA.

PART II – Parent/Guardian Permission

Date: _____

_____ has my permission to attend the field trip as outline above as part of his/her school experience. I understand that the District Code of Conduct will be in effect at all times. The student may be removed from the trip for disciplinary, attendance, or grade issues that occur before the departure date as per the District Code of Conduct.

The student agrees to follow all school rules and guidance, including the Code of Conduct, prior to and during the trip. By signing, the student agrees to the rules and expectations, and consequences for any behaviors that violate the Code of Conduct.

Student Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

PART III – Medical Information

If you have a student attending this field trip who will need to possess prescription or over the counter medication while on the trip, please complete Part IV of this form along with a duly executed prescription and/or doctor's order, which must be on file prior to the commencement of the field trip in order for the student to take medications with him/her on the trip.

- A. In case of an emergency, I understand that every effort will be made to contact me. If the school is unable to reach me, I hereby give the school permission, through my signature below, to act on my behalf in seeking emergency treatment for my child in the event such treatment is necessary and give my permission to those administering emergency treatment to do so using the measures necessary.

B. My child is **allergic** to the following medications: _____

C. My child has a **special medical problem** (if none so state, if yes, specify)

D. My child is currently under **medical care**. Please describe nature of illness and treatment. Mark N/A if not applicable.

E. Date of last tetanus vaccination _____

PART IV – Medication Authorization

NOTE: A physician's written order and parent/guardian written permission is required for not only prescription medications but over-the-counter medications as well.

Name of Student: _____ Date of Birth: _____

Medication	Dosage	Time/Frequency

Note: If more lines are required, please attach a form listing medication and dosage information.

Check one:

☐ **Student may self-administer** (i.e. inhalers, epi-pen, and insulin). In the event that the need arises to self-administer Epinephrine or with administration of any injectable, the student must notify their assigned chaperone.

☐ **I will personally attend the field trip to administer the medication.**

☐ **I have designated** _____, my friend, family member, household member or other relationship appropriate in accordance with N.Y. Education Law §6908 (...providers, employees or caregivers acting under the direction and authority of a parent of a child, legal guardian, legal custodian, or an adult in whose care a child has been entrusted and who has been authorized by the parent to consent to any health care for the child...) to administer the above-listed medication(s) to my child at the school-sponsored event listed at the beginning of this form. I acknowledge that Churchville-Chili Central School District will not be liable for any problems that may arise as a result of the administration of such medication by the designee.

☐ **Student will require a licensed health professional to administer his/her medication.**

Physician's Printed Name: _____

Physician's Signature: _____ Date: _____

Office Address _____ Zip _____

Phone # _____

PART V – Parent/Guardian Contact Information in Event of Emergency

Parent/Guardian Phone #: work _____ home _____ mobile _____

Parent/Guardian Phone #: work _____ home _____ mobile _____

Emergency number if unable to reach parent(s) / guardian(s):

Name: _____ Mobile Phone: _____

Relationship to student _____ Home Phone: _____

Insurance Policy - Provider _____

Policy # _____

I, _____ the undersigned, being the parent/legal guardian of _____, understand that trip chaperones will make every effort to contact me, but in the event that emergency treatment is necessary, I hereby authorize medical treatment on behalf of my child. I release the Churchville-Chili Central School District and district personnel from any claims or causes of action arising out of injuries that my child may sustain in connection with the field trip.

Parent/Guardian Signature _____

***If notarization is required, please wait to sign until you are in front of a notary public.*

Print or type name of person signing: _____

Notary Stamp

*****Notarization Required for Out of Country/Overnight Field Trips Only***

Sworn to and subscribed before me this _____ day of _____ 20 _____

Notary Public, State of New York _____ Expires _____

Reviewed: 1/14/2020

Refer to: N.Y. Education Law § 6098(1)

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT

FIELD TRIP BEHAVIORAL CONTRACT

To be completed by the student:

I, _____, a student with the Churchville-Chili Central School District (the
(printed student name)

"District"), seek to attend a field trip with the District to _____

on _____. By signing this Contract, I declare that I recognize that the District Code of Conduct applies to all activities on the field trip that I seek to attend. I will comply with all provisions within the District Code of Conduct, and recognize that any violation of the District Code of Conduct may result in my discipline as outlined in the Code of Conduct or my transport away from the trip and prohibition from continuing participation. If, as a result of my behavior, the District decides to preclude my further participation in the trip, I recognize that my parent or guardian will be telephoned and asked to pick me up for transport away from the trip, at their cost.

Student signature

Date

To be completed by the parent or guardian of a participating student:

I, _____, parent or guardian of the above-named student, recognize that I
(printed name of parent or legal guardian)
will be responsible for transporting the student home from the trip in the event that I am contacted to do so as a result of his or her violation of the District Code of Conduct. I acknowledge that I will be accessible for a telephone call during the course of the trip and will transport the student promptly after receipt of a telephone call, at my own cost.

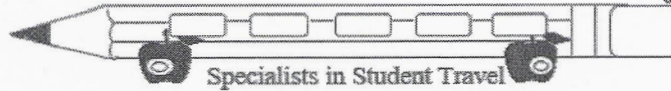
Parent or Guardian signature

Date

Telephone number

1ST CHOICE EDUCATIONAL TOURS

a division of First Choice Travel, Inc.

**Credit Card Authorization Form**

Name of School	Churchville-Chili Senior High School	Date	
Name of Student			

I, _____, authorize First Choice Travel Inc. to charge:
(neatly print your first and last name)

\$_____ on my credit card. I have read the itinerary and agree to the dates and other pertinent information on it. There is a 3% convenience fee added to the above amount on all credit card transactions. Minimum credit card charge of \$100.00 per transaction.

Name as it appears on card	
Billing Street Address	
City, State	
Zip Code	
Phone number with area code	

Please circle one: Discover Card Mastercard Visa

Account Number	
Expiration Date (mo/year)	
Code	

Signature		Date	
------------------	--	-------------	--

Please sign this form and return it to the Field Trip Advisor at School. Thank you for booking with 1st Choice Educational Tours.

Mailing Address
PO Box 950
Batavia, NY 14021-0950

Phone Number
585-343-1313

MEMORANDUM FOR THE DIRECTOR

TO : DIRECTOR, FBI
FROM : SAC, NEW YORK
SUBJECT: [Illegible]

Re New York letter to Bureau dated 1/15/64, captioned as above. The information received from the New York Office indicates that the subject of this matter is a person who has been identified as a member of the [Illegible] and is currently residing in New York City.

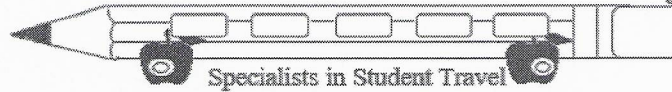
The New York Office has advised that the subject has been observed in the company of several individuals who are known to be active in the [Illegible] movement. It is suggested that the Bureau be kept advised of any further information received regarding this matter.

Very truly yours,
[Illegible Signature]
Special Agent in Charge

Enclosure

1ST CHOICE EDUCATIONAL TOURS

a division of First Choice Travel, Inc.



CONTRACT
CHURCHVILLE-CHILI HIGH SCHOOL
SCIENCE BOSTON
Thursday and Friday APRIL 25 – 26, 2024

Your package includes:

Roundtrip transportation aboard 1 – 56 passenger Niagara Scenic motor coach 1 night's hotel accommodation – DoubleTree Boston, Andover

Late night private

security 1 breakfast at the hotel

1 box lunch –

Boxed 1 dinner –

Fire & Ice

Pizza at the hotel

- Museum of Science
- Quincy Market
- Cape Ann Whale Watch
- Exploring and Shopping in

Gloucester 1st Choice Educational Tour

Manager

Gratuity for motor coach

driver All taxes and gratuities

Complimentary – one for every 10 paying students in single occupancy

1st Choice Educational Tours Policies & Procedures

RATE INFORMATION: All trips are priced based on your estimated number of participants. If the group size falls below the guaranteed number, prices will be adjusted accordingly. Prices reflect current fuel prices. The motor coach company, train, and/or airline company reserves the right to add a fuel surcharge to the final price if over the applicable service date fuel prices have increased significantly from the date of contract agreement. Initials SW

PAYMENT TERMS: A booking fee is required per person and calculated into the deposit to ensure space on a contracted trip. One day trip - \$25.00 / Two day trip - \$50.00 / Three day trip & over - \$75.00. The booking fee is non-refundable and non-transferable. Final payment is due 45 days prior to the trip departure date. If a trip is booked within 60 days of departure date, one lump sum payment will be required upon booking. Initials SW

REFUNDS: The booking fee is non-refundable and non-transferable. A person unable to attend the trip is encouraged to find a school approved replacement to avoid the loss of monies paid. Participants who cancel and do not arrange for a replacement will be sent a refund after the return of the trip equal to the value of the refundable unused meals and admissions. Transportation, lodging, prepaid admissions and all administrative booking fees are not refundable. Optional cancellation insurance is available and suggested. Initials SW

RESPONSIBILITY: 1st Choice Educational Tours, a division of First Choice Travel, Inc. acts as an agent for educational and travel related suppliers in all matters relevant to transportation, entertainment, attractions, sightseeing and other tour-related features. As an agent, 1st Choice Educational Tours has no control over the personnel, actions, facilities or equipment of such suppliers and accepts no responsibility or liability for loss, damage, personal injury, accident, inconvenience, delay or irregularity, regardless of the cause related to or during a trip. 1st Choice Educational Tours retains the right to substitute any tour component with another of comparable or better value. 1st Choice Educational Tours recommends cancellation insurance. Initials SW

CONFIDENTIAL - EYES ONLY

CONFIDENTIAL - EYES ONLY

CONFIDENTIAL - EYES ONLY

CONFIDENTIAL - EYES ONLY

CONFIDENTIAL - EYES ONLY

CONFIDENTIAL - EYES ONLY

CONFIDENTIAL - EYES ONLY

CONFIDENTIAL - EYES ONLY

CONFIDENTIAL - EYES ONLY

CONFIDENTIAL - EYES ONLY

CONFIDENTIAL - EYES ONLY

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CONFIDENTIAL - EYES ONLY

CONFIDENTIAL - EYES ONLY

CONFIDENTIAL - EYES ONLY

CONFIDENTIAL - EYES ONLY

CONFIDENTIAL - EYES ONLY

CONFIDENTIAL - EYES ONLY

CONFIDENTIAL - EYES ONLY

CONFIDENTIAL - EYES ONLY

CONFIDENTIAL - EYES ONLY

TRIP COST PER PERSON: \$462.80 based on a minimum of 40 paying students and a maximum of 46, in quad occupancy using 1 motor coach including cancel for any reason insurance at a cost of \$27.80.

Initials _____

PAYMENT SCHEDULE: Acceptable Payments include: Bank Check, Credit Card, Money Order or Personal Check-No cash will be accepted. Checks and credit cards only.

- 1) Deposit of \$231.40 per paying person is due: Friday October 20, 2023.
- 2) Final payment of \$231.40 per paying person is due: Friday February 9, 2024.

Make Checks Payable to: 1st Choice Educational Tours Initials SW

Any checks returned by the bank for any reason will result in a \$20.00 service charge. Initials SW

Your rooming list with all students and adult travelers is due at 1st Choice Educational Tours by Friday February 6, 2024. Initials SW

This contract must be signed and returned to 1st Choice Educational Tours prior to the payment of the deposit.

Your signature and initials indicate that you have read, fully understand and are in agreement with the terms and conditions.
Initials SW

Scott Wilson Senior High Principal
Printed Name and Title

[Signature] 7/14/23
Authorized Signature for Churchville-Chili High School Date

Authorized Signature for 1st Choice Educational Tours Date

Joanna Ruffino, Educational Group Sales Date

1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research. It also provides a brief overview of the methodology used in the study.

2. The second part of the report is a detailed description of the study area. It includes information about the location of the study area, the population of the study area, and the characteristics of the study area. It also discusses the data sources used in the study.

3. The third part of the report is a detailed description of the study results. It includes information about the findings of the study, the conclusions drawn from the findings, and the implications of the findings. It also discusses the limitations of the study and the need for further research.

4. The fourth part of the report is a conclusion and recommendations section. It summarizes the main findings of the study and provides recommendations for future research and policy. It also discusses the overall impact of the study and the need for further research.

5. The fifth part of the report is a list of references. It includes a list of all the sources used in the study, including books, articles, and other documents. It also includes a list of all the people who have contributed to the study, including the author, the research assistants, and the reviewers.

6. The sixth part of the report is an appendix. It includes a list of all the data used in the study, including the raw data and the data that have been analyzed. It also includes a list of all the figures and tables used in the study, including the figures and tables that have been analyzed.

7. The seventh part of the report is a glossary. It includes a list of all the terms used in the study, including the terms that have been defined in the study and the terms that have been used in the study. It also includes a list of all the abbreviations used in the study, including the abbreviations that have been defined in the study and the abbreviations that have been used in the study.

8. The eighth part of the report is a list of all the people who have contributed to the study, including the author, the research assistants, and the reviewers. It also includes a list of all the people who have provided feedback on the study, including the people who have provided feedback on the study and the people who have provided feedback on the study.

9. The ninth part of the report is a list of all the people who have provided feedback on the study, including the people who have provided feedback on the study and the people who have provided feedback on the study. It also includes a list of all the people who have provided feedback on the study, including the people who have provided feedback on the study and the people who have provided feedback on the study.

10. The tenth part of the report is a list of all the people who have provided feedback on the study, including the people who have provided feedback on the study and the people who have provided feedback on the study. It also includes a list of all the people who have provided feedback on the study, including the people who have provided feedback on the study and the people who have provided feedback on the study.

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT
OVERNIGHT/OUT-OF-COUNTRY FIELD TRIP REQUEST FORM

8460F2

Date 7/20/2023

Club/Organization: SHS SCIENCE DEPARTMENT

Teacher/Advisor: EILEEN HAMMOND Administrator Attending SCOTT WILSON

Curriculum Connection - explain: BOSTON MUSEUM OF SCIENCE, QUINCY MARKET, WALK THE FREEDOM TRAIL, 4 HOUR WHALE WATCH w/ CAPE ANN

Method of Transportation: CHARTERED BUS

(Please complete appropriate transportation form 8460F6, 8460F7 or 8460F8)

Date(s): 4/25/24 - 4/26/24 Day(s) of the week: THURSDAY + FRIDAY

Departure Time: 6:30AM Return Time: 10:00PM

Point of Departure/Return: SHS - DOOR #3

Destination: BOSTON + GLOUCESTER, MA

Itinerary: BOSTON MUSEUM OF SCIENCE, QUINCY MARKET, WALK THE FREEDOM TRAIL, 4 HOUR WHALE WATCH w/ CAPE ANN

Insurance Coverage: INCLUDED IN REGISTRATION FEE, ALL

Estimated Cost: PAID BY EACH ATTENDEE

~~(\$5.75 per mile to and from destination per bus; MapQuest or Google map must be attached. Bus capacity is 44 Adults, or 66 Students and the minimum trip charge is \$70).~~ \$75

Funding Sources: NA # of Students Attending 40 MIN - 46 MAX

Chaperones (staff only) EILEEN HAMMOND, ELIZABETH HOEPPERL,

~~Parent Volunteer Help:~~ TINA FOWLER, STEVE SCHANKWITZ

Substitute Needed: ☒ Yes ☐ No If yes, how many? 4 - ONLY FOR THURSDAY 4/25/24

☐ Approved
☐ Denied

☐ Approved
☐ Denied

Principal/Director

Assistant Superintendent

☐ Approved
☐ Denied

Superintendent/Designee

BOE Approval Date

Copy to: Office of Instruction

**CHURCHVILLE-CHILI CENTRAL SCHOOL
TRANSPORTATION DEPARTMENT**

CHARTER OR RENTAL VEHICLE TRIP INFORMATION FORM

SCHOOL SHS TEACHER Eileen Hammond
TRIP TO Boston, MA DATE OF TRIP 4/25/24-4/26/24
CHARTER OR RENTAL COMPANY 1si Choice Educational Tours
ADDRESS P.O. Box 950 Batavia, NY 14021-0950
COMPANY PHONE NUMBER 585-343-1313

HOW MANY STUDENTS AND PARENTS GOING ON TRIP?

STUDENTS 40 minimum, 46 maximum
PARENTS 0
STAFF/FACULTY 5

IF RENTAL, DESCRIBE VEHICLE _____

Please note that 15 passenger vehicles require the driver to have a CDL license.

Any staff driving rental vehicles must complete the Insurance Verification form.

A copy of this form should be returned to the Transportation Director, at least 4 weeks prior to the trip's initial date.

CHURCH OF CHRIST
LOCALITY 100

NAME OF CHURCH: CHURCH OF CHRIST

NAME OF PASTOR: ELLEN HARRISON

CHS

ADDRESS: 4032 S. 20TH

BOULDER, CO

CHURCH OF CHRIST

P.O. BOX 10000, DENVER, CO 80201-0000

555-345-1010

CHURCH OF CHRIST

BOULDER, CO

555-345-1010

CHURCH OF CHRIST

CHURCH OF CHRIST

CHURCH OF CHRIST

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT
INSURANCE VERIFICATION FORM**

To: NA-Using chartered bus service via 1st Choice Educational Tours

From: _____

_____, a Churchville-Chili Central School District Teacher/Advisor, has volunteered to drive students on a school-sponsored field trip. Before authorization can be given to said teacher/advisor to drive, the information requested below must be provided. Thank you for your cooperation.

Insured: _____

Address: _____

Vehicle:	<u>1</u>	<u>2</u>	<u>3</u>
Make:	_____	_____	_____
Model:	_____	_____	_____
Year:	_____	_____	_____
State/Lic	_____	_____	_____
Vehicle ID	_____	_____	_____

The above automobile(s) is/are insured by _____
(Carrier)

and (check one) ☐ meets; ☐ does not meet the minimum insurance requirements of the Churchville-Chili Central School District as follows:

**Liability \$100,000 per person, \$300,000 per occurrence
Property Damage \$50,000**

The undersigned acknowledges that the above named teacher's coverage will be primary in the event of any claim arising out of the operation of the above vehicle.

Policy# _____

Expires on _____

Insurance Agent Signature/Agency

Local Address

Telephone



Churchville-Chili Central School District

Where learning leads to a lifetime of opportunities

Michael Murray

*Director of Health, PE &
Athletics, x3110*

mmurray@cccsd.org

To: Giulio Bosco, Assistant Superintendent for Instruction

From: Michael Murray *M.M.*

Re: Overnight Cheerleading Trip

Date: July 27, 2023

The varsity cheerleading team has submitted a request for an overnight trip to Dallas, Texas to participate in a National Cheerleading Championship. The preliminary information is attached. Their plan would be to travel by airplane.

I would like to recommend that the Board of Education please approve of this trip. Once the team members have been selected and trip is fully booked, the coach will definitely secure all other necessary paperwork prior to departing.

Thank you for your consideration of this request.

Kathleen Sarney

From: Michael Murray
Sent: Friday, July 28, 2023 10:49 AM
To: Kathleen Sarney
Subject: Re: Overnight Cheerleading Trip

Hi Kathy,

The hope would be for the students to fundraise 100% of the \$1,899.06 cost per student. They have put in requests to start fundraising already. In all of their requests they have listed "possible trip, pending board approval" as their main goal for the fundraising.

Hope this helps.

Mike

On Jul 28, 2023, at 10:22 AM, Kathleen Sarney <KWithrow@cccscd.org> wrote:

Hi Mike,

I received the paperwork for the Overnight cheerleading trip. You marked that the funding source is through fundraising? Some questions that I know came up in the past:

1. How much is going to be collected through fundraising?
2. Has this already been done?
3. How much is the end cost per student after fundraising?

Thanks,

Kathy Sarney (previously Withrow)

Office of Instruction

Churchville-Chili Central School District

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT FIELD TRIP CHECKLIST

Teacher/Advisor: Please fill in all information requested below and utilize the check list to ensure that all required documents are included in your request. Include this form with your submission.

Club/Organization: Varsity Cheerleading

Teacher/Advisor: Christine Kocher Administrator Attending: _____

Purpose: To Compete at the National Level

Day: Thurs-Mon Date: 1/18-1/22 Time: AM From: 1/18/24 To: 1/22/24

Lodging Accommodations (if overnight): Crowne Plaza Dallas, TX

Chaperones: * Christine Kocher, Lilly Gleason, Ashley Aureli, Jessica Keipper

Student/Parent/Chaperone Meeting Date(s) 8/30, 9/12, 10/20, November 20th

☒ Cost Estimates, including per student (include an attachment showing details)

☒ Itinerary (include an attachment showing details)

* Refer to Policy 8460 Field Trips for restrictions regarding chaperones

PLEASE SUBMIT THE FOLLOWING (as applicable): Refer to policy regulation 8460R for detailed instructions.

☒ Field Trip Request form (8460F.1 for day trips or 8460F.2 for overnight or out-of-town)

☒ A copy of Field Trip Permission and Medication and Emergency Medical Treatment

Authorization form (8460F.3)

☒ Overnight/Out of Country Trip Agreement form (8460F.4) (for overnight or out of country field trips)

☒ Field Trip Behavioral Contract (8460F. 5)

N/A ☒ Only one of the three transportation forms listed below is required; submit the appropriate form.

Please note: The District will not be able to provide busing the last 3 weeks of school.

District Transportation Request Form (8460F.6)

Charter or Rental Vehicle Trip Information Form (8460F.7)

Insurance Verification Form (8460F.8)

☒ Field Trip Cancellation Contract (for overnight field trips only; refer to 8460R.1)

☒ Parent Letter/Student Responsibilities

FOR BUILDING USE:

☐ Cafeteria Notification (if lunches will be affected)

☐ Attendance Office Notification

☐ Substitute Requests with Funding Source

For Central Office Use only: checklist/packet reviewed and all required documents are included

Signature Kathy Sarney

Date: 7/27/23

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT
OVERNIGHT/OUT-OF-COUNTRY FIELD TRIP REQUEST FORM**

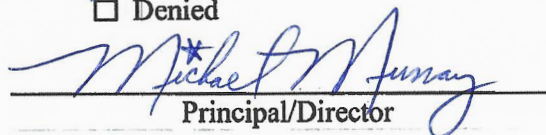
Date 7/27/2023Club/Organization: Varsity CheerleadingTeacher/Advisor: Christine Kocher Administrator Attending _____Curriculum Connection - explain: To compete at the National Level.Method of Transportation: Airplane

(Please complete appropriate transportation form 8460F6, 8460F7 or 8460F8)

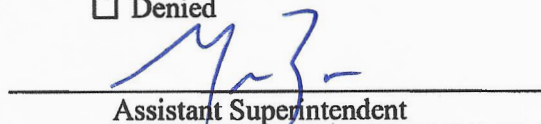
Date(s): 1/18/24-1/22/24 Day(s) of the week: Thursday- MondayDeparture Time: Thursday AM Return Time: Monday- By Early EveningPoint of Departure/Return: Rochster, NYDestination: Dallas, TexasItinerary: Thursday- Arrive, Team Dinner, Friday- Guided Tour, Practice, Team Dinner,Saturday/Sunday- Compete Monday Morning- Return HomeInsurance Coverage: Travel Guard- Cancel anytime policy included in quoteEstimated Cost: \$1899.06 (Includes insurance)

(\$5.75 per mile to and from destination per bus; MapQuest or Google map must be attached. Bus capacity is 44 Adults, or 66 Students and the minimum trip charge is \$70).

Funding Sources: Fundraising # of Students Attending 13Chaperones (staff only) Christine Kocher, Lilly Gleason, Ashley Aureli, Jessica KeipperParent Volunteer Help: Melissa Gleason, Heather LindsaySubstitute Needed: ☒ Yes ☐ No If yes, how many? 2
☒ Approved
☐ Denied


 Principal/Director

☒ Approved
☐ Denied


 Assistant Superintendent

☐ Approved
☐ Denied Superintendent/Designee

BOE Approval Date _____

Copy to: Office of Instruction

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT
FIELD TRIP PERMISSION AND
MEDICATION AND EMERGENCY MEDICAL TREATMENT AUTHORIZATION

Part I to be completed by field trip advisor. Parents/guardians are asked to complete Parts II, III, and IV of this permission form including the medication authorization section as necessary.

PART I - Information for Field Trip:

Destination: Dallas, TX Date: 1/18/24-1/22/24
 Time: 1/18/24 AM to 1/22/24 PM Cost to Student: 1899.06
 Mode(s) of Transportation: ☐ District Bus ☐ Charter or Rental Vehicle ☒ Airplane
 Activities of Trip Thursday- Arrival/Team Dinner, Friday- Guided Tour, Practice, Team Dinner
Saturday/Sunday- Competition Monday- Travel Home

PART II – Parent/Guardian Permission

Date: _____

_____ has my permission to attend the field trip as outline above as part of his/her school experience. I understand that the District Code of Conduct will be in effect at all times. The student may be removed from the trip for disciplinary, attendance, or grade issues that occur before the departure date as per the District Code of Conduct.

The student agrees to follow all school rules and guidance, including the Code of Conduct, prior to and during the trip. By signing, the student agrees to the rules and expectations, and consequences for any behaviors that violate the Code of Conduct.

Student Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

PART III – Medical Information

If you have a student attending this field trip who will need to possess prescription or over the counter medication while on the trip, please complete Part IV of this form along with a duly executed prescription and/or doctor's order, which must be on file prior to the commencement of the field trip in order for the student to take medications with him/her on the trip.

- A. In case of an emergency, I understand that every effort will be made to contact me. If the school is unable to reach me, I hereby give the school permission, through my signature below, to act on my behalf in seeking emergency treatment for my child in the event such treatment is necessary and give my permission to those administering emergency treatment to do so using the measures necessary.

- B. My child is **allergic** to the following medications: _____

- C. My child has a **special medical problem** (if none so state, if yes, specify)

- D. My child is currently under **medical care**. Please describe nature of illness and treatment.
 Mark N/A if not applicable.

- E. Date of last tetanus vaccination _____

PART IV – Medication Authorization

NOTE: A physician's written order and parent/guardian written permission is required for not only prescription medications but over-the-counter medications as well.

Name of Student: _____ Date of Birth: _____

Medication	Dosage	Time/Frequency

Note: If more lines are required, please attach a form listing medication and dosage information.

Check one:

- ☐ **Student may self-administer** (i.e. inhalers, epi-pen, and insulin). In the event that the need arises to self-administer Epinephrine or with administration of any injectable, the student must notify their assigned chaperone.
- ☐ **I will personally attend the field trip to administer the medication.**
- ☐ **I have designated** _____, my friend, family member, household member or other relationship appropriate in accordance with N.Y. Education Law §6908 (...providers, employees or caregivers acting under the direction and authority of a parent of a child, legal guardian, legal custodian, or an adult in whose care a child has been entrusted and who has been authorized by the parent to consent to any health care for the child...) to administer the above-listed medication(s) to my child at the school-sponsored event listed at the beginning of this form. I acknowledge that Churchville-Chili Central School District will not be liable for any problems that may arise as a result of the administration of such medication by the designee.
- ☐ **Student will require a licensed health professional to administer his/her medication.**

Physician's Printed Name: _____

Physician's Signature: _____ Date: _____

Office Address _____ Zip _____

Phone # _____

PART V – Parent/Guardian Contact Information in Event of Emergency

Parent/Guardian Phone #s: work _____ home _____ mobile _____

Parent/Guardian Phone #s: work _____ home _____ mobile _____

Emergency number if unable to reach parent(s) / guardian(s):

Name: _____ Mobile Phone: _____

Relationship to student _____ Home Phone: _____

Insurance Policy - Provider _____

Policy # _____

I, _____ the undersigned, being the parent/legal guardian of
 _____, understand that trip chaperones will make every effort to
 contact me, but in the event that emergency treatment is necessary, I hereby authorize medical treatment
 on behalf of my child. I release the Churchville-Chili Central School District and district personnel from
 any claims or causes of action arising out of injuries that my child may sustain in connection with the field
 trip.

 Parent/Guardian Signature _____
 **If notarization is required, please wait to sign until you are in front of a notary public.

Print or type name of person signing: _____

Notary Stamp

****Notarization Required for Out of Country/Overnight Field Trips Only**

Sworn to and subscribed before me this _____ day of _____ 20____

Notary Public, State of New York _____ Expires _____

Created: 6/13/2017

Revised: 9/18/2018, Reviewed: 1/14/2020

Refer to: N.Y. Education Law § 6098(1)

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT OVERNIGHT/OUT OF COUNTRY TRIP AGREEMENT

The undersigned individuals hereby acknowledge and agree to the following:

The Churchville-Chili Central School District ("District") is providing the opportunity for the students to participate in a trip sponsored by the District. Since this trip will result in students leaving the District environ and traveling to and visiting places which the District considers to have educational value, there will be certain times when the student will be independent of District's supervision. When students are in their hotel rooms, for example, it is not possible to provide constant supervision. Curfews, however, will be enforced. It is important for the students and parents to acknowledge and accept that this is the type of supervision that will be provided by the District.

Additionally, the type of trip the student is participating in requires travel and overnight accommodations in another city. There are inherent risks involved in any type of overnight travel. These risks include, but are not limited to, accidents of the common carrier, theft of property, and inclement weather forcing a shortening or canceling of the trip. Additionally, the undersigned must understand that when either visiting other cities, especially overseas, that travel in a group or individually may be dangerous. The parents and students must accept such risks before the travel begins. By signing this Agreement, the undersigned parent and/or student agree not to hold the District liable for any dangers associated with travel to other cities and/or overseas.

The Board of Education reserves the right to cancel a field trip at any time, particularly if security and safety is in doubt. In the event a field trip is cancelled, the District will not be responsible for reimbursing any deposits or expenses incurred by students, parents or staff unless the District receives reimbursement from a third party vendor or supplier. The trip's sponsors and the parent(s)/guardian(s) are responsible for obtaining trip cancellation insurance and this expense must be included as part of the overall cost of the trip. No refund will be made if a participant's involvement is terminated during the trip due to behavioral issues.

Laws and customs of other nations may vary from our own. Regardless of local regulations, students will neither purchase nor use alcohol, tobacco or controlled substances of any kind at the time of, or during the trip. In addition, the student is expected to comply with all of the expectations outlined in the Churchville-Chili CSD Code of Conduct and to comply with the requests of adult chaperones at all times. Failure to do so will result in appropriate discipline action, including the prohibition of any further participation in the trip by a student violating the Code of Conduct. The parent or guardian signing below hereby agrees that he or she will promptly transport the student home after notification of a violation of the Code of Conduct, at the parent or guardian's sole expense.

To the extent that the undersigned student is a minor, it is understood by this Agreement that the parents will assume all risks, and further, the parent will agree to indemnify the District for any claim arising out of the trip or arising based in whole or in part in a failure of adequate supervision brought by or on behalf of the student now and in the future.

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____

(must sign in front of a notary public)

printed name of parent/guardian

Sworn to and subscribed before me this _____ day of _____ 20____.

Notary Public, State of New York

Expires: _____

Notary Stamp:

Original to Advisor
Copy to Parent/Student

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT
FIELD TRIP BEHAVIORAL CONTRACT

To be completed by the student:

I, _____, a student with the Churchville-Chili Central School District (the
(printed student name)

“District”), seek to attend a field trip with the District to _____

on _____. By signing this Contract, I declare that I recognize that the District Code of Conduct applies to all activities on the field trip that I seek to attend. I will comply with all provisions within the District Code of Conduct, and recognize that any violation of the District Code of Conduct may result in my discipline as outlined in the Code of Conduct or my transport away from the trip and prohibition from continuing participation. If, as a result of my behavior, the District decides to preclude my further participation in the trip, I recognize that my parent or guardian will be telephoned and asked to pick me up for transport away from the trip, at their cost.

Student signature

Date

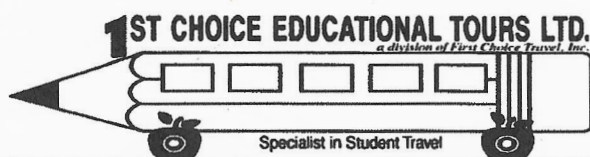
To be completed by the parent or guardian of a participating student:

I, _____, parent or guardian of the above-named student, recognize that I
(printed name of parent or legal guardian)
will be responsible for transporting the student home from the trip in the event that I am contacted to do so as a result of his or her violation of the District Code of Conduct. I acknowledge that I will be accessible for a telephone call during the course of the trip and will transport the student promptly after receipt of a telephone call, at my own cost.

Parent or Guardian signature

Date

Telephone number



**CHURCHVILLE-CHILI VARSITY CHEER
TRIP QUOTE
JANUARY 18 – 22, 2024
DALLAS, TX
NCA CHEER NATIONALS**

Package Includes:

- \$400.00 budget for Round Trip Air (Rochester to Dallas) per person
- 4 nights hotel accommodations (with tax) at Crowne Plaza Downtown – ½ mile from competition
 - 4 girl rooms/1 boy room/2 coaches' rooms (7 total rooms allotted)
- 8 hours local transportation on January 18, 19, 20, 21
- Transportation from Hotel to Airport on January 22
- Private Guided Tour of Dallas

ESTIMATED PRICE PER PERSON: \$1,899.06 includes Travel Guard Trip Insurance "Cancel for any Reason" Coverage

This price is based on a minimum of 13 paying athletes and 4 coaches at double occupancy

Not included in this package price is your registration fee for NCA, meals, practice space rental fees, practice gear, any other transportation needs.

This quote is subject to availability at the time of booking.

Breakdown for School Board approval

	Cost per person including comps	
Airfare	\$ 523.00	- Round trip budget
Transportation	\$ 611.00	- Ground Transportation in Dallas
Hotel*	\$ 498.00	
Attractions	\$ 153.00	
Insurance	\$ 114.06	- Cancel for any Reason coverage

* If you would like a less expensive hotel, there are several options farther away from the competition.

Mailing Address
P. O. Box 950
Batavia, NY 14021-0950

Phone Number
(585) 343-1313

2023-2024 Churchville-Chili Cheerleading Nationals Itinerary

Dallas, TX

January 18th-22nd, 2024

Thursday, January 18th

Depart Rochester, NY 7:00am

Arrive in Dallas, Texas

Check into Hotel

Team Dinner

Friday, January 19th

Team Practice at Cheer Athletics at 10am

Guided Tour of Houston at 1pm

Team Dinner- Sugar Factory 5pm

Saturday, January 20th

Competition- Day 1

Sunday, January 21st

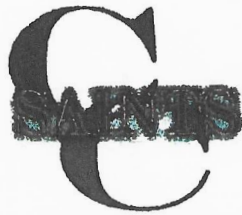
Competition- Day

Room Checks and Packing up

Monday, January 22nd

Flight departing Dallas, Texas

Arrive at Rochester International Airport by 6pm



**Churchville-Chili Athletics
Overnight Trip Behavior Contract**

1. Student-athletes are expected to conduct themselves in a mature and respectful manner during the entire trip.
2. Student-athletes are expected to follow the Churchville-Chili Central School District Code of Conduct at all times which is in effect during the entire trip.
3. Student-athletes will adhere to the expectations outlined in the Athlete and Parent Athletic Handbook under rules and procedures (pages 12-20) in effect but not limited to- Bullying, Hazing, Social Media, Cell Phone Usage, Drugs, Alcohol and Tobacco Use and Personal Conduct.
4. All Coaches and/or Chaperones are in a position of authority and their instructions are to be followed/respected.
5. Student-athletes are expected to follow all meeting times- no tardiness will be tolerated.
6. All team members will follow the team itinerary set by the coaching staff.
7. All portable electronics used for listening must have headphones on the bus.
8. Student-athletes are allowed to watch DVD's on the trip but only movies that are rated G/PG/PG-13 will be allowed in accordance with district policy.
9. Student-athletes are not allowed to make any room charges at hotel or use the hotel phone for any calls.
10. Student-athletes must follow the curfew set by the coaches each night and are expected to stay in their room after bed check.
11. Quiet time is 30 minutes following curfew. There will be no calling other rooms or talking louder than a whisper.
12. Any damage to hotel rooms will be the responsibility of the student-athlete and individual family. The district, athletic department, team and booster club will not be responsible for any damages or expenses caused by the student-athlete.
13. At the conclusion of the trip student-athletes will inform parents of the approximate return time to school.
14. All prescriptions and medications including over the counter must be given to and dispensed by the coach or chaperone, unless special permission has been given for the student-athlete to carry it themselves. Please check the date of your medications- no expired medication will be administered.
15. Any illegal activities will result in immediate dismissal from trip, parental contact, athletic participation consequences, and/or local law enforcement contacted.
16. For the safety and enjoyment of everyone on the trip, any student-athlete not abiding in or violating any of the above rules is subject to the following:
 - a. Minor infractions such as failure to follow directions, disruptive behavior, breaking curfew inappropriate behavior will result in limited freedom for the remainder of the trip and is subject to penalties under team rules and/or athletic department conduct rules. In addition, your participation in the tournament and rooming assignments are subject to change.
 - b. Major infractions such as possession and/or use of alcohol or any non-prescription drugs, smoking, destruction of property, or any unlawful actions will result in parents receiving a call from the coach. Parents may be asked to come to pick up their student-athlete if it is determined to be in the best interest of the group the safety of the student-athlete. Upon return from the trip to Churchville-Chili student-athletes will be subject to disciplinary action based on the school and athletics code of conduct policy as well as any final settlements needed to resolve any infractions.

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT FIELD TRIP CHECKLIST

Teacher/Advisor: Please fill in all information requested below and utilize the check list to ensure that all required documents are included in your request. Include this form with your submission.

Club/Organization: _____

Teacher/Advisor: _____ Administrator Attending: _____

Purpose: _____

Day: _____ Date: _____ Time: _____ From: _____ To: _____

Lodging Accommodations (*if overnight*): _____

Chaperones: * _____

Student/Parent/Chaperone Meeting Date(s) _____

_____ Cost Estimates, including per student (include an attachment showing details)

_____ Itinerary (include an attachment showing details)

* *Refer to Policy 8460 **Field Trips** for restrictions regarding chaperones*

PLEASE SUBMIT THE FOLLOWING (as applicable): *Refer to policy regulation 8460R for detailed instructions.*

_____ Field Trip Request form (8460F.1 for day trips **or** 8460F.2 for overnight or out-of-town)

_____ A copy of Field Trip Permission and Medication and Emergency Medical Treatment Authorization form (8460F.3)

_____ Overnight/Out of Country Trip Agreement form (8460F.4) (*for overnight or out of country field trips*)

_____ Field Trip Behavioral Contract (8460F. 5)

_____ Only **one** of the three transportation forms listed below is required; submit the appropriate form.

*Please note: **The District will not be able to provide busing the last 3 weeks of school.***

District Transportation Request Form (8460F.6)

Charter or Rental Vehicle Trip Information Form (8460F.7)

Insurance Verification Form (8460F.8)

_____ Field Trip Cancellation Contract (for overnight field trips only; refer to 8460R.1)

_____ Parent Letter/Student Responsibilities

FOR BUILDING USE:

_____ Cafeteria Notification (if lunches will be affected)

_____ Attendance Office Notification _____ Substitute Requests with Funding Source

For Central Office Use only: checklist/packet reviewed and all required documents are included

Signature _____ Date: _____



INVOICE

Invoice Date: 06/26/23
Invoice #: 242905
Primary Contact: Tom Milgate
Confirmation #: CCMSBOS24

Bill To:	Tour Parameters:
Churchville Chili Middle School	Tour Name: Class Trip BOS 2024
ATTN: Jennifer Podanowski	Start Date: 5/29/24 End Date: 5/31/24
139 Fairbanks Road	# of Paying PAX: 300
Churchville, NY 14428	# of Comps: 30 Includes 1 Admin. & 1 Nurse
(585) 472-1136	Includes three (3) ATS Tour Escort

Count	Description	Amount	Due on/or before	Current Total
300	Paying Passengers	\$ 649.00		\$ 194,700.00
30	Comps, Inc. Nurse & Admin	\$ -		\$ -
1	BOCES Factor	\$ (82,615.50)	Payment Pending	\$ (82,615.50)
	Sub Total			\$ 112,084.50
300	GRP Program	\$ 50.00		\$ 15,000.00
	Sub Total			\$ 127,084.50
300	1st Deposit	\$ (100.00)	Due 10/25/23	\$ (30,000.00)
300	GRP fee	\$ (50.00)	Due 10/25/23	\$ (15,000.00)
	Sub Total			\$ 82,084.50
300	2nd Deposit	\$ (200.00)	Due 1/19/24	\$ (60,000.00)
	Sub Total			\$ 22,084.50
1	Final Payment	\$ (22,084.50)	Due 3/15/24	\$ (22,084.50)
	FINAL BALANCE			\$ -
	Current Amount Due		Due 10/25/23	\$ 45,000.00

Tour Description/Inclusions:

Package includes... Roundtrip deluxe motorcoach transportation with Niagara Scenic 2 night's accommodations at the Courtyard by Marriott | Woburn Boston, all meals as noted on the itinerary, admissions/fees to the Boston... Museum of Science, Harbor Cruise, Duck Tour, Aquarium, Salem Haunted Footsteps tour, three experienced ATS Tour Escorts throughout the trip, and ALL taxes & gratuities.

All monies are non-refundable and the per paying passenger price is subject to change based upon the number of actual paying passengers and the amount BOCES will be contributing to the trip!

Make all checks payable to Aristocrat Travel

If you have any questions concerning this invoice, please contact Tom Milgate at 585-538-4442 | tmilgate@gmail.com

Thank you for your business!



INVOICE

Invoice Date: 06/26/23
Invoice #: 242905B
Primary Contact: Tom Milgate
Confirmation #: CCMSBOS24

Bill To:

Genesee Valley Educational Partnership
 ATTN: Mary Harvey
 80 Munson Street
 Le Roy, NY 14482
 585-344-or-658-7560

Tour Parameters:

Tour Name: Class Trip BOS 2024
Start Date: 5/29/24 **End Date:** 5/31/24
of Paying PAX: 300
of Comps: 30 including 1 Admin & 1 Nurse
Includes three (3) ATS Tour Escort/s

Count	Description	Amount	Due on/or before	Current Total
330	Boston Harbor Historical Cruise	\$ 82.00		\$ 27,060.00
300	Duck Tours - Students	\$ 28.35		\$ 8,505.00
30	Duck Tours - Adults	\$ 28.35		\$ 850.50
300	Boston Museum of Science	\$ 26.00		\$ 7,800.00
30	Boston Museum of Science	\$ 21.00		\$ 630.00
330	Blueman	\$ 60.00		\$ 19,800.00
330	Haunted Footsteps	\$ 15.00		\$ 4,950.00
330	Freedom Trail	\$ 11.00		\$ 3,630.00
300	BOS Aquarium - Students	\$ 14.00		\$ 4,200.00
30	BOS Aquarium - Adults	\$ 23.00		\$ 690.00
3	Aristocrat Travel Escorts	\$ 1,500.00		\$ 4,500.00
Current Amount Due:				Upon Receipt \$ 82,615.50

Tour Description/Inclusions:

Package includes... BOCES qualified vendors for the Churchville Chili Middle School | Boston Adventure 2024

All monies are non-refundable and the per paying passenger price is subject to change based upon the number of actual paying passengers and the amount BOCES will be contributing to the trip!

Make all checks payable to Aristocrat Travel

If you have any questions concerning this invoice, please contact Tom Milgate at 585-538-4442 | tmlgate@gmail.com

Thank you for your business!

Aristocrat Travel c/o Tom Milgate | 2389 Scottsville Mumford Road | Scottsville, NY 14546 | 585-235-5770
www.atsavers.com

Beantown Adventure

Day One - Wednesday, May 29th

- 6:00 am Arrive at the School. A breakfast and lunch box will be prepared for you by the school cafeteria!!! Be sure to bring plenty of snacks, water, a good book, and a comfy pillow for the ride.
- 7:00 am Your motor coach departs for Boston with comfort stops made as needed. Don't forget those snacks from home to be consumed on route.
- 11:00 am **Lunch - DiBella's Old Fashion Subs** | Tasty DiBella Subs with chips, and cookies for dinner to be picked up at a designated Albany rest stop. (Guilderland Service Area) Also serves as a comfort stop with refreshments available for purchase!
- 12:30 pm Board buses to depart for Boston to check into our hotel...
- 4:30 pm **Courtyard by Marriott - Woburn, MA** | Arrive at your home away from home. Let's get checked in and freshen up for our Cruise Experience.
- 6:30 pm Depart for our Harbor Cruise Experience!
- 7:00 pm **Boston City Cruise | Hornblower's "Spirit of Boston"** Your onboard guide will regale you with hero tales of the Revolutionary War and local legends of the sea while sailing through Boston's inner and outer harbors. Learn how the harbor was transformed into one of the cleanest waterways in the country. This will provide your students with an excellent and memorable historical experience.
- 10:00 pm Head Back to the **Courtyard by Marriott** for some much needed rest.
- 10:30 pm Get a good night's sleep for another big day tomorrow!

Day Two - Thursday, May 30th

- 7:00 am **Breakfast** - Enjoy a hearty "Hot Breakfast" buffet at the hotel.
- 8:15 am Head up into Boston for a busy day of exploration, shopping, and FUN!
- 9:00 am **Boston Museum of Science** | Check out one of the world's largest science centers and Boston's most attended cultural institution, the Museum attracts approximately 1.5 million visitors a year through its vibrant programs and 700 interactive exhibits.
- 9:00 am **Boston Duck Tour** | You've never toured Boston in anything that comes close to Boston Duck Tours. The fun begins as soon as you board your "DUCK", a W.W. II style amphibious landing vehicle. You'll be greeted by one of their legendary tour **ConDUCKtors®**, who'll be narrating your sightseeing tour of Boston. This is a GREAT way to start your Day!!!
- IMPT>>> We will board three (3) Ducks at 9AM** just outside the museum (34/Duck) **Group One**
We will board four (4) Ducks at 10AM just outside the museum (34/Duck) **Group Two**
We will board three (3) Ducks at 11AM just outside the museum (34/Duck) **Group Three**
It is very important to be on time and organized!
- Lunch>>> Group One - 11:00am | Group Two - 11:45am | Group Three - 12:30pm <<<Lunch**
Museum Vouchers valued at \$15 will be used to purchase your lunch right at the cafeteria.
After lunch you can continue exploring the museum or hit the Gift Shop!
- 1:30 pm **Board your Motorcoach to go to Blueman!**
- 2:00 pm **Showtime - The Blue Man Group** | Three enigmatic bald and blue characters take the audience through a multi-sensory experience that combines theater, percussive music, art, science and vaudeville into a form of entertainment. Enjoy the Show!!!
- 3:30 pm Time to head back to our hotel and leave Boston behind. Going to have a Pizza Party and DJ at the hotel for dinner!
- 4:30 pm **Dinner - It's a Pizza Party with a DJ** | We are going to have some Pizza, Salad, and time to enjoy a DJ for a little while tonight before heading up to Salem for a Haunted Tour!
- 7:30 pm Need to get on the road and head up to Salem!!
- 8:00 pm **Haunted Footsteps Ghost Tour** | Delve into Salem's macabre past as our guides regale you with true tales of documented paranormal activity, chilling cemeteries, and centuries old murder.
- 9:45 pm Head Back to the Boston Comfort Inn for a little pizza and some rest!
- 10:30 pm Check in/get a good night's sleep for another big day tomorrow

All times are approximate. • All designated meals are included.

Points of Interest



Boston Harbor
citycruises 
by Hornblower™



Aristocrat Travel
"You Can Get There From Here!"

c/o Thomas Milgate
2389 Scotts. Mum. Road
Scottsville, NY 14546
Tom Direct: 585-538-4442
Email: tmilgate@gmail.com
www.atsavers.com

Churchville Chili Middle School "Beantown Adventure"

May 29th - 31st, 2024

Points of Interest

Day Three - Friday, May 31st

- 7:00 am **Breakfast** - Enjoy the hot breakfast buffet at the hotel
- 9:00 am Check out of the **Courtyard by Marriott - Woburn, MA** | heading out for another fun-filled morning of exploration before heading home.
- 10:00 am **The Freedom Trail** | Experience 16 historical sites that covers two and a half centuries of America's most significant past and narrated by in period costume professional tour guides. This tour leads directly to Faneuil Hall/Quincy Market where we can shop and eat our way through to the Aquarium which is within walking distance at the other end of the Market. Perfect!
- 11:30 am **Lunch/Shop - Faneuil Hall/Quincy Market** | A Voucher will be provided for lunch! Shop and eat your way through this awesome Boston landmark one more time. Enjoy!
- 1:00 pm Time to head over to the New England Aquarium...
- 1:15 pm **New England Aquarium** | Dive into the world of water without getting wet!!! Explore vibrant coral reefs from the Bahamas and the tropical Pacific to temperate Australia. Meet the lionfish and the stonefish, some of the most poisonous fishes in the sea. Introduce yourself to the harbor seals and more...
- 2:45 pm Depart for home
- 5:00 pm **Dinner - DiBella's Old Fashion Subs** | Tasty DiBella Subs with chips, and cookies for dinner to be picked up at a designated Albany rest stop (Pattersonville - between Exit 26 & 27) Also serves as a comfort stop with refreshments available for purchase!
- 6:00 pm Depart for home! We sincerely hope you have had a GREAT TIME!!!
- 9:30 pm Approximate arrival time at school

All times are approximate • All designated meals are included



"A quintessential blend of colonial history and treasure trove of Americana!"

REGULATION

Churchville-Chili Central School District

2020

8460R1
Page 1 of 1

Instruction

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT OVERNIGHT FIELD TRIP CANCELLATION CONTRACT

In the event that a cancellation contract is necessary, the principal should submit a copy of the contract for review prior to agreement with the vendor. The contract must be included with the Field Trip Checklist for review by the Assistant Superintendent for Business Services.

Created: 6/13/2017

Revised: 8/27/2018

Reviewed by Superintendent & Assistant Superintendent for Instruction with no recommended changes
1/14/2020

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT
FIELD TRIP PERMISSION AND
MEDICATION AND EMERGENCY MEDICAL TREATMENT AUTHORIZATION

Part I to be completed by field trip advisor. Parents/guardians are asked to complete Parts II, III, and IV of this permission form including the medication authorization section as necessary.

PART I - Information for Field Trip:

Destination: _____ Date: _____

Time: _____ to _____ Cost to Student: _____

Mode(s) of Transportation: ☐ District Bus ☐ Charter or Rental Vehicle ☐ Airplane

Activities of Trip _____

PART II – Parent/Guardian Permission

Date: _____

_____ has my permission to attend the field trip as outline above as part of his/her school experience. I understand that the District Code of Conduct will be in effect at all times. The student may be removed from the trip for disciplinary, attendance, or grade issues that occur before the departure date as per the District Code of Conduct.

The student agrees to follow all school rules and guidance, including the Code of Conduct, prior to and during the trip. By signing, the student agrees to the rules and expectations, and consequences for any behaviors that violate the Code of Conduct.

Student Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

PART III – Medical Information

If you have a student attending this field trip who will need to possess prescription or over the counter medication while on the trip, please complete Part IV of this form along with a duly executed prescription and/or doctor's order, which must be on file prior to the commencement of the field trip in order for the student to take medications with him/her on the trip.

- A. In case of an emergency, I understand that every effort will be made to contact me. If the school is unable to reach me, I hereby give the school permission, through my signature below, to act on my behalf in seeking emergency treatment for my child in the event such treatment is necessary and give my permission to those administering emergency treatment to do so using the measures necessary.

- B.** My child is **allergic** to the following medications: _____

- C.** My child has a **special medical problem** (if none so state, if yes, specify)

- D.** My child is currently under **medical care**. Please describe nature of illness and treatment.
 Mark N/A if not applicable.

- E.** Date of last tetanus vaccination _____

PART IV – Medication Authorization

NOTE: A physician’s written order and parent/guardian written permission is required for not only prescription medications but over-the-counter medications as well.

Name of Student: _____ Date of Birth: _____

Medication	Dosage	Time/Frequency

Note: If more lines are required, please attach a form listing medication and dosage information.

Check one:

- _____ **Student may self-administer** (i.e. inhalers, epi-pen, and insulin). In the event that the need arises to self-administer Epinephrine or with administration of any injectable, the student must notify their assigned chaperone.
- _____ **I will personally attend the field trip to administer the medication.**
- _____ **I have designated** _____, my friend, family member, household member or other relationship appropriate in accordance with N.Y. Education Law §6908 (...*providers, employees or caregivers acting under the direction and authority of a parent of a child, legal guardian, legal custodian, or an adult in whose care a child has been entrusted and who has been authorized by the parent to consent to any health care for the child...*) to administer the above-listed medication(s) to my child at the school-sponsored event listed at the beginning of this form. I acknowledge that Churchville-Chili Central School District will not be liable for any problems that may arise as a result of the administration of such medication by the designee.
- _____ **Student will require a licensed health professional to administer his/her medication.**

Physician's Printed Name: _____

Physician's Signature: _____ Date: _____

Office Address _____ Zip _____

Phone # _____

PART V – Parent/Guardian Contact Information in Event of Emergency

Parent/Guardian Phone #s: work _____ home _____ mobile _____

Parent/Guardian Phone #s: work _____ home _____ mobile _____

Emergency number if unable to reach parent(s) / guardian(s):

Name: _____ Mobile Phone: _____

Relationship to student _____ Home Phone: _____

Insurance Policy - Provider _____

Policy # _____

I, _____ the undersigned, being the parent/legal guardian of _____, understand that trip chaperones will make every effort to contact me, but in the event that emergency treatment is necessary, I hereby authorize medical treatment on behalf of my child. I release the Churchville-Chili Central School District and district personnel from any claims or causes of action arising out of injuries that my child may sustain in connection with the field trip.

Parent/Guardian Signature _____

***If notarization is required, please wait to sign until you are in front of a notary public.*

Print or type name of person signing: _____

Notary Stamp

*****Notarization Required for Out of Country/Overnight Field Trips Only***

Sworn to and subscribed before me this _____ day of _____ 20____

Notary Public, State of New York _____ Expires _____

Created: 6/13/2017

Revised: 9/18/2018, Reviewed: 1/14/2020

Refer to: N.Y. Education Law § 6098(1)

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT OVERNIGHT/OUT OF COUNTRY TRIP AGREEMENT

The undersigned individuals hereby acknowledge and agree to the following:

The Churchville-Chili Central School District ("District") is providing the opportunity for the students to participate in a trip sponsored by the District. Since this trip will result in students leaving the District environ and traveling to and visiting places which the District considers to have educational value, there will be certain times when the student will be independent of District's supervision. When students are in their hotel rooms, for example, it is not possible to provide constant supervision. Curfews, however, will be enforced. It is important for the students and parents to acknowledge and accept that this is the type of supervision that will be provided by the District.

Additionally, the type of trip the student is participating in requires travel and overnight accommodations in another city. There are inherent risks involved in any type of overnight travel. These risks include, but are not limited to, accidents of the common carrier, theft of property, and inclement weather forcing a shortening or canceling of the trip. Additionally, the undersigned must understand that when either visiting other cities, especially overseas, that travel in a group or individually may be dangerous. The parents and students must accept such risks before the travel begins. By signing this Agreement, the undersigned parent and/or student agree not to hold the District liable for any dangers associated with travel to other cities and/or overseas.

The Board of Education reserves the right to cancel a field trip **at any time**, particularly if security and safety is in doubt. In the event a field trip is cancelled, the District **will not** be responsible for reimbursing any deposits or expenses incurred by students, parents or staff unless the District receives reimbursement from a third party vendor or supplier. The trip's sponsors and the parent(s)/guardian(s) are responsible for obtaining trip cancellation insurance and this expense must be included as part of the overall cost of the trip. No refund will be made if a participant's involvement is terminated during the trip due to behavioral issues.

Laws and customs of other nations may vary from our own. Regardless of local regulations, students will neither purchase nor use alcohol, tobacco or controlled substances of any kind at the time of, or during the trip. In addition, the student is expected to comply with all of the expectations outlined in the Churchville-Chili CSD Code of Conduct and to comply with the requests of adult chaperones at all times. Failure to do so will result in appropriate discipline action, including the prohibition of any further participation in the trip by a student violating the Code of Conduct. The parent or guardian signing below hereby agrees that he or she will promptly transport the student home after notification of a violation of the Code of Conduct, at the parent or guardian's sole expense.

To the extent that the undersigned student is a minor, it is understood by this Agreement that the parents will assume all risks, and further, the parent will agree to indemnify the District for any claim arising out of the trip or arising based in whole or in part in a failure of adequate supervision brought by or on behalf of the student now and in the future.

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____
(must sign in front of a notary public)

printed name of parent/guardian

Sworn to and subscribed before me this _____ day of _____ 20____.

Expires: _____
Notary Public, State of New York

Notary Stamp:

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT**FIELD TRIP BEHAVIORAL CONTRACT*****To be completed by the student:***

I, _____, a student with the Churchville-Chili Central School District (the
(printed student name)

“District”), seek to attend a field trip with the District to _____

on _____. By signing this Contract, I declare that I recognize that the District Code of Conduct applies to all activities on the field trip that I seek to attend. I will comply with all provisions within the District Code of Conduct, and recognize that any violation of the District Code of Conduct may result in my discipline as outlined in the Code of Conduct or my transport away from the trip and prohibition from continuing participation. If, as a result of my behavior, the District decides to preclude my further participation in the trip, I recognize that my parent or guardian will be telephoned and asked to pick me up for transport away from the trip, at their cost.

Student signature

Date

To be completed by the parent or guardian of a participating student:

I, _____, parent or guardian of the above-named student, recognize that I
(printed name of parent or legal guardian)
will be responsible for transporting the student home from the trip in the event that I am contacted to do so as a result of his or her violation of the District Code of Conduct. I acknowledge that I will be accessible for a telephone call during the course of the trip and will transport the student promptly after receipt of a telephone call, at my own cost.

Parent or Guardian signature

Date

Telephone number

**CHURCHVILLE-CHILI CENTRAL SCHOOL
TRANSPORTATION DEPARTMENT**

CHARTER OR RENTAL VEHICLE TRIP INFORMATION FORM

SCHOOL_____ TEACHER/ADVISOR_____

CLASS/ORGANIZATION _____

DESTINATION_____

DATE OF DEPARTURE _____ DATE OF RETURN _____

CHARTER OR RENTAL COMPANY_____

ADDRESS_____

COMPANY PHONE NUMBER_____

HOW MANY STUDENTS AND PARENTS GOING ON TRIP?

STUDENTS_____

PARENTS_____

STAFF/FACULTY_____

IF RENTAL, DESCRIBE VEHICLE_____

Please note that 15 passenger vehicles require the driver to have a CDL license.

Any staff driving rental vehicles must complete the Insurance Verification form 8460F8.

A copy of this form must be turned in to the Director of Transportation at least 4 weeks prior to the trip's initial departure date.



"You can get there from here"

GUARANTEED REFUND PROTECTION

Parental/Guardian Application

Available for Groups of 30 paying passengers or more only. This is **NOT** an insurance product. The **GRP** is "exclusive" to Aristocrat Travel and offers individuals traveling throughout the United States and/or Canada a refund for any reason up to 14 days prior to the scheduled departure of the trip for any reason!

Some Simple Terms Apply...

You must purchase **GRP** at the same time of your initial deposit.

IMPT>>>The **GRP** does **NOT** cover airline purchases.

If you have purchased **GRP** and wish to drop out of your trip, simply send Aristocrat Travel a short note (email) explaining why you're dropping out and we will reimburse you within 14 business days.

100% of the trip price (minus airfare, if applicable) is reimbursed if dropping out at least 14 days **before** the trip start date.

50% of the trip price (minus airfare, if applicable) is reimbursed if dropping out **within** 14 days prior to the trip start date.

NO refund if dropping out on/or after the trip start date.

Cost of GRP and/or any insurance premiums **are not reimbursed**.



Trip Cost (without airfare)	GRP Pricing
0 – \$250	\$30
\$251 - \$500	\$60
\$501 - \$750	\$90
\$751 - \$1000	\$115
\$1001 - \$1250	\$145
\$1251 - \$1500	\$165
\$1501 - \$1750	\$190
\$1751 - \$2000	\$220
\$2001 - \$2500	\$275
\$2501 - \$2750	\$300
\$2751 - \$3000	\$330

School: _____ Destination: _____ Departure Date: _____

Trip Cost: _____ GRP Price: _____ # Applying _____ TTL. Remittance: _____

Parent/Guardian's Name: _____ Student's Name: _____

Parent/Guardian's Signature: _____ Date: _____

Your signature confirms your acceptance of our "Simple Terms" for the Guaranteed Refund Protection program. You must remit your GRP fee with your initial deposit to qualify. Aristocrat Travel cannot offer the GRP coverage after the initial deposit has been received. Your GRP fee is 100% non-refundable.

Building Level Enrollments as of 8-1-23

	CES	FRS	CRS	MS 5-8	Ninth Grade Acad	SHS	<i>August 1, 2023 Totals</i>	<i>July 10, 2023 Totals</i>	Change from July 10, 2023 to August 1, 2023	<i>August 1, 2022 Totals</i>	Change from August 1, 2022 to August 1, 2023
PreK	18	18	36				72	72	0	54	18
K	58	67	92				217	214	3	247	-30
1	71	92	111				274	276	-2	283	-9
2	78	81	110				269	275	-6	283	-14
3	69	94	118				281	277	4	277	4
4	82	85	118				285	283	2	281	4
5				283			283	282	1	286	-3
6				287			287	282	5	293	-6
7				285			285	285	0	301	-16
8				304			304	302	2	294	10
9					288		288	290	-2	293	-5
10						285	285	283	2	302	-17
11						292	292	293	-1	290	2
12						296	296	294	2	315	-19
Bldg Totals	376	437	585	1159	288	873	3718	3708	10	3799	-81

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Students

SUBJECT: AGE OF ENTRANCE

Kindergarten

Students who are legal residents of the School District and who reside with parents or guardians within the School District at the time of the opening day of school must be five (5) years of age **on or before December 1 of the year in which he or she seeks to enroll** in order to register for Kindergarten.

A child who transfers into the School District at any time during the school year may be considered for admission to Kindergarten by the Superintendent provided:

- a) The parents were not legal residents of the School District on the opening day of school, and
- b) The child has been registered and enrolled in kindergarten in the district in which his/her parents were legal residents.

Pre-Kindergarten

Students must turn four (4) years of age on or before December 1 of the year in which he or she seeks to enroll or be otherwise eligible to enter public school kindergarten commencing with the following school year.

Other Grades

Admission of children to other grades shall involve a consideration of both chronological age and the readiness of the children to do the work of those grades.

Proof of Age

A student's birth certificate or other satisfactory evidence of age shall be presented at the time of initial registration. The child shall be entered under his/her legal name.

Education Law Sections 1712, 3202 and 3212

Adopted 7/10/2001

Reviewed by Superintendent & Assistant Superintendent for Instruction on 3/13/2019 with no recommended changes; reviewed & approved by BOE on 3/26/2019

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Students

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Students

SUBJECT: REMOTE (LEARNING) INSTRUCTION

Overview

The District firmly believes that in-person instruction is essential and provides an optimal learning environment. It is the District's decision to move to remote learning and will be discretionary based on the situation and lack of ability to provide in-person instruction (e.g., emergency conditions of adverse weather and/or impairment of facilities). The District may also decide to offer remote (learning) instruction to meet academic needs of students in extenuating circumstances (e.g., tutoring for homebound or suspended students, independent study, and enrichment).

~~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 on the district website and 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 NYS Education Department regulations 8 NYCRR Sections 100.1, 100.5, 155.17, 175.5 and 200.11 ~~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.

(Continued)

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

Definitions (cont'd)

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.

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 and asynchronous 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

(Continued)

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Students

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

Remote Instruction During an Emergency Condition (cont'd)

- 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.

Minimum Instructional Hours

Ideally, remote (learning) instruction will mirror in-person instructional hours. The District will minimally provide instructional hours that meet the state Homebound Instruction and Tutoring requirement (e.g., 10 hours elementary; 15 hours secondary per week are required 2023-2024 school year).

~~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. An annual training will be provided for all instructional staff to ensure readiness to use quality instructional resources and strategies.

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.

(Continued)

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Students

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

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, identifying 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, 175.5 and 200.11

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

Adopted:

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Students

SUBJECT: PARENT CONFERENCES

The Board of Education encourages parent conferences with teachers as an effective means of communication between the home and the school. These conferences provide opportunity for open communication regarding administrative procedures, instructional programs, goals and objectives, and pertinent information regarding student progress.

Teachers have a responsibility and are encouraged to meet with parents to discuss student progress and problems. When a parent requests a conference with a teacher, the teacher shall make every effort to arrange a mutually convenient time. Such conferences should be scheduled around the school day so as not to interfere with the instructional process. Teachers should notify the appropriate building principal in advance of such conferences.

The following guideline will be observed:

UPK-12 parents are to be informed regularly, at least four (4) times a year, of their child's progress. Four (4) report cards at grades 7-12. One (1) parent/teacher conference and three (3) reports at grades UPK-6. Parent(s)/guardian(s) will receive documentation from teacher(s) whether they attend a parent/teacher conference or not. Grades 7-12 interim reports shall be available at least four (4) times a year. Progress reporting will be made via a digital reporting system or by mail if requested by parent/guardian.

~~Bulletins and manuals containing information necessary for the full understanding of the school program by parents and other citizens will be regularly provided by the District. The Board believes that parents are entitled to be informed concerning all phases of education.~~

Opportunities to learn more about school programs will be provided such as Open House, curriculum nights, etc. Syllabus, course outlines and curriculum documents, etc., will be available on the district website.

Refer to Policy 7210 *Student Evaluation, Promotion, Retention, and Placement*

Adopted: 7/10/2001

Reviewed by Superintendent & Assistant Superintendent for Instruction on 3/13/2019 with no recommended changes; reviewed & approved by BOE on 3/26/2019

Revised: 8/4/2023

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Students

SUBJECT: BUS RULES AND REGULATIONS

The Churchville-Chili Central School District furnishes transportation to those students whose disability or distance from the school, make the service essential. Except as otherwise mandated in a student's Individualized Education Program (IEP), riding these buses is a privilege and may be withdrawn if the student does not comply with the rules and regulations set forth in this District.

Bus drivers shall be held responsible for reasonable and acceptable behavior of students while riding the school bus. Students riding school buses are expected to conform to the rules of conduct in order to permit the bus driver to transport his/her passengers safely.

The Superintendent and/or his/her designee has the authority to suspend the transportation privileges of children who are disorderly and insubordinate on buses. Generally, parent(s)/guardian(s) will be required to make alternative transportation arrangements for their children who have been suspended from riding the bus. However, the effect of a suspension from transportation on the student's ability to attend school will be considered. If a suspension from transportation effectively results in a suspension from attendance because of the distance between the home and the school and the absence of alternative public or private means of transportation, the District shall make appropriate arrangements to provide for the student's education.

If a student with a disability who receives special transportation as part of his or her Individualized Education Program is being considered for suspension from transportation, and that suspension would effectively result in a change in placement, the student shall be referred to the Committee on Special Education.

The Board directs the administration to establish rules and regulations for student conduct on buses, including applicable due process rights to be afforded students suspended from transportation privileges. These rules and regulations shall be promulgated to all concerned, including the non-public schools to which students are transported.

Individuals With Disabilities Education Act (IDEA)
20 United States Code (USC) Sections 1400-1485
8 New York Code of Rules and Regulations (NYCRR) Section 156

Adopted: 7/10/2001

Revised: 3/28/2006, 8/27/2019; 5/30/2023

SUBJECT: STUDENT PUBLICATIONS

Students shall enjoy the constitutional right of freedom of expression. They shall have the right to express their views in speech, in writing, or through any other medium or form, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youth in a school setting.

The Board of Education encourages student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views and a means of communicating both within and beyond the school community.

All student publications will comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, false statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school regulations, or materials designed to disrupt the educational process will not be permitted. Expressions of personal opinion must be clearly identified as such, and bear the name of the author. Opportunity for the expression of opinions differing from those of the student publishers must be provided.

In addition, student newspapers and/or publications which are paid for by the School District and/or produced under the direction of a teacher as part of the school curriculum are not considered a public forum. In such cases, the Board reserves the right to edit or delete such student speech which it feels is inconsistent with the District's basic educational mission.

Distribution of Literature

Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools or designee.

Guidelines have been established that are in keeping with the above and shall provide for the review of the content of all student publications prior to their distribution.

School Newspapers

The Churchville-Chili School District encourages student participation and involvement in the school newspaper, recognizing the importance of the newspaper as a public forum for student expression. Members of the student body should be encouraged to submit articles to the newspaper staff for publication. Student staff members responsible for editorials and editing of articles must recognize their responsibility to observe the rules for responsible journalism and to refrain from libel and obscenity.

(Continued)

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Students

SUBJECT: STUDENT PUBLICATIONS (CONT'D.)

School Newspapers (Cont'd.)

The school principal shall prohibit distribution of any school publication when the content of the publications would materially and substantially interrupt the education process or intrude upon the rights of others.

School newspaper staff members may be held responsible for harm caused by materials which are libelous or obscene.

Official school publications guidelines developed under the supervision of the school publication's faculty advisor(s) shall provide direction.

Adopted: 7/10/2001
Revised: 8/27/2019
Reviewed: 7/24/2023

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Students

SUBJECT: MUSICAL INSTRUMENTS

- a) All instrumental music students shall be expected to own or rent their instrument - particularly the common and less expensive instruments (flute, clarinet, trumpet, saxophone etc.).
- b) Students will not be required to ~~rent~~ or own the less common and more expensive instruments. Instruments in this category are as follows: oboe, bassoon, tuba, French horn, ~~trombone~~, baritone horn, tenor and baritone saxophones, bass trombone, cello, upright bass, and percussion instruments. School-owned instruments in this classification will be disbursed upon decisions by the instrumental music staff. Decisions of disbursement will be made on a case-by-case basis dependent upon instrumentation needs at each grade level. Students who rent musical instruments will pay the rental fee set forth each year at the Board of Education's annual reorganization meeting. Rental fees will be waived in the case of severe hardship or if a student is on free/reduced lunch.
- c) Students and parents/guardians will assume responsibility for proper care of school-owned instruments and will pay for damages to same.
- d) The District will only transport in its vehicles those instruments meeting certain safety standards as indicated in the New York State Department of Transportation Regulations.

New York State Department of Transportation Regulations Section 720.22

Adopted: 7/10/2001

Revised: 8/26/2008, 4/23/2019; 7/19/2023

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Students

SUBJECT: IMPARTIAL DUE PROCESS HEARINGS/SELECTION OF IMPARTIAL HEARING OFFICERS

Due Process Complaints

The District ~~is committed to making~~ **will make** every effort to amicably resolve disputes regarding the educational programs for students with disabilities. ~~In the event~~ **If** these disputes cannot ~~otherwise~~ be resolved, either a parent, **person in parental relation**, or the District may file a due process complaint challenging the identification, evaluation, or educational placement of a student with a disability, or a student suspected of having a disability, or the provision of a free appropriate public education to the student. The complainant may not ~~have receive~~ an impartial due process hearing until the complainant, or the ~~attorney representing the complainant's attorney~~, files a due process complaint notice that meets the requirements set forth in law for the notice. All due process hearings will be conducted in a manner consistent with the timelines and procedures set forth in law and regulation.

Except as otherwise provided by law, all requests for impartial due process hearings must be submitted within two years of the date the parent/**guardian** or the District knew **or should have known** about the alleged action forming the basis of the complaint. Upon receipt or filing of the due process complaint notice, the District will provide the most current version of the procedural safeguards notice to the parents/**guardian**. The District will also inform parents/**guardian** in writing of the availability of mediation and any free or low-cost legal and other relevant services available in the area.

An impartial due process hearing will be conducted at a time and location reasonable and convenient to the parent/**guardian** and student involved. The hearing will be closed to the public unless the parent/**guardian** requests otherwise. **The impartial hearing officer (IHO) may conduct the hearing by videoconference or teleconference with parental/guardian consent which may be obtained at a pre-hearing conference, or at a minimum of ten days before the scheduled hearing date, provided that all personally identifiable data, information, or records pertaining to the student during the hearing is kept confidential in accordance with law and regulation.**

A student whose education is the subject of a due process complaint will remain in ~~his or her~~ **their** current placement during the pendency of the impartial due process hearing unless both parties agree or as otherwise permitted by law.

Resolution Process

Prior to the opportunity for an impartial due process hearing, the District will convene a meeting with the parents/**guardian** and the relevant member or members of the Committee on Special Education or Committee on Preschool Special Education who have specific knowledge of the facts identified in the complaint. This meeting will provide the parents/**guardian** with an opportunity to discuss their complaint and the facts that form the basis of the complaint, and an opportunity to resolve the complaint with the District. The District will take steps to ensure that one or both of the parents/**guardian** of the student with a disability are present at the resolution meeting, and will notify parents/**guardians** of the meeting early enough to ensure that they have the opportunity to attend. The resolution meeting will be at a mutually agreed upon time and place, and in a location that is **physically** accessible to the parents/**guardian**. **The parents/guardian and District may agree to use alternative means of meeting participation, such as videoconferences and conference calls.** The District will ensure that all resolution meetings conform to the requirements set forth in the Commissioner's regulations.

(Continued)

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Students

SUBJECT: IMPARTIAL DUE PROCESS HEARINGS/SELECTION OF IMPARTIAL HEARING OFFICERS (CONT'D.)

The parents/~~guardian~~ and the District may agree, in writing, ~~however~~, to waive the resolution process or agree to use the mediation process to resolve the dispute.

Selection and Board Appointment of Impartial Hearing Officers

~~In the event~~ **When** a due process complaint notice is properly filed, the Board or its designee will arrange for an impartial due process hearing to be conducted. In these instances, the Board will immediately, but not later than two business days after receipt of the due process complaint notice or mailing of the due process complaint notice to the parent/~~guardian~~, initiate the process to select ~~an impartial hearing officer (IHO)~~ through a rotational selection process. To expedite this process, the Board may designate one or more of its members to appoint the IHO on its behalf.

The District will utilize the New York State Education Department's (**NYSED**) Impartial Hearing Reporting System to access the alphabetical list of the names of each IHO certified in New York State and available to serve in the District. The appointment of an IHO will be made only from this list and in accordance with the alphabetical rotation selection process and the timelines and procedures established by the Commissioner of Education. The District will record and report required information relating to the selection of IHOs and the conduct of impartial due process hearings according to the manner and schedule specified by **NYSED**.

The District will be responsible for compensating the IHO for prehearing, hearing, and post-hearing activities at the rate agreed upon at the time of the IHO's appointment. The District will also reimburse the IHO for certain travel and other hearing-related expenses in accordance with an annually determined schedule.

Individuals with Disabilities Education Act (IDEA),
20 USC §1400 et seq.
34 CFR Part 300

Education Law Sections ~~4005, 4202~~, 4404~~(1)~~ and 4410(7)
8 NYCRR §§ ~~200.1~~, 200.2, **and** 200.5, ~~200.16, 200.21 and 201.11~~

NOTE: Refer also to Policies #7313 -- Suspension of Students
#7660 -- Parent Involvement for Children with Disabilities
#7690 -- Special Education Mediation

Adopted: 8/10/2004

Revised 11/23/2004, 11/27/2007, 10/26/2010, 1/28/2020; **5/15/2023**

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT

139 Fairbanks Road
Churchville, New York 14428

Board of Education Meeting
August 8, 2023

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

I. RESIGNATIONS

A. Certified

Mark Steffenilla, employed by the District as a Teaching Assistant at Chestnut Ridge Elementary School since October 24, 2022, has submitted his resignation effective July 19, 2023.

Lisa Moretto, employed by the District as a Teaching Assistant at Fairbanks Road Elementary School since September 2, 2015, has submitted her effective July 17, 2023. Lisa will remain employed as a substitute.

Luke May, employed by the District as an Elementary Music Teacher since September 1, 2021, has submitted his resignation effective July 14, 2023.

Michelle Fridmann, employed by the District as an Elementary Grade 4 Teacher at Chestnut Ridge Elementary School since September 1, 2022, has submitted her resignation effective September 1, 2023.

B. Classified

James Brahaney, employed by the District as a Senior Computer Applications Specialist since June 18, 2007 has submitted his resignation effective January 31, 2024.

Robert Camman Jr., employed by the District as an HVAC Service Engineer since December 22, 2014 has submitted his resignation effective September 29, 2023.

Adam Sylvester, employed by the District as a Bus Mechanic since September 24, 2014, has submitted his resignation effective July 26, 2023.

Sharon Kelly, employed by the District as a Cafeteria Monitor at Chestnut Ridge Elementary School since September 17, 2018, has submitted her resignation effective July 20, 2023.

Rebecca Sheldon, employed by the District as a Food Service Helper at the Middle School North since August 31, 2022, has submitted her resignation effective July 13, 2023. She will remain employed as a substitute.

James Casey, employed by the District, most recently as a Security Worker, since November 9, 2016 has submitted his resignation effective August 6, 2023 in order to accept a position as a Maintenance Mechanic II.

C. Coaches

Benjamin Muller, previously appointed as the 2022-2023 Modified B Football Coach has submitted his resignation effective July 31, 2023.

D. Extraclass Activities - none

E. Instructional Leaders - none

F. Tutors – none

II. TERMINATIONS

A. Certified - none

B. Classified

Trenton Lautner, employed by the District, most recently as a Maintenance Mechanic II, since November 19, 2018, has been terminated effective August 1, 2023.

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

III. LEAVE OF ABSENCE

Sarah Sparks-Stewart, employed by the District as an Elementary Grade 1 Teacher at Chestnut Ridge Elementary School since April 29, 2019, has requested an extension to her unpaid leave of absence effective September 5, 2023 through November 24, 2023.

IV. CHANGE IN EMPLOYMENT STATUS

A. Certified

Eric Tytler, currently employed as a School Counselor at the Senior High School, will be changing to the Social Emotional Learning (SEL) School Counselor effective September 1, 2023. Eric's tenure area and salary will remain the same, except for the contractual increase.

Sara Speer, employed by the District as the Literacy Specialist at Chestnut Ridge Elementary School since September 1, 2022, has accepted a change to the new position of Reading Intervention Teacher at Chestnut Ridge Elementary School, effective September 1, 2023. Ms. Speer will become eligible for tenure in the area of Reading Teacher on September 1, 2027 and her current salary will remain the same, except for the contractual increase.

B. Classified

George McCormick, change from a Provisional to a Probationary appointment as a Senior Network Technician, effective July 31, 2023. He will be eligible for Permanent status on July 31, 2024.

Andrew Carson, change from a Provisional to a Probationary appointment as a Senior Network Technician, effective July 31, 2023. He will be eligible for Permanent status on July 31, 2024.

Barbara Wise, whose retirement resignation was accepted at the July 11, 2023 Board of Education meeting, will remain employed as a Substitute Bus Driver.

Tyler Sanborn, change from a Provisional to a Probationary appointment as a Security Worker, effective July 24, 2023. He will be eligible for Permanent status on January 24, 2024.

David Strachan, change from a Provisional to a Probationary appointment as the Network Administrator, effective July 17, 2023. He will be eligible for Permanent status on July 17, 2024.

- C. Coaching - none
- D. Extraclass Activities - none

V. APPOINTMENTS

A. Certified

Jacqueline Allchin	1.0 FTE Teaching Assistant
Assignment	Chestnut Ridge Elementary 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

Madeline Santangelo	1.0 FTE Elementary Grade 1 Teacher
Assignment	Fairbanks Road Elementary School
Effective	September 1, 2023 (Previously cleared by a fingerprinting check)
Certification	Elementary (1-6) / Special Education (1-6) - Initial

Type of Appointment	Probationary
Tenure Area	Elementary
Tenure Date	May 31, 2027
*Michellene Barrett-Haughton	1.0 FTE Reading Early Intervention Teacher
Assignment	Chestnut Ridge Elementary School
Effective	September 1, 2023 (Previously cleared by a fingerprinting check)
Certification	Literacy (B-6) / Elementary (1-6) - Professional
Type of Appointment	Probationary
Tenure Area	Reading
Tenure Date	September 1, 2026
*Vincent Ippolito	1.0 FTE Social Studies Teacher
Assignment	Senior High School
Effective	September 1, 2023 (Previously cleared by a fingerprinting check)
Certification	Social Studies (7-12) - Professional
Type of Appointment	Probationary
Tenure Area	Social Studies
Tenure Date	September 1, 2027
Megan Becker Franko	1.0 FTE Teaching Assistant
Assignment	Chestnut Ridge Elementary School
Effective	September 5, 2023 (previously cleared by a fingerprinting check)
Certification	Teaching Assistant I – Initial Pending
Type of Appointment	Probationary
Tenure Area	Teaching Assistant
Tenure Date	September 5, 2027
*Michelle Pacino	1.0 FTE Special Education Teacher
Assignment	Chestnut Ridge Elementary School
Effective	September 1, 2023 (Previously cleared by a fingerprinting check)
Certification	Special Education (B-6) / Elementary (B-6) - Professional
Type of Appointment	Probationary
Tenure Area	Special Education
Tenure Date	September 1, 2026
Samantha Rogers	1.0 FTE Special Education Teacher
Assignment	Chestnut Ridge Elementary School
Effective	September 1, 2023 (Previously cleared by a fingerprinting check)
Certification	Special Education (1-6) / Elementary (1-6) - Professional
Type of Appointment	Probationary
Tenure Area	Special Education
Tenure Date	September 1, 2027
B.	Substitute and Part-time Teachers and Administrators
*Emily DeClerck	1.0 FTE General Science Teacher
Assignment	Middle School South
Effective	September 5, 2023 through January 26, 2024 or earlier at the discretion of the Board of Education (previously cleared by a fingerprinting check)
Certification	General Science (7-12) – Pending / Physics (7-12) - Initial
Type of Appointment	Long-term Substitute
Tenure Area	N/A
Tenure Date	N/A
Victoria Pothaczky	1.0 FTE Elementary Grade 2 Teacher
Assignment	Chestnut Ridge Elementary School

Effective September 5, 2023 through January 8, 2024 or earlier at the discretion of the Board of Education (previously cleared by a fingerprinting check)
 Certification Elementary (B-6) / Special Education (B-6) - Pending
 Type of Appointment Long-term Substitute
 Tenure Area N/A
 Tenure Date N/A

C. Department Liaisons – none

D. Classified
Colleen Ruppert Bus Driver
 Assignment Transportation
 Effective September 5, 2023 (previously cleared by a fingerprinting check)
 Type of Appointment Probationary

James Casey Maintenance Mechanic II
 Assignment District Wide – O&M
 Effective August 7, 2023 (Previously cleared by a fingerprinting check)
 Type of Appointment Probationary

***Julie Prattico** Physical Therapist
 Assignment District Wide
 Effective September 1, 2023 (Previously cleared by a fingerprinting check)
 Type of Appointment Probationary

E. Classified Substitutes and Part-time
Benzhen “Joy” Zhang Cafeteria Monitor
 Assignment Chestnut Ridge Elementary School
 Effective September 6, 2023 (Previously cleared by a fingerprinting check)
 Type of Appointment Part-time

F. Interim Administrator – none

G. Coaches & Athletic Activities

2023-2024 Activity	Name
Volunteer Football Assistant Coach	Benjiman Muller
Mod A Girls Soccer Coach	Nicole Giacalone
Mod B Boys Soccer Coach	William Hueber
Assistant Varsity Girls Cross Country Coach	Dan Ward
Assistant Varsity Boys Cross Country Coach	Chris Memelo
Assistant Unified Bowling Coach	Claude Cajuste
JV Girls Volleyball Coach	Brittany Valente
Mod B Girls Volleyball Coach	David Wisniewski
Mod B Boys Volleyball Coach	Kayla Hare

H. Extra-Curricular Activities & Clubs

2023-2024 Activity	Name
6-8 Musical Artistic Director	Eric Traugott
6-8 Musical Producer	Eric Traugott
6-8 Musical Music Director	Eric Traugott
6-8 Musical Set Designer/Builder	Eugene Vogler
9-12 SH Play #1 Set Designer/Builder	Dan Fischer
9-12 Musical Lighting Director	Dan Fischer
9-12 Musical Set Designer/Builder	Dan Fischer

9-12 Musical Music/Vocal Director	Marissa Tucker
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I. Mentors

Name	Building	Subject Area	Certification Area(s)
Carley Pries	CRS	Special Education	Special Education (1-6), Elementary (1-6)
Pam Cantleberry	CRS	Reading	Literacy (B-6), Special Education (K-12), Elementary (1-6)

J. Instructional Leaders

CRS Grade 2	Kristine Kander as substitute Instructional Leader from September 5, 2023 through June 25, 2024
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K. CSE / CPSE Chairperson - none

L. Tutors - none

M. Internship – none

N. Student Helpers - none

O. Other

Summer Cleaners 2023-2024

Name
Chealey, Chauncey
Courtney, Dominick
Vanhouten, Hayley
Lee, Lilliana
Shaw Jr., Charles

Name	2023-2024 Stipend
Terry Moore	The Learning Center Supervisor

Continuing Education Staff 2023-2024

General

Last Name	First Name	Title/Course	Fingerprinting
Prevosti	Stephanie	Assistant Instructor- Track and Field	On File

SUBJECT: INCIDENTAL TEACHING

The Superintendent may assign a teacher to teach a subject not covered by such a teacher's certificate or license for a period not to exceed five classroom hours a week, when no certified or qualified teacher is available after extensive and documented recruitment efforts, and provided that approval of the Commissioner of Education is obtained.

Not later than twenty (20) business days after this assignment, the Superintendent must submit for approval an application, in a form satisfactory to the Commissioner, containing the following information:

- a) Evidence of extensive recruitment of a teacher certified in the appropriate area;
- b) The name and certification status of the teacher given the assignment;
- a) The subject which the teacher is being assigned to teach on an incidental basis and the total number of classes in the subject being taught on an incidental basis;
- b) The qualifications of the teacher to teach such subject on an incidental basis;
- e) The specific reasons why an incidental assignment is necessary;
- f) The anticipated duration of the incidental teaching assignment; and
- g) The number of applications, approved or pending, for authorization to make incidental teaching assignments in the same certification area for which the current authorization is being sought.

To be approved, such application shall demonstrate to the satisfaction of the Commissioner that an incidental teaching assignment is necessary, that the teacher assigned is the best qualified to teach the subject on an incidental basis, and that the requirements of the Commissioner's Regulations have been met.

The Commissioner will issue a determination within twenty (20) business days of receipt of the District's application.

In the event that the application is disapproved, the Superintendent, within seven (7) business days of receipt of the notice of disapproval, will terminate the incidental assignment. In event that the application is approved, this approval shall be deemed to have commenced on the date of the incidental teaching assignment and shall terminate on the last day of the school year for which it is granted.

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SUBJECT: INCIDENTAL TEACHING (CONT'D.)

The Superintendent may renew an incidental teaching assignment, in accordance with the requirements of Commissioner's Regulations, for any subsequent school year. In addition to submitting to the Commissioner the information noted above for initial approval of an incidental teaching assignment, a renewal application must provide a number of assurances, including that the teacher assigned a course on an incidental basis has completed, or has agreed to complete, within the prescribed time period, at least three (3) semester hours of credit or the equivalent leading to certification in the subject area of the incidental assignment.

8 New York Code of Rules and Regulations (NYCRR) Section 80-5.3

Adopted: 7/10/2001

Revised: 11/27/2001, 3/12/2019

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

Eliminated: 8/8/2023

SUBJECT: STAFF-STUDENT RELATIONS (ANTI-FRATERNIZATION)

The Churchville-Chili Central School District Board of Education requires that all School District employees maintain a professional, ethical relationship with students that is conducive to an effective, safe learning environment, and that staff members act as role models for students at all times, whether on or off school property and both during and outside of school hours. Staff must establish appropriate personal boundaries with students and not engage in any behavior that could reasonably lead to even the appearance of impropriety. (The terms “employee” and “staff member” for purposes of this policy shall be interpreted to include third-party contractors and volunteers.)

Staff members are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether or not the student may have "consented" to such conduct. Further, Employees shall not ~~engage in improper fraternization with students (i.e.,~~ entertain students or socialize with students in such a manner as to create the perception that a dating or intimate relationship exists). Similarly, any action or comment by a staff member which invites romantic or sexual involvement with a student is considered highly unethical, in violation of District policy, and may result in the notification of law enforcement officials and the filing of criminal charges and/or disciplinary action by the District up to and including termination of employment.

Inappropriate employee behavior includes, but is not limited to:

- flirting
- making suggestive comments
- dating or meeting in person outside of school unrelated to school/District events or activities
- requesting sexual activity
- inappropriate touching
- engaging in sexual contact and/or sexual relations
- giving or receiving inappropriate personal gifts
- giving the student extra privileges
- frequent personal communications with a student unrelated to course work or official school matters (This includes any form in which the personal communication may occur including, but not limited to, voice or text-based communication via phone, email, instant messaging, text messaging or through social networking websites or applications.)
- inappropriately communicating with a student regarding the employee's or the student's personal life (e.g., marriage, boyfriends, sex, mental health, suicide)
- failing to refer students to appropriate resources within the school for serious or personal issues
- providing alcohol or drugs to students
- transporting a student in the employee's private vehicle without the prior written approval of the District and the student's parent
- developing a relationship with a student's family to gain access to the student
- requesting a student to keep a secret or to lie

(Continued)

SUBJECT: STAFF-STUDENT RELATIONS (ANTI-FRATERNIZATION) (CONT'D.)

~~Inappropriate fraternization of staff with students,~~ Even if the student participated “willingly” in the activity (regardless of the student’s age), ~~inappropriate fraternization of staff with students~~ is against District policy and may be in violation of professional standards of conduct and New York State Law. However, ~~inappropriate employee conduct fraternization of staff with students~~ does not need to rise to the level of criminal activity for such conduct to be in violation of District ~~Policy rules~~ and ~~to~~ subject ~~an employee~~ to ~~appropriate~~ disciplinary sanctions.

~~Improper fraternization includes, but is not limited to, flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent communication with a student unrelated to course work or official school matters (whether in person, by phone, by email, by text messaging, through social media sites, or otherwise); providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact or relations.~~

Reporting

Any student who believes that ~~he/she~~ ~~they~~ ~~has~~ ~~have~~ been subjected to inappropriate staff behavior as ~~enumerated~~ ~~described~~ in this policy, as well as ~~any~~ ~~students~~, ~~school employees~~, ~~parents or community members~~ ~~individual~~ who has knowledge of or witnesses any ~~possible~~ occurrence of ~~inappropriate staff-student relations~~ must report the incident to any staff member or the employee’s supervisor, the student’s Principal or a ~~staff-student relations which they believe to be improper, should report the incident to the building principal or the District’s~~-designated Complaint Officer. In all circumstances, these reports will be forward to the designated Compliance Officer for further investigation. Anonymous complaints of inappropriate fraternization of staff members with students will also be investigated by the District.

Employees, contractors and volunteers who have knowledge of, receive a complaint of and/or witness any possible occurrence of inappropriate staff-student relations must as soon as practicable under the circumstances report the incident to a District-designated Compliance Officer or the Superintendent of Schools.

Any employee having knowledge of or reasonable suspicion that another employee may have engaged in inappropriate conduct with a student that may constitute child abuse in an educational setting must also follow the District's reporting procedures for such allegations. See Policy No. 7530 (“Child Abuse and Maltreatment”) and related regulations. This information will also be reported by the designated administrator as required by state law to law enforcement officials, the State Education Department (SED), and/or Child Protective Services as may be applicable.

If a student initiates inappropriate behavior toward a staff member, that employee will document the incident and must as soon as practicable under the circumstances report it to their Building Principal or Supervisor.

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SUBJECT: STAFF-STUDENT RELATIONS (ANTI-FRATERNIZATION) (CONT'D.)

~~(Staff members must follow the procedures for reporting child abuse in an educational setting when they have knowledge of or reasonable suspicion that another employee may have engaged in inappropriate conduct with a student that may constitute child abuse.) In all events such reports shall be forwarded to the designated Complaint Officer for further investigation. Anonymous complaints of inappropriate fraternization of staff members with students shall also be investigated by the District. The District shall promptly investigate all complaints of inappropriate staff student relations, and take prompt corrective action to stop such conduct if it occurs. Investigations shall follow the procedures utilized for complaints of harassment within the District. Allegations of inappropriate staff student behavior shall be treated as confidential to the extent possible within legal constraints.~~

~~A staff member who believes a student has initiated inappropriate behavior toward him or her, shall document the incident and report it to his or her building principal.~~

Investigation

Investigations of allegations of inappropriate staff-student relations will generally follow the procedures utilized for complaints of harassment within the School District. Allegations of inappropriate staff-student behavior shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints. If there is a finding upon completion of the investigation that inappropriate conduct occurred, the District administration will take prompt corrective action. The District will promptly investigate all complaints of inappropriate staff-student relations, and take prompt and appropriate corrective action to stop such conduct if it occurs.

Prohibition of Retaliatory Behavior (Commonly Known as “Whistle-Blower” Protection)

The Churchville-Chili Central School District Board of Education prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of inappropriate staff-student relations. Follow-up inquiries and/or appropriate monitoring shall be made to ensure verify that the alleged conduct has not resumed and that those involved in the investigation have not suffered retaliation. ~~are not being retaliated against.~~ Any act of retaliation is subject to appropriate disciplinary and/or other corrective action by the District.

District Responsibility/Training

The principal of each school and/or program director will be responsible for informing students, staff and volunteers of the requirements of this policy, including the duty to report and the procedures established for investigation and resolution of complaints. Further, staff training will be provided to facilitate staff identification of possible behavior that may constitute inappropriate staff-student relationships. Students will be provided such training in an age-appropriate manner.

(Continued)

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SUBJECT: STAFF-STUDENT RELATIONS (ANTI-FRATERNIZATION) (CONT'D.)

This policy (or summary) will be disseminated as appropriate to staff, students, and parents.

Disciplinary **and Other** Sanctions

Any staff member who engages in inappropriate conduct with a student, prohibited by the terms of this policy, **or who fails to follow the reporting requirements set forth in this policy, shall** ~~will~~ be subject to appropriate disciplinary measures up to and including termination of employment in accordance with legal **and any contractual requirements.** ~~guidelines, District policy and regulation, and the applicable collective bargaining agreement.~~ A violation of this policy may also subject the employee to criminal and/or civil sanctions, as well as disciplinary action by the State Education Department **or other state agency.**

Title IX of the Education Amendments of 1972, 20 USC §1681 et seq.
Education Law Article 23-B
Social Services Law Sections 411-428
8 NYCRR Part 83

Adopted: 4/26/2011, 3/24/2020

Revised: 7/27/2023

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Personnel

SUBJECT: STAFF RECRUITING AND HIRING

~~Through its employment policies, the Board of Education~~ **The District** will attempt to attract, secure, and retain qualified personnel for all positions. The selection program will be based upon finding candidates who will devote themselves to the education and the welfare of the children attending the public schools.

Recruiting procedures shall enable the District to seek qualified candidates from a variety of sources, including present staff. Any current employee of the District may apply for any position for which he/she meets certification and other stated requirements.

The Board adheres to the practice of recruiting and hiring personnel without regard to actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, or any other status protected by law.

It will be the duty of the Superintendent of Schools to see that persons nominated for employment in the schools meet all certification requirements and the requirements of the Board for the ~~type of~~ position. ~~for which the nomination is made.~~

While the Board may accept or reject a nomination **(with the exception of the Superintendent of Schools)**, an appointment will be valid only if made with the recommendation of the Superintendent. ~~In the case of a rejection, it is the duty of Superintendent to make another nomination.~~ No person shall be considered employed until a resolution to that effect has been approved by the Board. ~~and a contract executed by the employee.~~

Education Law Sections 913, 1604, 1709, 2509, and 3012

NOTE: Refer also to Policy #6120 -- Equal Employment Opportunity.

Adopted: 7/10/2001

Revised: 3/12/2019; 7/27/2023

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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~~ **Assistant 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; 7/12/2023

Reviewed: 2/11/2011

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Personnel

SUBJECT: TEMPORARY PERSONNEL

District's needs may sometimes require temporary appointments. The terms of these appointments shall be defined by the Board of Education on a case by case basis.

Student Teachers

The District will cooperate with teacher training institutions in the placement of student teachers, **as determined appropriate**, to provide beginning teachers with **the best possible** student teaching experience.

Schools are required to allow student teachers to videotape themselves providing instruction in a classroom to meet part of their performance assessment requirements for teaching certification. The video must remain confidential, is a confidential record of the New York State Education Department (SED), and is not subject to viewing or disclosure to an individual or entity other than the student teacher applicant and relevant SED personnel.

Substitute Teachers

The Superintendent will employ appropriately qualified substitute teachers. A substitute teacher is employed in place of a regularly appointed teacher who is absent, but is expected to return.

The Board will annually establish the rate for per diem substitute teachers.

~~New York State recognizes the following three categories of substitute teachers:~~

- ~~a) — Substitutes with valid NYS teaching certificates or certificates of qualification. A substitute teacher in this category may be employed in any capacity, for any number of days, in any number of school districts. However, if employed more than 40 days by a school district in any given school year, the substitute teacher must be employed in the area for which they are certified.~~
- ~~b) — Substitutes without a valid NYS certificate, but who are completing collegiate study towards NYS certification at the rate of not less than six semester hours per year. A substitute teacher in this category may be employed in any capacity, for any number of days, in any number of school districts. However, if employed for more than 40 days by a school district in any given school year, the substitute teacher must be employed in the area for which they are seeking certification.~~
- ~~c) — Substitutes without a valid certificate and who are not working towards certification may serve for no more than 40 days per school year. In extreme circumstances — where there is an urgent need for a substitute teacher — however, the District may employ this substitute teacher beyond the 40-day limit, for up to an additional 50 days (90 days total in a school year), if the Superintendent certifies that the District conducted a good faith recruitment search and there are no certified teachers available who can perform the duties of the position.~~

(Continued)

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SUBJECT: ~~TEMPORARY PERSONNEL (CONT'D.)~~

~~Substitute Teachers (Cont'd.)~~

~~The District may hire this substitute teacher beyond the 90 days only if the Superintendent attests that the District conducted a good faith recruitment search, but there are still no certified teachers available who can perform the duties of the position and that the District needs a particular substitute teacher to work with a specific class or group of students until the end of the school year.~~

The District shall engage substitute teachers in accordance with applicable law and regulations.

8 NYCRR §§ 80-1.5 and 80-5.4
Education Law §3023

Adopted: 7/10/2001

Revised: 3/26/2019; 7/27/2023

SUBJECT: BOARD MEMBER TRAINING

Training requirements for Board members in the first year of their first term as a Board member is two-fold.

Training on Financial Oversight, Accountability and Fiduciary Responsibilities

Within the first year of election, re-election or appointment, each Board member must complete a minimum of six hours of training on the financial oversight, accountability and fiduciary responsibilities of a school board member.

Re-elected Board members are not required to repeat this training. Additionally, re-training is not required if the Board member has previously fulfilled this requirement as a first-term member of a component school district.

Training on Powers, Functions and Duties of Board Members and Other Authorities

In addition to the above training, during the first year of a Board member's first term, he/she shall be required to complete a training course acquainting them with the powers, functions and duties of Boards of Education, as well as the powers and duties of other governing and administrative authorities affecting public education.

Re-elected Board members shall not be required to repeat this training. Additionally, should a voting Board member be seated or appointed on or before August 13, 2010, the signing date of Chapter 388 of the Laws of 2010, he/she is not required to take this training.

Curricula and Compliance

Training on financial oversight, accountability and fiduciary responsibilities shall be approved by the Commissioner of Education in consultation with the State Comptroller. General training shall be approved by the Commissioner of Education. Providers shall be approved by the Commissioner. Curricula may be offered together as a single course or separately.

Upon completion of the required training, the Board member must file a certificate of completion with the District Clerk issued by the provider of the training. Actual and necessary expenses incurred by a Board member in complying with these requirements are a lawful charge up the District.

Education Law Section 2102-a
8 New York Code of Rules and Regulations (NYCRR) Section 170.12(a)

Adopted: 1/24/2006

Revised: 1/25/2011

Reviewed by Superintendent & Assistant Superintendent for Business Services with no recommended changes on 6/14/2023. BOE agreed & approved at their 8/8/2023 meeting.

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Community Relations

SUBJECT: SCHOOL SPONSORED MEDIA

News Releases and Publications

As the official spokesperson, the Superintendent or his/her designee will issue all news releases and newsletters concerning the District. All statements of the Board will be released through the Office of the Superintendent and/or the District Clerk of the Board of Education.

For district use and district publications only, student information provided may be any of the following: name; grade level; participation in officially recognized activities and sports; weight and height (if members of athletic teams); dates of attendance; honors, degrees and awards received; photograph; and the name of the educational agency or institution most recently attended by the student. For the purposes of district publications, student directory information does not include a student's social security number or a student's identification number.

Student directory information provided to third parties will be defined as: name; grade level; participation in officially recognized activities and sports; and honors, degrees and awards received.

Media Access

If news media is requesting to interview staff or students, the initial request must be sent to the Superintendent for review and authorization. Prior to granting access to media, the Superintendent will be apprised of all information including, but not limited to, the date, location, purpose, and length of access. Once the Superintendent has authorized access, all media representatives will be permitted limited access to the school building and or/students and must report to the main office of the building to which access has been granted. The presence of such representatives will not unduly disrupt the educational operations or instructional activities of the school. All media will follow District security protocols.

Refer also to: Policy 6220 - Temporary Personnel (*including student teachers*)
Policy 7240 - Student Records: Access and Challenge Under FERPA
Policy 7241 - Student Directory Information

Adopted: 7/10/2001

Revised: 8/14/2015, 10/22/2019

Reviewed by Superintendent & Assistant Superintendent for Business Services with no recommended changes on 6/14/2023. BOE agreed & approved at their 8/8/2023 meeting.

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Community Relations

SUBJECT: RELATIONS WITH COMMUNITY AND BUSINESS ORGANIZATIONS

It is the policy of the Board to establish and maintain a positive working relationship with the governing bodies of each municipality. The Board shall also cooperate with municipal, county and state agencies whose work affects the welfare of the children of the District, including the County Social Service Department, the Board of Health, the Recreation Department, the Public Library, and all community emergency service agencies.

In addition, the Board of Education recognizes the potential benefits of community and business partnerships with school districts. The Board and District staff shall therefore cooperate with those organizations which may provide support in improving the educational, vocational, counseling, and/or extracurricular opportunities in the District. Regular interaction with community and business leadership, both on a formal and informal basis, will be nurtured.

Adopted: 7/10/2001

Reviewed by Superintendent, No Change: 6/27/2023; reviewed & approved by BOE 8/8/2023

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Community Relations

SUBJECT: SENIOR CITIZENS

The Board of Education will consider school related programs for senior citizens in accordance with Education Law and/or regulations of the Commissioner of Education. Such programs include special use of school buses, school lunches and partial tax exemptions.

Education Law Sections 1502 and 1709(22)
Real Property Tax Law Section 467

Adopted: 7/10/2001

Reviewed by Superintendent, No Change: 6/14/2023; reviewed & approved by BOE 8/8/2023

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Community Relations

SUBJECT: MEMORIALS

A school memorial is intended to bring closure to a period of grieving and serves as a point from which to move on. Memorials should reflect the needs of the school community while being respectful of the deceased individual and their family. For awards and scholarships, please refer to Policy 7430.

Acceptable Options include:

1. Any school affiliated groups or individuals may have the name of a student(s), faculty member(s), staff member(s), and/or community member(s) placed on a designated plaque in the library, contribute money to a charity in the name of the individual(s), or purchase library books, school supplies or school equipment.
2. The following items may be placed in any one of the District's designated memorial gardens at either the high school, middle school, elementary schools or athletic stadium:
 - tree
 - tree with plaque
 - bench with plaque (if not already provided at the desired designated location)
 - shrub
 - bush
 - stone paver
 - engraved brick (stadium location only)

District retains the right to select the type of tree, shrub, bush or paver in order to maintain uniformity at these memorial sites located on school grounds.

(Refer to Regulation #R3170 and Form 3170F)

3. Location of Memorials
Each school building and district stadium will have one designated area at which memorials will be placed, determined by the District's Memorials Committee. In addition, each building which does not already have a bench in this designated area will be limited to one bench. The district retains the right to keep any existing benches already in place.
4. Yearbook Guidelines:
 - a) A full page will be designated in commemoration of student(s), faculty member(s), staff member(s), and/or board officer(s) who have died during that school year. If there is a death after the printing of the yearbook, the student's picture may appear in the next year's yearbook.

(Continued)

SUBJECT: MEMORIALS (CONT'D.)

Acceptable Options include (Cont'd):

- b) A picture of deceased student(s), faculty member(s), staff member(s), and/or board officer(s) if available, will be included with the pictures of other students/staff in the class for the year covered by the yearbook.
5. Uniform requests may be made by the parent or guardian of the deceased player to the Athletic Director in writing. The Athletic Director will forward the request to the Superintendent for Board of Education approval.

Graduation

1. Graduation is a time to recognize the many years of work and achievement of the seniors.
2. If the name of the deceased student is read, it should be in the same order that it would have been read if the student were graduating.
3. Upon the request of a parent or family member, a posthumous diploma will be awarded. The name of the deceased student should be read and the honorary diploma will be presented to the family member by a staff member. The family member shall sit in a designated area for the presentation. Students should not be involved in the presentation.

Existing Commemorations

Any memorial in existence at the time this policy was adopted or, in the future, whether in compliance with this policy or not, may be removed ten years after the death of the student(s), faculty member(s), staff member(s), and/or community member(s) involved and offered to the family.

The Board of Education reserves the right to accept or reject any and all commemorations donated or purchased in memory of student(s), faculty member(s), staff member(s), and/or community member(s). Furthermore, the Board of Education reserves the right to cause a memorial currently on school properties to be moved or discontinued.

For each memorial it is important to think about the precedent that is being set and the long-term implications. This policy is intended to assist building administrators who should work with families and/or assist individuals or groups who want to commemorate student(s), faculty member(s), staff member(s), and/or community member(s).

Building level administrators will address the emotional needs of the school community, using the approved crisis intervention plan, contained in District emergency notebooks.

(Continued)

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Community Relations

SUBJECT: MEMORIALS (CONT'D.)

Existing Commemorations (Cont'd.)

Family members of deceased student(s), faculty member(s), staff member(s), and/or community member(s) are encouraged to inform the school of any address changes so the District may inform them with regard to any memorial.

Unacceptable memorials include but are not limited to those which may:

1. violate Title IX federal guidelines
2. naming or renaming of buildings, facilities, and all district property

Adopted: 11/27/2007

Revised: 2/26/2013, 9/9/2014

Reviewed by Superintendent and Assistant Superintendent for Business Services on 6/8/23 with no recommended changes; BOE approved at their 8/8/2023 meeting

SUBJECT: PUBLIC PARTICIPATION AT BOARD MEETINGS

The public is welcome and encouraged to attend any and all regular or special meeting of the Board of Education. Whether an individual or group intends to speak at a meeting or observe, they must realize that the Board is required to conduct business essential to the operation and good order of the School District. To ensure that all meetings will be conducted in an appropriate and professional manner, the following guidelines will apply:

- a) The Board of Education asks that the request to speak be in writing, states the nature of the comments and is signed by the person to address the Board of Education;
- b) Visitors who wish to make a formal presentation other than a brief privilege of the floor are requested to notify the District Office at least 10 days in advance and ask to be placed on an agenda of a regular Board meeting;
- c) The President of the Board of Education may schedule the appearance of the individual, or defer the appearance to an appropriate future meeting based on the confidentiality and content of the subject matter. If the matter pertains to confidential information regarding a particular individual, regardless of whether he/she is a student, staff member or board member, in order to meet FERPA guidelines, this issue will require an Executive Session with the Board. The President of the Board may call the individual aside who is wishing to address the board, to determine whether public discussion of this subject would violate FERPA guidelines;
- d) There will be at least one opportunity at every board meeting set aside for visitor's comments which will be referred to as privilege of the floor. Each privilege of the floor will be limited to fifteen minutes in total; therefore no speaker will be permitted to speak for longer than five minutes unless otherwise authorized by the Board President. Large groups representing a similar interest will be asked to select a spokesperson;
- e) Each visitor who wishes to address the board will file with the Clerk of the Board a speaker registration form. Registration to speak applies to the meeting for which it is requested. If a resident does not speak at that meeting, they must reapply to speak at a future board meeting;
- f) Due to the time limitation, privilege of the floor is extended first to community residents, out of district parents that have custody of children attending our district, and employees. Speakers who register at least 24 hours in advance of the meeting will speak in order of their sign up. Residents who do not register 24 hours before the meeting will speak after those who signed up in advance, if time allows. Non-residents will receive last priority;

(Continued)

SUBJECT: PUBLIC PARTICIPATION AT BOARD MEETINGS (CONT'D.)

- g) Speakers will adhere to the District's Code of Conduct. Speakers will not make verbal attacks or use individual employee's or student's names when making public allegations. The President of the Board of Education may terminate the privilege of any speaker who violates this policy to continue his/her address. If requested to terminate, the speaker must do so. Failure to follow this request to stop speaking may result in the speaker being removed by security staff. In extreme cases (when physical harm is threatened), the police may be summoned;
- h) Speakers involved in union negotiations may not negotiate publicly with the Board. Residents who are candidates in any state, federal, municipal, or Board of Education election will not use the board meeting as a personal campaign opportunity; nor shall former employees, after the termination of service or employment with the School District, appear before the board of the Churchville-Chili District in relation to any case, proceeding, or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration. Please refer to Policy #6110, Code of Ethics for All District Personnel;
- i) It is suggested that any issue, question or suggestion pertaining to an individual building first be directed to the principal of the building so that resolution may occur at that level. All public complaints about any facet of the school operation are subject to the procedures described in Policy #3230 Public Complaints;
- j) All persons in attendance should be advised that regular and special meetings are public in nature and may be audio/video recorded;
- k) All persons/bags may be subject to search. ID may also be required;
- l) Members of the audience who are not formally addressing the board are asked to be courteous and respectful and to not disrupt the meeting. The President of the Board has the right to have any audience member who disrupts the meeting removed from the premises.

After the individual or group has been heard, the matter will be taken under advisement and considered by the Board of Education. The Board of Education may advise the individual or group of its findings in person or by mail, at the Board of Education's discretion.

Adopted: 7/10/2001

Revised: 11/12/2002, 2/8/2011

Reviewed by Superintendent and Assistant Superintendent for Business Services on 6/8/2023 with no recommended changes; BOE agreed at 8/8/2023 BOE meeting

POLICY

Churchville-Chili Central School District

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Administration

SUBJECT: ADMINISTRATIVE ORGANIZATION AND OPERATION

Line Organizational Chart

All employees of the District will be under the general direction of the Superintendent. Teachers will be immediately responsible to the principal of the building in which they work. Other employees will be immediately responsible to the administrative personnel under whom they work directly.

Basic Principles

The basic principles of Administrative Organization and Operation are:

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

Adopted: 7/10/2001

Revised: 2/26/2019

Reviewed by Superintendent & Assistant Superintendent for Business Services with no recommended changes on 6/8/2023. BOE agreed & approved at their 8/8/2023 meeting.

SUBJECT: BUDGET PLANNING AND DEVELOPMENT

Budget planning and development for the District is an integral part of program planning so that the annual operating budget may effectively express and implement programs and activities of the District. Budget planning is a year-round process involving participation of District-level administrators, principals, directors, coordinators, teachers, and other personnel. The process of budget planning and development will allow for community input and opportunities for public information and feedback.

The Superintendent will have overall responsibility for budget preparation, including the construction of and adherence to a budget calendar. Program managers will develop and submit budget requests for their particular areas of responsibility after seeking the advice and suggestions of staff members.

Principals will develop and submit budget requests for their particular schools in conjunction with the advice and suggestions of staff members and their own professional judgment. Each school's budget request will be the principal's recommendation as to the most effective way to use available resources in achieving progress toward the approved educational objectives of the school. Program budgets and school budgets will reflect state and/or federal requirements, special sources of funding, and District objectives and priorities.

The Board will give consideration to budget requests, and will review allocations for appropriateness and for their consistency with the District's educational priorities.

All budget documents for distribution to the public shall be in plain language and organized in a manner which best promotes public comprehension of the contents. Documents shall be complete and accurate, and contain sufficient detail to adequately inform the public regarding such data as estimated revenues, proposed expenditures, transfers to other funds, fund balance information, and changes in this information from the prior year's submitted budget.

In accordance with Commissioner's regulations, the budget will be presented in three (3) components which are to be voted upon as one (1) proposition. The law prescribes the types of items to be included in each component and further prescribes that all relevant costs be included in the component.

- a) A program component which will include, but need not be limited to, all program expenditures of the District, including the salaries and benefits of teachers and any school administrators or supervisors who spend a majority of their time performing teaching duties, and all transportation operating expenses;
- b) A capital component which will include, but need not be limited to, all transportation capital, debt service, and lease expenditures; costs resulting from judgments and tax certiorari proceedings or the payment of awards from court judgments, administrative orders or settled or compromised

(Continued)

SUBJECT: BUDGET PLANNING AND DEVELOPMENT (CONT'D.)

claims; and all facilities costs of the District, including facilities lease expenditures, the annual debt service and total debt for all facilities financed by bonds and notes of the District, and the costs of construction, acquisition, reconstruction, rehabilitation or improvement of school buildings, provided that such budget shall include a rental, operations and maintenance section that includes base rent costs, total rent costs, operation and maintenance charges, cost per square foot for each facility leased by the District, and any and all expenditures associated with custodial salaries and benefits, service contracts, supplies, utilities, and maintenance and repairs of school facilities; and

- c) An administrative component which will include, but need not be limited to, office and central administrative expenses, traveling expenses and all compensation, including salaries and benefits of all school administration and supervisors, business administrators, superintendents of schools and deputy, assistant, associate or other superintendents under all existing employment contracts or collective bargaining, any and all expenditures associated with the operation of the Office of the Board, the Office of the Superintendent, General Administration, the School Business Office, consulting costs not directly related to direct student services and programs, planning and all other administrative activities.

Additionally, the Board will append to the proposed budget the following documents:

- a) A detailed statement of the total compensation to be paid to the Superintendent, and any Assistant or Associate Superintendent of Schools in the ensuing school year, including a delineation of the salary, annualized cost of benefits and any in-kind or other form of remuneration;
- b) A list of all other school administrators and supervisors, if any, whose annual salary for the coming school year will be at or above that designated in law for such reporting purposes, with the title of their positions and annual salary identified;
- c) A School District Report Card, prepared pursuant to Commissioner's Regulations, which includes measures of the academic performance of the District, on a school by school basis, and measures of the fiscal performance of the District (see subheading School District Report Card); and
- d) A Property Tax Report Card prepared in accordance with law and Commissioner's Regulations (see subheading Property Tax Report Card); and
- e) A Tax Exemption Report prepared in accordance with law (see subheading Tax Exemption Report).

(Continued)

SUBJECT: BUDGET PLANNING AND DEVELOPMENT (CONT'D.)

The Board will attest that unexpended surplus funds (i.e., operating funds in excess of the current school year budget, not including funds properly retained under other sections of law) have been applied in determining the amount of the school tax levy. Surplus funds shall mean any operating funds in excess of four percent (4%).

The proposed budget for the ensuing school year will be reviewed by the Board and publicly disseminated, in accordance with law, prior to its submission to District voters for approval.

District funds may be expended to inform the public regarding the annual budget and to present the annual budget to District voters; however, these funds will not be utilized to promote either a favorable or negative opinion of the proposed budget.

School District Report Card

Each year the District will supply data as required by the State Education Department (SED) and will receive a School District Report Card, sometimes referred to as a New York State Report Card. These provide enrollment, demographic, attendance, suspension, dropout, teacher, assessment, accountability, graduation rate, post-graduation plan, career and technical education, and fiscal data for public and charter schools, districts and the State. The Report Cards are generated from the supplied data and are in a format dictated by SED. The School District Report Cards consist of three (3) parts:

- a) Accountability and Overview Report - shows District or school profile data, accountability statuses, data on accountability measures such as ELA, Math, and Science scores, and graduation rates.
- b) Comprehensive Information Report - shows non-accountability data such as annual Regents examination results and post-graduate plans of students completing high school.
- c) Fiscal Accountability Supplement - shows expenditures per pupil and some information about placement and classification of students with disabilities.

School District Report Cards are also available online at the SED website.

Property Tax Report Card

Each year, the Board will prepare a Property Tax Report Card, pursuant to Commissioner's regulations, and will make it publicly available by transmitting it to local newspapers of general circulation, appending it to copies of the proposed budget made publicly available as required by law, making it available for distribution at the Annual Meeting, and otherwise disseminating it as required by the Commissioner.

(Continued)

SUBJECT: BUDGET PLANNING AND DEVELOPMENT (CONT'D.)

Property Tax Report Card (Cont'd.)

The Property Tax Report Card shall include:

- a) The amount of total spending and total estimated school tax levy that would result from adoption of the proposed budget, and the percentage increase or decrease in total spending and total school tax levy from the District budget for the preceding school year; and
- b) The projected enrollment growth for the school year for which the budget is prepared, and the percentage change in enrollment from the previous year; and
- c) The percentage increase in the average of the Consumer Price Indexes from January first of the prior school year to January first of the current school year as defined in Education Law; and
- d) The projected amount of the adjusted unrestricted fund balance that will be retained if the proposed budget is adopted; the projected amount of the adjusted restricted fund balance; the projected amount of the assigned appropriated fund balance; the percentage of the proposed budget that the adjusted unrestricted fund balance represents; the actual adjusted unrestricted fund balance retained in the District budget for the preceding school year; the percentage of the District budget for the preceding school year that the actual adjusted unrestricted fund balance represents; a schedule of reserve funds setting forth the name of each reserve fund, a description of its purpose, the balance prior to the end of the current fiscal year, and a brief statement explaining any plans for the use of each reserve fund for the ensuing fiscal year; and
- e) The District's school tax levy limit calculation. The District will submit its school tax levy limit calculation to the Office of the State Comptroller, SED and the Office of Taxation and Finance by March 1 annually. If a voter override of the tax levy limit is necessary, the budget vote must be approved by sixty percent (60%) of the District's qualified voters present and voting.

A copy of the Property Tax Report Card prepared for the Annual District Meeting will be submitted to SED in the manner prescribed by the Department by the end of the business day next following approval of the Property Tax Report Card by the Board, but no later than twenty-four (24) days prior to the statewide uniform voting day (i.e., the third Tuesday in May).

The SED will compile such data for all school districts whose budgets are subject to a vote of the qualified voters, and will make this compilation available electronically at least ten (10) days prior to the statewide uniform voting day. Links to each school year's Property Tax Report Card can be found on the SED's official website.

(Continued)

SUBJECT: BUDGET PLANNING AND DEVELOPMENT (CONT'D.)

Tax Exemption Report

A Tax Exemption Report will be annexed to any tentative or preliminary budget and will become part of the final budget. This report will be on the form as prescribed by the State Board of Real Property Services and will show the following:

- a) How much of the total assessed value of the final assessment roll(s) used in the budgetary process is exempt from taxation;
- b) Every type of exemption granted as identified by statutory authority;
- c) The cumulative impact of each type of exemption expressed either as a dollar amount of assessed value or as a percentage of the total assessed value on the roll;
- d) The cumulative amount expected to be received from recipients of each type of exemption as payments in lieu of taxes or other payments for municipal services; however, individual recipients are not to be named; and
- e) The cumulative impact of all exemptions granted.

Notice of this report will be included in any notice of the preparation of the budget required by law and shall be posted on any bulletin board maintained by the District for public notices as well as on any website maintained by the District.

Education Law §§ 1608(3)-(7), 1716(3)-(7), 2022(2-a), 2023-a, 2601-a(3) and 2601-a(7)
General Municipal Law § 36
Real Property Tax Law §§ 495 and 1318(l)
8 NYCRR §§ 170.8, 170.9 and 170.11
State Education Department Handbook No. 3 on Budget

Adopted 7/10/2001

Revised 11/13/2007, 7/28/2009, 1/28/2014, 10/22/2019

Reviewed by Superintendent & Assistant Superintendent for Business Services with no recommended changes on 6/14/2023. BOE agreed & approved at their 8/8/2023 meeting.

POLICY

Churchville-Chili Central School District

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Non-Instructional/Business Operations

SUBJECT: DETERMINATION OF BUDGET PRIORITIES

After receiving guidance from the Board of Education, and with the assistance of the Assistant Superintendent for Business Services, the Superintendent of Schools shall prepare proposed budget priorities for the School District which strike a balance between an ideal educational program and the District's fiscal resources. In setting budget priorities, the following factors shall be considered:

- a) The health and safety of students and employees;
- b) Items directly related to the educational needs and goals of the District. All segments of the District's programs are to be treated equitably within the available resources;
- c) Adequate staffing of programs and the salaries of employees;
- d) Maintenance of capital investment, equipment and facilities;
- e) Improvements in non-instructional items;
- f) State and/or federal legal requirements for the funding of programs;
- g) Requirements and regulations of the State Education Department and the Commissioner of Education as well as other State agencies; and
- h) Fiscal and non-fiscal resources available.

Adopted: 7/10/2001

Revised: 12/8/2009

Reviewed by Superintendent and Assistant Superintendent for Business Services on 6/14/2023 with no recommended changes; BOE agreed and approved at their 8/8/2023 meeting

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Churchville-Chili Central School District

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Non-Instructional/Business Operations

SUBJECT: ACCEPTANCE OF GIFTS, GRANTS AND BEQUESTS TO THE SCHOOL DISTRICT

The Board may accept gifts, donations, grants and/or bequests of money, real or personal property, as well as other merchandise which, in view of the Board, add to the overall welfare of the School District, provided that such acceptance is in accordance with existing laws and regulations. Donations to the school are fully tax deductible so long as the gift is used exclusively for public purposes in accordance with USC Section 170(C). However, the Board is not required to accept any gift, grant or bequest and does so at its discretion, basing its judgment on the best interests of the District. Furthermore, the Board will not accept any gift, grant or bequest which constitutes a conflict of interest and/or gives an appearance of impropriety. At the same time, the Board will safeguard the District, the staff and students from commercial exploitation, from special interest groups, and the like.

The Board will not accept any gifts or grants which will place encumbrances on future Boards, or result in unreasonable additional or hidden costs to the District. The Board may, if it deems necessary, request that gifts of equipment, facilities or any item that requires upkeep and maintenance, include funds to carry out such maintenance for the foreseeable life of the donation.

The Board of Education will not formally consider the acceptance of gifts or grants until and unless it receives the offer in writing from the donor/grantor or their attorney/financial advisor. Donation form 5230F has been designed for this purpose and may be found on our website. Any such gifts or grants donated to the Board and accepted on behalf of the School District must be by official action and resolution passed by Board majority. The Board would prefer the gift or grant to be a general offer rather than a specific one. Consequently, the Board would suggest that the donor/grantor work first with the school administrators in determining the nature of the gift or grant, prior to formal consideration for acceptance by the Board. Form 5230F has a signature line at the bottom on which the administrator can inform the board of his/her desire and approval to accept this gift and its designated usage. The Board, in its discretion, may direct the Superintendent of Schools to apply such gift or grant for the benefit of a specific school or school program.

The Board is prohibited, in accordance with the New York State Constitution, from making gifts/ charitable contributions with School District funds.

Gifts and/or grants of money to the District shall be annually accounted for under the appropriate account in the bank designated by the Board of Education.

All gifts, grants and/or bequests shall become School District property.

New York State Constitution Article 8, Section 1
Education Law Sections 1709(12) and (12-a)
and 1718(2)
General Municipal Law Section 805-a(1)

Adopted: 7/10/2001

Revised 7/28/09, 2/26/2019

Reviewed by Superintendent & Assistant Superintendent for Business Services with no recommended changes on 6/14/2023. BOE agreed & approved at their 8/8/2023 meeting.

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Churchville-Chili Central School District

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Non-Instructional / Business Operations

SUBJECT: GIFTS TO SCHOOL PERSONNEL

No District officer or employee shall directly or indirectly receive any gift having a value of seventy-five dollars (\$75) or more, whether in the form of money, services, loans, travel, entertainment, hospitality, etc., under circumstances in which it could reasonably be inferred that the gift was intended to influence the performance of his/her duties. However, the Board of Education welcomes the writing of letters or notes to staff members expressing gratitude or appreciation.

The school district may not make gifts or charitable contributions using district funds. Such a gift or contribution would be considered an improper gift of public funds under Article 8, Section 1 of the New York State Constitution, which prohibits the disbursement, gift or loan of public moneys and resources for the benefits of private groups or individuals.

Nothing herein shall prohibit the presentation of token gifts to retiring members of the staff/board of trustees who have rendered outstanding service and have earned the high regard of the District and the community.

General Municipal Law Section 805-a
NYS Constitution Article VIII, Section 1

NOTE: Refer also to Policy #6110 -- Code of Ethics for All Personnel

Policy #5230 -- Acceptance of Gifts, Grants and Bequests to the School District

Adopted: 7/01/2010

Revised: 1/11/2011, 2/26/2019

Reviewed by Superintendent & Assistant Superintendent for Business Services with no recommended changes on 6/14/2023. BOE agreed & approved at their 8/8/2023 meeting.

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Non-Instructional/Business Operations

SUBJECT: LOCAL TAX LEVY

Sufficient local tax revenue shall be raised to meet the requirements of the total School District budget, less an amount equal to all other income sources available to the School District.

After August 1, and following receipt of the final equalization rate and assessment rolls, a tax levy shall be set which will generate that portion of the School District budget requirement to be provided at the local level. Separate tax rates shall be set for each of the townships within the School District. The Board of Education shall approve the tax levy and shall issue a warrant for the collection of taxes.

Full School Tax Payments

Taxes will be collected during the period of September 1 through October 31, giving the tax warrant an effective period of 60 days. All payments received prior to October 1 will not be assessed any interest and/or penalties. For payments received after October 1, the tax bill will indicate the interest and/or penalty charges based on citizen's town of residence.

Installment School Tax Payments

The Board of Education of the Churchville-Chili Central School District will allow citizens residing in the District to pay their school taxes by installment, in accordance with the provisions of the New York State law and the procedures of the County of Monroe.

Upon resolution of the Board of Education, a list of all unpaid taxes shall be returned annually to the County Treasurer not later than November 15.

Tax Abatement

The Board recognizes that the continuous growth and addition of business and industrial property in the District is essential to alleviate the burdens of residential property owners in the assessment of taxes. The District therefore grants tax abatements for any County of Monroe Industrial Development Agency (COMIDA) projects located within the District, according to an adopted abatement schedule.

Education Law §§ 2021-2023 and 2130
Real Property Tax Law Article 13

Adopted: 7/10/2001

Revised: 3/26/2019

Reviewed by Superintendent & Assistant Superintendent for Business Services with no recommended changes on 6/14/2023. BOE agreed & approved at their 8/8/2023 meeting.

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SUBJECT: SCHOOL TAX ASSESSMENT AND COLLECTION/PROPERTY TAX EXEMPTIONS

A tax collection plan giving dates of warrant and other pertinent data shall be prepared annually and submitted for review and consideration by the Assistant Superintendent for Business Services to the Board of Education. Tax collection shall occur by mail or by direct payment to the place designated by the Board of Education. Applications for the exemption must be made by the owner and filed in the assessor's office in accordance with Section 467. Application for renewal must be made annually.

Senior Citizen Exemption

Churchville-Chili Central School District has previously adopted partial property tax exemptions for purposes of school taxes under Section 467 of the Real Property Tax Law which allows a school district to provide for partial exemption of the assessed valuation of real property owned by one or more persons age 65 or over, subject to various requirements set forth in that Section, depending upon the annual income of the owner or owners. The statute provides a range of income limits for various percentage assessed valuation exemptions from which a school district may choose. The Board of Education shall from time-to-time review the provisions of Section 467 and the range of annual income limits allowable under that statute and consider whether to continue or modify the annual income limits adopted for exemption for District school taxes or to discontinue the Section 467 exemption entirely.

If adopted by the Board, this exemption provides that unless specifically exempted by law, real property used exclusively for residential purposes and owned by one (1) or more persons, each of whom is sixty-five years of age or over, or real property owned by husband and wife or by siblings, one of whom is sixty-five (65) years of age or over, shall be exempt from taxation to the extent of percentum of the assessed valuation determined by the Board if the owners meet the criteria established annually by the Board. Once the exemption has been granted to a couple including an individual sixty-five (65) years of age or over, it shall not be rescinded solely because of the death of the older spouse so long as the surviving spouse is at least sixty-two (62) years old.

The District may permit a property tax exemption to an otherwise eligible senior citizen even if a child who attends a public school resides at that address, provided that any such resolution shall condition such exemption upon satisfactory proof that the child was not brought into the residence in whole or in substantial part for the purpose of attending a particular school within the District. No such change shall be made except by a resolution duly adopted by of the Board of Education after a public hearing held by the Board.

Disabled Citizen Exemption

Churchville-Chili Central School District has previously adopted partial property tax exemptions for purposes of school taxes under Section 459-c of the Real Property Tax Law which allows a school district to provide for partial exemption of the assessed valuation of real property owned by one or more persons with a disability, subject to the various requirements in that Section, depending upon the annual income of the owner or owners. The statute provides a range of income limits for various percentage assessed valuation exemptions from which a school district may choose.

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SUBJECT: SCHOOL TAX ASSESSMENT AND COLLECTION/PROPERTY TAX EXEMPTIONS (CONT'D.)

Disabled Citizen Exemption (Cont'd.)

The Board of Education shall from time-to-time review the provisions of Section 459-c and the range of annual income limits allowable under that statute and consider whether to continue or modify the annual income limits adopted for exemption for District school taxes or to discontinue the Section 459-c exemption entirely.

Unless specifically exempted by law, real property used exclusively for residential purposes and owned by one or more persons with disabilities; or owned by a husband, wife or both, or siblings, at least one of whom has a disability; and whose income, as defined pursuant to law, is limited by reason of such disability shall be exempt from taxation to the extent of percentum of the assessed valuation determined by the Board if the owners meet the criteria established annually by the Board. No such change shall be made except by a resolution duly adopted by the Board of Education after a public hearing held by the Board.

No exemption shall be granted unless the real property is the legal residence of and is occupied in whole or in part by the disabled person; except where the disabled person is absent from the residence while receiving health-related care as an in-patient of a residential health care facility as defined in Public Health Law.

The District may permit a property tax exemption to an otherwise eligible disabled citizen even if a child who attends public school resides at that address, provided that any such resolution shall condition such exemption upon satisfactory proof that the child was not brought into the residence in whole or in substantial part for the purpose of attending a particular school within the District. No such change shall be made except by a resolution duly adopted by the Board of Education after a public hearing held by the Board.

For purposes of this policy, and in accordance with law, a person with a disability is one who has a physical or mental impairment, not due to current use of alcohol or illegal drug use, which substantially limits such person's ability to engage in one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working; and who is certified to receive Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) benefits under the federal Social Security Act or is certified to receive Railroad Retirement Disability benefits under the federal Railroad Retirement Act, or has received a certificate from the State Commission for the Blind and Visually Handicapped stating that such person is legally blind or is certified to receive a USPS disability pension or is certified to receive a US Department of Veterans Affairs disability pension pursuant to federal law.

Education Law § 2130
Public Health Law § 2801
Real Property Tax Law §§ 459-c, 467, 1300-1342

Adopted 2/14/06

Revised 3/27/07, 3/26/2019

Reviewed by Superintendent & Assistant Superintendent for Business Services with no recommended changes on 6/14/2023. BOE agreed & approved at their 8/8/2023 meeting.



Churchville-Chili Central School District

Where learning leads to a lifetime of opportunities

Loretta J. Orologio, Ed.D.

*Superintendent of Schools
x2300*

**Superintendent's
Executive Cabinet**

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

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

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

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

MEMO

To: Board of Education
Dr. Loretta Orologio, Superintendent

From: Matthew J. DeAmaral
Assistant Superintendent for Business Services

Re: 2023-2024 Tax Bills

Date: August 4, 2023

In order to prepare and issue the 2023-2024 tax bills by September 1, 2023, the Board of Education must adopt the tax rate at the August 8, 2023 meeting. Since publishing estimated rates in May, one factor impacting tax rates has changed; final assessment figures were higher than originally estimated by approximately \$12,519,047 or 0.50%.

The table below shows the final rates and comparisons to advertised rates and prior year rates.

<u>Town</u>	<u>Tax Rate Per Thousand</u>	<u>Published Estimated Tax Rate Per Thousand</u>	<u>Increase/ Decrease from prior year</u>	<u>% Change from Prior Year</u>
Chili	20.24	20.35	-0.02	-0.12%
Ogden	23.47	23.60	0.98	4.35%
Riga	17.80	17.89	-0.65	-3.51%
Sweden	17.41	17.51	-1.03	-5.58%
True Value	16.19	16.28	-2.25	-12.19%

I recommend the Board adopt the attached resolution approving the tax levy in the amount of \$41,160,624 and the tax rates listed above.

If you have any questions, please contact me.

TAX LEVY 2023-2024

RESOLVED, that the Churchville-Chili Central School District levy a tax of \$41,160,624 on the taxable property in the District, and that the following resolution be adopted, to wit:

WHEREAS, the Board of Education was authorized by the voters of this district at the Annual Meeting on May 16, 2023 to raise for the current budget the necessary tax,

THEREFORE, BE IT RESOLVED, that the Board of Education fix the equalization tax rates and confirm the extension of the taxes as they appear in the following described rolls:

<u>Town</u>	<u>Assessed Value</u>	<u>Equal Rate</u>	<u>Tax Rate Per M of Assessed Valuation</u>
Chili	1,203,249,019	80.00	20.243181
Ogden	382,880,058	69.00	23.470355
Riga	436,742,367	91.00	17.796203
Sweden	1,369,953	93.00	17.413489

AND, BE IT FURTHER DIRECTED, that the tax warrant of this Board shall be duly signed, shall be affixed to the above described tax rolls, authorizing collection of said taxes to begin September 1, 2023 and to end October 31, 2023, giving the tax warrant an effective period of 60 days at the expiration of which time the collector(s) shall make an accounting in writing to the Board, AND, IT IS FURTHER DIRECTED, that the delinquent tax penalties shall be fixed as follows:

No interest charges on full payments made on or before October 1, 2023. Payments after October 1, carry two percent interest. Full payment bills may be made to the Monroe County Treasurer from November 1 through November 18 by calling telephone number 585-753-1200 for exact amount due.

Monroe County Treasury
P.O. Box 14420
Rochester, New York 14614

AND IT IS FURTHER DIRECTED, that under Local Law No. 1-75, a taxpayer (whose bill is \$50 or more) may elect to pay his school tax in three (3) equal installments, due on September 15th, October 15th and November 15th of the current year with no interest. A service charge will be levied and added into the installment amounts. If they elect to pay by installments, they must make the first installment by September 15, 2023 (there is a grace period, with one percent interest added) to Tax Collector as indicated on bill. No installment payments may be taken if the September installment is not paid by September 20, 2023. All other installments must be made to: Monroe County Treasury, at the address shown above.

For those taxpayers who do not choose the installment plan, payment in full may be made on or before October 1, 2023 with no interest. Payments after October 1, 2023 carry two percent interest. Full payment may be paid through November 18, 2023 at County Treasury or by mail to: Monroe County Treasury, P.O. Box 14420, Rochester, New York 14614. If payment is not made by the specified dates, unpaid taxes will be returned to County of Monroe where a penalty, plus interest will be computed and the total added to the Town and County tax bill, effective January 1, 2024.



Churchville-Chili Central School District

Where learning leads to a lifetime of opportunities

Loretta J. Orologio, Ed.D.

*Superintendent of Schools
x2300*

**Superintendent's
Executive Cabinet**

Mr. 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*

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

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

Re: District Wide Safety Plan and Building Level Plans

Date: August 4, 2023

Per New York State regulations for safety plans, the Board of Education must approve both the District Wide Safety Plan as well as the Building Level Safety Plans.

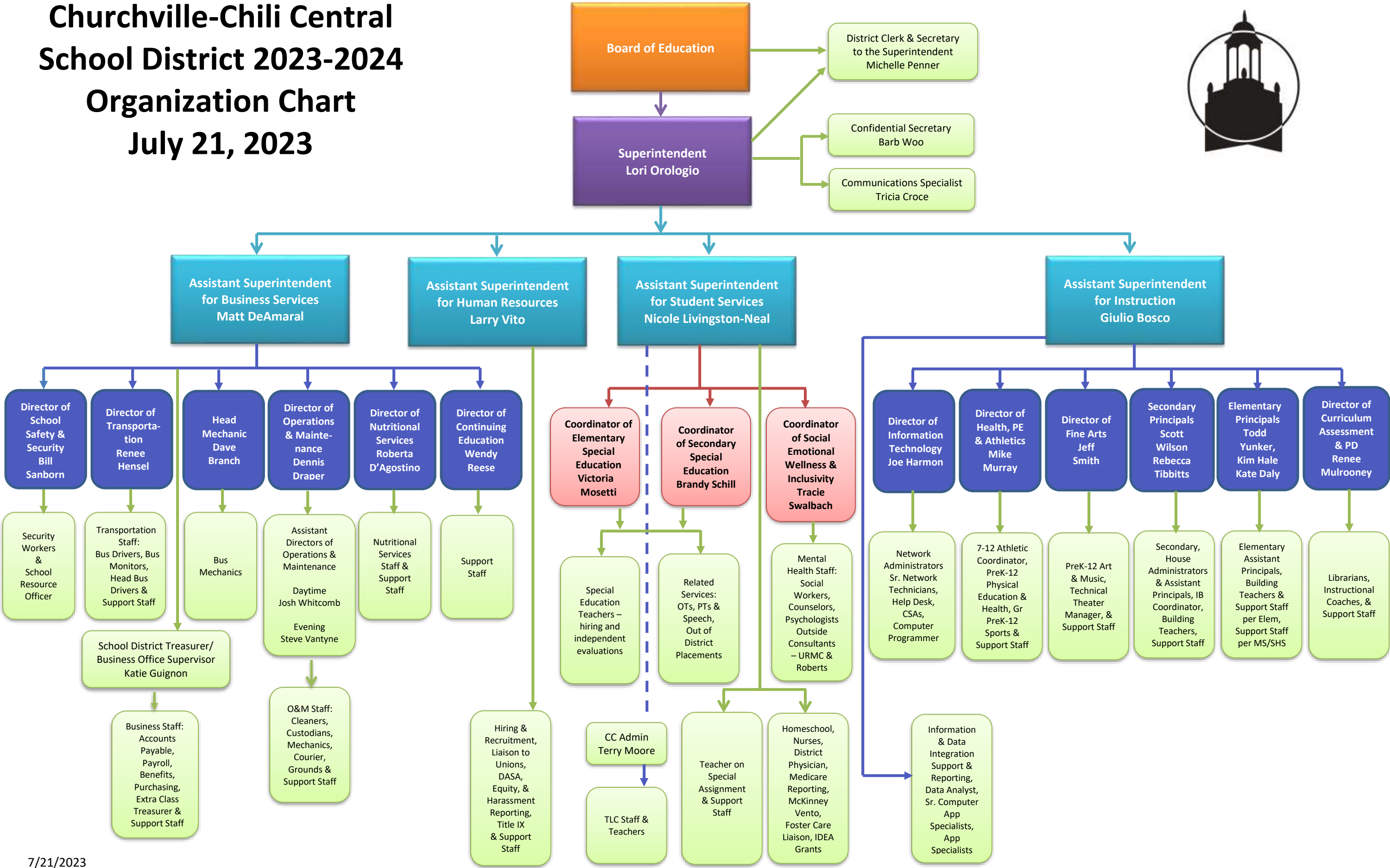
At the August 8, 2023 board meeting Bill Sanborn will be reviewing the current changes to the District Wide Safety Plan as well as discussing changes requested to be added to Building Level Plans. Assuming the board is agreeable to the changes, I recommend that the Board of Education approve the District Wide Safety Plan.

In addition, I recommend that the Board of Education approve the Building Level Safety Plans. If the Board has any questions regarding the Building Level Safety Plans, then the action should be tabled until a discussion takes place in executive session.

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

MJD/br

Churchville-Chili Central School District 2023-2024 Organization Chart July 21, 2023



7/21/2023



Churchville-Chili Central School District

Where learning leads to a lifetime of opportunities

Loretta J. Orologio, Ed.D.

*Superintendent of Schools
x2300*

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*Assistant Superintendent for Student
Services
x2460*

MEMO

To: Board of Education
Ms. Loretta Orologio, Superintendent

From: Matthew J. DeAmaral
Assistant Superintendent for Business Services

Re: Authority to Enter Into a Contract for an SRO

Date: August 4, 2023

In order to negotiate a contract with the Monroe County Sheriff's Department to provide School Resource Officer services to the Churchville-Chili Central School District, they require a document showing that the Board of Education supports this and gives Lori the authorization to enter into a contract with the Monroe County Sheriff's Department. For your information, attached is the draft contract. I am therefore requesting that the Board adopt the resolution listed below.

BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District grants Superintendent Lori Orologio the authority to enter into and negotiate a contract with the Monroe County Sheriff's Department to provide a School Resource Officer (SRO) to the Churchville-Chili District.

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

MJD/br



Churchville-Chili Central School District

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Services
x2460*

MEMO

To: Board of Education
Dr. Loretta Orologio, Superintendent

From: Matthew J. DeAmaral
Assistant Superintendent for Business Services

Re: Change Order – District Office HVAC Controls

Date: August 4, 2023

Attached are proposals for Change Orders for a total value of \$48,646.32. These change orders are related to the HVAC controls in District Office. This work was identified as an opportunity for the District to consolidate its HVAC controls from three different systems to one singular system.

Once approved, the proposals from Erie Electric and Lloyd Mechanical will change the value of contracts previously awarded. The proposal from Day Automation will be processed as an additional contract.

I recommend the Board of Education approve these change orders.

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

MJD/br



Automation

Security Solutions | Building Automation | Network Infrastructure | Energy Services

Churchville CSD Phase 6.1 Middle School

7/24/2023

Additional Radiation and CUHs

We propose to furnish an extension of the existing Schneider Electric Building Automation System (BAS) as per the plans and specifications. This work will include all supervision, software, engineering, commissioning, training and warranty required to complete this scope of work.

The system shall be provided under the auspices of the Day Automation System's Security and Solutions NYS OGS contract PT-68783.

Our scope will include the following:

- 1) Provide DDC controls for (14) radiation zones and (3) Cabinet Unit Heaters.
- 2) Provide new control valves.

Materials price is \$8,071.00

Tech Services price is \$11,625.00

Total price is \$19,696.00

Bond not included.

Installation and wiring of controls by others.

Valve installation by others

We very much appreciate the opportunity to submit this proposal and are available to review it with you.

Sincerely,

Wayne B. Pruner
Director of Sales
(585) 924-4630 ex217



CHANGE NOTICE/TIME & MATERIALS

Erie Electric Corporation

56 Locust Hill Drive
Rochester, NY 14618
Phone: 585.420.8996
Fax: 585.625.0069
Contact: James Rafferty
E-mail: James.Rafferty@erie-electric.com

CCN # 4
Date: 7/30/2023
Project Name: Churchville CSD
Project Number: Churchville CSD
Page Number: 1

Billing Address:

Campus Construction

Contact: Connor Magiera
E-mail: CMagiera@campuscmg.com
139 Fairbanks Road
Churchville, NY 14428

Site Address:

Churchville Chili CSD

139 Fairbanks Road
Churchville, NY 14428

Work Description

We reserve the right to correct this quote for errors and omissions.

This quote covers direct costs only and we reserve the right to claim for impact and consequential costs.

This price is good for acceptance within **10** days from the date of receipt.

We request a time extension of **3** days.

We will supply and install all materials, labor, and equipment as per your instructions on **CCN # 4**.

FIELD CODES

Mount, power and communication to (2) DDC panels
Mount and wire (14) space temperature sensors
Wire to (14) radiation valves.
Mount and wire (1) relay for (3) CUHs
Mount and wire (1) CT for (3) CUHs
Mount and wire (1) space sensor for (3) CUHs
Wire (1) valve for (3) CUHs
Pathway provided by Erie, devices by others.

Itemized Breakdown

Description	Qty	Total Mat.	Total Hrs.
Space Temperature Sensor Installation	17	0.00	68.00
Labor to pull wire and wire up Radiation Valves	14	0.00	42.00
Relay Installation for CUH	3	0.00	18.00
CT Installation	3	0.00	6.00
Wire Valve for 3 CUH	3	0.00	6.00
18-2 plenum Rated Wire Per 1000' Box	4	996.00	0.00
18-4 Plenum Rated 1000' Box	1	333.90	0.00
Totals	45	1,329.90	140.00

Summary

General Materials

1,329.90

ORIGINAL

CHANGE NOTICE/TIME & MATERIALS

Erie Electric Corporation

56 Locust Hill Drive
Rochester, NY 14618

Site Address:

Chruchville Chili CSD
139 Fairbanks Road
Churchville, NY 14428

CCN # 4
Date: 7/30/2023
Project Name: Churchville CSD
Project Number: Churchville CSD
Page Number: 2

Summary (Cont'd)		
Total Material		1,329.90
JOURNEYMAN	(70.00 Hrs @ \$80.00)	5,600.00
FOREMAN	(70.00 Hrs @ \$85.00)	5,950.00
Subtotal		12,879.90
Markup	(@ 15.000 %)	1,931.99
Subtotal		14,811.89
Bond	(@ 1.000 %)	148.11
Final Amount		\$14,960.00



Lloyd Mechanical Company, LLC

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>2023 \$\$</u>	<u>Item</u>	<u>Value</u>	<u>Contact</u>
CRSPTO	\$100.00			Kelly Sanborn
Waste Management	\$100.00			Nicole Simonetti
Tompkins Community Bank	\$250.00			Dianne Reiner

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?

☒ 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 Reese
Signature

8/1/2023
Date

Matthew J. Daniel
Signature

8/3/23
Date

Chestnut Ridge School PTO
Kelly Sanborn
3560 Chili Ave
Rochester, NY 14624

Waste Management
Nicole Simonetti
425 Perinton Parkway
Fairport, NY 14450

Tompkins Community Bank
Dianne Reiner
3252 Chili Ave
Rochester, NY 14624

**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>2023 \$\$</u>	<u>Item</u>	<u>Value</u>	<u>Contact</u>
Campus Construction Management Group	\$150.00			Mark Esposito
Churchville Veterinary Hospital	\$100.00			Rick & Marla Parsons
FRESPA	\$100.00			Kelly Carleton
Churchville Moose Lodge #2244	\$75.00			William Neilson
New Smiles Orthodontics	\$250.00			Dr. Deborah New
SEI Design Group	\$250.00			Gian Paul Plane

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?

☒ 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 Reese 6/23/2023
Signature Date

Matthew J. Dyer 6/30/23
Signature Date

Campus Construction Management Group
Mark Esposito
1241 Pittsford Victor Rd. Ste 104
Pittsford, NY 14534

Churchville Veterinary Hospital
Rick & Marla Parsons
88 South Main St
Churchville, NY 14428

FRESPA
Kelly Carleton
28 Southwind Way
Rochester, NY 14624

Churchville Moose Lodge #2244
William Neilson
5709 Chili Riga Center Rd
Churchville, NY 14428

New Smiles Orthodontics
Dr. Deborah New
3171 Chili Ave Ste 200
Rochester, NY 14624

SEI Design Group
Gian Paul Piane
224 Mill St
Rochester, NY 14614



Churchville-Chili Central School District

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Loretta J. Orologio, Ed.D.

*Superintendent of Schools
x2300*

**Superintendent's
Executive Cabinet**

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*Assistant Superintendent for Business
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x2330*

Mr. Giulio Bosco, Jr.
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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: Matthew J DeAmaral
Assistant Superintendent for Business Services**

Re: Surplus Music Instruments and Grounds Equipment

Date: August 4, 2023

Attached for the Board of Education's review and approval is a list of music instruments and grounds equipment that we are recommending to be declared as surplus so that the items may be sold in compliance with District policy #5250.

If you have any questions, please contact me.

MJD/br

Instrument	Location/Building	Room	Manufacturer	*Model	Serial Number	Asset No.	\$replacement Cost	Instrument Condition	Instrument Notes
Clarinet	Senior High School	1029-SH Band Room	Sonata	Clarinet	4456	27755	\$1,000	Poor	RETIRE
Clarinet, Alto	Senior High School	1029-SH Band Room	Bundy	Alto Clarinet	2544	27786	\$1,700	Fair	RETIRE
Clarinet, Alto	Senior High School	1029-SH Band Room	Bundy	Alto Clarinet	4120	27785	\$1,700	Fair	RETIRE
Clarinet, Alto	Senior High School	1029-SH Band Room	Bundy	Alto Clarinet	762	27784	\$1,700	Fair	RETIRE
Clarinet, Alto	Senior High School	1029-SH Band Room	Bundy	Alto Clarinet	7715	27787	\$1,700	Fair	RETIRE
Clarinet, Bass	Senior High School	1029-SH Band Room	Bundy	Bass Clarinet	34521	27833	\$1,700	Fair	RETIRE
Clarinet, Bass	Senior High School	1029-SH Band Room	Bundy	Bass Clarinet	46836	27847	\$1,700	Fair	RETIRE
French Horn	Senior High School	1029-SH	Holton	French Horn 378	594633	27801	\$5,000	Fair	RETIRE

		Band Room							
French Horn	Senior High School	1029-SH Band Room	King	French Horn 2269	630357	38734	\$2,400	Fair	RETIRE
French Horn	Senior High School	1029-SH Band Room	King	French Horn 2269	630359	27805	\$2,400	Poor	RETIRE
Oboe	Senior High School	1029-SH Band Room	Bundy	Oboe	B21457	27766	\$3,000	Fair	RETIRE
Oboe	Senior High School	1029-SH Band Room	Selmer	Oboe	2453	27767	\$3,000	Fair	RETIRE
Oboe	Senior High School	1029-SH Band Room	Selmer	Oboe	F11834	27764	\$3,000	Fair	RETIRE
French Horn	Middle School	3406-MSN Band Room	Reynolds	French Horn (double) Contempora	71388	27936	\$2,400	Fair	RETIRE
Saxophone, Tenor	Middle School	1153-MSS Band Room	Buescher	Tenor Saxophone 31 A	98168	27990	\$3,500	Fair	RETIRE
Saxophone, Tenor	Middle School	1153-MSS	Conn	Tenor Saxophone	N74754V	27988	\$3,500	Fair	RETIRE

		Band Room							
Saxophone, Tenor	Senior High School	1029-SH Band Room	Bundy	Tenor Saxophone	382578	27770	\$3,500	Poor	RETIRE
Trombone, Trigger	Middle School	1153-MSS Band Room	Holton	Trombone (F-attachment)	555184	27961	\$2,300	Fair	RETIRE
Keyboard	Senior High School	1041-SH Mac Lab	Korg	EC150 Digital Piano	18731	14304		Poor	RETIRE
Keyboard	Senior High School	1041-SH Mac Lab	Korg	EC150 Digital Piano	4004585	7351		Poor	RETIRE
Keyboard	Senior High School	1041-SH Mac Lab	Korg	EC150 Digital Piano	4004637			Poor	RETIRE
Keyboard	Senior High School	1041-SH Mac Lab	Korg	EC150 Digital Piano	4004583			Poor	RETIRE
Grounds Equipment	Location/Building	Room	Manufacturer	*Model	Serial Number	Asset No.	Trade in Value	Equipment Condition	Equipment Notes
10' x 12' Shed	Grounds	N/A					\$50		

Landscape Rake	Grounds	N/A	Frontier	LR2196			\$50		8 foot width
Snow Blower	Grounds	N/A	Honda	HS520	SZBG-6012487	16448	\$50	Fuel drained & Stored properly	Very few hours
Rototiller	Grounds	N/A	Ariens	RT424	020846	16445	\$50	Fuel drained & stored properly	
Paint Sprayer	Grounds	N/A	Briggs & Stratton				\$50	Unknown operational condition	
Snowthrower	Grounds	N/A	Honda	HS621	SZAN-1000053		\$50	Fuel drained & stored properly	Very few hours
Snowthrower	Grounds	N/A	Honda	HS621	SZAN-1011215		\$50	Fuel drained & stored properly	Very few hours
Snowthrower	Grounds	N/A	Honda	HS621	SZAN-1106204		\$50	Fuel drained & stored properly	Very few hours
Self-Propelled Lawn Mower	Grounds	N/A	John Deere	JS36	GXJS36A047732		\$50	Winterized, serviced & stored	Mulcher/bagger
Self-Propelled Lawn Mower	Grounds	N/A	John Deere	JS36	GXJS36A047730		\$50	Winterized, serviced & stored	Mulcher/bagger
Snowthrower	Grounds	N/A	Troy-Bilt	31AS2B5-766	1F174B20577		\$50	Like New	Tecumseh 5.5 HP engine

POLICY

Churchville-Chili Central School District

2019 23

3320

Page 1 of 1

Community Relations

SUBJECT: CONFIDENTIALITY OF COMPUTERIZED INFORMATION

The safeguarding of confidential data from inappropriate use is essential to the success of the District's Operation. development of centralized computer banks of educational data gives rise to the question of the maintenance of confidentiality of such data while still conforming to the New York State Freedom of Information Law. The safeguarding of confidential data from inappropriate use is essential to the success of the District's operation. Access to confidential computerized data shall will be limited only to authorized personnel of the School District.

It shall be is a violation of the District's policy to release confidential computerized data to any unauthorized person or agency. Any employee who releases or otherwise makes improper use of such-computerized data shall be is subject to disciplinary action.

However, if the computerized information sought is available under the Freedom of Information Law and can be retrieved by means of existing computer programs, the District is required to disclose such-this information.

Family Educational Rights and Privacy Act of 1974, 20 USC Section 1232(g)
34 CFR Part 99
Public Officers Law Section 84 et seq.

Adopted: 7/10/2001

Reviewed by Superintendent & Information Technology Director, No Recommended Change 12/13/2018;
reviewed & approved by BOE 1/8/2019

Revised: 6/22/2023

POLICY

Churchville-Chili Central School District

20~~19~~23

5140
Page 1 of 1

Non-Instructional/Business Operations

SUBJECT: ADMINISTRATION OF THE BUDGET

The Superintendent, working in conjunction with the administrative staff, is responsible to the Board for the administration of the budget. This includes, but is not limited to:

- a) Acquainting District employees with the final provisions of the program budget and guiding them in planning to operate efficiently and economically within these provisions.
- b) Providing direction to the District in maintaining those records of accounting control as are required by the New York State Uniform System of Accounts for School Districts, the Board, and other procedures, as are deemed necessary.
- c) Keeping the various operational units informed through periodic reports as to the status of their individual budgets.

Unless otherwise provided by law, no claim against the District will be paid unless such claims have been audited and approved by the ~~*Board/~~Claims Auditor.

Budget Transfers

The transfer of funds between and within functional unit appropriations of the General Fund is commonly required during the school year. The Superintendent of Schools or his or her designee, in accordance with the Regulations of the Commissioner of Education, is authorized to make budget transfers between line item accounts, up to ~~\$10,000~~ \$20,000. Whenever transfers will exceed ~~\$10,000~~ this amount, they are to be approved by the Board of Education.

Statement of the Total Funding Allocation

When required by law, the District will annually submit to the Commissioner of Education and the Director of the Budget a detailed statement of the total funding allocation for each school in the District for the upcoming school budget year. This statement will be in a form developed by the Director of the Budget, in consultation with the Commissioner of Education. This statement will be made publicly available and posted on the District website.

Education Law §1604(35), 1709(20-a), 1711, 1718, ~~1720~~, 1724, 1950(4)(k), 2508, 2523-2526, 2554(2-a), and 3614
8 NYCRR §§ 170.12(c) and 170.2(1)

Adopted: 7/10/2001

Revised: 12/8/2009, 10/22/2019; 6/26/2023

POLICY

Churchville-Chili Central School District

201923

5150
Page 1 of 1

Non-Instructional/Business Operations

SUBJECT: CONTINGENCY BUDGET

The School District budget for any school year or any part of such budget, or any proposition involving the expenditure of money for such school year, shall not be submitted for a vote of the qualified voters of the District more than twice in any school year.

If the original proposed budget is not approved by District voters at the Annual District Meeting and Election, the Board has the option of either resubmitting the original or revised budget for voter approval at a special meeting held at a later date; or the Board may, at that point, adopt a contingency budget. If the Board decides to submit either the original or a revised budget to the voters for a second time, and the voters do not approve the second budget submittal, the Board must adopt a contingency budget and the tax levy cannot exceed the total tax levy of the prior year (0% levy growth).

The contingency budget will include the sum necessary for teachers' salaries (i.e., professional educator positions certificated by the State Education Department which include teachers, administrators, teaching assistants, and professional specialists in the various areas of pupil personnel services) and ordinary contingent expenses as determined by the Board in accordance with law including, but not limited to, the purchase of library books and other instructional materials associated with the school library; expenses for cafeteria or restaurant services; and expenses incurred for interscholastic athletics, field trips and other extracurricular activities. Ordinary contingent expenses include, but are not limited to, legal expenses incurred by the District; expenditures specifically authorized by statute; and other items necessary to maintain the educational program, preserve property, and assure the health and safety of students and staff. As deemed necessary, school counsel may be consulted for review as to those items considered to be ordinary contingent expenses prior to Board adoption of the contingency budget.

Additionally, the administrative component of the contingency budget shall not comprise a greater percentage of the contingency budget exclusive of the capital component than the lesser of:

- a) The percentage the administrative component had comprised in the prior year budget exclusive of the capital component; or
- b) The percentage the administrative component had comprised in the last proposed defeated budget exclusive of the capital component.

~~The Consumer Price Index to be used refers to the percentage that represents the average of the national consumer price indexes determined by the U.S. Department of Labor for the twelve month period preceding January first of the current year.~~

Education Law Sections 2002, 2023, 2023-a, 2024 and 2601-a

Adopted: 7/10/2001

Revised: 10/25/2005, 1/28/2014; 6/14/2023

Reviewed by Superintendent and Assistant Superintendent for Business Services on 11/6/2019 with no recommended changes; BOE agreed and approved on 11/12/2019



Churchville-Chili Central School District

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Loretta J. Orologio, Ed.D.

*Superintendent of Schools
x2300*

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MEMO

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

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

Re: Updated SEQRA Statement for Phase VI Capital Project

Date: August 4, 2023

Under the State Environmental Quality Review Act (SEQRA), the district is required by law to examine the potential environmental impact of any capital project. During that process the board must identify the district as the lead agency of the project through a resolution and inform other municipalities of the project.

In conjunction with our Phase VI Capital Project planning, the board passed the required resolution. However, subsequent to that meeting, the district purchased the property at 5788 Buffalo Road and redesigned the entrance/exit roadway. Because the scope of the project has been adjusted, our architect will be updating portions of our Full Environmental Assessment Form and re-notifying the required agencies.

The update to the scope will not change the 'negative declaration' (no environmental impact) of the project. The board will need to re-accept the results of this process at a subsequent meeting.

If you have any questions, give me a call.

MJD/br